

TOWN OF BLACKSBURG

PERSONNEL  
RULES AND REGULATIONS

*Each year the Personnel Rules and Regulations are revised to reflect any changes made to the existing Rules. The 2017/2018 changes have been made, incorporated into this document, and approved by the Town Council. This edition of the Personnel Rules and Regulations takes the place of any and all previous Rules and Regulations. In cases of conflicting language between this edition of the Personnel Rules and any previously issued edition, the language of this document shall apply.*

## Table of Contents

	<u>Page</u>
<b>Section 1:</b> <u>Organization</u>	
1.1      Establishment of Rules .....	1
1.2      Dissemination of Rules.....	1
1.3      Organization of Human Resources Function.....	1
<b>Section 2:</b> <u>Recruitment and Selection</u>	
2.1      Equal Employment Opportunity Statement.....	3
2.2      Vacancies.....	3
2.3      Standards for Employment .....	3
2.4      Application .....	4
2.5      Medical Examination.....	4
2.6      Drivers' Licenses/Records .....	4
2.7      Appointment .....	5
2.8      Probationary Period .....	5
<b>Section 3:</b> <u>Classification and Pay</u>	
3.1      The Position Classification Plan.....	7
3.2      Maintenance of the Plan .....	7
3.3      Adjustments to the Plan.....	7
3.4      Classification of New Positions .....	7
3.5      Classifications That Are Exempt from the Provisions of the Fair Labor Standards Act.....	8
3.6      The Pay Plan.....	10
3.7      Allocation of Class to Grade .....	11
3.8      Starting Salary .....	11
3.9      Performance Pay Increases.....	12
3.10      End-of-Probation Bonus.....	12
3.11      Acting Appointments .....	13
3.12      Overtime Pay.....	14
3.13      Compensatory Time .....	15
3.14      Call-Back Pay .....	16
3.15      On-Call Pay .....	16
3.16      Snow Pay .....	17
3.17      Holiday Pay.....	17
3.18      Additional Compensation.....	18
3.19      Termination Pay .....	19
3.20      Pay Authorizations and Change Notices .....	19
3.21      Preparation of Payroll .....	19
3.22      The Wage Employee Plan.....	20
<b>Section 4:</b> <u>Benefits</u>	
4.1      Group Medical Insurance .....	21
4.2      Group Dental Insurance .....	21
4.3      Group Vision Coverage.....	22
4.4      Continued Health/Dental Benefits Under Consolidated Omnibus Reconciliation Act (COBRA).....	22

4.5	Group Life Insurance.....	23
4.6	Optional Group Life Insurance .....	23
4.7	Group Short-Term Disability Insurance.....	23
4.8	Group Long-Term Disability Insurance.....	23
4.9	Retirement Plan .....	24
4.10	Deferred Compensation Plan.....	24
4.11	Retiree Health Insurance Benefits .....	24
4.12	Training and Educational Development.....	29
4.13	Workers' Compensation .....	30
4.14	Holidays.....	32
4.15	Holiday Gift Certificate.....	32
4.16	Uniforms/Clothing Allowance.....	32
4.17	Tool Allowance.....	33
4.18	Employee Service Awards .....	33
4.19	Employee Wellness Program & APPLAUSE.....	33
4.20	Employee Assistance Program.....	34
4.21	Sick Leave Bank .....	34
4.22	Roth Individual Retirement Accounts .....	36

#### Section 5: Leaves of Absence

5.1	Annual Leave.....	37
5.2	Sick Leave .....	38
5.3	Flexible Leave Plan .....	40
5.4	Administrative Leave .....	42
5.5	Exempt Leave.....	43
5.6	Court Leave .....	43
5.7	Military Leave.....	43
5.8	Family/Medical Leave .....	44
5.9	Funeral Leave.....	46
5.10	Leave-Without-Pay .....	46
5.11	Leave Records .....	47
5.12	Leave to Participate in Children's School Activities, Volunteer At Schools, or to Perform Community Service .....	47

#### Section 6: Employment Policies

6.1	Open Communications .....	49
6.2	Promotions.....	49
6.3	Transfers .....	50
6.4	Reduction in Force .....	50
6.5	Notice of Resignation.....	51
6.6	Exit Session.....	51
6.7	Performance Evaluation.....	51
6.8	Work Hours .....	52
6.9	Use of Personal Car for Town Business.....	53
6.10	Operation of Town-Owned Motor Vehicles and Motorized Equipment .....	53
6.11	Outside Employment .....	55
6.12	Personal Appearance .....	56
6.13	Nepotism.....	56
6.14	Computer Records and Electronic Mail .....	56

6.15	Inclement Weather .....	70
6.16	Employee Parking .....	70
6.17	Tobacco Usage .....	70
6.18	Restrictions on Certain Political Activities By Town Employees .....	71
6.19	Social Media & Public Speech .....	71
6.20	Arrest, Charge & Conviction Reporting Policy .....	72
<b>Section 7:</b>	<b><u>Discipline</u></b>	
7.1	Disciplinary Actions.....	75
7.2	Pretermination Notice and Hearing for Non-Probationary Employees.....	78
7.3	Suspensions.....	79
7.4	Grievance Procedure .....	79
7.5	Police Officers' Procedural Guarantees .....	86
7.6	Alternative Dispute Resolution for Wage Employees.....	95
<b>Section 8:</b>	<b><u>Safety Program</u></b>	
8.1	Policy Statement .....	99
8.2	Safety Committee .....	99
8.3	Working Conditions .....	99
8.4	Safety Equipment.....	100
8.5	Accident Reporting.....	101
8.6	Use of Safety Belts .....	101
8.7	Review of Drivers' Records .....	102
8.8	Reporting Requirements.....	102
8.9	Acceptable Driving Record Policy .....	102
8.10	Defensive Driving Course .....	103
8.11	Evaluating Employee Safety.....	103
<b>Section 9:</b>	<b><u>Equal Employment Opportunity Program</u></b>	
9.1	Policy Statement .....	105
9.2	Dissemination of Policy.....	106
9.3	Recruitment, Selections, and Promotions .....	106
<b>Section 10:</b>	<b><u>Ethics</u></b>	
10.1	Conduct .....	109
10.2	Gifts and Gratuities .....	109
<b>Section 11:</b>	<b><u>Workplace Harassment</u></b>	
11.1	Policy Statement .....	111
11.2	Definition of Workplace Harassment and Sexual Harassment.....	111
11.3	Responsibilities .....	113
11.4	Reporting Procedures .....	114
11.5	Duty to Investigate and Take Corrective Action .....	114
11.6	Policy Review .....	115
<b>Section 12:</b>	<b><u>Drug Free Workplace</u></b>	
12.1	Policy Statement .....	119
12.2	Responsibilities .....	119

12.3	Screening.....	120
<b>Section 13:</b>	<b><u>Workplace Violence</u></b>	
13.1	Policy Statement .....	125
13.2	Sources of Violence.....	125
13.3	Definitions.....	125
13.4	Prevention.....	125
13.5	Emergency Procedures .....	125
13.6	Duty to Investigate.....	126
<b>Section 14:</b>	<b><u>Environmental Management</u></b>	
14.1	Environmental Policy .....	127
Appendix 1	2017/18 Pay Plan .....	128