AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON THE 8TH DAY OF JULY NINETEEN HUNDRED EIGHTY-FIVE AT 7:33 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. ROLL CALL

Jack D. Edwards, Chairman, Berkeley District
Thomas D. Mahone, Vice-Chairman, Jamestown District
Stewart U. Taylor, Stonehouse District
William F. Brown, Roberts District
Perry M. DePue, Powhatan District

James B. Oliver, Jr., County Administrator
Darlene L. Burcham, Assistant County Administrator
Frank M. Morton, III, County Attorney

B. MINUTES June 24, 1985 - Regular Meeting
June 24, 1985 - Action Minutes

Mr. Mahone made a motion to approve the first set of minutes.

On a roll call, the vote was AYE: Brown, Edwards, DePue, Mahone, Taylor (5). NAY: (0).

It was the consensus of the Board to continue with the present minute format, with more summarizing statements.

D. PUBLIC HEARINGS

1. Case No. S-59-85. Amendment to Chapter 17, Subdivision, of the Code of James City County

The Planning Commission recommends approval of the amendment.

Mr. Edwards opened the public hearing, and as no one wished to speak, he closed the public hearing.

Mr. DePue made a motion to approve the amendment.

On a roll call, the vote was AYE: Brown, Edwards, DePue, Mahone, Taylor (5). NAY: (0).

2. Case No. Z-10-85. Anheuser-Busch, Inc.

The Planning Commission recommends approval of the application.

Mr. Edwards opened the public hearing.

1. Mr. David W. Otey, representative for Anheuser Busch, Inc., spoke in favor of the proposal indicating that if the rezoning was approved and if the Brewery should expand in the future, it would give the County an increased tax base.

Mr. Edwards closed the public hearing.

Mr. DePue made a motion to approve the application.

On a roll call, the vote was AYE: Edwards, DePue, Mahone, Taylor (4). NAY: (0). Mr. Brown abstained.

RESOLUTION

RESOLUTION OF APPROVAL - ZONING CASE
NO. Z-10-85. ANHEUSER BUSCH, INC.

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WHEREAS, in accord with Section 15.1-431 of the Code of Virginia, and Section 20-14 of the James City County Zoning Ordinance, a public hearing was advertised, adjoining property owners notified, and a hearing scheduled on Zoning Case No. Z-10-85 for rezoning approximately 45.11 acres from M-1, Limited Industrial to M-2, General Industrial on property identified as parcel (1-78) on James City County Real Estate Tax Map No. (50-2), and including a portion of parcel (1-1) as shown on James City County Real Estate Tax Map No. (51-3), and;

WHEREAS, in accord with the Planning Department's recommendation, the Planning Commission following its public hearing on May 28, 1985 recommended approval of Zoning Case No. Z-10-85, and;

WHEREAS, Zoning Case No. Z-10-85 is in accord with the adopted Comprehensive Plan of James City County.

THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County does hereby approve Zoning Case No. Z-10-85 as described herein.

3. Case No. Z-11-85. Paul N. Carrithers

The Planning Commission recommends denial of the proposal.

Mr. Edwards opened the public hearing.

1. Mr. Paul Carrithers, applicant, requested the Board preserve the permitted uses of his land that he had before the new Zoning Ordinance was adopted.

Mr. Edwards closed the public hearing.

Mr. DePue stated he would be willing to consider rezoning a smaller portion for business on Route 60.

Mr. Brown stated if a reasonable plan was submitted, he would consider the proposal.

Mr. Edwards stated there was a great difference between rezoning property to market it and rezoning for a specific proposal.

Mr. Brown made a motion to defer the issue until the next Board meeting on July 22, 1985.

On a roll call, the vote was AYE: Brown, DePue, Mahone, Taylor (4). NAY: Edwards (1).

4. Case No. Z-12-85. Sheldon Lumber Co., Inc.

The Planning Commission recommends approval of the application.

Mr. Edwards opened the public hearing, and as no one wished to speak, he closed the public hearing.

Mr. Taylor made a motion to approve the application.

On a roll call, the vote was AYE: Brown, Edwards, DePue, Mahone, Taylor (5). NAY: (0).

RESOLUTION

RESOLUTION OF APPROVAL - ZONING CASE

NO. Z-12-85. SHELDON LUMBER COMPANY, INC.

WHEREAS, in accord with Section 15.1-431 of the Code of Virginia, and Section 20-14 of the James City County Zoning Ordinance, a public hearing was advertised, adjoining property owners notified, and a hearing scheduled on Zoning Case No. Z-12-85 for rezoning approximately 3.26 acres from B-1, General Business and M-2, General Industrial, to M-1, Limited Industrial on property identified as parcels (1-31),

(1-32) and a portion of (1-30) on James City County Real Estate Tax Map No. (12-4), and;

WHEREAS, in accord with the Planning Department's recommendation, the Planning Commission following its public hearing on May 28, 1985 recommended approval of Zoning Case No. Z-12-85, and;

WHEREAS, the site meets the location criteria for Limited Industrial development, as established in the Comprehensive Plan, and;

WHEREAS, development of the property under the M-1 zoning district regulations should not adversely affect the current or future character of the surrounding area, and;

WHEREAS, Zoning Case No. Z-12-85 is in accord with the adopted Comprehensive Plan of James City County.

THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County does hereby approve Zoning Case No. Z-12-85 as described herein.

5. Case No. SUP-13-85. JCSA-Water Transmission Main

The Planning Commission recommends approval of the application with conditions.

Mr. Edwards opened the public hearing, and as no one wished to speak, he closed the public hearing.

Mr. DePue made a motion to approve the application.

On a roll call, the vote was AYE: Brown, Edwards, DePue, Mahone, Taylor (5). NAY: (0).

RESOLUTION

OF APPROVAL ON SPECIAL USE PERMIT NO. SUP-13-85.
JAMES CITY SERVICE AUTHORITY WATER MAIN

WHEREAS, the Board of Supervisors of James City County has adopted by ordinance specific land uses that shall be subjected to a special use permit process; and

WHEREAS, the Planning Commission of James City County, in accordance with the staff recommendation, has unanimously recommended approval of Case No. SUP-13-85, a special use permit for the construction of a 12" water transmission main for a distance of approximately 2800' along John Tyler Highway or Ingram Road and John Tyler Highway.

THEREFORE, BE IT RESOLVED, that the Board of Supervisors of James City County does hereby approve the issuance of Special Use Permit No. SUP-13-85 as described herein with the following conditions:

1. Compliance with all local, State and Federal requirements for the construction, operation and maintenance of the water transmission main.

2. Compliance with all State erosion and sedimentation regulations as specified in the Virginia Erosion and Sediment Control Handbook.

3. Acquisition of all required permits prior to commencement of construction.

4. For pipeline construction adjacent to existing residential developments, adequate dust control measures shall be taken to prevent adverse effects on the adjacent residential property. It is intended that the public interests should be protected by compliance with all local and State regulations, insuring that the present and future results of the proposed water transmission main do not

AAJ802

create effects adverse to public health, safety, comfort or convenience, or value of the surrounding property and uses thereon.

6. Case No. SUP-14-85. Jack L. Massie

The Planning Commission recommends approval of the application with conditions.

Mr. Edwards opened the public hearing.

1. Mr. Samuel T. Powell, attorney representing the applicant, spoke in favor of the application and requested Board approval.

Mr. Edwards closed the public hearing.

Mr. DePue made a motion to approve the application.

On a roll call, the vote was AYE: Brown, Edwards, DePue, Mahone, Taylor (5). NAY: (0).

RESOLUTION

OF APPROVAL ON SPECIAL USE PERMIT NO. SUP-14-85.
JACK L. MASSIE

WHEREAS, the Board of Supervisors of James City County has adopted by ordinance specific land uses that shall be subjected to a special use permit process; and

WHEREAS, the Planning Commission of James City County, in accordance with the staff recommendation, has unanimously recommended approval of Case No. SUP-14-85, a special use permit to allow the storage, stockpiling and distribution of sand, gravel and crushed stone as a use within the A-1, General Agricultural District and to allow an Industrial Development within the R-P, Reservoir Protection Overlay District on property identified as parcel (1-9) on James City County Real Estate Tax Map No. (13-3).

THEREFORE, BE IT RESOLVED, that the Board of Supervisors of James City County does hereby approve the issuance of Special Use Permit No. SUP-14-85 as described herein with the following conditions:

1. This project shall be constructed in accordance with the site plan submitted with this application received by the Planning Department on May 3, 1985 except as modified by the Site Plan Review Committee. This plan shall be submitted to the Site Plan Review Committee for their review and approval.

2. If construction of the facility has not begun within 12 months of the issuance of this permit, it shall become void. Construction shall be defined as clearing, grading and the excavation and pouring of all footings covered by this permit.

3. Evergreen plant material shall be planted on the 8' berm to be located along the eastern end of the property.

4. The land presently farmed must remain idle or in pasture.

5. The porous pavement shall be vacuumed and cleaned at least every four months.

7. Case No. SUP-17-85. Mid-County Park Waterworks Facilities

The Planning Commission recommends approval of the application with conditions.

Mr. Edwards opened the public hearing, and as no one wished to speak, he closed the public hearing.

Mr. DePue made a motion to approve the application.

On a roll call, the vote was AYE: Brown, Edwards, DePue, Mahone, Taylor (5). NAY: (0).

RESOLUTION

OF APPROVAL ON SPECIAL USE PERMIT NO. SUP-17-85.
MID-COUNTY PARK WATERWORKS FACILITIES

WHEREAS, the Board of Supervisors of James City County has adopted by ordinance specific land uses that shall be subjected to a special use permit process; and

WHEREAS, the Planning Commission of James City County, in accordance with the staff recommendation, has unanimously recommended approval of Case No. SUP-17-85, a special use permit to allow the construction of a deep well, water storage tank, water mains and a water pumping facility at the Mid-County Park Site.

THEREFORE, BE IT RESOLVED, that the Board of Supervisors of James City County does hereby approve the issuance of Special Use Permit No. SUP-17-85 as described herein with the following conditions.

1. Compliance with all local, State and Federal requirements for the construction, operation and maintenance of the waterworks facility.

2. Compliance with all State Erosion Control and Sedimentation Regulations as specified in the Virginia Erosion and Sediment Control Handbook.

3. Acquisition of all required permits prior to commencement of construction.

4. For construction adjacent to existing residential developments, adequate dust control measures shall be taken to prevent adverse effects on the existing residential property. It is intended that the public interests should be protected by compliance with all local and State regulations, insuring that the present and future results of the proposed water facility do not create effects adverse to public health, safety, comfort or convenience, or value of the surrounding property and uses thereon.

8. Case No. SUP-19-85. Robert Farkas

The Planning Commission recommends approval of the application with one condition.

Mr. Edwards opened the public hearing.

1. Mr. Robert Farkas, 129 Leon Drive, the applicant, requested Board approval of the application.

Mr. Edwards closed the public hearing.

Mr. DePue made a motion to approve the application.

On a roll call, the vote was AYE: Brown, Edwards, DePue, Mahone, Taylor (5). NAY: (0).

RESOLUTION

OF APPROVAL ON CASE NO. SUP-19-85.
ROBERT P. FARKAS

WHEREAS, the Board of Supervisors of James City County has adopted by ordinance specific land uses that shall be subjected to a special use permit process; and

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WHEREAS, the Planning Commission of James City County, in accordance with the staff recommendation, has unanimously recommended approval of Case No. SUP-19-85, a special use permit for the construction of one two-family dwelling unit on property located on Cardinal Acres Drive identified as parcel (4-12) on James City County Real Estate Tax Map No. (46-4).

THEREFORE, BE IT RESOLVED, that the Board of Supervisors of James City County does hereby approve the issuance of Special Use Permit No. SUP-19-85 as described herein with the following condition.

The special use permit shall authorize the construction of one two-family structure on property identified as parcel (4-12) on James City County Real Estate Tax Map No. (46-4).

9. Comprehensive Plan Revisions: Low and Moderate Density

The Planning Commission, in accordance with staff's recommendation, recommends the definition changes.

Mr. Edwards opened the public hearing.

1. Mr. Jack Scruggs, Toano, spoke against the changes.

Mr. Edwards closed the public hearing.

Mr. Edwards made a motion to amend the resolution on moderate density residential to strike "or to 12 dwellings" and substitute "or higher."

On a roll call, the vote was AYE: Brown, Edwards, DePue, Mahone, Taylor (5). NAY: (0).

Mr. Edwards made a motion to approve the resolution as amended.

On a roll call, the vote was AYE: Brown, Edwards, DePue, Mahone (4). NAY: Taylor (1).

Mr. Mahone and Mr. DePue stated they would like to see further revisions at a later time.

RESOLUTION

RESOLUTION OF APPROVAL - COMPREHENSIVE PLAN AMENDMENT
CASE NO. CP-1-85. LOW AND MODERATE DENSITY RESIDENTIAL DEFINITIONS

WHEREAS, in accord with Section 15.1-453 and Section 15.1-431 of the Code of Virginia, a public hearing was scheduled and held on July 8, 1985 for Case No. CP-1-85 for amending the Land Use Element of the Comprehensive Plan of James City County by changing the definitions of Low Density Residential and Moderate Density Residential, and;

WHEREAS, the Planning Commission following its public hearing on May 28, 1985, recommended approval of the Comprehensive Plan amendments set forth in Case No. CP-1-85.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County does hereby amend the Land Use Element of the Comprehensive Plan of James City County to define "Low Density Residential" as follows:

Low density areas are residential developments or land suitable for such developments with overall densities of up to 1 to 2 dwellings per acre depending on the character and density of surrounding development, physical attributes of the property, buffers and the number of dwellings in the proposed development. In general, low density residential areas are located in the Primary Service Area and are where natural characteristics such as terrain and soils are suitable for residential development. Low density residential areas are located so that public services and utilities exist or are expected to be expanded to serve the sites over the next 20 years. Timing of

the development of particular sites within low density areas will depend upon the availability of utilities and the capacity of roads and other public services. Suggested types of activities include: single family homes, duplexes, cluster housing, recreation areas, neighborhood commercial establishments, schools, churches and community oriented public facilities.

BE IT FURTHER RESOLVED that the definition of "Moderate Density Residential" within the Land Use Element of the Comprehensive Plan of James City County shall be amended to read as follows:

Moderate density areas are residential developments or land suitable for such developments with overall densities from 2 dwellings per acre up to 8 dwelling units per acre, or higher, depending on the character and density of surrounding development, physical attributes of the property, buffers and the number of dwellings in the proposed development. The location criteria for moderate density residential requires that these developments be located in the Primary Service Area where utilities are available. Optimum sites are near the intersections of collector streets; have natural characteristics such as terrain and soils suitable for compact residential development; and provide sufficient buffering so that the higher density development is compatible with nearby development. Timing of the development of particular moderate density sites will depend upon the availability of public utilities and the capacity of roads and other public services. Suggested types of activities include: single family homes, townhouses, apartments, mobile home parks, cluster housing, recreation areas, neighborhood commercial establishments, schools, churches and community oriented public facilities.

10. Ordinance to Create A Central Absentee Voter District for General Elections

Mr. Frank Morton encouraged Board approval of the amendments.

Mr. Edwards opened the public hearing, and as no one wished to speak, he closed the public hearing.

Mr. Edwards made a motion to approve the resolution.

On a roll call, the vote was AYE: Brown, Edwards, DePue, Mahone, Taylor (5). NAY: (0).

The Board recessed at 8:58 p.m. and reconvened at 9:10 p.m.

E. **CONSENT CALENDAR**

Mr. Edwards asked the Board members if they wished to have any items removed from the Consent Calendar.

Mr. DePue withdrew # E-3.

Mr. Edwards made a motion to approve all remaining items on the Consent Calendar.

On a roll call, the vote was AYE: Brown, Edwards, DePue, Mahone, Taylor (5). NAY: (0).

1. Fare Schedule Increase - Jamestown-Scotland Ferry

RESOLUTION

JAMESTOWN-SCOTLAND FERRY

WHEREAS, the Virginia Department of Highways and Transportation is charged with operation of the Jamestown-Scotland Ferry which serves as a vital link between Surry County and James City County; and

WHEREAS, ninety percent of the travelers using the Ferry commute to James City County and Williamsburg for the purpose of employment; and

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WHEREAS, the Virginia Department of Highways and Transportation has now elected to propose a toll schedule increase in an effort to discourage vehicular use of the Ferry System; and

WHEREAS, the James City County Board of Supervisors is of the opinion that a toll schedule increase would place an economic burden on those who must use the Ferry to reach places of employment.

NOW, THEREFORE, BE IT RESOLVED that the James City County Board of Supervisors does oppose any increase of the Ferry tolls.

BE IT FURTHER RESOLVED that the James City County Board of Supervisors requests that the State Department of Highways and Transportation make every effort to provide safe, toll-free passage between Surry and James City County.

2. Dedication of Streets in Mirror Lake Estates, Section 1

RESOLUTION

DEDICATION OF STREETS IN MIRROR LAKE ESTATES, SECTION 1

WHEREAS, the developer of Mirror Lake Estates, Section 1 has requested the Board of Supervisors to include certain streets in the State Secondary Highway System; and

WHEREAS, the Board of Supervisors desire certain streets in the Mirror Lake Estates, Section 1 to be included in the State Secondary Highway System, provided these streets meet with the requirements of the Virginia Department of Highways and Transportation, and providing that any alterations, corrections, or other matter that might be found desirable by the Virginia Department of Highways and Transportation are made within a ninety (90) day period from the date that the Virginia Department of Highways and Transportation makes its final inspection.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of James City County, that the Department of Highways and Transportation be, and is hereby respectfully requested, contingent upon the above, to include the following streets in the Mirror Lake Estates, Section 1, Stonehouse Magisterial District, James City County, in the State Secondary Highway System:

1. Mirror Lake Drive - 50 foot right-of-way
   From: State Route 602
   To: End of cul-de-sac
   Distance: 930 feet (0.18 miles)

2. Reflection Drive - 50 foot right-of-way
   From: Intersection of Mirror Lake Drive
   To: End of cul-de-sac
   Distance: 1,458 feet (0.28 miles)

The rights-of-way of 50 feet, along with drainage easements, are guaranteed as evidence by the following plats of record:

Mirror Lake Estates, Section 1, recorded in Plat Book 38, pages 78 and 79, dated November 21, 1983.

BE IT FURTHER RESOLVED that this resolution be forwarded to the Resident Engineer of the Department of Highways and Transportation.

4. Set Public Hearing Date of August 12, 1985 for:
   a. Case No. SUP-18-85. James D. Carter
   b. Case No. Z-14-85. Amendment to JCC Zoning Ordinance
   c. Case No. S-60-85. Amendment to Chapter 17, Subdivision, of the Code of James City County
   d. Case No. CP-2-85. Amendment to Comprehensive Plan
   e. Case No. CP-3-85. Amendment to Comprehensive Plan

5. Set Public Hearing Date of August 12, 1985 for Boundary Line Adjustment, Sanitary District No. 1, Lift Station "B"

3. Operation Brightside

Mr. DePue commended Anheuser-Busch, Inc., for their second year of donations for Operation Brightside.

Mr. DePue made a motion to adopt the resolution.

On a roll call, the vote was AYE: Brown, Edwards, DePue, Mahone, Taylor (5). NAY: (0).

RESOLUTION

OPERATION BRIGHTSIDE APPROPRIATION

WHEREAS, Anheuser-Busch Corporation has offered to donate funds to continue its support of Operation Brightside in James City County; and

WHEREAS, the James City County Parks and Recreation Office desires to control litter and improve the landscape of County parks; and

WHEREAS, the James City County Parks and Recreation Office desires to join with Anheuser-Busch in Operation Brightside.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County authorizes an appropriation of $6,010 for Operation Brightside, as follows:

Revenue:

Operation Brightside	$6,010

Expenditures:

Special Projects Operation Brightside	$6,010

Mr. Taylor noted the Board passed a resolution in the Consent Calendar opposing a fare increase for the Jamestown-Scotland Ferry. He suggested sending someone to represent the Board at the State Highway and Transportation public hearing on July 10, 1985.

F. BOARD CONSIDERATIONS

1. Appeal of Subdivision Disapproval - Mirror Lake Estates, Sections 3A and 3B

Mr. Frank Morton stated he had been assured there would be no problems agreeing on a water contract. He recommended the Board confirm the decision of the Director of Planning denying approval for Sections 3A and 3B.

Mr. Taylor stated the applicant's request covered only a portion of the property to be developed under the old Zoning Ordinance.

Mr. Edwards made a motion to deny the appeal.

On a roll call, the vote was AYE: Brown, Edwards, DePue, Mahone (4). NAY: Taylor (1).

RESOLUTION

APPEAL OF SUBDIVISION DISAPPROVAL
MIRROR LAKE ESTATES, Sections 3A and 3B

WHEREAS, the developers of Mirror Lake Estates, Sections 3A and 3B have appealed the decision of the Director of Planning disapproving plats, plans and application for subdivision approval; and

AAJ802

WHEREAS, the Board of Supervisors is of the opinion the Director of Planning was correct in disapproving said plats, plans and application.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of James City County, Virginia that the decision of the Director of Planning disapproving the plats, plans and application for subdivision approval of Mirror Lake Estates, Sections 3A and 3B is hereby upheld for the following reasons.

1. The submission had not received preliminary approval on or before April 8, 1985, the date of adoption of the comprehensive amendments to the Zoning Ordinance of James City County, Virginia. The zoning amendments required, in part, increased lot sizes in the district in which Mirror Lake Estates is situated, i.e., A-1 District. The new lot sizes, requiring a minimum of 40,000 square feet, exceeded the sizes submitted by the developers.

2. The Subdivision Ordinance requires the provision of public water to all subdivisions or the installation of a central water system. The plans as submitted failed to show either.

