



COUNTY OF PRINCE GEORGE
Human Resources Department
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Nancy V. Shaffer
Director of Human Resources

MEMORANDUM

To: Mr. Percy Ashcraft
County Administrator

From: Nancy Shaffer
Director of Human Resources

Date: November 17, 2017

Re: Personnel Policy Changes

Staff has reviewed several of the personnel policies related to Attendance, Worker's Compensation Insurance and Smoking in the Workplace and have a recommendation to update the Attendance, Worker's Compensation Insurance and Smoking in the Policies effective November 28, 2017. Staff recommendations are listed below.

Proposed Changes:
Attendance

Outdated verbiage was addressed.

Worker's Compensation Insurance

This policy was completely re-written, as the previous policy had not been reviewed since 2006. The policy now establishes that the coverage is provided to all full and part-time employees at no cost to the employee. Procedures for notifications and responsibilities of the employee and supervisor are detailed. The amount of compensation during a time of incapacity is explained, the use of leave pending the claim approval is clarified. The employee is informed of the possibility of light duty assignments. Also, the use of Family and Medical Leave (FMLA), if an employee is out for more than two weeks is now required.

Smoking in the Workplace

The addition of electronic cigarette (vape) is now included in policy. Smoking areas are now clearly defined.

Please place on the Board of Supervisor's agenda the review and adoption of the changes. I am available at your convenience to discuss further.

Board of Supervisors
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 28th day of November, 2017:

Present:

Vote:

William A. Robertson, Jr., Chairman
Donald R. Hunter, Vice-Chairman
Alan R. Carmichael
Hugh G. Mumford
T. J. Webb

A-1

On motion of _____, seconded by _____, which carried unanimously, the following Resolution was adopted:

RESOLUTION; PROPOSED REVISIONS; PRINCE GEORGE COUNTY PERSONNEL POLICY; SECTION 23.1 ENTITLED *ATTENDANCE*; SECTION 26.1 THROUGH 26.8 ENTITLED *WORKER'S COMPENSATION*; AND SECTIONS 37.1 ENTITLED *SMOKING IN THE WORKPLACE*

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been determined that verbiage of existing policy entitled *Attendance*, Section 23.1 requires a modification; and,

WHEREAS staff is requesting that the existing policies entitled *Worker's Compensation Insurance* Section 26.1 through Section 26.8; and *Smoking in the Workplace* Section 37.1 be reviewed and considered for modification;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George, this 28th day of November, 2017 does hereby amend the Prince George County Personnel Policy by revising policies entitled *Attendance*, *Worker's Compensation Insurance*, and *Smoking in the Workplace* as requested.

A Copy Teste:

Percy C. Ashcraft
County Administrator

COUNTY OF PRINCE GEORGE PERSONNEL POLICIES Prince George, Virginia	POLICY NUMBER: 23.1 through 23.3	Page 1 of 2
	SUPERSEDES:	DATE ISSUED: January 1, 2006
SUBJECT: Attendance	AUTHORIZATION: Adopted by the Board of Supervisors December 13, 2005; to become effective January 1, 2006	

23.1 Absences from Work

An employee who is not at work during their ~~ir~~ approved-regularly scheduled hours shall be considered unexcused, unless such absence is approved by the Department Director. An absence without an approved explanation shall be considered a reason for disciplinary action. Automatic discharge may result if an employee has been absent and failed to report their absence to their supervisor.

23.2 Punctuality

~~Lateness~~Tardiness, like absences, causes an additional burden on the County. Employees are expected to be at their workstations s and ready to work at the scheduled starting time each day. ~~They~~Employees are not to make preparations for leaving their workstation before the end of their assigned shift.

Problems occasionally occur causing an employee to be late. The employee ~~shall be~~ expected to advise ~~their~~his/her Supervisor or designee prior to starting time if he/she will be late.

Repeated ~~lateness-tardiness~~ and unexcused absence is significant to operational effectiveness and is grounds for disciplinary action against the employee, up to, and including termination.

23.3 Recording Attendance

The County shall maintain time records to insure that all employees are correctly paid for time worked. Accuracy in reporting time worked is extremely important. The County's Department of Finance shall maintain individual records on each employees' ~~personal leave and available time, and holiday leave and~~ available leave time.

Accuracy in reporting time worked is extremely important. Intentional falsification of a timesheet is grounds for disciplinary action up to, and including termination.

SUBJECT: Overtime	POLICY NUMBER: 22.1 to 22.5	DATE ISSUED: July 1, 2012	Page 2 of 2
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COUNTY OF PRINCE GEORGE PERSONNEL POLICIES Prince George, Virginia	POLICY NUMBER: 37.1	Page 1 of 1
	SUPERSEDES:	DATE ISSUED: January 1, 2006
SUBJECT: Smoking in the Workplace	AUTHORIZATION: Adopted by the Board of Supervisors December 13, 2005; to become effective January 1, 2006	

37.1 General Provisions

The purpose of this policy is to protect the health, comfort, and environment of County employees and visitors by creating areas in and around County buildings, vehicles and at public meetings that are ~~reasonably~~ free from tobacco smoke.

The County management respects the individual preferences of smoking and non-smoking employees. When these preferences come in conflict, the County anticipates that the majority of instances will be resolved through a spirit of courtesy and cooperation. Smoking is defined as inhaling, exhaling, burning or carrying any lighted tobacco product or electronic cigarette (vape).

Prohibited Areas

For reasons of safety, public relations or other concerns, smoking is prohibited in all County vehicles to include owned, leased or rented vehicles. Smoking is further prohibited in all public lobbies, offices and other areas within County buildings except smoking areas.

