

# Issue Analysis Form

**Date:** July 10, 2018  
**Item:** Personnel Policy Revisions  
**Lead Department(s):** Human Resources  
**Contact Person(s):** Corrie Hurt



## Description and Current Status

Staff has reviewed the personnel policies related to Discipline of Employees and Intoxicants and Drugs and have a recommendation to update those policies effective July 10, 2018. Staff has also created the new Driving Safety and Access to Employee Driving Records for consideration and adoption on July 10<sup>th</sup>.

Discipline of Employees – The changes will allow the supervisors to counsel an employee and place a copy in their personnel file for a period of six months. Changes were made to disciplinary options and the types of actions with the authority to approve.

Driving Safety and Access to Employee Driving Records – This policy will allow the County to access driving records for those employees who are both required to drive or who want the option to drive a county vehicle. This also puts into perspective what would be considered an acceptable and unacceptable driving record.

Intoxicants and Drugs – The policy was completely rewritten to support the more realistic changes that we face since the policy was originally written in 2006.

## Government Path

Does this require IDA action?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does this require BZA action?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does This require Planning Commission Action?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does this require Board of Supervisors action?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does this require a public hearing?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If so, before what date?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

## Fiscal Impact Statement

None.

**County Impact**

By revising and consistently keeping current the personnel policies, it demonstrates that the County is striving to hold its employees accountable for their actions.

**Notes**

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<b>SUBJECT:</b>  Discipline of Employees	<b>AUTHORIZATION:</b> Adopted by the Board of Supervisors December 13, 2005; to become effective January 1, 2006	

## 29.1 Discipline of Employees

All employees shall comply with county and departmental policies, procedures, and expectations of behavior and performance. Non-compliance with these expectations must be remedied and will subject the non-complying employee to disciplinary action, which may include dismissal. Failure to perform job requirements in a satisfactory manner, offenses or misconduct which violate policies of behavior or are specifically prohibited by law, and acts involving moral turpitude, such as lying, cheating, or stealing, will also subject the employee to disciplinary action.

## 29.2 Counseling

It is the goal of Prince George County to educate and motivate employees to exhibit behavior which will contribute to individual growth and development and to the successful operation of County government. Department Directors are encouraged to meet with their employees to discuss the circumstances, and counsel the employees, if appropriate, about suitable performance, behavior, and expectations. Whenever an employee is counseled, a record of employee counseling shall be completed and placed in the employee's personnel file in the Human Resources Department. A record of employee counseling is not grievable and shall be removed from the employee's personnel file in six months, provided that the employee's performance has improved.

## 29.3 Situationally Appropriate Discipline

The following guidelines for disciplinary actions will be applied to all employees equitably, without bias or prejudice. Discipline should be characterized as corrective and constructive, and should be utilized as an element to contribute to the employee meeting performance and behavior expectations. Disciplinary action will be taken to remedy, punish, or discourage unsatisfactory behavior, performance, or non-compliance with county or departmental policies and procedures.

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The need for disciplinary action may arise as a result of different kinds of actions on the part of the employee. The following principles will be observed when considering disciplinary action:

1. The disciplinary action shall be situationally appropriate and shall be consistent with the special needs of the department, the seriousness of the employee's behavior and performance, and the repetition of the behavior or performance.
2. The disciplinary action taken must be consistent (similar penalties for similar circumstances).
3. Supervisors, managers, and professionals, as defined by FLSA, because of their positions, shall be held to a higher standard of performance and behavior than other employees.
4. Employees are responsible for knowing the county and departmental policies and procedures and the performance or behavioral expectations of their department; disciplinary action shall assume that knowledge.
5. In determining the severity of the disciplinary action, the supervisor shall take into consideration prior violations of policy, prior problems of performance or behavior, and prior disciplinary actions.
6. The disciplinary action taken shall not be influenced by the employee's race, color, religion, gender, national origin, age, or disability.

#### **29.4 Disciplinary Options**

Prior to initiating formal disciplinary action, verbal counseling and discussions and performance guidance sessions may be used to inform an employee that performance correction is needed and to discuss expected corrective actions. These verbal notices, discussions and performance guidance sessions are not grievable actions.

When an employee is not meeting behavior or performance expectations or is non-compliant with county or departmental policies and procedures, situationally appropriate discipline may involve one or more of the following responses by the employee's supervisor, and such response is not required to be progressive or sequential:

~~1. Verbally reprimand the employee.~~

~~2.1. Reprimand the employee in writing. Written Reprimand.~~

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~~3. Require repayment or restitution.~~

~~4. Reduce salary.~~

~~5.2. Suspend the employee without pay or use of accumulated leave.~~  
Suspension without pay.