2. Appointment of a County Historical Commission

Mr. Brown requested staff to list what the duties and responsibilities of the Committee would be. He also stated the number of positions on the Committee and the names submitted for those positions should be reviewed.

Mr. DePue made a motion to approve the resolution, deleting the last paragraph.

On a roll call, the vote was AYE: Brown, Edwards, DePue, Mahone, Taylor (5). NAY: (0).

RESOLUTION

HISTORICAL COMMISSION

WHEREAS, the Board of Supervisors has acknowledged that the preservation of historic resources is important to the future of James City County; and

WHEREAS, the Board of Supervisors is committed to citizen involvement in determining the priorities of a historic preservation plan.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County hereby establishes a Historical Commission to serve in an advisory capacity on historical issues.

3. Personnel Manual Revisions

Mrs. Darlene Burcham stated the Personnel Manual revisions clarified language and definitions to facilitate policy implementation as well as met requirements of the Fair Labor Standards Act. She requested Board approval.

Mr. Mahone questioned a provision in the manual that prohibits relatives of a member of the Board of Supervisors from holding a county job.

Mr. Mahone stated leave time should be extended to an hour instead of 30 minutes and suggested that change be implemented the next time the manual is revised. He also stated employees should not have access to personnel files.

Mr. Oliver stated the State Privacy Act dictates employees have access to their personnel file.

Mr. DePue stated that if employees have concerns with the Personnel Manual, they should contact him and he would discuss those concerns with the County Administrator.

Mr. Brown made a motion to approve the revisions.

On a roll call, the vote was AYE: Brown, Edwards, DePue, Mahone, Taylor (5). NAY: (0).

RESOLUTION

REVISIONS OF THE COUNTY PERSONNEL POLICIES AND PROCEDURES MANUAL

WHEREAS, the Board of Supervisors of James City County is desirous of maintaining updated and formalized personnel policies and procedures for County employees; and

WHEREAS, compliance with the Fair Labor Standards Act requires changes in our existing policies.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors adopt the attached document entitled "Personnel Policies and Procedures Manual, James City County, Virginia" effective July 8, 1985.

G. PUBLIC AUDIENCE

Mr. Jack Scruggs, Toano, requested the Board send a representative to the Jamestown-Scotland Ferry public hearing held by the State Department of Highways and Transportation on July 10, 1985, and go on record stating James City County is in favor of having a bridge constructed.

H. REPORTS OF THE COUNTY ADMINISTRATOR

Mr. Oliver requested the Board go into an Executive Session at the appropriate time to discuss possible land acquisition and a legal matter.

I. BOARD REQUESTS AND DIRECTIVES

Mr. Brown requested a staff recommendation on the possible installation of warning lights at the Grove and Central Fire Stations.

Mr. Brown requested staff prepare a resolution of appreciation for Susie Dorsey.

Mr. DePue stated he took offense at the demotion of a school administrator to a teacher's position.

Mr. DePue requested the County Attorney submit a report to the Board on alternative methods of appointing School Board members.

Mr. Edwards made a motion to go into Executive Session to discuss a legal issue and possible land acquisition pursuant to Section 2.1-344(a)(1) and (2) of the Code of Virginia, 1950 as amended.

On a roll call, the vote was AYE: Brown, Edwards, DePue, Mahone, Taylor (5). NAY: (0).

The meeting convened into Executive Session at 10:09 p.m. and reconvened into public session at 10:39 p.m.

Mr. Taylor made a motion to approve the resolution on land acquisition.

On a roll call, the vote was AYE: Brown, Edwards, DePue, Mahone, Taylor (5). NAY: (0).

RESOLUTION

ACQUISITION OF CERTAIN REAL PROPERTY

WHEREAS, in the opinion of the Board of Supervisors of James City County, Virginia, a public necessity exists for the acquisition of certain real property hereafter more particularly described in James City

AAJ802

County, Virginia, for the construction, altering, maintaining and repairing a roadway in James City County, Virginia, for public purposes, and the preservation of the health, safety, peace, good order, comfort, convenience, morals and welfare of James City County, Virginia.

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the County Attorney and/or the law firm of Stone, Bland and Pugh, P.C., be, and they are hereby authorized and directed to acquire in the manner provided by Title 15.1, Chapter 7, Article 1 of the 1950 code of Virginia, as amended, and by Title 33.1, Chapter 1, Article 7 of the 1950 Code of Virginia, as amended, certain real property in James City County, Virginia, together with all rights and appurtenances thereto.

Section 2. That the County Administrator is authorized and directed to act for and on behalf of the County in agreeing or disagreeing with the owner of the property upon the compensation and damages, if any, to be paid within the limit of the funds provided as set out in Section 4 of this Resolution which has been authorized and appropriated.

Section 3. That the name of the present owners of the land to be acquired as provided in Section 1 of this Resolution together with a substantial description of the parcel is as follows:

OWNERS: Trustees of the General Assembly of the Churches of the Lord Jesus Christ of the Apostolic Faith, Inc., A Pennsylvania Corporation.

DESCRIPTION: All that certain lot, piece or parcel of land, situate in Stonehouse District, James City County, Virginia, shown and designated as Parcel 1 on that certain plan entitled, "Chickahominy Church Road, Plat for Acquisition of Right-of-Way, James City County, Virginia, dated February 3, 1985, and made by AES, a professional corporation, Williamsburg, Virginia, which said plat is duly of record in James City County, Plat Book 40, Page 54. Said Parcel containing approximately 0.06 acres.

Section 4. The funds estimated as necessary to compensate the owners of the above-described parcel for land and damages, if any, within the limits of which the County Administrator is authorized to agree with them is THREE HUNDRED NINETY-TWO AND NO/100 DOLLARS ($392.00).

Section 5. The County Attorney and/or the law firm of Stone, Bland & Pugh, P.C., shall notify the property owners of the compensation and damages offered by the County forthwith on or before July 17, 1985.

Section 6. That in the event of the property described in Section 3 of this Resolution has been conveyed, the County Attorney and/or the law firm of Stone, Bland & Pugh, P.C., are authorized and directed to institute proceedings against successors in title.

An emergency is hereby declared to exist and this Resolution shall be effective from the date of its passage.

Mr. Edwards made a motion to adjourn.

On a roll call, the vote was AYE: Brown, Edwards, DePue, Mahone, Taylor (5). NAY (0).

The Board adjourned at 10:43 p.m.

James B. Oliver, Jr.
Clerk to the Board

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ORDINANCE NO. 30A-11

AN ORDINANCE TO AMEND AND REORDAIN CHAPTER 17, SUBDIVISIONS, OF THE CODE OF THE COUNTY OF JAMES CITY, VIRGINIA, ARTICLE II, PLATS, DIVISION 1, GENERALLY, SECTION 17-54, FEES.

BE IT ORDAINED by the Board of Supervisors of the County of James City, Virginia, that Chapter 17, Subdivisions, is hereby amended and reordained effective July 1, 1985, by amending Section 17-54, Fees.

Chapter 17. Subdivisions

Article II. Plats.

Division 1. Generally.

Section 17-54. Fees.

There shall be a charge for the examination of every plat reviewed by the agent or commission. At the time of filing the preliminary plat, the subdivider shall deposit, with the agent, checks payable to the treasurer in the amount of twenty-five dollars per plat plus five dollars ($5.00) per lot for each lot over five lots in the subdivision plat.

Jack D. Edwards, Chairman
Board of Supervisors

ATTEST:

James B. Oliver, Jr.
Clerk to the Board

Adopted by the Board of Supervisors, James City County, Virginia, on the 8th day of July, 1985.

ORDINANCE NO. 55A-7

AN ORDINANCE TO AMEND AND REORDAIN CHAPTER 2, ADMINISTRATION, OF THE CODE OF THE COUNTY OF JAMES CITY, VIRGINIA, ARTICLE II, MAGISTERIAL DISTRICT, ELECTION DISTRICTS AND ELECTION PRECINCTS, SECTION 2-4, ELECTION PRECINCTS AND POLLING PLACES ESTABLISHED, AND SECTION 2-4.1, CENTRAL ABSENTEE VOTER ELECTION DISTRICT FOR PRESIDENTIAL YEARS.

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BE IT ORDAINED by the Board of Supervisors of the County of James City, Virginia, that Chapter 2, Administration, is hereby amended and reordained by amending Section 2-4, Election precincts and polling places established and Section 2-4.1, Central absentee voter election district for presidential years.

Chapter 2. Administration

Article II. Magisterial District, Election Districts and Election Precincts

Sec. 2-4. Election precincts and polling places established.

Pursuant to authority contained in the Code of Virginia, Sections 24.1-37 through 24.1-39, the precincts and their respective polling places for the county are hereby created and established as set forth in this section.

The precincts for each election district and the polling place for each precinct shall be as set forth below:

Berkeley Election District: Berkeley Precinct--County Maintenance Garage polling place (Tewning Road).

Jamestown Election District: Jamestown Precinct--Rawls Byrd Elementary School polling place.

Roberts Election District: Roberts Precinct--Mt. Gilead Baptist Church polling place.

Powhatan Election District: Powhatan Precinct--Norge Elementary School polling place.

Stonehouse Election District: Stonehouse Precinct--County Office Building polling place (Emergency operations center).

Sec. 2-4.1. Central absentee voter election district.

(a) There is hereby established for the county a central absentee voter election district for all general elections. The polling place of the central absentee voter election district shall be located in close proximity to the registrar's office.

(b) The central absentee voter election district shall conform in all aspects with the revisions of Section 24.1-233.1 of the Code of Virginia (1950), as amended.

Jack D. Edwards, Chairman
Board of Supervisors

ATTEST:

James B. Oliver, Jr.
Clerk to the Board

Adopted by the Board of Supervisors of James City County, Virginia, this 8th day of July, 1985.

PERSONNEL POLICIES

AND

PROCEDURES MANUAL

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JAMES CITY COUNTY, VIRGINIA

July 8, 1985

Rules of this manual shall be enforced as of the effective date; employer retains the right to unilaterally change them at any time.

TABLE OF CONTENTS

EMPLOYMENT POLICY		i
CHAPTER		PAGE
1	AUTHORITY AND ADMINISTRATION	1-1
2	EMPLOYMENT PRACTICES	2-1
3	CLASSIFICATION PLAN	3-1
4	COMPENSATION PLAN	4-1
5	EMPLOYEE BENEFITS	5-1
6	TRAINING	6-1
7	STANDARDS OF CONDUCT	7-1
8	GRIEVANCE PROCEDURE	8-1
9	RECORDS AND REPORTS	9-1
APPENDIX		
A	COMPENSATION PLAN	
B	DISCIPLINARY FORMS	
C	GRIEVANCE FORMS	
D	AFFIRMATIVE ACTION PLAN	
E	SAFETY PROGRAM	
INDEX		

It is the fundamental policy of the County of James City that a fair and uniform personnel management system be established and maintained for its employees to ensure the most effective provision of services to the citizens of the community.

The County shall recruit, select, train and promote persons for all job classifications without regard to race, religion, national origin, physical handicap, age, or sex; except where the physical handicap, age or sex is a bona fide occupational qualification or disqualification.

The County shall insure that all personnel decisions affecting employees shall be consistent with, and not in violation of Title VII of the Civil Rights Act of 1964, as amended, the Equal Pay Act, the Age Discrimination Act, and the Rehabilitation Act, or any Commonwealth of Virginia laws against discrimination.

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CHAPTER 1

AUTHORITY AND ADMINISTRATION

Section 1.1 Authority

The Board of Supervisors is empowered under the Code of the State of Virginia to establish departments, to employ personnel and to set salaries. The Board of Supervisors thereby adopts the personnel policies contained in this manual. Policies are subject to be changed at the discretion of the Board of Supervisors. Any policy in conflict with federal, state, or local law shall be superseded by the pertinent law.

Section 1.2 Administration

The County Administrator or his designee shall be responsible for the administration of the County personnel program. This manual is intended to address most personnel situations and actions for which the County Administrator is responsible. However, those situations not specifically covered shall be interpreted and acted upon by the County Administrator or his designee in keeping with the intent of these policies and procedures.

Section 1.3 Coverage of Personnel

The personnel policies and procedures shall apply to all permanent and limited term employees of James City County, the James City Service Authority, the James City County Transit Company, and the James City County Social Services Department. Policies and procedures shall specifically apply to other employees only where expressly stated.

Where local regulations are in conflict with State regulations, James City County Social Services employees shall be governed by those State policies relative to the Compensation Plan and the Merit System Plan for Personnel Administration. (eff. 6-1-75)

Section 1.4 Severability

If any part, section, sub-section, sentence, clause or phrase of this policy is for any reason held to be unconstitutional or invalid, such decision shall not affect the constitutionality or validity of the remainder of this policy.

1375R

CHAPTER 2

EMPLOYMENT PRACTICES

Section 2.1 Policy

It is and shall continue to be the policy of James City County to provide employment on an equal opportunity basis to all, and to administer its employment practices without regard to race, religion, national origin, physical handicap, age, or sex.

Section 2.2 Appointing Authority

The Board of Supervisors delegates to the County Administrator the responsibility for recruitment, selection, and appointment of employees within the guidelines of the approved budget.

Section 2.3 Employment Categories

A. Permanent position - A permanent position is one established by the Board, funded in the budget, and projected to continue indefinitely unless the Board shall eliminate it. A permanent position may be either a full-time or a part-time position.

B. Limited term position - A limited term position is one established by the Board of Supervisors, funded under special Federal or State programs, and projected to continue subject to the continuation of the respective program. In the event such Federal or State funding should cease, the positions so affected shall have no guarantee of general County funding. A limited term position may be either a full-time or a part-time position.

C. Temporary position - A temporary position is one established by the Board of Supervisors or the County Administrator to perform a specific function, such as a special project or to substitute for a permanent employee, with the term of employment depending on the continuing need for the function being performed. A temporary position may be either a full-time or a part-time position. A temporary position shall be maintained for no more than 12 months, although the position may be renewed by the Board of Supervisors or the County Administrator. Temporary employees may be discharged at the will of the County Administrator, without cause or hearing.

D. On-call position - An on-call position is one established by the Board of Supervisors or the County Administrator to serve the County on an as-needed basis to provide necessary public service. On-call employees may be discharged at the will of the County Administrator, without cause or hearing.

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Section 2.4 Hours of Employment

A. Full-Time Employment - Full-Time Employment refers to all positions so declared by the Board of Supervisors or the County Administrator. The employee filling a full-time position shall work the number of hours so designated by that department as full-time, which shall be a minimum of 37-1-2 hours per week, or 1,950 hours per year as a regular work schedule.

B. Part-Time Employment - A part-time position is one which has as its regular work schedule, fewer hours per week or year than a comparable full-time position.

C. Official Work Hours - The official hours of work for the County office and administrative personnel shall be 8:30 a.m. to 5:00 p.m. Monday through Friday with one hour for lunch. Because of differing requirements, schedules may vary from these times.

Section 2.5 Publicity of Employment Opportunities

The Personnel Office shall determine, after review of the County's Affirmative Action Plan, the publicity required to obtain a reasonable number of qualified applicants for each vacancy. Publicity may include advertisements in newspapers and trade journals, radio and television broadcasts, correspondence and other contacts with schools and colleges, contacts with various community groups, and the encouragement of County employees informally to advise others of the job vacancies in County government.

Section 2.6 Employment Applications

Persons seeking to apply for employment with James City County shall be referred to the Personnel Office. Except for fire and police, applications shall be accepted only for posted vacancies. Specific positions must be designated on all employment applications to guarantee full review of the application in the selection process.

Section 2.7 Employment Tests and Examinations

A. Required - The County Administrator may require, but is not limited to, utilization of one or more of the following tools in the pre-employment or post-employment process: oral interviews; evaluation of experience and training; reference and background checks; polygraph tests, written examinations; agility tests; performance tests; and medical examinations. Applicants, if required to undergo skills testings, will normally be tested by the Personnel Office staff, although occasional outside expertise may be utilized in test selection and administration. Tests used shall be predictive of success in the job under consideration.

B. Refusal - Any applicant refusing to undergo any required tests or examinations shall be eliminated from further consideration; in such a situation, the applicant shall be deemed to have withdrawn the employment application.

Section 2.8 References

All applicants for employment with the County are required to provide at least three work-personal references. It shall be the responsibility of the department head where the vacancy exists to verify these references prior to employment of an applicant.

Section 2.9 Hiring of Relatives

A. Restricted - No member of a family shall directly or indirectly supervise another member of the same family. A selection of a relative of a department head or of a higher county official shall be reviewed and approved by the County Administrator prior to appointment. A relative of a member of the Board of Supervisors shall not be employed by the County in any capacity.

B. Family - Relative or member of a family is defined for the purposes of this section as spouse, parent, spouses's parent, son, daughter, brother, sister, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandparents, grandchildren, step-children, guardian and step-parents.

Section 2.10 Orientation for New Employees

A. Policy - It is the County policy to provide information to help all new employees learn more about the County and what is expected from them as employees of James City County.

B. Personnel Office Responsibility - Permanent and limited term employees shall meet with a Personnel Officer to insure that all formal paperwork related to employment is complete. The employee shall be given an Employee Handbook along with other pertinent data about employment with James City County.

C. Department Head Responsibility - The department head shall require the supervisor of a new employee to inform him of job responsibilities and duties, familiarize him with County facilities and personnel, and inform him of working conditions.

D. Employee Responsibility - It shall be the responsibility of the employee to read the Employee Handbook and to become familiar with its content, as well as all other County policies, procedures, and regulations.

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Section 2.11 Probationary Period

A. Objective - The probationary period is a trial period designed to give both the newly hired or promoted employee and the County an opportunity to determine whether the correct employment decision has been made.

B. Duration - Employees appointed or promoted to permanent or limited term positions shall serve a probationary period of six (6) months. Persons appointed to sworn positions in the Police and Fire Departments and to Dispatcher positions shall serve a probationary period of twelve (12) months. The County Administrator may extend a probationary period for up to six additional months if he deems it necessary to evaluate the employment decision.

C. Termination - Employees serving probationary periods may be discharged or demoted at the will of the County Administrator, without cause or hearing.

Section 2.12 Performance Evaluations

Each employee's job performance shall be reviewed and evaluated by the department head every six months on a form provided by the Personnel Office. The evaluation shall be signed by the employee and become a part of the employee's personnel file.

Section 2.13 Employment Date

A. Defined - The employment date is the date on which an employee was initially employed as a permanent or limited term employee, provided there has been no break in service. The employment date for an employee who begins his employment in a temporary position and is subsequently selected for a permanent or limited term position, is the date on which the employee was initially employed as a temporary employee, provided there has been no break in service.

B. Purpose - The employment date is the effective date to determine length of service with the County for computing seniority, leave accrual, and service recognition.

Section 2.14 Reemployment

Any former employee of the County may reapply for employment. If selected, such employee shall be treated the same as if it was his initial employment with the County.

Section 2.15 Reinstatement

A former employee may be reinstated to his original position if that position has not been filled. If such reinstatement occurs, a condition of the reinstatement shall be the reimbursement of all terminal leave

payments. A reinstated employee shall retain his original employment date. All VSRS and health insurance benefits may be restored as permitted by those programs.

Section 2.16 Transfer

A transfer is a lateral move of an employee from one position to another position in the same salary grade, or a change in the assignment of a position from one department to another. Transfers shall be authorized by the County Administrator.

Section 2.17 Promotion

A promotion is the selection of an employee, after competition with other internal or external applicants, to a position at a higher salary grade.

Section 2.18 Demotions

A. Demotion - A demotion is a reduction in the salary grade of an employee in conjunction with a change of job duties and responsibilities or positions.

B. Voluntary Demotion - A voluntary demotion is a demotion made at the request of an employee for personal reasons or to remain employed if his position is eliminated. A voluntary demotion may not require a reduction in salary.

C. Disciplinary Demotion - A disciplinary demotion is a demotion for the purpose of reprimanding an employee for inappropriate conduct as outlined in Chapter 7, Standards of Conduct.

Section 2.19 Temporary Assignments

A. Purpose - An employee may be temporarily assigned to a vacant position, or a prescribed set of duties, other than that to which he is officially assigned, to meet emergencies occasioned by abnormal workload or organizational changes, to cover absences pending official assignment of personnel or to perform duties pending the development and classification of a new position, or for other purposes necessary to provide quality public service.

B. Documentation - Temporary assignments shall be justified in writing by the appropriate department head and coordinated with the Director of Personnel prior to the employee beginning such temporary assignment. Approved temporary assignments and the reasons therefore shall be made a part of the employee's personnel record. Temporary assignment of ten (10) working days or less shall be exempt from the formal documentation and approval requirements.

AAJ802

C. Duration - No employee shall be temporarily assigned to a position, or set of duties, other than the position to which he or she is officially assigned and paid in excess of a total of ninety (90) work days in any twelve (12) month period.

D. Salary - Salary of the employee in a temporary assignment shall not change except as outlined in Chapter 4, Section 4.10B.

Section 2.20 Outside Employment

A. Conflict With County Employment - An employee may engage in supplemental employment, provided that the performance of their occupational duties with the County is not impaired and provided an actual or potential conflict is not created.

B. Approval - Each employee who desires to engage in supplemental employment shall inform his department head, in writing, prior to beginning such work. If the department head or the Personnel Office determines at any time that the other employment creates an actual or potential conflict which reflects discredit or potential discredit upon the County, or that the performance of his duties with the County are impaired by the supplementary job, the employee shall be requested to terminate the outside employment. Refusal to comply with such request shall result in disciplinary action.

C. Appeal - An unfavorable decision made by the department head or Director of Personnel may be appealed to the County Administrator.

Section 2.21 Reductions in Force

A. Definition - A reduction in force is the elimination of a permanent County position by the Board of Supervisors.

B. Policy - When a reduction in force occurs, every effort shall be made to place the incumbent in another position for which he or she qualifies. Seniority and job performance shall be used to determine which employees shall be laid off. Those with the least years of service and those having officially documented disciplinary actions within their personnel files shall be the first to be laid off.

