



**Chesterfield County,  
VIRGINIA**

# **Employee Handbook**

**Full-time Employees**

**Providing a FIRST CHOICE community  
through excellence in public service**

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## **FOREWORD**

The purpose of this handbook is to provide you with information that will help you be successful in your job. This is important because county employees have a long and proud tradition of quality service to residents of Chesterfield County. This handbook summarizes many of the key provisions of Chesterfield County's Personnel Policies and Procedures. Neither this handbook nor any other county policy, procedure or document is or creates a contract. For more details on any specific county policy and procedure, see your supervisor, contact Human Resources (HR), or visit our CountyNET page. Information for this handbook has been taken from Chesterfield County Personnel Policies and Procedures, Administrative Procedures and the Classification and Compensation Plan.

Revised January 1, 2020

## **I. INTRODUCTION**

DEAR FELLOW EMPLOYEE:

As employees of Chesterfield County, each of us has a responsibility to ensure that our customers, both external (residents) and internal (our fellow employees and departments), receive the highest quality services. YOU play a critical role in carrying out our county mission of "Providing a FIRST CHOICE Community through excellence in public service."

Chesterfield County is dedicated to consistently providing efficient, effective, courteous and responsive services, with the goal of achieving excellence and exceeding customer expectations. To support you as an employee, the county is also committed to excellence in every area of human resources. The county strives to maintain a positive working environment where you can achieve your full potential, which benefits you, the organization and our valued customers.

This handbook contains policies affecting you and your job, as well as county benefits available to you. You are encouraged to discuss any questions or concerns you have regarding county policies with your supervisor or with a staff member in Human Resources. Best wishes to you as you carry out your duties as a member of the Chesterfield County team.

**YOU TRULY MAKE A DIFFERENCE!**

Mary Martin Selby  
Director of Human Resources

## **CHESTERFIELD COUNTY'S VISION**

To be an extraordinary and innovative community in which to live, learn, work and play.

## **CHESTERFIELD COUNTY'S MISSION**

Providing a FIRST CHOICE Community through excellence in public service.

## **CODE OF ETHICS**

The first priority of the county is to provide a working environment where trust is valued. To achieve this trust, the county requires truthfulness and integrity among fellow employees. Employees have a responsibility to encourage honesty, integrity and ethics. The county will reward those employees who consistently demonstrate ethical behavior and who courageously identify the unethical behavior of others. The county will take disciplinary action up to and including dismissal if an employee's behavior exhibits a lack of integrity or ethics.

Lying, cheating and stealing are always unethical behavior. The following types of behaviors are also unethical and will result in disciplinary action:

- 1) Deceiving others by misrepresenting or withholding information;
- 2) Putting pressure on another employee to act unethically;
- 3) Failing to accept responsibility for actions by passing blame to others or allowing others to unfairly take blame;
- 4) Failing to honestly honor agreements or promises;
- 5) Subverting group decisions through action or inaction;
- 6) Feigning lack of memory or understanding to avoid following group decisions;
- 7) Using a position of authority in an unfairly coercive manner;
- 8) Failing to follow internal procedures or rules in order to achieve a self need rather than a group need;
- 9) Harming public authority or trust.
- 10) Engaging in on-duty or off-duty conduct that harms the reputation or integrity of the county in the community.

Other behaviors may be unethical and this list of behaviors is not intended to be an all-inclusive list.

**Citizen Responsibility** - You have an obligation to abide by county laws. Local taxes provide funding for county services to residents. You are expected to pay local taxes on or before the due date. Failure to do so could result in the subsequent withholding of wages for the amount due.

## **GUIDING PRINCIPLES AND VALUES**

County employees and residents are shareholders in the county's future and share a commitment to fairness, integrity, diversity and fiscal accountability. As models for excellence, county leaders and employees uphold the following values in the operation of local government:

- Results
- Innovation
- Service
- Ethics

## **BOARD OF SUPERVISORS**

The entire operation of county government is ultimately the responsibility of the Board of Supervisors. The Board consists of five elected officials who represent the citizens of the five magisterial districts of Bermuda, Clover Hill, Dale, Matoaca, and Midlothian. The Board establishes policies that govern the operations of the county in accordance with applicable State and Federal laws.