~~6.3. Demote the employee.~~Demotion.

7.4. Reinstatement of the employee's probationary period when such employee's performance or ethical standards are not consistent with county requirements. This discipline is only appropriate under circumstances which could support termination but there is reason to believe that the employee's performance or standards may improve.

~~8.5. Dismiss the employee.~~Dismissal.

Most disciplinary actions are initiated by the immediate supervisor. However, prior to administering a disciplinary action ~~other than a verbal reprimand~~, the supervisor and, Department Director, ~~and Division Director~~ should verify that the type of action is appropriate by notifying the County Administrator's Office, as the final authority to approve a disciplinary action belongs to the County Administrator. In the event of disciplinary actions, the employee shall be notified ~~as to~~ the violation and afforded the opportunity to meet with the supervisor or Department Head and offered an explanation. ~~If the action deals with suspensions, the County Administrator shall be present at the meeting.~~ At the conclusion of the meeting, appropriate action will be determined with proper approvals, and the employee so notified. All disciplinary actions shall be documented in the employee's ~~official County~~ Personnel File in the Human Resources Department.

## **29.5 Suspension Pending ~~Determination of Guilt~~ Independent Administrative Investigation**

Employees may be suspended with or without pay, pending the results of an administrative investigation. Employees suspended without pay may request in writing to the County Administrator to use accumulated annual and/or compensatory leave during the suspension period. If suspended without pay or use of accumulated leave, employees who are reinstated to their former positions may be granted back pay. The County Administrator, Constitutional Officer, or Department Director may take whatever personnel actions are deemed necessary to protect the county and promote the objectives of the



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department even if there is a finding made of not guilty in a criminal case or the case is otherwise dismissed or nolle prossed.

## 29.6 Section Grievances

Grievances will be conducted as outlined in Employee Grievance Procedure. Employees will be informed of the county Grievance Procedure during employee orientation.

In all cases of discipline, the employee should be notified that such actions may be grieved as outlined in the Employee Grievance Procedure. Proper forms and a copy of the grievance procedure are available to the employee in the Department of Human Resources.

## 29.7 Disciplinary Action Authority

Most disciplinary actions are initiated by the immediate supervisor. In general, the final authority to approve a disciplinary action is related to the type of action taken. However, prior to administering a disciplinary action, the supervisor or Department Director should verify that the type of action is appropriate by notifying the County Administrator's Office. In the event of disciplinary actions, the employee shall be notified as to the violation and afforded the opportunity to meet with the supervisor or Department Director and offer an explanation. ~~If the action deals with suspensions, the County Administrator shall be present at the meeting.~~ At the conclusion of the meeting, appropriate action will be determined with proper approvals, and the employee so notified.

Type of Action	Final Authority to Approve
<del>Verbal Warning</del>	<del>Department Director</del>
Written <del>Warning</del> Reprimand	County
<del>Administrator</del> Department Director	
Suspension	County Administrator
Demotion	County Administrator
<u>Reinstatement of Probationary Period</u>	<u>County Administrator</u>
Dismissal	County Administrator

## 29.8 Exception to Provisions of this Section

Probationary and temporary employees may be terminated at any time by the Department Director with the permission of the County Administrator. Such decision shall be final with no right to appeal by any type.

It is the intent of this policy, whenever possible, to ensure that Department Directors have sufficient authority to make responsible reviews and

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investigations of situations involving possible disciplinary action. This does not preclude the right of the County Administrator to specifically investigate, on his/her own prerogative, any situation within any department.

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<b>SUBJECT:</b>  Intoxicants and Drugs	<b>AUTHORIZATION:</b> Adopted by the Board of Supervisors December 13, 2005; to become effective January 1, 2006	

## 8.1 Intoxicants and Drugs

The County of Prince George ~~is obligated~~ seeks to establish and maintain a safe and healthy workplace for employees that is free from both drug and alcohol abuse and to protect the safety of its citizens by preventing drug and alcohol abuse. This policy establishes guidelines and procedures for drug and alcohol testing of applicants and employees, as well as disciplinary action related to drug or alcohol use. This policy applies to County employees ~~who work for Constitutional Officers, but does not apply to employees of the Prince George County Police Department. The County Administrator may enact additional policies or modify this policy, provided that the terms are consistent with, or more stringent than, this policy.~~ Sworn Police Officers and Fire & EMS Career & Volunteer personnel may be subject to more stringent policies than this policy when approved by the County Administrator.

