

Agenda Item 5: Personnel Policies Update

Margaret Schmitt, former HR Director with Lynchburg, working with the Berkley Group, has helped us to re-craft our personnel policies. This re-write is important to clean up references to the several non-profits that fell under our personnel policies during the Region 2000 Partnership years.

Below is a chart showing the proposed changes as well as suggestions *in italics* from employees. After the chart is a link to the proposed policies and the current policies. The Executive Committee reviewed with Margaret some of the proposed changes on 3-19 and suggested that the proposed changes be sent to CVPDC employees. Their suggestions are incorporated in *green italics*.

Central Virginia Planning District Commission Employee Handbook Revised 3/15/19 Summary of Changes (Added based on employee comments)

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Throughout	Legalistic tone	Up-to-date, more conversational tone	Language was out of date and remnants of inherited policies remained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
<i>One</i>	<i>Executive Director recommending classification actions to the Commission</i>	<i>Authorizing the Executive Director, within the approved budget, to determine the methods, means and personnel necessary to accomplish all work activities.</i>	<i>Simplifies the implementation of operational changes necessary to effectively and efficiently deliver services. Allows the Director to make operational decisions, within approved resources, to respond to changes in service delivery and/or staffing needs.</i>
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	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

	evaluation with employee		
<i>Three</i>	<i>Inclement Weather</i>	<i>A third paragraph that states that Equipment Operators and Scale Operators at the landfill must coordinate their attendance with their supervisors.</i>	<i>Supervisor is concerned that these employees will 'use their personal judgement' and not show up when necessary to get the landfill back in service after a weather event.</i>
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 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.

Six	<i>Clarification on Holidays</i>	<i>Holidays for employees who have to work on the holiday will be observed at the first available opportunity as scheduled by the supervisor</i>	<i>The holiday's for 10 hour people (Services Authority) are hard to schedule by the end of the pay-cycle following the holiday.</i>
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, <i>and equipment, buildings and worksites</i>	Ensures that all work areas are smoke free

The proposed personnel policies document is attached as a separate document.

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

The CVPDC Executive Committee asked Margaret to explore several areas of the personnel policies. Below are Margaret's responses:

- How many employees would be in the added annual leave tiers?
 - 14 employees have over 10 years tenure
 - 10 employees over 15 years
 - 4 employees between 10-15 years
 - We have 40 employees on the payroll today
- Why does the organization pay \$20 per day for unused sick leave upon separation?
 - This is a long-standing policy that is not recommended for revision
 - It has served the organization well and limits the financial liability for unused sick leave balances while providing an employee some incentive to restrict use of sick leave
 - Paying some amount for unused sick leave allows employees to convert the time to VRS credits, at their discretion

- Why is there a different “definition” of family members for use of sick leave than for other leave? What are the trends in family member leave?
 - Use of sick leave for family members typically follows eligibility in FML, i.e. spouse, child and parent
 - Allowing use of sick for personal use and FML family members recognizes employee responsibilities and protects the organization from excessive use
 - Trends indicate that more public agencies are adding paid parental leave (upon birth or adoption of child) and paid leave for care of sick parents.
- Why should VRS Hybrid plan members have less sick leave carryover than others?
 - Sick leave balances are designed to protect employee pay in the case of a long term incapacity – an “insurance” policy of sorts
 - The VRS Hybrid plan requires short and long term disability benefits for members after one year of employment – an actual insurance policy for long term incapacity
 - Higher levels of maximum sick leave balance for non-Hybrid Plan members provides equity for the employees who do not have short and long term disability insurance
 - Lower levels of maximum sick leave balances for Hybrid Plan members prevents the potential “double-stacking” of significant sick leave use and then use of short term disability benefits (both funded wholly by the organization)

Additional comments from Staff are below:

a) Changes are excellent and show that the CVPDC values their employees.