## **COUNTY ADMINISTRATION**

The County Administrator is appointed by the Board of Supervisors and is responsible for managing general county operations and implementing policies approved by the Board. The County Administrator recommends policies, programs and priorities for consideration by the Board. There are four deputy county administrators who manage and oversee the daily operations of the departments within their divisions.

There are five constitutional officers who are elected to the positions of Sheriff, Treasurer, Commissioner of Revenue, Circuit

Court Clerk and Commonwealth's Attorney. Public Safety is administered by the Chiefs of Police and Fire.

## **EMPLOYEE-SUPERVISOR WORKING RELATIONSHIP**

The county takes pride in the working relationships that exist among its employees, supervisors and administration. You are encouraged to discuss with your supervisor any questions you may have about your job.

You are a vital link in the total quality chain and will be expected to contribute to the spirit of teamwork, continuous improvement and quality service delivery. You will have the opportunity to participate in organizational learning through the Learning and Performance Center training and will be asked to serve on teams, provide suggestions and look for ways to improve services.

Supervisors are expected to make themselves available to you and provide access to the county's policies and procedures referenced in this handbook. You have the responsibility to contact your supervisor and request the county's policies and procedures, read them and make sure you understand and follow them. Join us in keeping the lines of communication open, promoting better understanding, and improving working conditions, employee satisfaction and quality customer service!

## **II. POLICIES AND PROCEDURES**

### **EQUAL OPPORTUNITY EMPLOYER**

Chesterfield County is an Equal Opportunity Employer, committed to the policy of nondiscrimination in recruitment, selection, pay, promotion or any other personnel action affecting its employees. All full-time vacancies will be advertised to ensure equal opportunities, except for emergency situations approved in writing by the County Administrator or designee (Director of HR).

All personnel decisions shall be based on merit and fitness. Unless otherwise permitted by law, race, color, religion, sex, national origin, age, disability, political affiliation or other non-merit or non-job related factors shall not be considered in making personnel decisions. If this happens, you may seek corrective action through the county's EEO Complaint Procedure or the county's Grievance Procedure. If you do not abide by the county's equal opportunity policy, you will be disciplined, up to and including termination.

The Director of HR is responsible for maintaining the county's Equal Employment Opportunity Program and diversity efforts. However, department directors have the responsibility of maintaining equal opportunities within their departments.

### **EMPLOYMENT AT WILL**

Virginia is an "employment at will" state; employment may be terminated by either party at any time. Chesterfield County employees do not have a contract of employment. Neither this handbook nor any other document creates a contract of employment or gives you any right to continued employment. The contents of this handbook and county policies and procedures may be changed at any time.

### **CRIMINAL BACKGROUND CHECKS**

Federal criminal background checks are conducted on all new full-time employees and part-time employees. A federal criminal background check is also conducted when employees are promoted to a position or are transferred to a position in another department.

## **REPORTING ARRESTS AND CONVICTIONS**

All employees are required to report all misdemeanor and felony arrests and convictions to their supervisor as soon as practicable. Failure to report an arrest or conviction will result in situationally appropriate discipline, up to and including termination. An employee may be disciplined as a result of the arrest or conviction, if the nature and seriousness could impact the employee's ability to perform his/her duties.

## **PROBATIONARY STATUS**

The initial probationary period shall be 12 months. Employees appointed to sworn police or sheriff positions or to uniformed emergency communications or fire positions shall serve a probationary period of 12 months after completion of training. The initial probationary period is your opportunity to learn your job duties and perform them proficiently, in addition to resolving any issues you might encounter as a new employee of Chesterfield County. Employees may also have their probationary status reinstated as a disciplinary action.

Either you or the county may terminate the work relationship at any time, with or without cause, during a probationary period. Probationary employees are not eligible to use the county's Grievance Procedure.

## **NEPOTISM**

It is county policy not to employ close family members (as defined in Administrative Procedure 6-1) in a supervisor-subordinate reporting relationship. Supervisor-subordinate relationship is defined as any supervisor within the employee's regular chain of command within their department. If two current employees, not in a supervisor-subordinate relationship, in the same department are related or become related (typically by marriage or a relationship substantially similar to marriage), one of them may be transferred to another open suitable position in another division (i.e., line of business) in their department with a different supervisor.