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The drug and alcohol tests conducted by the County will include: (1) "reasonable suspicion testing;" (2) tests of persons applying for promotion; (3) tests as a part of annual or periodic physical exams; (4) random testing related to past conduct or within a County program; or (5) any testing necessary to comply with U. S. Department of Transportation regulations or federal statutes.

~~Employees must report to work on time and in appropriate mental and physical condition for work. Accordingly, an employee must:~~

- i. Not have a detectable presence of illegal drugs in his system, have an alcohol concentration of greater than 0.024 or greater, be under the influence or impaired by alcohol or any other drugs whether legal or illegal, while on duty or on call, while on County property or while off County property in an official capacity, or at any time while operating a County vehicle. Any employee, who as a result of testing is found to have a detectable presence of illegal drugs or an alcohol concentration of greater than 0.024 or greater in his or her system, regardless of when, where or how the substance entered the employee's system, will be in violation of this policy.
- ii. Not use alcohol while on duty or report to work with the odor of alcohol on his her breath or person.
- iii. Not consume, use, possess, sell, buy, distribute, or offer to sell, to buy, or to distribute, or to manufacture any alcohol or illegal drugs, or any substance that purports to be an illegal substance, any time

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during the scheduled work day, while on or off County property and representing the County in an official capacity, or at any time while operating a County vehicle.

- iv. Submit to a drug or alcohol test when requested to do so by the supervisor, in accordance with this policy or U. S. Department of Transportation regulations.
- v. Provide within 24 hours of request such documentation as may be necessary to establish a current valid prescription for any controlled substance or drug ~~found to be in the employee's possession or~~ identified in a positive drug test. Failure to provide the prescription and/or additional documentation as may be necessary in a timely manner shall be deemed to be an admission by the employee give rise to a presumption that the employee did not legally possess or use the controlled substance or drug.

~~A current employee who seeks a transfer or a promotion and who tests positive for drugs or alcohol shall not be eligible for such transfer or promotion and shall be subject to further action in accordance with this policy.~~

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## 8.2 Reasonable Suspicion Testing

The County of Prince George may require current employees to undergo a drug or alcohol test if there is a "reasonable suspicion" to believe that the employee is under the influence of drugs or alcohol during work hours. Circumstances which constitute a basis for "reasonable suspicion" may include, but are not limited to:

- i. A pattern of abnormal or erratic behavior;
- ii. Information provided by a reliable individual of improper behavior related to drugs or alcohol. The employee will not be provided with the name of any such individual;
- iii. Work-related accidents or personal injuries;
- iv. Direct observation of drug or alcohol use;
- v. Presence of physical symptoms of drug or alcohol use;

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- vi. Disregard or violations of established safety, security or other work rules;
- vii. Excessive time away from the workplace and excessive absenteeism or tardiness;
- viii. Possession of alcohol or illegal drugs; or the presence of alcohol, alcohol containers, illegal drugs, or drug paraphernalia in a work area subject to the employee's control;
- ix. Unexplained inability to think or reason at the employee's normal levels;
- x. Fighting, combative or assaultive behavior.

### 8.3 Promotion or Transfers

A current employee who seeks a transfer or a promotion and who tests positive for drugs or alcohol shall not be eligible for such transfer or promotion and shall be subject to further disciplinary action in accordance with this policy.

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### 8.43 Random Testing

All County employees whose job duties require them to possess a valid Commercial Driver's License or operate heavy equipment or machinery shall must submit to random drug testing. ~~in compliance with U.S. Department of Transportation regulations.~~

~~Work groups that have duties which can create risk to the public or co-workers or that work with controlled substances may be included in a program of random drug/ alcohol testing. In addition, the Department Director, with advance written approval from the County Administrator, may designate a work group for inclusion in a program of random drug/alcohol testing. Employees in safety-sensitive positions may be required to submit to random drug/alcohol testing.~~

An individual selected for random testing shall be notified within two hours of the scheduled testing. ~~The supervisor or other designated staff shall escort the employee to the testing facility.~~

### 8.54 Testing During Periodic Physical Examinations

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An employee who is required to submit mandated to undergo a scheduled physical examination as a part of his job will undergo a drug/alcohol test as a part of the periodic physical.

