



COMMONWEALTH of VIRGINIA
DEPARTMENT OF SOCIAL SERVICES
Office of the Commissioner

S. Duke Storen
Commissioner

May 28, 2026

MEMORANDUM

TO: Members, State Board of Social Services

FROM: Duke Storen *S. Duke Storen*

ACTION: Request from King & Queen County DSS to Deviate from State Policy

The King & Queen County Department of Social Services is seeking State Board of Social Services approval to deviate from state human resources policy. If you have questions, please contact Jennifer Wright, Compliance Program Manager, 804-726-7033, Jennifer.wright@dss.virginia.gov.

DS:kc
Attachments



VIRGINIA DEPARTMENT OF SOCIAL SERVICES

LOCAL POLICY REQUEST FORM
Division of Human Resources

Name of Local Department of Social Services: King and Queen

Name of Local Jurisdiction: King and Queen Proposed Effective Date: June 1, 2026 20
July 1st 2026

Local administrative boards may choose to allow local departments to deviate from State Board approved policies by requesting to adopt specific local jurisdiction policies. Submission of this form serves as notice of the local administrative board's decision to allow this local department of social services to request to deviate from one or more of the State Board approved policies listed below and adopt the local jurisdiction policy or policies.

The local director must complete and submit this form to VDSS Human Resources for review prior to the State Board meeting where approval is sought. Adoption of the local jurisdiction becomes effective upon State Board approval. Deviation to the local jurisdiction's grievance procedure does not require State Board approval.*

For each policy option listed below, indicate if this local department of social services is requesting to adopt the local jurisdiction's policy. A copy of the applicable local jurisdiction policy or policies must be attached.

Policy Options	Local Jurisdiction Policy	VDSS-HR Reviewer	
		Review Completed	Reviewer Comments
Performance Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	
Standards of Conduct	<input type="checkbox"/>	<input type="checkbox"/>	
Leave	<input type="checkbox"/>	<input type="checkbox"/>	
Holiday Schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	No changes needed to deviate
Inclement Weather	<input type="checkbox"/>	<input type="checkbox"/>	
Probationary Period	<input type="checkbox"/>	<input type="checkbox"/>	
Layoff	<input type="checkbox"/>	<input type="checkbox"/>	
Classification	<input type="checkbox"/>	<input type="checkbox"/>	
Compensation	<input type="checkbox"/>	<input type="checkbox"/>	
Affirmative Action	<input type="checkbox"/>	<input type="checkbox"/>	
Political Activity	<input type="checkbox"/>	<input type="checkbox"/>	
Grievance Procedure*	<input type="checkbox"/>	<input type="checkbox"/>	

Signature below indicates approval of this local department of social services' policy request.

Linda W. Cooke
Name of Local Director *Linda W. Cooke* 02-20-2026
Signature of Local Director Date

Vivian Seay
Name of Local Board Chairperson *Vivian Seay* 02-20-2026
Signature of Local Board Chairperson Date

Signature below certifies that the local jurisdiction policy submitted with this request applies to all eligible employees of the local government.

Vivian Seay
Name of Local Jurisdiction Administrator *Vivian Seay* 02-20-2026
Signature of Local Jurisdiction Administrator Date

Betty Dougherty
Name of Local Jurisdiction HR Officer *Betty A. Dougherty* 2-24-2026
Signature of Local Jurisdiction HR Officer Date

For VDSS-HR Use Only: Signature below indicates that the applicable human resource policies of the local jurisdiction identified above have been reviewed by VDSS -- Division of Human Resources.

Zachary Davis
Name of VDSS - HR Reviewer *Zachary Davis* 4/17/2026 | 8:31 EDT
Signature of VDSS -- HR Reviewer Date

State Board Approval Yes No Date: _____



Local Policy Action Request Summary

Name of Local Jurisdiction: King and Queen County
 Action Request Presented By: Zachary Davis (VDSS HR-Compliance)
 Date of State Board Meeting: June 15th 2026

Indicate what (if any) policy area(s) the requesting jurisdiction is currently deviating in:			
<input type="checkbox"/> Affirmative Action	<input type="checkbox"/> Classification	<input type="checkbox"/> Compensation	<input type="checkbox"/> Grievance Procedure
<input type="checkbox"/> Holiday Schedule	<input checked="" type="checkbox"/> Inclement Weather	<input type="checkbox"/> Layoff	<input type="checkbox"/> Leave
<input type="checkbox"/> Performance Evaluation	<input type="checkbox"/> Political Activity	<input type="checkbox"/> Probationary Period	<input type="checkbox"/> Standards of Conduct
<input type="checkbox"/> The requesting jurisdiction is not currently deviating in any policy area(s).			
Indicate what policy area(s) the requesting jurisdiction is requesting approval to deviate in:			
<input type="checkbox"/> Affirmative Action	<input type="checkbox"/> Classification	<input type="checkbox"/> Compensation	<input type="checkbox"/> Grievance Procedure
<input checked="" type="checkbox"/> Holiday Schedule	<input type="checkbox"/> Inclement Weather	<input type="checkbox"/> Layoff	<input type="checkbox"/> Leave
<input type="checkbox"/> Performance Evaluation	<input type="checkbox"/> Political Activity	<input type="checkbox"/> Probationary Period	<input type="checkbox"/> Standards of Conduct