Public safety departments (i.e., Police, Sheriff, and Fire & EMS), because of their professions' unique traditions throughout the nation of family members working in the same

line of work and for the same employer, may make exceptions to this policy, as deemed appropriate by their respective leader (i.e., Police Chief, Sheriff or Fire Chief). As much as permanent assignments shall be made to avoid any direct supervisor-subordinate relationship with close family members, the very nature of public safety may cause situations to arise where these reporting relationships may still occur on a temporary basis. In instances where a temporary supervisor-subordinate relationship may be created, it is the responsibility of the supervisor to ensure everyone is held to the same standards.

## **OUTSIDE EMPLOYMENT**

A second job must be approved in advance by your department director. If a second job does not constitute a conflict of interest, violate provisions of the Fair Labor Standards Act, or interfere with your current county job, or is not otherwise deemed to be detrimental to the department or county, approval may be granted.

## **COUNTY BUSINESS HOURS**

Work hours for most Chesterfield County employees are 8:30 a.m. to 5 p.m., Monday through Friday. Public Safety departments provide 24-hour service to all residents. Departments may vary their schedules, if advantageous to county operations and approved by the County Administrator.

In most departments, you will be able to take either two 15-minute break periods and a half-hour lunch, or a one-hour lunch break during the normal workday. If there is any question about your regular work schedule, see your supervisor.

## **CUSTOMER SERVICE STANDARDS/TELEPHONE USE**

Chesterfield County employees pursue excellence every day by working together to meet the needs of county residents, visitors, businesses and co-workers.

Everyday excellence means Chesterfield County employees:

- SERVE all customers in a positive, ethical and professional manner.
- GREET and ASSIST anyone who is on the county complex and are prepared to address their needs.
- LISTEN to understand customers' expectations and do whatever it takes to satisfy those needs within legal, ethical and policy boundaries.
- LEARN about and ANSWER questions about Chesterfield County services and CONNECT customers to appropriate departments or programs, based on their needs.
- EMPATHIZE with customers during service delivery to demonstrate care and understanding of their perspective.
- ACT promptly to respond to and meet needs by answering the phone within three rings and/or responding to voicemail and email within one business day.
- RESPOND to internal and external inquiries within one business day, or provide the customer with an anticipated resolution date.
- NOTIFY customers about their availability using out-of-office messages for all business solutions.

Personal phone calls and use of personal devices during work hours should be kept to a minimum. Personal long-distance calls shall not be made on county phones. Department policy may further define or restrict such communication or prohibit personal device use entirely. Talk to your supervisor about any additional customer service standards for your department.

## **INTERNET AND EMAIL USE**

All county-owned computer systems, hardware, software and related systems and devices are the property of Chesterfield County. Accordingly, information stored on such systems or devices is county property and subject to review at any time.

County policy (refer to Administrative Procedure 7-8) outlines appropriate use of county systems. Violations of the provisions of this procedure will result in disciplinary action, up to and including termination. The Department of Information Systems Technology maintains filtering software on county computers.

## **MOTOR VEHICLES**

Employees whose jobs require travel to various locations in their daily duties are usually assigned a county car. The use of this vehicle is for county business only.

You must attend county Defensive Driving training before you can drive a county vehicle. If a county-owned vehicle is unavailable and you must use your own car on county business, you may be eligible for mileage reimbursement (refer to Administrative Procedure 1-1 for details).

## **PERSONNEL RECORDS**

HR establishes the official personnel record for every employee when they are hired. Your personnel file will be maintained in accordance with Administrative Procedure 6-6.

**Public Access to Personnel Files** - Chesterfield County requires your written authorization for release of most personnel information that third parties may request. Employment dates, job title and salary must be released upon request, without a signed release from you.

**Management Access to Personnel Files** - Your supervisor will have access to your personnel file and the personnel files of internal candidates who have interviewed for a position. Other people in the county organization may also be able to access your file for legitimate business reasons.

**Employee Access to Personnel Files** - Your electronic personnel file is available for your review in HR, by appointment. You are encouraged to review your personnel file annually. You will be required to show photo identification so that unauthorized personnel do not have access to your file. You may respond in writing to any information in your personnel file, and your response will become a part of your file.

## **ALCOHOL AND SUBSTANCE ABUSE**

The abuse of drugs or alcohol in the county workplace jeopardizes productivity of employees, poses a safety and health threat to employees and the public, and erodes public trust and confidence in county government.