The failure of an employee to submit to a drug or alcohol screening shall be considered a positive test and shall result in discipline up to termination.

~~The County may search, at any time, without employee consent, all areas and property in which the County maintains either joint control with the employee or full control, including rooms, desks, containers, files, lockers, electronic equipment and all County vehicles. Employees do not possess an expectation of privacy in any county property which includes, but is not limited to: rooms, desks, lockers, files, computers, electronic equipment or County vehicles.~~

~~No employee shall be disciplined for the appropriate use of non-prescription or prescribed medication in the treatment of illness or injury provided that the employee is capable of adequately performing the functions of his/her position. All employees are responsible for knowing what use of a non-prescription or prescribed medication could impair his ability to operate a County vehicle or equipment, or interfere with his job performance. In such case, the employee shall inform his immediate supervisor and shall be prepared to provide a copy of the prescription or other evidence of the medication upon request. Violation of this section of the policy may subject the employee to disciplinary action, up to and including termination.~~

Employees must, as a condition of employment, abide by the terms of this policy and report any charge, arrest or conviction ~~under a criminal statute~~ for violations related to drug or alcohol possession or use, ~~occurring on or off County premises~~. A report of an charge, arrest or a conviction must be made to the Department Director within five days one business day after the charge, arrest or conviction.

An employee who is subject to the guidelines of the Drug-Free Workplace Act of 1989 is also subject to additional requirements as follows: Within ten days after learning of an employee's criminal conviction for illegal drug activity within the workplace, the County will notify the state or federal agency providing a grant to the County of such conviction, as required by the Act. Within 30 days of learning of an employee's conviction for illegal drug activity within the workplace, the County may ~~will~~ take appropriate personnel action up to and including termination.

## **8.65 Procedures for Completing Drug or Alcohol Testing**



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~~The employee will be given an opportunity by the supervisor to respond to a supervisor's conclusions that result in a "reasonable suspicion" drug/alcohol test. If the supervisor still believes the test is necessary or if the test is pursuant to the random testing program or any follow-up testing at random intervals, the supervisor will ask the employee to sign a consent to have the test performed by the County's designated representative.~~

~~The supervisor or a designee will physically escort the employee to the facility where the test has been arranged to be conducted.~~ The employee will provide a **body specimen**, urine sample or blood sample at the facility for testing. The supervisor shall have the authority to place on administrative leave with pay, or to **temporarily** reassign, an employee tested for reasonable suspicion while awaiting the results of the test when such action is appropriate under the circumstances and in the best interests of Prince George County.

The results of the test shall be reported to the employee and Department Director.

~~If a drug test is positive, the supervisor will meet with the employee. The employee will be given an opportunity to explain the test result. The employee may request, at his own expense, additional drug screening of the original test specimen by gas chromatography/mass spectrometry (G.C.M.S.) or other reliable testing procedure. The test should be completed within one hour by using an approved licensed testing facility. If the second drug test is negative, the County, at its expense, may request a third test for further analysis of the test specimen. If the second drug test is negative, the County will reimburse the employee's share of the screening test costs to the employee, up to the normal cost that the County pays for its screening tests; and all test-related records will be purged.~~

~~If an alcohol test is positive, meaning more than 0.02 concentration, a second alcohol test will be performed to confirm the results of the initial test.~~

All written requests and test results will be placed in a separate, medical and confidential medical file in the Human Resources Department, which will be kept separate from the official personnel file of the employee.

## 8.76 Disciplinary Actions

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If any employee refuses to consent to a drug/alcohol screen, it shall be considered a positive test and the employee ~~shall~~ may be subject to disciplinary action up to and including termination.

Adulteration detected in a specimen, substitution of a specimen or otherwise tampering with a specimen by the employee to be tested or by another County employee ~~is~~ may be grounds for termination. In the event of adulteration, substitution or tampering, a new test may be ordered, ~~if the employee is not terminated.~~

~~If the drug test is positive, the supervisor will meet with the employee prior to determination of an appropriate personnel action. The employee will be given an opportunity to explain the test result. The employee may request, at his own expense, additional drug screening of the original test specimen by gas chromatography/mass spectrometry (G.C.M.S.) or other suitable testing procedure. If the second drug test is negative or inconclusive, the County, at its expense, may request a third test for further analysis of the test specimen. If both the second and third drug tests are negative, the County will reimburse the employee's share of the screening test costs to the employee, up to the normal cost that the County pays for its screening tests; and all test related records will be purged. If two of the three drug test results are inconclusive, the employee shall be subject to follow-up drug/alcohol testing at random intervals during the next 12 months and may be subject to continued follow-up testing for a period of up to five years.~~

