

**PERSONNEL GUIDELINES AND POLICIES
FOR THE EMPLOYEES OF THE
ROCKBRIDGE COUNTY PUBLIC SERVICE AUTHORITY**

	<u>PAGE</u>
<u>SECTION 1.00 GENERAL PROVISIONS</u>	
1.01 Responsibility for Administration	1-1
1.02 Purpose	1-1
1.03 Applicability of Rules	1-1
1.04 Dissemination of Rules	1-1
1.05 Definition of Employee Status	1-2
<u>SECTION 2.00 RECRUITMENT AND EMPLOYMENT OF STAFF PERSONNEL</u>	
2.01 Appointment Authority	2-1
2.02 Position Advertisements	2-1
2.03 Receipt of Applications	2-1
2.04 Application by Authority Employee	2-1
2.05 Physical Examinations	2-1
2.06 References and Investigations	2-1
2.07 Probationary Period for Employees	2-2
2.08 Occupational Safety and Health Policy Statement	2-2
2.09 Personnel Files	2-2
<u>SECTION 3.00 POSITION CLASSIFICATION PLAN/EMPLOYEE COMPENSATION</u>	
3.01 Establishment, Maintenance, and Amendment to the Classification Plan	3-1
3.02 Classification and Review of Positions	3-1
3.03 Position Creation Procedure	3-1
3.04 Change or Abolishment of Positions	3-1
3.05 Assignment/Transfer/Reorganization	3-1
3.06 Employee Compensation	3-2
<u>SECTION 4.00 HOURS OF WORK AND LEAVES OF ABSENCE</u>	
4.01 Hours of Operation	4-1
4.02 Work-Week/Hours of Work	4-1
4.03 Holiday, Annual, Sick and Other Leave	4-1
4.04 Annual Leave	4-2
4.05 Sick Leave	4-3
4.06 Workers' Compensation Leave	4-4
4.07 Civil Leave	4-4
4.08 Military Leave	4-5
4.09 Policy Regarding Inclement Weather	4-5
4.10 Family and Medical Leave Act (Supplemental Leave)	4-5

SECTION 5.00 EMPLOYEE BENEFITS AND EXPENSE REIMBURSEMENT

5.01	Workers' Compensation	5-1
5.02	Retirement and Group Life Insurance	5-1
5.03	Group Medical Insurance	5-1
5.04	Professional Development/Meals and Lodging	5-1
5.05	Travel	5-1
5.06	Reimbursement	5-2
5.07	Commuting Use of Vehicles	5-2
5.08	Uniforms	5-2

SECTION 6.00 CONDUCT OF AUTHORITY EMPLOYEES/ALCOHOL AND DRUG-FREE WORKPLACE

6.01	Outside Practice and Employment	6-1
6.02	Political Activities of Employees	6-1
6.03	Conflict of Interest	6-2
6.04	Nepotism	6-2
6.05	Public Statements	6-2
6.06	Gifts and Gratuities	6-3
6.07	Compliance with Alcohol/Drug Free Workplace Laws	6-3
6.08	Telephone, Visitors and Mail	6-4
6.09	Use of Authority Vehicles	6-4

SECTION 7.00 NONDISCRIMINATION/EEOC POLICY STATEMENT/SEXUAL HARASSMENT POLICY

7.01	Generally	7-1
7.02	Equal Employment Opportunity	7-1
7.03	Sexual Harassment	7-1
7.04	Sexual Harassment, EEO, Title VII and Title IX Compliance Officer	7-2

SECTION 8.00 ANNUAL PERFORMANCE REVIEW

8.01	Performance Review System	8-1
8.02	Procedures for Performance Review	8-1

SECTION 9.00 SEPARATION AND DISCIPLINARY ACTION

9.01	Generally	9-1
9.02	Resignation	9-1
9.03	Reduction in Force	9-1
9.04	Unsatisfactory Service	9-1
9.05	Disciplinary Action	9-1

SECTION 10.00 GRIEVANCE PROCEDURE

10.01	Policy Statement	10-1
10.02	Coverage	10-1
10.03	Determination of Greivability/Qualification for a Panel Hearing	10-1
10.04	Definition of Grievance	10-2
10.05	Procedures of Settlement	10-2
10.06	Non-Compliance with Procedural Requirements	10-5

SECTION 11.00 INTERPRETATION OF REGULATIONS

11.01	Authority for Interpretation	11-1
11.02	Procedure for Obtaining Official Interpretation	11-1
11.03	Severable Clause	11-1
11.04	Repeal of Conflicting Regulations	11-1
11.05	Amendments	11-1
11.06	Notification of Amendments	11-1

SECTION 12.00 HANDICAP CONDITIONS & SERIOUS DISEASES

12.01	Handicap Conditions	12-1
12.02	Serious Diseases	12-1

VEHICLE BENEFIT POLICY