The Federal Drug Free Workplace Act requires the county to provide you with an alcohol and drug-free work environment. You are responsible for ensuring that the county's work environment is alcohol and drug free.

In order to ensure a drug and alcohol-free work environment, the county conducts employee drug/alcohol testing (refer to Administrative Procedure 6-19 for details).

## **SEXUAL HARASSMENT**

Sexual harassment is defined by law as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, which influence employment decisions or unreasonably interfere with your work environment.

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 and will not be tolerated in Chesterfield County. You are entitled to work in an environment free from intimidation. The law also protects you from retaliation for filing a complaint or cooperating with an investigation with regard to sexual harassment allegations.

If you are being harassed, you should tell the offender to stop the behavior, unless you are uncomfortable doing so. If the behavior continues or if you are uncomfortable confronting the harasser, you shall report any instance of sexual harassment to your immediate supervisor, department director or HR. All county employees are required to receive Sexual Harassment Policy Training and must abide by the guidelines established within this policy (refer to Administrative Procedure 6-13 for details).

## **DISCRIMINATION AND HARASSMENT**

The county prohibits all forms of discrimination and harassment based on race, color, religion, national origin, sex, age or disability. Harassment includes conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating a hostile work environment. Harassment may occur at the workplace, or away from the workplace, and may occur during or after hours, if the conduct impacts an employee's work environment (refer to Administrative Procedure 6-23 for details).

## **WORKPLACE VIOLENCE**

The county seeks to provide a positive work environment that minimizes workplace violence. Each employee has an obligation to report incidents of workplace violence. Employees who engage in workplace violence will be disciplined, up to and including termination (refer to Administrative Procedure 13-6 for details).

## **EMPLOYEE CONDUCT/DISCIPLINARY ACTION**

You are responsible for knowing and adhering to county and department policies, procedures and expectations. Disciplinary action may be taken to correct unsatisfactory behavior or performance. Corrective options include informal measures, such as meeting with the employee to discuss the situation or a verbal reprimand.

Formal actions include written reprimand, salary reduction, reduction of accumulated annual leave balance, suspension without pay, demotion, placement in disciplinary probation status or dismissal.

## **GRIEVANCE PROCEDURE**

A key element in effective working relationships is the fair and equitable handling of employee grievances. To this end, the county has adopted a formal Grievance Procedure. If you have a grievance, you should initially discuss the complaint or dispute directly with your immediate supervisor. If you believe you have a valid complaint that was not resolved by your supervisor, follow the procedure outlined in the county Grievance Procedure, which may be obtained from your department or HR. No one will be penalized in any way for participating in a grievance proceeding. Probationary employees, county executives, department directors, part-time employees and employees who work for constitutional officers are not eligible to use the county's Grievance Procedure (refer to Administrative Procedure 6-9 for details).

## **VOLUNTARY RESIGNATION**

In order to resign in good standing, the county requires you to provide a two-week notice of resignation. Department directors, assistant directors and senior level managers must provide a four-week notice. The notice of intent to resign should be in writing. However, verbal notification should always be given in circumstances where written notification cannot be timely and will result in you not complying with the two or four-week notice. Failure to provide the required notice shall be entered in your personnel records and you may be designated as not eligible for rehire. You are expected to work the entire time period provided in your notice unless otherwise approved by your supervisor.

## **ADVERSE WEATHER/EMERGENCY EVENTS**

Unless otherwise notified, you are to assume that the county is open each regular workday. In adverse weather conditions or emergency events, the County Administrator may close non-essential county functions. When adverse weather conditions affect county operations during normal working hours, you will be notified by your department director or supervisor of the type of closure, effective time and staffing requirements. During non-operational hours, you may check staffing notifications by calling the Chesterfield County Employee Weather Information line at 748-1256. You are responsible for knowing if you are considered "Designated Staff" or "Minimum Staffing" (refer to Administrative Procedure 6-12 for details).

## **SMOKING**

The County of Chesterfield is committed to providing a safe and healthy business environment for employees, residents and other users of county facilities. Accordingly, all county-owned and county-leased buildings over which the County Administrator has control shall be smoke free, including private offices.

As a result, smoking will be permitted outside only. For the purposes of this policy, smoking shall include devices referred to as electronic cigarettes. You should not smoke within 25 feet of entrances to county-owned and county-leased buildings.