~~If an alcohol test is positive, i.e. .01 concentration or higher, a second alcohol test will be performed to confirm the results of the initial test.~~

~~If the drug/alcohol test is positive (and if any confirmation test is also positive), the supervisor will determine an appropriate personnel action including discipline.~~

~~Any sworn law enforcement officer or law enforcement employee who works directly with controlled substances will be terminated, if he tests positive for illegal drugs.~~

A positive drug/alcohol test that confirms that an employee (1) has a detectable presence of illegal drugs in his system or has an alcohol concentration of 0.02~~2~~ or greater, or (2) has his ability to perform job duties impaired by alcohol or any other drug, whether legal or illegal, during work hours, or "on-call" time, may result in appropriate disciplinary action. If an employee is "called out" while they are not in an "on-call" status, the employee should let his/her supervisor know that he/she is unable to drive and should decline the call-out.



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~~An employee who tests positive for drugs or alcohol and who also exhibits one or more of the reasonable suspension criteria in this policy shall be presumed to have been at work under the influence of drugs or alcohol.~~

~~The County may also base a determination that an employee has used drugs or alcohol in violation of County policies on observed facts and conditions without the need for a confirming test.~~

#### **8.87 Rehabilitation and Treatment**

Employees needing help in dealing with dependency are encouraged to use the Employee Assistance Program.

While referral to the County's Employee Assistance Program is normally available following a positive drug/alcohol test, certain circumstances may justify immediate disciplinary action up to and including termination. ~~In appropriate circumstances, the employee will be referred to a counseling or a rehabilitation program approved by the County until the program administrator is able to state that the employee has been successfully rehabilitated and can remain drug or alcohol free. While in the rehabilitation program, an employee may use annual, personal, sick, earned compensatory leave or request leave of absence without pay. If the employee refuses treatment, fails to complete the program, or fails to be rehabilitated, he shall be subject to termination.~~

Employees who test positive for drugs or alcohol are subject to being tested at random intervals for up to 12 months following the initial positive test and may be subject to continued follow-up testing for a period of up to five-two years.

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#### 46.1 Driving Safety and Access to Employee Driving Records

The County has an obligation to promote the safe, accident-free operation of motor vehicles used in the performance of official duties for the County. The County ~~will~~shall conduct driving record checks on all newly hired positions for full-time, part-time and temporary/wage positions where the ability to drive is an essential function of the position. Applicants will be advised in the job advertisement ~~that if~~ a driving record check is required as a condition of employment and that applying for a job constitutes consent to the Virginia Department of Motor Vehicles (DMV) to allow the County access to their driving records. The driving record check will be initiated after a contingent employment offer is made. Employees cannot begin work until Human Resources has reviewed and communicated the results of the driving record check to the appropriate official. An applicant may be denied employment if the results of the driving record check indicate that the applicant is not suited for a job where driving a vehicle or machinery is an essential function, normal part of the applicant's job duties. Public Safety employees DMV checks will be conducted internally within their respective departments and will not be generated by the Human Resources Department.

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Sworn Police Officers and Fire & EMS Career & Volunteer personnel may be subject to more stringent policies than this policy when approved by the County Administrator and Fire Director/ Police Chief.

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The County will also monitor the driving records of current employees who:

- (1) are required to drive any type of vehicle or machinery as part of their regular job duties; or
- (2) want the ability to drive a County vehicle when conducting County business.<sup>1</sup>

In addition, the County may conduct "for-cause" reviews of driving records. "For-cause" exists when an employee is involved in a vehicle accident, or receives a traffic citation, while operating a County vehicle, or when an employee seeks reassignment to a position that requires driving a County vehicle or driving machinery. All employees must have an "acceptable" driving record, as defined in this policy, to continue to drive:

<sup>1</sup> If an employee chooses not to have the option to drive a County vehicle for County business by not authorizing the monitoring of his/her driving record, in the event that the employee uses his/her personal vehicle for County business, the employee is not entitled to mileage reimbursement for use of his/her personal vehicle.

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1. any type of vehicle or machinery for work; or
2. to have the option of driving a County vehicle when conducting County business.

