

Personnel Committee Meeting
January 9, 2012, 9:30 AM
Second Floor, Conference Room AB
Berryville/Clarke County Government Center
101 Chalmers Court, Berryville, Virginia 22611

*Item
No.*

Description

1. Personnel Policy Review

01/09/2012 Update: Personnel Policy Revision 14 is provided in the packet, as well as various Fair Labor Standards fact sheets and explanations.

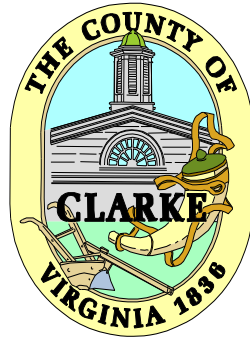
- A. Develop a leave pay out policy for current employees that have exceeded caps/limits for annual leave and/or compensation hours.
- B. Review of leave liability reduction request from the Clarke County Sheriff's Office and recommendation to the Board. Note: A similar request from the Department of Social Services to reduce compensation balances was referred to the Finance Committee by the Supervisors at their October 18 regular meeting. At this time, no recommendation has been made.

2. Expiration of Term for appointments expiring through March 2012.

01/09/2012 Update: For review and recommendation:

- A. The Appointments by Expiration Thru March 2012
- B. 2011 BOS Assignments by Supervisor / Staff Representative

County of Clarke, Virginia



Personnel Policies Manual

Distributed To: _____

County of Clarke – Personnel Policies

Record of Revision

Revision No.	Revision Date	Description	Final Approval
New	6/15/82	Prior 2003	7/1/82
1	2/19/85	⋮	
2	5/19/87	⋮	
3	12/15/87	⋮	
4	5/16/89	⋮	
5	12/19/89	⋮	
6	3/20/90	⋮	
7	12/20/94	⋮	
8	6/95	▼	
9	1/31/03	Add Time Sheet Submission Requirements; Add County Smoking Ordinance and Policy Memo date 5/27/97 to VI Smoking/Tobacco Use Policy under Section VI; Add Travel / Convention / Seminar Policy – Memo Dated 02/25/93; Add Cash Advances for Travel Policy [undated]; Add Credit Card Policy [undated]; County Employee Expense Policy adopted 12/21/99; Delayed Opening – Closure Policy adopted 3/19/96; Sexual Harassment Policy 10/3/94; Non-discrimination Policy adopted 10/16/02; Drug-free Workplace Policy revised 11/1/95 – ratified by Board action 11/21/95; Grievance Procedure Adopted 6/15/82 Effective 7/1/82 amended 10/16/84; 7/21/87; 9/17/91	
10	01/01/04	Sect III: 4.Comp. Leave – Add calculations for exempt & non-exempt and remove statement “hour-for-hour basis”; 11.Life Insurance – remove “under age 65” and change example from 9,200/20,000 to 22,600/46,000; 10.Retirement – Change from “The costs are shared...the County” to “The County bears the cost for the employee.” Remove 2 nd Paragraph An individual leaving ... monthly paycheck. Add Supporting Documents Section; Add Disciplinary Levels Sections; Revise Resignation & Termination Section to include processing guidelines for Annual Leave payouts and/or expense reports, as well as return of County property. Add under Policies: Employee Leave Authorization Requirements & add reference to section in Annual Leave Section; Add Absenteeism & Reporting Requirements	

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County of Clarke – Personnel Policies

I. Administration

1. *Purpose* It is the intention of the Board of Supervisors to provide uniform procedures of personnel administration, which will serve as an aid to achieving the goal of better public service to the County.

2. *Applicability* These policies apply to all regular employees under the Board of Supervisors. Temporary employees are not covered.

3. *Board of Supervisors* The Board of Supervisors shall be responsible for establishing personnel policies.

4. *Administrative Procedures* The County Administrator and the Board of Supervisors shall have responsibility for the administration of personnel policies including pay policies and the hiring and termination of employees.

5. *General Policy* It is the policy of the County of Clarke to fill each position with the best available qualified employee. The County is an equal opportunity employer. There is no discriminatory practice with respect to race, color, religion, national origin, political affiliation, sex, age, or handicap.

Employment of any person if such person is the father, mother, brother, sister, spouse, son, daughter, son-in-law or daughter-in-law, sister-in-law or brother-in-law of an elected or appointed official or employee of the County of Clarke shall be strongly discouraged.

6. *Probationary Period* All persons on original employment shall be on a probationary basis for a period of six (6) months. There is no appeal provided an employee who is released during the probationary period except where discrimination based on race, color, religion, national origin, political affiliation, sex or age, or handicap is claimed.

7. *Complaints & Grievances* All complaints and grievances, which an employee may have because of any action affecting his/her status or conditions of employment, shall be handled in accordance with the County of Clarke Grievance Procedure.

County of Clarke – Personnel Policies

II. Compensation of Employees

1. Policy

The pay of all employees is established by the pay plan for the class of position in which they are employed.

The County Administrator shall be responsible for developing and recommending to the Board of Supervisors an equitable pay plan for all employees.

In establishing and adjusting the pay plan, consideration shall be given to prevailing rates for comparable work in other public employment and private business, the current cost of living, and the County's financial condition and policy.

2. Salary Adjustments

The salary of each employee shall be reviewed annually by the County Administrator for the purpose of determining which employees shall receive salary increases.

Based upon his/her findings and the general financial condition of the County, the Administrator shall recommend individual increases or changes in the pay plan to the Board of Supervisors.

New employees shall not be eligible for cost-of-living or merit/market compensation adjustments for a period of one year from the initial month of employment, unless otherwise agreed.

3. Reduced Work Schedule

Purpose: The Purpose of this policy is to provide a mutually beneficial method by which the County and its employees can:

- Negotiate reductions in hours,
- Changes in schedules, and/or
- Extended leaves of absence while maintaining an employer-employee relationship with a specific individual.

This policy is in addition to, and does not substitute for, any time off, vacation, sick leave, or other leave, paid or unpaid, required by any federal, state or local law, ordinance or policy, or any provision of any individual employment contract or agreement.

County of Clarke – Personnel Policies

Eligibility: Any employee who has worked for the County for more than three years in a full time capacity is eligible to request time off, an extended leave, sabbatical, or other specially altered work schedule under the provisions of this policy.

Requests: Eligible employees who wish to apply for time off or altered hours shall:

- Make such request in writing, to the constitutional officer or departmental supervisor, setting forth the specific request,
- The term for which it is to continue, and
- The anticipated impact upon the office or department should the request be approved.

The Constitutional Officer or department head shall forward the request to the County Administrator along with a recommendation to approve or deny the request, citing the reasons for recommending approval or denial.

The County Administrator shall confer with the constitutional officer or department head, and the Joint Administrative Services Director to confirm the impact that granting the request would have on departmental operations and costs as well as the impact on employee benefits such as retirement, health and life insurance and other benefits.

Approval: The County Administrator shall approve or deny a request made under this policy and shall establish such terms and conditions as may be mutually beneficial to the employee and the County on such matters as term of agreement, continuation of benefits, payment of premiums, and other employment related matters.

Appeal: Any employee whose application for leave, or specially altered work schedule is denied by the County Administrator, or any employee who disagrees with the terms and conditions placed upon such request may appeal to the Board of Supervisors within 15 days of receiving the Administrator's decision.

The Board may uphold, reverse or modify the Administrators decision.

With respect to any agreement made pursuant to this policy all decisions of the Board of Supervisors are final.

County of Clarke – Personnel Policies

Early Termination of Agreement: Granting of leave under this policy is based, in part, upon factors not under the control of the County (i.e. death or illness of co-workers, natural or man-made disasters or emergencies, un-expected shift in workload or responsibility).

Any agreement made subject to this policy may be terminated by written notice provided to the employee not less than two weeks in advance of the date of termination or sooner if mutually agreed.

Future decisions regarding benefits or service credit: Reasonable effort will be made to disclose the impact of leave taken or reduced hours worked as a result of any agreement reached under this policy.

However, the County will not be responsible for reductions in future benefits should future interpretations of law or third party providers make decisions that adversely affect employees.

Not a contract for continued employment: No agreement entered into pursuant to this policy shall be construed to be a contract of employment or re-employment should business needs, economic conditions, or employee performance (past or present) warrant the separation of the employee.

Should the County determine that separation from employment is necessary or desirable it will be handled in the manner prescribed by the personnel policy in the same manner as if the employee had no agreement pursuant to this policy.

County of Clarke – Personnel Policies

III. Employee Benefits

1. Holidays

Clarke County will observe the following holiday schedule:

New Year's Day	January 1
Lee-Jackson's Day	Friday preceding the 3 rd Monday in January
Martin Luther King, Jr. Day	3 rd Monday in January
Washington's Birthday	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 st Monday in September
Columbus Day	2 nd Monday in October
Veteran's Day	November 11
Thanksgiving Day	4 th Thursday and Friday in November
Christmas Day	December 25

Holidays falling on Saturday and Sunday shall be observed on Friday and Monday respectively.

Additional holidays may be granted by the Board of Supervisors, the Governor of Virginia, or the President of the United States.

If the nature of services requires an office to remain open on a holiday, alternative plans for providing equal number of holidays may be authorized by the Board of Supervisors.

Permanent, part-time, hourly employees shall be eligible for holidays after three (3) years continuous service.

County of Clarke – Personnel Policies

2. *Annual Leave*

Annual leave is earned for the purpose of providing for scheduled absence for vacation, personal business, or unscheduled absence due to personal or family illness. The amount of annual leave earned each year depends on the length of service. Increases in annual leave in the tenth year of service shall become effective at the beginning of the fiscal year in which the anniversary occurs.

New employees earn leave at the initial rate during the probationary period.

Annual leave may be accumulated and carried forward from year to year until the maximum level is reached as set out below.

Staff limitations necessitate no more than five (5) days of annual leave be scheduled in advance without prior approval of the County Administrator. For submission requirements, see Employee Leave Authorization Requirements of this document.

<i>Years of Service</i>	<i>Annual Leave Earned/Month</i>	<i>Maximum Accumulation</i>
0 - 10	1.5	60
10+*	2.0	90

Employees classified as permanent part-time working a minimum of thirty (30) hours per week shall earn annual leave at the rate of eight (8) hours per month. This annual leave may be accumulated and carried forward from year to year until the maximum level of forty-five (45) days is reached.

Employees may be compensated for unused annual leave on termination of employment subject to limitations noted in these Personnel Policies relating to resignation and termination.

3. *Sick Leave*

Sick leave is to be considered as annual leave.

Exception: the Board of Supervisors may extend paid annual leave and other employee benefits beyond the accumulated level for employee's whose service, in the sole discretion of the Board of Supervisors, merits an extension of employee benefits beyond the level prescribed in the Personnel Policies. This section is to be used judiciously as determined by the Board of Supervisors.

County of Clarke – Personnel Policies

4. *Compensatory Leave*

Compensatory leave may be granted to an employee when work is required in addition to the regular work period. Such time will be credited only if the work is requested and authorized by the County Administrator. Compensatory time shall be taken only after approval by the County Administrator.

Compensatory Leave Calculations:

- ✓ Non-exempt employees, compensatory time is calculated at 1.5x for hours **worked over 40 regular hours**. If the workweek **is less than 40 regular hours worked**, as in the case of holidays; then, the compensation time will be calculated at 1x [hour for hour] for that week.
- ✓ Exempt employees, compensatory time is calculated at 1x [hour for hour] in all cases.

Compensatory leave records will be maintained by such person or persons designated by the County Administrator. In no case shall an employee keep his/her compensatory time record.

Compensatory leave credits may at no time exceed 30 days and must be used within 12 months following the date on which the leave was earned.

5. *Overtime Payment*

Employees eligible for overtime pay, as determined by the Department of Labor in administration of the Fair Labor Standards Act, shall obtain prior, written approval from the County Administrator for compensable overtime.

The rules governing application of overtime and rate payment shall be those prescribed by the U. S. Department of Labor and consistent with the provisions of the Fair Labor Standards Act.

6. *Workers Compensation Leave*

An employee incapacitated by injury or illness as defined by the Workers Compensation Act shall be entitled to leave benefits provided by the Act.

County of Clarke – Personnel Policies

7. *Civil Leave*

Leave with full pay shall be granted an employee for any absence necessary for serving on a jury or attending court as a witness under subpoena.

Compensation to employees for civil duties shall be turned over to the County when the employee receives his/her normal pay for the time he/she was on civil leave.

8. *Military Leave*

Probationary or permanent employees shall be granted a leave of absence without loss of vacation or sick leave for annual active duty training as a member of the National Guard or any reserve component for the Armed Forces of the United States, for a period not exceeding 15 calendar days.

