

Personnel Policies Update

Margaret Schmitt, former HR Director with Lynchburg, has helped us to re-craft our personnel policies. Below is a chart showing the changes. After the chart is a link to the proposed policies and the current policies.

Central Virginia Planning District Commission Employee Handbook Revised 3/15/19 Summary of Changes

Chapter	From	To	Why
Throughout	Legalistic tone	Up-to-date, more conversational tone	Language was out of date and remnants of inherited policies remained
Throughout	Redundant and disjointed	Reorganized, shortened	Policies were the result of structural changes, additions, and revisions over years.
Throughout	Inconsistent	Ensured consistency in definitions and references	Various revisions and “inherited” policies had created inconsistency
One		Employment at Will	Codified legal standing
Two	Allocation	Classification	Matches current practice
Two		FOIA definition	FOIA was missing
Two	FT, PT and Temporary definitions	Simplify definitions and remove “permanent”	Consistent with employment at will provisions
Three	Department Director reviews after supervisor shares performance evaluation with employee	Supervisor shares evaluation with Department Director before it is shared with employee	Aligns supervisor and department director performance feedback and ensures that changes are not made after the evaluation is shared with an employee
Five	Confusing, ineffective Educational Reimbursement Policy	Added clear support for professional development and job related training	Funding level didn’t allow for effective usage by employees
Six	Volunteer Rescue Squad Leave	None	Remnant of Campbell County policies. No longer applicable to CVPDC.
Six	6 year annual leave progression	Added seniority levels and higher accrual rates	While progress was faster than comparable organizations, leave topped out lower than average in the market.
Six	VRS Hybrid Employee sick leave maximum at 80 hours	Eliminated 80 hour max at any time and expanded carryover from year to year to 112 hours	Balances sick leave accrual for Hybrid members with benefit of STD and real life needs for sick leave

Six	Sick leave use for family members restricted	Allows use of sick leave for family member needs up to full accrued balance.	Simplifies tracking, expands employee flexibility and takes advantage of the built-in limits already existing in sick leave accrual.
Six	Cap on number of occurrences for which bereavement leave can be taken	Removed cap – allow up to 24 hours of paid time off per occurrence	Simplifies tracking and expands use of bereavement leave to all qualifying events.
Six	Ineffective Sick Leave Bank	Froze bank with current members	Only new employees were able to enroll and no one had enrolled in recent years.
Six	Administrative Leave for jury duty	Added Court Service leave and clarified that court appearances on behalf of the Commission are work time	Creates consistency with state code requirements
Six	FMLA	Codified that FML will apply after 5 days absence due to qualifying event and the Commission may designate absences as FML if qualified event	Consistent with FMLA regulations and allows for more manageable recordkeeping.
Seven	Nothing	Added Code of Conduct and clarified procedures for counseling and discipline to include an opportunity for employee response to more serious disciplinary action of demotion, suspension and dismissal	Clarified expected behavior and conduct in accordance with state code.
Seven	Incomplete work areas cited for smoke free environment	Adds vehicles to smoke free policies	Ensures that all work areas are smoke free

The proposed personnel policies document is at [Draft Personnel Policy](#).

The current personnel policies document is at [Current Personnel Policy](#).