`

COUNTY OF PULASKI

PERSONNEL POLICIES AND PROCEDURES MANUAL

Effective January 1, 2022 (ORIGINAL DATE)

Last Updated July 15, 2026

THE COUNTY ADMINSTRATOR SHALL INSURE THAT THIS POLICY MANUAL AND ANY REQUIRED ADMINISTRATIVE RULES AND INSTRUCTIONS ASSOCIATED THEREWITH ARE KEPT CURRENT AND READILY AVAILABLE TO MANAGEMENT AT ALL TIMES.

NO SUPERVISOR OR DEPARTMENT DIRECTOR HAS ANY AUTHORITY WHATSOEVER TO MAKE ANY CONTRARY REPRESENTATIONS OF ANY RULES OR REGULATIONS, AS SET FORTH IN THIS POLICY, OR OF ANY ESTABLISHED PROCEDURES TO ANY EMPLOYEE.

NOTHING CONTAINED IN THIS HANDBOOK IS INTENDED TO CREATE (NOR SHALL BE CONSTRUED AS CREATING) A CONTRACT OF EMPLOYMENT (EXPRESS OR IMPLIED) OR GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME OR FOR ANY SPECIFIC PROCEDURES OR TYPE OF WORK. EITHER YOU OR THE AUTHORITY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.

PLEASE UNDERSTAND THAT NO SUPERVISOR, MANAGER, OR REPRESENTATIVE OF THE AUTHORITY OTHER THAN THE COUNTY ADMINISTRATOR HAS THE AUTHORITY TO ENTER INTO ANY AGREEMENT WITH YOU FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OR TO MAKE ANY PROMISES OR COMMITMENTS CONTRARY TO THE FOREGOING. ANY EMPLOYMENT AGREEMENT ENTERED INTO BY THE COUNTY ADMINISTRATOR SHALL NOT BE ENFORCEABLE UNLESS IT IS IN WRITING AND SIGNED BY THE COUNTY ADMINISTRATOR.

NOTHING CONTAINED IN THE HANDBOOK IS INTENDED IN ANY FASHION TO PROHIBIT, RESTRICT, OR INTERFERE WITH CONDUCT PROTECTED BY THE NATIONAL LABOR RELATIONS ACT. THIS INCLUDES, AMONG OTHER THINGS, ENGAGING IN “PROTECTED CONCERTED ACTIVITIES.”

THE POLICIES, PROCEDURES, BENEFITS AND OTHER PROGRAMS CONTAINED IN THIS HANDBOOK MAY BE MODIFIED, AMENDED, OR CANCELED BY THE COUNTY AT ANY TIME WITH OR WITHOUT ADVANCED NOTICE.

THIS PERSONNEL MANAGEMENT SYSTEM SHALL BECOME EFFECTIVE IMMEDIATELY (UNLESS OTHERWISE NOTED) AND SUPERSEDES ALL PREVIOUS MANUALS, LETTERS, MEMORANDA, AND UNDERSTANDINGS RELATIVE TO THE CONTENTS OF THIS POLICY MANUAL. THE PROVISIONS SHALL REMAIN IN EFFECT UNTIL THEY MAY BE MODIFIED, ALTERED, OR RESCINDED, IN WHOLE OR IN PART, BY RESOLUTION. ONLY THE PULASKI COUNTY BOARD OF SUPERVISORS HAS THE ABILITY TO ADOPT ANY REVISIONS TO THE POLICIES IN THIS PERSONNEL POLICY.

THIS POLICY IS NON-INCLUSIVE OF ALL POLICY’S AND PROCEDURES OF VARIOUS DEPARTMENTS OF THE COUNTY SUCH AS PUBLIC SAFETY, E-911, CONSTITUTIONAL OFFICERS AND THE PUBLIC SERVICE AUTHORITY. EMPLOYEES SHOULD CONSULT WITH THEIR SUPERVISOR REGARDING SPECIFIC POLICIES OR PROCEDURES FOR THEIR RESPECTIVE DEPARTMENT.

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INTRODUCTION

A. Welcome

Welcome to the County of Pulaski ("Pulaski County")! We are happy to have you join us here.

We believe in keeping our employees fully informed about our policies, procedures, practices, benefits, what employees can expect from the County, and the obligations assumed as an employee of Pulaski County. This practice is designed to provide fair treatment of employees. Our handbook provides employees with basic information to become familiar with the policies, procedures, practices and benefits of Pulaski County and reflects a great deal of concern for the people who make it possible for the County to exist, its employees.

We wish you the best of luck and success in your position and hope that your employment relationship with Pulaski County will be a rewarding experience.

B. Management & Board of Supervisors

(Updated 11/25/2024)

It is the policy of Pulaski County to adhere to the principles of individual recognition and direct and open communication with our employees. Our success is founded on the skills and effort of our employees. It is our policy to deal with our employees fairly and honestly and to respect and recognize each as an individual. We believe that open and frank discussion between employees and Management is the most satisfactory method of deciding matters that affect employees.

The County also has a Board of Supervisors. The Board is responsible for the general management of the affairs, funds and records of Pulaski County. They meet on a regular basis and are subject to certain by-laws.

C. Personnel Policy Updates

From time to time, the County Administrator shall be granted the authority to modify, correct or update the Pulaski County Personnel Policy, as it relates to matters that are non-material in nature, are typographical or grammatical or are requirements for compliance with Federal or state regulations or laws, without formal approval. Formal approval by the Board of Supervisors shall be required when such amendments are material changes to the intent, operation or functions of the Policy.

D. Equal Employment Opportunity

SEE APPENDIX A – EQUAL EMPLOYMENT OPPORTUNITY PLAN

(Updated 07/24/2023, 08/30/2023, 12/18/2023, 11/25/2024, 03/23/2026)

Pulaski County shall provide equal opportunity in employment and career development. The County is committed to fostering, cultivating, and preserving a culture of diversity and inclusion to create an equitable work environment based upon merit, qualifications and competence. The County administers its policies without regard to an applicant's or employee's race, color, religion, sex, sexual orientation, gender identity/transgender/gender expression status, marital status, pregnancy related decisions, political affiliation, age, national origin, ethnic origin genetic makeup, veteran status or disability, which if needing accommodation, may be reasonably accommodated and commit to following federal, state and local anti-discrimination laws. The County shall provide qualified applicants and employees with disabilities, as defined in Section 504 of the Rehabilitation Act of 1973, with reasonable accommodations that do not impose an undue hardship. This policy applies to all terms and conditions of employment including, but not limited to, advertisement, recruitment, referral, hiring, transfer, selection for training, promotion, demotion, discipline, rates of pay or other compensation, transfer, layoff,

termination, recall, use of all facilities, and participation in all County-sponsored activities. The Human Resources Director shall be designated as the ADA Coordinator and the Equal Employment Opportunity Officer for the County and is responsible for ensuring that County leadership, managers, supervisors and employees are aware and trained on this policy and pertinent federal, Commonwealth of Virginia and local laws, guidelines, executive orders and regulations directing equal employment opportunity and all other anti-discrimination programs. If employees believe, they are or have been the victim of unfair treatment in violation of this policy or if they have any questions concerning this policy, they should report such concerns or questions to their supervisor, Human Resources, or any other member of management with whom they feel comfortable. We encourage such reporting and will not tolerate any forms of retaliation against individuals making such reports or who participate in any investigations concerning such issues. Employees also have an obligation to report any observed discrimination and harassment.

E. Title VI, Federal Financial Assistance

SEE APPENDIX B – TITLE VI IMPLEMENTATION PLAN

(Added 9/18/2023, Updated 11/25/2024)

Non-Discrimination Statement

Pulaski County gives public notice of its policy to assure full compliance with Title VI of the Civil Rights Act of 1964 and all relates statutes. Title VI requires that no person in the United States of America shall, on the grounds of race, color or national origin, ethnic origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for with Pulaski County receives financial assistance. Further, in accordance with the requirement of Title II of the Americans with Disabilities Act of 1990 (ADA), Pulaski County will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities. All questions and requests for information should be directed to Pulaski County's Title VI Compliance Officer (Community Development Manager/GIS Coordinator).

Limited English Proficiency (LEP) Implementation Plan

Pulaski County recognizes it is necessary to provide, at no cost, the most basic services available to ensure compliance with Executive Order 13166. The following recommendations are offered as measurers to provide meaningful access to limited English-speaking persons:

- With advance notice of fourteen calendar days, provide foreign language interpreter services at any meeting or public hearing.
- Place notices of Pulaski County's non-discrimination policies, Title VI Notice to the Public and information on the local and federal complaint process on the website in English and other languages via certified translator and make the notices available at public meetings.
- The Pulaski County non-discrimination policy and Title VI Notice to the Public will also be included in all significant publications and reports produced by Pulaski County including brochures and other publications for distribution to the public.
- Translate vital documents in languages other than English when there is a potential for impact to LEP communities.
- Provide training to Pulaski County staff on the requirements for providing meaningful access to services for LEP persons.
- Monitor data and requests to ensure LEP requirements are fulfilled and report annually on the accomplishments related to LEP activities.

- Include a LEP policy in the updates of the Pulaski County approved planning and procedural documents through statements and notices that in person guidance or interpretation, as well as over-the-phone interpretation, will be provided by a certified translator.
- Utilize the Pulaski County Comprehensive Plan 2030 Community Engagement guidelines and VDOT's Public Participation Plan guidance (as defined in section 1.5 – Public Participation), in conjunction with the Pulaski County LEP Plan to identify low-income population, and minority populations; who may be part of the LEP population.
- LEP services will be provided at no cost to the recipient.

F. Employment At Will

We hope that each employee's period of employment at Pulaski County will be a rewarding experience. However, we recognize that circumstances change with the passage of time and that some employees may seek opportunities elsewhere or choose to leave the County for other reasons. Other employees may not fulfill the operational needs of the County or changed circumstances may reduce available employment opportunities, which may result in involuntary terminations. We sincerely hope that none of these situations occur, but realistically we have to acknowledge that the possibility does exist. **Therefore, the right of the employee or the County to terminate the employment relationship at-will is recognized and affirmed as a condition of employment.** At-will means that both the employees and Pulaski County have the right to terminate employment at any time, with or without advance notice, and with or without cause.

G. Municipal Volunteer/Internship Program

(Added 11/25/2024, Updated 10/27/2025)

The Municipal Volunteer/Unpaid Internship Program (MVIP) is intended to increase cooperative efforts between Pulaski County and the community. This program invites citizens to volunteer for unpaid work assignments or students to perform unpaid internships with the County. Departments wishing to compensate interns with paid assignments should treat those applicants as employees of Pulaski County. Applicants must complete all onboarding paperwork prior to their first day of employment.

The volunteer/unpaid internship program is a resource for departments that have special projects or temporary/non-permanent needs. The use of volunteers/unpaid interns within a department is NOT for the purpose of filling a full-time or part-time position, or for the purpose of assuming an employee's primary job functions and/or responsibilities. The director of that department and/or division must approve all requests for volunteers/unpaid interns. The Department of Human Resources may deny a request for volunteers/unpaid interns for any of the following reasons: volunteer/unpaid intern job duties are those of an employee(s), a permanent and/or temporary position is more appropriate, the volunteer/unpaid intern assignment is unsafe, based upon unfavorable background or drug screen results or use of a volunteer/unpaid intern is inappropriate for the task.

The County Administrator shall require that a criminal background check be conducted on all applicants for county volunteer/unpaid internship services where the anticipated duties or responsibilities of the volunteer/unpaid intern will involve (i) unsupervised access to public records or to personal information as defined in the Code of Virginia §2.2-3801; (ii) accountability for public funds in excess of $2,500 (iii) unsupervised access to county equipment and supplies; (iv) proximity to children, the elderly or disabled on a one-on-one basis with minimal supervision. Applicants for volunteer/unpaid intern services are also required to submit to a criminal background check based on the same criteria listed above. This policy and the procedures contained herein are adopted pursuant to Code of Virginia §19.2-289(A)(7) & (11); §19.2-390.1 and §63.2-1515.

Prospective volunteers/unpaid interns whose service is anticipated to involve one or more of the aspects listed above (i) shall be made aware of the County's Municipal Volunteer/Unpaid Internship Program policy; (ii) be provided a copy of the Summary of Your Rights Under the Fair Credit Reporting Act; (iii) submit a completed criminal history background check authorization form; (iv) and submit a completed Department of Social Services (CPS) Central Registry Release of

Information Form. All fees and costs associated with processing checks will be borne by the County of Pulaski. Any person failing or refusing to complete the required authorization forms and background checks shall not be considered for volunteer/unpaid internship assignment. All background checks shall be performed by the Department of Human Resources and the original forms shall be maintained in accordance with the Virginia Records Retention Act.

Before being assigned and permitted to serve in a volunteer/unpaid internship capacity that involves the proximity to children, elderly or disabled on a one-on-one basis with minimal supervision, a criminal history and child protective services background check must be completed prior to the interaction and conducted once every three (3) years thereafter so long as the volunteer is still in good standing and continues volunteering for Pulaski County.

Criminal Records Precluding Volunteer/Unpaid Internship Participation:

Any volunteer/unpaid internship applicant will presumptively be disqualified if he/she has been the subject of a founded child abuse or neglect complaint, or has been convicted of: (1) a felony; (2) a misdemeanor involving moral turpitude (lying, cheating, stealing); (3) any crime against a person (e.g., assault); or (4) any crime involving a juvenile victim. Volunteer/unpaid internship applicants may also be disqualified by the requesting department, human resources, and/or the County Administrator. Any such person who is disqualified may only be permitted to participate as a volunteer/unpaid intern if authorized by the County Administrator.

Appeals:

Any applicant disqualified may submit an appeal, in writing, to the Director of Human Resources. Any such appeal must contain all materials the applicant wishes to be considered. The appealing applicant may request a meeting with the Director of Human Resources and the County Administrator on the appeal; however, such meeting shall be at the discretion of the County, and if held, shall be deemed supplementary to, rather than a replacement for, the written appeal materials submitted by the applicant. Rulings on appeals shall be communicated to the appealing applicant, in writing, by the Director of Human Resources. Disqualified applicants may not appeal disqualification more than once per year.

Confidentiality:

All persons receiving criminal history background information, drug screens and Social services/Child Protective Services information regarding a volunteer/unpaid internship applicant shall maintain the confidentiality of such information in accordance with applicable law. Following the determination of eligibility for a volunteer/unpaid internship applicant to participate in any volunteer activity pursuant to the Policy all criminal history background information and Social Services/Child Protective services information on the applicant shall be kept or destroyed based on the applicable federal, state or local vendor records retention policy in regards to confidential information.

County Liability:

Nothing in this Policy, or acts or omissions pursuant thereto, shall give rise to any liability or obligation on behalf of the County, its officers, employees or agents.

Implementation:

1. A Volunteer/Unpaid Internship Request Form is required for all volunteer/unpaid intern requests. The form must be signed by the department head before being sent to Human Resources. In order to fulfill the request, forms should be submitted at least two weeks in advance of the assignment.

2. All volunteers and unpaid interns should submit a volunteer/unpaid intern application form.

3. Department heads or supervisors should provide on-site supervision for the volunteer/unpaid intern. The supervisor is responsible for providing the volunteer/unpaid intern with training/instructions for the assignment and related policies and procedures of the Department/County.

4. Department heads are required to examine the safety aspects the volunteer/unpaid intern will need to know and be prepared. If safety is a concern, departments need to contact Human Resources.

5. Some volunteer/unpaid internship assignments require the use of time sheets or local/federal/state forms and must be completed as required and submitted as requested.

6. Volunteers/Unpaid Interns must be aware of policies outlined in the County's Personnel Manual and failure to follow such policies or procedures may result in the individual not being allowed to participate in assignments/events.

7. Volunteer and internship assignments are considered unpaid, experiential and educational learning opportunities. Internships are for the benefit of the intern. Interns are not entitled to a job at the conclusion of the internship. No internship shall exceed 40 hours per week.

8. Departments seeking volunteers or unpaid interns should complete a Volunteer/Unpaid Intern Request Form outing the project to be completed and the established time frame. This form is approved by the department head and forwarded to Human Resources. In completing this form, the department head acknowledges that they have read and agree to the volunteer/unpaid internship program guidelines. If an applicant is interested and no request has been submitted, the Department of Human Resources can offer assistance to said department in creating a project if they wish to provide an internship.

9. To maintain compliance with the Fair Labor Standards Act (FLSA), internships shall not be provided to current Pulaski County employees.

H. Policy on Harassment Prevention

(Updated 11/25/2024, 03/23/2026)

The County is committed to providing a work environment that is free of unlawful harassment of all types. Consistent with our policy of equal employment opportunity, harassment in the workplace or by someone teleworking based on a person's race, sex, sexual orientation, gender identity/transgender status/gender expression, religion, pregnancy –related decisions, national origin, age, genetic makeup, veteran status, or disability will not be tolerated. Thus, the County has a strict policy prohibiting unlawful harassment in any form, including sexual harassment, whether committed by other employees, volunteers, Management and/or third parties.

The harassment policy prohibits unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, particularly where:

1) Submission by an employee to such conduct is made either explicitly or implicitly a term or condition of employment;

2) Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or

3) Such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.

In addition, this policy prohibits offensive or unwelcome sexual propositions, verbal abuse, physical abuse, threats of violence, , graphic comments about an individual's body, sexually degrading comments, sexually suggestive objects, pictures or other materials, intentionally misgendering employees or use of the wrong pronouns, denial of access to restrooms consistent with gender identity, contraceptive or other reproductive choices and political affiliations whether in the workplace, outside the workplace or while teleworking in addition to other items that can be deemed offensive.

Department directors and supervisors are responsible for ensuring that the County's work environment is free of harassment, whether sexual or otherwise. In addition, all employees are responsible for respecting the rights of their co-employees.

Reporting: Any employee who believes he or she has experienced unlawful job-related harassment should report any such harassment promptly to a department director, supervisor or Human Resources. Should any employee believe it would be inappropriate to discuss the matter with his or her direct supervisor, the employee may report it directly to the Human Resources Director.

Every effort will be made to promptly investigate all allegations of harassment in as confidential a manner as possible and appropriate corrective action taken if warranted. If the County determines that any employee has violated this harassment policy, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment. We will periodically follow-up with the complainant to ensure that the actions taken by the County have remedied any problems and that the issues that prompted the complaint have not recurred.

The County prohibits any form of retaliation against an employee for making a bona fide complaint of harassment under this policy or for assisting in a complaint investigation.

I. Vaccination Policy

(Updated 07/22/2024, 11/25/2024)

In consideration of Pulaski County employee's health, the County offers free Hepatitis A & B vaccinations. This vaccination is covered under most insurance plans as a preventative vaccine and therefore is 100% covered by the individuals' health insurance plan. In cases where the vaccine may not be covered, Pulaski County or the PSA would agree to cover the cost for the positions outlined below. Employees may contact their health care provider or local health department to schedule a time to receive the vaccination.

Hepatitis B is a viral infection caused by Hepatitis B virus (HBV), which causes death in 1-2% of patients. Most people with Hepatitis B recover completely, but approximately 5-10% become chronic carriers of the virus. Most of these people have no symptoms, but can continue to transmit the disease to others. HBV also appears to be a causative factor in the development of liver cancer. Thus, immunization against Hepatitis B can prevent acute hepatitis and reduce sickness and death from chronic active hepatitis, cirrhosis, and liver cancer.

Employees of the following departments are considered to have an expected occupational hazard and are therefore highly recommended to receive the vaccine:

PSA Water/Wastewater Department
PSA Sanitation Workers, Drivers and Drop Site Attendants
Public Safety Department
Randolph Park Employees (administering first aid)
Sheriff's Department
Fire & Rescue
HAZMAT/Emergency Management

Many other vaccinations are offered as preventative under the County's insurance plan and are covered at 100%. Pulaski County does not cover vaccination costs for those not insured under the County plans with the exception of flu and COVID.

The Public Safety Department, Sheriff's Department and Fire & Rescue employees must adhere to policies and procedures of that department and work with the Infectious Disease Control Officer to determine what vaccinations are recommended for the performance of their job.

J. Drug Free Workplace Policy

SEE APPENDIX C – DOT DRUG AND ALCOHOL POLICY

(Updated 11/25/2024, 10/27/2025, 03/23/2026)

I. PURPOSE:

A. Pulaski County (hereafter referred to as "County") recognizes the significant problems caused by drug and/or alcohol use in the workplace and is committed to protecting its employees, property, and the environment. The safety of all employees is of great importance and one of our major goals. In addition, we have an obligation to our employees, County residents, and the general public to provide a safe environment and to conduct our operations safely and efficiently. With this commitment and obligation in mind, this County is affirming its position on alcohol and drugs and is committed to maintaining a drug and alcohol-free workforce.

B. Alcohol and drug abuse are major health problems in this country. Drug and/or Alcohol use jeopardizes the safety and productivity of employees as well as the safety and well-being of the general public. Such abuse can adversely affect an employee's job performance, endanger other employees, endanger members of the public and jeopardize private property. It is the goal of this County to help ensure a safe, healthy and productive work environment.

C. The County is reaffirming its willingness to assist employees with alcohol or drug-related problems to find the appropriate treatment for rehabilitation and recovery. An employee with a substance abuse need is encouraged to request such assistance through the Employee Assistance Program (EAP) or through community agencies. Refer to the County's Employee Assistance Program Policy.

II. SCOPE:

This policy applies to all employees (full-time, part-time and seasonal, volunteer).

III. DEFINITIONS:

A. **Abuse** - includes the use of any substance that deviates from the intent of this policy or from specific medical direction.

B. **Accident** - an occurrence resulting in injury or damage to a motor vehicle, property or person that is caused by carelessness, unawareness, ignorance, or a combination of causes.

C. **Alcohol** - includes the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol as defined in the Alcoholic Beverage Control Act, (Va. Code § 4.1-100, *et seq.*)

D. **Conviction** - a finding of guilt (including a plea of guilty or a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility of determining violations of the federal or state criminal drug laws, alcohol beverage control laws, or laws, which govern driving while under the influence of drugs or alcohol.

E. **Premises** - this term is used in its broadest sense, and includes all land (including leaseholds, easements and other job sites), property, buildings and other structures, vehicles owned by or leased to the locality and personal vehicles being used to conduct any business for this County.

F. **Drug** - includes any substance with the potential to produce the effects of a behavioral change which may adversely affect a person's ability to safely and efficiently perform his/her job, specifically those "controlled substances" under a 10-panel test: Amphetamines, Cocaine, Cannabis (THC), Opiates, Phencyclidine (PCP), Benzodiazepines, Barbiturates, Methadone, Propoxyphene and possibly Quaaludes (Methaqualone) and MDMA/MDA. The term drug or controlled substance is synonymous in usage throughout this document.

G. **Employee** - includes all persons who operate in a full-time, part-time, seasonal, volunteer or related capacity with this County.

H. **Medical Review Officer (MRO) -** this term refers to a licensed physician who is responsible for receiving and reviewing laboratory results generated by the County's drug testing program and evaluating medical explanations for certain drug test results.

I. **On the Job** - includes all times from the time the employee begins to work or is required to be in readiness to work until the time he is relieved from work and all responsibility for performing work (including meal breaks).

J. **Safety-Sensitive Functions** - includes: (1) all time spent at an offsite location, other property, or on any public property, waiting to be dispatched, unless the employee has been relieved from duty by his supervisor; (2) a safety-sensitive function during any period in which he is actually performing, ready to perform, or immediately available to perform any and all functions described or related to these described here.

K. **Third-Party Administrator (TPA)** – entity selected by the County to coordinate the County's drug and alcohol testing program.

IV. POLICY:

A. The use, possession, distribution, selling, manufacturing, impairment, or having a detectable presence of alcohol in one's system on the premises of this County or on the job, is prohibited. This includes representation at County affiliated events, conferences, seminars, ribbon cuttings, etc. that occur during an employees established work schedule, while on call or while driving a county owned vehicle. At the discretion of the Sheriff or their designee, an exception can be made for deputies operating in undercover capacity where the non-use of alcohol while on duty could compromise the undercover deputy's status and/or safety.

If found, illegal drugs will be confiscated and may be turned over to the appropriate law enforcement agency, which may also result in criminal prosecution.

1. If an employee arrives for work and the odor of alcohol is detected on or about his person, a member of management will be called to verify that such an odor does exist on or about the suspect. If such an odor is confirmed, the employee shall be informed that the odor of alcohol is present about them, and they are not to begin work.

Under no circumstances will an employee to be allowed to drive or operate any County vehicle or equipment while under suspicion, and the suspected employee is to be informed of the following:

a) The employee must submit to a breath alcohol test at the expense of this County. If an employee refuses to submit to a breath alcohol test, he is considered positive for alcohol and shall leave the premises of this County. The supervisor will submit a written report to management that states the reason for the suspect of alcohol, that the employee refused to

submit to a breath alcohol test (resulting in a positive test), and the employee was removed from the premises.

b) Should the suspected employee choose to be tested, a member of management will issue the proper instructions for testing.

c) Should the suspected employee have a confirmed alcohol level between .02 and .039, the employee must be relieved of duty for 24 hours before returning to work. If the individual occupies a safety sensitive position, the incident will be **documented as a written warning in the employee's personnel file**.

d) Should the suspected employee have a confirmed alcohol level greater than .04, the result may be considered a positive alcohol screen and the employee may be required to complete a return-to-duty process through a Substance Abuse Professional before returning to work. The decision for such process will be determined by the Department Director and HR. Disciplinary action will be taken, up to and including termination.

2. Off-the-job abuse of alcohol that adversely affects an employee's job performance, or adversely affects or threatens to adversely affect other interests of the County or other persons, is prohibited.

NOTE: Should the employee's condition suggest that their judgment is so impaired that they may be a danger to themselves or others upon leaving, particularly if they are driving, the employee will be told that the supervisor will call someone for transportation to return them home. If the employee fails to respond favorably to this advice, then the supervisor shall notify the appropriate authorities (police) to handle the situation.

B. **Prescriptions and Over-the-Counter Drugs**

1. Employees taking prescription drugs issued by a licensed physician or over-the-counter drugs are responsible for:

a) being aware of any effects such drugs may have on the performance of their duties; and,

b) ensuring that the prescribing physician is aware of the driver's work- related responsibilities; and,

c) reporting the use of such substances to their supervisor prior to reporting for work, especially if the dosing direction specifically state not to driver or operate heavy machinery or may impair mental judgement; and,

d) obtaining the authorization from this County to possess or use such drugs while working or on the County's premises.

2. An employee may continue to work while taking a legally prescribed drug if, after consulting with medical personnel and management, the appropriate supervisor has determined that the employee does not pose a threat to his or her own safety or the safety of co-workers and that the employee's job performance will not be significantly affected by the legally prescribed drug. Otherwise, the employee may be required to take a leave of absence or comply with other appropriate action determined by management.

3. Where an employee does not comply with these requirements, a physician's prescription will not be an acceptable excuse for violation of the above policy, and the employee will be subject to disciplinary action.

4. Medications prescribed for another individual or relative of the employee shall be considered to be improperly used and subject the employee to discipline for violation of the above policy.

5. For purposes of drug testing, the Medical Review Officer (MRO) will review the laboratory test results and verify any prescription medicine with the employee. Any unverified prescription will result in a positive drug screen result. A positive drug screen result will be grounds for discipline, up to and including termination.

V. SAFETY SENSITIVE POSITIONS (NON-DOT REGULATED):

This section applies only to employees who have been identified by Pulaski County as safety sensitive but who are not regulated by any US Department of Transportation Agency. The following is a list of positions classified as "Safety Sensitive Employees" that are subject to random drug and alcohol testing as identified in this section:

- VJJCS Director
- Fire & Rescue Personnel
- E-911 Personnel
- Sheriff's Personnel
- Public Safety Personnel
- Emergency Management Personnel
- Office of Prevention & Recovery Personnel

Administrative positions of these departments are exempted from random testing

A. Offenses

1. **First Offense – Failed Alcohol and/or Drug Test** - A safety sensitive employee with a confirmed positive drug or alcohol test or any safety sensitive employee refusing to take a drug or alcohol test may be disciplined up to and including termination. The County considers a blood alcohol concentration of 0.02 or greater as failed alcohol test for safety sensitive positions.

   Employee's may (1) enter into a last chance agreement (2) be required to participate in a mandatory EAP Program Referral with documented counseling services by a licensed Substance Abuse Professional (SUP) and (3) provide the required return to full duty status documentation from the SAP. Failure to abide by these guidelines will result in termination of employment.

2. **Second Offense – Failed Alcohol and/or Drug Test** – Any employee with a confirmed positive drug and/or alcohol test will be dismissed from their employment with the County of Pulaski for a second offense.

B. Last Chance Agreement

Any safety sensitive employee offered a last chance agreement is required to successfully participate in and complete a treatment or rehabilitation program as recommended by the County's Employee Assistance Program. While participating in the program, an employee shall be permitted to use any accumulated leave prior to being placed on leave without pay.

Refusal to participate in the Employee Assistance Program's drug and alcohol rehabilitation program or failure to successfully complete such program will result in termination of employment. Failure to sign a

last chance agreement allowing the County to obtain information regarding the progress and successful completion of the EAP or alcohol/drug rehabilitation program will result in termination of employment.

Any failed drug/or alcohol test or refusal to take a drug or alcohol test under a last chance agreement will result in termination of employment and will cause employee to be ineligible for further employment, in any capacity, with Pulaski County.

C. **Random Testing**

Employees in safety-sensitive positions are subject to random, unannounced testing at least two times per year. Selection will be made by Human Resources utilizing a scientifically valid method. Random tests will be reasonably spread through all days and hours of operation.

1. The selection process is completed by Human Resources, which will notify the Supervisor, who will notify the selected employees and ensure the testing is completed upon notification.

   a) The employee shall proceed to the test site immediately upon notification.

   b) If the supervisor has knowledge that the employee who has been chosen is out of town, a tour of duty, or off schedule, the employee will not be notified until he is able to proceed to the testing site, which should be their next scheduled work day after selection.

   c) If an employee is selected for random alcohol testing, the test must be conducted immediately prior, during, or immediately following operating in a safety sensitive capacity.

2. With random selection, it is possible that some employees may never be selected, while at times some employees may be selected more than once.

D. **Follow-Up Testing**

When an employee is referred to a Substance Abuse Professional (SAP) for the treatment of alcohol and/or drug abuse following a positive drug or alcohol test, the employee shall be subject to the requirements as outlined by the SAP. The cost of the SAP evaluation is the employee's responsibility. The SAP will determine the treatment plan for the employee. In addition, the employee will be subject to a minimum of six (6) follow-up tests during the 12 months after the employee's negative Return to Duty test, and any expense of aftercare is the employee's responsibility. The County will require proper verification of the employee's compliance with the aftercare program or revisions thereto. It is the County's responsibility to ensure that these follow-up tests are conducted as required. The employee will continue to be subject to random testing in addition to any follow-up testing that occurs. A random test result cannot be substituted for a follow-up test. Failure to adhere to all testing requirements will be grounds for termination.

VI. USE OF CBD PRODUCTS

Products marketed as containing cannabidiol (CBD) or other hemp-derived ingredients are not regulated in a manner that guarantees their contents or labeling accuracy. Some products marketed as CBD have been found to contain measurable levels of tetrahydrocannabinol (THC), the primary psychoactive component of marijuana.

Under the **Agricultural Improvement Act of 2018 (Farm Bill)**, hemp and hemp-derived products containing no more than 0.3 percent THC are not classified as controlled substances under federal law. Products containing more than 0.3 percent THC remain classified as marijuana under federal law.

Because product labeling may be inaccurate and some CBD products may contain detectable levels of THC, employees are advised that the use of CBD or hemp-derived products may result in a positive drug test.

A positive drug test for marijuana/THC will be treated as a verified positive result under the County's Drug & Alcohol Policy. The use of CBD products is **not a legitimate medical explanation for the presence of THC** in a confirmed positive drug test result.

Employees are responsible for ensuring that any products they use do not result in a violation of Policy.

VII. Medical Cannabis/Marijuana – In accordance with **Virginia Code § 40.1-27.4**, the County will not discharge, discipline, or otherwise discriminate against an employee solely for the lawful use of cannabis oil pursuant to a valid written certification issued by a licensed medical practitioner for the treatment of a diagnosed condition.

However, nothing in this policy prevents the County from:

- Prohibiting the possession or use of cannabis or cannabis oil during work hours or on County property;
- Prohibiting employees from reporting to work impaired or under the influence of cannabis;
- Taking disciplinary action where an employee's use of cannabis results in workplace impairment or safety concerns; or
- Taking action where compliance with state law would cause the County to violate federal law or jeopardize federal funding or federal contracts.

Employees who have received a valid written certification for medical cannabis oil are encouraged to notify the Department of Human Resources so that the County may evaluate any workplace or safety considerations associated with the employee's position.

The County reserves the right to require a **Fitness-for-Duty evaluation** when there is reasonable concern regarding an employee's ability to safely perform the essential functions of their position.

VIII. ALCOHOL AND DRUG TESTING:

A. Pre-Employment Screening - All potential employees of Pulaski County must undergo a drug and alcohol screening within three days of a provisional employment offer. Receipt of a verified negative test result is required prior to the first day of employment. Additionally, the County requires all employees transferring to another position either due to promotion, demotion, transfer, or any other reason to submit to drug and alcohol testing.

A full 10-panel test is required on all employees upon new hire; however, positive THC tests will not be a determining factor of employment for **non-safety sensitive positions**. Candidates for designated Safety Sensitive positions will not be employed by Pulaski County if they have a positive THC test. Applicants who have been made a formal offer of employment will have their offer revoked upon a positive drug screening that cannot be verified by the MRO.

B. **Reasonable Suspicion/Cause Testing** - Employees will be subject to alcohol and/or drug testing under circumstances including, but not limited to, the following:

1. When a trained supervisor has reasonable cause to believe that an employee is using alcohol or any performance-altering drug on the job or on County premises. The supervisor's determination that reasonable suspicion exists to require the employee to undergo an alcohol and/or a urine drug screen must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver; and/or

2. When appropriate supervisor has reasonable cause to believe that the abuse of alcohol or drugs has adversely affected an employee's job performance, or has adversely affected or threatens to adversely affect another employee or any interest of the County.

3 Public Safety EMS employee's shall also be subject to reasonable suspicion testing when medications have not been properly disposed of or properly documented.

Documentation of the observations, via the reasonable suspicion checklist, leading to a reasonable suspicion test must be prepared and signed by the supervisor or manager who made the observations.

The County will immediately remove the employee from duty or all safety-sensitive functions and take the employee, arrange for the employee to be taken to the testing facility, or request a mobile collection occur onsite. The employee may, at the sole discretion of the department director, be temporarily reassigned to a non-safety sensitive duty while awaiting test results.

C. **Post-Accident Drug/Alcohol Testing** – An employee involved in an accident will submit to a drug and alcohol test as follows:

1. An employee operating a county vehicle involved in an accident is required to be drug and alcohol tested if: (1) the accident results in a fatality; OR (2) the driver was issued a citation, AND: a) the accident results in bodily injury with immediate medical treatment away for the scene; OR: b) the accident results in disabling damage to any motor vehicle requiring tow away.

   The only exceptions to testing are:

   - the employee in no way contributed to the accident; or
   - the accident was caused by an animal strike

2. The drug test shall be accomplished within eight hours, and no later than 32 hours after the reportable accident occurs. If the drug test is not accomplished accordingly, this County shall maintain on file documentation stating the reason the test or tests were delayed.

   The alcohol test is to be accomplished no later than two hours following the accident. If an alcohol test required by this section is not administered within two hours following the accident, the employer shall prepare and maintain on file a record stating the reasons the test was not promptly administered. If an alcohol test required by this section is not administered within eight hours following the accident, the employer shall cease attempts to administer an alcohol test and shall prepare and maintain the same record.

3. The appropriate supervisor is fulfilling the County's part of the responsibility by providing the employee with instructions and all information necessary to comply with this regulation.