An employee who is absent for militia duty under orders of the Governor pursuant to the Code of Virginia § 44-75.1 shall be entitled to a leave of absence with pay for the period of ordered absence.

A permanent employee who enters on active duty or who receives orders in any of the Armed Forces of the United States shall be entitled to military leave without pay and to reinstatement in a similar position upon return from active duty as prescribed by public law.

9. *Funeral Leave Policy*

The purpose of this policy is to provide an employee with leave in the event of the death of an immediate family member.

Funeral leave shall be defined as leave with pay granted to permanent, full-time employees only upon the death of a member of the immediate family. (The immediate family is defined as: spouse, parent, spouse's parent, son, daughter, brother, sister, grandparents, grandchild, step-children, step-parents, guardian, relative of spouse and any persons residing in the same household as the employee.)

Funeral leave shall be granted by the Department Head if requested by the employee for a period of not to exceed three (3) consecutive working days. This leave shall commence upon notification and approval by the Department Head. In the event of multiple deaths in the employee's immediate family, each death shall be treated separately and the funeral leave shall be granted accordingly.

If more than the allotted number of days leave is required, or if leave is desired for a death other than the immediate family, written notification shall be submitted to the Department Head and County Administrator for approval.

County of Clarke – Personnel Policies

10. Retirement The County is a participant of the Virginia Supplemental Retirement System, a plan that is mandatory for all regular full-time employees. The Commonwealth of Virginia supplements Federal Social Security benefits with provisions for retirement due to disability or age. The County bears the cost for the employee.

11. Life Insurance Permanent full-time employees are insured for twice the next \$1,000 of their annual salary. Thus, an employee making \$22,600 annually is insured for \$46,000.

The County pays the full cost of this insurance. This program is an adjunct program of the Virginia Supplemental Retirement System.

12. Health Insurance

A. Eligibility: All regular, full-time employees of the County, who are actively at work, and all elected officials, are eligible the month following the first pay check to participate in the County's Group Insurance Program.

Temporary, substitute, seasonal, and other part-time employees not meeting definitions contained in the plan document are not eligible.

Participating employees and elected officials with at least eight (8) years of service or five (5) years of service with medical disability may remain on the County health insurance program on an individually paid basis after leaving service with the County. Such participants, who have left county service, and who discontinue participation, are not eligible for reinstatement.

B. Plan Changes: It is vitally important that employees understand that the plan changes periodically, according to availability of coverage and carrier. Employees should consult the plan documents for answers to specific questions regarding cost, eligibility, beginning of coverage, and limits of protection.

County of Clarke – Personnel Policies

- C. COBRA Rights:
1. The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Clarke County's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.
 2. Under COBRA, the employee or beneficiary pays the full cost of coverage at Clarke County's group rates plus an administration fee.
 3. Clarke County provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Clarke County's health insurance plan.

Clarke County's policies, practices and benefits are continuously reviewed for appropriateness and compliance with the law and we expect to change them from time to time. You should always check with your supervisor for the most current information. Benefit plans are defined in legal documents such as insurance contracts, official plan texts and trust agreements. This means that if a question ever arises about the nature and extent of plan benefits or if there is conflicting language, the formal language of the plan documents govern, not the informal working of this policy.

County of Clarke – Personnel Policies

13. *Tuition Assistance* This program is designed for full-time permanent employees to continue their education. Tuition assistance may be granted by the Board of Supervisors on a case-by-case basis for successfully completed courses, which are job related and/or prerequisites for job-related courses.
- a) Tuition assistance is provided upon the expectation that the public will benefit from the knowledge that the employee gains. Employees to whom tuition assistance is offered should be full-time, regular employees who have an established relationship with the county. (Three-year tenure recommended).
 - b) Requests for tuition assistance should be approved by the department supervisor and are to be made in writing to the Personnel Committee prior to enrolling for the class or classes for which assistance is requested. If approved, reimbursement for tuition expenses shall be paid upon presentation of proof of registration and payment of tuition.
 - c) Tuition assistance shall be paid from the training and education line items of the department budget. In the event insufficient funds are available, the Board of Supervisors must approve supplemental appropriations to cover the expected expense.
 - d) Employees for whom tuition assistance is provided agree to continue their employment with the county for a minimum period of two years after completion of the course or courses for which assistance is provided. Employees who are involuntarily separated will not be required to reimburse the county.
 - e) Employees for whom tuition assistance is provided agree to successfully complete each course for which assistance is provided. Successful completion shall be defined as a grade of "C" or better or the equivalent of a "C" on any other grading scale. Employees that do not successfully complete any course will reimburse the county for any assistance provided for that course.
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County of Clarke – Personnel Policies

IV. Discipline

1. Policy

Employees are expected to apply themselves to their assigned duties during the full schedule for which they are being compensated.

Unacceptable conduct shall be subject to disciplinary action.

2. Causes for Disciplinary Action

The following are examples that might be cause for disciplinary action. The offenses listed are not meant to be all inclusive:

- a) Unsatisfactory attendance or excessive tardiness.
 - b) Insubordination or unwillingness to render satisfactory service.
 - c) Acts of incompetence.
 - d) Act of misconduct while on duty.
 - e) Intentional failure or refusal to carry out instructions.
 - f) Conduct unbecoming an employee of the County during working hours or while representing the County.
 - g) Dealing with the public in a discourteous or unprofessional manner.
 - h) Failure to report or absence without notice to supervisor.
 - i) Failure to properly report accidents or personal injuries.
 - j) Willful disregard of orders.
 - k) Willfully giving false statements to officials or the public; falsifying records such as time records, leave records, or vouchers; negligence with County property or taking such property for his/her own use.
 - l) The feigning of illness.
 - m) Misappropriation, destruction, theft or conversion of County Property.
 - n) Neglect or carelessness resulting in damage to County Property.
 - o) Conviction of a felony
 - p) Employees subsequently becoming physically or mentally unfit for the satisfactory performance of his/her duties.
 - q) Reporting to work under the influence of an intoxicant or illegal substance; possessing or using it on County Property.
 - r) Absence from designated work area without permission.
 - s) Conducting personal business on County's time.
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County of Clarke – Personnel Policies

- t) Failure to follow safety regulations.
 - u) Accepting in the course of work, favors, gifts, gratuities or any other valuable thing, which could reasonably be construed as influencing the performance of County duties and responsibilities.
 - v) Has used or attempted to use political influence in the securing of a promotion, leave of absence, transfer or any change in status as employee of the County.
 - w) Has dispensed special favors or privileges in the course of work not available generally to citizens or used confidential information obtained during the course of work for personal gain or private benefits of others.
-

3. *Disciplinary Levels*

Disciplinary Levels are provided for guidance. Dependent upon the severity of the action of an employee, these levels may be interchanged and/or waived entirely.

Should an employee's misconduct result in immediate termination, the employee may proceed to the Grievance Procedure if desired. See the Grievance Procedure Section of this document for details.

Level 1 – Verbal
Warning

A Supervisor may issue a verbal warning.

The number of verbal warnings given to any employee is dependent upon the severity of the problem and at the discretion of the Supervisor.

The content and date of these verbal warnings shall be documented and kept in the employee's file.

Level 2 – Written
Warning

Use Form F1211-13, Employee Corrective Action, the Supervisor shall provide a written warning to the employee detailing the nature of the problem and any steps the employee shall take to correct the matter.

A copy of the written warning shall be forwarded to the County Administrator for inclusion in the employee's personnel file.

Should two written warnings be issued within a six-month period, the matter shall be scheduled for a Level 3 conference as described below.

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Level 3 – Conference w/Supervisor & County Administrator

If the severity of the problem necessitates, an informal conference shall be held with the employee, their supervisor and the County Administrator.

During this conference, both the employee and the supervisor shall be given an opportunity to speak.

On Form F1211-13, Employee Corrective Action, where possible, any actions required to resolve the situation shall be documented and provided to the employee, the supervisor and the employee's personnel file.

Level 4 – Termination

If the problem cannot be resolved through verbal or written warnings and/or a conference with the County Administrator, the employee shall be terminated.

See Section V. Termination and Resignation for details on requirements for terminated employees.

See the Grievance Procedure Section of this document for details of the terminated employee's responsibilities and overview of the grievance process.

County of Clarke – Personnel Policies

V. Resignation and Termination

1. Notice of Resignation

To provide adequate transition time for the transfer of responsibilities and staff replacement, an employee who plans to resign is required to provide **twenty (20) working days written notice** to the County Administrator.

Note: Failure to provide notice of resignation as required shall result in an employee forfeiting accumulated annual leave at the rate of one (1) day for each day the notice is short of the required period.

This provision of notice is not required in the event of involuntary termination.

2. Compensation for Annual Leave After Resignation & Return of County Property

Annual Leave shall be prorated for the month the employee terminates.

All County property shall be returned to your Supervisor or Purchasing by the end of your last day worked where possible but not later than five calendar days of your last day worked.

Annual Leave shall be processed for payment with the next, regularly scheduled payroll following verification of receipt of all County property.

The departing employee shall be held liable for:

- ✓ loss or damage to County property should they fail to **properly** transfer; and,
 - ✓ cost of replacement. Where possible, the cost shall be deducted from any annual leave payout.
 - ✓ cost of unauthorized expenditures. Where possible, the cost shall be deducted from any annual leave payout.
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County of Clarke – Personnel Policies

3. Compensation for Annual Leave After Termination & Return of County Property

Annual Leave shall be prorated for the month the employee terminates.

All County property shall be returned to your Supervisor or Purchasing, where possible, on the day of termination but not later than five calendar days of your termination date.

Annual Leave shall be paid out to the terminated employee with the next, regularly scheduled payroll following verification of receipt of all County property.

Note: No payment will be made on termination for compensatory hours not used.

The terminated employee shall be held liable for:

- ✓ loss or damage to County property should they fail to **properly** transfer; and,
- ✓ cost of replacement. Where possible, the cost shall be deducted from any annual leave payout.
- ✓ cost of unauthorized expenditures. Where possible, the cost shall be deducted from any annual leave payout.

4. Reimbursement of Expenses After Termination / Resignation

All requests for expense reimbursement shall be processed for payment with the next, regularly scheduled accounts payable check run subject to:

- ✓ verification and approval of expenditures.
 - ✓ verification of receipt of all County property.
 - ✓ *where applicable*, reimbursement of cost of replacement of lost or damaged County property if there is insufficient annual leave to cover the expense.
 - ✓ *where applicable*, reimbursement of cost of unauthorized expenditures if there is insufficient annual leave to cover the expense.
-

County of Clarke – Personnel Policies

VI. Smoking/Use of Tobacco Products Policy

Chapter 152 County Ordinance

[HISTORY: Adopted by the Board of Supervisors of Clarke County 11-21-1989. Amendments noted where applicable.]

GENERAL REFERENCES

County-owned property -- See Ch. 74.

CODE OF VIRGINIA REFERENCES

§ 15.2-2800, et seq., Virginia Indoor Clean Air Act.

§ 152-1. Statement of intent.

Because smoking of tobacco or any other weed or plant is a positive danger to the health of the inhabitants of the County of Clarke, Virginia, and is further a material annoyance, inconvenience, discomfort and a health hazard to those who are present in confined spaces in which smoking occurs, and in order to serve the public health, safety and welfare, the declared purpose of this chapter is to prohibit the smoking of tobacco or any weed or plant in certain public places as defined herein, except in designated smoking areas.

§ 152-2. Definitions.

For the purpose of this chapter, these words and phrases shall have the following meanings:

COUNTY BUILDING -- Any portion of a building owned or leased by and exclusively managed and controlled by the government of the County of Clarke or any of its component departments, offices and agencies which is open to the public or in which the public is invited or permitted.

SMOKE or SMOKING -- The act of smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind or the lighting of a cigar, cigarette or pipe of any kind.

§ 152-3. Smoking prohibited in county buildings.

It shall be unlawful for any person to smoke in any of the following facilities: county buildings.

County of Clarke – Personnel Policies

§ 152-4. *Exceptions.* The prohibition of this chapter shall not apply to the following:

- A. Lawfully designated smoking areas.
- B. Private offices.

§ 152-5. *Designated smoking area.* The person or entity in charge of any building in which smoking is prohibited may designate separate rooms or areas in which smoking is permitted, provided that:

- A. Designated smoking rooms or areas shall be reasonably separate from the rooms or areas entered by the public in the normal course of business or use of the facilities and shall be indicated by sign(s) in the area.
 - B. In designated smoking areas, existing physical barriers and/or ventilation systems shall be used when possible to minimize the toxic effect of smoke in adjacent nonsmoking areas. In any event, it shall be the responsibility of the person or entity in charge of such to provide smoke-free areas for nonsmokers within the building.
-

§ 152-6. *Posting of signs.* A. The person or entity in charge of any building in which smoking is prohibited shall post conspicuous sign(s) at least five inches in height, which shall read as follows:

§ 152-6. *Posting of signs. Continued*

NO SMOKING
COUNTY ORDINANCE
PROHIBITS THE CARRYING
OF LIGHTED TOBACCO
PRODUCTS OF ANY KIND
\$25.00 FINE

- B. The letters in the words "No Smoking" on the sign required by this section shall be at least 1 1/2 inches in height.
-

§ 152-7. *Violations and penalties.* Penalties for violation of the provisions of this chapter shall be as provided in Chapter 1, General Provisions, Article I.