### **III. CLASSIFICATION AND COMPENSATION**

#### **PAY PERIODS**

County employees are paid every other Friday, and you may retrieve your paystub electronically using Employee Online, which is accessible on the CountyNET.

#### **CLASSIFICATION AND COMPENSATION**

Chesterfield County job titles, salary ranges, and policies and procedures related to classification and compensation are published annually by HR. The Classification and Compensation Plan is available in each department, and questions related to your position should be directed to your supervisor.

#### **EMPLOYEE DEVELOPMENT PROGRAM (EDP)**

The EDP is the county's performance review system. The EDP provides an opportunity for you and your supervisor to assess work skills and to initiate a developmental plan for continuous improvement. The county values open and constructive communication in this process. Following the annual performance review, you may be eligible for a pay increase (refer to Administrative Procedure 6-5 for details).

#### **PROMOTIONAL OPPORTUNITIES/TRANSFERS**

Chesterfield County recognizes the importance of employee development and encourages you to consider promotional opportunities for which you are qualified.

To be considered for promotional opportunities or transfers to another department, you must submit a county employment application to HR prior to the posted deadline for the position. Promotions and transfers to other departments will be contingent upon a satisfactory drug test and background check.

#### **OVERTIME**

Overtime will be paid to non-exempt employees at the rate of one and one-half hours of pay for each hour worked over the standard

work week, or you may be provided compensatory time at the rate of one and one-half hours for each overtime hour worked. Sick leave, part time leave, compensatory time and leave granted for recognition purposes is not counted as hours worked when calculating overtime. Holidays, paid time off, annual leave, bereavement leave, military leave and civil leave are considered hours worked for the purpose of computing overtime pay. Exempt employees are not eligible for overtime. You may be required to work overtime to meet customer and operational needs. Adequate notice of required overtime shall be given when possible (refer to Administrative Procedure 6-17 for details).

## IV. EMPLOYEE BENEFITS

### PAID TIME OFF

The Paid Time Off (PTO) Plan is a comprehensive program that recognizes the many diverse needs of employees for time off from work and also includes a disability plan for income protection to cover periods of extended illness or injury. PTO combines annual leave, sick leave and floating holidays into one leave accrual bank.

You will earn PTO for each completed pay period of service, for 24 pay periods during the year. Accrual rates and maximum balances for public safety employees may vary. The rates by which you earn PTO and the maximum number of days that can be carried from one calendar year to the next are shown in the table below:

Years of Service	Accrual Per Pay Period	Total Accrued Annually	Maximum Balance at End of Year
0-5	7 hours*	168 hours	248 hours
Over 5 less than 10	8 hours*	192 hours	272 hours
Over 10 less than 15	9 hours*	216 hours	296 hours
Over 15 Less than 20	10 hours*	240 hours	320 hours
20 and Over	11 hours*	264 hours	344 hours

\*If a month contains three pay dates, PTO is not accrued on the third pay date.

Use of PTO must be approved in advance by your supervisor and must not conflict with the needs or objectives of the department. If you leave the county, you will be paid for any accumulated PTO up to the maximum balance. A complete list of leave accrual schedules is maintained in Administrative Procedure 1-4.

## **SHORT-TERM DISABILITY**

Short-Term Disability (STD) benefits are available to employees in the PTO leave plan as well as to employees in the VRS Hybrid Plan. STD provides income replacement to eligible employees when the employee is unable to work due to illness, injury or disability. STD benefits will vary based on the applicable plan at the time of disability. There is an elimination period and employees must file a claim form to be eligible.

## **BEREAVEMENT LEAVE**

Bereavement leave provides you with three workdays of paid leave per occurrence for the death of a close family member, but may not exceed a total of six days per calendar year. Close family members include the employee's parents, spouse, children, son/daughter-in-law, brothers, sisters, brother/sister-in-law, grandparents and grandchildren or spouse's parents, children, son/daughter-in-law, brothers, sisters, brother/sister-in-law, grandparents and grandchildren.

## **FAMILY MEDICAL LEAVE ACT (FMLA)**

Employees who have worked at least one year for Chesterfield County and have worked 1,250 hours for the county during the previous 12 months can use up to 12 weeks of job-protected FMLA leave in a fixed 12-month period for the following reasons:

- Your spouse, parent, son or daughter has a serious health condition that requires your full-time care
- Birth of a son or daughter, adoption of a son or daughter, or placement of a foster child in your home.
- Your own serious health condition

You must request FMLA leave 30 days in advance, except for unforeseen illnesses. In cases of your own serious health condition, PTO will be used before leave without pay.