4. Pulaski County shall maintain documentation that the Post-Accident Drug and/or Alcohol Tests were performed.

5. The employee may, at the sole discretion of the department director, be temporarily reassigned to a non-safety sensitive duty while awaiting test results.

IX. REFUSAL TO SUBMIT TO A DRUG AND/OR ALCOHOL TEST

An employee is considered to have refused to take a drug and/or alcohol test if:

A. Drug Test

- Fails to appear at a collection site for any type of testing reason (except a pre-employment test) within a reasonable time, as determined by the County, after being directed to do so by the County;
- Fails to remain at the collection site until the testing process is complete; except provided that a person who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
- Fails to provide a specimen;
- Specimen is out of temperature range;
- Specimen resulted in a dilute negative result and refuses further resting;
- Fails to permit a monitored or observed collection if the collector required the collection to be monitored or observed;
- Fails to provide a sufficient amount of urine specimen, provided the Medical Review Officer (MRO) finds there was no medical reason for the employee to provide insufficient amount of urine;
- Fails or declines to take an additional drug test that the County or collector has directed;
- Fails to undergo a medical examination or evaluation the MRO or the County has directed;
- Fails to cooperate with any part of the specimen collection process;
- Fails, for an observed collection, to follow the instructions to raise and lower clothing and turn around;
- Possesses or wears a prosthetic or other device that could be used to interfere with the collection process, if the employee is found to have or wear a prosthetic or other device designed to carry clean urine or a urine substitute;
- Admits to the collector to having adulterated or substituted the specimen;
- Adulterates or substitutes a urine specimen;
- Admits to the MRO to having adulterated or substituted the specimen.
- Leaves the scene of an accident.

B. Alcohol Test

- Fails to appear at an alcohol test site for any test reason within a reasonable time, as determined by the County, after being directed to do so by the County;
- Fails to remain at the alcohol test site until the testing process is complete;
- Fails to provide an adequate amount of saliva or breath;
- Fails to provide a sufficient breath specimen, provided the physician finds that there was no medical reason for the employee to provide an insufficient amount of breath;
- Fails to undergo a medical examination or evaluation as the County has directed as part of the insufficient breath procedures;
- Leaves the scene of an accident.

- Fails to cooperate with any part of the testing process.

X. METHODS AND PROCEDURES

A. Drug/Alcohol Testing Services

Pulaski County utilizes the services of the following vendors to collect drug and alcohol testing samples as well as their laboratories and Medical Review Officers:

- Sentara EAP
- New River Valley Occupational Health Services
- New River Medical Group
- EZ Care/Urgent Care Medical Centers
- Safety & Compliance Services
- Designated Substance Abuse Professionals

B. **Confirmation** - Alcohol and drug testing will be conducted through methods with proven reliability and in strict compliance with the appropriate methodology. If an applicant or employee fails to pass the initial drug screening test performed by the laboratory, the original test sample will be further analyzed using gas chromatography/mass spectrometry before any action is taken. If the employee fails to pass the initial alcohol screen, a confirmation test will follow fifteen minutes after the initial screen as indicated in regulations.

C. **Designated Employer Representative (DER)** – Specific person assigned by the County to oversee the drug and alcohol policy, coordinate the drug education program, and receive results of drug and alcohol testing.

D. **Medical Review Officer (MRO)** – This County contracts with a Third-Party Administrator (TPA) to coordinate its drug testing program and to provide the services of an MRO in conjunction with the drug testing program. In the event of a positive test, the MRO will attempt to contact the employee by phone to discuss the findings and any prescription medication that may be involved. If the employee is not reachable within the mandated time period, the MRO will notify the TPA that the results are on a 10-day hold, and the TPA will notify the DER. If the MRO does not speak with the employee during this 10-day hold period, the MRO will release the positive test results to the TPA, who will in turn notify the DER. The DER will then notify the employee of the positive result.

E. **Substance Abuse Professional (SAP**) - A substance abuse professional shall evaluate each employee who engages in conduct prohibited by the County's Drug and Alcohol policy (the employee is responsible for all expenses related to this evaluation). The SAP will determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and/or controlled substance use. The SAP shall also evaluate each employee identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use. All expenses associated with the SAP are the responsibility of the employee

F. **Confidentiality** - All records and information obtained by the TPA and/or this County regarding alcohol and/or drug testing, any substance abuse test results, and any treatment of employees for chemical dependency will be confidentially maintained by restricting access on a need-to-know basis to those designated by management.

G. **Recordkeeping** – The TPA and the MRO shall insure that all records related to the administration and results of the drug testing program, including individual test results, are maintained for all employees. The TPA will maintain all information relating to drug or alcohol with a positive result for a minimum period of five years and all information relating to drug or alcohol with a negative result for a minimum period of two years. The MRO shall retain reports of the individual test results as specified in applicable regulations. Pulaski County's records conform to those published and required by the Library of Virginia Records Retention Policy.

XI. TEST RESULTS

A. An employee who, as a result of testing, is found to have unauthorized alcohol or drugs in their system, regardless of when, where or how the substance entered the employee's system, will be considered in violation of this County's testing policy and will be immediately removed from duty or safety sensitive position regardless of location at time of notification.

B. Following a positive drug test result, an applicant or employee may within 72 hours request (through the MRO) that the testing laboratory transfer the split portion "B" of the original specimen to another approved laboratory for a second confirmation testing. Any costs related to the transporting or testing of such specimen will be the sole responsibility of the employee. A negative result of such test will not automatically result in the applicant/employee being eligible for employment/reinstatement with the County but will be considered in light of all the circumstances. During this time, the individual cannot operate in a safety sensitive function.

XII. RESPONSIBILITIES:

All employees must abide by the terms of Pulaski County's policy on Drug- and Alcohol-Free Workplace.

Employees who are arrested for violating a criminal drug law, an alcoholic beverage control law or law that governs driving under the influence, based on conduct occurring on or off the workplace, must notify their supervisor or a designee, in writing and within 72 hours after such arrest.

Employees who are convicted of violating a criminal drug law, an alcohol beverage control law or law that governs driving under the influence, based on conduct occurring on or off the workplace, must notify their supervisor or a designee, in writing and within five calendar days, after such conviction.

Appealing the conviction does not affect the requirement to notify the supervisor of the conviction.

XIII: SAFETY RISK NOTICE:

The Medical Review Officer (MRO) who evaluates a test result has the duty to report safety risks due to medication. Performing Safety-Sensitive functions while under the influence of opioids may constitute a safety risk. During a verification interview with the employee, the MRO may learn about a legally prescribed *medication* that would likely make the employee medically unqualified or would likely pose a significant safety risk. The MRO will tell the employee to have his/her prescribing physician contact the MRO to discuss the MRO's concern about the medication. If the prescribing physician does not speak with the MRO within 5 business days of the MRO informing the employee to have his/her prescribing physician contact the MRO, the MRO will report the information about the legally prescribed medication to the appropriate third party. The TPA will notify the DER of this safety risk notice being issued.

The MRO may report that information to a third party before 5 business days if:

- the prescribing physician speaks with the MRO before 5 business days have elapsed and the significant safety risk remains unresolved; or,

- the employee expressly declines to have his/her prescribing physician speak with the MRO; or,

- during the verification interview, the MRO learns of a medical condition or diagnosis that is likely to result in the employee's being medically unqualified.

The outcome of this safety risk notice is dictated by an employer's policy. When this County receives a safety risk notice, the employee may be immediately removed from service until the matter is resolved to the County's satisfaction; i.e., the prescribing doctor totally removes the employee from the medication or changes the prescription medicine to a non-narcotic alternative. If the matter is resolved to the County's satisfaction, the employee may return to service after a negative non-DOT drug screen to ensure that the medication is no longer in the driver's system. The County will continue to monitor this safety risk by having the employee submit to regular non-DOT drug testing to ensure that the employee is not continuing to have access to the medication for which the safety risk was identified. If the employee does not comply with this County policy, the will be terminated.

XIV. SPECIMEN RETENTION:

All specimens deemed "positive" by the laboratory, according to prescribed testing procedures, must be retained, for identification and reconfirmation purposes, at the laboratory for a period of at least one year.

XV. ALCOHOL & DRUG ABUSE EDUCATION:

As a condition to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded program, the law requires that the County certify that it has adopted and implemented a program to prevent the use of illicit drugs and the abuse of alcohol by employees. At a minimum, the program must include:

The annual communication to each employee of:

- Standards of Conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by employees on Pulaski County property or as part of any of its activities;

- a description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;

- a description of the health-risks associated with the dangers of using illicit drugs and the abuse of alcohol;

- a description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees; and

- a clear statement that Pulaski County will impose sanctions on employees (consistent with local, State, and Federal law), and a description of those sanctions, up to and including termination of employment and referral for prosecution, for violations of the standards of conduct; and

Supervisors will be trained to address illegal drug and alcohol use by employees, to recognize behaviors that give rise to a reasonable suspicion, how to document facts and circumstances to support a finding of reasonable suspicion as required by Federal, State and local regulations and how to provide referrals and available resources for drug and alcohol rehabilitation. Pulaski County reserves the right to require and/or provide training at any time upon its own authority. Failure to receive such training, however, shall not invalidate otherwise proper reasonable suspicion testing.

XVI. REHABILITATION PROGRAMS

Employees with substance abuse issues are encouraged to come forward **prior** to their issue being discovered by the County and take advantage of the County's Employee Assistance Program (EAP) to seek rehabilitative assistance. Pulaski County recognizes that drug and alcohol abuse pose potential health, safety, and security risks; therefore, the County will recommend rehabilitative services and programs through its EAP when appropriate under the circumstances. Voluntary self-identification under this provision must occur prior to a policy violation, drug test or alcohol notification, or positive test result. Employees must follow guidelines for any program entered. An employee's participation in the EAP does not relieve that employee from compliance with the terms of this policy or other applicable County rules and standards governing performance and conduct. This provision will not apply to any employee who tests positive through the testing program.

Those individuals wishing to obtain services under the benefits provided by the County's health insurance plan, should verify the services covered under their health provider benefits. Coverage for behavioral health or rehabilitation services is subject to the terms, conditions, limitations, ad preauthorization requirements of the applicable health insurance plan.

Eligible services must be pre-authorized.

- Referral from a Primary Care Physician is not necessary.
- Not all programs are licensed, accredited or covered under employees' health coverage.
- Other state agencies offering assistance and referral information are the Virginia Department of Behavioral Health & Developmental Services and the Virginia Department of Health.

Resources that Pulaski County offers include, but are not limited to:

- Sentara EAP Program
- Local Chapter of Alcoholics Anonymous
- Al-Anon Virginia
- Local Chapter of Narcotics Anonymous
- Other local programs that may be offered through the hospital or other social services organizations
- DEA – Drugs of Abuse
- https://www.dea.gov/sites/default/files/drug_of_abuse.pdf
- NIH – Easy to Read Drug Facts
- https://easyread.drugabuse.gov/content/drugs-people-misuse
- CDC – Alcohol and Public Health
- https://www.cdc.gov/alcohol/
- Description of Health Risks Associated with the Use of Illicit Drugs and Abuse of Alcohol
- https://www.pct.edu/files/imported/campuslife/studentpolicy/docs/drugchart.pdf
- https://www.dea.gov/sites/default/files/drug_of_abuse.pdf

With the approval of the supervisor, Human Resources, and the County Administrator, employees may be granted a leave of absence (leave without pay if no leave balances are available) from work to participate in rehabilitation programs for treatment of alcohol and/or other drug problems based upon a physician's recommendation. Information regarding an employee's participation in an Employee Assistance Program or rehabilitation program

will be maintained in accordance with applicable confidentiality laws and County policies and will be disclosed only as permitted or required by law or as necessary for County operations.

XVII. DESIGNATED EMPLOYER REPRESENTATIVE (DER):

The County's Designated Employer Representative (DER) is currently the Human Resources Director, who is the County's point of contact for drug and alcohol education and testing oversight. The DER is also responsible for determining whether an employee is subject to drug and/or alcohol testing. Supervisors who have reason to believe that a particular employee should be tested should contact the DER who will make a final determination in the matter.

XVIII. TESTING AGREEMENT:

A. An employee required to submit to alcohol and/or drug testing will be requested to sign a testing authorization form/agreement.

B. An employee who refuses to sign the requested testing authorization form/agreement, or who refuses to submit to testing after signing the agreement, shall be deemed to be in violation of this policy and will be terminated.

K. Records Management Policy

(Added 07/24/2023)

This policy establishes the general responsibilities for management, retention, and disposition of Pulaski County's records as mandated by the Virginia Public Records Act (VPRA), Code of Virginia § 42.1-76–§ 42.1-91. This policy applies to all employees (including part-time and per diem) and authorized agents of Pulaski County and its affiliates.

Pulaski County is committed to effectively managing its records, regardless of media type, by adhering to best practices and following a systematic and logical plan developed by the organizational units that maintain the records. The successful implementation and ongoing effectiveness of this policy is dependent on the cooperation of each organizational unit to ensure that permanent records are preserved and nonpermanent records are destroyed in a timely and orderly manner.

The policy will provide guidance for achieving the following objectives:

1. Comply with the Virginia Public Records Act (VPRA), Code of Virginia § 42.1- 76–§ 42.1-91, which governs the creation, maintenance, and disposition of public records
2. Develop and implement procedures, guidelines, systems, and business practices that facilitate the creation, backup, preservation, filing, storage, and disposal of records of all formats
3. Create a network of personnel throughout Pulaski County trained to manage records of all types
4. Reduce risks associated with unintended disclosure of sensitive information
5. Protect essential and historical information about Pulaski County

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Responsibilities Under the Virginia Public Records Act (VPRA):

Records Management Program:

Pulaski County will implement a sound records management program in accordance with the Virginia Public Records Act (VPRA) § 42.1-76 et seq. An effective records management program will implement Library of Virginia–approved records retention and disposition schedules, document destruction of scheduled records, train employees, and create and disseminate records management procedures.

Designated Records Officer

Pulaski County will designate at least one records officer to oversee the County's records management program in accordance with the Virginia Public Records Act (VPRA) § 42.1-85. The designated records officer will serve as a liaison to the Library of Virginia for the purposes of implementing and overseeing a records management program, and coordinating legal disposition, including destruction of obsolete records. Pulaski County will identify the person or persons who will serve as records officer(s) by submitting the Records Officer Designation and Responsibilities Form (RM-25) to the Library of Virginia. Pulaski County has designated the Clerk to the Board of Supervisors/Executive Secretary as the designated records officer for Pulaski County.

Delivery of Records to Successor

At the end of a records custodian's term of office, appointment, or employment, all records should be turned over to his/her successor. In the event Pulaski County ceases to exist and there is no successor, all records should be transferred to the Library of Virginia per the Code of Virginia § 42.1-88.

CLASSIFICATION, PAY & WORKING HOURS

A. Categories/Definitions of Employees

(Updated 11/25/2024)

It is important that you understand the definitions of the employment classifications at Pulaski County and know your classification. Your employment classification helps determine your employment status and what benefits for which you are eligible. If you have questions or are not sure what your employment classification is, please see your supervisor or Human Resources. Pulaski County establishes that classification and pay plans will be administered fairly and consistently and all positions will be compensated according to duties and responsibilities required in job performance.

Pulaski County classifies its employees as follows:

Introductory employees: Employees begin employment with Pulaski County as introductory employees. Such employees' performances are evaluated during this time to determine whether further employment in a specific position or with the County is appropriate. After satisfactorily completing the introductory period, employees will be informed of their new employment classification. (Introductory employees are referred to as "probationary employees" for purposes of the Grievance Policy and are thus not entitled to access the Grievance Procedure. The introductory period shall be established to be a term of six (6) months (with the exception of the E-911 Department, who is established at twelve (12) months).

Full-time regular employees: Employees hired to work Pulaski County's normal, full-time, forty-hour+ workweek on a regular basis who have completed the introductory period. Such employees may be "exempt" or "nonexempt" as defined below. Full-time employees are entitled to the benefits stated in this handbook provided they qualify for each individual benefit.

Part-time regular employees: Employees hired to work fewer than forty hours per week but work a set number of hours on a regular basis. Such employees may be "exempt" or "nonexempt" as defined below. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they may also be eligible for some of Pulaski County's other benefit programs, based on the number of hours worked.

Temporary employees: Employees engaged to work full-time or part-time with the understanding that their employment will be terminated no later than on completion of a specific assignment. Such employees may be "exempt" or "nonexempt" as defined below. Employees hired from temporary employment agencies for specific assignments are employees of the respective agency and not of Pulaski County. Temporary employees are not eligible for benefits including leave time.

Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of Pulaski County's other benefit programs.

Nonexempt employees: Employees who are required to be paid overtime at the rate of time and one half (*i.e.,* one and one-half times) their regular rate of pay for all hours worked beyond forty hours in a workweek, in accordance with applicable federal wage and law hours. Local entities provide compensatory time to these employee's or paid time as required by the FLSA.

Exempt employees: Employees who are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond forty hours in a workweek. Executives, professional employees, outside sales representatives, and certain employees in administrative positions are typically exempt.

Retiree: A full-time employee who is eligible and files for Virginia Retirement System retirement. Employees otherwise leaving employment will either be deemed as resigning their position or termination of employment.

You will be informed of your initial employment classification as an exempt or nonexempt employee during your orientation session. If you change positions during your employment as a result of a promotion, transfer, or otherwise, you will be informed by Human Resources of any change in your exemption status.

Please direct any questions regarding your employment classification or exemption status to Human Resources.

B. Working Hours

(Updated 07/22/2024)

Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Flexible scheduling or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the supervisor involved. However, such issues as staffing needs, the employee's performance, and the nature of the job will be considered before approval of flextime. Employees should consult their supervisor to request participation in the flextime program.

Normal call out procedures for each department is no less than one hour before the start of the employees shift. Employees must call their supervisor directly to report the absence and reason thereof.

Meal and work breaks may not be taken in conjunction with another break; may not be taken in the aggregate as either one longer break or as one shorter break with a longer one; and may not be carried over to a different workday. Meal and work breaks also may not be used to offset or otherwise account for an absence, tardiness, late return from another break, early departure from work, or any other kind of time from work under any circumstances.

Supervisors will inform employees of scheduled break and/or lunch periods. Employees are expected back at their workstation ready to start work at the end of each scheduled break and/or lunch period.

All full-time employees are provided with one meal period each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

If a work crew has problems with providing time for meals during typical lunch periods, as an example, where work hours have been altered due to emergency work, it would be reasonable to stop for such a break later in the day.

This policy is not intended to restrict employees from stopping at stores but it is intended that supervisors and/or employees will be held accountable for unreasonable activities. As a guide to unreasonable activities, the following is provided:

1. Stopping for meals or purchases, on a regular basis, within two (2) hours after work hours begin is unreasonable.

2. Employees who will not have access to stores throughout the day should bring with them food and/or refreshments they may like and not request a work crew stop for such activities.

3. Any stop during work hours should be completed promptly with return to work without unnecessary waste of time.

4. Employees participating in breakfast activities at stores/restaurants after work hours begin would be considered unreasonable.

5. Public Safety Department personnel Sheriff's Department personnel and Fire & Rescue personnel are expected to be available for emergency calls during meal times, refreshment stops, breaks and all other times while on duty. Therefore, this policy does not apply.

C. On-Call Policy

PSA Water Department:

1. Each department employee will be on call on a rotating basis weekly, beginning on Monday following normal working hours and extending to the following Monday morning.

2. While on call, the employee will be furnished a vehicle for transportation to and from work and for responding to any call.

3. While on call, employees will be provided a pager or cell phone. The Water/Sewer Department supervisor will be permanently assigned a cell phone. At least one additional pager or cell phone will be made available for the employee on call.

4. The employee on call will be compensated ten (10) hours pay at the current hourly pay rate for each week served on call. When an employee is on-call during a holiday, that employee will also earn 2 hours of pay at time and a half and be paid at time and a half for hours worked if called out.

5. Upon responding to a call for emergency work, the employee will be paid a minimum of 2 hours at time and a half for all hours worked. Hours in addition to the initial two hours will also be paid at time and a half. The initial 2 hours and additional hours shall be marked on the time sheet as Emergency Work (EW).

6. Scheduling for on call time will be done by the Water Distribution Department supervisor. It is anticipated that changes in the on call schedule will occur to accommodate the convenience of employees' non-work schedules.

7. When assistance is needed on call, other employees of the Water/Sewer Department will be contacted by the employee on call. If an employee is called out to assist the "on-call" employee due to a large incident involving more than one employee, then that employee shall denote his time as emergency work (EW) and this will be paid at time and a half. If further assistance is needed, contact should be made to the General Services Facilities Manager, the General Services Director, the PSA Director, or the Water Treatment Plant Operator. The Emergency Management Coordinator can also be called on for assistance. The PSA Director/County Engineer has also arranged for the public works departments of the towns of Dublin and Pulaski to be called on for assistance.

8. Each employee of the Water/Sewer Department will be provided with ample keys for access to the garage complex and equipment and supplies necessary for emergency water repair.

9. Employees are requested to advise their supervisor of their out of town travel plans to the greatest extent possible so that the employee on call will be aware of where he may likely receive assistance.

General Services Staff:

1. An employee will be designated to receive calls for emergency response during weekends and holidays. Duty will be rotated among employees. Each department employee will be on call on a rotating basis weekly, beginning on Monday following normal working hours and extending to the following Monday morning.

2. The employee on call will be compensated ten (10) hours pay at the current hourly pay rate for each week served on call. When an employee is on-call during a holiday, then that employee will also earn 2 hours of pay at time and a half and be paid at time and a half for hours worked if called out.

3. Upon responding to a call for emergency work, the employee will be paid a minimum of 2 hours at time and a half for all hours worked. Hours in addition to the initial two hours will also be paid at time and a half. The initial 2 hours and additional hours shall be marked on the time sheet as Emergency Work (EW).

4. The on call employee will be contacted through a telephone, pager or cell phone.

5. The on call employee will be normally dispatched by the 24-hour dispatch service at the Sheriff's Department. The public or employees needing the on call services are requested to contact an E-911 dispatcher. In addition, the General Services Facilities Manger, the Emergency Management Coordinator, a Constitutional Officer, a Court Clerk, a judge or any department director staff member may issue a call for assistance from the on call staff.

6. The employees will respond to requests for assistance at buildings and properties under the supervision of the Board of Supervisors or the Public Service Authority. Calls for assistance with the Public Service Authority will be secondary to that of the Public Service Authority employees on call or working at the water treatment plant. The buildings under the supervision of the General Properties staff include: County Administration Building; Maple Shade offices, Bob White Building, Sheriff's Office, Randolph Park, Health Department; Old Courthouse; Brick Courthouse; Pulaski County Library branches within the Town of Pulaski and the Town of Dublin; County Garage complex; Old Riverlawn Elementary School, Loving Field, and the former Cloyd's Mountain Landfill.

7. The on call employee will be expected to respond within one half hour by calling the E-911 Dispatch Center.

8. Time worked on call and in response to emergency calls will be marked "EW" on the monthly time sheet on the appropriate date with the total number of hours responded as well as the eight hours on call noted.

9. On call duty will begin at the 4:00 p.m. end of workday prior to the weekend or holiday affected. It will extend until 7:30 a.m. on the day following the weekend or holiday affected.

10. Should an on call staff member need assistance, they should contact other members of the staff assigned to on call duty. If an employee is called out to assist the "on-call" employee due to a large incident involving more than one employee, then that employee shall denote his time as emergency work (EW) and this will be paid at time and a half. At the same time, they should alert the General Services Facilities Manager of the need for assistance. If the General Services Facilities Manager is unavailable, they should alert one of the following department director staff members: Emergency Management Coordinator; Assistant County Administrator; General Services Director; County Engineer; Human Resources Director. Whenever a response will take more than four hours, one of the preceding department director staff members or general properties superintendent should also be notified.

Information Technology Staff:

(Added 03/23/2026)

1. An employee will be designated to receive calls for emergency response during weekends. Duty will be rotated among employees. Each department employee will be on call on a weekly rotating basis.

2. The employee on call will be compensated two (2) hours pay at their current hourly pay rate for each day served on call.

3. Upon responding to a call for emergency work, the employee will be paid a minimum of 2 hours at time and a half for all hours worked. Hours in addition to the initial two hours will also be paid at time and a half. The initial 2 hours and additional hours shall be marked on the time sheet as Emergency Work (EW).

4. The on call employee will be contacted through a text or call via a county issued cell phone.

5. The on call employee will be dispatched by the IT Director

6. The employee will respond to requests for assistance at any county owned building or property but primarily at the Pulaski County Recreation Center.

7. The on call employee will be expected to respond within one half hour to the IT Director.

8. On call duty will begin at 4:30 p.m. end of workday on Friday and will extend to 9:00 pm on Sunday night.

10. Should an on call staff member need assistance, they should contact the IT Director. If an employee is called out to assist the "on-call" employee, that employee shall denote their time as emergency work (EW) and this will be paid at time and a half. If the IT Director is not available, they should alert another member of staff of the need for additional assistance.

D. Disaster Pay – Locally Declared State of Emergency/Severe Weather & Emergency Closings

(Updated 07/22/2024, 11/25/2024, 10/27/2025, 2/12/2026)

If the County offices are closed by the County Administrator, or his designated agent, time missed from work will be paid as follows:

ESSENTIAL PERSONNEL:

The following positions are hereby established as ESSENTIAL POSITIONS during a local declared state of emergency/severe weather or emergency closing occurrence:

Public Safety Personnel-EMS Field Staff
Sheriff's Department Sworn Deputies
Fire & Rescue Personnel
E-911 Center Personnel
Water Treatment Plant Personnel
Emergency Management Coordinator

The above listed positions should report to work regardless of offices closing due to emergency or inclement weather events unless otherwise advised by the Department Director . Since these positions provide essential services to the citizens, inclement weather or other emergency situations may, in fact, increase the workload for these employees.

Sheriff's Department Personnel (Policy Number 3.A):

Purpose:

To establish guidelines governing the designation and responsibilities of Essential Personnel within the Pulaski County Sheriff's Office.

Policy:

When the Pulaski County Offices are closed or operating on a delayed schedule as directed by the County Administrator or their Designee, Essential Personnel employed by the Pulaski County Sheriff's Office are required to report to work at their regularly scheduled time. Essential Personnel are provided with take-home vehicles to facilitate reporting for duty during county closures.

While on duty, Essential Personnel are covered by Workers' Compensation in the event of an incident. Therefore, Essential Personnel will not receive additional compensation, nor shall their work status be altered, and will not be affected by Pulaski County closures or delays.

There may be circumstances in which County closures impact specific divisions within the Pulaski County Sheriff's Office. In such cases, affected personnel may be granted the option to use personal leave, excluding sick leave, or may be reassigned to other duties within the Sheriff's Office at the discretion of the Sheriff or their designee.

Public Safety Department and the Fire & Rescue Department [FLSA Non-Exempt Employees] - These two departments are provided a "holiday bonus" for working during office closures, in addition to any overtime earned. Regular Part-Time Employees of these departments (excluding Public Safety and Fire and Rescue) shall receive compensation at straight time for hours actually worked, unless the time worked exceeds FLSA procedures and will then be paid accordingly.

Essential employees who do not report to work during an inclement weather situation and who do not call their immediate supervisor, may be subject to appropriate disciplinary action as determined by the County Administrator or the employee's immediate supervisor.

Should an essential employee not be able to report to work when the offices have been closed due to transportation problems, the essential employee must advise their immediate supervisor and transportation may be provided to the essential employee to report to work.

If an essential employee cannot report to work during an emergency closing or inclement weather event due to other reasons, the employee's supervisor must be notified immediately. If the supervisor decides, the employee is not required to report to work it shall be at the discretion of the supervisor whether the employee will be required to utilize leave time.

There are also alternative essential positions that may be required to report to work due to an emergency closing or inclement weather and will be notified by the supervisor/department director or County Administrator. Those positions include:

County Administrator
Assistant County Administrator
PSA Executive Director/County Engineer
General Services Director/PSA Deputy Director
Garage Personnel
PSA Water & Sewer Personnel
General Services Personnel

Except as outlined above for Sheriff's Office, Fire and Public Safety Personnel, FLSA Non-Exempt Essential Full-Time Employees Shall Receive – Compensatory time at time and one half for hours worked during the closing in addition to their regular salary.

Except as outlined above for Sheriff's Office, Fire and Public Safety Personnel, FLSA Exempt Essential Full-Time Employees Shall Receive – Straight time for hours worked during the closing as Earned Paid Time Off (EPTO) in addition to their regular salary.

NON-ESSENTIAL PERSONNEL

Non-Essential personnel MAY NOT report to work during an emergency closing or inclement weather event unless authorized by a supervisor and may not telework unless approved by the Supervisor or Department Director.

Should a Non-Essential employee be requested to telework:

FLSA Non-Exempt Non-Essential full-time personnel will receive compensatory time at time and one half for hours teleworked in addition to their regular salary.

FLSA Exempt Non-Essential full-time personnel will receive straight time in the form of Earned Paid Time Off (EPTO) for hours teleworked in addition to their regular salary.

The County Administrator has the authority to grant compensation to FLSA Non-Exempt and Exempt employees during disaster related/local emergency events in lieu of compensatory time or Earned Paid Time Off (EPTO).

In instances where the offices do not close due to inclement weather situations, each employee should use his or her own discretion and take appropriate leave when necessary. Employees are encouraged to maintain adequate leave balances for inclement weather situations. If an employee had previously scheduled vacation time or is sick during the time of the office closure, they will not be required to utilize leave time during the time the offices are closed.

Employees will be notified of closings via various media outlets such as TV, Facebook, email and Code Red. Employees are strongly encouraged to register with the Code Red system alerts.

PSA Refuse Employees:

During office closures and when the PSA Director deems road conditions to be unsafe, it may become necessary not to operate the PSA refuse collection service. Employees may be sent home; however, they will receive pay for their entire shift at straight time. Any PSA Refuse employee this is requested to work in another capacity shall receive compensation at time and one half for hours worked.

E. Timekeeping

Hourly employees are required to record the time they start and stop work, and when they leave the premises or break for lunch. Hourly employees should report to work no more than six minutes prior to their scheduled starting time and stay no more than six minutes after their scheduled workday has ended unless otherwise approved by a supervisor.

It is the employee's responsibility to adequately record their time worked. Supervisors will review and then initial the time record before submitting it for processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

It is a violation of County policy for any employee to record another employee's time, alter another employee's time card, or alter his/her own time card without permission.

If an employee has a question concerning his/her time card, he/she should discuss the matter with the payroll supervisor.

F. Overtime

(Updated 07/22/2024, 11/25/2024)

Employees may be scheduled to work overtime when operating requirements or other needs cannot be met during regular working hours. Whenever possible, advance notification will be provided. If determined necessary, overtime work will be authorized by the supervisor beyond an employee's standard scheduled hours of work. Pulaski County tries to distribute overtime assignments fairly among all employees who are qualified to perform the required work. Non-exempt employees will be paid overtime compensation in accordance with federal and state wage and hour provisions. Overtime pay is based on actual hours worked.

All overtime worked regardless of the department, job class or status must have the specific approval of the employees supervisor, failure to receive such approval may result in disciplinary action. The County Administrator shall monitor overtime in protection of the liability of the County.

FLSA Non-Exempt County/PSA Salaried Employees:

Non-Exempt salaried employees who work over 40 hours per week shall be compensated at a rate of 1.5 x for hours worked over 40 in accordance with the Fair Labor Standards Act (FLSA). Employees required to work on a holiday, regardless of the number of hours worked that week, shall receive 1.5 x for hours worked. The overtime shall be accrued as compensatory time unless otherwise stated by the supervisor.

FLSA Non-Exempt County/PSA Hourly Employees:

Overtime pay for FLSA Non-Exempt hourly employees is compensated at the rate of 1.5 x pay for any work hours exceeding forty (40) in a one-week work period. All hours worked on a holiday shall be compensated at 1.5 x pay in addition to the number of hours holiday pay per the holiday pay policy.

FLSA Non-Exempt Overtime on a Daily Basis for County/PSA Employees:

Overtime on a daily basis is allowable at the discretion of the employee's supervisor.

FLSA Non-Exempt for Salaried Public Safety Department Employees:

Public Safety Department salary employees will be compensated at a rate of 1.5x pay for any hours exceeding their base salary calculated hours per week. No pay shall be given for a holiday if the employee does not work the holiday.

FLSA Non-Exempt for Hourly Public Safety Department Employees:

Public Safety Department hourly employees will be compensated at a rate of 1.5 x pay for any hours exceeding forty (40) in a one-week work period. No pay will be given for a holiday if the employee does not work the holiday.

FLSA Non-Exempt Sheriff's Department Deputies & Fire & Rescue

Section 3(s)(1)(C) of the FLSA covers all public agency employees of a State, a political subdivision of a State, or an interstate government agency.

Section 7(k) of the FLSA provides that employees engaged in fire protection or law enforcement may be paid overtime on a "work period" basis. A "work period" may be from seven consecutive days to 28 consecutive days in length. For work periods of at least 7 but less than 28 days, overtime pay is required when the number of hours worked exceeds the number of hours that bears the same relationship to 212 (fire) or 171 (police) as the number of days in the work period bears to 28. For example, fire protection personnel are due overtime under such a plan after 106 hours worked during a 14-day work period, while law enforcement personnel must receive overtime after 86 hours worked during a 14-day work period.

Currently Pulaski County Fire & Rescue personnel work 48 hour workweeks (4-12 hour shifts); therefore, the above FLSA does not currently apply. However, when the department goes to 24 hours shifts, all of the above will be applicable. Currently it is the policy of Pulaski County to pay overtime for anything over 48 hours per week for Fire & Rescue staff.

Under certain prescribed conditions, a State or local government agency may give compensatory time, at a rate of not less than one and one-half hours for each overtime hour worked, in lieu of cash overtime compensation. Employees engaged in police and fire protection work may accrue up to 480 hours of compensatory time.

In consideration of this Code, Pulaski County recognizes all positions below that of a lieutenant as non-exempt per FLSA.

FLSA Exempt Employees

FLSA Exempt employees shall receive straight time for any hours worked above 40 hours in a workweek or on a holiday. This time is provided and should be recorded as Earned Paid Time Off (EPTO).

G. Pay Procedures

(Updated 07/24/2023)

Regular Full Time and Part-Time employees are paid semimonthly on the 15th and last working day of the month. Each paycheck will include earnings for all work performed through the end of the previous payroll period. Pulaski County operates on a hold back period of one payroll.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay the day prior.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to Pulaski County. Employees will receive an itemized statement of wages when Pulaski County makes direct deposits. Employees may access direct deposit records via Pulaski County's Employee Self Service (ESS) account on the Pulaski County website.

Direct deposits are submitted via a pre-note to the bank on the first attempt to ensure the correct routing and account number were submitted by the employee (new hire and change of accounts). Therefore, the initial paycheck is printed and the employee is required to pick it up. Checks are released to employees only. Spouses or other individuals are not allowed to receive employee paychecks.

Employee's receiving actual paychecks will not receive them prior to the actual payday except in occasions when the employee is scheduled to take vacation leave. In those cases, employees may pick up their paycheck the day prior to payday after 2:00 p.m.

Since Pulaski County defers one payroll period, employees terminating employment will receive one final paycheck following their termination date inclusive of wages and any required leave payout.

Pay errors should be reported promptly to the supervisor and to payroll. The Payroll Supervisor will confirm the error with the supervisor and the necessary adjustments will be made ASAP.

H. Fair Labor Standards Act (FLSA) Exempt Employees

(Updated 07/22/2024, 11/25/2024, 03/23/2026)

Compensatory Time/ Earned Paid Time Off (EPTO)

Compensatory Time shall only be earned by FLSA Non-Exempt employees. All employees that are considered Exempt per FLSA standards shall accrue Earned Paid Time Off (EPTO). This designation applies to FLSA Exempt Executive, Administrative, IT, Professional Employees, Law Enforcement and Fire Protection employees.