County of Clarke – Personnel Policies

General Information

1. Employee efforts to stop smoking/tobacco products use shall be encouraged and supported by Clarke County Government.
 2. Making hiring decisions on the basis of whether or not an individual smokes or uses tobacco products is not a merit factor and is therefore not allowed. It shall not be a condition of employment that an employee be a non-user except in special circumstances where, for example, the County's liability is involved.
 3. Signs must be posted advising that smoking/tobacco products use is prohibited in those areas in which it is prohibited. Signs must also be posted advising where smoking/tobacco products use is allowed.
 4. This Smoking/Use of Tobacco Products Policy will apply to all County employees and the visiting public while in County buildings or attending County functions.
 5. Violators will be reported to the Department Head or supervisory authority, who in turn will be expected to effect disciplinary action.
-

County of Clarke – Personnel Policies

Policies

Delayed Opening – Closure Policy

Delayed Opening/Closure: In cases where an overnight or early morning event causes the delayed opening or closure of one or more of the County's facilities,

- The County Administrator will make an official declaration, identifying the locations and employees affected and the amended time of opening.
- The County Administrator shall communicate the declaration to:
 - The Department Heads responsible for the facilities affected by the declaration,
 - The Clarke County Communications Center for general announcement, and
 - Local radio and cable systems.

When possible, such decisions will be made and announced prior to the normally scheduled opening time.

Early Closing: In cases where events occurring during the workday require the closing of one or more of the County's facilities,

- The County Administrator will make an official declaration, identifying the locations and employees affected and the amended time of closing.
- The County Administrator shall communicate the declaration to:
 - The Department Heads responsible for the facilities affected by the declaration,
 - The Clarke County Communications Center for general announcement, and
 - Local radio and cable systems.

When possible, such decisions will be made and announced prior to the normally schedule for closing.

In the absence of a delayed opening, closure, or early closing declaration, all departments are to open and remain operational during normal business hours. Department Heads and employees should anticipate normally occurring weather conditions or commuting difficulties and arrange for employees who can do so to report and/or alternate coverage.

In the event of a delayed opening or early closing, employees affected by the declaration shall not be charged with leave for that time during which the facility is closed.

Employees who lose time due to weather-related commuting absences may

County of Clarke – Personnel Policies

make up that time on an hour-for-hour basis within the 30 days following the absence. Time not made up within 30 days shall be deducted from accrued leave.

*Procedure for
Determining Delayed
Opening / Closing*

Essentially the same procedure shall be followed for early closing or for cancelled operations.

Weather: When overnight or early morning weather events are forecast to cause widespread difficulty and danger in morning commutes and/or delays in removing snow or ice from County parking lots and sidewalks, the County Administrator shall review weather forecasts and consult with the Resident Manager for VDOT and the Maintenance Supervisor regarding road conditions and the expected difficulty in removing snow or ice from parking lots and sidewalks.

Should it appear that a delay in opening will result in measurably safer travel for employees and citizens desiring or required to transact business or that additional time is needed to clear parking lots and sidewalks, a delayed opening shall be declared. Prior to such declaration, the County Administrator shall check with Constitutional Officers to determine which, if any, employees shall be exempt from the delay or closure so that such information can be included in the declaration. Only those County facilities that must be closed will be. If possible, when a single facility is closed, effort will be made to reassign staff to open facilities.

Utility Failure, Fire, Explosion, or other Emergency: When utility failure, fire, explosion, or other emergency occurs, the result of which is to threaten the health or safety of employees or of citizens desiring or required to transact business, at or near the location of such emergency, a delayed opening shall be declared.

Prior to such declaration, the County Administrator shall consult with the appropriate Fire, Law Enforcement, or Utility representatives regarding recommended safety precautions.

The County Administrator shall check with Constitutional Officers to determine which, if any, employees shall be exempt from the delay or closure so that such information can be included in the declaration. Only those County facilities that must be closed will be. If possible, when a single facility is closed, effort will be made to reassign staff to open facilities.

County of Clarke – Personnel Policies

*Travel, Meal, And
Mileage
Reimbursements*

Refer to Article 19: Travel, Meal, And Mileage Reimbursements in the Clarke County Department Of Joint Administrative Services Purchasing Department Procurement Policies And Procedures Manual.

County of Clarke – Personnel Policies

Employee Privacy Policy

Use and Monitoring of County Resources The County provides its employees with office space, furniture, supplies and technology in order to perform their jobs in an efficient manner.

- All materials produced by employees during work time or using County resources are the property of the County.
 - Employees have no expectation of privacy in items produced, sent, received, provided or worked on during work time or using County property.
 - Telephone, e-mail and other communication or use of County equipment may be monitored and any inappropriate use may result in disciplinary action.
-

Internet Use The County provides unlimited access to the Internet and the World Wide Web to its employees to assist them in doing their jobs more efficiently.

- Employees will be provided with passwords and e-mail addresses to enable them to use the account; these addresses and passwords are not provided to make employee's usage confidential or private.
 - E-mail records are business records of the County.
 - Using the County's Internet access in a manner that reflects negatively on the County constitutes grounds for disciplinary action, up to and including discharge.
 - Employees are representatives of the County when using the County's Internet account, equipment or resources. Accordingly, they are expected to act and to communicate professionally, not to engage in any commercial, inappropriate or illegal activities, or to use the account excessively for personal business.
 - The County will have access to a log of all usage, including a list of employees who have used the Internet and the sites they visited.
 - The County may monitor this usage and employees found to be abusing usage or using the Internet inappropriately will be subject to disciplinary action.
-

County of Clarke – Personnel Policies

Other Communications The County provides electronic, digital, wire and other equipment for business purposes.

- The use of this equipment is for business purposes and should not be used excessively for personal use.
 - Messages received, sent and stored on this equipment are subject to monitoring and in the course of this monitoring may be reviewed for content.
 - Employees should be aware that there are stored records of all communications.
 - There should be no expectation of privacy in any communications received, sent, or stored on equipment or service provided by the County.
-

County of Clarke – Personnel Policies

*Sexual Harassment
Policy*

The purpose of this policy is to reaffirm policy prohibiting sexual harassment and to remind that each supervisor is to clearly enunciate this policy to every person supervised.

Sexual Harassment is defined as:

Knowingly making sexual advances, requests for sexual favors, and other such verbal or physical conduct or creating an intimidating, hostile, or offensive environment by such conduct known to be unwelcome; continuing such conduct despite this knowledge; creating a hostile or unpleasant environment or tying or attempting to tie conditions or benefits or employment to acceptance of requests for sexual favors or conduct.

Graphic or degrading comments of a sexual nature, intrusive questions about an individual's personal sex life or the request or demand for sexual conversation or favors accompanied by an implied or explicit threat.

Flirtations or sexual innuendo that are repeated, unsolicited, and clearly unwelcome.

Conduct that creates an intimidating, hostile, humiliating, or offensive environment.

Though sexual harassment is most often depicted as occurring between a supervisor and a subordinate it is important to point out that it is not necessary to be a person's supervisor or even of a different sex in order for sexual harassment to occur.

Sexual harassment, either overt or subtle, is illegal and constitutes employee misconduct. Anyone engaging in sexual harassment will be subject to disciplinary action, up to and including termination of employment.

County of Clarke – Personnel Policies

*Sexual Harassment
Policy continued*

You are to instruct employees that wish to report sexual harassment to do so promptly. If for any reason the employee feels it inappropriate to report such conduct to you, they are encouraged to report it to the County Administrator or a member of the Board of Supervisors. All such reports will be thoroughly investigated and appropriate action taken.

If you are in any way unclear on this matter, please arrange to meet with your supervisor or the County Administrator to further discuss this matter.

*Non-discrimination
Policy*

The County of Clarke or any employee thereof will not discriminate against an employee or applicant for employment because of:

- race,
- age,
- handicap,
- creed,
- religion,
- color,
- sex, or
- national origin.

Administrative and Personnel officials will take affirmative action to insure that this policy shall include, but not be limited, to the following:

- employment,
 - upgrading,
 - demotion or transfer;
 - rates of pay or other forms of compensation; and
 - selection for training.
-

County of Clarke – Personnel Policies

*Drug-free Workplace
Policy*

It is the desire of the Clarke County Board of Supervisors to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Clarke County premises, or while conducting business activities off Clarke County premises, no employee may unlawfully manufacture, distribute, dispense, possess, possess with intent to distribute, use, or be under the influence of, a controlled substance.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment consistent with the requirements of the Rehabilitation Act of 1973, as amended, and/or required satisfactory participation in a substance abuse rehabilitation or treatment program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency. Such violations may also have legal consequences.

Employees who have problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program through Clarke County's health insurance benefit coverage or avail themselves of the assistance provided through one or more of the following:

Northwestern Community Services
158 Front Royal Road
Winchester, VA 22602
Phone: 540-667-8892

Division of Court Services
317 South Cameron Street
Winchester, VA 22601
Phone: 540-665-5633

Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all Clarke County policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause Clarke County any undue hardship.

Any employee who is convicted of a violation of a criminal drug statute occurring in the workplace or while conducting business activities off Clarke County premises is required to notify the County Administrator in writing of said conviction within five [5] calendar days after such conviction.

Employees who accept or continue employment with Clarke County agree to abide by the terms and conditions of this policy as a condition of employment.

County of Clarke – Personnel Policies

*Time Sheet
Submission
Requirements*

Every County employee is required to submit a time sheet. By signing the time sheet, an employee is certifying that they have neither reported hours not worked nor worked hours not reported.

Note: Falsification of time records is cause for dismissal.

The timely submission of time sheets that are both accurate and complete is a condition of continued employment. Failure to submit an accurate, complete time sheet in a timely manner will result in delayed processing of your pay. Repeated failure will be construed as constructive notice of your desire to resign and you will be contacted to arrange a meeting to discuss your desire to end your employment with the County.

*Employee Leave
Authorization
Requirements*

Except in cases of illness or emergency, leave must be approved in advance. All employees are required to complete and submit an Employee Leave Authorization Form, F1211-03, with as much advance notice as possible.

The completed Employee Leave Authorization form shall be authorized/reviewed by the following persons:

- Department Head,
- Deputy Clerk, who verifies the availability of Leave/Compensation hours and logs on Leave Calendar; and,
- County Administrator.

When granting employee leave, Department Heads/Supervisors are required to:

- Ensure coverage of all required department activities; and,
- To be fair to all persons in the department with regard to the distribution of leave.

Note: Leave is taken at the employer's discretion.

*Absenteeism and
Reporting
Requirements*

If unable to report for duty, an employee must notify their immediate supervisor within two [2] hours of beginning the regularly, scheduled work shift.

Recurrent absenteeism and tardiness that interferes with the functioning of the County shall result in disciplinary action.

County of Clarke – Personnel Policies

Contagious Temporary Illness Policy and Procedures

Purpose The purpose of this policy is to offer guidance to employees and supervisors in the event of an employee's contagious temporary illness. Clarke County understands that employees who are ill with a contagious temporary illness such as H1N1, colds, and other viruses still need to continue with their normal daily activities, which includes working. In determining whether an employee with a short-term temporary contagious illness may continue to work, several factors need to be considered.

1. The employee should be able to perform the essential job duties of his job (with or without reasonable accommodation) and meet regular performance standards.
2. In the judgment of the County management, the employee's continued presence in the work place should pose no risk to either the employee, fellow coworkers, or to the public.
3. If an employee disputes the County's determination that such a risk exists, the employee must submit a statement from his or her attending health care provider that the employee's continued presence in the work place poses no significant health risk to the employee, other employees, customers, or the public.

Definitions Control measures: measures taken to attempt to restrict the severity of an outbreak of a communicable temporary illness

Epidemic: a disease occurring suddenly in a community, region or country in numbers clearly in excess of normal. This includes the occurrence of several cases of a disease associated with a common source.

Pandemic: the worldwide outbreak of a serious communicable disease in numbers clearly in excess of normal.

Incubation period: the time, usually in days, between exposure to an illness and the onset of symptoms.

Isolation: restriction of movement and/or action of individuals infected with a communicable disease to reduce the chance of spreading disease.