Both paid and unpaid FMLA leave are counted toward the 12-week entitlement. Health care provider certification will be required.

Current health and dental care coverage will be maintained for the duration of time you are out on FMLA leave, with the county paying both your and the county portions during any periods of leave without pay. Your portion of the premium payments will be collected on a

pre-tax basis upon your return from FMLA leave. If you fail to return to work after your FMLA leave entitlement has expired, unless for medical disability, you must reimburse the county for all of the health benefit premiums the county paid during the period of unpaid FMLA leave.

You may be required to submit a Health Care Provider statement approving your return to work. If you are on approved FMLA leave, you will be restored to the same or equivalent position upon return to work (refer to Administrative Procedure 6-20 for details). The Family and Medical Leave Act also entitles eligible employees to take leave for a covered family member's service in the Armed Forces (service member FMLA).

## **LEAVE WITHOUT PAY**

Certain circumstances not covered by county leave policies may warrant granting leave without pay. Leave without pay may be granted at the discretion of the department director when it has been determined that such leave is for the benefit of the county and the welfare of the employee.

Leave without pay cannot be granted until all accrued PTO has been exhausted (unless leave without pay is the result of a disciplinary action or FMLA). You do not accrue PTO while on leave without pay.

To maintain your group life and medical coverage while on leave without pay status, you must pay the cost of the full premium (except under FMLA). Contact your department HR Liaison when considering leave without pay.

## **LEAVE DONATION**

You may be permitted to receive donated PTO, annual leave or part-time leave if you are unable to work due to your own serious health condition or the serious health condition of an immediate family member. In addition, employees may receive donated leave to care for a newly and legally adopted child or to care for a child born through surrogacy (refer to Administrative Procedure 6-1 for details).

**CIVIL LEAVE**

Paid leave is provided if you are called to serve on a jury or receive a subpoena to appear in court, unless you are a plaintiff or defendant. Paid leave will also be granted when you serve as an officer of election. If you will be on civil leave, you must notify your supervisor in advance (refer to Administrative Procedure 6-1 for details).

**MILITARY LEAVE**

Military leave provides you with 15 workdays of paid leave per calendar year for the purpose of attending annual reserve military training or call to active duty.

**PARENTAL LEAVE**

Each calendar year, you may use up to two weeks (80 hours) of parental leave for activities related to the care and well-being of a newborn, an adopted child, a child born in surrogacy, a foster care placement, or a sick parent. Paid parental leave shall be taken in conjunction with FMLA.

**COMMUNITY SERVICE LEAVE**

The County awards full-time employees up to 24 hours of paid community service leave per calendar year. Community service leave must be used during your regular work schedule.

**HEALTH/DENTAL INSURANCE**

The county offers both health and dental plans to all full-time employees. If you participate, you will be responsible for the employee portion of the premium for coverage you select. Coverage can only be added, deleted or changed within 30 days of a family status change or during the annual open enrollment period.

Should you decide to participate in the health and/or dental plans, your premium contribution will be deducted from your pay on a pre-tax basis (you will not pay Federal, State, or FICA tax on the amount of income spent for the premiums).

## **EXTENDED HEALTH CARE COVERAGE**

In certain instances where coverage under the plan would otherwise end, the county offers employees and their families the opportunity for a temporary extension of health care coverage (COBRA) at group rates. Contact HR for details.

## **LIFE INSURANCE**

Basic life insurance is provided through the Virginia Retirement System, and premiums are paid by the county. Your life insurance coverage is double the amount of your salary rounded to the next highest thousand dollars for a natural death, and four times the amount of your salary rounded to the next highest thousand dollars for accidental death. For example, an annual salary of \$21,601 provides:

- \$44,000 life insurance coverage for natural death;
- \$88,000 life insurance coverage for accidental death.

Your coverage continues as long as you are employed by the county. Accidental death and dismemberment coverage ceases at retirement. Contact HR to change, add or delete beneficiaries.

Optional life insurance is also available through the Virginia Retirement System. All optional coverage, which you might elect, is paid for by you through payroll deduction.