C. Notice - Employees shall be given, when possible, at least a two week notice before termination due to a reduction in force.

D. Displacement - Full-time permanent employees shall be allowed to displace other employees with less seniority within any class in which they previously held a position

with James City County. Part-time permanent employees shall be allowed to displace other part-time permanent employees with less seniority in any class in which they previously held a position with James City County.

E. Recall - A terminated employee shall be offered reinstatement to his former position or any position for which he has a displacement right if such position is filled within one (1) year from the date of termination. A new employee shall not be hired for such positions until the terminated employee has been offered a recall and given two (2) days to accept or reject the recall. Recalled employees shall not be required to serve another probationary period.

Section 2.22 Resignations

A. Policy - It is the policy of the County to make a reasonable effort to retain good employees. However, the County requires notice of resignations to effectively replace employees who are leaving the County employment.

B. Notice - Employees in exempt positions are required to give the Personnel Office at least 20 work days notice of an impending resignation. All employees are required to give the Personnel Office at least ten (10) work days notice of an impending resignation; failure to comply shall result in loss of annual and sick leave payments as outlined in Chapter 5, Section 5.4.

Section 2.23 Unemployment Insurance (Unemployment Compensation)

Any separating employee may file for unemployment compensation through the Virginia Employment Commission. Eligibility for such benefits, however, requires that the employee either (a) left employment for good cause, (b) was not discharged for misconduct, and-or (c) did not refuse suitable employment.

The Virginia Employment Commission should be contacted for details.

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CHAPTER 3

CLASSIFICATION PLAN

Section 3.1 Objective

The purpose of the classification plan is to group similar positions together and to define their duties and minimum qualification requirements for purposes of recruitment, training, career planning, assignment to a salary grade and communication of job requirements to employees.

Section 3.2 Definitions

A. Position - A group of currently assigned duties and responsibilities requiring the full or part-time employment of one person. A position may be occupied or vacant.

B. Class - A group of positions that: (1) have similar duties and responsibilities, (2) require like qualifications, and (3) can be compensated equitably by the same salary range. A class may be composed of only one position.

C. Allocation or Classification - The assignment of a position to a class.

D. Position Description - A written description of the duties, responsibilities, and requirements of a position.

E. Class Specification - A written description of a class, prepared as a representative sample of the positions allocated to that class. It includes information such as typical duties, distinguishing features of the work, and minimum qualifications, including knowledges, skills and abilities.

F. Class Title - The official designation or name of the class as stated in the class specification and schematic list of classes. It shall be used on all personnel records and actions.

G. Position or Working Title - A title assigned by the department head with the concurrence of the Director of Personnel which describes the primary function, duty, or responsibility of a position. It is usually more specific than the general class title and may be used for the employee's working purposes including internal and external correspondence.

H. Classification Plan - The official or approved system of grouping positions into appropriate classes, including (1) schematic index to the class specifications; (2) class specifications and (3) rules for administration.

Section 3.3 Allocation of New Positions to the Classification Plan

The department head shall complete a position description covering the duties and responsibilities of each proposed position. The County Administrator shall allocate the position to one of the classes in the Classification Plan. If a suitable class does not exist, he shall establish a new class and shall allocate the position to it.

Section 3.4 Allocation Appeals

If an employee, supervisor, department head or personnel officer has facts which indicate to him that a position is improperly allocated, he may request the County Administrator to review the allocation of his position. Such request shall be submitted in writing and shall contain a statement of justification.

Section 3.5 Maintenance of Plan

A. Each time a vacancy occurs, a position description shall be completed and submitted to the County Administrator for a review of the allocation of the position. This requirement may be waived by the County Administrator in cases where changes in the duties and responsibilities of a position have been unlikely.

B. Each time a department or division is reorganized, position descriptions for all affected employees shall be submitted to the County Administrator for his review.

C. The County Administrator may require departments or employees to submit position descriptions on a periodic basis, or at any time he has reason to believe that there has been a change in the duties and responsibilities of one or more positions.

D. Each time a new class is established, a class specification shall be written and incorporated in the existing Plan. The class title shall be added to the schematic list of titles. Likewise an abolished class shall be deleted from the Position Classification Plan by removing the class specification and eliminating the class title from the schematic list of titles.

E. The County Administrator shall cause a general review of the Position Classification Plan to be conducted at least once in each two year period.

Section 3.6 Interpretation of Position Descriptions

Descriptions are intended as a general statement of work and are not intended to impose limitations or restrictions on the duties any employee may be required to perform.

AAJ802

Section 3.7 Interpretation of Class Specifications

The class specifications are descriptive and not restrictive. Use of descriptions as to duties, qualifications or other factors shall not be held to exclude other positions of similar type or quality. In a series of classes, such as the police classes, the specifications for all classes shall be reviewed as a unit.

Section 3.8 Official Copy of the Classification Plan

The County Administrator shall maintain the official copy of the Classification Plan. A copy of the official plan shall be available for inspection by the public under reasonable conditions during regular business hours.

1376R

CHAPTER 4

COMPENSATION PLAN

Section 4.1 Objective

The purpose of the Compensation Plan is to:

(a) Establish and maintain a salary structure which will attract and retain qualified employees;

(b) Assure internal equity in the assignment of classes to salary grades through a systematic evaluation of each position;

(c) Maintain the salary structure in proper relation to competitive pay practices in the local labor market in which the County competes;

(d) Assure each County employee receives a salary review at specified intervals;

(e) Provide an effective control of salary payments on a uniform basis; and

(f) Furnish County Administration with a consistent and effective means of recognizing and rewarding improved and outstanding performance.

Section 4.2 Definitions

Section 4.3 Assignment of Positions and Classes to Salary Grades

Three factors are considered in determining the salary grade to which a position will be assigned:

(a) Job Evaluation Plan - After an accurate position description including education and experience requirements has been developed, the Personnel Office shall designate the appropriate job evaluation plan. The compensable factors in the position shall then be identified and assigned points. The points shall be determined by comparing the compensable factors against established standards. The total number of points assigned to the position shall equate to a salary grade in the Compensation Plan.

(b) Internal Equity - After a position has been assigned to a salary grade pursuant to the job evaluation plan, the Personnel Office shall compare the position with other positions which are at or near the proposed salary grade to

AAJ802

ensure that positions having similar duties, responsibilities and qualification requirements are compensated similarly.

(c) Labor Market Comparisons - The salary range proposed for the position shall be compared to salary ranges of similar positions in other local governments and businesses with which we compete for applicants. The County Administrator shall determine which local governments and businesses are appropriate for the labor market comparisons.

After reviewing the three factors outlined above, the Director of Personnel shall recommend the most appropriate salary grade for the position.

Section 4.4 Placement in the Salary Range

A. Starting Salary - A new employee shall be placed at the first step of the salary range for the position. Exceptions to this placement may be granted for a new employee exceeding the minimum qualifications for the position; however, such exceptions shall be approved by the County Administrator.

B. Reinstatement - A reinstated employee shall be paid at a step within the approved salary range for the position in which he is reinstated. The step shall be determined by the County Administrator.

C. Reemployment - When a former County employee is rehired, his starting salary shall be determined in accordance with A above.

Section 4.5 Part-Time Salaries

A part-time employee shall be paid on an hourly basis. The hourly salary shall be determined by dividing the annual salary for the grade and step at which the employee is placed by the number of hours per year that a full-time employee in that position or class would be required to work.

Section 4.6 Temporary Salaries

A temporary employee shall be paid on an hourly basis. The hourly salary shall be determined by the County Administrator.

Section 4.7 On-Call Salaries

An on-call employee shall be paid on an hourly basis or a flat rate for a designated work period. The hourly salary or flat rate shall be determined by the County Administrator. This section does not apply to any permanent or limited term employee.

A. Merit Review - Each employee shall be reviewed annually by the department head. The review of the employee's performance for the past year shall include, but not be limited to, six-month performance evaluations, attendance records, disciplinary actions, letters of commendation and other information contained in the personnel records. A recommendation as to whether the employee shall receive a merit increase and the amount of such increase shall be based upon the review.

B. Amount of Increase - If a merit increase is granted, it shall be within the following parameters:

(a) Employees at the A1 through F5 step of a salary range shall be eligible for a merit increase of 1, 2, 3, 4, or 5 steps.

(b) Employees at the G1 through G4 step of a salary range shall be eligible for a merit increase no greater than the number of steps that it takes to reach the G5 step.

(c) Employees at the G5 step of the salary range for one year shall be eligible for a longevity merit increase in the L range of an amount equal to 2-1-2% of the G5 step. There are five such steps in the L range.

(d) Employees who have received five longevity increases in the L range shall be eligible for a longevity merit increase in the M range of an amount equal to 1-1-4% of the G5 step. There are five such steps in the M range.

C. Merit Increase Date - The first day of the pay period in which an employee was initially employed as a permanent or limited term employee shall be the effective date for the employee's annual merit increases.

1. The merit increase date shall not be changed as a result of reclassification, promotion, transfer, or voluntary demotion.

2. The merit increase date shall be deferred one calendar month for each period of 30 consecutive calendar days during which the employee is absent from the service of the County without pay.

3. The merit increase date may be administratively changed by the County Administrator for reasons including, but not limited to, the following:

AAJ802

(a) Disciplinary demotion
(b) Condition of employment
(c) Reinstatement
(d) Reemployment

Section 4.9 Changes in Salary Grade

A. Promotion - When an employee is promoted his salary shall be increased to the minimum salary for the higher class, or to the step closest to 5% above his present salary, whichever is greater.

B. Transfer - There shall be no change in salary as the result of a lateral transfer.

C. Demotion - When an employee is demoted, he shall be paid at a step which is within the approved range for the lower class. The step shall be determined by the County Administrator.

Disciplinary demotions shall always be accompanied by a reduction in salary as provided in Chapter 7 Standards of Conduct, Section 7.5C (5).

D. Reallocations

(1) Reallocation Upward - When a position is reclassified upward, the employee's salary shall change in the same manner as in a promotion, as outlined in A above.

(2) Reallocation Downward - When a position is reclassified downward, the employee's salary shall not be reduced. If the employee's salary is within the salary range for the new grade, he shall be eligible for merit increases as described in Section 5 above. If the employee's salary is above the salary range for the new grade, the employee shall continue at that salary as long as he remains in the position, but shall not be eligible for salary increases, including general salary increases, until such time as his salary falls within the new range.

E. Regrade or Market Adjustment

(1) Regrade Upward or Upgrade - When a class is upgraded, the salary of those employees in the class shall be increased in the same manner as a promotion, as outlined in A above. Exceptions may be granted by the County Administrator.

(2) Regrade Downward or Downgrade - When a class is downgraded, the salary of the employees in the class shall be treated the same as a downward reallocation, as outlined in D(2) above.

Section 4.10 Other Salary Changes

A. General Salary Increase or Salary Structure Adjustment - After a review of the Compensation Plan, the County Administrator may recommend a general salary increase. Such increase shall be applied directly to the salary ranges so that each grade and step in the salary structure is adjusted to reflect the increase. Such increases shall not change any employee grade or step in the salary structure. The County Administrator may exempt certain classes or positions from a general salary increase and make other exceptions if he deems it appropriate to maintain a fair salary structure.

B. Temporary Assignment or Acting Capacity - If an employee is temporarily assigned to a position at a higher salary grade than his permanent position for 20 consecutive working days or more, the employee shall receive a temporary salary adjustment during that assignment. The adjustment shall be computed on the same basis as a promotional increase and shall not affect the merit increase date. The employee's benefits and salary increases shall be based on his permanent position and salary.

C. Incentive Awards - An Incentive Award is a vehicle for recognizing outstanding performance in a special assignment for the County. The amount of the award shall be determined by the County Administrator, but will normally not exceed 5 percent of the employee's base salary. The incentive award shall be a single lump sum cash payment. It shall not be used as a routine salary supplement. The incentive award shall be documented by a memorandum from the department head or the County Administrator. A copy of the memorandum shall be placed in the employee's personnel file. The receipt of such an award shall not affect the employee's base salary.

Section 4.11 Overtime

A. Responsibility - The authorization and control of all overtime work is the responsibility of the department head. Overtime assignments shall be permitted only when required by operational necessity. Department heads shall assure that adequate funds are available for payment for overtime work.

B. Eligibility - All employees except these in bona fide professional, administrative or executive positions, as defined by the Fair Labor Standards Act, elected officials, and certain seasonal employees, are eligible to earn overtime. The Personnel Office shall review each position to determine whether it is exempt or non-exempt from overtime payments. The status of classes shall be

AAJ802

indicated in the schematic list of class titles, and the status of individual positions shall be indicated in the personnel files.

C. Computation of Overtime Pay - Monetary overtime compensation shall be one and one-half times the employee's hourly rate of pay for each hour of overtime worked. The hourly rate of pay shall be determined by dividing the employees's annual salary by the number of regularly-scheduled hours per year for the position.

D. Minimum Increment of Overtime - Overtime shall be earned in increments no smaller than thirty minutes.

E. Computation of Overtime Hours -

1. Overtime shall be paid when, due to operational necessity, a non-exempt employee is required to work in excess of the maximum number of allowable hours in his work period.

2. The work periods and maximum allowable hours for County employees are as follows:

Category of Personnel	Work Period (Consecutive Days)	Allowable Hours
Firefighting and EMS	27	204
Law Enforcement	25	150
All Other	7	40

3. Paid or unpaid time off during which the employee is absent from the service of the County shall not be counted as hours worked in determining if the maximum allowable number of hours has been exceeded. Such absences include, but are not limited to, sick, annual, compensatory, civil, personal and military leave, holidays, leaves of absence, lunch periods and inclement weather days.

F. Compensatory Leave or Compensatory Time

1. Non-exempt employees who are authorized to work in excess of their regularly-scheduled work hours, but who do not exceed the maximum allowable number of hours as defined in D above, may be granted compensatory leave in the amount of one hour of leave for each hour worked or may be paid their regular hourly rate in lieu of compensatory leave for hours worked.

2. Non-exempt employees who are authorized to work in excess of their regularly scheduled work hours, and the hours exceed the maximum allowable number of hours as defined in E above, may in lieu of overtime pay be granted compensatory leave which shall be used during that pay period in the amount of one and one-half hours of leave for each hour worked during the work period in excess of the maximum allowable hours.

3. The Department head shall determine the most appropriate form of compensation based on available funds and workload. Compensatory leave shall be specifically approved by the department head in advance of it being earned.

4. Under special circumstances, the County Administrator may grant compensatory leave for employees other than as specified in (1) above.

5. Compensatory leave shall be used within three months of the time in which it is earned or it shall be forfeited.

Section 4.12 Holiday Pay

Any permanent or limited term employee who is eligible to earn overtime and is required by his supervisor to work on a holiday which is observed by the County, shall be compensated for that holiday at a rate of twice his regular daily or hourly rate, or at the discretion of the department head, authorized compensatory leave as outlined in Section 4.11(F) above. See also Chapter 5, Section 5.1(E), Holidays on Non-Scheduled Work Days.

Section 4.13 Standby Pay

A. Eligibility - A permanent or limited term employee who is required to be available by telephone or beeper after regular work hours to respond to emergency calls, and who must respond within a reasonable period of time when called, is eligible for standby pay.

B. Computation of Pay - Employees who are required to be on standby shall receive fifty cents per hour for each hour on standby. This payment shall be made regardless of whether the employee is actually called out, and shall be in addition to any payment they may be eligible to earn for actual hours worked as outlined in Section 4.11, above.

C. Restrictions - Employees who, for any reason, cannot fulfill their standby duties for part or all of the required period, shall obtain approval from their Department Head or his designee for another employee to substitute for them.

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Section 4.14 Maintenance of Plan

A. Prior to the annual submission of the budget to the Board, the County Administrator shall complete a general review of the Compensation Plan and shall recommend appropriate adjustments.

B. Proposed adjustments to the Compensation Plan shall be approved by the Board as a part of the annual budget.

C. The Personnel Office shall make periodic reviews of positions in the Classification Plan. As part of that review, the Personnel Office shall recommend appropriate changes in the salary grade and class for the positions reviewed.

Section 4.15 Interpretation of Plan

The County Administrator shall interpret the application of the Compensation Plan to resolve pay determinations which are not specifically covered by this Chapter, using the principles expressed herein as a policy guide.

Section 4.16 Official Copy of the Compensation Plan

The County Administrator shall maintain the official copy of the Compensation Plan. A copy of the official plan shall be available for inspection by the public under reasonable conditions during regular business hours.

1383R

G. Part-time Permanent Employees - A part-time permanent employee shall be paid for the holidays observed by full-time employees for the number of hours determined by the ratio of the number of hours his position is authorized to work on an annual basis with the number of hours per year that a similar full-time position would work. When a part-time permanent employee is scheduled to work on any day on which a holiday falls, he shall receive compensatory time off for the holiday for the number of hours equal to the ratio described above. Such payment or compensatory time shall be earned in increments no smaller than 30 minutes.

H. Annual, Sick, and Compensatory Leave - An employee who is on approved annual, sick or compensatory leave during a period in which a holiday falls shall not be charged leave for the observed holiday.

I. Military Leave - An employee who is on military leave with pay during a period in which a holiday falls shall not receive any additional pay or compensatory leave for the holiday.

J. Forfeiture of Holiday Pay - Unless an employee actually works the last scheduled work day before the holiday and the first scheduled work day after the holiday, or is on authorized sick, annual, compensatory or personal leave, he shall forfeit his eligibility to be compensated for holidays observed by the County.

Section 5.2 Annual Leave

A. Accrual of Leave - The amount of annual leave which an employee accrues per month is determined by dividing the number of hours per year which the position is authorized in the budget by 260, which is the number of days per year excluding weekends. The amount of leave accrued per month increases by 50% when an employee completes his fifth year of service with the County, and by an additional 33-1-3% when an employee completes his fifteenth year of service with the County. Annual leave is accrued semi-monthly upon completion of each full pay period of employment. However, leave shall be accrued during a pay period in which the employee is on leave without pay or a leave of absence only as outlined in Section 5.9(C) and Section 5.10(H), below.

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Examples of leave accrual rates are outlined below:

Monthly Leave Accrual Rate in Hours

Category of Employee	Annual Authorized Hours	Years of Service 0-5	5-15	Over 15
Professional, Technical, Office	1950	7.5	11.25	15
Maintenance, Trades, Dispatch	2080	8.0	12.0	16
Law Enforcement	2117	8.0	12.0	16
Fire, EMS	2977	12.0	18.0	24
Half-time	1040	4.0	6.0	8

B. Maximum Accrual Limited - An employee may accrue up to the amount of leave he can earn in a two-year period. The employee's leave balance must be within the allowed maximum on July 1st of each year or he shall forfeit the excess.

C. Initial Three Months of Employment - An employee may not use annual leave during his first three months of employment with the County unless it was authorized as a condition of employment or is authorized by the County Administrator.

D. Purpose of Leave - Annual leave may be used by an employee to provide paid absences for vacation and other personal purposes including sickness, or for absences in excess of hours available from other types of leave.

E. Minimum Increment of Leave - Annual leave shall be accrued in increments no smaller than 15 minutes, and taken in increments no smaller than 30 minutes.

F. Availability of Leave - An employee shall accrue annual leave before he may use it.

G. Leave Requests - Employees shall request annual leave in advance on the appropriate forms. While the employee's leave requests shall be given every consideration, all such requests are subject to approval by the department head. It is the department head's responsibility to manage the leave schedules within the department.

Section 5.3 Sick Leave

A. Accrual of Leave - The amount of sick leave which an employee accrues per month is determined by dividing the number of hours per year which the position is authorized in the budget by 260, which is the number of days in a year excluding weekends. Sick leave is accrued semi-monthly upon completion of each full pay period of employment. However, leave shall be earned for pay periods during which an employee is on leave without pay or a leave of absence only as outlined in Section 5.9(C) and Section 5.10(H), below.

B. Maximum Accrual Unlimited - There is no maximum limit to the amount of sick leave which may be accrued.

C. Purpose of Leave - Sick leave may be used by an employee to provide paid absences for the following reasons:

1. A personal illness, injury or disability not incurred in the line of duty, which incapacitates the employee to perform his duties;

2. Appointments for examination and treatment related to health when approved in advance by the department head and when such appointments cannot reasonably be scheduled during non-work hours.

D. Extended Leave - When it becomes evident an employee shall be unable to be at work for an extended period of time (five (5) consecutive working days), the employee shall furnish the department head with a written statement from his physician. This statement shall include:

1. the nature of the employee's condition;

2. the expected date on which the employee will be able to return and perform normal work duties (in cases where applicable); and

3. the approximate anticipated date of medical release by the physician.

E. Minimum Increment of Leave - Sick leave shall be accrued in increments no smaller than 15 minutes, and taken in increments no smaller than 30 minutes.

F. Availability of Leave - An employee shall accrue sick leave before he may use it.

G. Submittal of Leave Form - Upon his return to work after a sick leave absence an employee shall complete the appropriate leave form and submit it to his department head for processing.

AAJ802

H. Sick Leave Bank - Employees may voluntarily elect to pool accrued sick leave into a sick leave bank for the purpose of providing participating employees additional leave for extended illness or injury. Such a bank shall be administered by employees, supported by employees, and shall cease to exist should there be insufficient employee interest.

Section 5.4 Terminal Leave Payments

A. Annual Leave - Upon separation from County service, employees shall receive the monetary equivalent of their accrued annual leave up to the annual maximum accrual. If two week's notice is not given by an employee of his resignation, the equivalent of one day shall be deducted from the leave payments for each day that the employee failed to give notice of termination up to a two-week maximum.

