
Administrative/Human Resources Manual for Local Departments of Social Services

Introduction

The Virginia Social Services System relies on a dedicated and competent workforce to assist its customers in working towards self-reliance. Cultivating a diverse workforce capable of accomplishing the system's mission is a key strategy of the Virginia Department of Social Services (Department) and Local Departments of Social Services (LDSS) and one that requires the commitment of Department and local partners throughout the Commonwealth. Part of that strategy is to manage the workforce in a fair and equitable manner, consistent with applicable laws, regulations, and policies.

Employees of LDSS are employees of their locality. The Administrative/Human Resources Manual for LDSS (hereafter called "Manual") sets forth policies and procedures for LDSS that follow the Department's personnel policies. The Manual recognizes that the LDSS abide by all applicable local, state, and federal laws and regulations affecting employment. In the case of any conflict between these policies and law, the applicable legal requirements will prevail.

Because the Manual is intended to acquaint local employees with the LDSS personnel policies, benefits, and related information, it should be read carefully. If an employee has any questions, the supervisor should be consulted for clarification.

The provisions in the Manual indicate current policies with respect to general employee matters and supersede all existing policies and practices, oral or in writing. The provisions may be amended at any time by the Department's Division of Human Resources (Department HR). The Department's HR is vested with the authority to interpret the policies in case of ambiguity.

Neither the employee nor the LDSS has entered into any contract of employment, express or implied based on this Manual or the policies therein.

**Administrative/Human Resources Manual for
Local Departments of Social Services**