Due to the Big Beautiful Bill Enacted July 2025 that requires specific tracking of FLSA overtime, all Non-Exempt employees will be provided a PTO table and any time earned that is not FLSA Overtime, will go to the PTO accrual. Anything earned at FLSA overtime (physically worked more than the standard FLSA hours for the week) will go to comp time.

The max hours by either a FLSA Exempt or Non-Exempt employee shall not exceed 240 hours combined or 480 for Law & Fire personnel.

NON EXEMPT EMPLOYEE'S:

Compensatory time that is earned by FLSA Non-Exempt employees must be calculated at 1.5 x their regular rate of pay. Compensatory time for FLSA Non-Exempt employees must be paid once the employee reaches a 240-hour threshold (480 for law enforcement and fire personnel). Upon separation of employment, all FLSA Non-Exempt employees must be paid their Compensatory Time balances.

EXEMPT EMPLOYEE'S:

EPTO accrued exceeding 30 days or 240 hours for FLSA Exempt employees, 480 for Law Enforcement and Fire Personnel, shall be lost if not used by June 30th of each year.

Further, it shall be the policy that employees exempt from the FLSA shall only be compensated for a maximum of 30 days or 240 hours, 480 for Law Enforcement and Fire Personnel of accrued Earned PTO upon retirement, resignation or termination unless otherwise approved by the County Administrator by means of payment or carryover of time, with specifically documented reasoning behind the request.

FLSA Exempt Executive Employees - EPTO for Executive employees exempt from the FLSA is earned at a straight hour for hour for any hours worked over 8 hours per day. Work performed on weekends or holidays is eligible for EPTO at a straight hour for hour. Prior approval by the County Administrator is required for overtime hours worked in excess of eight (8) hours per week. This shall also apply to Professional and IT Classified employees. In addition, Sheriff's Department Executive staff who work 12-hour rotating shifts will earn hour for hour for any hours worked over 12 per day.

The following is a list of Executive employee positions to which the above policy applies:

County Administrator
Assistant County Administrator
Human Resources Director
Sheriff's Department Personnel (Lieutenant Level and above)
Chief of Fire & Rescue
Joint 911 Executive Director
Joint 911 Deputy Directors
Emergency Management Coordinator
Finance Director
Assistant Finance Director
Economic Development Director
Garage Supervisor
Director of General Services/PSA Deputy Director
Building Official
Director of Planning/Zoning
Library Director
Tourism Director
Commonwealth Attorney Administrative Executive Assistant
Registrar
Chief of EMS (Public Safety)
Assistant Chief of EMS (Public Safety)
Public Service Authority Director

Director of Parks & Recreation
STEA Director
Office of Prevention & Recovery Director

FLSA Exempt Professional Employees - The following is a list of Professional employee positions to which the above policy applies:

County Engineer
Assistant Commonwealth's Attorney's

IT Employees - The following is a list of IT employee positions to which the above policy applies:

IT Director

FLSA Exempt Administrative Employees - EPTO for Administrative employees exempt from the FLSA is calculated at straight time for the first hour over 8 hours per day and then **1.5 x** for hours worked over 10 per day. Work performed on weekends or holidays is eligible for EPTO at **1.5 x** hours worked that day. Overtime hours worked must be approved by the supervisor or department director prior to the work being performed.

The following is a list of Administrative employee positions to which the above policy applies:

Project Manager
Payroll Supervisor
PSA Payroll Coordinator
Small Business Solutions Manager
Virginia Regional Industrial Facilities Authority Project Manager
GIS Coordinator
Executive Administrator for General District Court & Chief Deputy

The following positions are considered EXEMPT and not eligible for any type of overtime or additional compensation:

Sheriff
Treasurer
Commissioner of the Revenue
Commonwealth's Attorney
Clerk of Circuit Court

SHERIFF'S DEPARTMENT LEO'S:

1) Effective July 1, 2024
2) All employees will begin a working 80 hour per 14-day cycle timesheet before EPTO/comp time can begin accruing (Fair Labor Standard Act states all Non-Exempt LEO must work 86 hours in two weeks before accruing comp time). Exempt LEO's shall receive EPTO.
3) Any hours worked in a 14-day cycle over 80 hours but less than 87 hours are hour for hour EPTO time and should be marked separate from the comp time line.
4) Any hours worked in a 14-day cycle from 87 and above are calculated at time and a half comp time earned for FLSA Non-Exempt LEO's and as EPTO for FLSA Exempt LEO's.

5) Only hours worked within the 14-day cycle are counted towards your 80 hours (comp days, vacation days or sick leave days do not count towards the 80 hours).
6) Any hours worked below 80 hours in a 14-day cycle will need to be drawn from comp time, EPTO or vacation time. Sick time may be used only when the employee is out sick or under doctor's care for an illness.
7) Only worked hours need to be listed on the time sheet, if you take a comp day, EPTO, sick day or vacation day do not list hours on the date you used it, just mark the box for that day with a C, EPTO, V, S and wait to calculate what hours are needed and mark it in the boxes at the bottom left of the timesheet.
8) Callouts after signing off during a work day or on days off will automatically be counted as comp time earned for FLSA Non-Exempt LEO's and EPTO for FLSA Exempt LEO's, even if your 80 hours are not met
9) Comp time, EPTO and/or vacation time used for the full 12-hour shift should in most instances be scheduled in advance when the schedule is made.
10) Paid OT details will automatically be paid as OT hours no matter if the 80-hour threshold is met and should be documented on a separate OT sheet, not on the timesheet.
11) Comp time/ EPTO should be documented and noted on the individual's timesheet.

I. Pay Advances

The County does not provide pay advances on unearned wages.

J. Pay Corrections

In the event that there is an error in your pay, you should immediately bring the discrepancy to your supervisor and payroll's attention so that corrections can be made as quickly as possible. Requests must be in written form and signed by both the employee and the supervisor. This correction usually occurs on the next payroll date if reported promptly.

K. Pay Deductions and Setoffs

County policy prohibits improper deductions from employee pay; however, the law requires the County to make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The County must also deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." The County matches the amount of Social Security taxes paid by each employee.

When the County offers programs and benefits beyond those required by law, eligible employees may voluntarily authorize deductions from their pay to cover the costs if they wish to participate in these programs.

Pay setoffs and garnishments are pay deductions taken by the County, as required by law or court order, usually to help pay off a debt or obligation to the County or others. Voluntary pay deductions, garnishments, and pay setoffs will be the responsibility of the employee during unpaid leave.

Questions concerning why deductions were made from your pay or how they were calculated should be addressed to the Payroll Supervisor.

L. Garnishment of Employee Wages

Garnishments are court orders requiring an employer to withhold specified amounts from an employee's wage for payment of a debt owed by the employee to a third party. State law requires the County to honor garnishments of employee wages

(including child support) as a court or other legal judgment may instruct. The law also provides for an administrative fee to be charged when a garnishment occurs.

Employees are expected to manage their personal financial affairs in such a manner as not to require debtors to seek garnishments or payroll liens for payment of bills and/or taxes owed by the employee. Should the County receive a notice of wage garnishment or wage liens other than those for child and/or spousal support, the employee will meet with Payroll or Human Resources to review the seriousness of the matter and may be required to seek appropriate outside assistance to aid in their money management problems. Any employee served with wage garnishments or wage liens resulting from more than one indebtedness, not including those for child and/or spousal support, in any consecutive twelve-month period may be terminated.

M. Separation of Employment/Resignation

(Updated 07/24/2023, 11/25/2024)

To resign a position in good standing, an employee must provide a two-week advance written notice. If a special circumstance exists, the notice requirement may be waived by the County Administrator. Failure to provide such notice may result in forfeiture of compensation for accrued leave. Failure to return to work at the expiration of an approved leave of absence shall be interpreted as a voluntary resignation.

If it is considered to be in the best interest of the County for the employee not to work the two week period following the notice of resignation, the employee may be asked to leave the premises immediately upon notification of resignation.

An employee's official date of separation will be considered their last day of work. No employee will be permitted to use Sick Leave or Vacation Leave once the employee has made the supervisor aware of their separation unless the time was approved prior to knowledge of the resignation. VRS contributions will stop as of the date of resignation and insurance coverages shall end at the end of the month in which the separation is made.

The County will determine if the terminating employee has any outstanding debt owed to the County and whether the individual has in his/her possession any electronic equipment, tools, keys, manuals, uniforms or other County property. Upon completion of a full accounting of the employee's and the County's accounts as determined by the County, a final pay check for time worked (less deductions) will be issued to the employee on the next regular pay day in accordance with applicable federal and state law. The County will issue a check designated as the final payment for all services rendered as well as any leave accrual payments due per policy.

Upon resignation or termination, the employee should contact Human Resources to address any employment issues. Any employee terminating employment is expected to return any County property in his/her possession. Failure to do so may result in legal action.

EMPLOYEE BENEFITS

The County provides well-balanced benefits to eligible employees designed to meet the needs of employees and provide protection from financial hardship. These benefits will be reviewed periodically to assure that they keep pace with area practice.

The information contained in this handbook regarding employee benefits is not a contract to provide these benefits to any employee. The eligibility requirements of these benefits are described in the summary plan documents and/or benefits booklets. Full-time employees are eligible for the following benefits provided by the County if they meet specific requirements:

*Health, Dental Vision & Pharmacy Insurance/COBRA Compliance
*Bereavement Leave
*Jury Duty Leave
*Virginia Credit Union Membership
*Nationwide 457b Deferred Compensation Plan
*YMCA Membership Dues
*Educational Assistance & Paid Training
*Employee Assistance Program (includes mental health, legal and financial counseling services)
*Paid Life Insurance as well as Additional Option Life Insurance
*Military Leave
*Paid Holidays
*Virginia Retirement System Pension Plan
*Relocation Assistance (for select positions)
*Short-Term Disability
*Long-Term Disability
*Sick Leave and Sick Leave Bank Benefits
*Tool and Equipment Assistance (for select positions)
*Uniform and Uniform Maintenance (for select positions)
*Wellness Programs
*Vacation Leave
*Unpaid Leaves of Absence (FMLA)
*Voluntary Benefits (Cancer, Critical Illness, etc.)
*AirMed Flight Insurance
*Nationwide Pet Insurance
*VRS Group Long-Term Care Insurance
*Discounts with Dell Computer and Verizon

While Pulaski County is committed to providing its employees the best in employee benefits, it also must reserve the right to modify plans and/or co-pays if deemed necessary by the County. Thus, the terms of the benefit plans described are subject to change at any time by the insurer(s) or Pulaski County. Questions concerning benefits and/or insurance information should be directed to Human Resources.

A. Life Insurance

Life insurance offers you and your family important financial protection. Pulaski County provides a basic life insurance plan for eligible employees. Additional supplemental and/or dependent life insurance coverage may also be purchased for the employee, spouse and dependents. This coverage is available through the Virginia Retirement System. This life insurance provides employees with group life insurance, natural death benefits, double indemnity for accidental death.

Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part of the basic life insurance plan.

Employees in the following employment classifications are eligible to participate in the life insurance plan:

* Regular full-time employees

The amount of employee life insurance is equal to your annual salary rounded to the next highest thousand then doubled.

Details of the basic life insurance plan including benefit amounts are available by contacting the Human Resources Director.

B. Short-Term Disability – VRS Hybrid Employees Only

(Updated 11/25/2024)

All full-time VRS Hybrid employees are eligible for the Hybrid Short-Term Disability (STD) plan offered by Pulaski County and administered by a third-party administrator.

Definitions:

1. VRS Hybrid Employee - An employee who was hired on or after January 1, 2014 with no previous VRS service or an employee re-hired after January 1, 2014 who elected to take a refund of their employee contribution of VRS Service.

2. Illness/Non-Work Related Injury - Medical conditions which preclude an employee from performing their job duties, including disability related to pregnancy or childbirth and/or employee exposure to a contagious disease such that his or her presence on the job might jeopardize the health of others. The use of short-term disability insurance is for the employee's serious health condition or disability only, family members are not eligible.

3. Totally Disabled - Any disability that occurs as a result of a non-work-related illness or injury that prevents an insured employee from performing their job for wages or profit and that requires the insured employee to be under the regular care of a licensed physician.

4. Waiting Period - The number of consecutive days an insured employee must be totally disabled before benefit coverage begins.

5. Basic Weekly Earnings - Insured employee's rate of earnings in effect immediately prior to the date of a short-term disability claim begins. This rate does not include bonuses, overtime or any other extra compensation other than commissions.

Procedures:

New VRS Hybrid employees are automatically enrolled in the Hybrid Short-Term Disability Program, which is administered through a third party vendor at the time of employment. Employees must be enrolled in the program one year to be eligible for non-occupational short-term disability benefits. For work related short-term disability, please see the chart below.

Employees are paid a percentage of their normal income replacement level based on the charts listed below depending on the type of disability.

Non-Occupational Short-Term Disability:

Please contact Human Resources with questions regarding leave policies and income during periods of non-occupational short-term disability.

Months of Continuous Service	Workdays at 100% Income Replacement	Workdays at 80% Income Replacement	Workdays at 60% Income Replacement
0-12	0	0	0
13-59	0	0	125
60-119	25	25	75
120-179	25	50	50
180+	25	75	25

Work-Related Short-Term Disability:

You are eligible for work-related short-term disability coverage from the first day your coverage is effective. To qualify for a work-related benefit, your disability must arise out of or in the course of employment with your employer - e.g. the result of an occupational illness or injury that occurs on the job. Contact Human Resources about your workers' compensation benefits and assistance with filing a worker's compensation claim.

You are eligible for income replacement at 60% of your pre-disability income. For a disability occurring after five years of continuous participation in the STD plan, and with your current employer, you become eligible for income replacement beginning at 100% of your pre-disability income, which reduces to 80% and then 60% (for each, less deduction of other income). The percentage level change depends on your months of continuous program participation with your current employer and how long you are disabled as shown in the table below.

Months of Continuous Service	Workdays at 100% Income Replacement	Workdays at 80% Income Replacement	Workdays at 60% Income Replacement
Fewer than 60	0	0	125
60-119	85	25	15
120+	85	40	0

Benefits Coverage:

1. Short-term disability benefits cannot be used until the insured employee has completed a waiting period of seven (7) calendar days, with benefits effective on day eight (8).

2. Benefits are paid monthly after the waiting period has been lifted.

3 Short-term disability provides a maximum of up to 125 workdays of supplemental pay per injury or illness. The 125 workday period is based on a Monday through Friday workweek and includes paid holidays.

4. Upon exhausting all STD benefits, an employee may file a claim for long-term disability (LTD) benefits through VACORP/The Standard.

5. Benefits are determined on a five (5) day 40 hour workweek. For those employees who work shift work, their days will be converted as the same.

Coordination of Leave Benefits:

1. A covered employee must file a claim with the County's third party administrator when the use of short-term disability is needed. The duration of time that can be used will be determined by the employee's physician, VACORP and the County's third party administrator. Only one claim will be filed for the initial maternity leave, injury or illness. The employee's leave needs to be extended, they will have to file a second claim with the County's third party administrator for the additional time. It is the employee's responsibility to make sure all paperwork and documentation requested from the County's third party administrator is filed in a timely manner, whether for the initial claim request or an extension of a claim if the employee's physician feels the employee is still incapable to return to work. This is to ensure no delay in a claim decision and the processing of an employee's payroll benefit if approved. Failure by the employee to file the necessary paperwork requested by the County's third party administrator could lead to a closed claim resulting in a non-active employee status. If all FMLA leave has been exhausted at such time an employee has a closed claim, no job protection is guaranteed and could result in separation of employment with Pulaski County.

2. Qualified Family Medical Leave will run concurrent with short-term disability only up to the full twelve weeks.

3. The usage of sick and vacation leave is allowed to make up the percentage of an employee's normal income to equal 100%, if the employee has leave time available to use.

4. The employee is required to keep Human Resources updated on a weekly basis of their condition. The employee is also responsible for providing current physician's notes and reporting any changes in their disability to their supervisor, Human Resources and the third party administrator.

5. If an employee is approved for a claim and is currently on short-term disability benefits, they are not allowed to volunteer or work in another full-time/part-time position that is a like position from which you are disabled from with Pulaski County. Doing so could result in separation of employment with Pulaski County and loss of benefits from Anthem.

Status of Benefits:

1. Pulaski County and the employee will continue to contribute their portion to the health insurance premiums while on short-term disability.

2. For any employee on an approved short-term disability claim, Pulaski County will continue to pay the VRS Group Term Life, health insurance premiums and the employer's portion of the VRS contribution. The employee will be responsible for their portion of the VRS contribution while an employee is on an approved short-term disability claim.

Returning from Leave:

An employee who takes leave because of their own serious health condition will be required to provide medical certification that they are fit to resume work, at least seven (7) days prior to the date to return to work if possible. An employee failing to provide the requested medical certification will not be permitted to resume work and could result in termination of employment. Medical certification shall be on a form provided by the County and should be returned to Human Resources.

Restoration to Position:

1. At the end of family/medical leave and/or a short-term disability claim an employee may be reinstated as follows:

    a. Original position - Pulaski County must restore an employee to the position, which they held when the leave began unless they held a key position which needed to be filled during the absence.

    b. Equivalent position - if the previous position has been filled, an employee is entitled to restoration to an equivalent position.

2. If an employee's position is determined to be a key position, they may be denied restoration when:

    a. Pulaski County shows that denying restoration is necessary to prevent substantial economic injury to its operations.

    b. Pulaski County notifies the employee that restoration will be denied at the time it determines that substantial economic injury would occur; and

    c. The employee has already began the leave and elects not to return to employment within a reasonable time after receiving the notice from Pulaski County.

C. Long-Term Disability – VRS Hybrid Employee Only

Long-term disability is a physical disease, injury, pregnancy or mental disorder that prevents you from performing the material or essential duties of your occupation with reasonable continuity for the first 24 months after the benefit waiting period and from performing any other occupation thereafter. Long-term disability benefits are payable after a seven (7) calendar day benefit waiting period plus 125 contract workdays. If you are receiving short-term disability benefits from the County's third party administrator and progress to a long-term disability claim, you will not be required to complete a full long-term disability claim application.

Procedures

1. Pulaski County is removed from the process and payments, if the employee is approved for the LTD claim. All claims will be paid through the County's third party administrator.

2. It is the employee's responsibility to provide all documentation to the County's third party administrator that is requested of them in a timely manner to proceed with the claim to be submitted for review and a decision to be made. It is imperative that all request and direction from the County's third party administrator are followed to avoid any issues or a closed claim.

3. Once an employee has begun receiving LTD benefits, they may be separated from County service as an active employee. At that time, they will be eligible to continue health insurance under COBRA guidelines and time frames with no County contribution to the premium. The employee is responsible for 100% of the premium plus a 2% administration fee for the plan on which they were enrolled at the time of being separated.

4. It is the employee's responsibility to file all COBRA paperwork in the time frame requested to avoid a lapse in coverage or no coverage due to a missed requirement date.

If an employee is approved for a claim and is currently on Long-Term Disability benefits, they are not allowed to volunteer or work in another full-time/part-time position that is a like position from which you are disabled from with Pulaski County. Doing so could result in loss of benefits from the County's third party administrator.

D. Retirement

(Updated 07/22/2024, 11/25/2024)

Pulaski County's retirement benefits are provided through the Virginia Retirement System. This benefit is offered to permanent full-time employees of Pulaski County. An employee is vested in the retirement system after successfully completing 5 years of service. As a vested member of VRS, an employee is eligible to receive retirement benefits as early as age 55 or 65 with at least 5 years of service. Full retirement benefits are granted at the age of 50 with 30 years of service to Plan 1 employees. Plan 2 employees must have the sum of their age and years of service equal 90 to receive full retirement benefits. Virginia designated Hazardous Duty employees are provided with a special retirement supplement and may retire as early as age 50 with 25 years of service. All employees designated as Hazardous Duty must fall under VRS Plan 1 or Plan 2 retirement benefits. Reduced retirement benefits are also available at age 50 with at least 10 years of service.

Plan 1 and Plan 2 employees are eligible for permanent disability benefits through VRS. The cost of this benefit may be shared by the employee at the direction of the Board of Supervisors.

Full-time employees hired after January 1, 2014 are designated as participating in the VRS Hybrid Retirement Plan. Employees participating in this plan have the same vesting and retirement age as those participating in Plan 2. VRS Hybrid Plan participants are able to contribute up to 4% of their salary towards their retirement account as part of a defined contribution plan component.

All VRS participants must contribute the minimum 5% into their account based on their current salary. VRS service credit will begin based on the employee's hire date. Those hired the first working day of the month shall earn credit for that month. Employees who start work after the first of the month will begin receiving credit the following month.

VRS retirement allows employees to receive a health insurance credit that is applied to their monthly retirement benefit and is based on their years of service. You must have fifteen years of service to be eligible for the benefit. The HIC is paid by the State for Constitutional Officers.

RETURNING TO WORK AFTER VRS RETIREMENT:

(Updated 11/25/2024)

Pulaski County follows the Virginia Retirement system policies and procedures as it relates to an employee returning to work after retirement from VRS as follows:

After an employee retires from the County under VRS retirement service, the employee may work for any employer that does not participate in the Virginia Retirement System and continue to receive full VRS retirement benefits. However, if the employee returns to work for another VRS participating employer, the employee will then become active as a member in VRS again and the VRS retirement will stop. This does not apply to Sheriff's Resource Officer's (SRO's) who may retire and work full-time and still receive benefits.

The Commonwealth of Virginia, including all local and state agencies, public colleges and universities are considered one employer. Public school divisions are considered a separate employer. Pulaski County, Pulaski County Public Service Authority and the Pulaski County Department of Social Services are considered one VRS employer since these employees are reported to VRS under one VRS employer code.

In some cases, an employee may work in a non-covered position with a VRS participating employer and continue to receive VRS retirement benefits. If an employee does return to non-covered employment with the employer from which the employee retired, the employee must have a bona fide break in service of at least one full calendar month from the employee's retirement date. This break must occur over a period of the employee would normally work. Periods of leave with our without pay do not count toward satisfying this break in service. Further, a VRS participating employer can make no verbal or written offer of reemployment before an employee retires under VRS. The employer and the employee must certify that no such pre-arrangement has been made on the Application for Service Retirement (VRS-5).

Definition of Covered vs Non-Covered Employment:

Covered employment is a full-time permanent, salaried position with an employer that participates in VRS. Some part-time permanent, salaried state positions are also covered under VRS.

Non-covered employment is a part-time position with a VRS participating employer. Non-covered positions do not provide eligibility for VRS benefits. Part-time positions typically require less than 80% of the hours of comparable full-time permanent positions. Some full-time positions may be considered non-covered if they are temporary and require less than 80% of the hours per year that would be considered full-time and permanent for that position.

Interim Appointments:

In some cases, retirees can work in an interim position for up to six months without interruption to VRS retirement benefits. Examples include working in a vacant position while the employer recruits for a full-time permanent employee or while the incumbent is on leave. VRS requires that the employer discuss with VRS any possible interim appointment of a VRS retiree prior to their hiring. Further, the requirement of a bona fide break in service as described also applies to interim appointments.

Approval of Hiring Retirees:

Prior approval from the County Administrator is required before the hiring of a VRS retired employee.

Maximum Hours a Retired VRS Employee May Work:

A retired VRS employee returning to work for the County, shall be paid on an hourly basis and shall only be allowed a maximum of 80% of the comparable hours of a full-time employee or no more than 32 hours per week INCLUSIVE of any leave time or hours worked on a holiday that the employee may have taken or earned during that work week. In any situation, PAID hours for a VRS employee shall not exceed 32 hours per week. This does not apply to School Resource Officers (SRO's) who may retire and work full-time and still receive benefits.

Vacation leave & Sick Leave Benefits for a Retired VRS Employee

Vacation leave and sick leave benefits may be allowed to a retired VRS employee. The accrual rates shall be based on the number of hours the retired VRS employee works and pro-rated at the same rates of other employees not working forty hours per week.

VRS PLAN I, PLAN II & HYBRID RETIREE SICK LEAVE PAYOUT

(Approved 07-22-2024)

Years of Service	6-10 Years	11-15 Years	16-20 Years	21-25 Years	26+ Years
Sick Leave Payout	50%	50%	50%	50%	50%

Max Payout	$15,000	$20,000	$25,000	$30,000	$40,000
Hazard Duty Max Payout	$20,000	$25,000	$30,00	$40,000	$40,000

Eligibility Requirements

(Updated 03/23/2026)

- Minimum age of 50 years per VRS requirements
- Must have at least 6 years of service with Pulaski County
- Eligible and must apply for VRS service or disability retirement
- Years of service must be strictly with Pulaski County and must be consecutive with no break in service
- VRS Hybrid employee's receive 100% payout up to a maximum of 60 days and are capped at $40,000

Other

- Program begins August 1, 2024
- Health insurance eligibility ends at age 65
- Retiree must provide a minimum of a 90 day notice of retirement (unless its disability retirement)
- If retiree doesn't elect retiree insurance at the time of retirement, they cannot return to the County plan at a later date

RETIREE HEALTH CARE COVERAGE:

(Updated 07/22/2024, 11/25/2024)

Health Insurance Benefits for a Retired or Returning VRS Employee

Affordable Health Care Act (ACA) regulations require former full-time employees who retire or resign from employment who wish to be rehired in a part-time or temporary position must meet a break in service requirement of at least 13 weeks before being rehired. The ACA separation period of 13 weeks is required for retirees and former full-time employees meeting the ACA definition of an "ongoing" employee, even if they are re-hired into a part-time position. Former employees returning from a break in service of 13 weeks or more shall be classified as newly hired under the ACA. It shall then be County policy that a retired VRS employee shall be eligible for County health insurance coverage only if they are scheduled to work more than 29 hours per week. All health insurance benefits awarded to a retired VRS employee shall be in accordance with the Affordable Care Act rules and regulations.

Employees retiring on or after July 1, 1997, may remain on the County of Pulaski's employee health care insurance plan beyond the Consolidated Omnibus Budget Act of 1985 (COBRA) regulations. This will apply to both service and disability retirements. Once a retired employee is eligible for Medicare, the retiree will be required to enroll under the Medicare Supplement Plan. Once the employee becomes Medicare eligible, the employee and their dependents are no longer eligible for the County's insurance plan. Medical and dental coverage for spouses ceases upon the first month following the employee's death or when the spouse reaches age 65 and is eligible for Medicare OR upon cancellation of coverage by the retiree. Once a retiree is enrolled in Medicare Part A or B, HSA contributions can no longer be made by the employer or the employee.

In addition, once a retired employee has terminated or canceled their health care coverage under the County's health care

plan, the retired employee shall not be eligible for enrollment under the County's health care or dental plan at any time in the future unless the retired employee returns to work in a classified position in a state agency, or is the dependent of an active state employee and covered under his or her state health benefit plan. The retired employee's cancellation also cancels coverage for your covered dependents.

Payments for health care and dental coverage after retirement shall be made directly to Innovative Insurance Group. Failure to remit payment by the deadline may result in termination of insurance.

Retirees may also elect to remain on the County's dental plan. There is no age limitation on dental; however, should the employee cancel the dental plan, the dependent shall be deemed no longer eligible.

The following guidelines must be met by the employee in order to be eligible for benefits:

1. The employee must have been on the County's health care plan for a minimum of twelve (12) continuous months prior to the last day of employment; and
2. The employee must pay 100 % of the total premium for said coverage of both health and dental premiums after retirement; and
3. Service retirement is defined as an employee's permanent separation from full-time employment and immediate receipt of retirement benefits on a regular monthly basis through the Virginia Retirement System; and
4. Disability retirement is defined as an employee's permanent separation from full-time employment and immediate eligibility for disability payments from the Virginia Retirement System and/or Social Security Administration. In lieu of a disability award and with a pending application for disability benefits, a complete medical report documenting a permanent disability will meet requirements of this paragraph for a period of twelve (12) months or until a disability award decision is received.

Other Benefits for a Retired VRS employee:

Other benefits such as paid holidays, birthday leave, etc. may be allowed for retired VRS employees per the same benefit policies as for other part-time employees.

E. Child Care Benefits

Pulaski County provides childcare assistance to all eligible employees as a benefit of employment. Eligible employee classifications are:

* Regular full-time employees

Given below is a brief description of childcare assistance that may be provided when feasible. For more detailed information, please contact the Human Resources Director.

* CAFETERIA PLAN/FLEXIBLE SPENDING ACCOUNT: Employees choose benefits (including childcare) from a list of options and contribute a part of pretax salaries to a child care account. This option allows employees to minimize the federal tax they must pay on childcare dollars.

* SICK LEAVE BENEFITS: Employees may use accrued sick leave benefits in the event of the illness of a child.

F. Employee Assistance Program

(Updated 07/22/2024)

Through the Employee Assistance Program (EAP), Pulaski County provides confidential access to professional counseling services for help in confronting such personal problems as alcohol and other substance abuse, marital and family difficulties,

financial or legal troubles, and emotional distress. The EAP is available to all employees and family members living inside the home offering problem assessment, short-term counseling, and referral to appropriate community and private services.

Supervisors may request a formal referral of the employee to an EAP program. There are many reasons a formal referral may be required. Supervisors may speak with Human Resources to determine if the employee is eligible for a formal referral. Failure by an employee to participate in a formal referral may result in progressive or immediate disciplinary action up to and including termination of employment.

The EAP is strictly confidential and is designed to safeguard your privacy and rights. Information given to the EAP counselor may be released only if requested by you in writing. All counselors are guided by a Professional Code of Ethics.

Personal information concerning employee participation in the EAP is maintained in a confidential manner. No information related to an employee's participation in the program is entered into the personnel file.

The first three visits with an EAP counselor are free (VRS Hybrid members receive six free visits). If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

Minor concerns can become major problems if you ignore them. No issue is too small or too large, and a professional counselor is available to help you when you need it. Call the EAP at 1-877-552-7401 to contact an EAP counselor.

Safety sensitive positions require assessment by a Substance Abuse Professional. The following is a list of positions that are considered safety sensitive; however, other positions within the County and PSA may also be deemed by their supervisor as safety sensitive that may not be listed below:

- VJJCS Director
- Sheriff's Personnel
- Public Safety Personnel
- Fire & Rescue Personnel
- Emergency Management Personnel
- E911 Employees
- Sanitation Drivers
- Heavy Equipment Operators (CDL holders)
- Office of Prevention & Recovery Personnel
- Administrative positons of these departments are exempted from SAP requirements

If an employee in a safety sensitive position tests positive OR admits to substance abuse, they will be referred to an SAP program. A SAP professional will evaluate the employee; provide case management and return to work planning. The employee will be placed on administrative leave pending the status of the SAP assessment. Failure to abide by an SAP may result in termination of employment. DOT & Federal Motor Carrier Regulations also specify rules before a CDL driver may return to work. Additional drug testing, at the expense of the employee, may also be a requirement.

In addition, failure to participate in any formal referral may result in progressive or immediate disciplinary action up to and including termination of employment.

Please also refer to the Drug Free Workplace Policy.

G. Flexible Spending Account (FSA)

Pulaski County provides a Flexible Spending Account (FSA) program that allows employees to have pre-tax dollars deducted from their salaries to pay for eligible out-of-pocket expenses. The pre-tax contributions made to the FSA can be used to pay for predictable non-reimbursed health care expenses and dependent care expenses during the plan year. Through the FSA program, you can reduce your taxable income without reducing your real income, so that you can keep more of the money you earn.

Employees in the following employment classifications are eligible to participate in the Flexible Spending Account program:

* Regular full-time employees

* Regular part-time employees eligible for health insurance benefits

Participation in the Health Care and/or Dependent Care FSA is optional and determined on an annual basis for the plan year. You must enroll each plan year. You determine how much to contribute to the account, up to a specified maximum, based on anticipated expenses during the plan year. The maximum contribution for your health care expenses and/or Dependent Care FSA is established annually by the IRS. Contributions are directed to the account through salary reduction on a pre-tax basis. This tax-free money is then available to you for reimbursement of out-of-pocket expenses. Since the amounts that remain in the account at the end of the plan year are forfeited, you should take care not to over-fund your account.

Contact the Human Resources Director for more information on the Flexible Spending Account program and to obtain enrollment and reimbursement forms and worksheets with examples of reimbursable and non-reimbursable expenses.

H. Health Insurance

(Updated 11/25/2024, 10/27/2025)

Pulaski County's health insurance plan provides employees and their dependents access to medical, dental, and vision care insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

* Regular full-time employees
* Regular part-time employees eligible under Affordable Health Care Act guidelines

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between Pulaski County and the insurance carrier. The County pays a percentage of the costs. Premiums and plan designs may vary from year to year. The County provides a Health Savings Account (HSA) contribution on behalf of the employee, dependent upon the level of coverage selected. Should an employee become eligible for Medicare part A or B during employment, HSA contributions can no longer be made on behalf of the employee or employer per IRS regulations.

Eligibility – In order for employee's to be eligible for insurance coverage they must meet the definitions as outlined above as regular full-time and part-time employees. Effective July 1, 2025, Pulaski County implemented a spousal exclusion clause. This clause excludes spousal coverage on health and dental plans if 1) the spouse is covered by their own health insurance plan or 2) the spouses employer provides coverage; however, does not pay towards the cost of the plan. In order for the spouse to be covered under Pulaski County's health and dental plans, the employee must certify through an affidavit the above information is true and correct.

Employees who are hired between the 1st thru the 15th of the month shall have coverage the first of the following month.

Employees who are hired between the 16th and last working day of the month shall have coverage the first of the month following 30 days. Coverage will end the last working day of the month for which an employee resigns or terminates their employment with Pulaski County or their FMLA allotment ends and the employee is not approved or eligible for short-term disability.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) Policy for more information.

Affordable Health Care Act (ACA) regulations require former full-time employees who resign from employment who wish to be rehired in a part-time or temporary position must meet a break in service requirement of at least 13 weeks before being rehired. The ACA separation period of 13 weeks is required for former full-time employees meeting the ACA definition of an "ongoing" employee, even if they are re-hired into a part-time position. Former employees returning from a break in service of 13 weeks or more shall be classified as newly hired under the ACA. It shall then be County policy that a returning employee shall be eligible for County health insurance coverage only if they are scheduled to work more than 29 hours per week.

The addition or termination of dependents or changes in health, dental and vision plans may only be made during the County's open enrollment period, unless there is a qualified status change.

Dental and Vision insurance is not governed by the Affordable Care Act. Dental insurance may be purchased with or without participation in the health care plan. Vision insurance is a voluntary benefit; however, certain vision benefits are embedded into the health insurance plan. Health, Vision and Dental plan designs and premiums may vary from year to year.

Details of the health insurance plan are described in the Summary of Benefits and Coverages (SBC). An SBC and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Human Resources Director for more information about health insurance benefits.

OTHER INSURANCES:

A number of other voluntary insurance policies are available to employee through payroll deduction that include cancer, accident, critical insurance and life. The premium for voluntary benefits is born solely by the employee. The addition, or termination of dependents or changes to any supplemental plan may only be made during open enrollment or when there is a qualified status change. This applies to both pre-tax and post-tax supplemental benefits.

I. Sick and Vacation Leave

1. Sick Leave

(Updated 07/22/2024, 03/23/2026)

Pulaski County provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

* Regular full-time employees
* Part-time employees

Sick leave shall be defined as leave with pay granted for an illness; bodily injury resulting in a temporary disability, medically required confinement, medical, dental and vision appointments or an illness in the home requiring the employee not to report to work. Leave shall also be granted for an immediate family member defined as: spouse, parent (biological, or who stood in loco parentis) or child (under 18 years of age or over 18 and incapable of self-care, biological, adopted, foster, stepchildren, legal wards or for whom the employee has in loco parentis responsibilities) Said illness or injury shall

be certified by a doctor as FMLA when appropriate for a family member's serious health condition. Paid sick leave can be used in increments of 15 minutes.

