Agenda Item
VII. C.

Meeting Date: August 1, 2017

Department: County Administration

Topic: **County Administrator Changes (CAC) to HR Regulation**

Board Action: No action is required.

Attachments: 2017 CAC-1
2017 CAC-2

Summary: Per HR Regulation 1.1.4., the County Administrator has the authority to make needed changes to the Human Resources regulation. The changes become effective when the County Administrator reports the amendments to the Board of Supervisors at a public meeting.

2017 CAC-1 allows employees receiving workers compensation or short term disability pay from the County to decide if they wish to use accumulated leave to make up the difference between their worker's compensation or short term disability benefit and their normal pay.

2017 CAC-2 revises policies to reflect current practices and includes updates to:

- County Attorney position description
- List of Authorities, Boards, Commissions, Councils and Committees
- County name tag policy
- Pay rates per grade (to reflect August 1 COLA)
- Leave accrual when an employee is on leave with pay
- Open enrollment and flex plan year dates
- Post-offer drug testing of final candidates
- Driver requirements

Recommendation: None. For information only.

COUNTY OF AMHERST

OFFICE OF THE COUNTY ADMINISTRATOR

TELEPHONE (434) 946-9400

FACSIMILE (434) 946-9370

AMHERST COUNTY ADMINISTRATION BUILDING

153 WASHINGTON STREET
P. O. Box 390
AMHERST, VIRGINIA 24521

County Administrator Change
2017 CAC-1

As allowed by Amherst County Regulation 0, the following amendments (italicized below) to the Amherst County Human Resources Regulation have been made:

Section 6.14.3 FMLA Benefits

Unless receiving workers compensation or short term disability pay from the County, employees will be required to use accumulated paid leave (sick, compensatory, annual, etc.) on an hour for hour basis concurrent with the FMLA leave. If FMLA leave is exhausted before the end of the twelve-month period, the employee will not be entitled to further FMLA leave during this period.

Section 8.4 VIRGINIA RETIREMENT SYSTEM HYBRID PLAN-SHORT TERM DISABILITY-LONG TERM DISABILITY

Hybrid Short Term Disability Weekly Benefit

Hybrid employees may but are not required to use their accumulated paid leave (sick, compensatory, annual, etc.) while receiving short term disability pay from the County. In no cases, may total compensation (short term disability benefit plus leave) exceed 100% of an employee's monthly salary.

By direction of the County Administrator,

Dean C. Rodgers
Administrator

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County Administrator Change
2017 CAC-2

As allowed by Amherst County Regulation 0, the following amendments (italicized below) to the Amherst County Human Resources Regulation have been made:

1 INTRODUCTION

1.1 PURPOSE OF THE HUMAN RESOURCES REGULATION

1.5.1 **County Attorney.**

The County Attorney works directly for the Board of Supervisors and *although not supervised by the County Administrator, he or she works closely with the County Administrator to accomplish the goals and objectives of the Board.* The Attorney serves the Board and the County staff in their collective capacity as *his or* her legal client; thus *he or* she only advises individuals in their official capacity and not on personal matters. *The Attorney is assigned administrative support staff from the County Administration office.* The Attorney provides advice on all legal matters affecting the interests of the County.

1.5.16 **Authorities, Boards, Commissions, Councils and Committees.**

These entities are managed and supported as described in ACR 1-3, Boards, Commissions, Councils and Committees Created by the Board of Supervisors, to increase the effectiveness of local government. Their specific areas of responsibility and authority are described in each body's Board-approved charter. Several are governed by state statutes. Some of these organizations hire and oversee their own Directors and staff. All follow County personnel policies except where they expressly deviate per charter or cooperative agreement. The organizations include:

Agriculture Committee
Amherst County Broadband Authority Board
Amherst County Service Authority Board
Board of Building Appeals
Board of Zoning Appeals
Building Committee
Economic Development Authority Board
Emergency Services Council
Library Board
Planning Commission
Recreation, *Cultural Development* & Parks Board
School Board
Social Services *Board*

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3. APPOINTMENTS

3.4 COUNTY IDENTIFICATION

Except where required by federal or state law or to assist in protecting the safety of citizens, the County does not issue a County identification card to employees. *Name tags may be issued when appropriate.*

5. CALCULATING PAY OF EMPLOYEES

5.1 PAY GRADE

A pay grade is a level within the salary schedule into which jobs with similar levels of authority and responsibility are placed for compensation purposes. Pay grades have a minimum rate and a maximum rate that defines the range of pay the County considers for a particular job.

AMHERST COUNTY WAGE STRUCTURE				
GRADE		**MIN**		**MAX**
1		***21,417***		***36,358***
2		***23,182***		***39,356***
3		***25,093***		***42,599***
4		***27,162***		***46,111***
5		***29,400***		***49,913***
6		***31,824***		***54,026***
7		***34,447***		***58,481***
8		***37,287***		***63,301***
9		***40,360***		***68,519***
10		***43,688***		***74,167***
11		***47,288***		***80,281***
12		***51,187***		***86,899***
13		***55,406***		***94,061***
14		***59,973***		***101,815***
15		***64,917***		***110,207***
16		***70,268***		***119,292***
17		***76,060***		***129,125***

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6 EMPLOYEE LEAVE

Only full time employees are eligible for leave benefits. Leave taken should be rounded up or down to the closest fifteen minute interval. *Employees on leave without pay do not accrue leave during the leave without pay period.*

8. EMPLOYEE BENEFITS

8.1.4 Open enrollment for the County's pre-tax program is held each *May* prior to the beginning of plan year which runs from *July 1* through *June 30*. Participation in the plan is voluntary. Once enrolled, participants are bound by IRS regulations that control withdrawal from the program.