Quarantine: restriction of movement and/or action of individuals who are known to have been exposed to or may reasonably be suspected to have been exposed to a communicable disease and who do not yet show signs or

County of Clarke – Personnel Policies

symptoms of infection.

Mandatory employees: employees with permanent, probationary, time-limited or trainee appointments who are required to work during a public health emergency because their positions have been designated by their agencies as mandatory to agency operations during the emergency.

Social distancing: actions taken to reduce the opportunities for close contact between people in order to limit the spread of a disease.

Employee
Responsibilities

Employees are asked to stay at home and use their paid leave if they are experiencing the following flu-like / viral or other symptoms of temporary contagious illness, where applicable:

- Fever of 100 degrees or greater
- Cough, sore throat, body aches, headache and other respiratory symptoms such as runny nose and sneezing
- Vomiting and diarrhea
- Skin eruptions, rash

An employee who becomes ill with flu-like / viral or other symptoms of temporary contagious illness while at work should immediately report to his/her supervisor and leave the work place as soon as possible. He/she should put on a surgical mask to cut down on the risk of exposing other employees and the public until he/she has exited the work place.

Employees who have exhausted paid leave will be granted leave without pay of up to one week for either their own illness or to care for an ill family member.

The need for additional unpaid leave will be handled on a case-by-case basis and will depend on each individual's extenuating circumstances.

You should not return to work until you have been fever free for 24 hours without taking fever-reducing medications such as ibuprofen or acetaminophen or have been released back to work by your treating physician.

Supervisor
Responsibilities

Supervisors should do the following:

- Encourage employees who become ill with flu-like / viral or other symptoms of temporary contagious illness while at work to put on a face mask and exit the work place as soon as possible.
 - Remind them that employees are given paid leave for such instances. If an
-

County of Clarke – Personnel Policies

employee has exhausted all paid leave, explain that he will be granted leave without pay until the illness has abated. Family medical leave may be granted if the illness meets the definition for FMLA designation.

- Ask your employees to stay at home if they are exhibiting flu-like / viral or other symptoms of temporary contagious illness. They should consult their health care provider to see if taking an antiviral medication is recommended. Antiviral medications, given early enough in the illness, can often reduce the length and severity of symptoms. A prescription is necessary to receive antiviral medication. Some health care providers may only recommend antiviral medications for persons with other health problems that put them at increased risk for complications from the flu (i.e. asthma, heart conditions, pregnancy, etc.)
- Remind employees that they should not return to work until they have been fever free for at least 24 hours without the aid of medications.
- Encourage everyone at work to wash their hands frequently, especially after coughing or sneezing.
 - Use tissues to cover the mouth and nose when coughing or sneezing and then throw them away.
 - If a tissue is not available, advise employees that they should sneeze or cough into their elbow.
- Remind employees that it is important not to use another employee's phone, pencils and other office tools, especially if others are exhibiting symptoms of illness.
- Provide for cross-training of employees so work may continue as smoothly as possible in the event of the absence of several employees at one time.

County Responsibilities Provide for seasonal flu shots through the Local Choice health care program. Non-participating employees should consult their health care provider.

Control Measures The County urges departments to use social distancing measures as a first defense against the spread of a contagious temporary illness. Examples of social distancing include:

- Reducing face-to-face exposure by using conference calls and video conferencing;
- Avoiding unnecessary travel;

County of Clarke – Personnel Policies

- Canceling meetings, workshops, training sessions and scheduled events; and
- Installing protective barriers between workstations or increasing space between workers.

In the event that isolation or a quarantine become necessary as control measures to mitigate the spread of a communicable disease, the directives for those measures would be issued by the Virginia Department of Health.

In cases of extreme absenteeism due to temporary contagious illness, the County governing body or the County Administrator have the authority to close County offices if necessary.

Mandatory Employees Each department shall predetermine and designate mandatory operations and designate the employees to staff these operations.

Mandatory employees may be excused from work if they are quarantined or ill, if they are required to care for a member of the immediate family who is quarantined or ill or if they are a parent (or guardian) who is required to stay home with underage children because of the closure of a day care facility, public school or eldercare facility.

Each department shall maintain a list of mandatory employees by position, including current employee name and contact information. The department shall develop an alternative plan for personnel in case the designated mandatory personnel are unable to work. Alternative workers may include current employees who are not designated as mandatory but who possess the skills to fill in for mandatory employees, retirees, contract workers or other temporary employees. This will be especially important in a pandemic that may last for several weeks or months.

Employees who are designated as mandatory shall be notified of such designation and the requirement to report for or remain at work in emergency situations. If mandatory personnel are required to remain at the worksite for an extended period of time, the County will provide adequate housing and food.

Employees designated as mandatory may be subject to disciplinary action, up to and including termination of employment for willful failure to report for or remain at work. Each situation will be reviewed on a case-by-case basis to determine appropriate action.

County of Clarke – Personnel Policies

Grievance Procedure

Purpose

The most effective accomplishment of the work of the County requires prompt consideration and equitable adjustment of employee grievances. It is the desire of the County Board of Supervisors that grievances be adjusted informally, and both supervisors and employees are expected to make every effort to resolve problems as they arise. However, it is recognized that there will be grievances, which will be resolved only after a formal appeal and panel review.

Coverage of Personnel

Unless otherwise proved by law, all non-probationary, permanent full-time and part-time employees of the Clarke County Board of Supervisors are eligible to file grievances with the following exceptions:

- a) Appointees of elected groups or individuals;
- b) Officials and employees who by charter or other law serve at the will or pleasure of an appointing authority;
- c) Deputies and executive assistants to the chief administrative officer of the county;
- d) Agency heads or chief executive officers of government operations;
- e) Employees whose terms of employment are limited by law;
- f) Temporary, limited term and seasonal employees
- g) Law-enforcement officers as defined in Virginia Code § 9.1-500, whose grievance is subject to the provisions of § 9.1-502 and who have elected to proceed pursuant to those provisions in the resolution of their grievance, or any other employee electing to proceed pursuant to any other existing procedure in the resolution of his grievance.

Notwithstanding the above exceptions, the Clarke County Board of Supervisors, at its sole discretion, may voluntarily include employees in any of the excepted categories within the coverage of the Grievance Procedure.

The County Administrator, or his designee, shall determine the officers and employees excluded from the grievance procedure, and shall be responsible for maintaining an up-to-date list of the affected positions.

Employees of local social services departments and boards, community services boards, constitutional officers, redevelopment and housing authorities created pursuant to § 36-4 shall be included within and covered by a grievance procedure to the extent and in the manner provided by § 15.2-1507.

County of Clarke – Personnel Policies

- Definition of Grievance* A grievance shall be a complaint or dispute by any employee relating to his employment, including but not necessarily limited to:
- i. disciplinary actions, including dismissals, disciplinary demotions, and suspensions, provided that dismissals shall be grievable whenever resulting from formal discipline or unsatisfactory job performance;
 - ii. the application of personnel policies, procedures, rules and regulations, including the application of, but not the contents of, ordinances and statutes;
 - iii. acts of retaliation as the result of utilization of the grievance procedures or participation in the grievance of another local government employee;
 - iv. complaints of discrimination on the basis of race, color, creed, political affiliation, age, disability, national origin or sex; and
 - v. acts of retaliation because the employee has complied with any law of the United States or the Commonwealth, has reported any violation of such law to a governmental authority, or has sought any change in law before the Congress of the United States or the General Assembly.
-

County of Clarke – Personnel Policies

*County
Responsibilities*

The County shall retain the exclusive right to manage the affairs and operations of government. Accordingly, the following complaints are non-grievable:

- i. Establishment and revision of wages or salaries, position classification or general benefits;
- ii. Work activity accepted by the employee as a condition of employment or work activity, which may reasonably be part of the job content;
- iii. The contents of ordinances, statutes or established personnel policies, procedures, rules and regulations;
- iv. Failure to promote except where the employee can show that established promotional policies or procedures were either not followed or applied fairly;
- v. The methods, means and personnel by which work activities are to be carried on;
- vi. Except where such action affects an employee who has been reinstated within the previous six months as the result of the final determination of a grievance, termination, layoff, demotion or suspension from duties because of lack of work, reduction in work force, or job abolition;
- vii. The hiring, promotion, transfer, assignment and retention of employees within the county; and
- viii. The relief of employees from duties of the local government in emergencies.

In any grievance brought under the exception to provision (vi.) of this subsection, the action shall be upheld upon a showing by the County that:

- i. There was a valid business reason for the action; and
 - ii. The employee was notified of the reason in writing prior to the effective date of the action.
-

County of Clarke – Personnel Policies

*Grievability /
Qualification for Panel
Hearing*

Decisions regarding grievability and access to the procedure shall be made by the County Administrator, or his designee, at any time prior to the panel hearing, at the request of the local government or grievant, within ten calendar days of the request.

No city, town or county attorney, or attorney for the Commonwealth, shall be authorized to decide the question of grievability.

A copy of the ruling shall be sent to the grievant.

Decisions of the County Administrator, or his designee, may be appealed to the circuit court having jurisdiction in the locality in which the grievant is employed for a hearing on the issue of whether the grievance qualifies for a panel hearing.

Proceedings for review of the decision of the County Administrator, or his designee, shall be instituted by the grievant by filing a notice of appeal with the County Administrator within ten [10] calendar days from the date of receipt of the decision and giving a copy thereof to all other parties.

Within ten [10] calendar days thereafter, the County Administrator, or his designee, shall transmit to the clerk of the court to which the appeal is taken:

- a) A copy of the decision of the County Administrator,
- b) A copy of the notice of appeal, and
- c) The exhibits.

A list of the evidence furnished to the court shall also be furnished to the grievant.

The failure of the County Administrator, or his designee, to transmit the record shall not prejudice the rights of the grievant.

The court, on motion of the grievant, may issue a writ of certiorari requiring the County Administrator to transmit the record on or before a certain date.

County of Clarke – Personnel Policies

*Grievability /
Qualification for Panel
Hearing continued*

Within thirty [30] days of the receipt of such records by the clerk, the court, sitting without a jury, shall hear the appeal on the record transmitted by the County Administrator, or his designee, and such additional evidence as may be necessary to resolve any controversy as to the correctness of the record.

The court, in its discretion, may receive such other evidence as the ends of justice require.

The court may affirm the decision of the County Administrator, or his designee, or may reverse or modify the decision.

The decision of the court shall be rendered no later than the fifteenth day from the date of the conclusion of the hearing. The decision of the court is final and is not appealable.

Compliance

After the initial filing of a written grievance, failure of either party to comply with all substantial procedural requirements of the grievance procedure, including the panel hearing, without just cause shall result in a decision in favor of the other party on any grievable issue, provided the party not in compliance fails to correct the non-compliance within five [5] work days of receipt of written notification by the other party or the compliance violation.

Such written notification by the grievant shall be made to the County Administrator, or his designee.

The County Administrator, or his designee, at his option, may require a clear written explanation of the basis for just cause extensions or exceptions.

The County Administrator, or his designee, shall determine compliance issues. Compliance determinations made by the County Administrator shall be subject to judicial review by filing petition with the circuit court within thirty [30] days of the compliance determination.

County of Clarke – Personnel Policies

Management Steps Grievances, as herein defined, shall be processed in the following manner:

Step 1 An employee who has a grievance shall, within twenty [20] calendar days after the event giving rise to the grievance or within twenty [20] calendar days following the time when the employee reasonably should have known of its occurrence, request a meeting with his/her immediate supervisor to discuss the problem.

The grievance may be presented orally with the objective of resolving the matter through a non-written, informal discussion format.

Witnesses, if any, shall be present only while actually providing testimony.

The immediate supervisor shall give the employee an answer within ten [10] calendar days and shall report the result in writing to the County Administrator.

Step 2 If a satisfactory solution is not reached at the first step, the grievant must reduce the grievance and the relief requested to writing on forms supplied by the County, and submit the same to the County Administrator within ten [10] calendar days of the immediate supervisor's initial response.

The County Administrator will review the complaint and meet with the grievant within ten [10] calendar days.

Witness, if any, shall be present only while actually providing testimony.

The grievant may choose to have a representative of his/her choice present. If legal counsel represents the grievant, the County, likewise, may choose to be represented by counsel.

A written reply will be furnished the grievant within ten [10] calendar days after concluding the meeting.

Step 3 If the County Administrator's decision does not resolve the grievance, the grievant may request as a final step, a panel hearing.

Such request must be made within ten [10] calendar days of receiving the Administrator's decision and shall contain the name of the grievant's appointment to the panel.

County of Clarke – Personnel Policies

Panel Hearings

Within ten [10] calendar days of receiving a request for a panel hearing, the County Administrator, or his designee, shall secure from the agency head his appointment to the panel and shall call a meeting of the initial panel members in order to facilitate the selection of the third member and the establishment of a hearing date.