REGULAR FULL-TIME EMPLOYEES (INCLUDING ANY DISPATCHER WHO OPTED OUT OF THE EMERGENCY DISPATCHER DISABILITY PROGRAM EFFECTIVE JULY 2026):

VRS Plan I and VRS Plan II employees (those hired or time earned with the Virginia Retirement System before July 1, 2014 and dispatchers who opted out of the Emergency Dispatcher Disability Program changes effective July 1, 2026) shall earn sick leave at a rate of 1.25 days/10 hours per month. Sick leave if not exhausted in the year, in which it accrues, may be carried over from year to year without limit. Employees shall retain all benefits and seniority while out on approved sick leave.

VRS Hybrid employees (those hired or time earned with the Virginia Retirement System after July 1, 2014 shall accrue sick leave on the following basis:

Years of Service	Sick Leave Credit Earned Per Month
0 through 4	.67 days/5.36 hours
5 through 9	.75 days/6.00 hours
10 +	.83 days/6.64 hours

Sick leave not exhausted in the year in which it accrues, may be carried over from year to year; however, Hybrid members will be capped at 60 days accrual.

REGULAR PART-TIME EMPLOYEES:

Sick leave shall also be extended on a pro-rated basis to part-time employees who work at least 20 hours per week as follows:

Time Worked	Amount Earned Per Month
20-25 hours per week	.63 day/5.04 hours
26-30 hours per week	.94 day/7.52 hours
31-35 hours per week	1.10 days/8.89 hours
36-40 hours per week	1.25 days/ 10 hours

In cases where employees who move from regular full-time status to a regular part-time status may resume earning sick leave at the regular full-time status rate when returning to full-time employment.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor at least one hour prior to the scheduled start of their workday. The direct supervisor must also be contacted on each additional day of absence. Failure to do so may result in termination of employment.

Employees may be required to furnish a physician's statement at any time; however, if an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. Documentation may be required as a condition to receiving sick leave benefits.

This statement shall include:

a. the expected date on which the employee will be able to return to normal duties or light/modified duty; and
b. the approximate date of medical release by the physician.

Before returning to work from a sick leave absence of 3 calendar days or more, an employee must provide a physician's verification to Human Resources that he or she may safely return to work.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation or Pulaski County-provided disability insurance programs. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment. However, employees who retire from Pulaski County shall be paid 50% of any unused sick leave upon VRS service or disability retirement.

If an employee no longer has sick leave available, other appropriate leave policies would then be available (example: vacation leave, comp-time, leave without pay, FMLA, etc.).

An employee's abuse of this policy may result in the employee's immediate dismissal or such other disciplinary actions as appropriate.

Employees on approved sick leave shall be paid their prevailing wage based on their usual scheduled workweek not to exceed 40 hours. Public Safety Department employees on approved sick leave shall be paid their prevailing wage based on their usual prevailing scheduled workweek.

Sick Leave Bank Policy:

(Updated 12/18/2023, 3/7/2024 & 12/18/2024, 03/23/2026)

The intent of the Sick Leave Bank is to provide some protection for beginning employees who have not had time to accrue sick leave time and for those employees who may experience a catastrophic or long-term illness. This policy also applies to pregnancy leave.

Regular Membership:

1. Membership shall be on a voluntary basis only.
2. Membership may be renewed in writing prior to July 1 of each year.
3. Membership is available to employees who earn sick leave benefits monthly.
4. VRS Hybrid employees are eligible, however:
    - they are only eligible during their first year of employment
    - only after they have fulfilled their first 30 workdays of employment
    - and may only receive up to fifteen days or 120 hours of sick leave donation

Enrollment:

1. An eligible VRS Plan 1 or Plan II employee may enroll by donating a minimum of one day or 8 hours annually or .67 for VRS Hybrid employees of his/her accumulated sick leave to the bank.
2. A Sick Leave Bank Enrollment Form must be submitted to Human Resources.
3. New hires must enroll within the first thirty (30) calendar days of employment.

All employees must be employed at least thirty (30) days before becoming eligible for the Sick Leave Bank. VRS Hybrid employees are capped at a maximum of fifteen (15) days of total sick leave bank time. VRS Plan I and II employees are limited to ten (10) days or 80 hours during their orientation period (first six months); however, following the orientation period, they may be granted up to thirty (30) days or 240 hours.

Use of Sick Leave Bank:

1. The employee must make application for the benefit, it is not automatic.
2. No member of the bank shall be granted sick leave until his/her own sick, vacation and comp leave has been exhausted.
3. Once the employee has exhausted all leave time available, there is a five-day waiting period in which the employee must go without pay.
4. A maximum of 30 days or 240 hours each fiscal year may be withdrawn by a member meeting the requirements. VRS Hybrid employees may only withdraw fifteen days or 120 hours from the bank and only during the first year of employment.
5. Participating members must meet the requirements of statements two (2) and three (3) at the beginning of each fiscal year before borrowing from the bank again.
6. Members utilizing sick leave days from the bank will not have to replace these days except as a regular contributing member of the bank.
7. Termination of membership from the bank, termination of employment, resignation or retirement from the County will not permit an employee to withdraw his/her previously contributed days.
8. The Sick Leave Bank may also be used by an enrolled employee for an illness or injury of an immediate family member of the enrolled employee. . Leave shall also be granted for an immediate family member defined as: spouse, parent (biological, or who stood in loco parentis) or child (under 18 years of age or over 18 and incapable of self-care, biological, adopted, foster, stepchildren, legal wards or for whom the employee has in loco parentis responsibilities). Said illness or injury shall be certified by a doctor as FMLA for a family member's serious health condition.
9. Extenuating circumstances and approval of all Sick Leave Bank usage shall be considered by the Supervisor, County Administrator and Human Resources.
10. Days in the Sick Leave Bank that are not utilized will be carried over to the next year.
11. All Sick Leave Bank usage for employees will run concurrently with FMLA and the appropriate doctor's certification will be required for both the employee and the family member. Once FMLA expires and the employee is not actively working, health and dental insurance will cease and COBRA coverage will be offered.
12. Employees are required to have ongoing communication with their supervisor and Human Resources regarding their intention to return to work and must establish a return to work date.
13. Employees that are approved for Workers Compensation benefits are not eligible for the Sick Leave Bank.

Additional Sick Leave Bank Days: Additional Sick Leave Bank days may be requested under the following conditions:

1. An employee who is an existing participant must complete the Request for Additional Sick Leave Days form and submit it to the Human Resources Department.
2. The employee must have already exhausted the maximum thirty (30) days allowed as a VRS Plan I or Plan II employee. Hybrid Plan members are capped at fifteen (15) days.
3. The maximum number of days allowed from the bank shall be capped at sixty (60) days.

Retention of Sick Leave Bank Days:

Once an employee returns to work, either in a full-time or a part-time capacity, the maximum number of days allowed to be retained by the employee from sick leave days remaining from either the Sick Leave Bank or days donated by employees from the Sick Leave Bank shall be five (5).

Transfer of Sick Leave Days Upon Resignation of Employment:

An employee who is a member of the Sick Leave Bank that resigns employment may transfer up to 50% of their unused sick leave balance to the Sick Leave Bank upon resignation of employment and must notify HR of the request.

2. Vacation Leave

(Updated 07/22/2024)

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

* Regular full-time employees
* Regular Part-time employees

The employee must request time off in advance. In most cases, a two weeks' notice is required for extended vacation requests unless otherwise specified by the department director. During times of staff shortages, emergency situations, etc., vacation benefits may be denied. An employee is not allowed to take more than seven (7) consecutive working days of vacation leave unless specifically authorized by the supervisor or department director. Emergency requests will only be considered if it does not create a hardship on the department. Any leave request depends upon the availability of leave time the employee has remaining. Paid vacation time can be used in increments of 15 minutes.

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

REGULAR FULL TIME VACATION LEAVE SCHEDULE

Yrs of Service	Amt. Earned Per Month	Amt. Earned Per Year	Max. Accumulation
0-4	1.00 day/8 hrs	12 days/96 hrs	24 days/192 hrs
5-9	1.25 days/10 hrs	15 days/120 hrs	30 days/240 hrs
10-19	1.50 days/12 hrs	18 days/144 hrs	36 days/288 hrs
20 +	1.75 days/14 hrs	21 days/168 hrs	42 days/336 hrs

REGULAR PART TIME VACATION LEAVE SCHEDULE

Hours Worked	Amt. Earned Per Month

20-25 hours per week - .50 day per month/4 hours
26-30 hours per week - .75 day per month/6 hours
31-35 hours per week - .88 day per month/7.04 hours
36-40 hours per week - 1.00 day per month/8 hours

Vacation time for part-time employees shall increase on a pro-rate basis as outlined above and the same maximum accruals shall apply for both full-time and part-time employees.

Public Safety Department employees whose salaries are based on a 48-hour workweek are placed on the "Days Earned per month" schedule one-step ahead of where their current years of service indicates. This is due to their length of shifts are often 16 to 24 hours in duration and salaries are based on additional work hours per week. Public Safety Department employees follow the standard "Maximum Accumulation" table as all other County employees.

PUBLIC SAFETY, FIRE & RESCUE AND SHERIFF'S DEPARTMENT FULL-TIME VACATION LEAVE SCHEDULE (Sheriff's Department Effective July 1, 2024)

Yrs of Service	Amt. Earned Per Month	Amount Earned Per Year	Max. Accumulation
0-4	1.25 days/10 hours	15days/120 hours	30 days/240 hours
5-9	1.50 days/12 hours	18 days/144 hours	36 days/288 hours
10-19	1.75 days/14 hours	21 days/168 hours	42 days/336 hours
20 +	2.00 days/16 hours	24 days/192 hours	42 days/336 hours

PUBLIC SAFETY REGULAR PART-TIME VACATION LEAVE SCHEDULE

(Added 8/28/2023)

Yrs of Service	Amt. Earned Per Month	Amount Earned Per Year	Max. Accumulation
0-4	.625 days/5 hours	7.5 days/60 hours	30 days/240 hours
5-9	.75 days/6 hours	9 days/72 hours	36 days/288 hours
10-19	.875 days/7 hours	10.5 days/84 hours	42 days/336 hours
20 +	1.00 days/8 hours	12 days/96 hours	42 days/336 hours

The length of eligible service is calculated on the employee's anniversary date. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation.

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. They can request use of vacation time after it is earned.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

Upon separation, termination or reclassification of employment from full-time to part-time status or vice versa , employees will be paid for unused vacation time that has been earned through the last day of work up to the maximum accrual based on their years of service. Employees who move from full-time to part-time and back to full-time will lose their original hire date status and will begin earning leave time at a full-time rate based on the current full-time hire date. Upon the death of an employee, the employee's estate will be paid for accumulated vacation leave also up to the maximum accrual based on years of service. Under normal circumstances, when an employee exceeds the maximum number of vacation time allowed at the time the transfer occurs, it will be the responsibility of the employee and the supervisor to utilize such leave prior to the transfer to reduce the burden on the new department. Leave may be paid out to the employee by the original department if the time cannot be reduced or short staffing is an issue.

Vacation leave accrued above the maximum rate above shall be lost by full-time and part-time employees if it is not used by December 31st of each year unless specifically approved by the County Administrator in situations where unexpected departmental vacancies make it difficult for remaining employees to take time off; however, the maximum amount that shall be allowed to carry over shall not exceed ten days.

3. Birthday Leave

Regular full-time and regular part-time employees are provided birthday leave. Full-time employees receive eight hours of pay and regular part-time employees receive four. The time may be used anytime during the month in which the employee's birthday falls. If the employee does not take the time, it may not be carried over to the next month. Public Safety Department (non-administrative) employees shall receive eight hours of

holiday bonus in lieu of time off during the month of their birthday. Public Safety Administrative employees shall follow the policy as written for all other County employees.

J. Paid Holidays

(Updated 07/22/2024, 11/25/2024, 10/27/2025)

The County normally recognizes the following holidays; however, the County may decide to schedule work on a holiday depending upon job requirements.

* New Year's Day (January 1)
* Martin Luther King, Jr. Day (third Monday in January)
* President's Day (third Monday in February)
* Good Friday (Friday before Easter)
* Memorial Day (last Monday in May)
* Juneteenth (June 19th)
* Independence Day (July 4)
* Labor Day (first Monday in September)
* Columbus Day (second Monday in October)
* Election Day (Second Tuesday in November)
* Veterans' Day (November 11)
* Thanksgiving (fourth Thursday in November)
* Day after Thanksgiving
* Christmas (December 25)

In order to remain consistent with the State of Virginia holiday schedule, all additional holidays that are granted by the Governor shall also be designated as additional holidays by the County. Employees shall be notified of additional holidays via email each year.

Pulaski County will grant paid holiday time off to all eligible employees. Eligible employee classification(s):

*Regular full-time employees (Non-Public Safety Department)

*Regular part-time employees (Non-Public Safety Department)

Full-Time Holiday Pay:

Standard Employees – Employees who typically work 8 hour shifts shall receive 8 hours of holiday pay for full day and 4 hours of holiday pay for a half day holiday.

Standard Non-Exempt employees who work County recognized holidays shall earn compensatory time at the rate of time and one-half for all hours worked during the recognized holiday.

Exempt Executive, Professional & IT employees receive straight Earned Paid Time Off (EPTO) for hours worked during a recognized holiday.

Exempt Administrative employees receive hours worked at time and one-half.

Sheriff's Department Sworn Officers - Non-Exempt Sheriff's Deputies that work 8 hours or 12 hours on a holiday earn 1.5 hours of compensatory time in addition to their regular salary. Exempt Sheriff's Sworn Officers earn straight Earned Paid Time Off (EPTO).

Holiday pay will be effective starting at 12:00 am the day of the observed holiday and the actual holiday, running until the end of that scheduled shift. In order to receive holiday pay on the day after the observed holiday and/or the actual holiday, your shift would have to start on the observed holiday and/or actual holiday, holiday pay will be in effect until the end of the shift. Divisions that rotate a 24/7 operation, the recognized holiday for that division will be recognized on the actual holiday. Example: Christmas falls on a Sunday; however policy recognizes Sunday holidays on Mondays. Deputies working on Christmas Day would receive the holiday pay credit not the shift working on Monday.

When Pulaski County Courts or Pulaski County Public Schools do not recognize a County holiday but instead another holiday, employees of the Sheriff's Department shall be allowed to alternate holidays as long as the SRO or court personnel are granted the same number of holidays as all County employees.

Part-Time Holiday Pay:

Part-time employees working more than twenty hours that earn leave time are pro-rated based on the average number of hours they work in a week.

Hours Worked Amt. Earned Per Month

20-25 hours per week - .50 day per holiday/4 hours
26-30 hours per week - .75 day per holiday/6 hours
31-35 hours per week - .88 day per holiday/7 hours
36-40 hours per week - 1.00 day per holiday/8 hours

The following provisions apply with regard to holidays observed by the County:

When a recognized holiday falls on a Saturday or Sunday, its observance will be at The County Administrator's discretion, but typically paid holiday that fall on a Saturday will be observed on the preceding Friday and paid holiday that fall on a Sunday will be observed on the following Monday.

To be eligible for holiday pay, an employee must work the last regularly scheduled workday preceding the holiday and the first regularly scheduled workday following the holiday. An employee on Leave Without Pay status the day before and/or the day after a holiday will not be paid for the holiday. However, an employee on approved sick leave or annual vacation leave would be eligible for holiday pay.

Public Safety Department Employees:

Public Safety Department Administrative Staff and Sheriff's Department Administrative Staff follow County policy as "Regular full time employees" in regards to Holidays

Public Safety Department salaried and hourly employees who work on a holiday shall be compensated by paying time and a bonus pay rate for all hours worked.

No additional pay will be given for the holiday if the employee does not work the holiday.

PSA Sanitation Department Employees:

At the choice of the employees, only 4 holidays are observed in the Sanitation Department (New Year's, July 4th, Thanksgiving, and Christmas). All other holidays are worked. Only one day is observed for each of these holidays.

Unlike regular workdays, early release before 3 p.m. will be allowed on holidays with supervisor approval, however, should an accident occur, no early release will be allowed. The supervisor shall sign off on all schedule changes.

Alternate Holidays

Agencies or departments that are required to remain open during a holiday as outlined above may establish alternate schedules that must provide the same number of holidays as required above.

Religious Holidays

Supervisors should make reasonable accommodation in granting leave requests for the religious holiday needs of employees unless the accommodation will result in undue hardship for the department. Employees may use accrued vacation leave or comp-time if needed. Employees should make their requests known in advance to allow the department to accommodate the request.

K. Employee Tool Allowance

Garage Personnel

The County may require that designated positions provide tools to perform their job duties. In an effort to diminish a hardship on the employee and provide the best working conditions and productivity, the County provides a tool allowance to the garage department personnel.

Salaries for these positions will be augmented with a supplement of $2,500 annually to be used to provide the needed tools required for those positions. When filling one of these positions, the employee will be instructed that a portion of their salary is designated for the purchase of tools. Tools purchased through this allowance are the property of the employee.

General Services Personnel

The County will furnish all tools required by the General Services Department personnel, they will not receive a salary supplement, and all tools of this department shall remain the property of Pulaski County.

As jobs are reclassified or responsibilities change, additional positions may be added or removed from this policy and/or the supplement for tools may be eliminated.

L. Family and Medical Leave

In accordance with the Family and Medical Leave Act of 1993, as amended ("FMLA"), the County provides family and medical leave to employees as follows:

Reasons For Taking Leave

1. An eligible employee shall be entitled to a total of 12 workweeks of leave during a rolling 12-month period measured from the date an employee uses FMLA leave for one or more of the following:
   (a) Because of the birth of a child of the employee and in order to care or bond for such child or for the placement of a child with the employee for adoption or foster care.
   (b) In order to care for the spouse, son, daughter, or parent, of the employee, if such spouse, son, daughter, or parent has a serious health condition.
   (c) Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.
   (d) Because of any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

2. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a member of the Armed Forces who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness is entitled to a total of 26 workweeks of leave during a 12-month calendar year measured from the date an employee uses FMLA leave to care for the service member. The leave described in this paragraph shall only be available during a single 12-month period.

3. During the single 12-month period described in paragraph 2, an eligible employee shall be entitled to a combined total of 26 workweeks of leave under paragraphs 1 and 2. Nothing in this paragraph will limit the availability of leave under paragraph 1 during any other 12-month period.

4. Employee's entitlement to FMLA leave for birth or placement of a child expires 12 months after the birth or placement of the child. Also, leave must be taken as a block of time only and intermittent bonding/birth leave is not allowed unless specifically approved by the department director.

Eligibility Requirements

(Updated 10/28/2024, 11/25/2024)

An employee must be employed by the County at least one year and have worked at least 1,250 hours during the previous 12 months.

Calculation of Leave/Converting Workweeks to Hours

All employees that meet the eligibility requirements are entitled to 12 weeks of FMLA on a rolling-year basis. Employees do not earn FMLA leave at an hourly rate. The calculation of FMLA leave is based on the employees regular number of hours worked per week (e.g.) an employee that regularly works 40 hours per week receives 480 hours of leave time (40 hours X 12 weeks), an employee who regularly works 48 hours per week receives 576 hours (48 hours X 12 weeks) or an employee who regularly works 30 hours per week receives 360 hours (30 hours X 12 weeks).

VRS Hybrid Employees

Employees that are covered under the VRS Hybrid plan may be eligible for short-term disability while on FMLA, if they have met the one year waiting period and if the leave is related to the employees own serious health condition, which includes pregnancy.

VRS Contributions

Pulaski County will continue to pay VRS Life Insurance contributions on behalf of the employee while on FMLA leave. If the employee is utilizing paid leave, VRS contributions will continue to be made; however, if the employee is designated on Leave Without Pay (LWOP), VRS contributions cannot be made.

Workers Compensation

Employees who sustain a work related illness or injury that is deemed compensable by Workers Compensation shall have their FMLA leave run concurrently with any Workers Compensation benefits.

Leave Taken Intermittently or on a Reduced Leave Schedule (Updated 11/25/2024)

1. An employee may take intermittent leave or may work a reduced leave schedule due to health or health care reasons when medically necessary.

2. Normal call in procedures must be followed as established by the department director.

3. If an employee is taking intermittent leave, or leave on a reduced leave schedule, the County temporarily may reassign such employee to an alternative position for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave than the regular position of the employee.

FMLA Leave for Spouses employed by the County

1. In any case in which a husband and wife are both entitled to leave, the combined total number of workweeks of leave both may take is limited to 12 workweeks during a 12-month period, if such leave is taken for the birth or placement of a new child or to care for a sick parent.

2. The combined total number of workweeks of leave that a husband and wife may take is limited to 26 workweeks during the single 12-month period if the leave is to care for a service member or is a combination of caring for a service member and for the birth or placement of a new child or to care for a sick parent.

Notice of Need for FMLA Leave

1. An employee must provide a minimum of 30 days' advance notice when the need for leave is foreseeable.

2. When the need for leave is not foreseeable, the employee must provide as much notice as is practicable under the circumstances.

3. In any case, in which the necessity for leave for a qualifying exigency is not foreseeable, whether because the employee's family member is on active duty, or because of notification of an impending call or order to active duty in support of a contingency operation, the employee must provide such notice to the County as is reasonable and practicable.

Medical Certifications

1. All employees who are taking FMLA leave are required to submit an appropriate Certification form, which is available from Human Resources.

2. The Certification must be returned within 15 days. Failure to return the Certification in a timely fashion may result in the delay or denial of the leave.

3. Employees may be required to re-certify from time to time such as when the employee requests or requires an extension of the leave, if the circumstances of the leave change, or for other justifiable reasons.

4. The County reserves the right to require at County expense a second Certification. If the first and second Certifications differ, the County may require a third Certification at County expense, which will be controlling.

Benefit Protection (Updated 11/25/2024)

1. If an employee is currently covered under the County's health benefits plan, these benefits will be maintained during the approved FMLA leave. Employees will be required to utilize their current sick and/or vacation leave to pay their portion of all benefit premiums.. Should the employee exhaust all of their leave time, premium payments must be received by the Human Resources Department no later than the 20th day of the month to continue coverage. Non-payment of premiums for more than 30 days may result in termination of coverage. The County's insurance carrier requires employees to be considered in active status to continue coverage beyond the exhaustion of FMLA. Once FMLA is exhausted by the employee, COBRA will be offered.

2. Employees on FMLA leave will not lose eligibility/entitlement to any benefits/employment programs accrued prior to the day the leave commenced.

Paid and Unpaid FMLA Leave

(Updated 11/25/2024)

FMLA is considered unpaid leave; however, the County requires the use of all accrued but unused paid leave (vacation, sick leave,) prior to any unpaid leave. The FMLA leave time frame will not be increased by the length of any paid leave (paid leave and unpaid FMLA leave cannot be stacked to increase leave time; instead, such leave must run concurrently). Any paid sick or other leave due to a serious health condition will be designated as FMLA leave and will be counted against the employee's rolling FMLA entitlement. In addition, any workers' compensation or other disability leave resulting from a serious health condition will be designated as FMLA leave. In other words, all FMLA-qualifying paid leave will be designated as FMLA leave and count against an employee's entitlement.

Return to Work

1. All employees on FMLA leave must notify his/her immediate supervisor and Human resources prior to returning to work.

2. Employees who are on FMLA leave for their own serious health condition must submit a fitness for duty report to his/her supervisor and Human Resources prior to returning to work.

3. Upon return from an approved FMLA leave, an employee will be restored to his or her original or an equivalent position with equivalent pay and benefits.

4. Certain "key employees" may be denied job restoration at the conclusion of the leave.

5. Failure of an employee to return to work after the exhaustion of leave will be addressed in accordance with the County's attendance policies.

Initiating a Request For FMLA Leave:

As soon as an employee is aware of the possibility of an FMLA leave request, they should notify their supervisor (employees do not have to disclose the reason of their leave request) and Human Resources to complete the required FMLA paperwork. If the employee provides sufficient notice of the need for leave, the County may conditionally designate the leave as FMLA-qualifying pending the receipt of a Certification from the employee's health care provider. The final determination as to the request for leave will be made upon receipt of the Certification by Human Resources.

Leave Accrual:

Vacation, sick and holiday pay shall continue during FMLA leave. Jury duty and bereavement leave will not be paid while on FMLA leave.

Restrictions While on FMLA:

Employees may not be allowed to work subsequent jobs on the side while on FMLA leave. See Additional Employment policy for more information.

Employees who are designated as taking FMLA for the care of a family member must be providing care while taking FMLA.

M. Light Duty

(Added 03/23/2026)

Light duty will be applicable to only those employees that are in a convalescent period under the care of a physician. To be eligible for light duty, the employee's physician must provide a certification of which essential functions the employee is incapable of performing and the duration of time they can not be performed. Pulaski County will look to the supervising physician to provide descriptions of those duties which the patient is incapable of performing. Pulaski County reserves the right to require employees to have an examination by a second physician, whose services will be secured and paid for by Pulaski County. The function of the second physician will be to provide a second opinion concerning the requirement for light duty or a description of those tasks which the employee's physician believes that the employee is incapable of performing based on the employee's job description.

The express purpose of including a light duty classification of employment in these policies is to provide an opportunity for improving the condition of employees convalescing from illness or injury. Light duty classification is not intended, and may not be approved, for those employees who, as a result of illness or injury, have little or no possibility of ever returning to work at a fully functional level in the job they were holding prior to the illness or injury. There are other provisions in the employment benefits section of this policy manual intended to address those circumstances and they will be applied in those cases.

When an employee needs to return to work in a light duty status, they must notify Human Resources and provide documentation from their physician who clearly documents their illness or injury suffered and the physician's prognosis for recovery as well as a description of duties that can or can not be performed. The employee must also submit a copy of the request for light duty to Human Resources.

Employees may be required to have work hours changed in order to provide work and may be required to work within another department of the County. All efforts will be made to provide work at the same salary level paid prior to light duty assignment; however, this is not required by state law.

The HR Director will obtain the Department Director's approval for light duty status prior to the employee returning to work.

Light duty shall not exceed the amount of time recommended by the treating physician.

Pulaski County shall abide by all EEOC and ADA requirements.

N. Sabbatical Leave

Sabbatical leave rewards long-term Pulaski County employees with time off from work to pursue personal interests, further their education through specialized training, or to relax and renew their work dedication and commitment. Sabbatical leave is considered unpaid leave. All regular full-time employees are eligible for a sabbatical leave after completing 5 years of continuous service.

Sabbatical leave may be taken for a period of six months. It does not vest or accumulate. Sabbatical leave will not be paid out if the employees terminates from employment with Pulaski County before becoming eligible, nor will it be paid out in lieu of taking the sabbatical. The business needs of Pulaski County will take priority over the scheduling of sabbatical leave. Requests will be evaluated based on a number of factors, including anticipated workload requirements, staffing considerations during the period of the sabbatical and must be approved by the supervisor and/or department director and the County Administrator.

During a sabbatical leave, an employee may not accept paid employment with another employer. Employees taking a sabbatical leave must sign a written agreement obligating them to return to Pulaski County for at least a period of 365 days of employment after expiration of the term of the leave.

Employees are required to pay 100% of their insurance premiums for the entire time of the sabbatical. Employees leave time will also be suspended during the leave and will resume upon return to active employment.

When a sabbatical leave ends, the employee will be reinstated to the same position, unless either the job ceased to exist because of legitimate business reasons or each means of preserving the job would substantially undermine the ability to operate Pulaski County safely and efficiently. If the same position is not available, the employee will be offered a comparable position in terms of such issues as pay, location, job content, and promotional opportunities.

Employees requesting sabbatical leave are aware that the leave will not be paid leave. The leave request must be documented and articulated in writing to the supervisor and County Administrator as to the reason for the request, the start and end date of the request, whether the leave will be intermittent or full-days, etc.

This specific leave does not apply to Military Leave.

O. Travel Policy

(Updated 07/22/2024)

CONFERENCE TRAVEL COSTS POLICY:

Costs for conference attendance should be submitted with annual budget requests. The County Administrator in developing the budget shall indicate any conference that is not approved. Travel funding in whole or in part by the County shall be subject to advance notice to the Board of Supervisors, through notification of the County Administrator. Attendance, lodging, and registration shall be at the lowest reasonable cost. Lodging provided at the facility where the conference is held shall be deemed appropriate. Government discounts shall be requested for all lodging, unless the conference arrangements include such discounts.

MILEAGE REIMBURSEMENT

Employees are required to request a County vehicle for business travel; however, should a County vehicle not be available, the employee shall receive mileage reimbursement at the current IRS standard mileage approved rate. Personal vehicle usage will be based on:

1. The personal vehicle use policy only applies when an employee's supervisor either requests the employee use their own vehicle as a means of transportation in the performance of their job duties;

2. In the situation that a County vehicle is unable to be driven (broken down, requires maintenance, etc.), the employee may use their own personal vehicle.

3. When using his/her own personal vehicle, the employee will be entitled to compensation for mileage as follows:

A travel reimbursement form should be submitted by the employee for this reimbursement and include specific dates and locations of traveled miles. The state mileage reimbursement rate may change from time to time. The travel form must be submitted by the employee and signed by the employee's immediate supervisor to receive reimbursement.

MEALS REIMBURSEMENT:

(Updated 04/03/2023)

Pulaski County reimburses employees for out of County meal expenses at the following per diem basis of $13.50 for breakfast, $16.50 for lunch and $29.00 for dinner. Reimbursement for breakfast is allowed if travel requires leaving home before 6:00 a.m. and for dinner if returning home after 7:00 p.m. Exceptions are for meetings where meals are provided as a part of the meeting program. A travel reimbursement form must be submitted by an employee and signed by the employee's immediate supervisor to receive reimbursement. Per IRS Taxable Fringe Benefit Regulations, employees are subject to taxable meals if the meals are not a result of an overnight stay.

County of Pulaski shall reimburse an employee for travel expenses after said expenses have been incurred by the employee. Said travel expenses must be for County related business and include meals, motel/hotel expenses, mileage, and transportation fees. Employees may submit said expenses on the appropriate travel expense forms. All expenses must be submitted on a travel reimbursement form and signed by the employee's immediate supervisor.

If *per diems* don't exceed the fed's rates, the reimbursement is tax-free and employees don't have to account for the amount of the expenses the *per diems* cover. However, they must still document the time, place and business purpose of their trips and submit receipts for expenses the *per diems* don't cover.

If *per diems* exceed the fed's rates, you can still reimburse employees tax-free, but they must substantiate their excess expenses. If adequate substantiation is not provided, reimbursements must be taxed.

Employees utilizing a County issued credit card will not be eligible to receive any additional reimbursement for meals or travel expenses above the amount charged to the credit card. Please see the County credit card policy for additional information.

Advance travel expenses to an employee shall only be made in an unusual situation and only upon approval of the County Administrator. Advance travel expenses must be requested on a travel expense form and signed by the County Administrator.

When travel is completed, employees should submit completed travel expense reports within 10 days. Failure to submit receipts may result in denial of payment.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

The Economic Development Authority voted on May 16, 2017 to approve international travel reimbursements based on the State per diem rate.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, may be grounds for disciplinary action, up to and including termination of employment.

EMPLOYEE CONDUCT WHILE TRAVELING ON COUNTY BUSINESS

(Added 11/25/2024)

Employees who are involved in an accident while traveling on business time must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by Pulaski County may not be used for personal use without prior approval. Employees must also have a signed driver alert form on file to be eligible to drive a County vehicle.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such nonbusiness travel are the responsibility of the employee.

While traveling on behalf of Pulaski County as it pertains to your work or when the costs are covered by grant or project funds, employees should conduct themselves with integrity, respect their colleagues and comply with all company policies. This includes avoiding behavior that could harm the reputation of the employer, its employees or clients. Some examples of behaviors to avoid include harassment or discrimination, substance abuse, inappropriate business attire or language. The same safety protocols also apply while traveling on behalf of the County.

P. Employee Service Awards

(Updated 07/24/2023, 11/25/2024, 10/2/2025)

Purpose

The purpose of the Employee Service Awards Program is to commend faithful service performed by County employees, to emphasize that each individual plays an important role in the County's progress, to recognize that an employee's contribution grows with each additional year of service and to encourage career employment with Pulaski County.

Basis of Awards

1. Determination of Awards - Service awards will be based on continuous service of all full-time and regular part-time employment, no seasonal or temporary part-time workers shall be recognized. The award shall be based on the employees hire date thru December of each year and as defined below.

2. Employees who are considered regular part-time who work more than 600 hours AND are scheduled to work 12 months out of the year with other agencies or departments (subjected to approval and reimbursement by those agencies) shall be eligible to receive the annual award. In order to receive the award, the employee must still be employed as of November 15th of that year.

3. Continuous Service - Any break in service for a period of thirty (30) or more consecutive calendar days shall destroy the continuity of service of the employee. However, authorized leaves of absence such as vacation, sick leave, military leave, FMLA or other approved leaves of absence shall not destroy continuity of service and credit to that time will be granted. Any regular full-time employee that moves to a regular part-time position and back to a regular full-time positon will not lose their continuous service basis for the award since the employee was fully employed in some capacity for the entire duration without an actual break in service.

4. Dismissal - No credit shall be given for employment when the employee is terminated from employment. Any employee that is terminated and is later re-employed by the County shall not receive credit for previous employment.

5. Transfer - The original employment date is used to determine continuous service by the employee; however, employees transferring between the departments of the PSA or County would be included in continuous service.

Awards

Eligible employees, as defined above, will be provided a service recognition certificate and a gift with each five years of continuous employment with Pulaski County as outlined below. Awards will be grossed up to net the following amounts:

5 years - $150
10 years - $200
15 years - $250
20 years - $300
25 years - $350
30 years - $400
35 years - $450
40 years - $500
$100 for each additional five years of service after 40 years

Purchase of Side Arm at Retirement

Per Virginia Code Section 59.1-148.3, as amended and outlined in the Code, the Board of Supervisors allows Sheriff's Deputies with a minimum of 10 years of service the option to purchase their side arm at a price that is equivalent to or less than the weapon's fair market value on the date of the purchase by the deputy.

Retiree Gifts & Bonuses
(Updated 11/25/2024)

It shall be the policy of Pulaski County to recognize retirees in the following manner, based on years of service:

5-9 Years	A County shaped wooden plaque and County lapel pin.
10 - 15 Years	A County shaped wooden plaque, a County lapel pin and a county logo shirt a courthouse print and a $300 bonus
16 - 20 Years	A County shaped wooden plaque, a County lapel pin, a County logo shirt a courthouse print and a $600 bonus.
21 - 29 Years	A County shaped wooden plaque, a County lapel pin, a County logo shirt, a courthouse print, and a $1,000 bonus. The County will also provide a small reception on behalf of the employee.
30 Years & Above	A County shaped wooden plaque, a County lapel pin, a county logo shirt, a courthouse print, and a $1,500 bonus The County will also provide a small reception on behalf of the employee.

The above policy as it pertains to years of service, shall only apply to years of service worked at Pulaski County and will not be based on service in the VRS system that may reflect time served with other VRS covered employers.

Cash awards or receptions will not be provided by the County where the County is only providing payroll services or service as a fiscal agent to non-County agencies or departments such as FOCL, NRV Airport and New River Community Corrections.

GED Bonus
Employees who obtain their GED Certificate are awarded a $100 cash bonus. A copy of the GED certificate should be provided by the employee to Human Resources in order to receive the $100 bonus.

All bonuses are subject to tax as an IRS Taxable Fringe Benefit.

SEE APPENDIX D - CDL INCENTIVE BONUS

SEE APPENDIX E – PSA WATER TREATMENT PLAN LICENSE INCENTIVE

Q. Employee Fitness Program

In recognition of the importance of the health of County employees, the Board of Supervisors establishes the following policy applicable to Regular Full-time (to include introductory) employees.

Primary Purpose: To encourage improved physical fitness that can protect from heart attacks, strokes, high blood pressure, obesity, back pain, osteoporosis and improve mental health and reduce stress among employees. Poor physical condition affects all aspects of the life of an employee, including the quality of their lives both while at work and on their personal time.