B. Sick Leave - Upon separation from County service, unless discharged for disciplinary reasons, employees with more than two years of service shall be compensated for their accrued sick leave at the rate of one day's pay for every four days of accrued sick leave, or $1,000, whichever is less. If two week's notice is not given by an employee of his resignation he shall forfeit all terminal sick leave payments.

C. Death of Employee - In the event of the death of an employee, the designated beneficiary shall receive terminal leave payments.

Section 5.5 Workers' Compensation

A. Coverage - The County furnishes Workers' Compensation insurance for all employees as required by the Virginia Workers' Compensation Act. The insurance provides benefits to employees who have an accident or illness that arises out of and in the course of County employment. Some of the benefits include compensation for (1) temporary total disability, (2) temporary partial disability, (3) permanent partial disability, (4) permanent total disability, (5) medical expenses, (6) rehabilitation, and (7) death benefits. The Act is administered by the Industrial Commission of Virginia, located in the Blanton Building, Governor and Bank Streets, Richmond, Virginia.

B. Injury Report - An employee who has an accident or illness that arises out of and in the course of County employment shall immediately report the accident or illness to his immediate supervisor. Failure to promptly report the accident or illness may result in loss of compensation and payment of medical bills.

C. Medical Treatment - If the accident results in bodily injury, the employee or supervisor shall call the Office of Personnel who will refer the employee to a panel physician or emergency room. If no one is available at the Office of Personnel or if the injury is an emergency situation, the employee shall seek treatment from an authorized Workers' Compensation physician or the emergency room. All medical bills deemed to be related to a compensable accident or illness shall be paid by the County unless otherwise provided by law.

D. Incapacity from Work - If an employee is incapacitated from work due to the injury or illness, the County shall maintain the employee on the regular payroll for up to seven calendar days on a reimbursable basis. If the accident or illness is deemed compensable, workers' compensation shall begin with the eighth day of disability. If the incapacity continues for a period of more than three weeks, workers' compensation shall be allowed from the first day of such incapacity. The salary paid for the first seven days of disability shall be reimbursed either by the use of sick leave or on a dollar for dollar basis.

E. Amount of Compensation - Workers' compensation payments shall be the lesser of two-thirds of the employee's average weekly salary or the current maximum established by the Industrial Commission. An employee may elect to supplement his compensation up to the amount of his regular net pay by using the necessary amounts of annual or sick leave. However, in no case shall the total compensation be greater than what the employee's net pay would be if he were not incapacitated.

F. Use of Leave Pending Determination of Compensability - If a determination as to whether an incapacity is compensable is pending, an employee may use accrued annual or sick leave. If the incapacity is ultimately deemed compensable, the employee shall repurchase the portion of accrued leave for which he received compensation.

G. Light Duty Work - An employee incapacitated from his regular duties shall accept alternate work duties offered by the County, if made available, provided that the treating physician does not restrict the employee from performing such alternate duties. If an injured employee refuses any employment suitable to his capacity, he shall not be entitled to any compensation at any time during the continuance of such refusal, unless in the opinion of the Industrial Commission, the refusal was justified.

H. Health and Life Insurance - The County shall continue to pay its share of health and life insurance premiums so long as the employee remains classified as a full-time permanent

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or limited term employee. If an employee is temporarily performing light duty work in a part-time position he may continue to be classified as a full-time permanent or limited term employee even though he is paid as a part-time employee.

I. Questions - Questions regarding workers' compensation and its application to County employees shall be directed to the Office of Personnel.

Section 5.6 Personal Leave

A. Eligibility - Full-time and part-time permanent and limited term employees shall be entitled to personal leave upon the death of members of the employee's immediate family.

The immediate family is defined as: spouse, parent, spouse's parent, son, daughter, brother, sister, grandparents, grandchildren, step-children, step-parents, guardian, and any persons residing in the same household as the employee.

Personal leave, if requested by the employee, shall be granted by the department head for a period not to exceed three (3) working days.

B. Special Circumstances - Where special circumstances warrant, personal leave may be used, with the approval of the department head, for major illness in the employee's immediate family requiring the attendance of the employee.

C. Additional Leave - Absence in excess of the permitted allowance, unless authorized by the County Administrator, shall be deducted from annual leave. If the employee has exhausted his annual leave, it shall be regarded as leave without pay.

Section 5.7 Civil Leave

A. Eligibility - Leave with full pay shall be granted an employee for any absence necessary for serving on a jury, or attending court as a witness under subpoena.

B. Amount of Compensation - An employee compensated for civil duties, as by jury or witness fees, shall be paid only the difference between such compensation and his regular salary for the period of absence unless the absence is charged to annual leave.

C. Expert Witnesses - In those circumstances where a County employee is acting as an expert witness in a court proceeding which is not directly related to his duties for the County that employee shall be charged annual leave or leave without pay.

Section 5.8 Military Leave

A. Eligibility - Employees who are members of the organized reserve forces of any of the armed services of the United States, National Guard, or naval militia shall be entitled to leaves of absence from their County duties, without loss of seniority, accrued leave, or efficiency rating, on all days during which they are engaged in annual active duty or training, or when called forth by the Governor during a disaster.

B. Approval - Employees shall be required to present appropriate orders to their department head as a condition of leave approval. Military leave shall not be appropriate for weekly or monthly drills.

C. Loss of Pay - There shall be no loss of pay during military leaves of absence not exceeding fifteen days per federal fiscal year. Absence exceeding fifteen days shall be treated as leave without pay or, if approved, charged to annual leave.

D. Return from Active Duty - Employees ordered to active duty, when relieved from such duty, shall be restored to positions held by them when ordered to duty.

Section 5.9 Leave Without Pay

A. Applicability - An employee shall be on leave without pay under the following circumstances:

1. Unapproved absence from the job during a scheduled work period,

2. Approved absence for which the employee has insufficient accrued leave, and

3. Absences authorized as a condition of employment.

B. Approval - The department head shall notify the Personnel Office immediately of any employees on leave without pay in his department. All requests for leave without pay of less than five working days shall be submitted in writing to the department head. The department head, with the concurrence of the Director of Personnel, may approve such leave without pay. Leave in excess of five days is addressed in Section 5.10, Leave of Absence.

C. Accrued Leave - Sick and annual leave shall not be earned for any pay period during which an employee takes leave without pay which is not prior approved or exceeds one full work day.

AAJ802

Section 5.10 Leave of Absence

A. Defined - A leave of absence is five or more days of approved leave without pay. A Leave of Absence may be utilized for any mutually agreeable reasons. An employee must exhaust his accrued leave before being granted a leave of absence.

B. Request for Leave - All requests for leaves of absence shall be submitted to the department head and shall state the reasons for the leave and the length of the leave. A request for a leave of absence for medical purposes shall be accompanied by a note from the employee's physician stating the expected length of the disability and the date the employee is expected to be able to return to work.

C. Approval Required - If the department head recommends the leave, he shall forward the request to the Director of Personnel. The Director of Personnel shall forward the request and his recommendation to the County Administrator. The County Administrator has the authority to approve or deny leaves of absence.

D. Leave of Absence Agreement - If a leave of absence is approved, a formal agreement which states the purpose and length of the leave shall be signed by the employee and the County Administrator.

E. Violation of Agreement - Should an employee fail to return to work by the date specified in the Leave of Absence Agreement, the County Administrator may declare the employee to have terminated voluntarily as of the expected return to work date. An employee who accepts employment elsewhere while on a Leave of Absence, unless approved, shall be considered to have terminated the employment with the County without notice as of the original date the leave was begun.

F. Merit Increase Date - An employee's merit increase date shall be deferred one calendar month for each period of thirty (30) consecutive calendar days he is on a leave of absence.

G. Health and Life Insurance - The County shall pay its share of County health and life insurance premiums during an approved Leave of Absence, unless otherwise provided in the Leave of Absence Agreement.

H. Accrued Leave - Sick and annual leave shall not be earned for any pay period during which an employee takes a leave of absence which includes more than one full work day of that pay period.

Section 5.11 Retirement

A. VSRS - The County participates in the Virginia Supplemental Retirement System (VSRS).

B. Eligibility for Membership - Full-time permanent and limited term employees who begin employment with the County before their 60th birthday, or who are active or inactive members from previous employment, are eligible for membership in VSRS.

C. Cost - The County pays the full cost of the VSRS contribution for the employee.

D. Eligibility for Retirement with Benefits from VSRS

1. Service Retirement - An employee is eligible for service retirement if he is:

a) A VSRS member, at least 55 years of age, and has at least five years of contributions in VSRS, or

b) Aged 60 or older.

2. Disability Retirement - A member may apply for disability retirement when the member:

a) Has at least five years of VSRS covered service or if the cause of the disability is compensable under Workmen's Compensation;

b) Becomes mentally or physically unable to perform present duties;

c) Is under age 65; or is under age 60 and covered under special benefits for law enforcement officers and firefighters; and

d) The disability is total and likely to be permanent.

E. Retirement Benefits - Amount of retirement benefits vary based on such factors as years of covered service, age upon retirement, and salary. Employees may contact the Personnel Office for information regarding their estimated retirement benefits. Employees planning retirement should contact the Personnel Office six (6) months prior to retirement to facilitate the application for all retirement benefits.

F. Mandatory Retirement - Except in extraordinary circumstances, retirement is required of employees upon their attaining age 70. The County Administrator may allow an employee to remain until the end of the fiscal year in which the employee reaches age 70, if such would contribute to the efficient functioning of County government.

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Section 5.12 Group Life Insurance

A. Eligibility for Coverage - Group life insurance is provided through the VSRS. All full-time permanent and limited term employees are covered by the insurance unless they are age 70 when first employed or reemployed. A medical examination is not required.

B. Cost - The County pays the full cost of coverage for the group life insurance.

C. Benefits - Benefits include:

1. Natural death benefits in the amount of the employee's annual salary rounded to the next highest thousand and then doubled,

2. Double indemnity for accidental death, and

3. Dismemberment payments for accidental loss of one or more limbs, or of eyesight.

Employees may contact the Personnel Office for additional information regarding group life insurance benefits.

D. Conversion - Employees terminating from County service other than for retirement may convert their group life insurance to an individual policy if application is made within 31 days after termination of employment. Required forms are available in the Personnel Office.

E. Retirement - Covered employees who are retiring from County service and who have at least five years of service credits in VSRS continue to be covered by group life insurance, unless the retirement is for a job-related disability which is compensable under the Virginia Worker's Compensation Act. Service retirees' life insurance reduces 2 percent each month after the date they retire. The reduction stops when the coverage reaches 25 percent of the original value. Accidental death coverage ceases at retirement.

Section 5.13 Health Insurance

A. Blue Cross-Blue Shield - The County has a group contract with Blue Cross-Blue Shield of Virginia.

B. Eligibility - Full-time permanent and limited term employees and their spouses and dependent children are eligible for Blue Cross-Blue Shield coverage.

C. Cost - The County pays the full cost of the coverage for the employee, and a portion of the cost for the employee's dependents.

D. Details of Plan - The plan is detailed in a brochure which may be obtained from the Personnel Office.

Section 5.14 Deferred Compensation

A. Authority - The County may develop a deferred compensation plan to allow County employees to defer a portion of their salary for retirement purposes. Such a plan shall be voluntary and shall be in accordance with appropriate federal and state laws.

B. Eligibility - All full-time and part-time permanent and limited term employees shall be eligible to participate in the deferred compensation plan.

Section 5.15 Credit Union

A. Langley Federal Credit Union - The employees of James City County do NOT have their own credit union. However, the Langley Federal Credit Union welcomes County employees as members.

B. Eligibility - All full-time and part-time permanent employees are eligible to join the Langley Federal Credit Union.

C. Information - The Payroll Office can assist with further information about the credit union policies.

Section 5.16 Physical Exams

A. Pre-Employment Physicals - Physical examinations shall be required for all applicants for designated Public Safety and Operations positions before being offered employment with the County.

B. Biennial Physicals - All designated Public Safety and Operations positions shall be required to have physical exams every two years.

C. Cost - The County shall pay the cost of required pre-employment and biennial physical exams.

D. Operations Positions - For purposes of this Section, Operations Positions shall be defined as Buildings and Grounds, Landfill, Service Authority, Transit, and Park Positions.

Section 5.17 Uniforms

A. Public Safety Departments - Each employee in the Fire, Police, and Sheriff's Departments who is required to wear a uniform shall be furnished such uniform with accessories.

AAJ802

Protective gear for fire suppression shall be provided to uniformed employees in the Fire Department. All clothing and equipment issued by the County shall remain the property of the County. Non-serviceable clothing and other County issued equipment may be replaced on a turn in one for one basis.

B. Maintenance and Operations Departments - Each employee in the maintenance and operations departments who is required to wear a uniform shall be furnished such uniform which shall be maintained by the County at County expense. All lost or negligently damaged clothing shall be replaced at the employee's expense.

Section 5.18 Clothing Maintenance

A. Employee Responsibility - Each uniformed employee in the public safety departments shall be responsible for the cleaning and maintenance of his County issued uniforms. Only an initial uniform alteration shall be the responsibility of the County.

B. Annual Allowance - An annual allowance shall be paid each uniformed employee in the public safety departments for the cleaning and maintenance of County issued uniforms. Such an annual allowance shall also be paid each Investigator and the Supervisor of Investigations in the Police Department for the cleaning and maintenance of their on-duty clothing. The annual allowance shall be determined by the adopted budget. Payments shall be made each pay period for the allowance due for the preceding pay period. Payments shall be prorated for only the period of actual employment.

Section 5.19 Bonding

Each County employee is covered under a general employee "blanket" bond at no cost to the employee. In those positions where a higher bond is required, because of the nature of the position, the County pays for any further costs.

Section 5.20 Notary Fees

Several County employees maintain "Notary Public" permits. The fees for such permits shall be paid by the County, when such services by an employee are felt to assist the County's service to the public or to further the County's own business operations. There shall be no charge for notary services for the County.

Section 5.21 Travel

A. Authorization - Employees may be required to travel out of the County when such travel is beneficial or necessary to the official business and conduct of the affairs of County government. All travel shall be approved in advance by the department head.

B. Administrative Regulations - The Administrative Regulations shall be consulted for specific details on travel policy, including reimbursement procedures.

Section 5.22 Tuition Reimbursement or Educational Assistance

See Chapter 6, Training, for educational assistance programs.

Section 5.23 Employee Assistance Program

A. Confidential Counseling and Psychotherapy - The County has created a program to provide all full-time permanent and limited term employees, and their eligible dependents, ten hours of confidential counseling and psychotherapy per year.

B. Cost - The cost for the services is billed to the County and the employee's major medical policy of their health insurance.

C. Service Provider - The professional service provider for the counseling and psychotherapy is selected by the County on a yearly basis.

D. Information - Information as to the eligibility of dependents and the service provider will be published annually by the Personnel Office. Any questions regarding the Program should be directed to that office.

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CHAPTER 6

TRAINING

Section 6.1 Objective

The purpose of employee development and educational assistance programs is to provide all levels of employees the necessary training opportunities to perform their jobs to the best of their abilities.

Section 6.2 Educational Assistance

A. Workshops and Seminars - With prior approval of the County Administrator and provided funds are available, full-time and part-time permanent and limited term employees may attend workshops, seminars, and other training programs which are directly related to their current jobs. They shall be reimbursed for all reasonable expenses incurred in the participation of such programs. Based upon the cost of a training program, the type of training program, and the length of service of the employee, the County Administrator may execute an agreement that states if the employee voluntarily fails to remain in County employment for at least one year after program attendance, the cost of the program shall be reimbursed to the County by the employee. Repayment shall be deducted from the final payroll proceeds of the employee if repayment is not made prior to termination.

B. Correspondence Courses - With prior approval of the County Administrator and provided funds are available, full-time permanent and limited term employees shall be fully reimbursed for the basic cost of any correspondence course satisfactorily completed, provided these courses are directly job related.

C. College Tuition (Tuition Reimbursement) - With prior approval of the County Administrator and provided funds are available, full-time permanent and limited term employees shall be fully reimbursed for the cost of tuition for college credit courses satisfactorily completed, provided these courses are directly job related. Maximum reimbursement during any fiscal year shall normally be for three (3) semester or four (4) quarter courses. The County Administrator may authorize more courses per fiscal year in extraordinary cases. If an employee fails to remain in County employment for at least one year after such reimbursements, those tuition payments for course work during the past twelve (12) months shall be deducted from the final payroll proceeds of the employee or otherwise repaid to the County.

Section 6.3 Employee Development

A. Purpose and Responsibility - If the Board of Supervisors elects to implement an in-house training program, it shall be the responsibility of the County Administrator to foster and promote training programs for County employees for the purpose of improving the quality of services rendered to the County and of aiding employees to equip themselves for advancement.

B. Administration

If an in-house training program is adopted, the County Administrator shall:

1. Prescribe for department heads appropriate standards for training programs and approve programs as meeting such standards.

2. See that training is carried out as approved and shall have prepared certificates or other forms of recognition to persons who satisfactorily complete approved courses and programs.

3. Assist department heads in developing and conducting training to meet the specific needs of their departments, and in developing and utilizing other techniques for increasing employee efficiency.

4. Develop and conduct supervisory and management training and other types of training and employee development programs common to all departments.

5. Make available information concerning job requirements and training opportunities in order to assist employees in increasing their efficiency in their present positions, and in preparing themselves for promotions to higher positions, in the County.

6. Keep a record of all approved training programs and courses, and a record of employees who successfully complete such courses and programs.

1390R

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CHAPTER 7

STANDARDS OF CONDUCT

Section 7.1 Objective

Regulations to govern the conduct of employees are necessary for the orderly operation of the County. Such regulations are to the benefit of and protect the rights and safety of all employees.

The County recognizes its continuing responsibility to develop and administer the necessary employment regulations and disciplinary measures in a fair and consistent manner. The County requires all employees to conform with these regulations and to otherwise conduct themselves in a responsible and professional manner.

Section 7.2 Applicable Regulations

Employees shall not conduct themselves in a manner which violates the public trust, discredits the County or its employees, or hinders the effective performance of the County's governmental or proprietary functions. The regulations referred to in this chapter and the conduct listed herein are not intended to be all inclusive for inappropriate conduct. Inappropriate conduct shall be disciplined consistent with the provisions of this chapter.

Section 7.3 Management Responsibility

Department heads shall be responsible for administering timely and consistent disciplinary measures for inappropriate conduct pursuant to the procedures set forth in this chapter. If the appropriateness of specific conduct is in question, the department head shall consult with the Director of Personnel to determine if the conduct is inappropriate and the proper disciplinary measure to be administered.

Section 7.4 Coverage of Personnel

All permanent and limited term County employees, including employees of a constitutional officer who has agreed to include the employees under the County's compensation plan and personnel policies, shall be subject to the disciplinary procedures in this chapter. Temporary and probationary employees may be discharged at the will of the County Administrator, without cause or hearing.

Section 7.5 Disciplinary Measures

A. Application - Department heads and Supervisors shall apply disciplinary measures fairly and uniformly. It is the County's policy that discipline be a progressive process and disciplinary measures of less severity than discharge be taken to correct inappropriate conduct before

proceedings for discharge are initiated. However, discharge shall be appropriate for first violations 125 extreme misconduct. No employee has a right or guarantee to any progressive disciplinary measure.

B. Classification of Disciplinary Measures - Disciplinary measures include:

1. Verbal reprimands.

2. Written reprimands.

3. Suspensions.

4. Reductions in grade.

5. Demotions.

6. Discharge.

C. Definition of Disciplinary Measures.

1. Verbal Reprimand: A verbal communication directed to an employee for the purpose of making a final statement regarding inappropriate conduct. Any verbal reprimand shall be documented on Discipline Form A (see Appendix B) within two days of the reprimand and forwarded to the Director of Personnel who shall place the document in the employee's personnel file.

2. Written Reprimand: A written communication directed to an employee for the purpose of making a final statement regarding inappropriate conduct. Any written reprimand shall be documented on Discipline Form B (see Appendix B) within two days of the reprimand and forwarded to the Director of Personnel who shall place the document in the employee's personnel file. A copy of the written reprimand shall be delivered to the employee.

3. Suspension: A temporary separation from employment for the purpose of reprimanding an employee for inappropriate conduct. A suspension may be with or without pay. An initial suspension shall not exceed ten working days. A second suspension within any twelve-month period shall not exceed twenty working days. Any suspension without pay for days equivalent to more than one full work day shall result in the loss of the accumulation of sick leave and annual leave for that pay period.

4. Reduction in Grade: The adjustment of an employee's wages to a lower step of the salary grade to which he is assigned on the County pay plan for the purpose of reprimanding the employee for inappropriate conduct.

AAJ802

5. Demotion: Demotion in this chapter shall always mean disciplinary demotion. A disciplinary demotion is the assignment of an employee to a lower classified position for the purpose of reprimanding the employee for inappropriate conduct. Demotion shall not be used as a disciplinary measure if the employee cannot qualify for the lower position, or if such demotion would require the displacement of another employee. A demotion shall be accompanied by a reduction in grade and salary.

6. Discharge: A dismissal from employment for the purpose of reprimanding an employee for inappropriate behavior. An employee who is discharged forfeits all accumulated sick leave.

D. Procedure

1. Normal procedure. It shall be the responsibility of the department head to document any inappropriate conduct thought to justify a suspension, reduction in grade, demotion, or dismissal on Discipline Form C (see Appendix B) and to deliver it to the Director of Personnel. The Director of Personnel shall conduct an investigation within five working days and document the findings on Discipline Form C. If the Director of Personnel determines that a lesser disciplinary measure is appropriate, he shall direct the department head to take appropriate action. If the Director of Personnel determines that the disciplinary measure is warranted, he shall notify the employee of the proposed disciplinary measure in writing to avail him an opportunity to respond to the proposed disciplinary measure. A hearing shall be requested in writing by an employee within two working days after receipt of such written notice or the right to a hearing shall be waived. The Director of Personnel shall meet with the employee within two working days after receipt of a timely written request for a hearing. If the Director of Personnel maintains that the disciplinary measure is warranted, he shall complete Discipline Form C to document his recommendation and deliver it to the County Administrator within two working days. The County Administrator shall review Discipline Form C, and any other information he deems relevant, and impose the appropriate disciplinary measure within two working days of the receipt of Discipline Form C. A written notice of the disciplinary measure shall be delivered to the employee. The Director of Personnel shall place a copy of the notice in the employee's personnel file.