The panel shall consist of:

1. One member appointed by the grievant,
2. One member appointed by the agency head; and
3. A third member, who shall be the chairperson, selected by the first two.

In the event that agreement cannot be reached as to the final panel member, the chief judge of the circuit court of the jurisdiction wherein the dispute arose shall select the third panel member.

The panel shall not be composed of any persons having direct involvement with the grievance being heard by the panel, or with the complaint or dispute giving rise to the grievance.

- Managers who are in a direct line of supervision of a grievant,
- Persons residing in the same household as the grievant; and
- The following relatives of a participant in the grievance process or a participant's spouse are prohibited from serving as panel members: spouse, parent, child, descendants of a child, sibling, niece, nephew, and first cousin.
- No attorney having direct involvement with the subject matter of the grievance, nor a partner, associate, employee or co-employee of the attorney shall serve as a panel member.

Both the grievant and the respondent may call upon appropriate witnesses and be represented by legal counsel or other representatives at the panel hearing. Such representatives may examine, cross-examine, question and present evidence on behalf of the grievant or respondent before the panel without being in violation of the provisions of § 54.1-3904

The decision of the panel shall be final and binding and shall be consistent with provisions of law and written policy.

The question of whether the relief granted by a panel is consistent with written policy shall be determined by the County Administrator, or his designee, unless such person has a direct personal involvement with the event or events giving rise to the grievance, in which case the decision shall be made by the attorney for the Commonwealth of the jurisdiction in which the grievance is pending.

County of Clarke – Personnel Policies

*Rules for Panel
Hearings*

1. Upon formation, the County shall provide the panel with copies of the grievance record prior to the hearing, and provide the grievant with a list of the documents furnished to the panel. The panel shall set a time and place for the hearing and notify the grievant and the County of the time and place; provided that the grievant and his attorney shall be allowed access to and copies of all relevant files intended to be used in the grievance proceeding at least ten [10] days prior to the scheduled panel hearing.
 2. Panels do not have authority to formulate policies or procedures or to alter existing policies or procedures. Neither may panels consider matters that the grievance procedure holds non-grievable. A panel may uphold, reverse, or, in appropriate circumstances, modify a decision of the County. All such decisions must be consistent with provisions of law and written policy. Where a panel decision results in reinstatement of an employee, the panel may award full, partial or no back pay. An award of back pay shall be offset by interim compensation or earnings received by the employee during the period of separation. In no case does a panel have the authority to award damages or attorney fees.
 3. Documents, exhibits and lists of witnesses shall be exchanged between parties at least ten [10] calendar days in advance of the hearing.
 4. Panels have the discretion to determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing, and, at the request of either party, the hearing shall be private.
 5. The panel shall have the authority to determine the admissibility of evidence without regard to the burden of proof, or the order of presentation of evidence, so long as a full and equal opportunity is afforded to all parties for the presentation of their evidence.
 6. All evidence must be presented in the presence of the panel and the parties, except by mutual consent of the parties. Witnesses, other than the parties, should remain in the hearing room only while giving their testimony. Members of the panel may ask questions whenever necessary to clarify incomplete or conflicting testimony. The parties shall produce such additional evidence as the panel may deem necessary to an understanding and determination of the dispute.
 7. The majority decision of the panel, acting within the scope of its authority, shall be final subject to existing policies, procedures and law.
-

County of Clarke – Personnel Policies

8. The panel shall set forth its findings and decisions in writing within ten [10] calendar days of the conclusion of the hearing and forward copies of same to the grievant and the County.
-

*Implementation of
Panel Decision*

Either party may petition the circuit court having jurisdiction in the locality in which the grievant is employed for an order requiring implementation of the panel decision.

County of Clarke – Personnel Policies

*Employee Health
Privacy Practices*

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

THIS PRIVACY NOTICE IS PROVIDED BY Clarke County Employees Health Plan referred to as “ the Plan”). This notice covers functions of the Plan to the extent the performance of those functions are in connection with providing medical care, including items and services paid for as medical care, directly or through insurance, reimbursement or otherwise.

The Health Insurance Portability and Accountability Act (HIPAA) is a federal law. The Plan is required by HIPAA to provide you with this notice. This notice describes the Plan’s privacy practices, legal duties, and your rights concerning your Protected Information. The Plan must follow the privacy practices described in this notice while it is in effect. This notice takes effect April 14, 2004. It will remain in effect until the Plan publishes and issues a new notice.

1. The Plan’s
Commitment to Your
Privacy

The Plan is committed to protecting the confidential nature of your medical information to the fullest extent of the law. In addition to various laws governing your privacy, the Plan has its own privacy policies and procedures in place. These are designed to protect your information. The Plan will continue to make protecting your privacy a priority.

2. The Plan’s Legal
Duties

The Plan is required by applicable federal and state laws to keep certain information about you private. An example of this is your medical information. The Plan treats your medical and demographic information that it collects as part of providing your coverage, as “Protected Information”. It is the Plan’s policy to maintain the privacy of Protected Information in accordance with HIPAA, except to the extent that applicable state law provides greater privacy protections. This Notice of Privacy Practices was drafted to be consistent with the HIPAA privacy regulation. Any terms not defined in this Notice will have the same meaning as they have in the HIPAA privacy regulation.

The HIPAA Privacy Regulations generally do not "preempt" (or take precedence over) state privacy or other applicable laws that provide individuals greater privacy protections. As a result, to the extent state law applies, the privacy laws of a state, or other federal laws, rather than the HIPAA Privacy Regulation, might impose a privacy standard that the Plan is required to follow.

The Plan reserves the right to change the terms of this notice. The Plan may

County of Clarke – Personnel Policies

make the new notice provisions effective for all the Protected Information that it maintains. This includes information that the Plan created or received before it made the changes. Any revised notice will be provided to you by one of the following means: (1) by mail to the participant under the terms of your coverage; or (2) by delivery of the notice to the participant at his or her work location if the participant is an active employee of the plan sponsor. A copy of any revised notice will also be available on the Plan's website.

Anyone may request a copy of the Plan's notice at any time. For more information about the Plan's privacy practices, or for additional copies of this notice, please contact the Plan's Privacy Officer. Contact information is provided at the end of this notice.

3. The Plan's Primary Uses And Disclosures Of Your Protected Information

The Plan may use and disclose your Protected Information without your specific authorization for the purposes of treatment, payment, and health care operations. To illustrate:

Treatment activities. Activities performed by a health care provider related to the provision, coordination or management of health care provided to you. The Plan does not provide treatment, which is the role of a health care provider (your physician, a hospital or the like). However, the Plan may disclose Protected Information to your health care provider in order for that provider to treat you.

Payment activities. Activities undertaken to obtain premiums or to determine or fulfill the Plan's responsibilities for coverage and provision of plan benefits. These include activities such as determining eligibility or coverage, utilization review activities, billing, claims management, and collection activities. For example, the Plan may use Protected Information to determine whether a particular medical service given or to be given to you is covered under the terms of your coverage. The Plan may also disclose Protected Information to health care providers or other health plans for their payment activities, such as to coordinate benefits.

Health care operation activities. Activities such as credentialing, business planning and development, quality assessment and improvement, premium rating, enrollment, underwriting, claims processing, customer service, medical management, fraud and abuse detection, obtaining legal and auditing services, and business management. For example, the Plan may use your Protected Information for underwriting, premium rating or other activities associated with the creation, renewal or replacement of a contract of health insurance or health benefits. The Plan may also disclose Protected Information to other health plans or health care providers for certain health care operation activities of their own as described in the HIPAA privacy regulation.

County of Clarke – Personnel Policies

The Plan may also use your Protected Information to give you information about one of its disease/care management programs. The Plan may also give you information about treatment alternatives or other health-related benefits and services that may interest you. The Plan may disclose Protected Information to the sponsor of the Plan, provided that the Plan adopts certain protections required by federal law.

When using and disclosing your Protected Information in the Plan's payment and health care operation activities, the Plan may only request, use, and disclose the minimum amount of your Protected Information necessary to complete the activity.

The Plan may contract with others to assist it with treatment, payment or health care operation activities that involve the use of your Protected Information. Such third parties are referred to as the Plan's business associates. The Plan requires business associates to agree, in writing, to contract terms. These terms are specifically designed to safeguard Protected Information before it is shared with them. The Plan may also have business associates assist in the activities described in the following section that involve permitted uses and disclosures.

4. Other Uses And
Disclosures Of Your
Protected Information

You and on Your Authorization. The Plan must disclose your Protected Information to you. This is described in the Individual Rights section of this notice, below. You may also give the Plan written authorization to use or disclose your Protected Information to anyone for any purpose. If you give the Plan an authorization, you may revoke it in writing at any time. Your revocation will not affect any use or disclosures permitted by your authorization while it was in effect. Without your written authorization, the Plan may not use or disclose your Protected Information for any reason except as described in this notice.

The following is a description of other possible ways the Plan may (and are permitted by law to) use and/or disclose your Protected Information without your specific authorization.

Family and Friends. If you are unavailable to agree, the Plan may disclose your Protected Information to a family member, friend or other person when the situation indicates that disclosure would be in your best interest. This includes a medical emergency or disaster relief. If you are available and agree, the Plan may disclose your Protected Information to a family member, friend or other person to the extent necessary to help with your health care or with payment for your health care.

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Research. Death. Organ Donation. The Plan may use or disclose your Protected Information for research purposes in limited circumstances specified in the HIPAA privacy regulation. The Plan may disclose the Protected Information of a deceased person to a coroner, medical examiner, funeral director, or organ procurement organization for certain purposes.

Public Health and Safety. The Plan may disclose some of your Protected Information permitted by state law to the extent necessary to avert a serious and imminent threat to your health or safety or the health or safety of others. The Plan may disclose your Protected Information to a government agency that oversees the health care system or government programs or its contractors, and to public health authorities for public health purposes. The Plan may disclose your Protected Information to appropriate authorities if it reasonably believes that you are a possible victim of abuse, neglect, domestic violence or other crimes.

Required by Law. The Plan may use or disclose your Protected Information when it is required to do so by law. For example, the Plan must disclose your Protected Information to the U.S. Department of Health and Human Services upon request in order to determine if it is in compliance with federal privacy laws. The Plan may disclose your Protected Information to comply with workers' compensation or similar laws.

Legal Process and Proceedings. The Plan may disclose your Protected Information in response to a court or administrative order, subpoena, discovery request, or other lawful process. These disclosures are subject to certain administrative requirements imposed by the HIPAA privacy regulation and permitted by state law.

Law Enforcement. The Plan may disclose limited information to a law enforcement official concerning the Protected Information of a suspect, fugitive, material witness, crime victim or missing person subject to certain administrative requirements approved by the HIPAA regulation and permitted by state law. The Plan may disclose the Protected Information of an inmate or other person in lawful custody to a law enforcement official or correctional institution under certain circumstances specified by the HIPAA privacy regulation. The Plan may also disclose Protected Information where necessary to assist law enforcement officials to capture an individual who has admitted to participation in a crime or has escaped from lawful custody.

Military and National Security. The Plan may disclose to military authorities the Protected Information of Armed Forces personnel under certain

County of Clarke – Personnel Policies

circumstances specified by the HIPAA privacy regulation. The Plan may also disclose to authorized federal officials Protected Information required for lawful intelligence, counterintelligence, and other national security activities.

5. Individual Rights **Access.** You have the right to inspect and obtain copies of your Protected Information for as long as your information is maintained in the Plan's designated record set. The Plan's designated record set includes records from its claims administrator's enrollment, billing, claims, and medical management systems, as well as any other records the Plan maintains in order to make decisions about your health care benefits. Your right of access to Protected Information does not extend to certain information. This includes information contained in psychotherapy notes or information compiled in reasonable anticipation of, or for use in a civil, criminal or administrative proceeding.

You may request that the Plan provide copies in a format other than photocopies. It will use the format you request unless it is not practical for it to do so. The Plan reserves the right to charge a reasonable fee for copies of Protected Information that it provides.

Any request to exercise your individual right of access to your Protected Information must be in writing. You may obtain a form to request access by using the contact information listed at the end of this notice. The Plan will respond to your request for access within 30 days of receiving the request. If all or any part of your request is denied, the Plan's response will detail any appeal rights you may have with respect to that decision.

Notwithstanding the formal process for your right of access, certain information related to enrollment and claims processing may be available to you by contacting the Plan's claims administrator as part of its normal customer service function. You should contact the claims administrator first to see if your request can be satisfied as a customer service request.

Amendment. You have the right to request that the Plan amend your Protected Information that it keeps in its designated record set if you believe it is inaccurate. A request that your Protected Information be amended must be done in writing. You may obtain a form to request amendment by using the contact information listed at the end of this notice. The Plan will respond to your request for amendment within 60 days of receiving the request.