Secondary Purpose: To help maintain affordable health insurance costs for employees. The fiscal impact of improved health is clearly secondary to the personal and professional benefits but must be recognized as one of the reasons for this initiative.

Benefits – Employees will be given **30 minutes up to three times per week** on the following conditions:

1. Service to the public is not to be impacted or adversely affected through approval by their immediate supervisor.

2. Employees participate in walking, running, cycling, swimming, or other exercise programs increasing the heart rate for a 20-minute period of time, with a measurement of pulse rates after a five-minute walk.

4. Minimum impact on normal County functions and the employee's workload.

5. Ability to schedule exercise times to avoid personal and professional conflict with other work related demands.

6. Employees would remain on the County time and may be contacted or interrupted during their workout time.

7. Exercise break time must be taken during normal working hours and must be in proximity to the normal working environment, office or place of employment. It is not the intent of Pulaski County for the 30 minutes to be tacked on to the end of the employees shift to allow them to depart work early.

*Employees are encouraged to consult a physician before participating in any rigorous exercise-training program.

R. Vehicle Fringe Benefit

(Updated 07/22/2024, 10/27/2025)

Take-Home Vehicle Assignment: A take-home vehicle will be provided to those employees who have management or supervisory duties/responsibilities and are routinely expected to respond to operational emergencies or business related events from the employee's residence during off duty hours. These vehicles are provided for use while commuting between a residence and a work location, in addition to using them for business purposes during the normal workweek. Typically, these employees occupy positions where it is impractical to implement a requirement to proceed to the Central Garage or County Administration Building to obtain a County vehicle, particularly in the event of an emergency.

Employees assigned a take-home vehicle are authorized to drive such vehicle to and from work. Such employees are prohibited from using these vehicles during non-work hours for personal use, except in response to an operational emergency or business related event. However, because they have no other form of transportation during the normal work hours, the following exception is authorized - travel to and from lunch or incidental/personal errands - pursuant to the "de minimis" usage exemption in IRS Publication 15-B, Employers Tax Guide to Fringe Benefits.

Employee's approved for such vehicles must complete an authorization form, which must be approved by the County Administrator, returned to Human Resources and placed in the employee's personnel file. The use of a County-owned take-home vehicle used to commute is a taxable, non-cash fringe benefit of $1.50 per one way per day commute ($3.00 for a round trip commute per day), under federal tax regulations. As such, this must be included as taxable income on employee wage and tax statements. The taxable benefit for commutes will be based on 245 working days per year (2,080 hours/8 hours per day = 260 days per year, less 15 days for approximate vacation/holiday time) X $3.00 per day. These calculations equate to a taxable benefit of $735 annually.

Employees who are provided a take-home vehicle should not house their vehicles outside of the County, even if their residence is located in another County. However, the County Administrator may grant an exception to this rule, if operational requirements necessitate.

The take-home vehicle use agreement will be required to be on file for each employee assigned a take-home vehicle.

This policy does not regulate public safety vehicles assigned to public safety employees and does not apply in emergency declarations and pending severe weather events. Finally, the taxable benefit does not apply to IRS approved utility or safety vehicles that are otherwise exempted by the IRS. Sheriff's Officers are exempt from this policy.

S. Educational Assistance

Pulaski County recognizes that the skills and knowledge of its employees are critical to the success of the County Government. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills that enhance their contributions to the County.

Pulaski County will provide educational assistance to all eligible employees who have completed 180 calendar days of service in an eligible employment classification. To maintain eligibility, employees must remain on the active payroll and be performing their job satisfactorily. Employees are also required to participate in classes on their own time and it is not to interfere with the employees normal work schedule. Employees must complete an Education Assistance Request Form and have it approved by their supervisor and the County Administrator before classes begin. In addition, supervisors must submit the request for the annual budget process between January and March each year to be eligible for reimbursement. Educational reimbursement will equal to 50% or a maximum of $2,500 annually and capped at a total of $10,000. Employees in the following employee classification(s) are eligible for educational assistance:

* Regular full-time employees

The County will reimburse tuition costs based upon the completion of the class or course and the maintenance of a C average or above. If the course is ungraded, reimbursement will be based upon completion of the class/course. Reimbursement will be made after sufficient documentation of the class/course is received. Classes and course work must be completed on the employee's time. Travel to and from classes are also the responsibility of the employee. Books and materials and/or equipment may be paid by the County; however, must be made subsequently available for other employee's use.

Employees participating in higher education opportunities to receive certificates and/or specific employment designation (i.e.: IPMA, ICMA, CZA, Virginia Waterworks, etc.) will be paid directly by the County and will not be subject to reimbursement.

While educational assistance is expected to enhance employees' performance and professional abilities, Pulaski County does not guarantee that participation in formal education will entitle the employee to advancement, a different job assignment, or pay increases.

Pulaski County invests in educational assistance to employees with the expectation that the investment be returned through enhanced job performance. However, if an employee voluntarily separates or is separated for cause from Pulaski County's employment within two years of the last educational assistance payment, the amount of the payment will be considered only a loan. Accordingly, the employee may be required to repay up to 100 percent of the original educational assistance payment upon separation of employment.

Employees should contact the Human Resources Director for more information or questions about educational assistance.

T. Training and Continued Education

The County provides new and existing employees with mandatory and voluntary paid training opportunities. The County believes that on going and continuing education is important to stay fit in the industry. The success and competence of our employees is directly related to the success of the County as a whole. Pulaski County encourages employees to partake in training and continued education opportunities relevant to the security system industry. Therefore, if employees discover an opportunity to excel their skills for the County, employees should talk with Their supervisor about including it as a paid training opportunity.

Employees will be reimbursed for all reasonable expenses incurred in prior approved short seminars, conferences, meetings, and other training sessions, coincident with the employee’s routine responsibilities with the County. With prior approval of the County Administrator, employees may be reimbursed for the cost of tuition for actual class attendance or for correspondence courses, satisfactorily completed, which are directly job-related and which will enhance the employee’s ability to perform the job for which he or she was employed.

Employees will be reimbursed for any prior approved training expenses incurred over and above any advancement of funds provided a reporting is made to the appropriate department director and then to the Accounting Department within five days after completion of training.

If an employee fails to attend or successfully complete any training or certification program or any seminar, conference, meeting, or other training session, except in the event of extenuating circumstances in the discretion of the County Administrator, the employee shall be responsible for any subsequent registration or other related costs and expenses associated with the same training which the employee failed to attend or successfully complete.

OTHER BENEFITS

A. Jury/Witness Duty

(Updated 11/25/2024)

Any employee who is serving on jury duty or any person, except a defendant in a criminal case, who is summoned or subpoenaed to appear in court, will be excused from work during the time they serve or appear in court, including travel time. Such employees are expected to return to work at the conclusion of their service if the employee will be able to work for four (4) hours or more in that regular work day; provided, however, that no person who is summoned and appears for jury duty for four or more hours, including travel time, in one day shall be required to start any work shift that begins on or after 5:00 p.m. on the day of appearance for jury duty or begins before 3:00 a.m. on the day following the day of appearance for jury duty.

A copy of the subpoena should be provided to the employee's supervisor and Human Resources immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

Employee's granted Jury Duty/Witness leave shall be compensated at the regular rate of pay during the court appearance. Employees are allowed to keep the one-time juror payment in our appreciation of their good stewardship of the community. Court duty pay will not apply to any employee subpoenaed to appear as a defendant in a criminal case.

Vacation, sick leave and holiday benefits will continue to accrue during paid Jury Duty/Witness Leave.

B. Court Appearance Leave

Employees who are a victim of a crime or a witness to a crime are allowed to attend all criminal proceedings relating to a crime against the employee, as long as the employee has provided proper documentation of the proceedings as documented below pursuant to subsection A of Section 19.2-11.01 of the Code of Virginia and, if applicable, provided the employer a copy of the notice of each scheduled criminal proceeding that is provided to the employee as a victim. However, an employer may limit the leave provided under this section if the employee creates an undue hardship to the employers business.

"Undue hardship" means a significant difficulty and expense or the critical need for the employee.

"Criminal Proceedings" means a proceeding at which the victim has the right or opportunity to appear involving a crime against the victim including:

- The initial appearance of the person suspected of committing the criminal offense against the victim;
- Any proceeding in which the court considers the post-arrest release of the person accused of committing a criminal offense against the victim or the conditions of that release;
- Any proceeding in which a negotiated plea for the person accused of committing the criminal offense against the victim will be presented to the court;
- Any sentencing proceeding;

- Any proceeding in which post-conviction release from confinement is considered;
- Any probation revocation disposition proceeding or any proceeding in which the court is requested to terminate the probation of a person who is convicted of committing a criminal offense against the victim; or
- Any proceeding in which the court is requested to modify the terms of probation or intensive probation of a person if the modification will substantially affect the persons contact with or safety of the victim or if the modification involves restitution or incarceration status.

The employee requesting leave must give advance notice whenever possible of the need for leave to their supervisor and the Human Resources Director, and provide documentation verifying the need for the leave. Acceptable documentation includes:

- a police report indicating that the employee or a member of the employee's family was a victim of a crime;
- a court order protecting or separating the employee from the perpetrator of an act of domestic violence, or other evidence from the court or the prosecuting attorney that the employee has appeared in court; or
- documentation from a medical professional, domestic violence advocate, health care provider or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence, sexual assault or other crime.

Leave may be requested to:

- prepare for and attend court proceedings
- receive medical treatment or attend to medical treatment for a victim who is the employee or the employee's family member
- obtain a court-ordered relief to help ensure the health, safety or welfare of the victim
- procure a restraining order or a temporary restraining order (in the case of victims of domestic violence or sexual assault)

While this leave is unpaid leave, the employee may use accrued leave during the leave period.

Pulaski County will make every attempt to maintain the confidentiality of any information provided as certification of the need for court appearance leave.

C. Voting

Generally, County employees are provided Election Day as a holiday; however, those employees or departments that must work on Election Day will be granted up to 1 hour of paid time off to vote.

Employees should request time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

D. Community Services

(Updated 07/24/2023, 11/25/2024)

Pulaski County recognizes the importance of building positive relationships within the community. Our business and our employees are interdependent of the service agencies, organizations, educational institutions, and various resources within the community. Pulaski County encourages and supports participation in community service activities that contribute to the community and foster future growth and development needs. Our goal is to help existing community service organizations implement and continue programs and projects that will improve the quality of life for the community at large.

All regular full-time employees may volunteer and take up to a maximum of 5 hours of normal paid work time, time volunteered on holidays will not be paid or subject to compensatory time or earned PTO, within every one (1) month period to participate in a pre-approved community service activity in Pulaski County such as:

- Pulaski Community Youth Center
- Pulaski County School Programs
- Pulaski County Parks and Recreation Programs
- Pulaski Adult Daycare
- Pulaski Daily Bread
- Pulaski County Animal Shelter/Humane Society
- NRV Agency on Aging

The activity must be pre-approved utilizing a Volunteer Request Form issued by Human Resources and approved by the departmental supervisor and/or department director. Requests must be scheduled at least one (1) week in advance with your immediate supervisor. Upon completion of your volunteer service, the Human Resources Director must be provided with a statement indicating the date and amount of time volunteered to the community service organization. In order to document and acknowledge your effort and participation, any supporting information, photographs, or materials relating to the service activity should also be provided. Contact the Human Resources Director if you have any additional questions or suggestions about eligible community service activities.

E. Political Activity

(Updated 07/22/2024)

Every County employee is entitled to the right to vote and may join or affiliate with civic organizations of a partisan or political nature, attend political meetings, advocate and support the principles and policies of civic or political organizations in accordance with Federal, State and local laws. An individual's political affiliation, preference or opinion will in no way influence the appointment, hiring, retention or promotion as a Pulaski County employee.

No Employee May:

1. Engage in any political campaigning or electioneering while on duty (excludes current Constitutional Officer)
2. Be required to directly or indirectly give, render, pay, offer, solicit or accept any money, services or other valuable consideration of or on account of any appointment, proposed appointment, promotion or proposed promotion to a position in Pulaski County. Employees of the County will not contribute money to any candidate or political party except strictly on a voluntary basis.
3. Be coerced or compelled to contribute any other employee of the County for political purposes.
4. Employees of the County will not solicit any assessment or subscription intended for political purpose from other employees or the general public.
5. Use any County supplies, materials, equipment or facilities for political purposes or to aid a political candidate, party or cause.

No person may simultaneously be classified as an employee and serve as a member of the Pulaski County Board of Supervisors. An employee wishing to run for political office, which may have a direct bearing on their job such as the Board of Supervisors, must take a leave of absence from their position from the date of filing for candidacy until the date of the election. Employees, excluding current Constitutional Officers, may NOT solicit signatures on petitions while on County time nor display political paraphernalia in their place of work.

It is the policy of Pulaski County to maintain efficiency, responsiveness and productivity in its operations and to prevent the use of County equipment in a fashion inconsistent with the public interest and the law. In accordance with Virginia law, no employee shall use County owned assets, including telephones, computers or related devices for political activities as defined in Virginia Code Section 15.2-1512.2.

F. Bereavement Leave

(Updated 07/22/2024, 11/25/2024)

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to 3 days of paid bereavement leave will be provided to eligible employees in the following classification(s). Bereavement pay shall not exceed three working days. Working days are defined as the employee's normal schedule for their particular department.

* Regular full-time employees
* Regular part-time employees working more than 20 hours per week

Leave is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. Part-time employees shall receive compensation based on the holiday leave schedule.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

Pulaski County defines "immediate family" as the employee's spouse, parent, child, sibling, grandparents, grandchild, stepchildren, stepparents, step-grandparents, stepsiblings, guardian and same relatives of the spouse. If leave is required for anyone outside of "immediate family", vacation leave or compensatory time must be utilized.

G. Military Leave

(Updated 2/14/2023, 11/25/2024)

Per Virginia Code §44-93, Leaves of Absence for employees of Commonwealth or political subdivisions. All officers and employees of the Commonwealth or any political subdivision of the Commonwealth who are former members of the armed services or members of the organized reserve forces of any of the armed services of the United States or National Guard shall be entitled to leaves of absence from their respective duties, without loss of seniority, accrued leave or efficiency rating, on all days during which they are engaged in federally funded military duty, or when called forth by the Governor pursuant to the provisions of §44-75.1 or §44-78.1.

There shall be no loss of regular employer pay during such leaves of absence, except that paid leaves of absence for federally funded military duty, to include training duty, shall not exceed 21 work days per federal fiscal year (October 1 – September 30), and except that no officers or employees shall receive paid leave for more than 21 workdays per federally funded tour of active military duty.

When relieved from such duty, they shall be restored to positions held by them when ordered to duty. If the office or position has been abolished or otherwise has ceased to exist during such leave of absence, they shall be reinstated in a position of like seniority, status and pay, if the position exists, or in a comparable vacant position for which they are qualified, unless to do so would be unreasonable.

For the purposes of this section, with respect to employees of the Commonwealth or its political subdivisions who do not normally work approximately equal workdays on five or more days of each calendar week, the term "workday" shall mean 1/260 of the total working hours such employee would be scheduled to work during an entire federal fiscal year, not taking into account any state holidays, vacation leave, military leave, or other absences. Where such employee returns from federally funded military duty and the eight-hour rest period required by the Uniformed Services Employment and Reemployment Rights Act (38 U.S.C. § 4301 et seq.) overlaps such employee's scheduled work shift, the employee shall receive paid military leave to the extent of such overlap.

In addition to the provisions of subsection A, any local government may pay such employee when activated for federally funded military duty all or any portion of the difference between his regular pay and the military pay received during all or any part of the term of active federally funded duty.

Continuation of health insurance benefits for persons on federally funded military leave of 30 days or less may retain health insurance coverage and only pay the normal employee share of the premium. Employees on military tours consisting of 31 days or more may be charged up to 102% of the premium. Employees must be reinstated to health insurance coverage upon return to employment.

An employee on extended leave without pay due to active military service shall be treated as though they were continuously employed for the purposes of determining benefits based on length of service, such as annual or sick leave accrual. An employee shall not accrue vacation leave or sick leave credits while on military leave without pay. However, upon reinstatement to County service, the leave accrual rate shall be calculated to include the period of military leave without pay.

This policy does not apply to periodic weekend drills or attendance at military schools.

Please contact the Human Resources Director for more information or questions about Military Leave as well as to obtain the required forms to request Military Leave.

H. Social Security

Social Security provides benefits for employees and their families as specified by law in the event of retirement, hospitalization after age 65 (Medicare), total and permanent disability before age 65, and death at any time. The County matches the amount of Social Security Taxes paid by each employee. Contact the local Social Security Office for details. There may be specific forms that require the employee's Social Security number; however, Pulaski County will not post, display or share or otherwise make available to the general public an employee's Social Security number.

I. Workers' Compensation

(Updated 11/25/2024, 6/22/2026)

Employees of Pulaski County are covered by Workers' Compensation insurance, which is purchased by the County. This insurance provides compensation to an employee for lost wages caused by illness, accidental injury, or death suffered in the course of or as a result of his/her employment with the County in accordance with the laws of the Commonwealth of Virginia.

Eligibility: Eligibility for benefits under Workers' Compensation insurance is automatic and is effective on date of hire.

Reporting: A report must be filed within twenty-four (24) hours of the onset of any job related illness or injury to Company Nurse no matter how minor The employee should notify the supervisor and the employee and/or supervisor should file the report. Failure to report may result in disciplinary action and possible loss of benefits.

Benefits: Worker's Compensation benefits provide weekly payments based upon a statutorily specified amount of the employee's regular earnings as well as payments for medical and hospital expenses arising out of an occupational illness or injury if deemed compensable by VACORP. Payments are based on a 40 hour workweek and are converted as such for 12 and 24 hour employees. No overtime pay is included in the calculation of workers compensation payments.

Wage Continuation: Any employee who is unable to work as the result of a compensable work-related injury or occupational disease covered under the Virginia Workers' Compensation Act and accepted as compensable by the County's workers' compensation carrier shall remain on the payroll at full pay for the first seven (7) scheduled workdays of disability. If the disability extends beyond seven (7) workdays, Workers Compensation benefits of 66 2/3% of the employee's gross average weekly wage shall commence with the 8th day of incapacity. If the employee is incapacitated for more than 21

days, VACORP will retro and pay the first seven days and the County/PSA will deduct those seven days either by utilizing leave time or will dock the employee's wages. The employee is required to use sick, vacation or comp time in this particular order of precedence to supplement their compensation up to a maximum of 33 1/3% or the amount required to cover the cost of fringe benefits.

Absences resulting in claims that are denied, deemed non-compensable, or otherwise determined not to be covered under the Virginia Workers' Compensation Act shall be charged to the employee's available leave balances in accordance with county leave policies, or shall be treated as unpaid leave if no applicable leave is available.

Effect on Continuous Service Date: Any time lost by an employee due to an occupational illness or injury covered by Worker's Compensation insurance will be credited as active service as it relates to service dates.

If an employee refuses a light/modified duty assignment that is within his/her capabilities, the County shall contest the employee's entitlement to further workers' compensation benefits before the Virginia Workers' Compensation Commission.

Employees whom after six months have not returned to employment may have their position and benefits eliminated.

Benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Pulaski County is not considered compensable under Workers Compensation.

J. Unemployment Compensation

In the event of a separation from employment, you may be eligible for unemployment compensation. This benefit is provided in accordance with Virginia law and paid for by the County.

K. Continuation of Group Health Insurance (COBRA)

(Updated 11/25/2024)

Once your FMLA is exhausted or you separate employment you and/or your covered dependents will have the opportunity to continue medical and/or dental and vision benefits for a period of up to thirty-six (36) months under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) when group medical and/or dental and vision coverage for you and/or your covered dependents would otherwise end due to your death or because:

- your employment terminates for a reason other than gross misconduct;
- your employment status changes due to a reduction in hours;
- your child ceases to be a "dependent child" under the terms of the medical and/or dental and vision plan;
- you become divorced or legally separated; or
- you become entitled to Medicare.

In the event of divorce, legal separation, or a child's loss of dependent status, you or a family member must notify the plan administrator within sixty (60) days of the occurrence of the event.

The plan administrator will notify the individuals eligible for continuation coverage of their right to elect COBRA continuation coverage.

STANDARDS OF CONDUCT AND PERFORMANCE

As an integral member of Pulaski County team, you are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others but also demands that you refrain from any behavior that might be harmful to you, your coworkers, and/or Pulaski County, or that might be viewed unfavorably by current or potential clients or by the public at large. You are, consequently, encouraged to observe the highest standards of professionalism at all times.

Types of behavior and conduct that Pulaski County considers inappropriate include, but are not limited to, the following:

1. Falsifying employment, timekeeping or other County records
2. Violating the County's nondiscrimination and/or harassment policy
3. Soliciting or accepting gratuities from clients
4. Excessive absenteeism or tardiness
5. Engaging in excessive, unnecessary, or unauthorized use of County supplies and/or equipment, particularly for personal purposes
6. Reporting to work intoxicated or under the influence of non-prescribed drugs
7. Illegally manufacturing, possessing, using, selling, distributing, or transporting drugs
8. Bringing or using alcoholic beverages on County property or using alcoholic beverages while engaged in County business off County premises, except where authorized
9. Gossiping, engaging in rumors, fighting or using obscene, abusive, or threatening language or gestures or other acts of violence
10. Stealing property from coworkers, vendors, clients or Pulaski County
11. Having unauthorized firearms or weapons on County premises or while on County business
12. Disregarding safety or security regulations
13. Engaging in insubordination
14. Failing to maintain confidentiality of County or member information
15. Any other act or circumstance, which, in the judgment of Management, is harmful or detrimental in any way to the morale, safety, health, or work environment of any other employee or the operation of Pulaski County

This list is not intended to be all-inclusive. Employees are encouraged to speak with Human Resources should employees have any questions about these guidelines. Corrective discipline may be used (but is not required) where the County determines in its discretion that corrective discipline is appropriate. Corrective discipline may include verbal warnings (a record of which will be kept in the employee's personnel file) and written reprimands (which will be kept in the employee's personnel file).

These rules do not constitute the sole reason for termination of employment and should not be construed in any way as constituting a contract of employment. Employment is on an at-will basis, and either employees or the County may terminate the employment relationship at any time, for any reason, with or without cause.

WORKPLACE POLICIES

UPDATED 11/25/2024

A. Ethics and Conduct

The successful business operation and reputation of Pulaski County is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of Pulaski County is dependent upon our citizen's trust and we are dedicated to preserving that trust. Employees have a duty to Pulaski County, its customers and citizens and each other to act in a way that will merit the continued trust and confidence of the public and your coworkers.

Pulaski County discourages behavior which is unethical, illegal, in violation of recognized standards of public decency and morality, or reflects adversely on the County or goes against the organizations values of honesty and integrity, respect for others, accountability, listening and communication, diversity and inclusion an continuous improvement. Employees are also expected to work safely and look out for the safety of others.

In general, the use of good judgment and a good work ethic based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with Human Resources for advice and consultation.

Employees are encouraged to report all unethical concerns to their supervisor and Human Resources and may do so in a confidential manner by calling or e-mailing the supervisor or Human Resources with the concern or providing a written statement.

Compliance with this policy of business ethics and conduct is the responsibility of every Pulaski County employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

SEE APPENDIX F - PSA STANDARD OPERATING PROCEDURES AND CODE OF CONDUCT

B. Progressive Discipline

The County adheres to a general philosophy of Progressive Discipline, whereby the seriousness of the discipline escalates upon the occurrence of further conduct warranting discipline. Supervisors or department directors typically will apply discipline in the following sequence, but may skip steps or advance directly to termination, when the circumstances warrant such action:

1. the first disciplinary action is a verbal warning,
2. the second disciplinary action is a written warning,
3. the third disciplinary action is a suspension or probation, and
4. the fourth disciplinary action will result in termination.

Disciplinary action will be administered at supervisors or department directors discretion. Twenty-four (24) months after the first disciplinary action, an employee's disciplinary record will be wiped clean if he/she does not receive any other disciplinary actions during that time period. Disciplinary action can be taken for any violations of policies within this Handbook or for any unaddressed or unrelated problems involving job performance. There are situations in which more serious discipline is warranted immediately, and supervisors or department directors may impose any level of discipline it determines is appropriate under the circumstances. A supervisor or department director may take disciplinary action against an employee. Employees concerned that a supervisor's actions should result in disciplinary action should contact the department director or Human Resources with their concerns.

This policy is not a contract and does not entitle the employee to any particular level or sequence of discipline before termination. Pulaski County retains the right to administer discipline in any manner it sees fit. The County's progressive discipline policy does not alter the "at-will" nature of employment. Irrespective of the progressive discipline policy, either party may terminate the employment relationship at any time for any lawful reason, with or without cause or advance notice.

C. Suspension

Department directors shall have the authority to suspend an employee for a period not to exceed fourteen (14) consecutive calendar days. Suspensions for a period that exceeds fifteen (15) consecutive calendar days or more shall require the approval of the County Administrator.

a. A written notice of suspension, including the items listed below shall be hand delivered, signed and returned to Human Resources or mailed certified mail, return receipt requested to the employee and the receipt and letter must be sent to Human Resources for inclusion on the personnel file.

1. A statement of the reason for the suspension
2. A warning of further disciplinary action should the situation not be corrected
3. A statement of the employee's right to appeal (if any) in accordance with the County's grievance policy

Administrative Decrease

An administrative decrease shall require a letter of justification submitted by the department director to the County Administrator and such decreases shall be subject to the approval of the County Administrator.

a. Once an administrative decrease has been authorized, a written notice of the decrease including the items listed below shall be hand delivered and signed received or mailed certified mail (return receipt requested) to the employee.

1. A statement of the reasons for the decrease.
2. A warning of what further disciplinary actions could result, if the situation is not corrected.
3. A statement of the employee's rights to appeal (if any) in accordance with the County's grievance policy.

b. A copy of such written notice shall be forwarded to Human Resources for inclusion in the employee's personnel file.

Demotion

a. A written notice of the demotion including the items listed below shall be hand delivered to the employee or mailed certified mail (return receipt requested).

1. A statement of the reasons for the demotion.
2. In cases where a demotion is not voluntary, include a warning of what further disciplinary action could result, if the situation is not corrected.
3. A statement of the employee's right to appeal (if any) in accordance with the County's grievance policy.

b. A copy of such written notice shall be forwarded to the Human Resource office for inclusion in the employee's personnel file.

Unsatisfactory Work Performance or Misconduct

(Updated 11/25/2024, 10/27/25)

Each need for discipline has varying circumstances and requires the exercise of discretion on the part of the supervisor. Disciplinary action may be taken against an employee for any of the following examples of unsatisfactory work performance

and misconduct. These examples are not in any way to be construed as a comprehensive list of possible violations nor are they to be considered rigid guidelines. Violations listed below will be subject to the progressive disciplinary policy:

a. Excessive Absenteeism/Tardiness
b. Absence without leave
c. Violation of policy on intoxicants
d. Sleeping on the job (does not apply to public safety department employees)
e. Serious neglect of work
f. Serious neglect of duty or refusal to comply with the instructions of the supervisor
g. Insubordination
h. Deliberate or careless conduct endangering the safety of oneself or other employees.
i. Negligence in the care and handling of County property
j. Theft of County property or of another employee's property
k. Incompetence or inefficiency in the performance of the required job duties
l. Use of offensive, abusive, threatening, coercive, indecent or discourteous language or behavior toward supervisors, other employees or members of the public
m. Intentional falsification of personnel records, time records or any other County records or reports
n. Provoking, instigating or participating in a fight while on duty or on County property
o. Unauthorized carrying of a concealed weapon during work hours or on County property
p. Any violations of County policies
q. Being charged with or convicted of criminal activity

County Administrator's Review

The County Administrator may review disciplinary actions to ensure that they conform with the intent of this policy.

Due Process

Certain County employees are entitled to due process in relation to disciplinary action or investigations. Those department supervisors shall follow Virginia Code Section 9.1-301 where applicable.

D. Telework/Telecommute Policy

(Updated 11/25/2024)

Applicability:

The language utilized in this policy does not create any employment contractual rights or entitlements, but, instead, establishes procedures for permitting an employee to qualify for the privilege of teleworking. The County of Pulaski reserves the right to revise the content of this policy or its terms in whole or in part, at its discretion. No promises or assurances, whether written or oral, which are contrary to or inconsistent with the terms of this paragraph are binding upon the County of Pulaski. This policy does not encourage telework by employees but rather establishes rules and guidelines should a medical necessity exist or should the County Administrator approve telework during inclement weather, business travel, special projects, pandemics, medical or extenuating circumstances. All telework arrangements are made on a case-by-case basis, focusing first on the business needs of the organization. Telework is NOT intended to replace the usage of sick or vacation leave and employees should NOT be granted telework during these times unless it meets the requirements below.

Definitions:

Regular Telework – Regular telework, also known as telecommuting, is defined as a mutually agreed upon work option between the County of Pulaski and the employee where the employee works at a telework site (home or alternative work site) on specified days or hours, and at the central work station the remainder of the time, remaining flexible as necessary

to meet the directed needs of the department or organization. Telework is only granted at the discretion of the County Administrator upon recommendation by the Department director/Supervisor.

Medical Telework – is defined as temporary work at home on a full or part-time basis, with physician's documentation. Examples include recovery from an injury, surgery, prolonged illness or communicable disease under an American's with Disabilities Act reasonable accommodation. This policy complies with all applicable provisions of the Americans with Disabilities Act (ADA) of 1990. Pulaski County may not require an employee to work from home while on FMLA, it must be voluntary and must conform to the Physician's designation as to how much and what type of work may be performed. The hours worked while on FMLA do not count towards an employee's FMLA entitlement. Employees are required to mark their time sheets accordingly.

Central Work Site – The central work site means the employee's officially assigned workstation.

Telework Site – The telework site means a work site alternative to the official workstation as specified in the Telework Agreement.

Remote Access – Remote access is defined as an employee's ability to access the appropriate LAN server(s) from the employee's telework site to retrieve and store computer files. Remote access should also be approved in the telework agreement.

Telework Agreement - The Telework Agreement shall be signed by the County Administrator, Supervisor/Department director and the employee specifying the terms and conditions of telework.

Telework Application – A Telework Application must be completed by the employee and submitted to the employee's supervisor when the reason for the request is due to a medical condition.

Telework Office Checklist – A guide is used in assessing the suitability and safety of a proposed home office or other telework site submitted to the employee's supervisor for either medical or non-medical purposes.

General Requirements:

1. Employees who are granted telework must be approved by the County Administrator.
2. Consideration will be given to leadership employees or those that may require ADA reasonable accommodation who have demonstrated exceptional work habits and performance well suited to successful telework. The following guidelines will be considered:

    a. Work habits: Teleworkers must have demonstrated self-motivation, self-discipline, the ability to work independently, the ability to manage distractions and the ability to meet deadlines.
    b. Position: The teleworker's position must have minimum requirements for direct supervision or contact with the public and must be arranged so that there is no difference in the level of service provided to the public.
    c. The location of the work must not significantly alter the teleworker's job content or the job content of co-workers.
    d. The teleworkers needs for IT support must be minimal and any equipment and software used must meet the County's standards.

3. In case of injury, theft, loss, or tort liability related to telework, the teleworker must allow agents of the organization to investigate and/or inspect the telework site. Reasonable notice of inspection and/or investigation will be given to the teleworker.

4. Where telework sites are located in the home, the teleworker is responsible for establishing and maintaining the work site.
5. Supervisors must review the Telework Agreement with the employee. Employees shall sign and abide by the Telework Agreement signed between the teleworker and the County Administrator.

Terms of Employment:

1. The teleworker's conditions of employment shall remain the same as for non-telework employees. Employee salary, benefits and employer-sponsored insurance plans shall not change as a result of telework.
2. Pulaski County policies, procedures and practices shall apply at the telework site. Failure to abide by County policies, procedures or practices may result in termination of the telework arrangement and/or disciplinary action.
3. Behavior and speech that harasses or demeans co-workers will not be tolerated, whether it occurs face-to-face or remotely.
4. The teleworker will not be paid for time involved in travel between the telework site and the central work site.

Work Schedule and Accessibility:

1. The number of hours worked will not change because of telework. A consistent schedule of telework days and hours is required to ensure regular and predictable contact with the County of Pulaski, staff and the public.
2. The Telework Agreement will specify work schedules that are in compliance with the Federal Labor Standards Act (FLSA) regulations.
3. The teleworker must obtain the supervisor's advanced written approval before working overtime or may be subjected to disciplinary action.
4. While teleworking, the teleworker must be accessible via phone or email during the scheduled work hours.
5. During inclement weather conditions, Leadership Team members may be requested to telework in their home. There may also be times an emergency operations center will be established during which time the employee must report to the established site.

Dependent Care:

Teleworkers will not act as primary caregivers for dependents during the agreed upon work hours. This does not mean that dependents need to be absent from the home during telework hours. It means they will not require the teleworker's attention during the work hours. Teleworkers must make dependent arrangements to permit concentration on work assignments. During inclement weather conditions, it is recognized that alternate arrangements may not be available and during that time employees must not count any time spent with dependents as work time.

Telework Site:

Safety - The teleworker will maintain a designated workspace that is clean, safe, and free from distractions. The employee will verify the safety of the alternate worksite by completing the Safety Checklist.

Workers Compensation – The employee is covered under Pulaski County's Workers Compensation Program. In the event of a job-related incident or accident during telework hours, the teleworker must immediately report the event to the supervisor and Company Nurse. The County of Pulaski does not assume responsibility for injury to any persons other than the teleworker at the telework site.

Confidentiality - The teleworker will not conduct business meetings with clients, customers or employees at his or her residence and shall maintain confidentiality of records, equipment, passwords, etc. at the telework site.

Supplies, Equipment and Furniture:

1. Teleworkers are responsible for providing all telework site furniture at the site. Use of personal equipment such as computer systems are not allowed. Laptop computers must be issued by the Pulaski County IT Department, approved by the County Administrator and documented in the Telework Agreement.
2. The following conditions will apply to the use of supplies, organizational records, computer and other County owned equipment:
    a. Use of equipment in the home shall be the same as the central work site.
    b. Restricted materials shall not be taken out of the central work site or accessed through a computer unless approved in advance by the employee's supervisor.
    c. Teleworkers must be in compliance with all Pulaski County guidelines for uses of computer software and hardware including software-licensing provisions, access to files, maintaining system security, etc.
    d. All costs associated with teleworking such as phone/internet/electricity, etc. are to be paid by the employee.

Surroundings – Employees are reminded to check their surroundings before logging into video conferences for any offensive objects in view of laptop cameras.

Dress and Behavior – Employees must dress and conduct themselves appropriately for telework while on camera as inappropriate dress and behavior could be considered offensive if caught on camera.

Application Process:

Employee: Reviews the County of Pulaski's Telework/Telecommuting Personnel Policy, completes a Telework Application and a Safety Checklist. When requested by the employer, the application is not required; however, the Safety Checklist is required.

Employee Department director or Designee: Reviews the Telework Application and Safety Checklist, determines if Telework Application meets the general requirements for telework and that the work schedule, accessibility issues, safety issues, dependent care and equipment issues are satisfactorily addressed.

Requests review by IT to determine if proposed Telework Application meets Pulaski County's equipment and software standards and level of IT support needed.

Informs Human Resources of the request for telework and consults on any issues regarding the request. If the telework request is accepted, refer below to the Implementation of Telework.

Implementation of Telework:

Employee's Department director or Designee – Advises the telework applicant that the Telework Application is under review.

Employee and Employee's Supervisor – Schedules a time to review the telework arrangement and complete the telework agreement.

Employee Supervisor - Contacts IT staff to determine if computer access is needed. Meets with teleworker and co-worker's to address how the arrangements will work. Discusses concerns and problems and revises Telework Agreement as needed based on the discussion.

Employee and Supervisor – Signs final Telework Agreement. The supervisor forwards the telework agreement to Human Resources for review.

