

## SECTION 1 ORGANIZATION

*This section describes why the Town of Blacksburg has Human Resources Policies and Procedures and how they are used. As an employee, you may use them for guidance and assistance. They outline the Town's position on various issues. It is the Town's desire that these not be viewed as Rules as much as established guidelines that should assist you in the function of your job. The Town Manager is responsible for these Policies and Procedures but he may assign other officials to administer them.*

### **1.1 ESTABLISHMENT OF RULES**

The following rules, regulations, policies, procedures, and other administrative provisions for Human Resources administration (hereinafter called "Rules") are established for the information and guidance of all concerned and shall apply to all employees of the Town of Blacksburg. The Town Manager shall have the authority to take appropriate action in dealing with cases of violation of these Rules and for interpreting the intent and application of the Rules if questions arise.

In addition to these Rules, separate Police Department Rules and Regulations shall regulate Police Department personnel, and separate Transit System Rules and Regulations shall regulate Transit System personnel. In the case of conflicting provisions or requirements of these Rules and any department rules, regulations, or procedures, as determined by the Town Manager, the provision(s) of these Rules shall apply.

All of the Rules referred to above are designed to insure fair and consistent treatment of employees. The Rules do not, however, constitute or evidence an employment contract, or a part of an employment contract. Employment with the Town is an "at will" relationship, terminable by either party at any time. The Town Manager, with the approval of Town Council, may amend or repeal these Rules at any time.

### **1.2 DISSEMINATION OF RULES**

Department Heads will be furnished complete copies of all Rules and changes thereto. They shall be responsible for maintaining a complete and current set of Rules and for bringing these Rules to the attention of all employees under their supervision. In addition, each employee shall have access to a copy of the Rules through the internet and through a department copy at the time he/she begins work and when significant changes are made to the Rules.

### **1.3 ORGANIZATION OF HUMAN RESOURCES FUNCTION**

The Human Resources Manager is designated as the Town's Human Resources Officer and is responsible for Human Resources administration within the Town government. The Town Manager assigns the responsibility of administering these Rules to the Human Resources Manager.

The centralized Human Resources Office shall be located in the Town Manager's Office and shall contain all official employee files. These files shall include, but shall not be limited to, the

following: employment applications, conditions of employment letter and response, reference checks, evaluations, disciplinary actions taken, and commendations received.

All employee files are confidential. Copies of the information contained therein shall be released only upon written authorization of the employee or requirement of State and Federal law. Employees may review their official employee files by scheduling an appointment for this purpose with the Human Resources Office. Employees may place a statement in their personnel file that relates to a performance review or disciplinary action included in their employee file.