Instructions to VDSS-HR Representative:
 On the following page(s), note each of the policy areas in which the local jurisdiction is currently seeking to deviate, as well as how approval of the request will affect day-to-day operations of the LDSS. Note that the table below may be duplicated if additional space is needed.

Action Item: Holiday Schedule

Effect on Day-to-Day Operations:

- Currently, there is no difference noted between the King and Queen County and Commonwealth of Virginia holiday calendars; however, approval of this deviation would mean that future local jurisdiction actions related to Holiday Schedules (e.g., removing / adding holidays or making substantive changes to *2.28 Holidays*) would impact local DSS employees without input from State Board of Social Services.
- King and Queen County LDSS leadership has indicated that the primary impetus for this deviation request is to allow LDSS employees to receive holiday pay in the event the local Board of Supervisors elects to give additional days off (e.g., granting Friday as an additional leave day when Christmas falls on Saturday, or extending holidays which fall on Tuesday or Thursday into four day weekends) beyond those allowed in the state holiday schedule.

If approved, the proposed effective date for the requested change would be: July 1st 2026

By signing below, I indicate that the information presented is true and accurate to the best of my knowledge:

<u>Zachary E. Davis</u> VDSS-HR Reviewer (Print Name)	signed by: 015535A729F448C... VDSS-HR Reviewer (Signature)	<u>4/17/2026 8:31 EDT</u> Date
--	--	-------------------------------------

<p align="center">COUNTY OF KING & QUEEN ADMINISTRATIVE / HUMAN RESOURCE POLICIES</p>	<p>POLICY NUMBER: 3.0 - 3.14</p>
<p>SUBJECT: Leave and Benefits Policy</p>	<p>DATE APPROVED: September 13, 2021 SUPERCEDES: King and Queen Personnel Policy</p>
<p>AUTHORIZATION: Approved by the King and Queen Board of Supervisors on September 13, 2021</p>	

3.0 Benefits and Leave Overview

General Provision

In addition to good working conditions and competitive pay, it is King and Queen County’s policy to provide a combination of benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include paid time-off benefits such as vacation, holidays, and personal leave. The County also provides health insurance and other plan benefits. We are constantly reviewing and evaluating our benefit programs and policies to better meet present and future employee needs. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

This policy contains a brief outline of the benefit programs King and Queen County provides for our employees and their families. The information presented here is intended to serve only as a guideline. The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from Human Resources. Additionally, the provisions of the plans, including eligibility and benefits provisions, are detailed in the summary plan descriptions for each plan. Further, the County retains full discretionary authority to interpret the terms of the plans, as well as, full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility, and entitlement. While the County intends to maintain these employee benefits, it reserves the absolute right to modify, amend, or terminate these benefits at any time and for any reason. If employees have any questions regarding benefits, they should contact Human Resources.

COUNTY OF KING & QUEEN ADMINISTRATIVE / HUMAN RESOURCE POLICIES	POLICY NUMBER: 3.0 - 3.14
SUBJECT: Leave and Benefits Policy	DATE APPROVED: September 13, 2021 SUPERCEDES: King and Queen Personnel Policy
AUTHORIZATION: Approved by the King and Queen Board of Supervisors on September 13, 2021	

3.1 Paid Holidays

King and Queen County follows the state holiday schedule put in place by the Governor. The paid holidays are subject to change at any time based on annual changes made to the state holidays by the Governor. Human Resources will provide employees with an updated holiday schedule annually. Currently, full-time employees will be paid for the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Election Day
- Veterans' Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

The Board of Supervisors may approve additional days off throughout the year at their discretion. The additional days are generally provided as an extension of the holidays already approved by the Governor's office.

3.2 Vacation Leave

King and Queen County appreciates how hard employees work and recognizes the importance of providing time for rest and relaxation. Vacation time is accrued monthly for each pay period. Pay periods are defined as the first day of the month through the last day of the month.

An employee cannot use vacation leave until it is accrued. Therefore, the amount of vacation leave used during a pay period shall not exceed an employee's vacation leave balance at the