Human Resources – Discusses the Telework Agreement and Safety Checklist with the employee and supervisor and forwards the agreement to the County Administrator for review and formal approval.

County Administrator – Reviews, and if approved, formally signs the Telework Agreement and returns to Human Resources.

Employee Supervisor – The supervisor will be notified by Human Resources as to approval or denial of the request. If approved, the supervisor notifies the employee and co-workers and others with whom the employee interacts regarding the telework schedule and ensures that equipment and supplies needed are available. Ensures that the Telework Application, Safety Checklist and other related information is sent to Human Resources. If denied, the supervisor shall explain the reason for denial such as a creation of hardship on the employer. Determines if other options are available if due to medical reason.

Termination of Agreement:

The County of Pulaski may terminate the Telework Agreement at any time. The agreement may be terminated for reasons to include but not limited to hardship on the employer, declining performance, breech of County Policies and Procedures, etc.

A copy of the Telework Application, Safety Checklist and Telework Agreement will be placed in the employee's personnel file.

E. Attendance & Tardiness

(Updated 07/24/2023, 11/25/2024, 7/15/2026)

Dependability is an essential expectation of all Pulaski County employees. Regular and punctual attendance is required to ensure the efficient and effective delivery of County services. Excessive absenteeism and tardiness, or early departures not only create inconvenience but also disrupt operations, place additional burdens on coworkers, increase costs, and may negatively impact the services provided to the public. While Pulaski County recognizes that illness, emergencies, or other legitimate circumstances may occasionally result in an unavoidable absence, tardiness or early departure, employees are expected to maintain regular and punctual attendance. Failure to meet attendance expectations may result in corrective or disciplinary action in accordance with County Policy.

Supervisors will require employees to give at least 24 hours advance notice, whenever possible, of tardiness or absence. If advance notice is not possible, notification by phone (call in) must be given by the employee personally and directly to their supervisor within one hour of the employees work schedule. If the supervisor is unavailable, the employee must notify the next level supervisor.

Absences approved in accordance with County Policy, including approved Family Medical Leave Act (FMLA) leave, jury duty, bereavement leave, approved sick leave supported by medical documentation when required, severe weather or emergency closings, workers compensation leave, military leave, and other absences authorized by the County, will be considered excused absences.

Employee's who are absent for three (3) or more consecutive scheduled workdays due to illness or injury must provide medical documentation from a licensed healthcare provider, upon their return to work, verifying that the absence was for a qualifying medical reason. Failure to provide the required documentation may result in being ineligible for paid sick leave, unless otherwise protected by applicable law. Employees are expected to maintain satisfactory attendance and leave balances. Failure to maintain an acceptable attendance record or to provide required medical documentation may result in corrective disciplinary action, up to and including termination of employment.

Tardiness is defined as reporting to work after the employee's scheduled start time or missing more than 20% of the scheduled shift. Repeated or excessive tardiness, regardless of the number of minutes involved, may result in corrective or disciplinary action under the County's progressive discipline policy. Supervisors will consider the frequency of occurrences, the operational impact on the department, prior attendance history, and any mitigating circumstances when determining appropriate action.

Absence Without Leave (AWOL):

Employees who are absent from work without authorization or who fail to follow the County's required call-in procedures may be considered absent without leave (AWOL).

Ordinarily, disciplinary action for AWOL may include the following progressive steps:

- First offense: Documented Verbal Warning. Employees serving an orientation period (twelve (12) months for E-911 employees) may be subject to dismissal for a first offense
- Second offense: Written warning and suspension without pay of up to two (2) working days
- Third offense: Final written warning and suspension without pay of up to five (5) working days
- Subsequent offense: Termination of employment

Nothing in this policy limits the County's right to impose a higher level of discipline, up to and including immediate termination, when warranted by the severity of the offense, the employee's work record, prior disciplinary history, operational impact, or other relevant circumstances.

Job Abandonment:

Any employee who fails to report to work for a period of three days without notifying his/her supervisor will be considered to have abandoned the job and voluntarily terminated the employment relationship.

F. Hiring Policy

(ADDED 11/25/2024, Updated 03/23/2026)

It is the policy of Pulaski County to prohibit discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity/transgender/gender expression status, marital status, pregnancy related decisions, political affiliation, age (except as permitted by law), national origin, genetic makeup, veteran status or disability in the recruitment, selection and hiring of its workforce.

PURPOSE

The purpose of this policy is to provide guidelines for an efficient and consistent competitive hiring process that promotes equal employment opportunity and a highly effective workforce.

GENERAL PRINCIPLES

The following principles apply to all aspects of this policy and procedures described herein.

A. Persons with Disabilities

When requested departments must provide reasonable accommodation throughout the hiring process to applicants with disabilities when such applicants are being considered for employment.

B. Equal Employment Opportunity

Each department must ensure that it is recruiting and hiring procedures are conducted without regard to protected classes as cited in equal employment law.

AUTHORITY

The Director of Human Resources issues this policy and is responsible for the official interpretation of this policy pursuant to the authority provided in §2.2-1201 of the Code of Virginia. Pulaski County reserves the right to revise or eliminate this policy if necessary.

RELATED POLICIES

Orientation
Introductory Period
Equal Employment Opportunity Plan
Classification, Pay & Working Hours
Annual Leave
Sick Leave
Sick Leave Bank
FMLA
Holidays
Community Service
Military Leave
Workers Compensation
Personnel Files

ADMINISTRATIVE PROCEDURES

C. Positions to be Filled

1. Initial Steps

Before posting, the department director and Human Resources should:

- Analyze the vacant position and work to determine if any changes have occurred
- Update the job description to reflect current duties and responsibilities
- Determine the necessary and preferred knowledge, skills, and abilities (KSA's) or competencies for the position
- Determine the appropriate salary range or hourly rate
- Identify education qualifications required by law for the position
- Identify bona fide occupational qualifications (BFOQ's)

Bona Fide Occupational Qualifications (BFOQ's) are an exception to the restrictions of Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity/transgender/gender expression status, marital status, pregnancy related decisions, political affiliation, age, national origin, genetic makeup, veteran status or disability to staff a certain job.

2. Determine Recruitment Options

Departments may use one of the three options listed below when conducting recruitment:

a. **Agency Internal Recruitment**: Only the agencies current employees may apply.

b. **Open Recruitment:** All employees and the general public may apply.

Departments should select the recruitment option that best fits their needs before posting a vacancy. The decision should be based on factors such as the diversity of the department's workforce and the availability of qualified applicants.

If initial recruitment does not result in an adequate applicant pool, departments may reopen recruitment, and choose another option, as necessary.

3. **Job Announcement Requirements**

All job announcements must include an Equal Employment Opportunity statement and should state the scope of the position and knowledge, skills and abilities (KSA) qualification requirements. The following elements must be included:

- a summary of job duties;
- any educational qualifications required by law;
- any bona fide occupational requirements (BFOQ's);
- any occupational certification or licensing required by law or accrediting body;
- notification that a fingerprint-based criminal history check will be required of the final candidate for the position if it has been designated as sensitive under VA Code §2.2.1201.1;
- notifications of the requirement for a pre-employment or conditional employment criminal background checks;
- notification of the requirement for a drug screen;
- notification of the requirement for a driving record check;
- notification that the selected candidate must complete a Statement of Personal Economic Interests as a condition of employment, if applicable (VA Code §2.2-3114);
- hours of work;
- what benefits pertain to the positon;
- notification if the position is temporary or is funded for a finite period of time.

Job announcements should also include:

- any preferred qualifications;
- any requirement or preference for related experience (but not specific years of experience);
- any educational preferences not required by law, stated with a provision for substitution of equivalent applicable experience or training;
- notice to applicants that they may be required to demonstrate the skills and abilities necessary for satisfactory work performance;
- information related to conditions of employment such as shift schedule, work hours, travel frequency, full or part-time status, etc.;
- number of positions being filled from the same applicant pool, if more than one;
- salary hiring range
- statement clarifying what application options if any are acceptable, such as resumes, applications and if they are accepted by fax, mail, email, etc.;
- any other information regarding the application process that would be helpful to applicants.

4. **Exceptions to Announcement Requirements**

Announcements for all positions the departments intend to fill must advertised internally for a minimum of five (5) consecutive workdays excluding weekends and holidays, except in the following situations:

- vacant positions or recall opportunities as the result of a layoff;
- positions to be filled by demotions, employee-requested demotions, reassignments within the pay band, voluntary transfers, non-voluntary transfers or temporary assignments;
- positions similar to those that have been advertised (same role, duties/work title, organizational unit) that become vacant or funded within 90 days of the original posting date in which departments may consider applications within the original applicant pool.

5. **Posting Options**

Positions may be posted utilizing:

- Job title;
- Pay band. Salary offers will only be made within the pay band posted. If departments wish to offer a salary rate that is not within the pay band posted, the position must be re-posted for a minimum of five days to not the revised hiring range.

Postings should be based on factors such as availability of qualified applicants, the number of positons to be filled, review of the County's workforce and the departmental need.

a. **Fixed Recruitment Period**

Departments may announce positions for a fixed period of time, such as one week, two weeks, etc. If this option is selected:

- a closing date must be specified in the announcement;
- all applications received by the closing date must be considered and
- applications received after the closing date should not be considered.

b. **Open Until Filled Recruitment**

Positions may be posted with an open-until-filled statement. If this method is used, a statement must be included in postings indicating the date the position opened and that there is a five-day minimum posting requirement.

- departments may close the positon after the five-day required posting period when a suitable pool of applicants has been generated;
- all applications received before the position has been closed must be considered according to the same criteria;

c. **Continuous Recruitment**

Departments may use continuous recruitment for jobs with:

- a large number of employees;
- a higher turnover or significant growth in the number of positions; or
- a history of lengthy or repeated recruitments due to difficulty attracting qualified applicants.

Departments must establish a time period for applications to remain active for the jobs which continuous recruitment applies and notify applicants accordingly.

All applicants with active applications must be considered for each opening. Human Resources may terminate continuous recruitment at any time, but must submit notice to all applicants with active applications.

6. **Applications for Employment**

Individuals desiring to be considered for advertised positons must submit a completed employment application and are highly encouraged to submit resumes before the position closing date. Applications/resumes received after the closing date cannot be considered.

NOTE: Pulaski County may decide to consider a resume as an application if received by the application closing date; however, the applicant may be required to complete a standard application for employment during the hiring process.

7. **Other Recruitment Sources**

Human Resources may use other recruitment sources, including internet job posting services and employment agencies, job boards, Facebook or other social media outlets.

D. The Selection Process

Human Resources should provide training, instruction or guidance in lawful selection and employment practices to employees and others who participate in the selection process.

1. Steps in the Selection Process

Departments may either interview all applicants for a position or reduce the applicant pool by screening applications/resumes.

a. Screen Applications/Resumes

The department must screen applications according to the minimum qualifications established for the position. Additional screening to appropriate preferred job-related qualifications and veterans' preference may also be used. All criteria in any screening must be applied consistently to all applicants.

Department directors may request clarification and follow-up information from an applicant at any point during the hiring process.

b. Veterans

A veteran's military service shall be taken into consideration by Pulaski County during the selection process, provided that the veteran meets all of the KSA requirements for the available position.

c. Interviews Required

No applicant may be hired into a positon without having been interviewed for the position. Although telephone and electronic interviews are not prohibited, it is strongly recommended that the candidate meet with the hiring authority before a job offer is made.

All scheduled interviews must be completed before a final selection decision and job offer are made. However, departments are not required to reschedule interviews with applicants who are unable to be present at the scheduled interview.

Interviews may be conducted by:

- the hiring authority;
- a person or panel of individuals designated by the hiring authority.

d. Selection Panels

When a selection panel is used, the panel members should:

- represent a diverse population;
- become familiar with the basic responsibilities of the position for which they will interview applicants;
- normally (if classified) be in the same or higher role than the positon that is being filled (unless they are participating as human resource professionals or individuals with specific expertise required for the position);
- receive appropriate training, instruction or guidance on lawful selection before participation in the interview and selection process; and
- hold confidential all information related to the interviewed applicants and the recommendation for selection.

e. Interview Questions

A set of interview questions must be developed and housed within Human Resources for each position. The same set of questions must be asked of each applicant.

- Questions should seek information related to the applicant's knowledge, skills, and ability to perform the job.
- Questions that are not job related or that violate EEO standards are not permitted.

Interviewers must document applicant responses to questions to assist with their evaluation of each candidate's qualifications. This information should be retained with other documentation such as ranking information of the selection process. Documentation by interviewers is subject to disclosure to the applicant interviewed.

All interview, ranking and other information used in the interview selection process must be submitted to Human Resources and retained per the Virginia Records Retention Policy.

f. Reference Checks

Department directors or Human Resources should check references with the current and at least one former supervisor of the applicant who is the final candidate for the positon. Reference information must be documented and retained by Human Resources with other recruitment and selection documents.

The reference check should attempt to obtain information such as the following:

- Name and title of the person providing the reference;
- verification of employment dates;

- verification of position and title;
- verification of position duties;
- training completed;
- performance (work experience, KSA's competencies)
- whether the employer would rehire the applicant; and
- verification of licenses, certifications or degree the applicant claims to possess.

Although the County's employment application contains a release statement through which applicants consent to the verification of information contained in the application and reference checks, department directors or Human Resources may obtain separate releases from applicants before requesting reference information.

2. Background Checks

Human Resources may require financial, credit, criminal, driving or other related background checks prior to employment for positions based on the nature of the position.

This review shall include an individual's work and personal history to determine if a candidate is suitable for certain positions. Depending upon the nature of the position for which the candidate is being considered, the types of background checks that may be conducted include:

- academic records, and verification of licenses and certifications;
- employment history including references;
- financial history;
- credit reports subject to Fair Credit Reporting Act (FCRA) requirements;*
- criminal history;
- driving records;
- a fingerprint-based criminal history report, and/or
- other records or information related to the candidate's suitability for the position.

*NOTE: Certain types of background checks may require agencies to comply with the provision of the Federal Credit Reporting Act. This act if a federal law that protects the privacy rights of individuals. Information obtained through certain background checks or investigations may be subject to the Fair Labor Reporting Act (FLRA).

a. Sensitive Positions

VA Code §2.2-1201.1 requires that final applicants for positions identified as "sensitive" must undergo fingerprint-based criminal history checks. Final candidates for these positions must:

- complete a release form separate from the County application form authorizing the department to obtain the required information;
- submit to fingerprinting; and
- supply requested personal information to be used by the Department of State Police and the Federal Bureau of Investigation (FBI) or other related agencies in conducting record checks.

Agencies with positions identified as sensitive must establish procedures for submitting the final candidate's fingerprints and personal descriptive information to the Department of State Police or other related agencies.

VA Code §2.2-1201.1 notes that "sensitive positions" shall include those positions that:

1. Are responsible for the health, safety, and welfare of citizens or the protection of critical infrastructures;
2. That have access to sensitive information, including access to federal tax information in approved exchange agreements with the Internal Revenue Service (IRS) or Social Security Administration (SSA); and
3. That are otherwise required by state or federal law to be designated as sensitive.

Positons should be designated on job descriptions as Sensitive or Non-Sensitive according to the above definition.

b. Conditional Hiring

Departments, with the assistance of Human Resources, should determine whether candidates for some or all of their sensitive positions may be permitted to begin work before the results of the fingerprint-based criminal check are received. If this practice is adopted, Human Resources should:

- issue offer letters specifying that the offer is contingent upon the receipt of the acceptable criminal history report and that the employee can be immediately terminated based on information received in the report; and
- restrict employees from performing the sensitive portions of the job and/or provide additional supervision during this time.

c. Current Employees

Current employees, including current hourly employees, who transfer or are promoted into sensitive positions, will be subject to a finger-print based criminal history check. Information obtained through that check may or may not affect the employee's ability to remain in their current position, depending on the relevance of the information to that position.

- If information obtained through a valid finger-print based criminal history check would disqualify the employee from their current position, Human Resources is obligated to take appropriate action, up to and including termination of employment.

E. <u>Positions that are Difficult to Fill</u>

Several Exceptional Recruitment Incentive Options are available to assist departments in their recruitment efforts when they fill positions in Roles and/or Career Groups that are:

- deemed critical to the County's mission and ongoing operations; and
- Extremely difficult to fill.

These practices shall only apply to new hires (recruitment) and current employees (retention).

1. Exceptional Recruitment Incentive Options

These options include:

- a sign-on bonus;
- awards of leave time;
- referral program.

a. **Coordination of Options**

Before Exceptional Recruitment Incentive Options may be offered, each department director must coordinate the offer with Human Resource and Finance. The final decision will be made by the County Administrator. A formal agreement or offer letter must include the requirements for satisfactory work performance or other job related responsibilities.

Departments may use any, all or none of the Exceptional Recruitment Incentive Options or may impose additional requirements or stipulations beyond the guidelines described below.

2. Sign on Bonus

Departments may offer a sign-on bonus of no more than $7,500 to new employees who accept employment in positons or roles that are identified as positons that are hard to fill or deemed critical to the County's operations or mission.

The new employee must agree to work for the County and remain with the agency for up to one year or may be required to repay the County either in one lump sum or as determined by the County Administrator.

3. Annual Leave

Departments may provide up to two weeks (80 hours) of annual leave in addition to the normal accrual rate as an incentive to accept employment.

If offered, department directors should negotiate the exact amount of annual leave that will be provided before employment begins and the offer must be included in the new hire letter/agreement to the employee.

4. Referral Program

Pulaski County may institute, at the County Administrator's discretion, referral programs to provide payments to employees who refer candidates who are hired into critical positions. Referral programs must be applied consistently.

To be eligible to receive payments through a Referral Program:

- the referred candidate must be external to the County's current workforce and must not have had an active application on file with the County prior to the referral;
- the referring employee must submit written notification of the referral with the application/resume;
- Human Resource's must validate the referral;
- The referring employee must be employed by the County to receive the referral payment.

Departments will be responsible for the cost of the referral payment and must prepare for such payments during the budget process or be prepared to locate funds within their budget to cover the referral costs.

F. Hiring and Selection

Individuals are employed according to the policies and procedures set forth in this policy and are not hired according to any contract of employment, either expressed or implied, or for a particular period of time.

1. Employment Offer Letters

Employment offer letters should include:

- avoid implying a contract or guarantee of employment or using the terms "permanent" or continuing;
- state the salary as an hourly rate or pay period amount, from which an annual amount can be computed;
- describe any conditions of employment;
- state the orientation period;
- explain the required certification or training period that may apply; and
- include information about orientation and I-9 verification requirements.

2. Dual Incumbency

Agencies may hire an individual into a position that currently is filled by another employee in cases when:

- the current employee is separating and a period of time is needed for orientation of the new employee; or
- the current employee is on leave and a separation date has been established.

Normally, departments are authorized to allow two employees to occupy the same position for up to 30 days. The period may be extended for up to 90 days with approval of the County Administrator or designee, if the departmental budget allows for such dual incumbency for both 30, 60 or 90 day periods.

G. Other Employment Requirements

Before an applicant is eligible for employment with Pulaski County, several records must be received and reviewed or verified. This information is considered to be part of the application process and, as with information contained on the application form, if it is later discovered the applicant falsified any information related to his or her employment, the employee may be terminated.

1. Employment Eligibility/I-9 Form

As required by the Immigration Reform and Control Act of 1986, agencies must verify the employment eligibility status of all persons hired. Form I-9 must be completed for each newly hired employee, including any agency transfers, within three (3) days of hire. I-9 forms must be retained in a file separate from the personnel file and in accordance with I-9 retention schedules.

2. Child Support Inquiries

To conform with the intent of VA Code §60.2-114.1, Human Resources must ask each new employee to disclose whether he or she has an income withholding order to pay child support. If the employee discloses that he or she owes child support that is required to be withheld, Pulaski County shall report to the Department of Social Services or the Virginia Employment Commission and begin with-holding according to the terms of such order.

3. Selective Service

Pursuant to VA Code §2.2-2804, any person that has failed to meet the federal requirement to register for the Selective Service shall be ineligible for employment by the Commonwealth or any political subdivision of the Commonwealth, including all boards, commissions, departments, agencies, institutions and instrumentalities. A person shall not be denied employment under this section by reason of failure to present themselves for and submit to the federal registration requirement if: (i) the requirement for the person to register has terminated or become in applicable to the person and (ii) the person shows by preponderance of the evidence that the failure of the person to register was not a knowing and willful failure to register.

Applicants who have not registered as required by VA Code §2.2-2804 must present verification from the Selective Service System that they have met the requirements of the Code Section. All applicants must present a Status Information Letter (SIL) from the Selective Service System, which can be accessed online using their Social Security Number, which will allow them to confirm registration status and print a verification letter.

4. Domestic Violence Conviction

Pursuant to *United States Code, Title 18, section 922(g)(9)*, anyone who has been convicted of a misdemeanor crime of domestic violence may not possess any firearm or ammunition. Departments must ensure that they ascertain information about applicant's convictions for domestic violence before they are employed in positions that require or authorize the carrying of a firearm.

5. Statements of Personal Economic Interests

Certain employees must submit Statements of Economic Interests in accordance with VA Code §2.2-3114. Human Resources must inform newly hired employees of this requirement. The County's Executive Secretary/Clerk to the Board of Supervisors shall submit and gather forms from employees as required.

H. Completing the Hiring Process

Once the candidate has accepted an employment offer and a start date has been established, Human Resources should provide information such as:

- where, when and to whom to report;
- parking and building access data;
- materials and information needed for the first day;
- a list of acceptable documents to complete the I-9; and
- benefits information and information concerning decisions that will need to be made shortly after beginning employment.

1. Orientation Program

Human Resources will provide an orientation program for all new hires and rehired employees before or within a reasonable time of their employment date. This orientation will include:

- a complete explanation of employee benefits, including leave types, payroll options and insurance choices;
  - the orientation must note that new hires are not eligible for the VRS Hybrid disability plan during their first year of service and encourage the use of personal disability insurance during this period.
- information about the County and its mission;
- policies and procedures regarding the employee's rights and behaviors (personnel policy);
- and other information related to employment with Pulaski County and the specific department in which the employee shall be employed.

I. Compensation and Employee Benefits

Compensation shall be determined upon hire and established by the starting pay provisions of the County's pay plan. Human Resources should provide information to new hires about the benefits offered to new employees. The County should also advise employees of any planned furloughs.

1. New Full-time Employees

Newly hired full-time employees are eligible to receive the following benefits:

- various forms of leave;
- workers compensation;
- delayed eligibility for VRS Hybrid disability plan;
- health and dental insurance;
- numerous elective or optional benefits such as vision insurance, deferred compensation contributions, optional life insurance, short-term disability plans, Christmas Club participation and other benefits;
- life insurance;
- retirement benefits;

2. New Part-time Employees

- various forms of pro-rated leave;
- workers compensation;
- health and dental insurance for those that meet Affordable Health Care Act (ACA) requirements
- other elective or optional benefits such deferred compensation contributions, Christmas Club participation if a regular par-time employee, etc.

J. Selection Records

1. Retaining Records

Pulaski County shall retain the following records, which must be maintained in a confidential manner, for a period of at least three (3) years from the date the position is filled.

- Job description
- Records related to recruitment efforts

- Copies of all advertisements
- Employment applications/resumes
- Race and gender data on all applicants (NOTE: if the information is not provided by the applicant, data must be recorded as "unknown")
- Screening and selection criteria applied
- Interview questions and notes on applicant responses
- References
- Any documentation supporting the selection or addressing the non-selection
- Documentation supporting the salary determination (must be retained indefinitely in the personnel file)

2. Destroying Records

Records must be retained and/or destroyed in accordance with the guidelines established by the Library of Virginia. The Executive Secretary/Clerk to the Board of Supervisors acts as the County's Records Retention Manager. All records must be recorded and reported to this position prior to destruction.

3. Retaining or Destroying Fingerprint-Based Criminal History Information

FBI regulations require that once a fingerprint-based criminal history report has served the purpose for which it was obtained, it must be destroyed by shredding or pulping. Criminal history reports should NOT be kept in employee personnel files.

Human Resources or the Department are advised to retain the fingerprint-based criminal history report in a locked, separate file during the hiring process and must destroy the report after a hiring decision is made. A brief note must be retained regarding the outcome of the report in the confidential portion of the recruitment file.

- If the applicant is rejected as a result of the background information, the note should indicate that this applicant was the preferred choice based on qualifications, interview, etc. but did not receive an offer (or had a conditional offer retracted) based on information obtained through a criminal records check.
- For the person hired, the note should indicate that as of mm/dd/yy a criminal records check revealed no problem areas related to this employment. This note should be kept in the confidential section of the personnel file.

Applicants have access to certain information about the selection process, including:

- position descriptions for advertised positons;
- results of the screening for their application;
- reference data or recommendation letters (except that confidential letters and statements of recommendations in the records of educational institutions may be withheld); and
- notes interviewers make during the interview process, which the County may choose to provide in a way that protects the identity of the individual who made the notes.

Applicants DO NOT have the right to access information related to the selection process that identifies other applicants.

G. Orientation

During each employee's first few days of employment, the employee will participate in an orientation program conducted by Human Resources and a Supervisor. During this time, employees will receive important information regarding the performance requirements of their positions, Pulaski County policies and procedures compensation and benefits, plus other information necessary to acquaint employees with their job duties and areas of responsibility. Employees will also be asked to complete all necessary paperwork at this time, such as appropriate federal, state, and local tax forms. At this time, employees will be required to present Pulaski County with information establishing their identity and eligibility to work in the United States in accordance with applicable federal law.

Employees should use this orientation program to familiarize themselves with Pulaski County and our policies, procedures and benefits. The County encourages employees to ask any questions they may have during this program so that they will understand all the guidelines that affect and govern their employment relationship with us.

Full-time employees who undergo background checks and drug/alcohol testing will be compensated at 4 hours of pay for their orientation period. All other employees, including part-time employees will be compensated at 2 hours of pay.

H. Introductory Period

(Updated 11/25/2024, 03/23/2026)

During the first one hundred eighty (180) calendar days of employment, employees will go through an introductory period where Pulaski County and each new employee are given an opportunity to evaluate the employment relationship. This introductory period also applies to current Pulaski County employees that have transferred positions or were promoted or demoted to a new position. At the end of this period, you will have a six-month review. The introductory period for employees of the E-911 center and Sheriff's Department is set at 365 days. A County evaluation form should be used to document the employee's accomplishments, failures, work performance, continuation of employment, recommended introductory extension, etc. An employee who satisfactorily completes the introductory period will be notified by the supervisor of his/her employment status. The satisfactory completion of the introductory period should not be considered as a guarantee of employment. During the introductory period, an employee may voluntarily terminate employment without notice, or if the performance of the employee is not satisfactory as determined by Pulaski County, the employee may be released with or without notice. Pulaski County evaluates employees on a continuing basis and all employees will work in an at-will capacity at all times. Pulaski County reserves the right to terminate an employee at any time during or after the introductory period.

A salary adjustment may be given to an employee at the end of the introductory period at the recommendation of the supervisor or department director and upon the approval of the County Administrator. **Employment Reference Checks & Bonding:** To ensure that individuals who join the County are well qualified and have a strong potential to be productive and successful, it is the policy of the County to check the employment references of applicants as well as other information to validate the employees work status. A background check including Social Security verification, drug and alcohol screening, prior employment history, educational verification, criminal history, credit history, and motor vehicle operation or DMV records may also be requested, if the position warrants. All validations listed below are verified by Human Resources.

a. **Social Security Verification** – validates the applicants Social Security number, date of birth and former address.

b. **Prior Employment Verification** – confirms applicant's employment with listed companies, including dates of employment, position held and additional information available pertaining to performance rating, reason for departure and eligibility to rehire. This information will be based on the last two employers OR the previous five years, whichever comes first. The employee must sign a release form for information to be obtained.

c. **Personal and Professional References** – calls will be placed to individuals listed as references by the applicant.

d. **Educational Verification** – confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received. Transcripts may also be required.

e. **Motor Vehicle Records** – provides a report on an individual's driving history in the State requested. All positions that may potentially drive a County owned vehicle are mandated to provide permission to access their driving record or otherwise will not be allowed to operate a County vehicle.

f. **Credit History** confirms candidate's credit history. This search will be conducted for positions that involve management of County funds and/or handling of cash or credit cards.

g. **Drug and Alcohol Screening** – As a condition of employment, drug and alcohol screenings are performed on all potential candidates once the offer of employment is made. Please see drug and alcohol testing policy and DOT Appendix C for additional information.

h. **Background Checks/Criminal History:** As a condition of employment, all employees of Pulaski County, shall undergo a criminal background check conducted by a third party vendor as requested by Human Resources. Some Constitutional Officers conduct their own extensive background checks. Employees must execute a release of information form. Employees may in some circumstances begin work prior to receipt of the results of the background check; however, anyone found to have unacceptable results or anyone who refuses to submit to a background check may be grounds for termination or may be refused employment. The County Administrator must approve all applicants with felony convictions.

   The County Administrator may implement a Countywide system requiring random background checks. All employees are required to report to their supervisor and Human Resources all misdemeanor and felony arrests or convictions. Failure to report an arrest or conviction may result in termination of employment.

   In the interest of maintaining consistency in the hiring process and fairness to employees and the general public, the Human Resources Director will assess the potential risks and liabilities related to the job requirements and determine whether the individual should be hired. The same shall apply when determining whether an employee is allowed to continue employment following a charge or conviction.

   CRIMINAL HISTORY

   Includes review of criminal history and probation. The following factors will be considered for applicants with criminal history:

   - Nature of the crime and the relationship to the position

- The time since the conviction
- The number (if more than one) of convictions
- Whether the hiring, transferring, promoting, of the applicant or employee would pose an unreasonable risk to the business, its employees or vendors

DISSEMINATION OF RESULTS/CONFIDENTIALITY

All background search information shall be conducted and retained by Human Resources and shall remain confidential in accordance with applicable law. Human Resources shall destroy such records after a final decision has been made to retain or terminate employment.

APPEAL

If a decision is made not to hire or continue employment based on the results of a background check, there may be certain additional Fair Credit Reporting Act (FCRA) requirements that will be handled by Human Resources in conjunction with the employment screening service (if applicable). Employees not hired as a result of their background check shall be provided a copy of the report. Any applicant/employee whose services are rejected by the County as a result of the information received from the background check may appeal such decision to Human Resources if they believe the decision was based on inaccurate background information. It is the applicant/employees responsibility to work with the background agency to correct any inaccurate information in their record. Until such information is proven to be inaccurate, Pulaski County has the right to refuse employment.

PUBLIC SAFETY DEPARTMENT: Employees and volunteers must maintain compliance with Virginia Code Section 12VAC5-31.

1. **Employment Applications and Resumes:** The County relies upon the accuracy of information contained in employment applications and resumes, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, immediate termination.

2. **Internal Applicants**: When there is a sufficient internal applicant pool, or an individual meets the educational and experience requirements, the County may limit the recruitment to non-introductory County employees. County employees may apply for any vacant position once they have successfully completed their six-month orientation period and, if qualified, may be placed in the position without open recruitment.

I. Employee Information

Employees are expected to keep the County informed about any major change that may affect their employment status and must promptly notify Human Resources of any changes in the following personnel data:

- Name
- Address
- Home telephone number
- Marital status
- Number of dependents
- Emergency telephone numbers and whom to notify in case of emergency
- Change of beneficiary
- Driving record (if your job requires that you drive)
- Authorized payroll deductions

- Additional education and special training courses

J. Employment of Minors

All persons employed by Pulaski County must me a minimum of eighteen (18) years of age. However, certain positions such as those associated with Randolph Park lifeguards, pool attendants, camp counselors, etc. may be exempted from this rule. In any case, all employees of this department must be at least sixteen (16) years of age.

Where it is not possible to recruit a qualified applicant who has reached his or her eighteenth (18) birthday, employment of a minor must be conducted in accordance with the Commonwealth of Virginia Child Labor Law and FLSA regulations.

K. Trustee Program

Pulaski County utilizes the Trustee program through the New River Valley Regional Jail throughout various departments. Employees are reminded that under no circumstances are inmates allowed to perform work on privately owned property, either real or personal. Trustees shall remain under supervision at all times. Employees shall not engage in romantic relationships or become sexually involved with inmates. These relationships are strictly forbidden and may result in disciplinary action up to and including termination of employment and criminal charges. Employees are not allowed to provide any type of contraband to inmates nor provide monetary compensation. Supervisors must adhere to all aspects of the NRV Regional Jail SOP 150 (A) of Local Work Programs/Work Assignment Eligibility. Inmates are provided the appropriate work attire to include shoes from the NRVRJ; therefore, the inmate should not be given unapproved clothing or any other apparel while assigned to the Work Program. The exception to this directive would be the issuance of safety equipment, eyewear, hard hats, safety vests, etc. while performing the assigned task**.**

L. Employee Residency Requirements

(Updated 11/25/2024)

Recognizing the need for community involvement by key employees, the Pulaski County Board of Supervisors requires that persons holding the following positions reside within Pulaski County:

- County Administrator
- County Attorney
- Assistant County Administrator
- Zoning Administrator
- Emergency Management Coordinator
- E911 Communications Executive Director
- E911 Deputy Director
- County Engineer
- Finance Director
- Fire Chief & Firefighters
- Fire Marshall/Training Officer (or within 25 minute response time)
- Chief of EMS (Public Safety Department)
- Assistant Chief of EMS (Public Safety Department)
- Library Director
- Economic Development Director
- General Services Director
- PSA Director
- Tourism Director
- Building Official
- Human Resources Director

- Marketing Coordinator/PIO
- Parks & Recreation Director
- STEA Director

The Board also recognizes the possibility exists for exemptions, which may be desired in the future by the Board and reserves the right to make exceptions by specific approval and dissemination by the County Administrator. This policy applies to all future hiring and does not retroactively require that existing employees or those later promoted to relocate. Persons residing outside the County at the time of hire will be given one year to establish residency in Pulaski County. The County Administrator has the authority to approve a temporary waiver in the event that difficult housing markets preclude the sale of a home in a neighboring county.

The residency requirement will be made part of each of the above job descriptions.

Relocation Benefits:

When the employees listed above are required to relocate to Pulaski County, certain relocation benefits may be provided to facilitate the transition. Relocation may be available to any eligible, newly hired employee that must relocate 100 miles or more. For specific information regarding the requirements for the relocation benefits, please contact the Human Resources Director. Additional forms of relocation assistance include:

- Moving expenses
- Services of a moving company

Employees must request relocation assistance for specific items in advance of the date the expenses are incurred. Pulaski County will only reimburse expenses if the employee has received advance approval by the County Administrator, incurs reasonable expenses and submits satisfactory proof of the expense within 30 calendar days of the date the expenses were incurred.

Pulaski County extends these relocation benefits in an effort to contribute to the success of the employee's relocation. However, if an employee separates from Pulaski County employment within one year of relocation, the amount of the relocation reimbursement will be considered only a loan. Accordingly, the employee will be asked to reimburse up to 75% of the original relocation expense.

All moving expenses shall be counted as income, reported on the employees W2 and are subject to IRS regulations and taxable fringe benefit laws.

M. Personnel Files

(Updated 07/24/2023)

The County maintains a personnel file on each employee. The County shall retain employee personnel files based on Local Government Record Retention and Destruction Schedules for personnel files established by the Library of Virginia.

The personnel file includes information such as the employee's job application, records of training, disciplinary forms, documentation of performance appraisals and salary increases, and other employment records. Employees who wish to review their own files should submit a written request to Human Resources. Employees may receive copies of certain personnel or medical records, such as their job description, as required by law, within 30 days of making a written request to Human Resources. With reasonable advance notice, employees may review their entire personnel file in the presence of Human Resources, but must sign an acknowledgment form provided by Human Resources.

N. Public Safety Department Medical Records Release

It is the policy of Pulaski County to maintain and store confidential health records as needed. At times, it is necessary to release those records to authorized individuals. The Public Safety Department will establish a lawful method of releasing these records to authorized parties on an as needed basis.