2. Immediate Suspensions: If a department head determines that an employee's inappropriate behavior poses an immediate threat to the safety or discipline of other employees, he shall immediately suspend such an employee. No such suspension shall be imposed by a department head for more than three working days. If such action is taken, the department head shall on that day prepare Discipline Form C (see Appendix B) and deliver it to the Director of Personnel. If the conduct occurs after official work hours, it shall be delivered the next official work day. If the Director of Personnel concurs in the action taken, he shall process the disciplinary measure in the same manner as provided above. If the Director of Personnel determines an immediate suspension is not warranted, he shall notify the employee in writing to return to work subject to the decision of the County Administrator as to the appropriate disciplinary measure. If the Director of Personnel determines it is necessary to extend an employee's immediate suspension pending the County Administrator's action, he shall notify the employee in writing of such extension. No such suspension shall exceed ten working days.

3. Written Notices: All disciplinary notices to an employee shall be hand-delivered to such an employee or delivered by certified mail to the employee's last known address as reflected in the records of the Personnel Department. It shall be the responsibility of all employees to notify the Personnel Department promptly of any address change and the return receipt or the return of the notice letter shall satisfy any requirement of notification to the employee.

4. Employee Request. All written requests by an employee for a hearing, as provided in this Chapter, shall be hand-delivered to the Personnel Department or the department head. All written requests delivered to a department head shall that day be delivered to the Personnel Department.

5. Department head Absent. Whenever it is provided that any action is to be taken by a department head, and the department head is absent, such action shall be taken by the person exercising the department head's authority during that period of absence.

6. County Administrator Absent. Whenever the County Administrator is absent, unless he otherwise designates, the Assistant County Administrator shall take any disciplinary measure required of the County Administrator in this Chapter.

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7. Director of Personnel Absent. Whenever it is provided that any action is to be taken by the Director of Personnel, and the Director of Personnel is absent, such action shall be taken by the person exercising the Director of Personnel's authority during that period of absence.

8. Discipline of Personnel Department Employee. Whenever any disciplinary measure is initiated toward an employee of the Personnel Department, the Assistant County Administrator shall exercise the duties of the Director of Personnel in regard to that disciplinary measure.

E. Pending Criminal Charges.

1. Normal procedure. An employee shall report to the Director of Personnel if he is charged with a felony or other criminal offense within one work day of the offense. If an employee is charged with a felony or other criminal offense of such nature that the employee's continued performance of County duties (a) poses an immediate threat to the discipline or effective performance of other employees, or (b) has an immediate adverse effect on the reputation of the County, or (c) impairs the effective performance of any County function, the Director of Personnel shall investigate such matter, document the information on Discipline Form D (see Appendix B), and deliver it to the County Administrator within two working days. If the County Administrator determines a suspension is warranted, he shall notify the employee in writing of the proposed suspension and avail him an opportunity to respond to the proposed action at a hearing. The hearing shall be requested in writing by the employee within two days after receipt of such written notice or the right to a hearing shall be deemed waived. The County Administrator shall meet with the employee within two working days after receiving the written request for a hearing. The County Administrator may suspend such employee for all or any part of the time criminal proceedings are pending.

2. Immediate suspension. With the consent of the County Administrator, the Director of Personnel may order an immediate suspension, when appropriate, pending his investigation and the determination of the County Administrator.

Section 7.6 Categories of Inappropriate Conduct

Typical inappropriate conduct has been listed in three categories to assist in administering disciplinary measures in a fair and consistent manner. Each category of conduct has a suggested corresponding

measure. However, mitigating or aggravating circumstances may require a different disciplinary measure than suggested. Each disciplinary measure shall take into consideration the circumstances surrounding the misconduct, the employee's work history, and the impact of the misconduct on the effective operation of the County.

Category 1 Conduct

Category 1 includes inappropriate conduct, which in the initial instance is not severe in nature, but which requires corrective action to maintain a proper work environment. Category 1 offenses include, but are not limited to:

A. Poor housekeeping which creates or contributes to inefficient, unsanitary, or unsafe work conditions.

B. Careless workmanship which evidences unsatisfactory job performance.

C. Careless or negligent maintenance, handling, or use of County property.

D. Excessive absences or tardiness.

E. Unjustified absence from the work station or department without a supervisor's permission.

F. Stopping work before the specified end of a working day or starting work after the specified beginning of the work day.

G. Horseplay, pranks, or non-work related activity during working hours.

H. Posting or removal of notices, signs, or other writing in any form on any non-employee bulletin boards on County property without permission of the department head.

I. Unauthorized solicitation of employees or others during working hours on County property.

J. Unauthorized distribution of literature or any other material during working hours or on County property.

K. Abusive or obscene language.

L. Conviction of a traffic moving violation while operating a County vehicle.

Appropriate disciplinary measure for Category 1 Conduct occurring in any 12 month period:

First offense - verbal warning

Second offense - written warning

AAJ802

Third offense - suspension, reduction in grade, and-or demotion

Fourth offense - discharge

Category 2 Conduct

Category 2 Conduct includes inappropriate conduct severely disruptive to the proper operation of the County. Category 2 offenses include, but are not limited to:

A. Refusal to follow a supervisor's instructions or perform assigned work.

B. Violation of safety rules.

C. Reporting to work under the influence of alcohol or unlawful controlled substances.

D. Failure to report to work without proper notice to supervisor.

E. Unauthorized use of County vehicles or equipment or unauthorized removal of such from an employee's work station.

F. Use of sick leave for any purposes other than as outlined in Chapter 5, Section 3C.

G. Threatening, or interfering with the work of fellow employees or supervisors.

H. Acceptance of gifts or gratuities from any person, company, or corporation, or any other act that constitutes a conflict of interest as defined in the Comprehensive Conflict of Interest Act, Code of Virginia, 1950, as amended.

I. Failure to report known work-related illegal activity of any employee.

J. Unauthorized non-County employment or activity which interferes with the performance of an employee's assigned duties and responsibilities.

K. Fighting on County property or during the working day.

Appropriate disciplinary measure for Category 2 conduct occurring in any 12 month period:

First offense - suspension, reduction in grade, and-or demotion

Second offense - discharge

Category 3 Conduct includes inappropriate conduct unacceptable to the proper operation of the County. Category 3 offenses include, but are not limited to:

A. Use of alcohol or unlawful use or possession of controlled substances on County property during working hours.

B. Failure to report to work without proper notice to supervision for three consecutive work days.

C. Falsification of County records, including, but not limited to vouchers, time records, leave records, insurance claims, or the application for employment.

D. Three or more garnishments involving more than one indebtedness during any 12 month period.

E. Gambling on County property or during working hours.

F. Theft or unauthorized removal of County property or employee property.

G. Unauthorized possession of firearms or other weapons on County property or during working hours.

H. Participation in any kind of work slowdown, sitdown, or similar concerted interference with County operations.

I. Unauthorized use of County documents, records, or confidential information.

J. Job-related lying, stealing, or cheating.

K. Any criminal conviction for an act occurring on or off the job which is related to job performance, or is of such a nature that to continue the employee in the assigned position could constitute negligence in regard to the County's duties to the public or other employees, or which adversely affects the reputation of the County, or is conduct unbecoming of an employee.

L. Failure to report to the Director of Personnel being charged with a felony or other criminal offense within one work day of the offense.

The appropriate disciplinary measure for any category 3 Conduct is discharge.

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CHAPTER 8

GRIEVANCE PROCEDURE

Section 8.1 Objective

The purpose of the James City County Grievance Procedure is to afford an immediate and impartial method for the resolution of disputes which may arise between the County government and employees in the County service.

Section 8.2 Coverage of Personnel

A. This procedure shall apply to the following persons:

1. all non-probationary permanent and limited term employees of James City County;

2. employees of the Department of Social Services of James City County, in accordance with Section 2.1-114.5:1(C)(4) of the Code of Virginia; and

3. employees of the Sheriff, Commissioner of Revenue, and Treasurer of James City County.

B. Notwithstanding subsection (a) of this section, the department head or principal officer and principal deputy or assistant to any department or office who would otherwise be eligible to file grievances, if such employees customarily make policy decisions which affect the operation of the entire department or office, may file grievances regarding dismissals only.

1. Department heads shall include the: (1) Director of Code Compliance, (2) Director of Planning, (3) Director of Community Development, (4) Director of Personnel, (5) Director of Financial and Management Services, (6) Director of Public Works; (7) Director of Community Services, (8) Director of Parks and Recreation, (9) Director of Social Services, (10) Transit Manager, (11) Chief of Police, (12) Fire Chief, and (13) Director of Assessments.

2. Principal Officers shall include the: (1) County Administrator, (2) County Attorney, (3) Sheriff, (4) Treasurer, (5) Commissioner of Revenue.

C. Probationary employees, temporary employees, principal officers or department heads and their deputies and assistants as provided in subsection (b), above, and law enforcement officers who have elected to pursue their remedies as set forth in Chapter 10.1 of Title 2.1 of the Code of Virginia, shall not employ this Grievance Procedure.

Section 8.3 Definition of a Grievant; Grievance

A grievant shall be any County employee having a grievance, as defined below.

A grievance shall be a complaint or dispute by a James City County employee relating to his or her employment, including, but not limited to:

(a) disciplinary actions, including dismissals, demotions and suspensions, provided that dismissals shall be grievable whenever resulting from formal discipline or unsatisfactory job performance;

(b) the application or interpretation of personnel policies, procedures, rules and regulations including the application of policies involving matters referred to in Section 8.4 (c) below;

(c) acts of reprisal as the result of utilization of the grievance procedure or of participation in the grievance of another James City County employee; and

(d) complaints of discrimination on the basis of race, color, creed, political affiliation, age, handicap, national origin or sex.

Section 8.4 Management Responsibilities

Management shall be the Board of Supervisors and its Designees who establish the Operating Policies for James City County. Management reserves the exclusive right to manage the affairs and operations of the County government. Accordingly, the following complaints are not grievable:

(a) establishment and revision of wages or salaries including performance evaluations and concomitant pay raises, position classifications or general benefits;

(b) work activity accepted by the employee as a condition of employment or work activity which may reasonably be expected to be a part of the job content;

(c) the contents of ordinances, statutes or established personnel policies, procedures, rules and regulations;

(d) failure to promote, except where an employee can show established promotional policies or procedures were not followed or fairly applied;

(e) the methods, means and personnel by which work activities are to be carried on;

AAJ802

(f) termination, layoff, demotion or suspension from duties because of lack of work, reduction in work force, or job abolition;

(g) the hiring, promotion, transfer, assignment, and retention of employees within the County service; and

(h) the relief of employees from duties of the County in emergencies.

Section 8.5 Standing to Pursue a Grievance

A grievant must be personally and directly affected by an occurrence or condition before he shall be permitted to pursue a grievance. Thus, for example, no employee may grieve another employee's job performance unless such job performance directly and adversely affects the grievant's own employment. Disputes as to an employee's standing to file a grievance shall be determined as shall any other dispute as to grievability.

Section 8.6 Grievability

A. Decisions regarding grievability under this Procedure shall be made by the County Administrator pursuant to procedures set forth below. Decisions shall be made at the request of the grievant or his department head or principal officer within ten (10) days of such request. A copy of the ruling shall be sent to the grievant and to the grievant's department head or principal officer. Decisions by the County Administrator that an issue is not grievable may be appealed by the grievant to the Circuit Court of James City County for a hearing de novo on the issue of grievability as provided in Section 15.1-7.2 and 2.1-114.5:1(E) of the Code of Virginia (1950), as amended. Pursuant to those sections, proceedings for the review of the decision of the County Administrator shall be instituted by filing a notice of appeal with the County Administrator within ten (10) days after the date of his decision as to grievability, and by giving a copy of such notice to all other parties to the grievance. Within ten (10) days after receiving notice of appeal, the County Administrator shall transmit to the Clerk of Circuit Court of James City County a copy of his decision, a copy of the notice of appeal, and any exhibits which may have been provided in connection with the resolution of the issue of grievability. A list of the evidence furnished to the court shall also be furnished to the grievant. The failure of the County Administrator to transmit the record within the time allowed shall not prejudice the rights of the grievant. If the County Administrator fails to transmit the record within the time allowed, the Circuit Court, on motion of the grievant, may issue a Writ of Certiorari requiring the County Administrator to transmit the record on or before a certain date as provided in Section 2.1-114.5:1(E) of the Code of

Virginia (1950), as amended. Within thirty (30) days of receipt by the Clerk of Court of the record in the matter, the Court, sitting without a jury, shall hear the appeal on the record and such additional evidence as may be necessary to resolve any controversy as to the correctness of the record. The Court, in its discretion, may receive such other evidence as the ends of justice may require. The Court may affirm the decision of the County Administrator or may reverse or modify said decision. The decision of the Court shall be rendered no later than the fifteenth (15th) day from the date of conclusion of the hearing. The decision of the Court is final and is not appealable. All matters, from the institution of a request that the County Administrator determine the issue of grievability through the notation of appeal of an adverse decision by the County Administrator, shall be recorded on forms provided for those purposes by the Director of Personnel.

B. The issue of grievability may be raised at any step of the Grievance Procedure prior to the panel hearing provided in Section 8.12 et seq., of this procedure. Once raised, the issue must be resolved before further processing of the grievance. The issue of grievability must be raised prior to the panel hearing or it shall be deemed to have been waived by all parties. A request that grievability be determined shall toll the time limits under this procedure. Time limits shall begin to run again the day after the decision on grievability is made by the County Administrator or the Circuit Court.

C. The classification of a complaint as nongrievable by either the County Administrator or the Circuit Court of James City County shall not be construed to restrict any employee's right to seek, or management's right to provide, customary administrative review of complaints outside of the scope of the Grievance Procedure.

Section 8.7 Policy Generally

A. All stages of the Grievance Procedure beyond the First Step, provided in Section 8.9, shall be reduced to writing on forms supplied by the Director of Personnel. At any step beyond the Second Step, provided in Section 8.10, both the grievant and his department head or principal officer or the County Administrator may call upon appropriate witnesses and be represented by legal counsel or another person, as provided in this procedure.

B. Once an employee reduces his grievance to writing he shall specify on the appropriate form the specific relief he expects to obtain through the use of this Procedure. This requirement shall be deemed a substantive matter, and a failure to specify the relief expected shall be sufficient cause to terminate the right to further appeal. When the

AAJ802

employee reduces his grievance to writing, he shall obtain the necessary forms from the Personnel Office. That office shall thereupon open a file on the grievance, assign it a number, and shall assist the grievant, the department head or principal officer, and the County Administrator, to insure that all papers are transmitted throughout this process in timely fashion.

C. After the initial filing of a written grievance, failure of either party to comply with all substantial procedural requirements of the Grievance Procedure without just cause shall result in a decision in favor of the other party on any grievable issue, provided the party not in compliance fails to correct the noncompliance within five (5) days of receipt of written notification by the other party of the compliance violation. Such written notification by the grievant shall be made to the County Administrator. Failure of either party without just cause to comply with all substantial procedural requirements at the panel hearing shall result in a decision in favor of the other party. Decisions as to whether any employee or management has in fact failed to so comply shall be made by the County Administrator upon the request of the department head or principal officer or the grievant that such determination be made. Any decision of the County Administrator pursuant to this subsection shall be final and not appealable.

Section 8.8 Consolidation of Grievances

If more than one grievance is filed arising from the same factual circumstances, the County Administrator may, at any time prior to a panel hearing, consolidate those grievances for joint processing. If the grievances are consolidated, all time limits set forth in this Procedure shall thereafter be calculated from the date of the last filed grievance. Once consolidated, the grievances shall all be processed as a single matter.

Section 8.9 First Step Procedure: Immediate Supervisor Level

A. No later than ten (10) days after the occurrence or condition giving rise to the grievance, or of the date when the employee could have reasonably been expected to have learned of the occurrence or condition, the employee affected must identify the grievance verbally to his immediate supervisor. Within five (5) days of such presentation, the immediate supervisor shall give his response to the employee with respect to the particular grievance, or shall advise the employee that additional time is needed to render a decision. In the event additional time is needed, the immediate supervisor shall render the decision within three (3) days after notice of the need for additional time is given. The failure of an employee to identify the grievance within the time specified above shall constitute a forfeiture and a waiver of any rights to proceed further and shall terminate the grievance.

B. If a satisfactory resolution is not reached by this informal process, the employee shall reduce his grievance to writing, identifying specifically and in detail the nature of the grievance and the expected remedy, on Grievance Form A (see Appendix C) provided for that purpose by the Director of Personnel. Grievants shall be entitled, should they prevail in their grievance, only to the relief specifically requested. Such written grievance shall be presented to the immediate supervisor within three (3) days of the supervisor's verbal reply to the oral grievance. The supervisor shall then reply in writing to this written grievance within three (3) days of receiving it.

C. If the employees's supervisor is also his department head or principal officer, he shall pass by the Second Step of this Procedure set forth in Section 8.10 and proceed immediately to the Third Step set forth in Section 8.11 of the Procedure.

Section 8.10 Second Step Procedure: Department Head or Principal Officer Level

If a satisfactory resolution of the grievance is not reached at the First Step above, the grievant shall so indicate on Grievance Form A (see Appendix C) and submit the grievance to his department head or principal officer within five (5) days. Within five (5) days of receipt of such submission, a meeting shall be held between the grievant and his department head or principal officer to review the grievance. This time period may be extended by mutual agreement between the department head or principal officer and the grievant.

At the meeting provided for above, the only persons who may be present are the grievant, the department head or principal officer, and appropriate witnesses for each side. The meeting may be adjourned to another time or place by agreement of the parties. A written reply to the grievance shall be provided to the grievant within five (5) days after the meeting.

If the grievant's principal officer is the County Administrator, he shall pass by the Third Step of this Procedure and proceed immediately to the Fourth Step set forth in Section 8.12 of this Procedure.

Section 8.11 Third Step Procedure: County Administrator Level

If a satisfactory resolution of the grievance is not reached at the termination of the Second Step, the employee shall so indicate on Grievance Form A (see Appendix C) and submit the grievance to the County Administrator. Submission to the County Administrator shall occur within seven (7) days following receipt of the second step reply. The County Administrator shall then meet with the employee within seven (7) days of receiving the submission or indicate that an extension is necessary. The extension shall not exceed three additional days except by mutual written agreement. The employee may have legal counsel, or another representative, and witnesses present at the Third Step meeting. The County Administrator may have legal counsel and witnesses likewise in attendance. Proceedings shall be in

AAJ802

accordance with guidelines promulgated by the County Administrator and provided to the grievant prior to the meeting. The County Administrator may designate that the grievance shall be heard by the Assistant County Administrator. Such designation must be in writing. A written response to the grievance shall be rendered within ten (10) days following the Third Step meeting. At the request of the County Administrator or the grievant, the Director of Personnel shall insure that a verbatim record of such meeting is made and retained in his custody for not less than twelve (12) months. Such record may be in writing or by a taped recording. The grievant shall be entitled to a copy of said record upon payment of a reasonable fee therefor.

Section 8.12 Fourth Step Procedure: The Personnel Appeals Board

If a satisfactory resolution to the grievance is not reached at the termination of the Third Step set forth in Section 8.11, the grievant shall so indicate on Grievance Form A (see Appendix C) and request a hearing before a Personnel Appeals Board. The request shall be submitted to the Director of Personnel within seven (7) days of receipt of the third step response.

An impartial Personnel Appeals Board shall be constituted anew for each grievance. The Director of Personnel shall arrange for the Personnel Appeals Board selection and shall schedule the Personnel Appeals Board hearing. In the event that the Director of Personnel is a party to the grievance, the request form shall be submitted to the County Administrator and the County Administrator or his designee shall make the necessary arrangements.

Section 8.13 Composition of the Personnel Appeals Board

A. A Personnel Appeals Board shall be constituted as provided herein. It shall be composed of three (3) members who are County employees and who shall be chosen in the following manner: one member shall be appointed by the grievant, one member shall be appointed by the County Administrator, and the third member shall be selected by the first two. To insure an objective Board, neither the grievant nor the County Administrator or his principal assistant, the grievant's department head or principal officer, nor the grievant's immediate supervisor may serve on the panel, nor may any person serve having direct involvement with the grievance being heard. In the event that an agreement cannot be reached as to the final Board member, the Chief Judge of the Circuit Court of James City County shall select such third Board member pursuant to Section 2.1-114.5:1(D) of the Code of Virginia.

B. Both the grievant and the County Administrator shall make their appointments to the Personnel Appeals Board within five (5) days after the request for a panel hearing is filed. The Director of Personnel shall be notified of the appointments on Grievance Form B (see Appendix C). These members shall select the third member within ten (10) days after the request for a panel hearing is filed and notify the Director of Personnel of their selection. Unless it is necessary to involve the Circuit Court in the selection of

the third member, a complete panel shall be designated on Grievance Form B within ten (10) days of the request for a panel hearing.

C. In the event that the first two members cannot reach an agreement as to the third member within ten (10) days, as provided above, the Director of Personnel, after confirming such fact, shall immediately notify the County Attorney's Office. The County Attorney shall request the Chief Judge of the Circuit Court to appoint the third member.

D. The third member of the Personnel Appeals Board shall serve as Chairman. The Chairman shall set the time for the hearing and notify the grievant and the County Administrator thereof. The hearing shall be held as soon as possible after the date of the original request for a hearing. Any party may have present at this meeting an attorney or a representative of his choice. The Director of Personnel shall provide each Board member with copies of all written materials and forms submitted in connection with the grievance.