Optional coverage allows you to elect up to four times the amount of your salary rounded to the next highest thousand dollars, up to one-half of your optional coverage for an eligible spouse, if applicable, and either \$5,000, \$10,000 or \$15,000 coverage for each eligible child, if applicable. Certain coverages are subject to approval following completion of a health status declaration. Contact HR for more details.

## **LONG-TERM DISABILITY**

The county also offers a voluntary Long-Term Disability Plan that allows you to protect a portion of your income. Should you suffer an accident or illness that keeps you off the job for more than 90 days, this Plan can reimburse you up to 65% of your gross pay, not to exceed \$10,000 per month. The maximum length of benefits provided does not exceed two years. Employees who elect this coverage are responsible for the entire cost of the coverage. County

contributions for health and dental care will continue while an employee is on long-term disability.

## **LONG-TERM-CARE INSURANCE**

This optional group coverage is available for employees, spouses, retirees, spouses of retirees, parents, parents-in-law, grandparents and grandparents-in-law. Benefits include nursing care (nursing home, assisted living or at-home care), hospice care, adult day care and homemaker services. A completed medical questionnaire and approval may be required before coverage becomes effective. Payments occur on an after-tax basis.

## **RETIREE HEALTH/DENTAL INSURANCE**

Employees hired, rehired or reinstated on or after July 1, 2006, who retire at age 55 or older, with 15 or more years of full-time county service, will be permitted to purchase retiree health benefits for themselves and their dependents at the county's group rate; however, they will not receive a county contribution toward the cost. Employees hired after July 1, 2006, who retire with less than 15 years of service or before age 55, receive no retiree benefits, unless a disability retirement.

Employees hired, rehired or reinstated prior to July 1, 2006, may be eligible for retiree health benefits, depending on their age and county service at retirement. (Refer to Administrative Procedure 6-10 for details).

## **FLEXIBLE SPENDING ACCOUNTS**

You may also wish to participate in county-sponsored Flexible Spending Accounts. The county offers both the Medical Expense and Dependent Care Expense Accounts. These accounts allow you to set aside pre-tax contributions, which you can use to reimburse yourself for qualifying expenses incurred during the current plan year.

Use caution in determining the total amount of funds to set aside, as IRS regulations prohibit the county from returning any unused funds to the employee.

**RETIREMENT**

All full-time employees are automatically enrolled in the Virginia Retirement System (VRS) and Group Life Insurance Program. Eligibility for retirement is determined by the employee’s VRS plan (Plan 1, Plan 2, Hybrid) and whether or not the employee is in a position eligible for enhanced hazardous duty benefits. More details regarding all VRS retirement programs can be found by visiting the VRS website at [www.varetire.org](http://www.varetire.org).

**DEFERRED COMPENSATION**

The county offers Deferred Compensation Plans that provide an additional source of retirement income. These plans are not intended to be savings accounts. Withdrawals before retirement can only be made for significant unforeseeable emergency situations. Contributions may be made to these plans through payroll deductions. These plans provide a method of decreasing State and Federal income taxes on earned gross income. If you are interested in these plans, HR can provide you with the names and telephone numbers of deferred compensation representatives.

**HOLIDAYS**

The Board of Supervisors determines which holidays county employees will observe each year. Current holidays are as follows:

- |                            |                        |
|----------------------------|------------------------|
| New Year's Day             | Veterans Day           |
| Lee-Jackson Day            | Thanksgiving Day       |
| Martin Luther King Jr. Day | Day After Thanksgiving |
| Memorial Day               | Christmas Eve          |
| Independence Day           | Christmas Day          |
| Labor Day                  |                        |

Employees working in 24-hour operations may receive additional PTO accrual in place of holidays. Contact your supervisor or HR if you have questions regarding specific rules for observance of holidays.

## **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

The county's Employee Assistance Program (EAP) is a free, voluntary and confidential program designed to help employees and family members resolve personal problems that impact job performance.

The EAP provides you with assessments of problems, consultations and referrals to community resources when appropriate. Some of the issues the EAP can assist with include family/marital problems, depression, stress, substance abuse, financial problems and resources for legal advice, child and elder care (refer to Administrative Procedure 6-22 for details).

