



**Chesterfield County,
VIRGINIA**

Employee Handbook

Part-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.

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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.

STANDARDS OF CONDUCT

Each employee is responsible and accountable for their behavior and decisions. The following sets forth minimum standards of employee conduct. Failure to abide by these standards may result in disciplinary action, up to and including termination.

Direction from Supervision - To help guide their employees in the performance of their jobs, supervisors will often give specific, job-related direction to employees. The county expects employees to follow and abide by lawful and appropriate directives given to them by any supervisor within their chain of command. Employees are expected to perform their assigned duties as instructed by a supervisor and promptly comply with a supervisor's directives. Delay or refusal to perform assigned duties or to comply with a supervisor's direction will be considered "Insubordination" and constitutes a violation of this policy. In addition, behavior, public or private, from an employee which exhibits inappropriate expression of hostility, disloyalty, antagonism, or discontent toward supervision would constitute a violation of this policy.

Position Competency - Employees shall maintain sufficient competency to perform their duties and to assume the responsibilities of their position. Demonstrating inability to perform satisfactorily after a performance issue has been identified and/or corrective action has been taken to improve deficiencies; or repeated infractions of county policies and/or procedures will be considered "Incompetence" and constitutes a violation of this policy.

Regard of Duty - Employees shall fulfill their job duties and responsibilities at all times, including following all laws, and county policies related to such. Flagrant poor performance; loafing or sleeping on the job; misuse or abuse of time during work hours; or leaving the job during working hours without permission are all examples of violations of this policy. These and any other violation of this policy are considered "Neglect of Duty."

Professional Conduct - Employees shall always conduct themselves, both on and off duty, in such a manner as to reflect most favorably on the county. Any conduct that causes the county to be viewed unfavorably or reflects discredit upon an individual as an employee constitutes a violation of this policy. In addition, failure to display responsible behavior or act responsibly in the workplace, including behavior that disrupts job duties or normal work routine, or creates a risk of danger to the safety of others, constitutes a violation of this policy.

Confidential Information - In the course of their public employment, employees may be expected to handle or otherwise acquire knowledge of a variety of information, much of which is confidential in nature. Employees shall not inappropriately share or disclose confidential information and shall take steps to ensure such information is properly protected and used appropriately, solely for purposes of county business.

Records and Documents - In the course of their employment, employees may be expected to produce records, reports, and documents for both internal and external purposes. Accuracy and integrity relating to the data contained in those records, reports and documents is essential. Falsification of any record, report, or document, including timecards, is prohibited and will be handled in accordance with appropriate law and/or county policy.

Use of County Property - County vehicles, materials, uniforms badges, equipment, supplies, or other items used by or assigned to a county employee are for official county business only. Any

unauthorized or inappropriate use of county property; negligence in the care or handling of county property; intentional abuse or destruction of county property; and the theft of county property is prohibited. The use of county-owned computers, mobile phones and other electronic equipment is subject to the provisions of the county's Information Systems Technology (IST) policies.

Maintain Required Licenses and Certifications - Employees shall maintain all professional certifications and licenses required to perform their job duties and responsibilities. Failure to notify supervision of a lapse or loss of certification or license constitutes a violation of this policy.

The county will take disciplinary action up to and including dismissal if an employee's professional or personal conduct does not comply with the above Standards of Conduct.

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

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" or "Virtual Staffing" (refer to Administrative Procedure 6-12 for details).

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).

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.

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.

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.

DISCRIMINATION AND HARASSMENT

The county prohibits all forms of discrimination and harassment based on race, color, religion, national origin, political affiliation, sex, pregnancy, childbirth or related medical condition, age, marital status, sexual orientation, gender identity, 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).

“DRESS FOR YOUR DAY” - WORKPLACE ATTIRE POLICY

This policy provides you with the flexibility to choose appropriate and professional work attire based upon the activities of your workday and anticipated meetings with customers, county officials and business partners. Dress for Your Day (DFYD) embodies the basic sentiment that Chesterfield County trusts its employees to know how to exercise good judgment in choosing clothing for the workday, and this policy is intended to reinforce the county's trust in staff consistent with the county's values.

Contacts with residents by county employees reflect upon the county's image, and you should make every effort to leave a favorable impression by your sincere attitude, neat and professional appearance, and efficient performance of your duties. Customer

service remains the top priority, and all employees share in the responsibility to portray a positive image for the county. (refer to Administrative Procedure 6-29 for details).

This policy is intended for non-uniformed employees who work in office settings or work remotely. Employees of constitutional officers and the courts should follow the guidance of their respective leaders (refer to Administrative Procedure 6-29 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.

