

# Issue Analysis Form



**Date:** October 25, 2022  
**Item:** Personnel Policy Revision  
**Lead Department(s):** Human Resources  
**Contact Person(s):** Corrie Hurt

## Description and Current Status

Staff has revised personnel policy entitled *Equal Employment Opportunity/ADA Statement* and the policy entitled *Leave* for the Board's consideration at the October 25, 2022 meeting.

**Equal Employment Opportunity/ADA Statement** – Proposed to remove language from section 1.4 under Grievance Procedure. All employees have a right to grieve for discrimination based on a disability and this language is included in our current grievance policy. This change will point employees to policy 30.1-30.7 for the grievance procedure.

**Leave** – Proposed to revise language to match the Code of Virginia and will increase the number of days for Military leave from 15 to 21 per federal fiscal year (October – September). This change went into effect July 1 so we are revising our policy to be in compliance with the change. There is also a revision to the Sick Leave section and FMLA section of the policy.

## 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

Personnel policy updates to keep us compliant and keep employees updated with accurate information.

## Notes

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 25<sup>th</sup> day of October, 2022:

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Present:

Vote:

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

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On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, which carried a vote of four in favor and one opposed, the following Resolution was adopted:

RESOLUTION; REVISION TO PERSONNEL POLICY SECTION 1.1 - 1.4  
ENTITLED *EQUAL EMPLOYMENT OPPORTUNITY/ADA STATEMENT*

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the personnel policy entitled *Equal Employment Opportunity/ADA Statement* be reviewed and considered for revision in the County's Personnel Policies;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Prince George, this 25<sup>th</sup> day of October, 2022 does hereby amend the Prince George County Personnel Policies by approving a revision to the personnel policy entitled *Equal Employment Opportunity/ADA Statement* as requested.

A Copy Teste:

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Jeffrey D. Stoke  
County Administrator

<p><b>COUNTY OF PRINCE GEORGE PERSONNEL POLICIES</b></p> <p>Prince George, Virginia</p>	<p><b>POLICY NUMBER: 1.1 THROUGH 1.4</b></p>	<p>Page 1 of 2</p>
<p><b>SUBJECT:</b></p> <p><b>Equal Employment Opportunity/ ADA Statement</b></p>	<p><b>SUPERSEDES:</b> <del>January 1, 2006</del> <u>November 23, 2021</u></p>	<p><b>DATE ISSUED:</b> <del>November 23, 2021</del></p>
<p><b>AUTHORIZATION:</b> Adopted by the Board of Supervisors <del>November 23, 2021</del>; to become effective <del>November 23, 2021</del></p>		

### 1.1 General Equal Opportunity Objectives

It is the policy of Prince George County to provide equal employment opportunity to all persons based on individual merit and fitness and to recruit and administer hiring, working conditions, benefits and privileges of employment, compensation, training, appointments for advancement, including upgrading and promotions, transfers and terminations of employment without discrimination because of race, color, religion, creed, national origin, sex, sexual orientation, gender identity, marital status, pregnancy, childbirth or related medical conditions including lactation, age, military status, or disability, where the disabled persons are able to perform the work they are seeking with reasonable accommodation.

The following Equal Opportunity Action objectives are designed to provide compliance with applicable Federal, State, and local laws relating to non-discrimination in public employment and service:

1. To assure that each department receives a copy of the County's Equal Opportunity objectives and that Department Directors and supervisors shall implement and support the plan.
2. To assure that conditions of employment, recruitment and hiring practices are in accord with the intent of the Equal Opportunity objectives.
3. To assure periodic review of job specifications, actual tasks performed and qualifications required of workers.
4. To assure that all contracts approved by the County shall contain a statement of affirmative action, specifying that the contractor, or other entity, will not practice employment discrimination based upon race, color, religion, sex, marital status, national origin, age, sexual orientation, gender identity, military status, pregnancy, childbirth or related medical conditions including lactation, or disability.
5. To assure monitoring and periodic evaluation of the Equal Opportunity objectives effectiveness.

<b>SUBJECT:</b> Equal Employment Opportunity/ADA Statement	<b>POLICY NUMBER:</b> 1.1 THROUGH 1.4	<b>DATE ISSUED:</b> November 23, 2024	Page 2 of 2
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## 1.2 Americans with Disabilities Act (ADA)

Title I, of the ADA of 1990, prohibits discrimination in employment against a qualified individual with a disability, and obligates employers to make reasonable accommodation to the disability unless reasonable accommodation would impose an undue hardship.

It is the policy of the County to encourage disabled employees and applicants to come forward if reasonable accommodation is necessary to perform the job or to enhance performance. The County will strive to identify and eliminate barriers to performance and will make reasonable accommodation to provide the employee with a meaningful employment opportunity.

## 1.3 Responsibility for Implementation

Policy direction and program effectiveness are the responsibility of the Board of Supervisors. The implementation of the Equal Employment Opportunity/ADA policies is the responsibility of the County Administrator, who shall report directly to the Board of Supervisors. Supervisory personnel will be responsible for implementation at their respective levels.

## 1.4 Grievance Procedure for Equal Opportunity/AA/ADA

~~Employees shall have the right at any time to request consideration of any equal opportunity grievance. The submission of a grievance shall in no way adversely affect the employee or his/her employment with the County. Any employee who feels aggrieved or desires to appeal a decision regarding his/her employment shall advise the Department Director, in writing. The Department Director shall attach his/her opinion to the appeal and forward it to the County Administrator. The County Administrator shall arrange for joint discussion with the employee and the Department Director, according to the County Grievance Procedure. If the grievant is not satisfied with the outcome of that meeting, the matter may be appealed to the County Grievance Board of Appeals for hearing and disposition. Refer to County personnel policy entitled Employee Grievance Procedures in section 30.1 – 30.7.~~