



PERSONNEL POLICIES AND PROCEDURES MANUAL

Dated – March 2014

Issued – August 2015

Table of Contents

<u>Section/Article/Title</u>	<u>Page Number</u>
Introduction	4
I - GENERAL PROVISIONS	
1.1 Definitions	5
1.2 Applications	10
1.3 Director of Human Resources	11
1.4 Appointing Authority or Department Head	11
1.5 Department Rules/Policies/Directives	11
1.6 Federal Fund Regulations	11
1.7 Publication of Policies	11
1.8 Amendment of Policies	11
II – CLASSIFICATION AND GENERAL SALARY ADMINISTRATION	
2.1 General Purpose of the Classification	12
2.2 Position Types	12
2.3 Composition of the Classification Plan	12
2.4 Maintenance of the Classification Plan	12
2.5 General Purpose of the Pay Plan	13
2.6 Pay Plan Administration	13
2.7 Payment at a Listed Rate	13
2.8 Employment Within the Pay Range	13
2.9 Use of Pay Ranges	13
2.10 Pay for Part-time Employment	13
2.11 Pay of a Reallocated/Reclassified Employees	13
2.12 Effective Date of Pay Adjustments	14
2.13 Overtime and Compensatory Time Guidelines	14
2.14 Payroll Deductions	14
2.15 Final Paychecks	14
III – RECRUITMENT, CERTIFICATION AND EMPLOYMENT	
3.1 Recruitment	15
3.2 Types of Recruitment	15
3.3 Position Announcement	15
3.4 Applications	15
3.5 Basic Requirements	15
3.6 Background Investigations	16
3.7 Applicant Screening and Review (Examinations)	16
3.8 Applicant Screening Eligibility for Examination	16
3.9 Examination Results	16
3.10 Establishment of Eligibility Lists	16
3.11 Veteran's Preference	16
3.12 Removal of Names from Eligibility Lists	16
3.13 Duration of Eligibility Lists	17
3.14 Names to be Certified	17



PERSONNEL POLICIES AND PROCEDURES MANUAL

Dated – March 2014

Issued – August 2015

	<u>Page Number</u>
3.15 Interview and Record of Action	17
3.16 Probationary Period	17
3.17 Adjustment Period	18
3.18 Effect on Reinstatement	18
3.19 Broken Service Extension	18
 IV – GENERAL EMPLOYMENT PRACTICES	
4.1 Department Initiated Reassignment	19
4.2 Transfers	19
4.3 Transfers between Legislative Departments	19
4.4 Promotions	19
4.5 Performance Promotions	20
4.6 Temporary Interim (Acting) Assignments	20
 V – DISCIPLINARY ACTIONS, DEMOTIONS, DISMISSALS AND SEPARATIONS	
5.1 Policy	21
5.2 Grounds	21
5.3 Types of Discipline	22
5.4 Documentation	22
5.5 Verbal Reprimand	24
5.6 Written Reprimand	24
5.7 Suspension	24
5.8 Disciplinary Demotion	24
5.9 Dismissal	24
5.10 Forfeiture	25
5.11 Separation from City Service	25
5.12 Reduction In Force	26
5.13 Reinstatement	27
 VI – WORKING CONDITIONS AND BENEFITS	
6.1 Hours of Work	28
6.2 Holidays	28
6.3 Annual Leave	29
6.4 Sick Leave	30
6.5 Bereavement Leave	32
6.6 Leave Share Program	32
6.7 Military Leave	34
6.8 Leave Without Pay	34
6.9 Leave for Victims of a Crime	34
6.10 Civil Leave	35
6.11 Unauthorized Leave	35
6.12 Absence Due to Arrest or Incarceration	35
6.13 Holding Two City Positions	36
6.14 Nepotism	36
6.15 Outside Employment	36



PERSONNEL POLICIES AND PROCEDURES MANUAL

Dated – March 2014

Issued – August 2015

	<u>Page Number</u>
VII – GRIEVANCE AND APPEAL PROCEDURES	
7.1 Policy	37
7.2 Purpose	37
7.3 Applicability	37
7.4 Definition of a Grievance	37
7.5 Determination of Grievability	38
7.6 Compliance	39
7.7 Standard/Burden of Proof	39
7.8 Grievance Procedure	39
7.9 Representation During the Grievance Management Steps	40
VIII – GRIEVANCE HEARING PANEL	
8.1 Panel Hearing	41
8.2 Conduct of the Hearings	42
8.3 Cost of Representation	42
8.4 Remedies	43
8.5 Panel Decisions	43
IX – MISCELLANEOUS POLICY AND REGULATIONS	
9.1 Political Activity	44



PERSONNEL POLICIES AND PROCEDURES MANUAL

Dated – March 2014

Issued – August 2015

INTRODUCTION

PURPOSE: The Personnel Policies and Procedures Manual contains policies and procedures governing employees of the City of Petersburg. It states the City's policies and procedures to be followed with regard to employment, promotion, demotion, dismissal and any other activity dealing with personnel which is deemed necessary in order to clarify the City's or employee's position in the Personnel System. While no set of written policies can include every possible situation, these policies, when used as a whole, provide overall guidance for reasonable, consistent decision-making.

ADMINISTRATION: The City Council and the City Manager are empowered under the Code of the State of Virginia and the City Charter to establish departments, to employ personnel and to set salaries. These regulations are intended to cover all facets of the City's Personnel Management System in accordance with that grant of authority. The City Manager is responsible for administering the Personnel Management System equally and maintaining a modern personnel program. The City Manager is the City's Chief Personnel Officer and the duties of this position may be delegated. Under the direction of the City Manager, the Director of Human Resources is responsible for the daily administration of the classification and pay plan.

EFFECTIVE DATE: This Personnel Policies and Procedures manual will become effective and in full force on March 1, 2014.

POLICY: It shall be the policy of the City to recruit, select, compensate and develop employees on the basis of their relative ability, knowledge and skills. The City considers the training and organizational development of its employees to be a vital part of its mission. The City shall promote, direct, coordinate, implement and evaluate comprehensive organizational development programs that will enable the City work force to achieve the highest quality of professional life.

EQUAL EMPLOYMENT OPPORTUNITY: It is the policy of the City of Petersburg to provide equal opportunity to all employees and potential employees. No officer or employee shall discriminate against any employee or applicant for employment with regard to recruitment, application, testing, certification, appointment, assignment, performance evaluation, training, working conditions, promotion, demotion, discipline, lay-off, discharge, retirement, or any other aspect of employment on the basis of race, age, sex, national origin, religion, marital status, disability or membership in other protected groups.

No officer or employee shall retaliate against any employee with regard to recruitment, application, testing, certification, appointment, assignment, performance evaluation, training, working conditions, promotion, demotion, discipline, lay-off, discharge, retirement, or any other aspect of employment because the employee has used or participated in the City's grievance procedure, has complied with any law of the United States, or of the Commonwealth, or has reported any violation of such law to a governmental authority, or has reported an incidence of fraud, abuse, or any other violation to a governmental authority.

INTERPRETATION: These regulations are intended to cover most personnel problems and actions for which the City Manager is responsible. Those not specifically covered shall be interpreted by the City Manager or his/her designee in keeping with the intent of these regulations.

AMENDMENTS: When, in the opinion of the City Manager, reasonable change has occurred to warrant an amendment to the Personnel Policy and Procedures Manual, such an amendment will be made with the approval of the City Council.