E. The majority decision of the Personnel Appeals Board shall be final and binding as to any grievance submitted to it and shall be consistent with provisions of law and written policies.

F. The Personnel Appeals Board is constituted solely for the purpose of determining whether a grievance filed by an employee is merited, and what remedy, if any, should be provided. The Personnel Appeals Board may not formulate or change policy, rules, or procedures. The Personnel Appeals Board shall determine whether the grievant has demonstrated, by a preponderance of the evidence, that the action complained of was without cause, or done in violation of a law, rule, regulation or other policy. It shall not otherwise substitute its judgement for that of management.

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Section 8.14 Conduct of Personnel Appeals Board Hearing

The Personnel Appeals Board shall conduct the hearing as follows:

(a) To protect the privacy of the parties and other employees, the panel hearing shall be limited to the grievant, the panel members, the legal counsel or other representative of the grievant and the County, appropriate witnesses and official recorders. The Personnel Appeals Board shall consider any grievance de novo without regard to any proposed disposition by any lower authority, unless the grievant and the County Administrator shall agree, in writing, that the issue(s) shall be so limited. In all other cases, the Personnel Appeals Board shall consider the matter as if presented to it in the first instance.

(b) The Personnel Appeals Board may at any time ask the parties or their representatives for statements clarifying the issues involved in the grievance.

(c) Exhibits, when offered by the grievant or the County Administrator, may be received as evidence by the Personnel Appeals Board, and when so received shall be marked and made a part of the record.

(d) The parties may offer evidence and cross examine witnesses and shall produce such additional evidence as the Personnel Appeals Board may deem necessary to an understanding and determination of the dispute. There shall be no formal rules of evidence for the Personnel Appeals Board, however, the Board shall be the judge of the relevancy and materiality of any evidence offered. All evidence shall be taken in the presence of the Board and the parties. The grievant shall proceed first, and shall bear the ultimate burden of persuasion. At the conclusion of the grievant's evidence, the County Administrator shall have the opportunity to present his evidence.

(e) At the conclusion of the County Administrator's presentation, the Chairman shall specifically inquire of all parties whether they have any further proof to offer or witnesses to be heard. Upon receiving a negative response, the Chairman shall permit the parties to summarize their cases and shall then declare the hearing closed.

(f) The hearing may be reopened by the Board on its own motion or upon application of a party for good cause shown at any time before a final decision is made.

(g) In all matters not otherwise covered by this Section, the Personnel Appeals Board shall determine the procedures to be followed.

(h) Upon the request of the Chairman, the County Administrator, or the grievant, the Director of Personnel shall insure that a verbatim record of the hearing is made and retained in his custody for not less than 12 months. The record may be in writing or by a taped recording. The grievant shall be entitled to a copy of such record upon payment of a reasonable fee therefor.

(i) The Director of Personnel may be called upon by the Personnel Appeals Board as a witness at any time to provide specific policy interpretation or clarification of applicable County policy and these procedures.

(j) The Director of Personnel shall review the decision of the Personnel Appeals Board for compliance with law and written policy and these procedures, and shall request the Personnel Appeals Board to reconsider any decision which in his judgment is not consistent with the law applicable to grievance resolution. He shall not disturb any decision consistent with the law.

Section 8.15 Decision of Personnel Appeals Board

A. The decision of the Personnel Appeals Board shall be filed in writing by the Personnel Appeals Board Chairman with the department head or principal officer, the County Administrator and the grievant, not later than fifteen (15) days after the completion of the hearing. The decision shall summarize the grievance and the evidence, shall make specific findings of fact, and shall state in full the reasons for the decision, and the remedy to be granted. Decisions shall be by majority vote of the entire Board. The decision of the Personnel Appeals Board shall be final and binding if it is consistent with law and written policy.

B. The grievant shall bear any cost involved in employing representation and in preparing his case.

C. 1. If the Personnel Appeals Board determines that the grievant prevails on any grievable complaint or dispute it may remedy that complaint or dispute by ordering that the grievant be reinstated to a former position, awarding back pay; ordering expungement of information contained in the grievant's personnel files or other files maintained by the County; or rendering opinions specifying the application or interpretation of the personnel policies and procedures as it relates to the specific facts of the grievance.

2. If the Board finds that a department head or principal officer failed to follow established procedures governing promotion, demotion, transfer, hiring or layoff, it shall remand the grievance to that department head or principal officer with the instruction that the action taken be rescinded, and proper procedures be followed for the matter in issue. In connection with such remand, the Board may make provisional orders governing the case. For example, a person improperly promoted to a position may continue to serve temporarily in the position to which he was promoted, pending compliance with appropriate procedures.

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Section 8.16 Implementation of Remedy

A. The County Administrator shall implement any remedy which may be ordered by the Personnel Appeals Board, provided that such decision is consistent with law and written policies. If the County Administrator believes that the Personnel Appeals Board decision is not so consistent, he shall inform the Board and the grievant of his determination within seven (7) days of the filing of the decision.

B. The Grievant or the County Administrator may petition the Circuit Court to order implementation of the decision of the Personnel Appeals Board.

Section 8.17 Computation of Time

A. Except where otherwise provided, time periods under these regulations shall be deemed to begin on the day following that on which any action is to be taken or report rendered, and to run without regard to weekends or holidays. If a time period herein provided ends on a weekend or holiday, the last day of the time period shall be deemed to be the end of the business day of the first working day following. Thus, for example, a written grievance under the first step must be presented to the grievant's immediate supervisor within five (5) days of the supervisor's verbal reply to the informal grievance. The five (5) days shall begin on the day after receipt of the supervisor's verbal reply and terminate on the fifth day following regardless of whether that is a weekend or holiday. If it is a weekend or holiday, the time period shall be deemed to terminate at the end of the next full working day.

B. Time limits established under this procedure are intended to be strictly construed and enforced. However, in the interest of fairness, any time limits may be extended if all parties agree to such extensions in writing.

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CHAPTER 9

RECORDS AND REPORTS

Section 9.1 Personnel Transactions

All appointments, separations and other personnel transactions shall be made on forms designated by the County Administrator and maintained by the Personnel Office.

Section 9.2 Attendance Reports

Regular attendance reports shall be prepared and submitted by each department and agency of the County government as required by the County Administrator.

Section 9.3 Destruction of Records

Employee personnel records, either the original or microfilm copies, shall be kept for a minimum of five years. All other records, including correspondence, applications and examinations may be destroyed after two years at the discretion of the County Administrator. Affirmative action information shall be kept for a minimum of three years.

Section 9.4 Public Inspection

The following information relative to employees and former employees shall be available for public inspection at reasonable times and in accordance with such procedures as the County Administrator may prescribe: name, class title and salary. Examination records and performance rating reports shall be accessible only to the department head concerned, the Board, and the employee involved. The Privacy Act shall govern all such public availability of employee records. Other personnel information may be made available for official purposes at the discretion of the County Administrator.

Section 9.5 Employee Access

Each employee may review his or her employment file in the Personnel Office, subject only to time constraints within the Personnel Office. Documents, except those restricted by other policies or laws, may be reproduced at employee expense by the Personnel Office staff.

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APPENDIX A

COMPENSATION PLAN

JAMES CITY COUNTY
PAY SCALES

GRADE	A	B	C	D	E	F	G	L	
01	6756	7094	7449	7821	8212	8623	9054	235	11
	6824	7165	7523	7899	8294	8709	9145		
	6891	7236	7598	7977	8376	8795	9235		
	6959	7307	7672	8056	8458	8882	9326		
	7026	7378	7747	8134	8540	8968	9416		
02	7068	7421	7792	8182	8591	9021	9472	246	12
	7139	7495	7870	8264	8677	9111	9567		
	7209	7569	7948	8346	8763	9201	9661		
	7280	7644	8026	8427	8849	9292	9756		
	7351	7718	8104	8509	8935	9382	9851		
03	7394	7764	8152	8560	8988	9437	9909	258	12
	7468	7842	8234	8646	9078	9531	10008		
	7542	7919	8315	8731	9168	9626	10107		
	7616	7997	8397	8817	9258	9720	10206		
	7690	8075	8478	8902	9348	9814	10305		
04	7761	8149	8556	8984	9433	9905	10400	270	13
	7839	8230	8642	9074	9527	10004	10504		
	7916	8312	8727	9164	9622	10103	10608		
	7994	8393	8813	9254	9716	10202	10712		
	8071	8475	8898	9343	9810	10301	10816		
05	8099	8504	8929	9375	9844	10336	10853	282	141
	8180	8589	9018	9469	9942	10439	10962		
	8261	8674	9108	9563	10041	10543	11070		
	8342	8759	9197	9656	10139	10646	11179		
	8423	8844	9286	9750	10238	10749	11287		
06	8859	9302	9767	10255	10768	11306	11871	309	154
	8947	9395	9865	10358	10876	11420	11990		
	9036	9488	9962	10460	10983	11532	12109		
	9125	9581	10060	10563	11091	11646	12227		
	9213	9674	10158	10666	11198	11759	12346		
07	9274	9738	10225	10736	11273	11837	12429	323	162
	9366	9835	10327	10843	11385	11955	12553		
	9459	9932	10430	10952	11499	12073	12678		
	9552	10030	10532	11059	11611	12192	12802		
	9644	10127	10634	11166	11723	12310	12926		

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JAMES CITY COUNTY
PAY SCALES

GRADE	A	B	C	D	E	F	G	L	M
08	9710	10196	10706	11241	11803	12393	13013	338	169
	9807	10297	10813	11354	11921	12517	13143		
	9905	10399	10920	11466	12039	12641	13273		
	10001	10501	11027	11578	12157	12765	13403		
	10099	10603	11134	11691	12276	12889	13533		
09	10168	10676	11210	11771	12360	12978	13627	354	
	10270	10784	11322	11888	12483	13108	13763		
	10372	10890	11435	12006	12606	13237	13900		
	10474	10997	11546	12123	12730	13368	14035		
	10575	11104	11658	12241	12854	13497	14172		
10	10650	11183	11742	12329	12945	13592	14272	371	186
	10756	11295	11860	12452	13075	13728	14414		
	10863	11406	11977	12576	13205	13864	14557		
	10969	11519	12094	12699	13334	14000	14700		
	11076	11630	12212	12823	13463	14136	14843		
11	11154	11712	12298	12913	13559	14237	14949	389	194
	11265	11829	12420	13042	13694	14380	15098		
	11377	11946	12543	13171	13830	14522	15248		
	11489	12063	12666	13300	13965	14664	15397		
	11600	12180	12789	13430	14102	14806	15546		
12	11685	12269	12882	13526	14202	14912	15658	407	4
	11802	12392	13012	13662	14344	15061	15814		
	11920	12515	13140	13797	14487	15210	15971		
	12036	12638	13269	13931	14629	15359	16127		
	12153	12760	13398	14067	14770	15509	16283		
13	12242	12854	13497	14172	14881	15625	16406	427	213
	12365	12982	13632	14314	15030	15782	16570		
	12487	13111	13767	14455	15178	15938	16735		
	12609	13239	13902	14597	15327	16093	16899		
	12731	13369	14036	14739	15476	16250	17063		
14	12827	13468	14141	14848	15590	16370	17189	447	223
	12955	13603	14283	14996	15746	16533	17361		
	13083	13738	14424	15145	15902	16697	17532		
	13211	13873	14566	15293	16058	16861	17704		
	13340	14007	14707	15442	16214	17025	17876		

JAMES CITY COUNTY
PAY SCALES

GRADE	A	B	C	D	E	F	G	L	
15	13441	14113	14819	15560	16338	17155	18013	468	2:
	13575	14254	14967	15715	16502	17326	18193		
	13710	14396	15115	15871	16665	17498	18373		
	13844	14536	15263	16027	16828	17669	18554		
	13979	14678	15412	16183	16991	17842	18733		
16	14086	14790	15530	16307	17122	17978	18877	491	24
	14226	14938	15685	16469	17294	18158	19066		
	14367	15086	15840	16633	17465	18337	19255		
	14508	15234	15996	16796	17636	18518	19443		
	14650	15381	16151	16959	17807	18697	19632		
17	14762	15500	16275	17089	17943	18840	19782	514	25
	14910	15656	16438	17260	18123	19028	19979		
	15057	15810	16601	17431	18303	19217	20178		
	15205	15965	16763	17601	18482	19405	20375		
	15352	16120	16926	17772	18662	19594	20574		
18	15474	16248	17060	17913	18809	19749	20736	539	27
	15628	16410	17231	18093	18997	19947	20943		
	15784	16572	17402	18271	19185	20144	21151		
	15938	16735	17572	18451	19373	20342	21358		
	16092	16898	17743	18629	19562	20539	21566		
19	16219	17030	17882	18776	19715	20701	21736	565	28
	16381	17200	18060	18964	19912	20908	21953		
	16544	17370	18240	19152	20110	21114	22171		
	16706	17541	18418	19339	20306	21321	22388		
	16868	17711	18597	19527	20503	21529	22605		
20	17004	17854	18747	19684	20668	21701	22786	592	296
	17174	18033	18935	19881	20875	21919	23014		
	17344	18211	19122	20078	21082	22135	23242		
	17514	18390	19310	20274	21289	22352	23470		
	17684	18568	19496	20472	21495	22570	23697		
21	17826	18717	19653	20636	21668	22751	23889	621	311
	18004	18904	19849	20843	21884	22979	24123		
	18183	19092	20046	21048	22101	23206	2 366		
	18360	19279	20243	21255	22318	23434	24606		
	18539	19466	20439	21461	22534	23662	24844		

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JAMES CITY COUNTY
PAY SCALES

GRADE	A	B	C	D	E	F	G	L	M
22	18691	19626	20607	21637	22719	23855	25048	651	326
	18878	19822	20813	21854	22946	24093	25299		
	19065	20018	21020	22070	23174	24332	25549		
	19252	20215	21226	22286	23400	24571	25800		
	19439	20411	21432	22503	23627	24809	26049		
23	19598	20578	21607	22687	23821	25012	26263	683	1
	19795	20784	21823	22914	24060	25262	26525		
	19990	20990	22040	23141	24298	25512	26788		
	20186	21195	22255	23368	24536	25763	27050		
	20383	21401	22471	23595	24774	26013	27313		
24	20551	21579	22658	23791	24981	26230	27542	716	358
	20756	21795	22885	24029	25230	26493	27817		
	20961	22010	23112	24267	25480	26755	28093		
	21167	22226	23337	24505	25730	27017	28368		
	21373	22442	23564	24742	25980	27279	28643		
25	21550	22628	23759	24947	26194	27504	28879	751	375
	21765	22854	23997	25197	26456	27779	29168		
	21981	23080	24235	25446	26718	28054	29457		
	22197	23307	24472	25696	26980	28329	29745		
	22412	23533	24710	25944	27242	28604	30034		
26	22601	23731	24918	26164	27472	28846	30288	788	4
	22827	23968	25166	26425	27747	29134	30591		
	23054	24206	25416	26687	28021	29422	30894		
	23280	24443	25665	26949	28296	29711	31197		
	23505	24680	25914	27211	28572	30000	31500		
27	23703	24888	26132	27439	28811	30252	31765	826	413
	23940	25137	26394	27713	29099	30554	32083		
	24176	25386	26655	27988	29387	30856	32400		
	24414	25635	26917	28262	29675	31159	32718		
	24651	25884	27178	28536	29964	31461	33035		
28	24861	26104	27409	28779	30218	31729	33315	866	433
	25110	26366	27683	29067	30520	32046	33648		
	25359	26626	27957	29355	30823	32363	3_982		
	25606	26887	28231	29643	31124	32681	34315		
	25355	27148	28505	29930	31427	32998	34648		

JAMES CITY COUNTY
PAY SCALES

GRADE	A	B	C	D	E	F	G	L	
29	26076	27380	28749	30186	31695	33280	34944	909	45
	26336	27654	29037	30488	32012	33613	35294		
	26598	27928	29324	30790	32330	33945	35643		
	26858	28201	29611	31092	32647	34278	35992		
	27118	28475	29899	31394	32963	34611	36342		
30	27353	28721	30157	31665	33248	34910	36656	953	47
	27627	29008	30458	31982	33581	35259	37022		
	27900	29295	30760	32298	33913	35609	37388		
	28174	29583	31062	32615	34246	35957	37755		
	28447	29869	31364	32931	34579	36307	38121		
31	28692	30127	31633	33215	34876	36620	38451	1000	500
	28979	30428	31949	33546	35224	36986	38835		
	29267	30729	32267	33879	35573	37353	39220		
	29553	31031	32583	34211	35922	37718	39605		
	29840	31332	32899	34543	36271	38085	39989		
32	30098	31603	33183	34842	36584	38413	40334	1049	524
	30400	31919	33515	35191	36950	38798	40737		
	30700	32235	33847	35539	37316	39182	41140		
	31001	32551	34179	35887	37681	39566	41543		
	31303	32867	34510	36236	38048	39949	41948		
33	31577	33156	34814	36555	38383	40302	42317	1100	550
	31893	33488	35162	36920	38767	40705	42740		
	32208	33819	35510	37286	39150	41109	43163		
	32524	34150	35859	37651	39535	41511	43587		
	32840	34482	36206	38017	39918	41914	44010		
34	33129	34785	36524	38350	40268	42281	44395	1154	577
	33460	35133	36890	38733	40671	42705	44839		
	33791	35482	37255	39117	41073	43127	45283		
	34123	35829	37620	39501	41476	43550	45726		
	34454	36177	37985	39884	41878	43973	46171		
35	34757	36495	38320	40236	42248	44360	46578	1211	606
	35105	36860	38703	40638	42670	44804	47044		
	35452	37225	39086	41040	43093	45248	47509		
	35800	37590	39470	41444	43515	45691	47976		
	36147	37954	39853	41846	43937	46135	48441		

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JAMES CITY COUNTY
PAY SCALES

GRADE	A	B	C	D	E	F	G	L	M
36	36469	38292	40207	42217	44328	46544	48871	1271	635
	36833	38676	40609	42639	44771	47010	49359		
	37198	39058	41011	43062	45214	47476	49849		
	37563	39441	41413	43434	45658	47941	50337		
	37927	39824	41815	43906	46101	48406	50826		
37	38264	40177	42186	44295	46510	48836	51278	1333	7
	38646	40579	42608	44738	46975	49324	51790		
	39030	40980	43030	45182	47440	49812	52304		
	39412	41383	43451	45625	47905	50300	52816		
	39795	41785	43873	46067	48370	50789	53328		
38	40150	42158	44266	46479	48803	51243	53805	1399	699
	40551	42580	44709	46944	49291	51756	54343		
	40953	43001	45151	47409	49779	52268	54881		
	41354	43423	45594	47874	50267	52780	55419		
	41756	43844	46036	48339	50755	53293	55958		
39	42129	44235	46447	48769	51207	53767	56455	1468	734
	42550	44678	46911	49257	51720	54305	57020		
	42971	45121	47376	49745	52231	54843	57584		
	43393	45563	47840	50232	52744	55380	58149		
	43814	46005	48304	50720	53256	55918	58714		
40	44208	46418	48739	51176	53735	56422	59243	1540	0
	44650	46883	49226	51687	54272	56986	59835		
	45092	47347	49713	52200	54810	57551	60428		
	45534	47811	50202	52711	55347	58114	61021		
	45976	48275	50689	53223	55884	58678	61613		

APPENDIX B

DISCIPLINARY FORMS

AAJ802

DISCIPLINARY FORM A
VERBAL REPRIMAND

Employee Name _____

Class Title _____

Department _____

Immediate Supervisor Name _____

Date Violation of Standard of Conduct Occurred _____

Description of Violation: _____

_____

_____

_____

_____

_____

_____

_____

_____

Date Discussed with Employee: _____

Signature of Supervisor _____ Date _____

* *

Reviewed by Director of Personnel

Signature _____ Date _____

1407R

DISCIPLINARY FORM B
WRITTEN REPRIMAND

Employee Name _____

Class Title _____

Department _____

Immediate Supervisor Name _____

Date Violation of Standard of Conduct Occurred _____

Description of Violation: _____

_____

_____

_____

_____

_____

_____

_____

Date Discussed with Employee: _____

Signature of Supervisor _____ Date _____

* *

Employee Statement: (Please Check One)

_____ I agree with my Supervisor's statement

_____ I disagree with my Supervisor's statement for the reason(s) given below:

_____

_____

_____

_____

_____

Employee Signature _____ Date _____

* *

Reviewed by Director of Personnel

Signature _____ Date _____

1407R

AAJ802

DISCIPLINARY FORM C
DISCIPLINARY ACTION

Employee Name _____

Class Title _____

Department _____

Immediate Supervisor's Name _____

Department Head Name _____

Date of Violation of Standard of Conduct Occurred _____

Category of Conduct _____ Category 1 _____ Category 2 _____ Category 3

Description of Violation: _____

_____

_____

_____

_____

_____

_____

If Category 1 or 2, dates of previous violations _____

Disciplinary Measure Recommended: _____

_____

_____

_____

_____

_____

Signature of Department Head _____ Date _____

Findings of Investigation by the Director of Personnel: _____

_____

_____

_____

_____

Disciplinary Measure Recommended by Director of Personnel: _____

_____

_____

_____

Date Employee Notified of Right to Hearing _____

Hearing Waived _____

Date of Hearing _____

_____ Recommendation of Disciplinary Measure Stands

_____ Recommendation Changed to _____ for the following reason(s): _____

_____

_____

_____

_____

Signature of Director of Personnel _____ Date _____

* *

Date Reviewed by County Administrator _____

Disciplinary Measure to be Taken: _____

_____

_____

_____

_____

Signature of County Administrator _____ Date _____

1407R

AAJ802

DISCIPLINARY FORM D

Name of Employee _____

Class Title _____

Department _____

Offense Charged _____

_____

Date of Offense _____

Place of Offense _____

Status of Case _____

Recommendation of Immediate Suspension Yes ____ No ____

Approved by County Administrator Yes ____ No ____ N-A ____

Findings of Investigation by the Director of Personnel: _____

_____

_____

_____

Recommendation of Director of Personnel: _____

_____

_____

_____

Signature of Director of Personnel _____ Date _____

* *

Proposed Action by County Administrator: _____

_____

_____

_____

Comments: _____

_____

_____

Signature of County Administrator _____ Date _____

* *

Date of Hearing _____

Hearing Waived _____

Action Taken by County Administrator: _____

_____

_____

_____

_____

Signature of County Administrator _____ Date _____

1407R

AAJ802

APPENDIX C

GRIEVANCE FORMS

Grievance No. _____ 150
(to be assigned by Director of Personnel)

GRIEVANCE FORM A

Grievant: _____ Position & Department: _____
Date Submitted: _____ Date Grievance Occurred: _____

Date Grievance was Verbally Discussed with Immediate Supervisor: _____
Nature of Grievance (Use additional paper, if necessary): _____

Specific Relief Requested (See Section 6.0 of Grievance Procedure): _____

First Step Remedy (to be filled out by Supervisor as to what action was taken): _____

Supervisor's Signature: _____ Date: _____

Acceptable: __ Not Acceptable: __ Grievant's Signature: _____ Date: _____

****

Date of Meeting with Department Head or Principal Officer: _____ Department Head's or Principal Officer's Initials: _____

Second Step Remedy (to be filled out by Department Head or Principal Officer): _____

Department Head's or Principal Officer Signature: _____ Date: _____

Acceptable: __ Not Acceptable: __ Grievant's Signature: _____ Date: _____

Date of Meeting with County Administrator: _____ Extension Date: _____
Re-schedule Date: _____ County Administrator's Initials: _____ Grievant's Initials: ___

Third Step Remedy (to be filled out by County Administrator): _____

County Administrator's Signature: _____ Date: _____
Acceptable: ___ Not Acceptable: ___ I (DO ___ - DO NOT) desire a hearing before a Personnel Appeals Board.