If the Plan accepts your request to amend the information, it will notify

County of Clarke – Personnel Policies

you. The Plan will make reasonable efforts to inform other persons, including those identified by you as having received your Protected Information and needing the amendment. The Plan will also include the changes in any future disclosure of that information. If the Plan denies your request for reasons permitted by the HIPAA privacy regulations, its notice to you will explain any appeal rights you may have with respect to that decision.

Notwithstanding the formal process for your right of amendment, certain information related to enrollment and claims processing may be corrected by contacting the Plan's claims administrator. This is part of its normal customer service function. You should contact the claims administrator first to see if your request can be satisfied as a customer service request.

Disclosure Accounting. You have the right to request and receive an accounting of disclosures of your Protected Information made by the Plan. It is not required under the HIPAA privacy regulation to provide you with an accounting of certain types of disclosures. The most significant types include:

- Any disclosures made prior to April 14, 2003.
- Disclosures for treatment, payment or health care operations activities.
- Disclosures to you or pursuant to your authorization.
- Disclosures to persons involved in your care.
- Disclosures for disaster relief, national security or intelligence purposes.
- Disclosures that are incidental to a permitted use or disclosure.

To request an accounting of disclosures, you must send a written request to the contact office listed at the end of this notice. You may request one such accounting at no charge every 12 months. You may request that the accounting cover up to a 6 year period of reportable disclosures from the date of your request. The Plan will respond within 60 days of your request. It reserves the right to impose a reasonable charge for requests made more than once per year.

Confidential Communications. You may believe that you will be in danger if the Plan communicates Protected Information to you to your address of record. If so, you have the right to request that the Plan communicate with you about your Protected Information at an alternative location or by alternate means. The Plan will make reasonable efforts to accommodate your request if you specify an alternate address. To request a confidential

County of Clarke – Personnel Policies

communication, you must direct your request to the contact office listed at the end of this notice.

Restriction Request. You have the right to request that the Plan restrict the use or disclosure of your Protected Information for treatment, payment or health care operation activities. You also have the right to request that the Plan restricts disclosures to relatives, friends, or other individuals that may be involved in your care or payment for your health care. The Plan is not required to agree to such a request for restriction. To request a restriction, you must direct your request to the contact office listed at the end of this notice.

6. Contacting The Plan Please contact the Plan at the address below.
- If you want a printed copy of the Plan's current notice
 - If you want to access your Protected Information
 - If you want to request an amendment to your Protected Information
 - If you want to request an accounting of the Plan's disclosures of your Protected Information
 - If you want to request a restriction on the Plan's use and disclosure of your Protected Information
 - If you want the Plan to communicate with you at an alternative address or by alternate means because you believe that you are endangered
 - If you have questions, concerns, or complaints about this notice or the Plan's privacy practices

Group Privacy Officer: Thomas Judge, Director of Joint Administrative Services
524 Westwood Road, Berryville, VA 22611
540-955-6172

As described in section 5 of this notice, you may also be able to access or amend certain information in enrollment, billing, or claims systems by contacting the claims administrator using the contact information on your ID card.

7. Contacting The Department Of Health And Human Services You may also submit a written complaint to the Department of Health and Human Services if you believe your privacy rights have been violated.

The plan maintains and enforces a policy of non-retaliation against the plan's members, members of the plan's workforce, or members of the public who bring breaches (or potential breaches) of this notice to the attention of the plan's privacy officer or the department of health and human services.

County of Clarke – Personnel Policies

Procedures for Privacy of Health Information The following actions shall be taken by to protect the privacy of the health information of the Clarke County Employees Health and Flexible Benefits Plans.

Types of Health Information and their Protection. The following health information is maintained at Joint Administrative Services:

- a. Enrollment Applications. These applications shall be accessible to the applicable employee and to members of Joint Administrative Services in carrying out the transactions necessary to participate in the health insurance group.
- b. Premium payment information. This information is inextricably linked to the expenditure of public funds, and is therefore available under terms of the Virginia Freedom of Information Act.
- c. Flexible Benefits medical receipts. This information shall be maintained in a secured location accessible only by Joint Administrative Services staff. Employees may view their personal account information on written request.
- d. Health plan renewal summary data and correspondence. This information is inextricably linked to the expenditure of public funds, and is therefore available under terms of the Virginia Freedom of Information Act.
- e. Reports of health plan payments to providers. This is protected health information that shall be maintained in a secured location. It cannot be separated by employee, and therefore cannot be made available to employees on request. This information is provided by the Health Plan Administrator on request, and is used solely for the purpose of ensuring that fraudulent or erroneous charges are not being made to the Group Health Plan.

Training of Employees. All Joint Administrative Services staff will be trained to distinguish between health data that is protected, and health data that may be shared, and the procedures to ensure the integrity of protected data.

Monitoring Use of Protected Health Data. The Joint Administrative Services Director is hereby appointed the Privacy Officer. It shall be the duty of the Privacy Officer to monitor use of health information to ensure compliance with law, and prevent use of health information in the making of employment decisions.

County of Clarke – Personnel Policies

Supporting Documents

- F1211-02 Accumulated Leave Report
- F1211-03 Employee Leave Authorization Request Form
- F1211-11 Grievance Review Request
- F1211-13 Employee Corrective Action
- F1211-26 Disciplinary / Coaching Report
- F1211-27 Commendation / Complaint Report
- F1211-30 Employee Exit Checklist
- Clarke County Department Of Joint Administrative Services Purchasing Department Procurement Policies And Procedures
- Reimbursement Form *[Joint Administrative Services]*
- PD-121101-01 General Government Timesheet Procedure

End of document.



Clarke County Sheriff's Office

INTEROFFICE MEMORANDUM

DATE: October 18, 2011

TO: Mike Hobert, Finance Committee Member
John Staelin, Finance Committee Member
David Ash, County Administrator
Tom Judge, Finance

FROM: Anthony W. Roper, Sheriff *AWR*

SUBJECT: Leave Liability

The Sheriff's Office continues to struggle with a large financial liability associated with annual leave. Although our number of hours has not risen, we are not able to make any reductions.

Our office currently has 13 staff with annual leave numbers in excess of 300 hours. I propose paying out to these members 20% of their total leave, which will cost \$34,833.33.

This action would bring three (3) members in compliance with the stated goal of 300 hours, and reduce the liability by 1,676.45 hours.

CLARKE COUNTY
DEPARTMENT OF SOCIAL SERVICES

311 EAST MAIN STREET
BERRYVILLE, VIRGINIA 22611
TELEPHONE (540) 955-3700 • FAX (540) 955-3958

September 30, 2011

David Ash, County Administrator
101 Chalmers Court
Berryville, Virginia 22611

Dear David,

I am writing to request that the Board of Supervisors consider re-appropriating \$9000 to Clarke Social Services. I have spoken with Annette from Finance and it appears that Social Services finished the fiscal year with approximately \$13,900 surplus. Our local Board would like to pay out some outstanding comp balances to clear the books. Some of the comp balances are due to being short a staff position in eligibility for the past six months thereby requiring remaining staff to work extra hours in order to process case load. The remaining comp balances are due to the child protective services and foster care positions working extra hours. As you will recall I had requested a case aide position during the spring to help take some of the load off of these two positions. They are always prone to extra hours due to the crisis nature of these positions. A case aide position would help reduce these hours.

Sincerely,

Angie W. Jones

Angie W. Jones
Director

Cc: Tom Judge

Note: Bonus was appropriated to FY 11, but later unappropriated.

Title: *General Fund Balance* 10/12/11
Source: *Clarke County Joint Administrative Services*

	<u>Previous</u>	<u>Current</u>	<u>Notes</u>
<i>General Fund Balance Year End FY 2009/2010</i>	14,001,757	14,154,881	
Expenditure FY 11	(24,433,541)	(23,974,664)	
Revenue FY 11	24,586,665	24,907,990	
<i>General Fund Balance (year end FY 11)</i>	14,154,881	15,088,207	

Adjustments and Designations

	<u>Designations</u>		
Liquidity Designation @ 12% of FY 11/12 Budgeted Operating Revenue	(\$2,949,252)	(\$2,951,003)	
Stabilization Designation @ 3% of FY 11/12 Budgeted Operating Revenue	(737,313)	(737,751)	
Continuing Local GF Appropriations for Capital Projects	(4,955,633)	(5,127,367)	
School Capital/Debt	(1,500,000)	(1,500,000)	
Government Construction/Debt	(1,000,000)	(941,090)	
Property Acquisition	(265,000)	(265,000)	
Conservation Easements from Government Savings	(153,462)	(153,462)	\$150K from Government Savings moved here
Community Facilities	(\$325,000)	(\$325,000)	
Comprehensive Services Act Shortfall	(262,868)	(262,868)	
Senior Center and Park Office	(400,000)	-	
Parks Master Plan	(100,000)	-	
School Operating Carryover	(343,718)	(186,014)	
Government Carryover Requests from Government Savings	(387,018)	(518,733)	Adds \$131,715 of Government Savings
Energy Efficiency	(200,000)	(200,000)	
Landfill costs	(50,000)	(50,000)	
FY 11/12 Original Budget Surplus (Deficit)	354,405	(1,369,920)	
TOTAL Designations	(13,274,859)	(14,588,208)	
Undesignated Fund Balance Projected June 30	400,744	500,000	
TOTAL	400,744	500,000	
<u>FY 12 Budget Changes</u>			
FY 11/12 Expenditure Budget Adjustments	(675,256)	(50,806)	
FY 11/12 Revenue Budget Adjustments	195,977	2,250	

5. Social Services Request for Payout of Compensatory Leave.

10/11/2011 Summary: Social Services requested re-appropriation of funds for payout of compensatory leave balances. Recommended Action: Finance Committee did not wish to set a precedent and recommends denial at this time.

10/18/2011 Action: Tom Judge reviewed the request.

Vice Chairman Weiss opined that since this issue keeps coming up that it needs to be addressed.

Chairman Hobert put forth that he would like to see this addressed across the board.

Supervisor Staelin added his comments noting that the Governor was dealing with this same issue at the state level.

Supervisor Byrd commented that she would like to see employees dealt with fairly and to see consistent policies for all departments.

By consensus, the matter was referred to the Finance Committee.

6. Acceptance of September 2011 Bills and Claims.

10/11/2011 Summary: Recommended Action: The Finance Committee recommends acceptance.

10/18/2011 Action: Tom Judge provided a brief summary.

Supervisor Staelin moved to accept the September Bills and Claims.

The motion carried by the following vote:

J. Michael Hobert, Chair	- Aye
David S. Weiss, Vice Chair	- Aye
Barbara J. Byrd	- Aye
A.R. Dunning, Jr.	- Absent
John R. Staelin	- Aye

7. Standing Reports:

- Reconciliation of Appropriations (FY2011)
- General Fund Balance (FY2011)
- General Fund Expenditure Summary

10/11/2011 Summary: Recommended Action: Information only.

10/18/2011 Information Only – no Board action required

13. Government Projects Update

Appointments by Expiration Thru March 2012

			<i>Appt Date</i>	<i>Exp Date</i>	<i>Orig Appt Date:</i>
<i>December 2010</i>					
Board of Social Services			4 Yr		
Melusen	Alan	2010 Chair	11/21/2006	12/15/2010	12/17/2002
Appointed by BOS; 2 Term Limit; Oath of Office Required - Clerk of Circuit Court; BOS appoints 3 qualified citizens of the county, 1 of whom may be a member of the BOS ; § 15.2-412.					
<i>February 2011</i>					
Parks & Recreation Advisory Board			4 Yr		
White	Lawrence	Buckmarsh	12/18/2007	2/15/2011	2/15/1995
Resigned 2/15/2011 expires 12/31/2011					
(9) voting members on the Advisory Board. Six (6) members shall be appointed by the BOS to represent the 5 voting districts and 1 at large. The Superintendent of Schools or their designee shall serve on the Advisory Board. The Town Councils for Berryville, Boyce shall each appoint a representative to serve on the Advisory Board. The BOS shall also designate 1 member of the BOS to serve as a non-voting liaison to the Advisory Board. The Advisory Board will accept applications from high-school aged Clarke County residents and each year appoint two (2) to serve as non-voting members.					
<i>March 2011</i>					
Berryville Area Development Authority			3 Yr		
Dunning, Jr.	A.R.	BOS - Appointed Member	12/16/2008	3/31/2011	12/16/2008
3 members appointed by the BOS and 3 members appointed by the BTC; Membership set by the County/Town Annexation Agreement of 1988					
<i>May 2011</i>					
Berryville Area Development Authority Comprehensive Plan Committee			Open-End		
Caldwell	Anne		1/7/2008	5/18/2011	1/7/2008
Subcommittee of the BADA					
<i>October 2011</i>					
Clarke County Industrial Development Authority			4 Yr		
Jones	Paul	Russell District	9/18/2007	10/30/2011	3/20/2007
Appointed by BOS; Oath of Office Required - Clerk of Circuit Court; 7 members, 1 BOS liaison (non-voting) and 6 others that are chosen on their expertise in the business field. Membership governed by IDA by-laws. 15.2-4904 No director shall be an officer or employee of the locality except in towns under 3,500					
<i>December 2011</i>					
Clarke County Library Advisory Council			1 Yr		
Byrd	Barbara J.	BOS - Liaison	1/18/2011	12/31/2011	1/19/2010
10 Members and 1 BOS liaison					

			<i>Appt Date</i>	<i>Exp Date</i>	<i>Orig Appt Date:</i>
Clarke County Sanitary Authority			4 Yr		
Myer	Joe	Town of Boyce	9/15/2009	12/31/2011	9/15/2009

The board of the Authority shall be appointed by the BOS and shall be composed of 5 members, 1 of whom shall be a resident of the Town of Boyce, each for a term of 4 years and until his successor is appointed and qualifies except appointments to fill vacancies, which shall be for the remainder of such un-expired term. The Town may submit a nominee or nominees to the BOS for its consideration in making the appointment of the Boyce resident member. From VA Code 15.2-5113 D) Alternate board members may also be selected. Such alternates shall be selected in the same manner and shall have the same qualifications as the board members except that an alternate for an elected board member need not be an elected official. Oath of Office Required.