1. The Public Safety Department will establish a Custodian of Records. This individual will oversee all release of medical records within the Public Safety Department agency's control.
2. A written authorization to allow release of a health record shall contain the information required by § 32.1-127.1:03 Health Records Privacy, or the agency's "Authorization to Release Confidential Health Records" form shall be used any time a record is released.
3. It is the responsibility of the releasing party, Custodian of Records, and department director to ensure that the release is handled properly.
4. All confidential health records that are released, must meet the requirements set forth by Code of Virginia section § 32.1-127.1:03 Health Records Privacy.
5. Health records should not be emailed or transferred by a no secure medium.
6. Verification of the identity and validity of an individual seeking a health records release shall be performed in accordance with Virginia Code section § 32.1-127.1:03 Health Records Privacy.
7. Length of medical record storage will meet or exceed the requirements set forth by the Library of Virginia.

O. Information Requests and Employment References

1. Requests for information from employee and/or former employee files from other departments and inquiries from outside the County will be directed to the Human Resources Director. **Supervisors and other employees are prohibited from providing personal or employment references on former employees or current employees.** No information may be released unless both the employee and the requesting individual agency have completed a Voluntary Release of Information Form. Employment references on former employees will be limited to the following:

    a. date of hire and date of separation;
    b. job title(s); and
    c. confirmation of salary stated by requesting agency.

2. After an employee's separation date, personnel records will be retained in accordance with federal, state, and local law.

P. Performance Evaluations

The County encourages employees and their supervisors to discuss job performance and goals on an informal, day-to-day basis. Supervisors and/or department directors will periodically (generally at the completion of an introductory period and every January thereafter) conduct formal written performance evaluations. The evaluations may consist of a personal interview during which an employee's strengths and weaknesses will be discussed and evaluated and recommendation for improvements may be made. These interviews help identify the short and long-range goals of employees and determine how they interrelate with the County's purpose and objectives.

Each employee shall have the opportunity to review every evaluation made of him or her. Each employee will complete a performance input form to be used by the supervisor or department director in completing the evaluation process. Upon a review of the evaluation, the employee shall note in writing that he or she has read the evaluation.

Any County employee who feels that his or her performance evaluation is not correct, shall have the right to appeal the evaluation through higher levels of authority until the appeal reaches the department director, who will make a final attempt to resolve the problem prior to referring it to the County Administrator, who shall have final administrative authority.

At its discretion, the County may give merit-based pay adjustments to employees that demonstrate superior employee performance. These adjustments are based on a number of factors, including the information within formal performance evaluations.

Any recommendation for a change of duties or an increase in pay must be recommended by the department director and approved by the County Administrator before any changes take effect. Whenever possible, department directors should include salary increase recommendations in the annual budget process. **A performance evaluation does not necessarily mean a change in pay or duties.**

Q. Confidentiality

Employees are not to disclose internal information on the County or its clients to anyone, either inside or outside of County offices, who does not have a legitimate and legal need to know. Confidential information should not be disclosed except on a "need to know" basis within the County itself. The disclosure of non-confidential information about Pulaski County or its clients to outside parties should be avoided where possible. Disclosure of confidential information could lead to discipline up to and including termination.

Employees are not permitted in Pulaski County's offices after scheduled working hours except to perform Pulaski County duties. Employees should not, under any circumstances, bring unauthorized visitors to the office after scheduled working hours.

R. Conflicts of Interest

(Updated 12/18/2023, 11/25/2024)

County employees are not to engage in any activity that conflicts with the interests of the County, its clients, or even gives the appearance of such a conflict. Pulaski County respects all individuals' rights to engage in activities outside their employment that are private in nature (*e.g.,* social, community, political, religious, etc.). However, each employee is expected to protect County information and avoid undue outside influence on his or her work-related decisions or activities. Employees must prevent themselves from being put in a situation that would constitute a conflict of interest. To avoid conflicts of interest, employees must observe the following:

1. Maintain a high standard of conduct and disqualify yourself from exerting influence in any transaction where you find your own interests conflict with the best interests of the County, or where you may gain a financial benefit based on your position with the County.

2. Accept no cash, gift or merchandise of a value exceeding $100.00 from anyone that has a business relationship with the County. Small promotional items, such as pens, pencils, or note pads, are acceptable.

3. Disclose all actual and apparent conflicts of interests in writing to the County Administrator as soon as possible.

The County supports its employees' participation in community and civic affairs. While participating in community affairs, Pulaski County asks that employees ensure that no apparent or actual conflicts of interest exist with the County or its affairs. Please note that a financial interest is not necessarily a conflict of interest; the County Administrator will determine whether a financial interest is also a conflict of interest.

Example of activities in which employees may not participate include:

1. Speculating or trade in real estate to take advantage of information gained through their employment with the County.

2. Engaging in employment with or accepting payment for services from contractors or others.

3. Purchasing or offering bids on surplus County property, unless sale of services and goods are offered at uniform prices available to the public by an independent public auctioneer.

Violation of this policy may result in disciplinary action up to and including termination. This policy is not intended to interfere with employees' NLRA rights.

S. Nepotism

(Updated 01/12/2022)

All employees and applicants for employment who are Immediate Family Members of an employee of the County will be considered with other qualified employees or applicants when personnel vacancies occur or when promotions, demotions, or lateral transfers are considered. However, some restrictions in job placement will apply. No Immediate Family Member shall directly or indirectly supervise or audit another Immediate Family Member. "Immediate family is defined as spouse, children, parents, brothers and sisters and any other person living in the same household as the employee Virginia Code 2.2-3101. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Relatives or immediate family of current employees may not occupy a position that will be working directly for or supervising their relative or immediate family member. The County defines a relative as any person that is blood related to a spouse of the employee, or the employee not living in the same household as the employee such as siblings, cousins, grandparents, uncles and aunts. Individuals involved in a dating relationship with a current employee may also not occupy a position that will be working directly for or supervising the employee with whom they are involved in a dating relationship.

If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to the department director or County Administrator. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, the County Administrator will decide who is to be transferred or, if necessary, separated from employment.

T. Outside Employment

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with Pulaski County. Employees are required to notify their supervisor of any outside employment. All employees will be judged by the same performance standards and will be subject to Pulaski County's scheduling demands, regardless of any existing outside work requirements.

If Pulaski County determines that an employee's outside work interferes with performance or the ability to meet the requirements of Pulaski County as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with Pulaski County.

Outside employment will present a conflict of interest if it has an adverse impact on Pulaski County.

If a non-exempt employee, at his/her own option, undertakes employment with the County on an occasional and sporadic basis per FLSA standards in a part-time position in a different capacity than his/her regular position, the hours worked in the additional position shall not be counted as hours worked for overtime pay purposes on the regular job. Should the additional position be scheduled hours and not sporadic or occasional in nature per FLSA standards, the employee will not be permitted to partake in another position where it would require the employer to pay such overtime.

Should an employee become eligible for FMLA and they are also performing outside employment, the employee should make the County aware of the duties of the other job. Based upon medical restrictions and information included in the FMLA Physician's Certification Form, the employee may receive disciplinary action if outside employment is performed.

U. Reclassification of Employment

Reclassifications may occur in several ways. The most common is the reclassification of an entire class of workers. Reclassification can also take place when the work performed on a particular job changes substantially over a period of time. Often these changes take place when new technology is introduced, or a mission of a section is changed in response to changing legislation. A third type of reclassification is done for individuals whose jobs change through design and evolution. Reclassification is generally initiated through independent outside review, but can be initiated at the request of the individual, supervisor, Department Director or County Administrator.

If an individual, supervisor or Department Director initiates a request for a reclassification it will be accompanied by written supporting documentation. Upon approval by the Department Director, the request will be forwarded to the County Administrator. Reclassifications do not take place independent of consideration of other positions within the overall classification system.

When a request for reclassification is received and approved by the County Administrator, a questionnaire should be completed by the incumbent(s) under review. A job analysis shall be conducted with the individual(s) being considered for reclassification, or with a representative number of people if the reclassification request was for a number of people in the same job title. Key questions concerning the overall pay and classification system. The analysis of all the information is then compared to the current position descriptions for the various classification levels and weighted to determine the correct classification assignment. If it is determined that a reclassification of an individual is justified, the County Administrator will direct appropriate action to finalize the request.

V. Transfer of Employees Between Departments

In the mutual interest of the Pulaski County Board of Supervisors and the Pulaski County Public Service Authority, the need and desires for employees to develop and further their careers for both personal and professional reasons is both acknowledged and encouraged. Therefore, it is the desire of both entities that employees may make a seamless transition as to not negatively affect the organization or the well-being of the transferring employee.

Employees transitioning into new positions within any County/PSA department shall:

Retain any vacation, sick or comp time balance. The balances will be transferred to the new department. The department from which the employee is leaving will be responsible for payment of all accrued leave balances (up to allowed maximum) to the receiving department at the time the transfer takes place. Under normal circumstances, when an employee exceeds the maximum number of vacation time allowed at the time the transfer occurs, it will be the responsibility of the employee and supervisor to utilize such leave prior to the transfer to reduce the burden on the new department. Leave may be paid out to the employee by the original department if the time cannot be reduced or short staffing is an issue.

The employee will retain credit for their years of service in regards to leave tables, service awards and the Virginia Retirement System.

W. Salary Grades and Ranges

Each position in the County has been assigned to a class on the basis of the requirements of the position. Each classification has been assigned a salary range. Positions with similar responsibilities and duty requirements shall be grouped into the same class with a designated salary range as approved by the County. Within each classification, employees will be assigned salary rates related to demonstrated performance. Employees will receive a salary that is within the range limit of the applicable class.

The minimum of the appropriate salary range will be paid to all qualified employees. New employees normally will be hired at the minimum rate. However, at the discretion of the County Administrator, and within current budget restraints, appointment rates above the minimum may be paid a highly qualified new employee based on the employee's prior experience and proficiency in the same or related capacity.

In cases where the qualifications of a newly hired or newly promoted employee are less than those usually required in the assigned position, the employee may be paid below the minimum of the applicable ranges while the employee acquires the necessary minimum qualifications for the position. This training period will normally be limited to one year, after which the employee will be paid at or above the minimum of the range, if retained in the position. The training period may be extended at the discretion of the County Administrator.

If an employee is paid over the maximum at the time the range for the classification is established, the salary will not be reduced. Rather, the employee will ordinarily be considered ineligible for an increase in pay until an adjustment in the salary structure or a promotion to a higher grade brings the rate within the established range for the position.

The mid-point in the pay range for each position establishes the rate that a fully qualified employee is ordinarily able to achieve. A fully qualified employee is one who demonstrates sustained performance that "meets requirements" of the position, as well as all County criteria. Pay levels above the mid-point are intended for those employees who demonstrate sustained performance that exceeds the "meets requirements" level.

Those Constitutional Officers that adopted the Pulaski County Compensation Plan do not receive increases by the Compensation Board with the exception of any additional compensation to Sheriff's Deputies. The Compensation Plan for County funded positions will be at the discretion of the Sheriff and the County Administrator. The Compensation Board may occasionally provide bonuses to Constitutional Officer employee's that is reimbursable to the County. Comp Funded positions shall also be eligible for these bonuses.

The following positions are exempted from Pulaski County's Personnel Management System and does not set classifications or pay scales for these positions within the compensation plan:

a. All elected officials
b. Members of boards and commissions
c. Volunteer personnel and personnel appointed to serve without pay
d. Consultants and counsel rendering professional services
e. Positions involving seasonal or temporary employment
f. Selected employees of the School System and Constitutional Officers and their employees as may be determined by a legitimate appointing authority and approved by the Board of Supervisors
g. Student interns and work-study employees
h. Such other positions as may be designed by the Board of Supervisors

X. Position Information/Changes in Status

Position Classification System

To assure an equitable treatment of employees, all positions in the County are covered by the Position Classification Plan, including job titles and a position description setting forth the qualifications for the work and the duties and responsibilities. Classification regulations are developed and adopted to provide for the recruitment and development of the best available employee for each position within each classification at all times. The regulations provide for establishing orderly procedures for administering the Plan in such a way as to insure:

That employment within each classification shall be made attractive as a career,

That all appointments and promotions to positions in a classification shall be made on the basis of merit and fitness, which insofar as practicable, shall be determined by means of performance-related, fair and competitive standards,

That the Plan will conform with the principle of equal pay for equal work under like working conditions, and

That each employee shall be encouraged to render his or her best service at all times.

The Position Classification Plan is an inventory of positions and not of employees. A position is one cell in the organizational structure, and positions remain while the personnel filing positions may change. Each individual position is assigned to a class. The Position Classification Plan consists of classes of positions and their descriptions, including the following items: (1) General Definition and Conditions of Work; (2) Essential Functions; (3) Typical Tasks; (4) Knowledge, Skills, and Abilities; (5) Education and Experience; (6) Special Requirements and Other Facts.

Anniversary Date

The anniversary date shall be the calendar date the employee was initially employed, promoted, transferred, or had his/her position reallocated. An employee's anniversary date shall be changed only upon the direction of the County Administrator or at the written request of the department director and approved by the County Administrator. Anniversary date is not affected by an administrative decrease or demotion. Eligibility for merit increases is not affected by anniversary date. The anniversary date for a reinstated employee will remain unchanged, except when a reinstated employee had missed one full pay period or more from his/her position prior to reinstatement. In which case the anniversary date will be amended to reflect the days missed to the nearest full pay period.

We want employees to have the opportunity for promotion to positions of more responsibility and higher pay within the County. A promotion may be based on such factors as quality and quantity of work, prior job performance, experience, educational background, attendance record, safety record, and the ability to work well with others. We reserve the right to look outside the organization if we feel that an employee with the best qualifications cannot be found within the organization. Employees that are advanced within the County are subject to the County's introductory period policy.

When an employee is promoted to a higher pay range, the salary shall be increased to the minimum for that class or to an appropriate step in the new range, which will provide at least a 5% increase. The effective date of all promotions will be the first day of the promotion.

Demotion

If the demotion is initiated by the supervisor or department director, it may result in the demoted employee's salary remaining the same or going down to, but not below, the minimum of the new pay grade. If the employee initiates the demotion, if approved, it may result in the employee's salary to be no greater than the maximum of the new pay grade, nor greater than the present pay.

Transfer

In the mutual interest of the Pulaski County Board of Supervisors and the Pulaski County Public Service Authority, the need and desires for employees to develop and further their careers for both personal and professional reasons is both acknowledged and encouraged. Therefore, it is the desire of both entities that employees may make a seamless transition as to not negatively affect the organization or the well-being of the transferring employee.

Employees transitioning into new positions shall:
Retain any vacation, sick or comp time balance. The balances will be transferred to the new entity. The entity from which the employee is leaving will be responsible for payment of all accrued leave balances (up to allowed maximum) to the receiving entity at the time the transfer takes place. Under normal circumstances, when an employee exceeds the maximum number of vacation time allowed at the time the transfer occurs, it will be the responsibility of the employee and supervisor

to utilize such leave prior to the transfer to reduce the burden on the new department. Leave may be paid out to the employee by the original department if the time cannot be reduced or short staffing is an issue.

The employee will retain credit for their years of service in regards to leave tables, service awards and the Virginia Retirement System.

Reduction of Workforce

In the event that a reduction in the County's workforce becomes necessary, employees over and above the number determined by the County as needed to perform the available work will be terminated. In determining those employees to be retained, consideration may be given to the quality of each employee's past performance, the need for the position held by the employee, and with all other factors being equal, length of service of each employee. The determination of whether a reduction in force may be carried out, as well as which employees may be included in any such reduction, rests in the sole discretion of the County Administrator.

If feasible, but not as a vested right, employees subject to termination may be given a notice prior to the anticipated termination.

Separation from Employment

(Updated 11/25/2024)

An employee may be separated from employment voluntarily or involuntarily by voluntary resignation, discharge/termination, layoff, or retirement.

Employees desiring to terminate their employment relationship with the County are urged to provide their Supervisors with advance written notice of at least two weeks. Proper notice generally allows Pulaski County sufficient time to make arrangements for replacements and to calculate monies to which you may be entitled and to include such monies in your final paycheck. Employees who comply with this policy, whose documented performance is above-average, and who are on good terms with the County, may receive pay for all accrued and unused vacation and paid time off paid at the employees' regular rates of pay. Further, should circumstances warrant, employees who comply with this policy and whose documented performance is above average may also be eligible for reemployment for a period of up to six months from the last date of employment, with benefits tied to seniority reinstated in full. Employees who do not provide a two-week notice may lose up to one week of vacation leave payout upon separation. Employees who provide notification of resignation or retirement before December 31st will receive pro-rated HSA contributions based on their termination date for the following year.

Exit Interview

Exit interviews with Supervisors, department directors or Human Resources may be scheduled for outgoing employees. The purposes of these interviews will be to ensure that all necessary forms are completed, to collect all Pulaski County property that may be in the employee's possession, to discuss employee benefits, and to provide employees with an opportunity to discuss their job-related experiences and effectiveness of the County's personnel policies and practices.

Rehires

The County reserves the right to determine who is rehired. Employees that have retired and wish to apply for positions within the County must have a bonafide break in service of more than 30 days, may not be re-hired into the same position and may work no more than 80% of a full-time employee or no more than 32 hours per week. Employees who are rehired will not be eligible to reinstate leave time or other benefits associated with previous employment at the level they were earning when they resigned employment. Rehired employees will go through the same introductory period as a new hire. All leave time and benefits will be determined by the number of hours that the employee works per week.

Y. Lay-Off

The County Administrator or the Board of Supervisors shall have the authority to lay off any employee(s) because of elimination of the position, lack of funds, lack of work or when there has been an insufficient appropriation to meet salary requirements necessary to maintain existing personnel by any department. The County Administrator shall give written notice to any employee being separated at least two weeks prior to the effective date contained in the notice. Whenever it becomes necessary to reduce the number of employee(s) in a given job classification and notice of such lay off is given to the affected employee(s) for any of the reasons enumerated herein, this notice shall be final and not subject to appeal.

Employees who are laid off will be entitled to receive payment for their recorded, accrued time, the same way as if they had resigned in good standing.

Z. Personal Appearance/Clothing

(Updated 07/22/24, 11/25/2024)

We believe that a professional image enhances our work product and makes us more competitive in the marketplace. In part, we convey that image through the appearance of our employees. Neatness, attention to personal hygiene and professionalism in dress, orderliness in the care of County equipment and vehicles, interest in the work assigned, and a courteous cooperative attitude toward clients are recognized and appreciated business assets. The County will not discriminate against employees based on their hair texture or type, nor will it discriminate against employees who style their hair in protective styles, such as braids, locks, and twists. Occasional changes in work settings will also change the appropriate dress for that setting. For example: representing the County at a public meeting will require a more formal business appearance while an appropriate dress for assisting with an eviction, moving files or clean-up day, may be jeans and a County T-shirt.

Some Fridays are designated as "casual" days, and employees are permitted to dress in a relaxed manner appropriate to their position. Employees' dress is to remain consistent with the standards listed below, with the exception of tennis shoes and denim. On "business casual" days only, employees will be allowed to wear tennis shoes and denim to work. Such items must be neat, clean, and in good condition.

Maintenance employees, Sheriff's deputies and Fire & Rescue personnel who are provided uniforms will be required to wear them appropriately and will be exempt from Friday Business Casual Day. Maintenance employees who wear uniforms will have a separate policy concerning dress.

Listed below is a general overview of acceptable casual business-wear as well as a listing of some of the more common items that are not appropriate for the office. Obviously, neither group is intended to be all-inclusive. Rather, these items should help set the general parameters for proper casual business-wear and allow you to make intelligent judgments about items that are not specifically addressed.

Examples of acceptable casual business-wear include:

* jeans
* casual shirts and blouses
* golf shirts
* T-shirts
* sweatshirts

Examples of inappropriate clothing items that should not be worn on casual days include:

* jeans that are excessively worn or faded
* sweatpants
* warm-up or jogging suits and pants

* shorts
* spandex or other form fitting pants
* miniskirts
* spaghetti-strap dresses
* T-shirts or sweatshirts with offensive messages or images
* tank tops
* halter tops
* visible undergarments
* items containing political or offensive logo's

For some, traditional business attire may simply remain a more favored option on casual days. The choice will be yours. We hope and fully expect that casual days will help make our workplace more enjoyable and productive.

Due to the nature of our business serving clients, we expect our employees to appear as County representatives. Safety, comfort, and appearance should all be considered. Please speak with Human Resources if you have any questions or concerns and would like to discuss a religious exception to the County personal appearance policies. The County fully intends that the enforcement of this policy shall not conflict with the County's obligations under federal EEO laws and standards. If Human Resources finds that your personal appearance is inappropriate, you will be asked to leave work and return properly dressed and groomed. If you are asked to leave, you will not be paid for the time you are away from work. Those who violate this policy may be disciplined, up to and including termination.

Public Safety, Sheriff's Department and safety sensitive positions requiring ANSI clothing are exempted from this policy.

AA. Uniform and Clothing Allowance

(Updated 11/25/2024, 03/23/2026)

This section excludes classifications within the Sheriff's Department whose uniforms are governed by Sheriff's Office General Order #22. The County/PSA rental contract shall be managed by Pulaski County. Department directors and supervisors will work with Human Resources to develop an Approved Rental Listing for classifications within their department or agency. This listing shall consist of uniforms provided through the rental contract. Each employee classification receiving uniforms through the rental contract shall have a requisition form specific to their department or agency. All items through this contract may be taxable unless otherwise specified (see definitions above).

Employees are required to return their uniforms and other related items that are County/PSA property to their supervisor upon termination, retirement or transfer to a position not requiring the uniform. Failure to comply with this policy may result in reduced wages or pay to compensate for the cost of the uniform.

Uniforms issued pursuant to this policy from the rental contract shall adhere to these steps:

- Each employee shall complete the applicable uniform requisition form for their uniform classification. The requisition must be signed and dated and the employee must be measured and sized for the uniform prior to purchase.
- The requisition form will be submitted to the vendor for order.
- Supervisors must approve all size changes or returns. Uniforms must be tagged appropriately by the Garage Office Manager for return or alternation.
- Invoices shall include the name of the employee and must be submitted to the accounts payable department for processing.

Departments:

Employees of the departments listed below shall be issued safety shoes and bog boots, not to exceed a total cost of $260, at the time of hire and annually thereafter in July. The Garage Administrative Assistant shall be responsible for the issuance of all safety shoes and bog boots and will work with employees of these departments to place orders with the current uniform vendor. These shoes/boots are not taxable.

Building Official
County Engineer
PSA Water/Wastewater Employees
Zoning Director
PSA Construction Inspector
Building Maintenance Employees
Grounds Maintenance Employees
Garage Mechanics
PSA Refuse Sanitation Workers and Drivers
PSA Drop Sites Attendants
Environmental Services Employees
Building Inspector
Construction Contract Managers
Water Treatment Plant Employees
GIS Coordinator
PSA Director
Community Development Office Administrator
Parks & Recreation Maintenance Techs

a. Public Works - Refers to the standard clothing required as a condition of employment for employees of the following departments or positions:

Departments	Positions
Building Maintenance	Technicians
Grounds Maintenance	Maintenance
PSA Water/Wastewater	Crew Leader
Water Treatment Plant	Supervisor
Garage	Sanitation Worker
PSA Refuse	Sanitation Driver
PSA Drop Sites	Attendants
	Mechanic
	Building Official
	Building Inspector
	County Engineer
	Construction Contract Manager
	Zoning Director
	GIS Coordinator
	PSA Construction Inspector

Employees of the departments or positions listed above are REQUIIRED to wear some form of ANSI certified clothing when performing functions of the job that are safety sensitive such as roadside work or work on a construction site. Acceptable safety or ANSI wear includes vests, reflective pants, shirts, jackets, etc. Shorts for the above positions are not allowed.

Public Works uniforms shall include the division name and be the same or general style and color within each department. Only ANSI (safety) wear is non-taxable, all other uniforms are considered taxable (refer to the definitions above).

All Employees of the departments (not positions) listed above shall obtain the following uniforms from the approved rental contract:

- 22 shirts (11 short/11 long, may be determined by the employee)

- 11 pants
- 2 lightweight jackets
- 2 insulated jackets
- 2 lightweight coveralls
- 2 insulated coveralls

b. Environmental Services - Refers to the standard clothing that is optional for employees of the division classified as Environmental Services. Uniforms for this department are taxable.

Environmental Service uniforms shall include the division name and be the same or general style and color. These uniforms are considered taxable (refer to the definitions above).

Employees of this department shall obtain the following uniforms from the approved rental contract:

- 22 shirts (11 short/11 long may be determined by the employee)
- 11 pants
- 11 smocks
- 1 lightweight jacket
- 1 heavyweight jacket

c. Public Safety - Refers to the standard clothing required as a condition of employment for sworn officers of the Sheriff's Office, Animal Control Officers and Public Safety Department and Fire & Rescue employees.

Sheriff's Department - Uniforms for deputies of the Sheriff's Department are governed by General Order #22, Equipment and Uniforms and are not taxable. Class A uniforms of the Sheriff's Department are not taxable. Polo shirts that contain the Sheriff's logo and BDU (Cargo) pants are not taxable to the Sheriff's Deputies or Public Safety employees so long as the uniform is not worn while the employee is off duty.

- Animal Control - Uniforms for Animal Control positions will be handled and governed through the Sheriff's Department. These uniforms are not taxable.
- Public Safety - Employees of this department are entitled to departmental logo polo shirts, t-shirts, BDU (cargo) pants and other related items deemed suitable and required by the Chief of EMS. These items shall not be deemed taxable while worn on duty and should not be worn while off duty. Employees of this department must also utilize ANSI (safety) wear as required.
- Fire & Rescue – Employees of this department are entitled to departmental logo T-shirts, long sleeve t-shirts, sweatshirts, BDU (cargo) pants and boots. This department may also require dress shirts (i.e. polo, button up, etc.) and other apparel deemed suitable and required by the Fire Chief. These items shall not be deemed taxable while worn on duty and should not be worn off duty.
- E-911 Telecommunications Center - Employees of this department are entitled to polo shirts, t-shirts, BDU (cargo) pants and other related items deemed suitable or required by the E-911 Director. These items shall not be deemed taxable while worn on duty and should not be worn while off duty.
- Sheriff's Department Investigators - The following is a listing of clothing approved for purchases directly by the employee up to but not exceeding $600 annually (fiscal year July 1 - June 30) by the Investigations Department of the Sheriff's Office ONLY and is deemed as a reimbursable expense. Employees must submit

receipts to be reimbursed through the payroll department. Items in this listing are taxable (refer to the definitions above).

- Suits (to include sports jackets and dress pants)
- Dress shirts
- Ties
- Khaki Pants
- Dress Shoes
- Dress Socks
- Dresses, skirts or blouses
- T-shirts
- Polo Shirts

d. Parks & Recreation - Refers to the shirts and t-shirts provided to Parks & Rec employees including positions in maintenance classifications) required for games, events, programs and County/school activities, necessary to identify the department staff members working these functions and/or performing maintenance services. These employees will also include day camp workers and life guards at Randolph Park. Uniforms for this department are taxable (refer to the definitions above).

e. Emergency Management Coordinator Clothing - An employee in this classification may purchase clothing for the purpose of identification as a County employee on the job as emergency personnel at incident scenes up to $300 annually (fiscal year July 1 - June 30). Deputy Coordinators may purchase clothing for the same up to $150 annually. Employees must submit receipts to be reimbursed. Clothing that is adaptable to street wear is subject to taxes. ANSI or safety wear is not taxable.

f. Other Departmental Clothing - Employees of other departments not identified above whose staff members choose to purchase t-shirts, jackets, etc. with the County name, and/or logo, may purchase these items upon approval by their supervisor or department director using their own personal funds. County nor PSA funds may be used for these purchases.

g. Unauthorized Purchases - All purchases must comply with the procedures outlined in this policy. County or PSA funds may not be used to purchase or rent clothing or uniforms not included in this policy. County and PSA credit cards may not be used for purchases unless an exception is granted by the County Administrator. Any unauthorized purchases shall be immediately reimbursed by the employee to the County or PSA and the employee may be subject to disciplinary action.

BB. Solicitation and/or Distribution

To avoid disruption of business operations or disturbance of employees, visitors, and others, the County has implemented a Solicitation Policy. For purposes of this Solicitation Policy, "solicitation" includes selling items or services, requesting contributions, and soliciting or seeking to obtain membership in or support for any organization. Solicitation performed through verbal, written, or electronic means is covered by the Solicitation Policy.

Employees are prohibited from soliciting other employees during their assigned working time. For this purpose, working time means time during which either the soliciting employees or the employees who are the object of the solicitation are expected to be actively engaged with assigned work. Employees may conduct solicitations during their lunch period, coffee breaks, or other authorized nonworking time, so long as they do so when the other employees are also on nonworking time. The County expects employees to respect the desires of co-workers who do not wish to receive handouts or speak with coworkers who solicit their support for causes, products, interests, or organizations

To avoid inappropriate litter, clutter, and safety risks, employees may not distribute literature or other nonwork related items in working areas at any time. Working areas do not include break/rest areas, lunchrooms, or parking lots. Nothing in this policy is intended to limit employee rights under the National Labor Relations Act.

CC. Media Contacts

All media inquiries, requests for statements or interviews, and other media contacts must be referred to the County Administrator. Employees should not submit letters to the editor, op-eds, or articles for publication that refer to the County's business, respond to media inquiries, or speak to the media on the County's behalf, without prior authorization by the County Administrator.

DD. Music

The County discourages employees from listening to music during working hours as it can be distracting and interfere with the work of others interfacing with the public; however, the County also recognizes the need to enjoy one's time at work. Office personnel may listen to music at a reasonable noise level or with headphones and ear buds so long as it does not affect member relations, impact work performance, or interfere with the work of others.

EE. Telephone Policy and Employee Cell Phones

Communicating to clients or the public via phone is a common in this line of business. Thus, all employees must be courteous on the phone and maintain good service and public relations. Employees should answer the phone promptly, identify your position and your name, transfer calls tactfully, check back with the caller to see if their request was properly resolved, and give accurate information but maintain confidentiality. All workplace policies in this Handbook apply to conversations on the telephone, email, or any other electronic communication.

Employees are asked to make any personal calls on non-work time when possible and to ensure that friends and family members are aware of the County's policy. Flexibility will be provided in circumstances demanding immediate attention and/or emergency situations.

FF.Horseplay and Fighting

Although we want our employees to enjoy their jobs and have fun working together, we cannot allow employees to engage in horseplay or to play practical jokes or pranks on each other. At best, these actions disrupt the workplace and dampen the morale of some; at worst, they lead to complaints of discrimination, harassment, or assault.

Employees are prohibited from engaging in horseplay, which is fun that has gotten loud and boisterous, and out of control. Horseplay disrupts the work environment and can get out of hand, leading to fighting, hurt feelings, safety hazards, or worse.

Verbal assaults or physical fighting among employees is absolutely prohibited and may be cause for immediate termination. Employees shall not engage in, provoke, or encourage a fight.

Those who violate this policy will be disciplined, up to and including termination.

GG. Workplace Bullying

(Updated 12/18/2023)

The County will not in any instance tolerate bullying behavior. Bullying may be intentional or unintentional. Bullying is defined as repeated inappropriate behavior, either direct or indirect, whether verbal, physical, gesture, cyber, exclusion or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. All employees must treat each other and the County's clients, vendors, etc. with dignity and respect.

Employees found in violation of this policy will be disciplined, up to and including termination. This policy is not intended to interfere with employees' NLRA rights.

HH. Gossip and Rumors

(Updated 12/18/2023)

We expect our employees to treat everyone they meet through their jobs with courtesy and respect. Gossip and rumors in the workplace destroy morale and relationships, and it impede the effective and efficient operation of our business. Gossip and rumors can drain, distract and downshift employee job satisfaction. In order to create a more professional workplace, we the undersigned are making a commitment to change our atmosphere to be gossip and rumor-free.

Employees are not to speak about another person that is an employee or a member when that person is not present unless it is to compliment that employee or with regard to a business matter. Employees are encouraged to not participate in any conversation when an employee or member mentions a person that is not present and is speaking about that person in a negative light. Employees are not to respond to negative or derogatory emails, texts, or chats about other employees or clients. If employees become aware of another employee doing something unethical or in violation of County policy, employees are to use the proper reporting channels to report this information so that corrective action can be taken.

Employees who violate this policy will face disciplinary action, up to and including termination. This policy is not intended to interfere with employees' NLRA rights.

Further, the County will also not tolerate threatening, abusive, or vulgar language from employees while they are at work or attending County-related business or social functions. Using profane language is discouraged and strictly prohibited in the vicinity of clients or potential clients and may be cause for immediate termination.

II. Insubordination

(Updated 12/18/2023)

The County operates on a system of mutual respect between department directors/supervisors and employees. department directors/supervisors must treat employees with dignity and understanding, and employees must show due regard for authority.

Insubordination occurs when employees unreasonably refuse to follow, intentionally disobey or ignore the instructions of supervisors or department directors.

Insubordinate employees will face discipline, up to and including termination. This policy applies to all employees equally, regardless of job titles. This policy is not intended to interfere with employees' NLRA rights.

JJ. County Property

The County has invested a great deal of money in the property and equipment that you use to perform your job. County property includes, for example, Pulaski County's real property (office buildings) and personal property (office equipment, etc.), leased or owned by the County. Abuse, misuse, or avoidable wear and tear of County property harms Pulaski County's bottom line and success as a County. County property should be treated with respect. The following are examples of prohibited actions with regard to County personal and real property:

- Deliberate damage to, or destruction of, or removal or theft of the property of the County, of another employee or of a member.
- Intentional waste of material or abuse of County equipment.
- Negligent use of County property.
- Creating unsanitary or unhealthy conditions, or other violations of health rules or health or sanitary standards

- Using County property for personal use or any other unauthorized uses.
- Unauthorized entry into or on County buildings or work areas.
- Tampering with County property to change its aesthetics, use, or safety without authorization from supervisors or department directors.

Those who violate this policy will be disciplined, up to and including termination.

Returning County Property: When your employment with Pulaski County ends, we expect you to return Pulaski County property—and to return it clean and in good repair. This includes this Personnel Policy, all manuals and guides, documents, phones, computers, equipment, keys, and electronics. **THESE ITEMS ARE COUNTY PROPERTY AND MUST BE RETURNED.** Employees may be required to reimburse Pulaski County for lost, stolen, or damaged equipment that are the result of negligence or willful misconduct by the employee. Reimbursement should be paid based on the replacement cost of the item.

The County reserves the right to take any lawful action to recover or protect its property.

Workplace Inspections: To promote safety and security, all Pulaski County property provided and available to employees are subject to search, without prior notice or consent, when business conditions necessitate. Consequently, there should be **no expectation of privacy** in such County property, and as such, please do not put anything in these areas which are personal to you and which you would not want the County to see upon inspection.

Workplace monitoring may be conducted by Pulaski County to ensure quality control, employee safety, security, and member satisfaction. This includes monitoring of phones and computers.

Where there is reasonable cause to believe that there is a violation of policy, including, but not limited to, theft, weapons, and drugs or alcohol, Pulaski County may ask your consent to search personal property such as pocketbooks, briefcases, vehicles, etc. While you have the right to refuse consent, such a refusal may be, as circumstances warrant and consistent with the law, viewed as a violation of policy.

KK. Cell Phone Usage

(Updated 11/25/2024)

Pulaski County provides cellular telephones to some employees as a business tool. Distribution of cell phones shall be determined by the department director. They are provided to assist employees in communicating with employees, their clients, associates, and others with whom they may conduct business. Cell phone invoices may be regularly monitored.

Employees have the option of selecting to utilize the phone for strictly business use or business/personal use for a fee as follows:

Billing Options:

Option One - No non-emergency personal use of the County issued cell phone. Emergencies are defined as any life-threatening situation such as reporting an accident, calling for help, etc. Coordination of personal schedules or other communications would not be included in this definition. There shall be no cost to the employee associated with this option.