Smoking Areas

~~Employee lounges or common areas when identified by the County as having adequate ventilation. Smoking should be limited to at least 25 feet away from the main entrances to County buildings, operable windows, and ventilation systems of enclosed areas to prevent tobacco smoke from entering those areas. All materials used for smoking, including cigarette butts and matches, must be extinguished and disposed of in appropriate containers.~~

Visitors

Visitors to any office area are expected to observe the posted signage prohibiting smoking and abide by the same rules as employees. ~~smoking and non-smoking designations.~~

~~The County Administrator shall cause conspicuous signs to be posted in designated areas where smoking is permitted. Areas where smoking is not permitted may have signs posted, as appropriate.~~

COUNTY OF PRINCE GEORGE PERSONNEL POLICIES Prince George, Virginia	POLICY NUMBER: 26.1	Page 1 of 3
	SUPERSEDES:	DATE ISSUED: January 1, 2006
SUBJECT: Worker,s Compensation Insurance	AUTHORIZATION: Adopted by the Board of Supervisors December 13, 2005; to become effective January 1, 2006	

26.1 Worker's Compensation ~~Coverage Insurance~~

The County provides Workers' Compensation insurance coverage at no cost to employees. This insurance program covers an injury (by accident) or illness (occupational disease) which arises out of and in the course of employment that requires medical, surgical or hospital treatment. Workers' Compensation coverage is provided to all employees.

26.2 Notification Responsibility

Notification to the County Administrator's Office shall be within two hours of the first business day following any injury or illness, which occurred during an emergency situation. The County Administrator shall be notified immediately in the event of a fatality. Notification should be made by the injured worker or their supervisor if the injured worker is unable to do so.

Each department shall establish procedures for notification of appropriate personnel for emergency and after-hours situations, including notification of injury or illness of employees during such times. Departmental procedures shall be communicated to all employees affected.

26.3 Employee Responsibility

It is mandatory that every work-related injury or illness regardless of severity be reported immediately by the employee to his/her immediate supervisor. In addition, when circumstances allow, the employee shall contact the Company Nurse hotline at the time of supervisor notification. Failure to report an injury/illness promptly may result in the loss of compensation and payment of medical expenses.

26.4 Supervisor Responsibility

The immediate supervisor of the injured employee shall assist the employee when necessary to complete all required information. In addition, the supervisor should report the injury to the Human Resources Department within three hours of the incident. The status of the injured worker should be included in the report.

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26.5 Amount of Compensation during Incapacity

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The injured employee will not be required to use accumulated leave for the first seven calendar days immediately following the date of injury. An employee receiving Worker's Compensation payments may use accumulated leave in order to maintain his/her regular income. However, in no case shall the total wages received be greater than what the employee's base pay would be if he/she was not injured. The employee's gross wages will be determined by the average gross pay the employee received in the 13 weeks prior to the injury. The County agrees that any employee injured on the job shall be paid a full day's wage for the day of the accident if his/her treating physician advised that the employee could not or should not return to work that day. A work note to that effect must accompany the employee when returning to work the following work day.

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26.6 Use of Leave Pending Claim for Worker's Compensation

If a Worker's Compensation claim is initially denied by the Virginia Worker's Compensation Commission (VWCC) and later, after a VWCC hearing, the claim is subsequently determined to be compensable under the Act, a leave adjustment shall be made to credit the employee's leave balances for the portion of Worker's Compensation awarded.

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26.7 Light Duty Work Assignments

The County actively supports a light duty program when available. An effort shall be made within the employee's department to find a suitable modified work assignment for an employee that is unable to perform his/her regular duties. Any return to work action taken by the County shall be in accordance with state and federal laws and regulations.

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The modified work assignment shall be based upon the treating physician's medical evaluation (including information on required medical treatments, recovery prognosis, work restrictions and time frames). The Department Director, with the assistance from the County Attorney and Human Resources Director shall carefully consider the medical report(s) and the availability of suitable modified duty prior to initiating a modified work assignment.

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An injured employee who refuses any suitable employment shall not be entitled to any compensation at any time during the continuance of such refusal, unless in the opinion of the VWCC, the refusal was justified.

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26.8 FMLA while on Workers' Compensation

An employee who is on workers' compensation for more than two weeks shall be informed by the Human Resources Department that his/her workers'

SUBJECT: Sick Leave Bank	POLICY NUMBER: 25.1 to 25.7	DATE ISSUED: January 1, 2006	Page 3 of 3
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compensation absence will be counted against the employee's FMLA leave entitlement. An employee who is receiving workers' compensation benefits while on FMLA leave may not be forced to return to work in a light duty assignment prior to the expiration of the FMLA leave entitlement. However, if the employee refuses to accept the light duty assignment, workers' compensation benefits will be suspended, unless in the opinion of the VWCC the refusal was justified.

~~As required by Virginia law, employees of Prince George County are covered by Worker's Compensation from the date of employment. Employees shall report any on the job injury immediately to their supervisor or person in charge, who shall render the necessary aid and advise the Department Director. There shall be a Notice of Injury filed with the Office of the County Administrator no later than 2:00 P.M. the following day.~~

~~The County agrees that in the event of an on the job injury to an employee, such employee will receive Worker's Compensation plus a supplement from the County which will, for a maximum of ninety (90) work days, result in the employee receiving gross pay equal to the average gross pay the employee received in the thirteen (13) weeks prior to the disability. The time lost as a result of the on the job injury, during the ninety (90) day period, will not be charged against any existing type leave time.~~

~~The County agrees that any employee injured on the job shall be paid a full day's wage for the day of the accident if his/her treating physician advised that the employee could not or should not return to work that day.~~

~~Employees injured in on the job related accidents shall be given light duty assignments, when permitted to do so by the attending physician and if such light duty work is available. The light duty assignments shall not be limited to departmental activities.~~