Economic Development Advisory Committee

Dunkle	Christy	Town of Berryville Rep	7/17/2007	12/31/2011	8/19/2003
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Members of the committee should include one or more people from all key government and business groups such as planning commission, board of supervisors, school board, industrial development authority, town of Berryville, chamber of commerce, and key business sectors such as agriculture, banking, realty, light industry, retail and tourism. Membership not limited.

Joint Administrative Services Board

1 Yr

Rhodes	Emily	JAS Chair; School Board Representative	1/1/2011	12/31/2011	1/1/2011
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Treasurer; County Administrator; School Superintendent; BOS Chair or designee; SB Chair or designee

Northwestern Regional Jail Authority

4 Yr

Wyatt	James		12/18/2007	12/31/2011	6/20/2006
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3 Clarke County Members; Sheriff - required appointment - concurrent with term of office; May appoint alternates

Parks & Recreation Advisory Board

1 Yr

Rhodes	Emily	School Board Representative	1/1/2011	12/31/2011	1/1/2011
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(9) voting members on the Advisory Board. Six (6) members shall be appointed by the BOS to represent the 5 voting districts and 1 at large. The Superintendent of Schools or their designee shall serve on the Advisory Board. The Town Councils for Berryville, Boyce shall each appoint a representative to serve on the Advisory Board. The BOS shall also designate 1 member of the BOS to serve as a non-voting liaison to the Advisory Board. The Advisory Board will accept applications from high-school aged Clarke County residents and each year appoint two (2) to serve as non-voting members.

4 Yr

Huff	Ronnie	Town of Berryville Rep	12/31/2007	12/31/2011	
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Reappoint 12/16/03; Reappoint 1/08

(9) voting members on the Advisory Board. Six (6) members shall be appointed by the BOS to represent the 5 voting districts and 1 at large. The Superintendent of Schools or their designee shall serve on the Advisory Board. The Town Councils for Berryville, Boyce shall each appoint a representative to serve on the Advisory Board. The BOS shall also designate 1 member of the BOS to serve as a non-voting liaison to the Advisory Board. The Advisory Board will accept applications from high-school aged Clarke County residents and each year appoint two (2) to serve as non-voting members.

January 2012

Shenandoah Area Agency on Aging, Inc.

4 Yr

Roper	Anthony	Sheriff	9/18/2007	1/31/2012	9/18/2007
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10/11/2011 Term extended from 9/30/2011 to 01/31/2012

BOS Nominates 2 Clarke County Members; SAAA Board appoints the local government nominees; the Board shall have the right not to accept any nominee it considers incompatible with the best interests of the SAAA and the Board.; 2 Term Limit

February 2012

			<i>Appt Date</i>	<i>Exp Date</i>	<i>Orig Appt Date:</i>
Board of Septic & Well Appeals					
					4 Yr
Blatz	Joseph	Citizen Member	1/15/2008	2/15/2012	

1 Staff Rep; § 143-11. Appeals & variances. A. Board of Septic & Well Appeals 2. (a) the member of the Board of Supervisors, who serves as the Board's liaison to the Planning Commission, with The Vice Chair of the Board designated as his/her alternate, (b) a Chair of Planning Commission with the Vice Chair designated as his/her alternate, and (c) a member of the public, who is a resident of the county with the Vice Chair of the Planning Commission designated as his/her alternate. All members shall be appointed by the Board of Supervisors at their first regular meeting of each year.

March 2012

Berryville Area Development Authority					
					3 Yr
Boyles	Jerry	White Post	8/17/2010	3/31/2012	8/17/2010

Fills Unexpired term of Reagan Duncan

3 members appointed by the BOS and 3 members appointed by the BTC; Membership set by the County/Town Annexation Agreement of 1988

2011 BOS Assignments By Supervisor

	Position	Appt Date	Exp Date
David L. Ash			
Joint Administrative Services Board	County Administrator		
Joint Committee of the Joint Government Center	BOS - Appointed Member	1/18/2011	12/31/2011
Northwestern Regional Jail Authority	County Administrator	1/18/2011	12/31/2011
Regional Airport Authority	County Administrator	1/18/2011	12/31/2011
Barbara J. Byrd			
Board of Social Services	BOS - Appointed Member	1/18/2011	12/31/2011
Board of Supervisors Finance Committee	BOS - Alternate	1/18/2011	12/31/2011
Board of Supervisors Personnel Committee	BOS - Appointed Member	1/18/2011	12/31/2011
Clarke County Humane Foundation	BOS - Liaison	1/18/2011	12/31/2011
Clarke County Library Advisory Board	BOS - Liaison	1/18/2011	12/31/2011
Clarke County School Board	BOS - Liaison	1/18/2011	12/31/2011
Northwestern Regional Jail Authority	BOS Liaison - Alternate	1/18/2011	12/31/2011
Northwestern Regional Juvenile Detention Center Commission	BOS - Liaison	1/18/2011	12/31/2011
The Barn Projects	BOS - Liaison	1/18/2011	12/31/2011
Towns and Villages: Berryville	BOS - Liaison	1/18/2011	12/31/2011
A.R Dunning, Jr.			
Berryville Area Development Authority	BOS - Appointed Member	12/16/2008	3/31/2011
Board of Septic & Well Appeals	BOS - Appointed Member	1/18/2011	12/31/2011
Board of Supervisors Finance Committee	BOS - Alternate	1/18/2011	12/31/2011
Board of Supervisors Personnel Committee	BOS - Alternate	1/18/2011	12/31/2011
Clarke County Planning Commission	BOS - Appointed Member	1/18/2011	12/31/2011
Clarke County Sanitary Authority	BOS - Authority Member	1/5/2010	1/5/2014

	<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
Economic Development Advisory Committee	BOS - Appointed Member	1/18/2011	12/31/2011
Towns and Villages: Boyce	BOS - Liaison	1/18/2011	12/31/2011
Water Resources Policy Committee	BOS - Alternate	1/18/2011	12/31/2011
J. Michael Hobert			
Board of Supervisors	Chair	1/1/2010	12/31/2011
Board of Supervisors Finance Committee	BOS - Appointed Member	1/18/2011	12/31/2011
Board of Supervisors Personnel Committee	BOS - Appointed Member	1/18/2011	12/31/2011
Joint Administrative Services Board	BOS - Appointed Member	1/18/2011	12/31/2011
Legislative Liaison and High Growth Coalition	BOS - Liaison	1/18/2011	12/31/2011
Parks & Recreation Advisory Board	BOS - Liaison	1/18/2011	12/31/2011
Towns and Villages: Berryville	BOS - Liaison - Alternate	1/18/2011	12/31/2011
John Staelin			
Board of Supervisors Finance Committee	BOS - Appointed Member	1/18/2011	12/31/2011
Clarke County Industrial Development Authority	BOS - Liaison	1/18/2011	12/31/2011
Clarke County Litter Committee	BOS - Liaison	1/18/2011	12/31/2011
Clarke County Planning Commission	BOS - Alternate	1/18/2011	12/31/2011
Clarke County Sanitary Authority	BOS - Alternate	1/18/2011	12/31/2011
Economic Development Advisory Committee	BOS - Appointed Member	1/18/2011	12/31/2011
Emergency Services	BOS - Liaison	1/18/2011	12/31/2011
Northern Shenandoah Valley Regional Commission	BOS - Alternate	1/18/2011	12/31/2011
Towns and Villages: Boyce	BOS - Alternate	1/18/2011	12/31/2011
Towns and Villages: Millwood	BOS - Liaison	1/18/2011	12/31/2011
Towns and Villages: Pine Grove	BOS - Liaison	1/18/2011	12/31/2011
Water Resources Policy Committee	BOS - Appointed Member	1/18/2011	12/31/2011

Alison Teetor

	<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
Water Resources Policy Committee	Staff Representative	1/18/2011	12/31/2011
David Weiss			
Board of Supervisors	Vice Chair	1/1/2020	12/31/2011
Board of Supervisors Finance Committee	BOS - Alternate	1/18/2011	1/19/2010
Board of Supervisors Personnel Committee	BOS - Alternate	1/18/2011	12/31/2011
Building and Grounds	BOS - Appointed Member	1/18/2011	12/31/2011
Clarke County Agricultural Advisory Committee	BOS - Appointed Member	2/19/2010	12/31/2011
Clarke County School Board	BOS - Alternate	1/18/2011	12/31/2011
Conservation Easement Authority	BOS - Appointed Member	1/18/2011	12/31/2011
Housing and Community Services Board	BOS - Appointed Member	1/18/2011	12/31/2011
Joint Administrative Services Board	BOS - Alternate	1/18/2011	12/31/2011
Joint Committee of the Joint Government Center	BOS - Appointed Member	1/18/2011	12/31/2011
Northern Shenandoah Valley Regional Commission	BOS - Appointed Member	2/19/2010	12/31/2011
Regional Airport Authority	BOS - Liaison	1/18/2011	12/31/2011
The 150th Committee	BOS - Appointed Member	2/15/2011	12/31/2011
Towns and Villages: Pine Grove	BOS - Liaison	1/18/2011	12/31/2011

Clarke County Committee Listing

			<i>Appt Date</i>	<i>Exp Date</i>
<i>Berryville Area Development Authority</i>				3 Yr
Boyles	Jerry	White Post	8/17/2010	3/31/2012
Dunning, Jr.	A.R.	BOS - Appointed Member	12/16/2008	3/31/2011
Ohrstrom, II	George	Russell	3/16/2010	3/31/2013
<i>Berryville Area Development Authority Comprehensive Plan Committee</i>				Open-End
Caldwell	Anne		1/7/2008	5/18/2011
Hobert	J. Michael		1/7/2008	
<i>Board of Septic & Well Appeals</i>				4 Yr
Blatz	Joseph	Citizen Member	1/15/2008	2/15/2012
Dunning, Jr.	A.R.	BOS - Appointed Member	1/18/2011	12/31/2011
McKay	Beverly	Planning Commission		
Teetor	Alison	Staff Rep		
<i>Board of Social Services</i>				4 Yr
Brown	Dwight	2010 Vice Chair	7/15/2009	7/15/2013
Byrd	Barbara J.	BOS - Appointed Member	1/18/2011	12/31/2011
Davis	Richard		5/20/2008	7/15/2012
Melusen	Alan	2010 Chair	11/21/2006	12/15/2010
Willingham	J. Lyndon		5/18/2010	7/15/2014
<i>Board of Supervisors</i>				4 Yr
Byrd	Barbara J.	Russell	1/1/2008	12/31/2011
Hobert	J. Michael	Chair, Berryville District	1/1/2008	12/31/2011
McKay	Beverly	White Post District	1/1/2012	12/31/2015
Staelin	John	Millwood/Pine Grove	1/1/2008	12/31/2011
Weiss	David	Vice Chair - Buckmarsh/Blue Ridge	1/1/2008	12/31/2011
<i>Board of Supervisors Finance Committee</i>				1 Yr
Byrd	Barbara J.	BOS - Alternate	1/18/2011	12/31/2011
Dunning, Jr.	A.R.	BOS - Alternate	1/18/2011	12/31/2011
Hobert	J. Michael	BOS - Appointed Member	1/19/2010	12/31/2011
Staelin	John	BOS - Appointed Member	1/19/2010	12/31/2011
Weiss	David	BOS - Alternate	1/19/2010	12/31/2011
<i>Board of Supervisors Personnel Committee</i>				1 Yr
Byrd	Barbara J.	BOS - Appointed Member	1/18/2011	12/31/2011
Dunning, Jr.	A.R.	BOS - Alternate	1/18/2011	12/31/2011
Hobert	J. Michael	BOS - Appointed Member	1/19/2010	12/31/2011
Staelin	John	BOS - Alternate	1/19/2010	12/31/2011

