

REVISION OF THE LOCAL HR MANUAL

Amma Appiah, Policy Analyst Sr., Division of Human Resources

CODE BASIS FOR STATE BOARD'S ROLE

- ✘ Code of Virginia, §63.2-208;
- ✘ Code of Virginia, §63.2-217;
- ✘ Code of Virginia, §63.2-219;
- ✘ Code of Virginia, §63.2-325; and,
- ✘ Code of Virginia, §63.2-330.

CURRENT STATUS OF LOCAL HR MANUAL

- ✘ The current manual was created in 2005;
- ✘ It has been revised periodically, in 2007, 2009 & 2011;
- ✘ Changes are generally precipitated by changes in federal or state law; or,
- ✘ Requests by the local departments to expand or decrease policy areas in which they have discretion.

CURRENT STATUS, CONTD.

✘ Revisions to Manual in 2011:

Chapter 1	Chapter 2	Chapter 3	Chapter 4	Chapter 7
Removed EEO, ADA & Affirmative Action Plans to a new Chapter 1	Changed promotions percentage to 15%; increased salary range maximums	Changed military leave section to include FMLA rights under USERRA	Changed FMLA section to include expanded military leave entitlements and definitional changes necessitated by changes in federal law	Changed Code of Virginia citation

MANUAL REVISION PROCESS

- ✘ Most of the revisions to the manual have been precipitated by changes in federal or state law;
- ✘ Or requests by the local departments;
- ✘ Revisions to the manual are vetted through the Personnel Committee of the Virginia League of Social Service Executives;
- ✘ The Personnel Committee's input is used to augment or clarify any policy revisions being made before presentation to the Board for approval.

PROJECTED PLAN FOR FUTURE REVISIONS

February 2012	June 2012	October 2012
Remainder of Chapter 1	Chapter 6	Chapter 7
Local Hiring Policy	Performance Evaluation	Discipline
Any minor changes in other chapters	Any minor changes in other chapters	Any minor changes in other chapters

PROJECTED PLAN FOR FUTURE REVISIONS

February 2013	April 2013	August 2013	October 2013	December 2013
Social Worker Title Protection	Social Worker Title Protection	Chapter 3	Chapter 5	Chapter 8
		General Leave	Local operations	Personnel Records