Grievant's Signature: _____ Date: _____

1408R

AAJ802

GRIEVANCE FORM B

APPOINTMENTS TO PERSONNEL APPEALS BOARD

1st MEMBER (Grievant appointee):

I hereby name _____ to be my appointed member to the Personnel Appeals Board established to hear my grievance. He-She may be contacted at (address-phone number) _____

_____

_____

Signed: _____
(Grievant)

2nd MEMBER (County Administrator appointee):

I hereby name _____ to be my appointed member to the Personnel Appeals Board established to hear this grievance. He-She may be contacted at (address-phone number) _____

_____

_____

Signed: _____
(Appointing Authority)

3rd MEMBER (Mutually agreed upon or chosen by Circuit Court pursuant to Section 9.4 of the Grievance Procedure):

_____ is hereby selected to serve as the third member to the Personnel Appeals Board established to hear this grievance. He-She may be contacted at (address-phone number) _____

_____

_____

Signed: _____ Date: _____
(Grievant's Appointee)

_____ Date: _____
(County Administrator's Appointee)

****

NOTE: FAILURE TO COMPLY WITH THE SUBSTANTIVE PROCEDURAL REQUIREMENTS OF THE GRIEVANCE PROCEDURES MAY CAUSE GRIEVANCE TO BE TERMINATED.

1408R

Grievance # _____

Determination of Grievability

Form C

1. Grievant: _____

2. Nature of Grievance: (See Grievance Form A. Here state nature in brief).

_____

_____

3. County Administrator Determination:

Grievable: _____ Not Grievable: _____

Reason (only if not grievable):

_____

_____

_____

_____

_____

_____

_____
County Administrator - Date

4. Appeal

I wish to appeal the decision on grievability. Please transmit the necessary papers to the Circuit Court as required by law.

_____
Grievant - Date

1408R

AAJ802

Grievance # _____

Decisions of Personnel Appeals Board

Form D

Date(s) of Hearing: _____ Place of Hearing: _____

Summary of Grievance: (Use additional paper if necessary)

Summary of Evidence: _____

Findings of Fact: _____

Reasons for Decision (state in full): _____

Remedy: _____

These members concur in the above stated decision:

This member dissents from the above stated decision: _____

A dissenting member shall file a written statement of the reasons for his or her dissent.

1408R

AFFIRMATIVE ACTION PLAN

FOR

EQUAL EMPLOYMENT OPPORTUNITY

UNDER TITLE VI of the CIVIL RIGHTS ACT of 1964

and SECTION 109, HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974

AAJ802

JAMES CITY COUNTY,

VIRGINIA

MAY, 1980

I. Policy

James City County is an Equal Opportunity Employer. It shall provide equal employment opportunity to its employees and applicants for employment on the basis of fitness and merit without regard to race, color, religion, national origin, political affiliation, sex, age, except where sex or age is a bona fide occupational qualification, or handicap. This policy shall be followed in recruiting, hiring, promotion into all position classifications, compensation, benefits, transfers, layoffs, returns from layoffs, demotions, termination, County-sponsored training programs, educational leave, social and recreational programs, and use of County facilities. Any person employed by James City County who fails to comply with this policy is subject to disciplinary action.

Where necessary, this policy is to be extended in order that the County be in compliance with the following federal restraints: the U.S. Constitution, the Civil Rights Act of 1866, the Civil Rights Act of 1871, Title VI and VII of the Civil Rights Act of 1974, the State and Local Fiscal Assistance (Revenue Sharing) Act of 1972, the Age Discrimination in the Employment Act of 1975, the Intergovernmental Personnel Act of 1970, Housing and Community Development Act of 1974, and the Rehabilitation Act of 1973.

The adoption of this EEO plan by the Board of Supervisors is a reaffirmation of adherence to and promotion by the Board of the policy of nondiscrimination in all action affecting County employees. The guidelines, and objectives contained in this plan are designed to assist the County and all of its employees adhering to that policy.

II. Annual Goals and Objectives

The County Administrator, with the assistance of the Equal Employment Opportunity Officer, shall annually perform the following activities necessary to prepare and update the goals and objectives of the Affirmative Action Plan for Equal Opportunity:

A. Analyze current staff and staffing patterns to determine the racial and sex composition of County employees and of the locality in order to establish benchmark ratios of race and sex.

B. Based on the ratios developed under A. above, establish short range (less than 1 year) employment goals and objectives which would further equal employment opportunity for County employees or the projected work force.

C. Based on the ratios developed under A. above, establish longer range (1-5 years) employment goals and objectives which would further equal employment opportunity for County employees or the projected work force. Prior to the submission of the annual Performance Report under the Community Development Block Grant Program, the County Administrator shall review the existing short range plan, and develop a revised short range and long range affirmative action plan for the new time frames.

Annual short and long range goals shall be kept on file with the Affirmative Action Plan and other documentation.

III. Dissemination of Policies and Procedures

Upon adoption of the Affirmative Action Plan for equal employment, the County Administrator will disseminate copies of the plan to each department head. A copy will also be provided each employee requesting a copy. Posters will be placed on County bulletin boards announcing the County as an equal opportunity employer.

All recruitment activities, whether through advertisements, employment agencies, or others will automatically be informed of the County's employment opportunity policy.

IV. Responsibilities

A. County Administrator

Ultimate responsibility for the implementation of this policy and the County's affirmative action program rests with the County Administrator.

B. Equal Employment Opportunity (EEO) Officer

The Personnel Officer will assume the position of the Equal Employment Opportunity Officer and perform the following duties and functions:

1. Be responsible for overall administration of the Equal Employment Opportunity Plan.

2. Measure effectiveness of the affirmative action plan.

3. Collect and analyze data.

4. Act as liaison for the County and other government agencies and community groups.

5. Keep management informed of latest developments in the entire EEO area.

6. Upon request, counsel employees and other County personnel.

C. Department Heads and Supervisors

Each member of management and supervision is responsible within his-her area of responsibility for conducting activities in a manner which will ensure compliance with the policy and the Affirmative Action Programs. Furthermore, each is made to understand that his-her work performance in the area of equal employment affirmative action is being evaluated.

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V. Equal Employment Opportunity Procedures

Applicants for employment are considered and placed without regard to race, sex, color, religion, national origin, ancestry, handicap, or age; the County displays equal employment opportunity notices in conspicuous places available to all employees and applicants for employment. Employment application forms are in compliance with applicable federal laws. A copy of our Affirmative Action Policy may be obtained from the Personnel Office.

Routinely, applications and supporting documents are sent to the Personnel Office from whence they are sent to individual supervisors or managers for evaluation (screening of applications). Those applicants deemed most adequately suited for the position are either asked to submit additional supporting data and are further evaluated, or are asked to submit themselves for an interview. Before a formal offer is made, the EEO officer is consulted to ascertain that a good faith effort has indeed been made. This is accomplished by the EEO Officer obtaining evidence that the applicant pool from which the selection (hiring) was made had been established without regard to race, sex, color, national origin, handicap, ancestry, age or religion. If this cannot be vouched, the EEO Officer may object to the hiring. In order not to affect adversely the employment opportunities of minorities and women, supervisors and managers are especially urged to follow the County policy and equal employment opportunity commitment, and to develop a better understanding of the characteristics of the minority and women work force and the conditions, problems and expectations of minority groups and women.

A. Recruitment

The recruitment of persons to fill vacancies will be accomplished without regard to race, sex, color, national origin, handicap, ancestry, age or religion. The County will maintain contacts with various minority, feminine and handicapped groups and organizations concerning manpower resources and requirements when necessary.

1. The Personnel Officer (EEO Officer) will continue to have primary responsibility for recruitment activities with direct assistance from department heads.

2. Whenever practical all job openings will be advertised in the news media. They will also be advertised in the minority news media as well as with those organizations and institutions catering predominantly to females and minorities. Where the visual media (such as posters or flyers) is used, all pictures shall include minorities and females. Advertising in the news media may not be done when more than 5 current (three months or less) applications are on file for a position that becomes vacant; also, when selections can be made from a preselected standing list of qualified applicants.

3. The latest job listing will be posted in such a manner that all employees and potential employees have equal access to this information.

4. Communications will be maintained with educational institutions and vocational schools for recruitment, including predominantly minority and female institutions.

5. Positions above the entry level in the Fire, EMS, Police and Sheriff's Departments will be advertised in-house only for one week. If qualified applicants are found from within the organization, selection will be from that group without the position being advertised in the local news media.

B. Selection

The selection of persons to fill job vacancies will be accomplished through approved procedures. Persons will be hired without regard to nonmerit factors following a completely objective appraisal of each eligible individual interested in the position.

C. Promotion

Promotion will be proposed in accordance with applicable rules, on a nondiscriminatory basis. The procedure used in selecting persons for promotion will be evaluated periodically to ensure that they are realistic and relevant.

Any employee who feels he or she has not been accorded fair and impartial treatment regarding employment will be offered an opportunity to discuss this problem.

1. Continued emphasis will be placed on the County's educational assistance programs.

2. Training programs shall be designed to upgrade the skills of employees so that they can improve performance in their present position.

3. On-the-job training will be designed so that employees have an opportunity to acquire skills needed to qualify for a better position with the County.

4. Employees with managerial ability will be encouraged to acquire skills on-the-job or through more formalized training prior to their advancement into a management position.

AAJ802

D. Training

The County shall provide training annually to all employees with responsibilities under this plan including the County Administrator, the EEO Officer and all Department Heads.

E. County Facilities and Benefits

1. Equal opportunity shall be assured to all County employees for proper use of County facilities.

2. The benefits and conditions of employment as outlined in the Employee Handbook shall be monitored to assure that they continue to be equally available to all employees.

F. Distribution

In addition to the other provisions of this plan, each subcontractor will be provided a copy of this plan and will be informed of the County's overall EEO policy.

VI. General

Race-sex records will be kept on the following:

a. applicants
b. hiring
c. terminations
d. promotions
e. transfers
f. training
g. complaints of discrimination

Records on the subjects listed above will be maintained in the Personnel Department. They will be reviewed periodically to ensure that actions taken by the organization are consistent with EEO and Affirmative Action Policy.

Records of correspondence with the various recruitment contacts (minority, female, handicapped organizations) will also be maintained.

A file of all job advertisements will continue to be kept by the Personnel Department.

At least annually all department heads and supervisors will be provided training in EEO-Affirmative Action subjects including interviewing techniques.

All management personnel will be responsible for monitoring employee placement, assignment of duties and work sites to ensure that assignments are made on a nondiscriminatory basis.

Exit interviews will be scheduled with each employee who terminates with the County. The interview will be conducted by Personnel Department staff.

VII. Complaints

The County has an approved Grievance Procedure open to permanent employees of the County.

In addition, any employee who feels that he-she has been discriminated against may register a complaint with the EEO Officer. A report including corrective action taken, if appropriate, will be given the employee after an investigation has been completed.

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SAFETY PROGRAM

JAMES CITY COUNTY, VIRGINIA

BACKGROUND

When consistently incorporated with other management efforts, loss prevention techniques have a profound effect on the reduction of personal injuries, property damage, and work interruptions. By placing continual emphasis on the refinement of operational procedures, employee discipline, and healthful working conditions, it is possible to virtually eliminate the major causes of municipal losses.

It is an established fact that a well-trained, well-disciplined, and well-supervised individual in a safe and healthful environment is unlikely to have an accident. The objectives of this program are focused upon this accomplishment. A low experience of losses in any organization is indicative of top quality supervision at all levels; and it has overruled for all time the misconception that accidents are inevitable where hazardous operations are accomplished.

PROGRAM IMPLEMENTATION

Because of the wide diversity of operations within James City County Government and the necessary differences in organizational structure within various departments, it is recognized that certain terminology and expressed procedures in this program cannot be equally applied by all. There are some details which might be impossible or impractical for one department head to implement, as directed, while another would have no difficulty in applying every one.

Department heads will, therefore, have some latitude in formulating and implementing alternative methods when necessary as long as our total loss control objectives are not compromised.

RESPONSIBILITIES

All County employees shall be fully responsible for implementing the provisions of this program as it pertains to operations under their jurisdiction. The responsibilities listed below are MINIMUM, and they shall in no way be construed to limit individual initiative to implement more comprehensive procedures to curb our losses.

A. DEPARTMENT HEADS

All department heads have the full authority to, and total responsibility for, maintaining safe and healthful working conditions within their jurisdiction whether it be out in the field, in the shop, or in the office. Although personnel exposure to hazards varies widely from department to department, it is expected that an unrelenting effort will be directed toward controlling injuries, collisions, liabilities and waste of materials in each. Therefore, all department heads shall:

1. Ensure that the policies and procedures set forth herein are complied with by all personnel under their direction.

AAJ802

2. Provide the leadership and positive direction essential in maintaining firm loss prevention policies as a prime consideration in all operations.
3. Devote a portion of staff meetings, as necessary, to a review of departmental losses (accidents) and to discuss plans to bring about more positive loss reduction. This will vary with the frequency and severity of losses and the degree of hazardous operations involved in each department.
4. Demonstrate a personal concern in departmental losses by interviewing directly or through a responsible representative, each worker and his or her supervisor who has:

   a. Lost work time from an industrial injury because of negligence.
   b. Been involved in a vehicular collision because of failure to drive defensively or to comply with traffic laws.

5. Hold each supervisor fully accountable for an explanation of the preventable injuries, collisions, and liabilities incurred by his or her employees. An excessive number is an indication that some management policies and practices need reevaluation.

B. SUPERVISORY PERSONNEL

Every supervisor has full responsibility for the safe actions of their employees and the safe performance of machines and equipment within his or her operating area, and has authority to enforce the provisions of this manual to keep losses at an absolute minimum. Each supervisor shall:

1. Assume full responsibility for safe and healthful working areas for his or her employees while they are under his or her jurisdiction.
2. Be fully accountable for preventable injuries, collisions, and liabilities caused by his or her employees.
3. Ensure that all management policies herein are fully implemented for maximum efficiency of each job.
4. Take the initiative in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect County loss control efforts.
5. Be firm in enforcement of work policies by being impartial in taking disciplinary action against those who fail to conform, and by being prompt to give recognition to those who perform well.
6. Ensure that each employee is fully trained for the job he or she is assigned to do, that he or she is familiar with published department work rules.

C. EMPLOYEES

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers and to conserve materials. Each employee shall:

1. Report all unsafe conditions to his or her supervisor.
2. Keep work areas clean and orderly at all times.
3. Report all accidents immediately to his or her supervisor.
4. Avoid engaging in any horseplay and avoid distracting others.
5. Learn to lift and handle materials property.

Each employee working at hazardous jobs shall, in addition:

1. Obey all safety rules and follow published work instructions. If any doubt exists about the safety of doing a job, the employee shall STOP and get instructions from his or her supervisor before continuing work.
2. Operate only machine equipment that he or she has been authorized to operate by his or her supervisor.
3. Use only the prescribed equipment for the job and handle it properly.
4. Wear required protective equipment when working in hazardous operation areas. Dress safely and sensibly.
5. Take an active part in the safety program.

D. SAFETY OFFICER

The Safety Officer shall conduct an aggressive loss prevention program. He or she is fully responsible for the staff direction and administration of this program, and shall take all actions deemed essential to produce a positive reduction in accidents and their causes. Specifically, the Safety Officer shall:

1. Maintain the loss control program to incorporate the current practices and philosophies adopted by the safety profession as most effective in preventing injuries, occupational diseases, vehicular collisions, liabilities, and damage to equipment and material.
2. Consult directly with all management personnel and employees on loss prevention matters, and provide all the guidance necessary to assure effective administration of this program.
3. Periodically attend department staff safety meetings to promote maximum understanding of the program objectives.
4. Periodically evaluate compliance with the program within departments. Make inspections of facilities for hazardous conditions and housekeeping, and make frequent checks of field and shop areas to ensure worker compliance with OSHA and County work rules.

AAJ802

5. Maintain an effective driver training program for drivers of County vehicles.
6. Maintain complete records on County accidents in accordance with OSHA requirements and publicize information which will apprise management and personnel of trends which call for strong corrective measures.
7. Recommend the use of approved type of safety equipment essential for specified hazardous operations.
8. Fully utilize the assistance available from State and Federal Labor Department, State Health Department, insurance carriers, and safety councils on matters pertaining to safety and health.
9. Ensure the thorough investigation of accidents resulting in lost time, hospitalization, death, and extensive property damage.
10. Actively participate in the community efforts of safety professionals and citizens' groups striving to promote accident prevention.
11. Monitor compliance with employee health requirements and report cases of noncompliance to the Department Head concerned.
12. Receive copies of all completed accident reports from the Department Head of the supervisor completing it.
13. Forward copies of the report to:

    a. Safety Committee
    b. Personnel Department
    c. County Administrator's Office.

INSPECTIONS

The County is subject to various outside safety inspections during the course of the year from:

1. State OSHA
2. Virginia Department of Labor and Industry
3. State Department of Health.

In addition, the Safety Officer-Safety Committee shall conduct inspections of the various departments from time to time. Each department must be given an internal inspection at least once per year.

During these inspections, employees shall be judged on conditions of facilities, equipment and machines as well as implementation of the overall program. Program implementation includes the following:

A. Good housekeeping.
B. Use of prescribed protective equipment.
C. Compliance with published department work rules.
D. Qualification of drivers and condition of vehicles.
E. Condition of equipment.
F. Proper maintenance of electrical equipment.

G. Proper guarding of open pits, ditches, tanks, etc.
H. Proper storage of flammable-combustible liquids.
I. Portable fire fighting equipment, first aid kits, and emergency lighting.
J. Condition of power and hand tools.
K. Proper guarding of powered equipment and machines.
L. Control of excessive noise levels.
M. Control of excessive dust levels.
N. Administrative compliance with this manual and other pertinent directives.

JOB SAFETY TRAINING

Job safety training is an important part of every manager-supervisor's job. They are responsible for ensuring that their employees know the right way, the safe way of performing their duties.

No supervisor shall assume that a newly-hired, newly-assigned, or reassigned employee thoroughly knows all the safe job procedures. Employees must be trained. The four-point method of job instruction has been found best for all hazardous operations: Preparation, presentation, performance, and follow-up.

1. Preparation

A. Put the employee at ease.
B. Define the job and find out what he or she already knows about it.
C. Get the employee interested in learning the job.
D. Place the employee in the correct position to perform the work.

2. Presentation

A. Tell, show, and illustrate one important step at a time.
B. Stress each key point.
C. Instruct clearly, completely, and patiently, but cover no more than he or she can master each time.

3. Performance

A. Have the employee do the job; coach him or her while he or she works.
B. Have the employee explain each key point to you as he or she does the job again.
C. Make sure the employee understands.
D. Continue until YOU know HE or SHE knows the job.

4. Follow-Up

A. Put the employee on his or her own.
B. Designate to whom the employee goes for help.
C. Check frequently; encourage questions.
D. Taper off extra coaching and close follow-up.

AAJ802

PERSONAL PROTECTIVE EQUIPMENT

The designation and use of protective equipment for all jobs which have an inherent injury potential shall be specified by the supervisors involved. Detailed specifications for the design, purchase, and use of all protective equipment shall be coordinated among the Purchasing Specialist, the Safety Officer and the Supervisors. Specialized protective equipment specified as mandatory on hazardous jobs shall be provided by the County, and employees shall be fully accountable for its use and condition. Ordinary safety shoes and prescription safety glasses shall be provided by the employee when required.