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.

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, national origin, political affiliation, sex, pregnancy, childbirth or related medical condition, age, marital status, sexual orientation, gender identity, disability, 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.

Chesterfield County policy prohibits discrimination against a qualified individual with a disability in any employment practice. The County will make reasonable accommodation to the known physical and mental impairments of an otherwise qualified employee with a disability, if necessary, to assist such employee in performing their job, unless the accommodation would impose an undue hardship on the County. And, in accordance with the Virginia Human Rights Act, Chesterfield County will provide employees reasonable accommodations for known limitations related to pregnancy, childbirth, or related medical conditions, including lactation, unless the accommodation would impose an undue hardship. Reference Administrative Procedure 6-18, Americans with Disabilities Act for more details.

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.

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).

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.

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.

REPORTING ARRESTS AND CONVICTIONS

All employees are required to report all misdemeanor and felony arrests and convictions to their department director no later than the next business day. 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 their duties.

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).

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.

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.

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).

III. CLASSIFICATION AND COMPENSATION

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).

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).

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.

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.

IV. BENEFITS FOR ELIGIBLE PART-TIME EMPLOYEES

An eligible part-time position is defined as a position for which the duties meet an ongoing operational need and for which the employee must regularly work 48 hours per pay period. If you are assigned to an eligible part-time position, you may participate in the following benefits: Part-Time Leave; Civil Leave; Military Leave; Flexible Spending Accounts; Health/Dental Insurance; Long-Term-Care Insurance and Tuition Assistance (after 12 months). These programs are outlined below.

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. Paid civil leave is only provided if your court or officer-of-election time is during a time when you are scheduled to work. If you will be on civil leave, you must notify your supervisor in advance (refer to Administrative Procedure 6-1 for details).

EMPLOYEE ASSISTANCE PROGRAM

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 child and elder care (refer to Administrative Procedure 6-22 for details).

EXTENDED HEALTH CARE COVERAGE

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

FAMILY MEDICAL LEAVE ACT (FMLA)

Part-time 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, may 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 thirty days in advance, except for unforeseen illnesses. You may choose to use PTL in order to continue in a paid leave status. Both paid and unpaid FMLA leave are counted toward the 12-week entitlement. Health care provider certification will be required.

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 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).

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.

HEALTH/DENTAL INSURANCE

Qualified part-time employees are eligible to participate in the county's health and dental plans at 100% employee cost. Coverage can only be added, deleted or changed due to 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).

LEAVE DONATION

You may be permitted to receive donated PTO, annual leave or PTL 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 in surrogacy (refer to Administrative Procedure 6-1 for details). Eligible part-time employees may not use donated leave in an amount exceeding their regularly scheduled hours per week.

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.

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 of parental leave, proportionate to the average number of hours worked per week, for activities related to the care and well-being of a newborn or adopted child, a foster care placement, medical recovery related to the birth of a child or a sick parent. Paid parental leave shall be taken in conjunction with FMLA.

PART-TIME LEAVE

Part-Time Leave (PTL) is a comprehensive program that recognizes the many diverse needs of employees for time off from work. PTL may be used to provide pay on county holidays, vacation or for absences due to illness, medical appointments or personal reasons. PTL must be requested in advance and approved by your supervisor. The rates in which you earn PTL 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 Continuous Part-Time Service	Accrual Per Pay Period	Total Accrued Annually	Carryover Maximum
0 – 5 years	4 hours*	96 hours	144 hours
Over 5 – 10 years	4.5 hours*	108 hours	162 hours
Over 10 – 20 years	5 hours*	120 hours	180 hours
Over 20 years	5.5 hours*	132 hours	198 hours

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

If you leave the county, you will be paid for accumulated PTL up to the maximum balance of 144 hours.

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, 12 months after your hire date. Your department director and the Learning and Performance Center approval are required. After you receive proper approval and a grade of "C" or better, you may request reimbursement (refer to Administrative Procedure 16-1 for details).

V. BENEFITS FOR ALL PART-TIME EMPLOYEES

COMMUNITY SERVICE LEAVE

At the discretion of your department director, you may be awarded paid community service leave. Talk with your supervisor for more details.

VIRGINIA CREDIT UNION

The Virginia 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.

DEFERRED COMPENSATION

The county offers Deferred Compensation Plans, which provide an additional source of retirement income. These plans are not intended to be savings accounts, as 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.

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 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.

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 the CountyNET for details).

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.

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.

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.

BENEFITS CHANGES

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

VI. 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!**