#### 46.2 Driving Record Requirements

An acceptable driving record for current employees is:

1. -4 or fewer demerit points;
2. No conviction of an offense involving operation of a motor vehicle while under the influence within the last three years;
3. At least three consecutive years of an acceptable driving record, as defined in this policy, if the driver has been licensed for three years immediately preceding the date of the employment application~~continuously valid drivers' licensing;~~
4. Fewer than 2 "at fault" automobile accidents within the previous 5 years.

An unacceptable driving record includes:

1. -5 or more demerit points;
2. Conviction of an offense involving operation of a motor vehicle while under the influence within the last three years;
3. A license suspended due to driving violations or accidents, unless the employee has completed two full years with no subsequent moving violations. Any employee with an unacceptable driving record may not operate a County vehicle until his/her driving record improves to the minimally acceptable level.

#### 46.3 Consent to Record Checks

All job applications will include consent to allow County access to the applicant's driving record.

Current employees who are required to drive a vehicle or machinery as a routine part of regular job duties, or who want the ability to drive a County vehicle for County business, must sign the appropriate consent form.

~~If a current employee's driving record indicates that one additional violation will place him in the unacceptable category, the employee will be notified and required to satisfactorily~~

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<b>SUBJECT:</b>  Driving Safety and Access to Employee Driving Records	<b>AUTHORIZATION:</b> Adopted by the Board of Supervisors; to become effective	

~~complete a DMV-certified Driver Safety and Awareness Course which will be paid for by the County. Attendance at a Driver Safety and Awareness course is considered "hours worked" within the meaning of the Fair Labor Standards Act (FLSA). Failure to complete a certified course within the time period designated in the notice to the employee may result in driving restrictions and potential disciplinary action.~~

An employee who is charged with/convicted of an offense involving operation of a motor vehicle while under the influence of drugs or alcohol is prohibited from driving a County vehicle or machinery as well as a personal vehicle for County business. Assignment to a "non-driving" position, if available, is at the discretion of the County. If a non-driving position is not available, the employee may have the option of taking annual leave, or the employee may ~~be placed on administrative request~~ leave without pay status. An employee charged with an offense involving operation of a motor vehicle while under the influence of drugs or alcohol is subject to random drug and alcohol testing for up to two years following conviction. Prior to, or Upon conclusion of any traffic or criminal proceeding that is related to the operation of a motor vehicle or machinery while at work, the County will independently determine whether inappropriate conduct or behavior occurred and take appropriate disciplinary action.

An employee who is found to have driven a County vehicle or machinery, or a personal vehicle, to perform job functions with a suspended or revoked driver's license, is subject to disciplinary action up to and including termination.

Disciplinary action, up to and including termination, may be initiated in the event that an employee has an unacceptable driving record as defined by this policy, is convicted of an offense involving the operation of a motor vehicle while under the influence, or loses his driver's license or driving privileges in whole or in part. Disciplinary action may also be taken if an employee engages in misconduct related to driving behavior, or if the employee's driving performance while operating a County vehicle or machinery as is determined by his supervisor to be dangerous or otherwise inappropriate.

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#### 46.4 Notification

Any employee who is required to drive a motor vehicle or machinery as a part of his job, must notify his supervisor within 24 hours if he any receives any traffic citation or criminal charge that involves operation of a motor vehicle, or if his license is suspended or revoked for any reason.

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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 10<sup>th</sup> day of July, 2018.

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Present:

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

Vote:

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A-1

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

RESOLUTION; PROPOSED REVISIONS; PRINCE GEORGE  
COUNTY PERSONNEL POLICY; SECTIONS 29.1  
THROUGH 29.8 ENTITLED *DISCIPLINE OF EMPLOYEES*,  
SECTIONS 8.1 THROUGH 8.7 ENTITLED *INTOXICANTS  
AND DRUGS*, AND SECTIONS 46.1 THROUGH 46.4  
ENTITLED *DRIVING SAFETY AND ACCESS TO EMPLOYEE  
DRIVING RECORDS*

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the existing policy entitled *Discipline of Employees* 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 *Intoxicants and Drugs* 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 new policy entitled *Driving Safety and Access to Employee Driving Records* be reviewed and considered for modification;

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George, this 10<sup>th</sup> day of July, 2018 does hereby amend the Prince



George County Personnel Policy by revising policies entitled Discipline of Employees and Intoxicants and Drugs and approve the new policy entitled Driving Safety and Access to Employee Driving Records as requested.

A Copy Teste:

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Percy C. Ashcraft  
County Administrator