			<i>Appt Date</i>	<i>Exp Date</i>
Weiss	David	BOS - Alternate	1/19/2010	12/31/2011
<i>Board of Zoning Appeals</i>				5 Yr
Borel	Alain F.	White Post	1/20/2009	2/15/2014
Caldwell	Anne	Millwood	1/19/2010	2/15/2015
Kackley	Charles	Russell	2/12/2008	2/12/2013
Means	Howard	Millwood	12/14/2009	2/15/2016
Volk	Laurie	Russell	1/20/2009	2/15/2014
<i>Clarke County Historic Preservation Commission</i>				4 Yr
Baker	H.M.	Russell	5/19/2009	5/31/2013
Bieschke	John K.	White Post	4/21/2009	5/31/2013
Fields	Betsy	Berryville District	4/20/2010	5/31/2012
Gilpin	Thomas T.	White Post	5/18/2010	5/31/2014
Hiatt	Marty	Buckmarsh/Blue Ridge	6/19/2007	5/31/2015
Nelson	Clifford	Russell/Planning Commission Rep	4/19/2011	4/30/2012
<i>Clarke County Industrial Development Authority</i>				4 Yr
Armbrust	Wayne	Secretary/Treasurer	8/19/2008	10/30/2012
Cochran	Mark		10/18/2011	10/30/2013
Frederickson	Allan	White Post	12/15/2009	10/30/2013
Jones	Paul	Russell District	9/18/2007	10/30/2011
Juday	David	Vice Chair	12/21/2010	10/30/2014
Pierce	Rodney	Chair	8/19/2008	10/30/2012
Staelin	John	BOS - Liaison	1/19/2010	12/31/2011
<i>Clarke County Library Advisory Council</i>				4 Yr
Al-Khalili	Adeela		4/19/2011	4/15/2015
Badanes	Joyce		4/20/2010	4/15/2014
Byrd	Barbara J.	BOS - Liaison	1/18/2011	12/31/2011
Curran	Christopher		5/16/2006	4/15/2013
Foster	Nancy		4/15/2008	4/15/2012
Hudson	Kathy		4/20/2010	4/15/2013
Kalbian	Maral		4/19/2011	4/15/2015
Meeks	Robert B.		4/19/2011	4/15/2015
Wolk	Susan		6/16/2009	4/15/2012
Zinman	Maxine		4/19/2011	4/15/2015
<i>Clarke County Litter Committee</i>				1 Yr
Staelin	John	BOS - Liaison	1/19/2010	12/31/2011
Teetor	Alison	Staff Rep		
<i>Clarke County Planning Commission</i>				4 Yr
Brumback	Clay	White Post / Greenway	6/15/2010	4/30/2014

			<i>Appt Date</i>	<i>Exp Date</i>
Caldwell	Anne	Millwood / Chapel; Vice Chair	4/21/2009	4/30/2013
Dunning, Jr.	A.R.	BOS - Appointed Member	1/18/2011	12/31/2011
Kreider	Scott	Buckmarsh / Battletown	3/15/2011	4/30/2012
McFillen	Thomas	Berryville / Berryville	5/1/2010	4/30/2014
McKay	Beverly	White Post / Greenway	3/18/2008	4/30/2012
Nelson	Clifford	Russell / Longmarsh	3/17/2009	4/30/2013
Ohrstrom, II	George	Russell / Longmarsh; Chair	4/19/2011	4/30/2015
Staelin	John	BOS - Alternate	1/19/2010	12/31/2011
Steinmetz, II	William	Berryville / Berryville	4/30/2008	4/30/2012
Thuss	Richard	Buckmarsh / Battletown	4/20/2010	4/30/2014
Turkel	Jon	Millwood / Chapel	9/15/2011	4/30/2015

Clarke County Sanitary Authority

4 Yr

Dunning, Jr.	A.R.	BOS - Authority Member	12/15/2009	1/5/2014
Jones	Harry C.	Secretary/Treasurer	6/17/2008	6/30/2012
Legge	Michael	Staff Representative		
Mackay-Smith, Jr.	Alexander	Vice Chair	11/16/2004	1/5/2013
Myer	Joe	Town of Boyce	9/15/2009	12/31/2011
Staelin	John	BOS - Alternate	1/19/2010	12/31/2011
Williams	Ian R.	Chair	11/18/2008	1/5/2013

Conservation Easement Authority

3 Yr

Buckley	Randy	White Post	1/1/2011	12/31/2013
Engel	Peter		12/15/2009	12/31/2012
Mackay-Smith	Wingate E.	Chair	1/1/2011	12/31/2013
Ohrstrom, II	George	Planning Commission Rep	4/20/2010	4/30/2013
Teetor	Alison	Clerk - Staff Liaison		
Thomas	Walker	Fills unexpired term of Pat McKelvy	1/1/2011	12/31/2012
Wallace	Laure		10/18/2011	12/31/2013
Weiss	David	BOS - Appointed Member	1/19/2010	12/31/2011

Constitutional Officer

Butts	Helen	Clerk of the Circuit Court	1/1/2008	12/31/2015
Keeler	Sharon	Treasurer	1/1/2012	12/31/2015
Peake	Donna	Commissioner of the Revenue	1/1/2012	12/31/2015
Perka	Suzanne	Commonwealth Attorney	1/1/2012	12/31/2015
Roper	Anthony	Sheriff	1/1/2012	12/31/2015

County Administrator

Ash	David L.	County Administrator	3/19/1991	
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Economic Development Advisory Committee

4 Yr

Barb	Jim	Real Estate Rep, Business Owner	11/17/2009	12/31/2013
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			<i>Appt Date</i>	<i>Exp Date</i>
Conrad	Bryan H.	Agriculture, Fire & Rescue	1/1/2011	12/31/2014
Dunkle	Christy	Town of Berryville Rep	7/17/2007	12/31/2011
Dunning, Jr.	A.R.	BOS Rep, SA Rep, Business Owner	1/18/2011	12/31/2011
Hillerson	Jay	IDA Rep, Business Owner	9/15/2009	12/31/2013
Milleson	John R.		8/16/2011	12/31/2014
Myer	Dr. Eric	Agriculture Rep, Business Owner	1/1/2011	12/31/2014
Pritchard	Elizabeth	Hospitality Industry	8/17/2010	8/31/2012
Staelin	John	BOS - Appointed Member	1/19/2010	12/31/2011
<i>Handley Regional Library Board</i>				4 Yr
Myer	Tamara	Town of Boyce	9/15/2009	11/30/2013
<i>Joint Administrative Services Board</i>				Open-End
Ash	David L.	County Administrator	1/18/2011	12/31/2011
Hobert	J. Michael	BOS - Appointed Member	1/19/2010	12/31/2011
Judge	Tom	Staff Representative		
Keeler	Sharon	Treasurer		
Murphy	Michael	School Superintendent		
Rhodes	Emily	JAS Chair; School Board Representative	1/1/2011	12/31/2011
Weiss	David	BOS - Alternate	1/19/2010	12/31/2011
<i>Joint Building Committee of the Joint Government Center</i>				Open-End
Ash	David L.	Building Manager		
Dalton	Keith	Berryville Town Manager		
Kitselman	Allen	Berryville Town Council Representative		
Weiss	David	Board of Supervisors Representative		
<i>Legislative Liaison and High Growth Coalition</i>				1 Yr
Hobert	J. Michael	BOS - Liaison	1/19/2010	12/31/2011
<i>Lord Fairfax Community College Board</i>				4 Yr
Lee	Barbara	Millwood / Pine Grove	3/18/2008	6/30/2012
<i>Lord Fairfax Emergency Medical Services Council</i>				3 Yr
Burns	Jason	Career Representative	5/19/2009	6/30/2012
Coffelt	Lee	Career Representative	9/27/2011	6/30/2014
Wagaman	Julie	Medical Professional	6/30/2010	6/30/2013
<i>Northern Shenandoah Valley Regional Commission</i>				1 Yr
Staelin	John	BOS - Alternate	1/19/2010	12/31/2011
Teetor	Alison	Citizen Representative	10/18/2011	1/23/2013
Weiss	David	BOS - Appointed Member	1/19/2010	12/31/2011

			<i>Appt Date</i>	<i>Exp Date</i>
<i>Northwestern Community Services Board</i>				3 Yr
Harris	Lucille		12/21/2010	12/31/2012
Stieg, Jr.	Robert		11/28/2008	12/31/2012
<i>Northwestern Regional Jail Authority</i>				4 Yr
Ash	David L.	County Administrator	1/18/2011	12/31/2011
Byrd	Barbara J.	BOS - Liaison Alternate	1/18/2011	12/31/2011
Roper	Anthony	Sheriff	1/1/2012	12/31/2015
Wyatt	James		12/18/2007	12/31/2011
<i>Northwestern Regional Juvenile Detention Center Commission</i>				1 Yr
Byrd	Barbara J.	BOS - Liaison	1/18/2011	12/31/2011
Wyatt	James		11/18/2008	12/20/2012
<i>Old Dominion Alcohol Safety Action Policy Board & Division of Court Services</i>				3 Yr
Johnson	Jerry L.		1/18/2011	12/31/2013
<i>Old Dominion Community Criminal Justice Board</i>				3 Yr
Johnson	Jerry L.		1/18/2011	12/31/2013
<i>Our Health</i>				3 Yr
Shipe	Diane		3/15/2010	3/15/2013
<i>Parks & Recreation Advisory Board</i>				4 Yr
Allison	Janelle	Millwood Rep	1/19/2010	12/31/2013
Heflin	Dennis	White Post Rep	9/16/2008	12/31/2012
Hobert	J. Michael	BOS - Liaison	1/19/2010	12/31/2010
Huff	Ronnie	Town of Berryville Rep	12/31/2007	12/31/2011
Jones	Paul	At-Large	1/1/2011	12/31/2014
Lichliter	Gary	Russell Rep	11/18/2008	12/31/2012
McCall	Michael A.	School Board Rep		12/31/2004
Rhodes	Emily	School Board Representative	1/1/2011	12/31/2011
Sheetz	Daniel A.	Berryville	5/18/2010	12/31/2013
White	Lawrence	Buckmarsh	12/18/2007	2/15/2011
Wisecarver	Steve	Appointed by Town of Boyce	2/2/2010	12/31/2013
<i>People Inc. of Virginia</i>				3 Yr
Hillerson	Coleen	Clarke County Rep Board of Directors	8/17/2010	7/31/2013
<i>Regional Airport Authority</i>				4 Yr
Ash	David L.	County Administrator	1/29/2010	12/31/2010
Crawford	John		5/20/2008	6/30/2012
Weiss	David	BOS - Liaison	1/19/2010	12/31/2011

			<i>Appt Date</i>	<i>Exp Date</i>
<i>Shenandoah Area Agency on Aging, Inc.</i>				4 Yr
Hudson	John		8/17/2010	9/30/2014
Roper	Anthony	Sheriff	9/18/2007	1/31/2012
<i>The 150th Committee</i>				4 Yr
Al-Khalili	Adeela	Clarke County African-American Cultural Center / Josephine Community Museum	1/18/2011	12/31/2015
Davis	Dorothy	Clarke County African-American Cultural Center / Josephine Community Museum	1/18/2011	12/31/2015
Heder	Terence	Shenandoah Valley Battlefields Foundation	1/18/2011	12/31/2015
Johnston	Charles	Staff Representative HPC	1/18/2011	12/31/2015
Kalbian	Maral	Community Representative	1/18/2011	12/31/2015
Lee	Jennifer	Clarke County Historic Museum Representative	1/18/2011	12/31/2015
Means	Howard	CCHA Representative	1/18/2011	12/31/2015
Morris	Mary	Clarke County Historic Museum Representative	1/18/2011	12/31/2015
Murphy	Michael	CCPS Representative	1/18/2011	12/31/2015
Russell	Jesse	Staff Representative Economic Development	1/18/2011	12/31/2015
Sours, Jr.	John	Community Representative	1/18/2011	12/31/2015
Stieg, Jr.	Robert		1/18/2011	12/31/2015
Weiss	David	BOS - Appointed Member	2/15/2011	12/31/2015