



## 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: Corrie Hurt  
Human Resources Supervisor

Date: December 21, 2017

Re: Personnel Policy Changes

Staff has reviewed the personnel policies related to General Provisions and Employee Performance Review and have a recommendation to update those policies effective January 9, 2018. Staff's recommendation is listed below.

#### **Proposed Changes:**

##### **General Provisions**

This policy had confusing language in section 0.4 regarding positions that are covered by the policy manual. Those were removed and language added "unless exempted within the policies". In section 0.9 of the policy, verbiage was added that amendments and revisions to Administrative policies must be formally approved by the Board of Supervisors.

##### **Employee Performance Review**

The Employee Performance Appraisal Form evaluation areas were revised to be more in line with our current evaluation form. Verbiage was added that evaluations with less than a 3 shall be reviewed by the County Administrator. Verbiage was also added that a copy of the evaluation shall be kept in the employee's permanent personnel file in the Human Resources Department. This will assist in preventing gaps in employee's performance reviews that are in their permanent files which could assist in disciplinary and grievance processes.

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.

<b>COUNTY OF PRINCE GEORGE PERSONNEL POLICIES</b>  Prince George, Virginia	<b>POLICY NUMBER:</b> 0.1 THROUGH 0.9	Page 1 of 3
	<b>SUPERSEDES:</b> 0.4 dated 01/01/06	<b>DATE ISSUED:</b> September 28, 2011
	<b>AUTHORIZATION:</b> Adopted by the Board of Supervisors August 16, 2011 to become effective August 16, 2011	
<b>SUBJECT:</b>  General Provisions		

### 0.1 Accessibility of Manual

Copies of the Personnel Manual shall be kept in each Department and shall be available for any employee or citizen desiring to review it. A copy of the manual shall also be given to each regular employee and to every new regular employee.

### 0.2 Purpose of These Rules

This manual sets forth the principles and procedures to be followed by Prince George County in the administration of personnel policies. The objective of these policies is to provide reasonable, fair, and equitable treatment for all County employees and to ensure that the citizens served by the County derive the benefits and advantages which can be expected from a competent staff of County employees.

### 0.3 At-Will Employment

Nothing in this manual is intended to create or imply a contractual relationship. Either the employee or the County may terminate the relationship at-will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

### 0.4 Positions Covered by These Policies

These policies shall apply to all positions and offices in the County's Position Classification and Pay Plan unless exempted within the policies. ~~The following are exceptions and are not covered:~~

- ~~1. Members of the Board of Supervisors~~
- ~~2. County Administrator~~
- ~~3. County Attorney~~
- ~~4. Department Directors~~

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~~5. Contractual Employees~~

~~6. Appointed Members of Boards or Committees~~

~~7. Temporary or Seasonal Employees~~

~~8. Constitutional Officers~~

## **0.5 Amendment and Revision of Policies**

Amendments and revisions of these policies shall be initiated by the County Administrator, with recommendations made to the Board of Supervisors for adoption.

## **0.6 Application of the Policies**

All positions existing and hereinafter created within the County's service, ~~except those listed in 0.4,~~ are placed within the jurisdiction of the County, and shall be subject to the policies and procedures as indicated in this Manual, or as are set forth by action of the Board of Supervisors, including employees of Constitutional Officers as provided for in Memorandums of Understanding between the Constitutional Officers and the County. Some positions, though considered County employees, are subject to state personnel statutes and/or policies enforced by granting agencies. These policies and statutes may conflict with the Prince George County policies included in this manual, and where applicable, will supersede the policies as outlined in this manual.

## **0.7 Implementation**

The responsibility for implementing the provisions of this Manual is hereby vested in the County Administrator, or his/her designee, except as specifically designated within the policies.

## **0.8 Savings Clause**

If any section or part of a section of these policies is held by any Court or legislation to be invalid or unconstitutional, the same shall not invalidate or impair the validity, force and effect of any other section or part of a section of these policies unless it clearly appears that such other section or part of a section is wholly or necessarily dependent for its operation upon a section or part of a section so held invalid or unconstitutional.

## **0.9 Administrative Policies**

<b>SUBJECT:</b> General Provisions	<b>POLICY NUMBER:</b> 0.1 THROUGH 0.9	<b>DATE ISSUED:</b> September 28, 2011	Page 3 of 3
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~~The County Administrator is authorized by the Board of Supervisors to implement such administrative policies as deemed necessary. Those policies may include but are not limited to policies on safety, internet usage, travel, county vehicles, cellular phones, procurement, purchasing/credit cards, grants, and any other matters not covered by the Personnel Manual.~~

Amendments and revisions to these policies shall be initiated by the County Administrator. In order to take effect, amendments and revisions to these policies must be formally approved by the Board of Supervisors.

<b>COUNTY OF PRINCE GEORGE PERSONNEL POLICIES</b>  Prince George, Virginia	<b>POLICY NUMBER:</b> 12.1	Page 1 of 1
	<b>SUPERSEDES:</b>	<b>DATE ISSUED:</b> January 1, 2006
<b>SUBJECT:</b>  Employee Performance Review	<b>AUTHORIZATION:</b> Adopted by the Board of Supervisors December 13, 2005; to become effective January 1, 2006	

## 12.1 Employee Performance Review

On an annual basis, supervisors shall rate and discuss the overall job performance with each employee using the Employee Performance Appraisal Form.

The Employee Performance Appraisal Form evaluates every employee in the following areas: knowledge, skills and abilities, quality of work, quantity of work, work habits, communication skills, dependability, cooperation and adaptability, initiative, judgment, attendance and punctuality, and attendance and reliability, customer service and communication, attitude and consideration of others, communication and teamwork, professionalism and adherence to policy, prioritizing, quality of work, and supervisory skills if applicable. Employees may be rated on additional indicators as deemed appropriate by the supervisor. All evaluations shall be approved by the Department Director. Evaluations with a total score of less than a three (3) shall be reviewed by and the County Administrator. A copy of the evaluation shall be kept in the employee's permanent personnel file in the Human Resources Department.

The employee may submit a rebuttal statement as part of the evaluation and such statement shall remain in the employee's personnel file as long as the evaluation is retained on file.

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 9<sup>th</sup> day of January, 2018:

Present:

Vote:

Floyd M. Brown, Jr.  
Donald R. Hunter  
Alan R. Carmichael  
Marlene J. Waymack  
T. J. Webb

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

RESOLUTION; PROPOSED REVISIONS; PRINCE GEORGE  
COUNTY PERSONNEL POLICY; SECTIONS 0.1 THROUGH  
0.9 ENTITLED *GENERAL PROVISIONS* AND SECTION 12.1  
ENTITLED *EMPLOYEE PERFORMANCE REVIEW*

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the existing policy entitled *General Provisions* Section 0.1 through Section 0.9 be reviewed and considered for modification;

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the existing policy entitled *Employee Performance Review* Section 12.1 be reviewed and considered for modification;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George, this 9<sup>th</sup> day of January, 2018 does hereby amend the Prince George County Personnel Policy by revising policies entitled General Provisions and Employee Performance Review as requested.

A Copy Teste:

\_\_\_\_\_  
Percy C. Ashcraft  
County Administrator