## **EMPLOYEE MEDICAL CENTER**

The Employee Medical Center is staffed by board-certified medical providers who are trained to diagnose and treat injuries and illnesses. The center provides cost-effective medical services and wellness programs to Chesterfield County and Chesterfield Public Schools employees. There is a small copay for wellness visits for employees not enrolled in the county's health insurance plan. Employees are not required to use leave for wellness visits, with supervisor approval.

## **EMPLOYEE RECOGNITION PROGRAM**

The county expects you to provide the best possible service to its customers. The county will recognize individuals and teams who demonstrate exceptional customer service, continuous improvement, and/or teamwork.

The county offers two cash awards, the Celebrating Success Award and the First Choice Award, and a non-cash award program, which includes Recognition Central (refer to Administrative Procedure 6-14 and for details).

## **CREDIT UNION**

The Chesterfield County Federal Credit Union is a savings, checking and loan organization available to all county employees. It offers convenient transactions through payroll deductions. If you are interested in becoming a member, contact the Credit Union Office.

## **WORKERS' COMPENSATION**

If you are injured while on the job, you may be eligible for related medical care and certain leave benefits. The county's Risk Management Department administers the Workers' Compensation Program. Report any job-related injury to your supervisor immediately. Except in emergency situations, all medical care must be supplied by one of the county's approved physicians.

## **PAYROLL DEDUCTIONS/SOCIAL SECURITY**

Certain deductions from your paycheck will be made as required by both State and Federal law. These deductions are:

**Federal Income Tax** - Amount deducted is based on number of exemptions claimed.

**State Income Tax** - Amount deducted is based on number of exemptions claimed.

**Social Security** - Amount deducted is regulated by Federal legislation and is dependent on salary.

All employees are covered under the Federal Social Security Program. Your share of Social Security contributions is deducted from your paycheck and the county is required to match your contribution. After you have completed enough service under Social Security, you are eligible to receive certain benefits for retirement income, disability income or benefits payable to eligible dependents in the event of your death. More detailed information is available from the local Social Security Administration office.

You are encouraged to have your paycheck deposited directly to your bank, credit union or savings institution. Contact Payroll for information on direct deposit. Payroll deductions may also be made, at your option, for the following: group life insurance, United Way pledges, Credit Union savings and loan payments, deferred compensation, flexible spending accounts and long-term disability plan. Contact HR for more information on these deductions.

## **LEARNING AND PERFORMANCE CENTER**

Courses are offered to employees for continuous improvement of skills through the School of Leadership and Personal Effectiveness;

School of Health, Safety and Security; School of Quality and Continuous Improvement; School of Policy and Practice; School of Public Safety; and School of Applied Business Skills and Technology.

## **TUITION ASSISTANCE**

You are encouraged to participate in courses that will help you to maintain a high level of job performance. You may apply for tuition assistance for courses related to the business of your department at the conclusion of your probationary period. Your department director and the Learning and Performance Center approval are required. If you receive proper approval and a grade of "C" or better, you may request reimbursement (refer to Administrative Procedure for details).

## **EMPLOYEE PARKING**

The county provides you with free parking in specially designated areas. The remaining areas are restricted for the use of our customers, visitors and residents of the county. If you park in areas designated for visitors, you may be subject to being towed or ticketed. See your supervisor for current information on employee parking.

## **BENEFITS CHANGES**

The county reserves the right to modify or change the benefits package at any time.

## **V. EXCELLENCE IN PUBLIC SERVICE**

### **CHESTERFIELD COUNTY GOVERNMENT IS COMMITTED TO PROFESSIONAL, COURTEOUS AND RESPONSIVE CUSTOMER SERVICE**

As an employee of Chesterfield County, your day-to-day contacts with our residents reflect upon the county's image. We ask that you make every effort to leave a favorable impression by your sincere attitude, neat and professional appearance and efficient performance of your duties. A spirit of understanding and courtesy is essential on your part in dealing with the public and fellow employees, whether the contact is made in person, through correspondence or over the telephone.

If you have additional questions, speak to your supervisor, contact HR, or visit HR's CountyNET page.

The contents of this handbook are intended to explain certain aspects of employment with Chesterfield County. This handbook is not a contract of employment and may be changed at any time. HR looks forward to working with you and for you during your tenure with Chesterfield County.

**Enjoy a first-class career in our FIRST CHOICE community!**





Revised January 2020