TYPES OF EQUIPMENT

Equipment listed shall be worn when hazards as described exist;

1. Hard hats to protect the head against falling objects, head bumping situations or electrical conductors.
2. Goggles, face shield, or safety glasses to guard against airborne debris, dust, flying particles, chips, chemicals, head or injurious rays.
3. Ear plugs or ear muffs to guard against prolonged exposure to noise exceeding sound tolerance levels defined by law.
4. Respirators, gas masks, airline respirators, hose masks, and self-contained breathing apparatus to protect employees against toxic or abnormal atmospheric conditions.
5. Safety shoes to protect feet against possible mashing from articles that can be dropped, from vehicle wheels, machines and nail punctures.
6. Reflective vests or bright articles to increase employee visibility while working in or around traffic lanes.
7. Protective clothing, such as gloves, sleeves, aprons, and leggins, to protect against wounds and abrasions.

MANDATORY USE OF PROTECTIVE EQUIPMENT

When the use of personal protective equipment has been specified for hazardous work, its use shall be mandatory as a condition of employment. Supervisors shall be held accountable for employees allowed to work without compliance. Enforcement can be made easier by educating employees on the reasons for using or wearing the articles and the possible injuries that can result when the need is ignored. The review of injuries by the Safety Office shall place emphasis on those that resulted from failure to use protective equipment.

NOTE: County employees assigned to inspect or work at construction sites or other areas under the jurisdiction of other employers shall comply with the safety regulations established by those employers.

PROPER DRESS FOR WORK

Each employee shall wear clothing suitable to the job being performed at all times. Suitable clothing means clothing that will minimize danger from moving machinery, hot or injurious substances, sunburn, falls, etc.

SAFETY COMMITTEE

To assist in the carrying out of the safety program and to promote employee interest in preventing illness and injury, the County has established a Safety Committee.

The Committee shall consist of five County employees for the various departments. As a minimum, the Committee composition shall include:

1. A representative from the Public Works Department.
2. A Clerical-Administrative employee.
3. A Sheriff or Fire Department employee.
4. A first level supervisor.

All appointments to the Safety Committee shall be made by the County Administrator for a term of one year.

The Safety Committee has the responsibility of coordinating all safety functions of the County. Other duties of this Committee are as follows:

A. Advise the County Administrator and Safety Officer on issues relating to safety.
B. To pinpoint unsafe working conditions and unsafe practices and to make sound recommendations for correction.
C. To keep abreast of new safety developments.
D. To keep management advised of accident experiences.
E. To assist in maintaining interest in safety programs by special safety meetings, posters and printed material.
F. The Safety Committee will investigate each reported employee accident, define the reasons the accident took place, the necessary actions, if any, to prevent a repeat occurrence and advise the County Administrator of their findings.

INVESTIGATION OF INDUSTRIAL INJURIES

INVESTIGATION of any accident is an invaluable tool in controlling losses. Each accident must be considered a TOTAL LOSS unless its true cause is objectively determined and all contributing deficiencies are corrected. Thorough investigation, reporting, recording, and corrective follow-up of each accident can be time consuming, but the time used for such a purpose contributes relatively little to the total time wasted from the disruption that invariably follows. Devoting necessary time and effort to prevent the recurrence

AAJ802

of each accident is an investment that pays compounded benefits to employees and management as their number decreases.

DEFINITIONS

INDUSTRIAL INJURY - is defined as a personal injury arising out of, and in the course of, employment with James City County.

OCCUPATIONAL ILLNESS - is defined as a disease caused by certain hazardous conditions or materials when there is a direct causal connection between the conditions under which the work is performed and the occupational disease.

INVESTIGATION PROCEDURES FOR INDUSTRIAL INJURIES

1. Each industrial injury shall be investigated by the supervisor of the person injured AS SOON AS POSSIBLE after it has occurred and the following procedures shall be adhered to as closely as possible:

   A. Check the Scene

      (1) Begin where the accident occurred. The first step is to carefully examine where the injury occurred.
      (2) Reconstruct as much as possible the chain of events leading up to the injury, and attempt to determine the single event that caused the injury.
      (3) Draw a diagram of the location if it will be helpful in arriving at a conclusion.
      (4) Sketch in machinery, equipment and any other nearby physical objects, together with the places where witnesses were standing.

   B. Write it Down

      (1) Make notes on all facts that may relate to the cause of the injury. As an example: employee had complained of dizziness - or: employee had not used proper equipment - etc.
      (2) Write down any procedure used, misuse of equipment or other factors not in accordance with published work rules or safety policies.
      (3) Write down any unsafe conditions in work area, defective tools or faulty equipment noted.
      (4) Write down such other items as: The time of your investigation, the lighting conditions, the weather conditions, if pertinent, a description of supplementary evidence, and conversations having a bearing on the case.

C. Collect the Evidence

If an injury or near miss occurs when machine parts or structures fail, it is essential to determine what failed and why. This can frequently be done without laboratory analysis and corrective action can be initiated without great expense. If, however, a detailed study is determined to be essential, then all components shall be collected and submitted for study immediately.

D. Interview Witnesses

It is important to interview witnesses at the scene immediately or as soon thereafter as possible. Make brief notes and identify who gave the information.

E. Interview the Victim

(1) Timing is important. If the injury is minor, the interview should be made as soon as the investigation of the scene and a review of the medical report is complete.
(2) If the injury is serious, selecting the right time is a judgement factor. Too soon afterward a victim may be confused and inaccurate; waiting too long, may cause him to be cautious and evasive. Let the employee tell his or her story without actual interrogation, but a complete picture should be encouraged. The interview must be complete, and it may be necessary to question the employee or witnesses several times.

F. Weigh the Evidence

(1) It is essential to eliminate any inconsistencies in the testimony of the injured or witnesses even if further questioning is required.
(2) When assembled, all facts should be reviewed for completeness.

Doing the job right saves explaining why it was done wrong.

MOTOR VEHICLE COLLISION CONTROL

The operation of vehicles is indispensable in conducting County business and how each vehicle is handled directly affects the production of each respective County department. Vehicular collisions are potentially the most costly losses we can incur when the summation of property damage, bodily injury, fatalities, and liability suits is considered. We are insured, BUT, we pay the premiums. And, unless perfect driving is the rule, the cost of insurance can mount to proportions that will adversely affect every department in efforts to accomplish its mission and maintain good public relations.

AAJ802

180

RESPONSIBILITIES

Department Heads having a need for the use of County vehicles shall:

1. Assume full responsibility for the driving record of their employees while they are on duty.
2. Establish firm internal requirements for personnel to fully adhere to the policies established herein and frequently check on their compliance.
3. Establish firm policies on disciplinary actions that will be taken against employees and their supervisors who show a repeated disregard for good driving practices, and ensure it is applied consistently.
4. Insist that all assigned vehicles are maintained adequately for safe operation.
5. Establish periodic inspection of assigned vehicles for safety discrepancies, malfunctions, signs of abuse, unreported damage and cleanliness. Have repairs made as soon as possible.
6. Fully support the County's driving training program to promote defensive driving.
7. Review each preventable vehicle collision and unsafe driving report with the employee and his or her supervisor to emphasize management's intolerance of irresponsibility behind the wheel.
8. Establish an aggressive campaign to enforce the wearing of seat belts on all trips.

Supervisors having direct authority over employees shall:

1. Ensure that employees do not drive any County vehicle unless they have a valid State of Virginia driver's license and are familiar with State and County driving rules and regulations.
2. Ensure that only authorized personnel be allowed to operate County vehicles, special purpose vehicles and trucks.

   A. An employee shall not be certified as authorized to operate a special purpose vehicle until he or she has satisfactorily demonstrated complete familiarity with its functions. The employee shall thoroughly understand the manufacturer's operating instructions, vehicle limitations, emergency procedures and be able to successfully pass an operator's checkout test to the satisfaction of the supervisor.

   B. These procedures shall be accomplished for each type of special purpose vehicle and truck the operator is required to operate. A record of each checkout shall be dated and recorded.

3. Be alert in observing unsafe driving practices of County employees and ensure that action is taken immediately to correct the driver.

4. Review all preventable vehicle collisions with employees at Safety Meetings and discuss each unsafe act that was responsible so that something can be gained from the loss.
5. Periodically ride with special purpose vehicle and truck drivers to check for compliance with operating instructions and traffic regulations.
6. Ensure that unsafe vehicles are not driven until safety discrepancies have been corrected by the garage.
7. Ensure that all employees are briefed and understand that the use of seat belts while driving or riding in a County vehicle is mandatory.

Employees are required to follow defensive driving practices which are established for the protection of themselves, their fellow employees and the citizens of the community. Each employee driving a County vehicle shall:

1. Inspect the vehicle which he or she is about to drive, in accordance with established work rules.

   A. If there is evidence of accident damage, the employee shall report it to his or her supervisor or the motor pool dispatcher before leaving. Otherwise, the employee could be charged for the accident he or she did not have.
   B. If the vehicle is found to be unsafe, the employee shall report it in the same manner and request another vehicle.
   C. Vehicles having steering or braking defects shall not be driven. They shall be towed to the garage and repaired before being returned to service.

2. Report to the supervisor in writing all defects noted during the trip.
3. Wear seat belts at all times while driving.
4. Call police to investigate all collisions involving County vehicles and report details to immediate supervisor as soon as possible.

The Safety Officer shall:

1. Maintain and administer an aggressive program for County employees that will effectively reduce vehicular collisions and liability claims against the County.
2. Establish driver performance standards and ensure that all employees understand them.
3. Administer a Defensive Driving Course for County employees and maintain records on their attendance and need for retraining.
4. Recommend safety equipment requirements and specifications for purchasing new vehicles.

AAJ802

182

GENERAL POLICIES

1. Driver Selection

Selection of employees who will be required to drive full or part-time shall be done with care. The lives of people and the professionalism of County employees are under public evaluation every time a County vehicle is operated, and it is of paramount importance that only employees who have a healthy attitude toward their driving responsibilities be assigned to driving tasks.

Drivers of County vehicles shall be considered qualified when capable of meeting the following criteria:

A. Possess a valid Virginia driver's license of the proper class.
B. Capable of passing a County physical examination when a question of fitness to drive arises because of prolonged or serious illness.
C. Capable of passing written tests on driving regulations whenever required.
D. Capable of successfully passing a driving check ride administered by his or her supervisor periodically.
E. Capable of demonstrating familiarity with the type of vehicles assigned.

2. Defensive Driving Courses

Full-time and designated part-time employees driving County vehicles shall be required to attend the Defensive Driving course and periodic refresher courses when administered by the Safety Officer.

A. Assignments for classes shall be made by the employee's Department Head to ensure class quotas are met and to maintain satisfactory work schedules.
B. Frequency of employee attendance of Defensive Driving Courses shall be determined by the Department Head and-or the Safety Officer when a review of records indicates a need for retraining.
C. New employees required to drive County vehicles shall be required to complete the Defensive Driving Course satisfactorily before starting their driving assignment whenever possible.

OFF-THE-JOB INJURY CONTROL

Off-the-job (OTJ) injuries present many of the same problems to the injured employee and management as do industrial injuries. Since twice as many injuries occur OTJ as occur at work, the need for efforts to control them is obvious. Yet, this is an area where the conventional approach in striving to control them is generally ignored

or resented because of the infringement upon the freedom of the individual to do as he or she pleases during their time off. Any attempt to control these injuries, therefore, must necessarily be by way of appeal to the better judgement of each individual by citing examples of errors that brought about misfortune to others.

Prevention of OTJ injuries shall be made an integral part of this program. The impact of these injuries upon the efficient operation of County government is evidenced by the same absenteeism, the same disruption of work schedules, the same costs and the same suffering. It is, therefore, equally important that all personnel promote a spirit of genuine concern for the well-being of each other while on or off the job.

SUPERVISORS' RESPONSIBILITIES

1. Supervisors shall obtain all possible details on OTJ injuries. This can contribute to the effectiveness of a control program by providing information for analysis of leisure time problems.
2. Devote portions of some safety meetings for the promotion of OTJ safety. Subjects appropriate for seasonal activities are: proper use and handling of firearms, boat and water safety, workshop hazards, power mower safety, hazards of do-it-yourself construction projects, hazards of making home repairs, consideration for physical limitations while playing games or working, etc. Discuss injuries that have resulted from these activities.
3. Encourage employees to submit ideas for the promotion of OTJ safety.

EMPLOYEE REPORTS

Each employee injured OTJ is encouraged to report the type of injury and parts injured. This will assist in efforts to create an awareness of the need for safety at home.

Why spend all of your time on the job safety program then lose it all to OTJ carelessness?

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AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON THE 22ND DAY OF JULY NINETEEN HUNDRED EIGHTY-FIVE AT 3:03 P..M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. ROLL CALL

Jack D. Edwards, Chairman, Berkeley District
Thomas D. Mahone, Vice-Chairman, Jamestown District
Stewart U. Taylor, Stonehouse District
William F. Brown, Roberts District
Perry M. DePue, Powhatan District

Darlene L. Burcham, Assistant County Administrator
Frank M. Morton, III, County Attorney

B. MINUTES - July 8, 1985 - Regular Meeting

Mr. Mahone made a motion to approve the minutes as corrected.

On a roll call, the vote was AYE: Brown, DePue, Edwards, Mahone, Taylor (5). NAY: (0).

C. HIGHWAY MATTERS

Mr. Frank Hall, Resident Engineer, reported bid requests for the work to be done on Route 5 by First Colony and St. George's Hundred and work for the Upper County Park would be solicited as of September 1, 1985.

Mr. Mahone requested the Highway Department investigate the possibility of installing a yield sign instead of a stop sign at the intersection of Jamestown Road and Neck-O-Land Road.

Mr. DePue inquired if the Highway Department had made any conclusions about a right turn lane off Centerville Road onto Route 60. He also requested the Highway Department investigate putting a right turn lane off Route 60 onto Olde Towne Road.

Mr. Edwards inquired how long the two contracts that Mr. Hall mentioned would take.

Mr. Hall responded hopefully this fall, but further stated it would depend on the weather.

D. PRESENTATION - Soil Conservation Service

Mr. John Hodges presented the Board with a publication entitled, "Soil Survey of James City and York Counties and the City of Williamsburg, Virginia" stating he felt it would help guide the County in making better use of its land.

E. PUBLIC HEARINGS

1. Case No. SUP-20-85. James D. Vaughan

Mr. Edwards opened the public hearing, and as no one wished to speak, he closed the public hearing.

Mr. Taylor made a motion to approve the application.

On a roll call, the vote was AYE: Brown, Edwards, DePue, Mahone, Taylor (5).

RESOLUTION

SPECIAL USE PERMIT

CASE NO. SUP-20-85.

WHEREAS, it is understood that all conditions for the consideration of an application for a Special Use Permit have been met.

THEREFORE, BE IT RESOLVED by the Board of Supervisors of James City County that a Special Use Permit be granted for the placement of a mobile home on property owned and developed by the applicant as described below and on the attached site location map.

Applicant:	Mr. & Mrs. James D. Vaughan
Real Estate Tax Map ID:	(14-1)
Parcel No.	(1-44)
Address:	8624 Croaker Road
District:	Stonehouse
Zoning:	A-1, General Agricultural
Permit Term:	This permit is valid only for the mobile home applied for. If the mobile home is removed, then this permit becomes void. Any replacement will require a new permit from the Board of Supervisors. If the permit is not exercised it shall become void one year from the date of approval.
Further Conditions:	The number of bedrooms shall not exceed three. The mobile home shall be skirted, be certified as meeting HUD Mobile Home Construction and Safety Standards, and meet the requirements of the Virginia Industrialized Building Unit and Mobile Home Safety Regulations. Landscaping shall be provided in accordance with the landscape plan on file in the Planning Department. All plant materials shall be installed by the end of the first available growing season following placement of the mobile home, shall be maintained in a healthy growing condition and replaced when necessary.

2. Case No. SUP-21-85. James B. Shuck

Mr. Edwards opened the public hearing, and as no one wished to speak, he closed the public hearing.

Mr. Taylor made a motion to approve the application.

On a roll call, the vote was AYE: Brown, Edwards, DePue, Mahone, Taylor (5). NAY: (0).

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RESOLUTION

SPECIAL USE PERMIT

CASE NO. SUP-21-85

WHEREAS, it is understood that all conditions for the consideration of an application for a Special Use Permit have been met.

THEREFORE, BE IT RESOLVED by the Board of Supervisors of James City County that a Special Use Permit be granted for the placement of a mobile home on property owned and developed by the applicant as described below and on the attached site location map.

Applicant:	Mr. & Mrs. James B. Shuck
Real Estate Tax Map ID:	(2-4)
Parcel No.	(1-10B)
Address:	1112 Stewarts Road
District:	Stonehouse
Zoning:	A-1, General Agricultural
Permit Term:	This permit is valid only for the mobile home applied for. If the mobile home is removed, then this permit becomes void. Any replacement will require a new permit from the Board of Supervisors. If the permit is not exercised it shall become void one year from the date of approval.
Further Conditions:	The number of bedrooms shall not exceed three. The mobile home shall be skirted, be certified as meeting HUD Mobile Home Construction and Safety Standards, and meet the requirements of the Virginia Industrialized Building Unit and Mobile Home Safety Regulations. Existing trees shall be retained within 20 feet of all property lines except where clearing is necessary for a driveway or entrance, septic drainfield, or the mobile home itself.

F. CONSENT CALENDAR

Mr. Edwards asked Board members if they wished to have any items removed from the Consent Calendar.

Mr. Brown withdrew # F-1.

Mr. Edwards made a motion to approve the remaining item on the Consent Calendar.

2. Set Public Hearing Date of August 12, 1985 for - Utility Policy Changes

1. Installation of Streetlights - Season's Trace

Mr. Brown asked staff to prepare a report as to whom is responsible for streetlights in a multi-family subdivision.

It was the consensus of the Board to defer the issue.

G. **BOARD CONSIDERATIONS**

1. Case No. Z-11-85. Paul N. Carrithers

Staff recommends the Board send the proposal back to the Planning Commission for a recommendation based on Mr. Carrithers' revised application.

Mr. Brown stated the new proposal was no more attractive than the first proposal and stated he would not vote in favor of the proposal.

Mr. DePue stated the new proposal was more attractive than the first proposal and stated he would be in favor of referring it to the Planning Commission.

Mr. Edwards stated that while the Board initiated this rezoning at the request of the applicant it should not be treated differently from other rezoning applications. Mr. Edwards further stated he was not in favor of sending the proposal back to the Planning Commission.

Mr. DePue made a motion to refer the proposal to the Planning Commission.

On a roll call, the vote was AYE: DePue, Taylor (2). NAY: Brown, Edwards, Mahone (3). The motion was defeated by a 2-3 vote.

Mr. Edwards made a motion to deny the original rezoning application.

On a roll call, the vote was AYE: Brown, Edwards, DePue, Mahone (4). NAY: Taylor (1).

2. Requested Approval of Private Water System - Thompson Lane/Brady Duplexes

Staff recommends denial of the water system due to substandard water quality and potential problems associated with the water system.

Mr. Hagy, Health Department, stated the water system was acceptable to the Health Department as long as the well did not serve more than 14 connections or more than 24 people.

Mr. Brown stated State Health Department laws were weak and placed responsibility on Board members to correct water problems that the State is not dealing with. Mr. Edwards agreed with Mr. Brown.

Mr. Frank Morton stated he was reviewing possible legislation that would allow the County to set their own standards for wells.

Mr. A. W. Brady, applicant, spoke in favor of the proposal. Mr. Brady also stated he worked closely with the Public Works Department on this project and felt he had been misguided in the type of approval required.

Mr. Brown requested staff to prepare a report outlining possible water solutions.

Mr. Edwards made a motion to defer the issue.

Mr. DePue indicated he would vote for the deferral because it was an important and sensitive issue.

On a roll call, the vote was AYE: Brown, Edwards, DePue, Mahone, Taylor (5). NAY: (0).

AAJ802

H. **PUBLIC**

1. Mr. Lynn D. Evans, Deyoung-Johnson Group, Inc., requested the Board approve setting a public hearing date for August 26, 1985 on an ordinance to vacate a scenic easement in the Windsor Forest subdivision.

Mr. Taylor made a motion to set a public hearing date for August 26, 1985 on an ordinance to vacate a scenic easement in the Windsor Forest subdivision.

On a roll call, the vote was AYE: Brown, Edwards, DePue, Mahone, Taylor (5). NAY: (0).

2. Mr. David Brown, 1502 Bush Neck Road, stated his concerns regarding a second real estate assessment while the first assessment is in appeal process.

Mr. DePue requested staff prepare a report with information on real estate assessment and appeal processes.

I. **REPORTS OF THE COUNTY ADMINISTRATOR** - None

J. **BOARD REQUESTS AND DIRECTIVES**

Mr. Taylor inquired if a streetlight was to be installed at the dumpster site on Barnes Road.

Mr. Wayland Bass, Director of Public Works, responded in the affirmative.

Mr. Brown stated the streetlight installed at the intersection of Strawberry Plains and Ironbound Roads was on the wrong side of the road and requested staff investigate moving it across the road.

Mr. Brown requested staff prepare a resolution from the Board to the Highway Department requesting a new sign on I-64 north of Toano advising motorists they could use the next three exits to get to Lightfoot and the Outlets Mall area.

Mr. Brown requested staff prepare a report outlining a procedure to hold a meeting with landowners along the proposed Route 199 corridor to discuss dedication of rights-of-way.

Mr. Brown stated he would work with Veronica Nowak, Communications Administrator, to prepare a list of duties for the Historical Commission, but not have the Commission seek State certification.

Mr. Mahone requested staff investigate late delivery of his agenda packet.

Mr. Edwards requested the Board consider a half-day tour of the County. It was the consensus of the Board to conduct a tour on a Saturday in September and invite Planning Commission members to participate.

Mr. Taylor made a motion to adjourn.

On a roll call, the vote was AYE: Brown, Edwards, DePue, Mahone, Taylor (5). NAY: (0).

The Board adjourned at 4:45 p.m.

Darlene L. Burcham
Deputy Clerk to the Board