11 DRUG-FREE WORKPLACE

11.7.1 Pre-employment

The County conducts post-offer drug testing of final candidates for positions requiring the operation of county vehicles or other motorized equipment. Individuals who have not successfully completed the drug test prior to beginning work shall be hired conditionally; the decision to retain the individual as an employee of the County will be dependent on successful completion of the *post-offer* drug test. Refusal to submit to testing will result in disqualification of *further consideration for the position.*

18 HEALTH AND SAFETY

18.6 VEHICLE SAFETY POLICY AND DRIVER REQUIREMENTS

County owned vehicles or *other motorized equipment* may be operated only by approved County employees for purposes of work-related activities. Prior to employment, *the final candidate* for a County position must agree to a license check and a drug screening by executing County approved consent forms. Driver's license checks will be conducted on all employees who operate County vehicles *or other motorized equipment* once a year, thereafter.

If operation of a County owned vehicle *or other motorized equipment* is a primary requirement of an employee's job, a poor driving record could result in disciplinary action. Drug tests may be required for vehicle *and equipment* operators at any time as outlined in Section 11. Other requirements include:

18.6.1 Only *certified* County employees may operate County owned vehicles and other motorized equipment.

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18.6.*2* Responsibility

18.6.*2.1* Seat belts are required at all times for the operator and all occupants of County vehicles *and for other motorized equipment as appropriate.*

18.6.*2.2* An employee operating a County vehicle or other motorized equipment must report any mechanical failure, accident, traffic violation or damage sustained to the vehicle *or equipment* while in the employee's use to the Department Head or his designee.

18.6.*2.3* County employees shall obey all traffic laws while operating a County owned vehicle *or other motorized equipment* and focus on driving *or operating the equipment* at all times. Operators should avoid distractions such as cell phone usage and eating while driving a moving vehicle *or operating equipment.*

18.6.*2.4* A file shall be kept on each vehicle *and motorized equipment* owned by the County by the department to which that vehicle *or equipment* is assigned. This file shall contain maintenance records and other pertinent information associated with the vehicle *or equipment.*

18.6.*2.5* County employees and occupants shall not use tobacco products while in a County owned vehicle *or while operating motorized equipment on the job.*

18.6.*2.6* County employees shall not use, purchase, or transport alcohol while driving County owned vehicles *or motorized equipment.*

18.6.*2.7* Department Heads shall ensure that all vehicles *and equipment* assigned to their department will be inspected every two (2) months. The purpose of this inspection is to identify potential safety concerns with the vehicle *or equipment* and to ensure that all necessary equipment remains with the vehicle. The inspections shall be documented and kept in the vehicle file.

18.6.*2.8* Employees required to use their personal vehicle for County business shall complete the Amherst County Mileage Report to receive the mileage allowance as determined by IRS regulations. Employees are also required to have the minimum personal vehicle liability coverage as required by the Commonwealth of Virginia.

18.6.*3* Accident Review

County drivers who are involved in an accident while operating a vehicle *or other motorized equipment* on County business may be interviewed by the County or Departmental Accident Review Committee. The purpose of the review is to learn ways to prevent accidents and to recommend appropriate actions to the County Administrator.

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18.6.*4* Driver Requirements

Acceptable Driving Record

For the purposes of this policy, the following constitutes an acceptable driving record:

A valid Virginia driver's license with a score of -4 or better.

No license revocations or suspensions within the past three (3) years.

No record of conviction of a felony while operating a motor vehicle.

No Driving under the Influence ("DUI") Driving while Intoxicated ("DWI") convictions in the past two (2) years.

County drivers must also meet any additional safety criteria determined by the County's insurance carriers.

18.6.*5* Driver Eligibility

In order to operate County owned vehicles *or equipment*, an employee must be eighteen (18) years of age and have an acceptable driving record. If the employee's job requires transporting non-County employees in County vehicles, the employee must be at least twenty-one (21) years of age and have a minimum of three (3) years of acceptable, licensed driving experience.

All County employees whose jobs may include driving responsibilities will have their Department of Motor Vehicles ("DMV") driving record reviewed annually.

A County employee is only eligible to operate a vehicle *or other motorized equipment* for County business purposes if their DMV driving record is determined to be satisfactory upon review.

Employees must inform their Supervisor of the following:

That the operator's DMV driver's license being restricted, suspended, or revoked.
Charges for moving violations while operating a vehicle.
Legal charges or convictions while operating a vehicle.

Employees who fail to report such offenses outlined may be subject to disciplinary action.

18.6.*6* Disciplinary Actions Related to Poor Driving Performance:

If a County employee incurs violations while operating a County vehicle or other motorized equipment, the employee may receive the following disciplinary actions:

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18.6.*6.1* Revocation or suspension of their driver's license will result in loss of driving *and/or operating* privileges for County vehicles and other motorized equipment.

18.6.*6.2* Failure to report a moving violation while driving on County business will result in disciplinary action.

18.6.*6.3* Failure to report an accident while driving on County business will result in disciplinary action.

18.6.*6.4* An employee who is charged with a DUI/DWI while on or off the job is prohibited from operating County owned vehicles *and other motorized equipment* until a decision on the charge is rendered in Court. If the employee normally operates a County owned vehicle *or other motorized equipment*, an assignment to a non-driving position may be required. If a non-driving assignment is not available, the employee may be required to take appropriate leave or be placed on administrative leave without pay pending the outcome of the court decision.

By direction of the County Administrator,

Dean C. Rodgers
Administrator