Option Two - Employee would be allowed to utilize the phone for personal use in exchange for sharing the cost of the bill in the amount of $25 monthly as a payroll deduction.

This policy shall only apply to cell phone service in which the County has financial responsibility but would not include agencies purchasing cell phones through the County.

Use While Driving a County Vehicle:

Employees may have access to a cell phone while in their cars and should remember that their primary responsibility is driving safely and obeying the rules of the road. The following guidelines have been established to minimize risks while driving a County vehicle:

- If Bluetooth capabilities are not available, employees are prohibited from using cell phones to conduct business while driving and should safely pull off the road and come to a complete stop before dialing or talking on the phone.

As a representative of Pulaski County, cell phone users are reminded that the regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a cell phone.

Limited Use of Personal Cell Phones by Employees:

Employees not issued County cell phones should refrain from using personal cell phones during business hours; however, occasional use may be tolerated. If the use becomes excessive, employees will be asked to limit phone usage. If the employee is deemed to be using their cell phone excessively after being counseled, progressive disciplinary action may be warranted.

Maintenance:

Cell phones are owned by the County of Pulaski. If the cell phone is damaged, lost or broken due to personal negligence, the employee will be responsible for the replacement cost of the phone. Any damaged or lost cell phones must be reported to the Information Technology Director immediately.

Upgrades:

(Updated 03/23/2026)

Employee's may request an upgrade of their County issued cell phone by contacting Human Resources. The upgrade will be based on the current Verizon model. If a higher model is requested, and the expense exceeds $50, the employee will be responsible for paying the difference. If the employee takes this option, the phone becomes the property of the employee upon separation of employment.

Return of Cell Phones:

Cell phones should be returned to the IT Department immediately upon termination or resignation of employment if not purchased by the employee. Employees must provide the screen lock password and no formatting should be done.

Porting Numbers:

Upon separation of service, employees may request to port their number and must work with IT for authorization and transfer. However, this option may not be guaranteed.

Use of public property is governed by Virginia Code Section 15.2-1512.2 and states that telephones, computers, related devices, and peripheral equipment that are the property of the locality shall not interfere with the employee's productivity or work performance or political activities. Political activities is defined in Code Section 15.2-1512.2 as the purpose of promoting a political issue, for influencing the outcome of an election for local or state office or influencing the outcome of a referendum. Pulaski County may not limit employees from participating in political activities while these employees are off duty, out of uniform and not on County property. Please see the code section for additional information.

LL. Money Matters, Fraud, and Embezzlement

The County considers any form of fraud or dishonesty on the part of its employees/volunteers as totally unacceptable conduct. Claims of fraudulent or dishonest behavior will be investigated. Any money collected for services must be kept

safe and in accordance with all state and federal laws. Failure to timely handle County money may constitute embezzlement or theft. It is never appropriate to solicit money or other tangible benefits ("gifts") from anyone we do business with, including our clients. Theft of any kind, including stealing from client accounts is strictly prohibited. A violation of this policy will result in disciplinary action up to and including termination

The County reserves the right to take any lawful action, including filing criminal charges, against an employee who embezzles or attempts to defraud clients or the County.

MM. Member Relations and Visitors

The County realizes it is good business to acquaint the public with our services and function in the business world. Courteous and intelligent treatment of clients and the general public by all of our employees with whom they may come in contact helps to make and retain a good public image and to secure future business. All employees should greet and introduce themselves to clients and members of the public while at the workplace.

Visitors not on County-related business are not allowed into working areas of the County at any time. A visitor is anyone not currently employed by the County but does not include employees' family members and friends so long as they are not a distraction to employees. Employees are not permitted to "babysit" their children or children of others during working hours.

NN. Vehicle Use Policy

(Updated 07/22/2024, 11/25/2024, 10/27/25, 03/23/2026)

Vehicles owned by the County shall be used only on County business. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. In consideration of the safety of citizens and County staff , the following procedures are required:

1. Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

2. Employees should always use a County vehicle when traveling or running errands for work-related purposes to mitigate issues between personal vehicle coverage and County insurance coverage. An employee may only use their personal vehicle if a County vehicle is not available and if approved by the Department Director/Agency Head.

3. If an accident occurs while driving in the course of work-related duties, all employees involved must contact their supervisor and the Company Nurse line as soon as practical regardless of immediate injury as some conditions may not exhibit immediate complications. Failure to report in a timely manner may result in denial of claims.

4. Safety belts must be properly used by all members of the vehicle at all times.

5. Employees assigned take home vehicles must be approved by the County Administrator and are required to complete documentation acknowledging Internal Revenue Service Taxable Fringe Benefit Guidelines. Employees that are subject to taxable fringe benefits will have the deduction placed in their payroll record until notification is received that the taxable fringe is no longer applicable and the vehicle is no longer being utilized. See Vehicle Fringe Benefit policy for additional information.

Employees assigned vehicles for travel to and from work, or employees in route in a County vehicle on County business, may divert for personal needs of short duration (for example fifteen minutes or less for shifts less than 12 hours in duration, shifts longer than 12 hours in duration are allowed longer stops). Such employees may also drive County vehicles for lunch or other meals during working hours. Travel for meals should not be outside the immediate area where work is performed. If in the Town of Pulaski, meals should be partaken in the greater Pulaski area. If in Fairlawn, meals should be taken in the greater Fairlawn area. Public Safety Department employees must remain available for emergency calls during meal times and personal stops.

Driver Eligibility Guidelines:

The following guidelines shall be considered minimum for all drivers of County owned vehicles:

- Where possible, a driver of a commercial vehicle should be at least 21 years of age, and have at least one year of previous experience operating the type of vehicle used by the County. Where exception to this exists, documentation on reasons why, and what program elements exist to control exposures presented by younger or inexperienced drivers shall be required. A driver-training program where the inexperienced driver rides with and is trained by a driver trainer for a period of 1 week would be an example of a control program.

- The driver should have a valid license, appropriate for the type of vehicle to be operated, as well as cargo, and that license should not have been suspended or revoked during the previous three years. Individual exception may require additional documentation on the nature of the suspension.

- The driver must have a signed driver alert form on file with Human Resources prior to driving a County owned vehicle and will be monitored through the DMV Driver Alert program.

Reviewing Violations:

In reviewing driver history on the Motor Vehicle Record, the following may be utilized and drivers with the following convictions may be deemed unsuitable for operating a County vehicle.

Conviction for the following Class A serious motor vehicle violations:

1. Driving while intoxicated
2. Driving under the influence of drugs
3. Negligent homicide arising out of the use of a motor vehicle (gross negligence)
4. Operating during a period of suspension or revocation
5. Using a motor vehicle for the commission of a felony
6. Aggravated assault with a motor vehicle
7. Operating a motor vehicle without the owners authority
8. Permitting an unlicensed person to drive
9. Reckless driving
10. Hit and run driving

Employees of the following departments must be vetted by the State/Emergency vehicle driving policy:

- Public Safety
- Sheriff's Department
- Fire Department

Other Violations:

1. More than four negative point violations. Violations may have occurred in either a commercial or private vehicle.

2. Involvement in two or more avoidable (at fault) accidents during the previous 36 months.

3. Any combination of three incidents, (other than those listed in 2 above) accidents/violations within the previous 36 months.

If an employee has a DMV point balance more than four negative points on their DMV Motor Vehicle Record, they may attempt to reinstate their driving privileges by attending a state approved Driver Improvement Class and obtaining +5 points added back to their DMV record. The class must be in person and cannot be an on-line course. The training cannot be completed on County time and will not be paid for by the County. A copy of the training certificate must be provided to the Department of Human Resources to reinstate driving privileges. This action should be documented in the employee's personnel file.

Violations of this policy will be addressed as disciplinary issues in accordance with the Pulaski County Personnel Policies.

Division of Motor Vehicles Record Check:

During employment with the County of Pulaski, events may occur that require an employee or volunteer to use a County vehicle. This policy is to clarify that driving record reviews will be conducted during the hiring process and randomly throughout employment. This measure allows the County to be as safe as possible by allowing qualified individuals to operate County vehicles and preventing non-qualified individuals from endangering others safety.

County Vehicles:

1. County Vehicles may be used in the following situations:

    a. Required job use as an employee or volunteer.
    b. Business events such as banquets or business trips within or outside of the County of Pulaski.
    c. Errands or deliveries for the County
    d. Sheriff's Vehicles may be housed up to 25 miles outside of Pulaski County limits if the officer belongs to a specialty team within the department such as a TAC team, Drone Team, Search and Rescue, etc. and approved by the Sheriff and/or his designee.

With every situation listed above county vehicles will be checked in and checked out through Department directors. This does not apply to required job use.

Usage:

Individuals will not be allowed to operate county vehicles if the following conditions are found when applying for employment with the County of Pulaski, the Pulaski County Public Service Authority or upon random records checks:

- Any applicant or employee found to have any six point violations on his/her record within the last 10 years
- Any applicant or employee with a suspended or revoked license, until the license is reinstated
- Any applicant or employee with a conviction of a driving related crime (i.e. voluntary manslaughter)
- Any applicant or employee with a violation that stays on the driving record for the life of the individual
- Any employee that refuses a driving record verification

Annual Limited Query:

Pulaski County must conduct an annual query by performing a limited query on all CDL drivers and may also conduct periodic checks. A limited consent form must be completed by the employee in order to perform the check. If the driver does not consent, the query cannot be conducted and the driver will be removed from all safety-sensitive functions. If no records are found during the query, no action is needed.

VEHICLE MAINTENANCE:

Although cars and other County vehicles will be thoroughly inspected by the County garage before any use, the driver of the vehicle at that time will be required to make sure:

- The vehicle's registration is up to date;
- The tags, such as town and County stickers, of the vehicle are current and visible;
- The vehicle is operating properly;
- Tires are inflated and tread is visible;
- No unusual sounds are coming from the car;
- The brakes are safe, and work properly;
- Alarms, if equipped, work properly;
- Head lights, and interior lights work properly;
- The oil is at a proper level;
- Gas is full; and
- The vehicle is clean on the interior and exterior;

If the employee must put gas or oil into the vehicle prior to being able to get to the garage, the employee will be reimbursed for the cost of the materials.

If any of the listed problems are discovered on a County vehicle, the employee is required to report these problems immediately to the nearest supervisor or Garage facility.

TRAFFIC VIOLATIONS:

In the event that a citation to appear in court is given for a traffic violation, while an employee is operating a County vehicle, the employee shall report the violation to the department manager or the immediate supervisor. A copy of the citation will be made and kept on file in the administration building.

- Immediately reporting a violation may prevent the employee from further discipline with the County.
- Not reporting a cited violation may result in the County assuming what may have happened during the incident and may result in revocation of the employee's privilege of operating a County vehicle in the future or the employee's employment with the County may be terminated.
- The employee is also required to report traffic violations that occur outside of the workplace to his/her supervisor. Citations given for traffic violations outside the workplace will not be kept on file by the County.
- Any accident while operating a County owned vehicle or equipment requires that the employee undergo a post-accident drug scree whether at fault or not at fault.

Division of Motor Vehicles Record Check Dictionary:

Six Point Violation- please refer to DMV pamphlet on Moving Violations and Point Assessments.

Vehicle accident legal defense policy

It is the policy of Pulaski County that traffic charges arising from operation by County officials or County employees operation of a motor vehicle in the line of duty shall be defended on behalf of the official or employee by the County Attorney or through his office, unless such defense is objected to by the County's insurance carrier.

Civil suits, or the threats thereof, shall be defended as directed by the County's insurance carrier.

Any claim arising from the use of a County vehicle shall be referred immediately to the County's insurance carrier.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

PUBLIC SAFETY DRIVER SELECTION:

See Class A violations listed above. An individual who has a Class A violation within the past three (3) years normally receives a license suspension from the Department of Motor Vehicles that issued the license. In addition, VFIS guidelines call for suspension of driving privileges for anyone convicted of a Class A violation for a period of eighteen (18) months. Additionally, any of these individuals would also be required to attend an approved driver-improvement program, or equivalent training, and be re-qualified to operate emergency vehicles.

Class B Violations

All moving violations not listed as Type A violations. (Exceeding the posted speed limit is a Type B violation).

Any individual who has a combination of two (2) class B moving violation convictions and/or chargeable accidents in a three (3) year period will be issued a warning letter by Human Resources.

Any individual who has a combination of three (3) moving violation convictions and/or chargeable accidents in a three (3) year period will be issued a suspension of driving department vehicles for a period of ninety days (90) by Human Resources. Any individual who has more than three (3) moving violation convictions or three (3) chargeable accidents or any combination of more than three (3) of the formerly stated violations in a three (3) year period will be issued a suspension of driving department vehicles for a period of one (1) year. In addition, the same individual would be required to complete an approved driver improvement program and be re-qualified to operate emergency vehicles.

OO. Use of Phone and Mail Systems

Personal use of the telephone for long-distance and toll calls is not permitted. Employees should practice discretion when making local personal calls and may be required to reimburse Pulaski County for any charges resulting from their personal use of the telephone.

The use of Pulaski County-paid postage for personal correspondence is not permitted.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

Employees are discouraged in using personal cell phones while on the job; however, Pulaski County realizes at times personal calls must be made. Employees are asked to limit all personal phone calls and text messages during business hours. Employees found to be abusing this policy will have all rights revoked and may be subject to disciplinary action.

Use of public property is governed by Virginia Code Section 15.2-1512.2 and states that telephones, computers and related devices and peripheral equipment that are the property of the locality shall not interfere with the employee's productivity or work performance or political activities. Political activities is defined in Code Section 15.2-1512.2 as the purpose of promoting a political issue, for influencing the outcome of an election for local or state office or influencing the outcome of a referendum. Pulaski County may not limit employees from participating in political activities while these employees are off duty, out of uniform and not on County property. Please see the code section for additional information.

PP. Artificial Intelligence (AI) Policy

(Added 12/18/2023)

Artificial intelligence (AI) tools are transforming the way we work; however, AI tools also presents new challenges in terms of information, security and data protection, especially when it involves the sharing of potentially sensitive company and customer information.

The purpose of this policy is to ensure that all employees use AI tools in a secure, responsible and confidential manner. The following policy outlines the requirements that employees must follow when using AI tools, including the evaluation of security risks and protection of confidential data.

Employees are expected to adhere to the following security best practices when using AI tools.

a. **Evaluation of AI Tools** – Employees must evaluate the security of any AI tool before using it. This includes reviewing the security features, terms of service, and privacy policy. Employees must also check the reputation of the tool developer and any third-party services used by the tool. The County's IT Department can provide assistance in the evaluation of AI tools.

b. **Protection of Confidential Data** – Employees must not upload or share any data that is confidential, proprietary or protected by regulation without prior approval from the department director. This includes data related to customers, employees or partners.

c. **Access Control** – Employees must not give access to AI tools outside of the company without prior approval from the appropriate department director and subsequent processes as required to meet security compliance requirements. This includes sharing login credentials or other sensitive information with third parties.

d. **Use of Reputable AI tools** – Employees should use only reputable AI tools and be cautious when using tools developed by individuals or companies without established reputations. Any AI tool used by employees must meet our security and data protection standards.

e. **Compliance with Security Policies** – Employees must apply the same security best practices we use for all company and customer data. This includes using strong passwords, keeping software up to date and following our data retention and disposal policies.

f. **Data Privacy** – Employees must exercise discretion when sharing information publicly. As a first step, employees must ask themselves the question, "Would I be comfortable sharing this information outside of the company? Would we be okay with this information being leaked publicly? Before uploading or sharing any data into AI tools. Second would be to follow item "b" above.

REVIEW AND REVISION

This policy will be reviewed and updated on a regular basis to ensure that it remains current and effective.

CONCLUSION

Our organization is committed to ensuring that the use of AI tools is safe and secure for all employees and customers, as well as the organization itself. WE believe that by following the guidelines outlined in this policy, we can maximize the benefits of AI tools while minimizing the potential risks associated with their use.

QQ. Credit Card Policy

(Updated 12/18/2023, 01/23/2024)

PURPOSE

To establish procedures under which departments shall control the use of credit cards assigned to and utilized by County of Pulaski employees to purchase goods and services on behalf of the County. These procedures are intended to accomplish the following:

- Ensure the procurement with credit cards is accomplished in accordance with the County's Purchasing Policy.
- Ensure appropriate internal controls are established within each department so that credit cards are used only for authorized purposes only.
- Ensure the County bears no legal liability from inappropriate use of credit cards.
- Provide a convenient method for low dollar purchases of goods and services.

SCOPE

These procedures are applicable to those County departments and employees who use credit cards. The decision of when a credit card is issued, to whom and card limitations will be made by the County Administrator upon the recommendation of the employee's Department director and shall be referred to as the Delegation of Authority.

The employee in employee in which the credit card is issued is the Cardholder.

The Finance Director is a designee of the County Administrator and shall conduct and enforce all Credit Card policies and procedures.

GENERAL INFORMATION

A. The Credit Card

The credit card will be embossed with the department name to which it was issued. A cardholder may be asked to make a purchase for another department. Enter that Department's account code on the Credit Card Log sheet. An authorized individual from the requesting department must sign off on the transaction charged to their department account code on the Credit Card Log form prior to submission to Accounts Payable Clerk.

B. Tax Exemption

THE CARDHOLDER SHALL GIVE THE MERCHANT OUR TAX-EXEMPT NUMBER TO ENSURE THAT THE COUNTY IS NOT TAXED ON TRANSACTIONS THAT ARE EXEMPTED. The County is tax exempt in most cases. Cardholders should remind merchants of our tax-exempt status when making all purchases. There is a separate card for the PSA & County with the FIN. If you are charged taxes, ask the merchant to correct the transaction before leaving the store. If the merchant needs a tax-exempt status form, the accounts payable department can assist you with the necessary information.

C. Cardholder Limitations

THE CREDIT CARD IS TO BE USED FOR COUNTY PURCHASES ONLY. Personal purchases are prohibited. Use of credit card for personal purchases may result in termination of employment and may result in prosecution for embezzlement under section 18.2-112 of the Code of Virginia. Initiation of disciplinary action shall be the responsibility of the County Administrator but may be initiated by the Finance Director or the employee's Department director.

Credit cards are issued by department name. Only those authorized to use County credit cards may do so. Unauthorized use is prohibited.

Credit cards may be used for the payment of travel expenses, such as hotel charges, registrations, and for training and education while conducting County business.

Credit cards may be used for non-overnight business meals, if the employee's card allows such transactions. However, a detailed receipt listing meals and drinks purchased must be attached. The nature of the meeting and the names of those in attendance must be written on the receipt. The purchase of alcoholic beverages is prohibited and may NOT be charged to a County Credit Card.

Credit cards may be used for fueling County vehicles when away from County fueling facilities in the event that a County gas card is not available. Credit cards shall NOT be used for fueling personal vehicles as employees are reimbursed on a per mile rate.

Computer hardware, software, and peripherals shall only be procured by the Information Technology (IT) Department unless prior authorization has been granted by the IT Department.

Credit cards shall be used for current expenditures only. Credit cards may not be used to pay vendors for amounts past due.

The total of a single card purchase cannot exceed the authorized single purchase limit. Payments for purchases are not to be split in order to stay within the single purchase limit.

Telephone and online orders may be placed using the credit card, however proper documentation showing credit card payment must accompany the monthly report.

DOCUMENTATION

Detailed receipts are required for all purchases. Any time a purchase is made with the credit card, the cardholder is to obtain the customer's copy of the charge slip, cash register tape, paid invoice receipt or packing slip with pricing. This original documentation must be attached to the Monthly Credit Card Log for each cardholder for review by the Department director and forwarded to the Accounts Payable Department. The customer's copy of the credit card signature form alone is not sufficient.

If for some reason the cardholder does not have documentation of the transaction to send with the statement, he/she must attach a memorandum detailing the description of the item, quantity, unit cost, date of purchase, merchant's name and why there is no supporting documentation. Instances of frequency of lack of documentation as determined by the Finance Director or County Administrator may constitute abuse. Abuse of this provision may result in cancellation of the credit card as well as disciplinary action. In addition, the person utilizing the credit card will be held personally liable for the charges.

If an invoice is not received, contact the vendor and ask them to fax an invoice. If you only received a packing slip with no pricing shown, write the prices on the slip. It is the responsibility of the cardholder to provide his/her Department director with the receipt(s) for ALL transactions.

PAYMENT AND INVOICE PROCEDURES

- Do not issue a purchase order for any item purchased on a credit card.
- The bank will mail one (1) copy of the Statement of Account (master statement) to the Finance Department at the end of the billing cycle. This Statement will list all items purchased/processed in the previous 30 days by all cardholders. Individual cardholders will also receive a Statement of Account at the end of the billing cycle.

- The cardholder is required to review the statement and to note any errors. The cardholder attaches to the statement, a Credit Card Log and originals of the documentation received at the time of purchase or the explanation for lack of documentation. The individual whom made the purchase must sign each individual receipt. Each purchase must be coded with the department's general ledger line item on the Credit Card Log. The cardholder approves the Credit Card Log and all original receipts are then forwarded to Accounts Payable in the Finance Department within three business days.

- The Accounts Payable Clerk is responsible for reviewing the statements and receipts from all department directors and resolving any questions. Should the Accounts Payable Clerk not receive all of the statements, it will be his/her responsibility to contact department director to request the statements.

- The department director or County Administrator shall sign a copy of the statement for an absent cardholder and forward with all information to the Accounts Payable Clerk. The cardholder shall sign the original statement upon returning to work.

- A cardholder may be asked to make a purchase for another department. Enter that Department's account code on the Credit Card Log sheet. An authorized individual from the requesting department must sign off on the transaction charged to their department account code on the Credit Card Log form prior to submission to Accounts Payable Clerk.

- All statements should be approved by the cardholder and returned to Accounts Payable even though there may be no purchase activity on his/her credit card for a particular billing cycle.

TRANSACTION APPROVAL

Approval of the transactions that cardholders have made using the credit cards will not be totally defined in these procedures. If for any reason Accounts Payable questions a purchase, it is his/her responsibility to resolve the issue with the cardholder. The County Administrator, Finance Director, and the department director will be notified immediately of any questionable purchases.

DISPUTES/RETURNED ITEMS

If item(s) purchased with the credit card are found defective, the cardholder has the responsibility to return item(s) to the merchant for replacement or to receive a credit on the purchase. Record the return on the Credit card Log. The vendor will issue a credit to your account for items returned. Documentation of the return (credit receipt) should be issued to the cardholder by the merchant and submitted with the log. CASH REFUNDS WILL NOT BE PERMITTED. If the merchant refuses to replace or correct the faulty item, contact the Finance Department immediately.

REQUESTS FOR INITIAL, ADDITIONAL OR CHANGES TO CREDIT CARDS

All requests for new cardholders or changes to current cardholders shall be made by submitting a "Request for Credit Card" form. The department director must approve all requests for credit cards. The County Administrator will review and provide final approval for issuance of the card.

After approval of the County Administrator, the cardholder shall receive a copy of the Credit Card Policy. The cardholder shall personally sign the "Credit Card Employee Agreement" in order to receive their credit card.

ANNUAL INVENTORY

On an annual basis, the Finance Department will provide a list of credit cards issued to cardholders for each department. Departments shall conduct a physical inventory of credit cards and provide a report to the County Finance Director on the results of the inventory.

LOST OR STOLEN CARDS

Should an employee lose or have the credit card stolen, it is the responsibility of the cardholder to immediately notify the bank that issued the credit card, the department director, the County Administrator and the Finance Director of the loss or theft of the card.

CHANGE IN EMPLOYMENT STATUS

Credit cards that are issued to County employees, as approved by the County Administrator. If an employee leaves employment, his/her card must be surrendered and returned to the Finance Department by the cardholder or his/her Department director. The Finance Department will notify the bank to cancel the card.

Should the cardholder be transferred within the County, the Finance Director must be notified by the cardholder's Department director of the transfer. The Finance Director shall verify with the employee's new supervisor of the need for a credit card and make the necessary changes.

In the event the Finance Director, the County Administrator or the Department director is not able to collect the credit card when the employee leaves employment, the Finance Director shall notify the card issuer immediately to take action to ensure the credit card is canceled to prevent any purchases after the employee separates employment.

NON-COMPLIANCE WITH PROCEDURES

Failure of the cardholder to comply with these procedures could result in the revocation of card usage privileges or other disciplinary actions such as termination of employment. In order for a cardholder to regain the privilege to use a Credit card, the employee's department director, the Purchasing Agent and County Administrator must approve.

RR. Smoking Policy

Smoking of any kind (e.g. tobacco, e-cigarettes/vaping) is prohibited in the office, in County vehicles, and within 25 feet from entrances and ventilation intakes at all County building locations/job sites. The County does not specifically allow for smoking breaks. Please see your supervisor for guidelines regarding any questions or concerns.

SS. Employment Verification Policy

Human Resources will respond to all reference check inquiries from other employers. Responses to such inquires will confirm dates of employment and position(s) held. Individuals or companies requesting this information should be directed to Human Resources. Supervisors should not reply to any reference checks. Human Resources and/or payroll shall also respond to all employment verifications in which we have received a signed release from the employee.

ELECTRONIC AND INTERNET USE POLICY

A. General Use

The use of Pulaski County's automation systems, including computers, fax machines, and all forms of Internet/intranet access, is for County business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, and does not result in expense or harm to the County or otherwise violate this policy.

Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are unrelated to the County's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.

Use of County computers, networks, and Internet access is a privilege granted by Pulaski County and may be revoked at any time for inappropriate conduct carried out on such systems. The County has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use, or distribute copies of such software that are not in compliance with the license agreements for the software.

All information transmitted, composed, sent, or received on the electronic communications systems are and remain the property of the County. They are not the private property of any employee. **Employees have NO expectation of privacy for their use of Internet and/or email or any other form of electronic communication made using County property or systems or done during working hours.** The use of the County's electronic communications system is reserved for the conduct of business at the County. The County' electric communications system may not be used to solicit or promote commercial ventures, religious or political causes, outside organizations or other non-job related ventures. The County's electronic communications systems are not to be used to create any offensive, threatening or disruptive messages. The County reserves and intends to exercise the right to monitor, review, audit, intercept, access, record, and disclose any or all information creased, transmitted, received or otherwise communicated via the County's electronic communications systems for any purpose and without prior notice. The contents of electronic communications may be disclosed within the County or otherwise as deemed necessary and/or appropriate by the County, without the consent or knowledge of the employee.

Without express authorization from the County, no employee shall remove any Computer Equipment, Peripherals, or software from the premises of the County.

Upon the termination of employment, an employee shall return to the County all Information Technology Systems in his or her possession and shall discontinue all use of the employee's Login Credentials. Passwords should be a series of characters/numbers. Passwords should be no less than seven characters and no more than 14 characters.

Passwords should not be the names of family members, pets, friends or associates.

Passwords should not be a series of repeating or sequential characters or numbers nor should they be Social Security or telephone numbers.

Passwords shall be changed at specified intervals and may be changed more frequently as needed or required by specific circumstances.

Passwords should not be written or stored in a manner accessible to others.

B. Social Media Policy

(Updated 11/25/2024)

The purpose of this policy is to ensure the appropriate. Responsible and safe use of electronic communications, internet and social media by employees.

This policy establishes standards and expectations of employees and other non-employees who are provided access to Pulaski County's electronic communications, internet and social media platforms.

***Employer*:**

Pulaski County may from time to time capture photographs or vides or other recordings of employees at County sponsored events or while employees are performing work-related activities. Pulaski County may use such photos in promotions, social media and other related marketing avenues. Employees have the option to opt out of the utilization of such photographs and videos by completing an opt out form with Human Resources.

Supervisors and/or department directors shall refrain from asking applicants or employees for passwords and/or usernames of social media accounts or require employees to add supervisors or other employees to the list of contacts associated with the individual's personal social media accounts. However, this section does not prohibit Pulaski County from viewing information about a current or prospective employee if information is publicly available.

Pulaski County or law enforcement agencies shall access a personal social media account login and password if the employee's social media account activity is reasonably believed to be relevant to a formal investigation or related proceeding conducted by Pulaski County law enforcement agencies to allegations of an employee's violation of federal, state or local law(s) or regulations of this policy. If Pulaski County or another law enforcement agency exercises this right, the employee's username and password shall only be used for the purpose of a formal investigation or a related proceeding.

Supervisors and/or department directors should address users' posts or other electronic communications that violate this policy and report such incidents to Human Resources.

Supervisors and/or department directors shall ensure the retention of all electronic communications subject to and available for public distribution via the Freedom of Information Act (FOIA) and the retention requirements established by the Library of Virginia.

Pulaski County retains the right to monitor all aspects of electronic communications and social media usage. No user shall have any expectation of privacy in any message, file, image or data created, sent, retrieved, received or posted in the use of Pulaski County's equipment or access. Monitoring may occur at any time without notice and without the user's permission. Lastly, all electronic records and communication may be subject to the Virginia Freedom of Information Act (FOIA) and therefore must be made available for public distribution if requested.

Supervisors must communicate this policy to employees of their respective departments and advise employees that their signature of receipt of the personnel policy acknowledges the receipt and enforcement of Pulaski County's Social Media Policy.

Nothing is this policy is intended to infringe upon employees' rights under the National Labor Relations Act.

Employees:

1. **Creation of Social Media Accounts:**

   No employee shall create an account with any Social Media on behalf of the County without the written authorization the County Administrator. All social media accounts are the property of Pulaski County and are provided to conduct County business in an effective and efficient manner.

2. **Use of County Social Media Accounts**

   Social Media accounts created byor on behalf of the County ("County Social Media Accounts") shall be used only by employees authorized by the Department director. Employees who use County Social Media Accounts shall:

   a. Verify that the information they are posting is true and correct information. If information is accidentally posted that is not correct, the user must immediately correct it upon discovery or immediately remove the information from the site.

   b. Comply with any communications guidelines established by the County and exercise appropriate care to protect all electronic communication tools against the introduction of viruses, spyware, malware or other harmful attacks.

   c. Comply with the terms of use for all County Social Media Accounts established by the Social Media entity (e.g., the Facebook Statement of Rights and Responsibilities, the Twitter Terms of Service, etc.);

   d. Sensitive employee or confidential information should not be posted and all usernames and passwords should be safeguarded.

   e. Comply with all applicable laws, including copyright, trademark, privacy, financial

disclosure, and other laws; and

f. Submit all proposed Social Media content to the County Administrator, or his designee, for approval prior to posting, uploading, or transmitting the content via the Social Media service.

g. No employee should utilize the County's social media platform or equipment for personal use and should refrain from personal communications unless authorized by the department director. However, incidental, infrequent or occasional use is permitted provided it does not interfere or adversely impact:

- The users productivity or work performance
- The productivity or work performance of other employees
- The efficient operations, business interests, County system and networks
- Third parties such as vendors or consultants performing or providing services for Pulaski County
- Services provided to customers/citizens and public perception of Pulaski County and its business operations
- Employees are encouraged to use a disclaimer when posting personal views or opinions to ensure the views are not viewed as official Pulaski County communications
- Users are discouraged to use personal email accounts and other personal accounts that are not connected to Pulaski County on Pulaski County equipment.
- Likewise, no employee shall post, transmit, or upload any content using any Social Media without prior approval.

3. <u>Personal Use of Social Media</u>

Employees shall comply with the following guidelines when using personal Social Media accounts:

1. Employees' use of Social Media may not interfere with their work commitments and may not take place during work time.

2. Employees may not post confidential information belonging to the County or contractors, clients, customers, or co-workers on any Social Media.

3. Employees may not disparage, defame, harass, or intimidate County employees using any Social Media.

4. In addition, the following guidelines apply when an employee references the County (including listing the County as an employer) using any Social Media:

   a. Employees should include disclaimers, in matters of controversy or otherwise, on any Social Media that reference the County, stating that the views expressed by the employee do not represent the views of the County.

b. Employees should refrain from using profanity, obscenities, or vulgar language on any social networking website that references the County.

4. Prohibited Activities

- Any use that violates local, state or federal law
- Accessing, uploading, downloading, transmitting, printing, posting or storing information with sexually explicit content as prohibited by law (Code of Virginia §2.2-2827)
- Accessing, uploading, downloading, transmitting, printing, posting or storing fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory or otherwise unlawful messages or images.
- Installing or downloading computer software, programs, or executable files
- Accessing, uploading, downloading, transmitting, printing, communicating, or posting access-restricted agency information, sensitive data or records or copyrighted materials.
- Posting information or sending electronic communications using another person's identity.
- Permitting a non-approved user to access agency equipment.
- Using logo's without written consent
- Texting, emailing, or using hand held electronic communication devices while operating county owned vehicles

All discussions and materials posted, including pictures, using any Social Media that reference the County should conform to workplace conduct and dress policies.

SAFETY AND SECURITY

A. Safety

(Updated 11/25/2024)

The County is committed to providing a safe and healthy working environment for its employees. As such, we make every effort to comply with relevant federal and state occupational health and safety laws and to develop the best feasible operations, procedures, technologies, and programs conducive to this environment.

Our policy is aimed at minimizing the exposure of our employees, clients, and visitors to our facilities to health or safety risks. To accomplish this objective, all employees are expected to work diligently to maintain safe and healthful working conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illnesses. The responsibility of all employees includes:

1. Exercising maximum care and good judgment at all times to prevent accidents and injuries;
2. Following the instructions of supervisors and department directors;
3. Reporting to supervisors and seeking first aid for all injuries, regardless of how minor;
4. Reporting unsafe conditions, equipment, or practices to supervisors or department directors;
5. Using safety equipment provided by Pulaski County at all times;
6. Wearing personal protective equipment, such as safety glasses, hearing protection, masks, or gloves, and refraining from wearing dangling jewelry or apparel;
7. Observing conscientiously all safety rules and regulations at all times; and
8. Notifying their supervisor before the beginning of the workday if they are taking any medication that may cause drowsiness or other side effects that could lead to injury to them or their coworkers.

Please see Pulaski County's Safety Policy, which includes the following policies, for additional information:

- General Safety Guidelines
- General Respirator Program
- Confined Space Program
- Lock Out Tag Out Program
- Exposure Control Plan

B. Reporting Injuries and Accidents/Company Nurse Program

When any accident, injury, or illness occurs while an employee is at work, it must be reported to your supervisor as soon as possible regardless of the nature or severity. "Near misses" should also be reported promptly.

The following is a checklist for employees and supervisors to refer to should a workplace injury occur.

STEP 1:

For life or limb threatening injury only, call 911 then report the accident/injury after the employee has been stabilized.

1. Advise the supervisor of ANY accident/injury immediately.
2. In a quiet location, the employee and/or supervisor will contact Company Nurse at 888-770-0925.
3. You will be asked to provide the following information when you call:
   - Search Code
   - Employer name and/or worksite
   - Employee personal information
   - Injury details: Who? What? When? Where?
4. Possible outcomes as a result of the call:
   - Self-care or basic first aid; or
   - Referral to a medical facility by a nurse, occupational health, urgent care or ER
5. After examination by a doctor all forms are to be submitted to HR.

STEP 2:

The nurse line will conduct the following:

- Report the injury as emailed or faxed to the employer.
- If the injured employee is referred for medical treatment, an alert will be sent immediately to the medical provider to expect the employee at their facility.

STEP 3:

The nurse line will conduct the following:

- Additional nurse advice: Employees who are triaged by a nurse but not initially referred are encouraged to contact the nurse line again if injuries become worse or new symptoms develop for which they require additional nurse advice or injury triage services and a possible referral for medical treatment.

The Company Nurse will handle all initial reporting of the workplace injuries and is available 24 hours per day/7 days per week. The Company Nurse will complete the first report of injury form and fax it to the claims processing administrator with VACORP.

Prescription drugs for work related injuries may be requested via participating pharmacies through the Express Scripts program of VACORP. The employee must have Human Resources complete the information requested and present their ID card to receive up to 14 days of the prescription to the employee. If the employee chooses not to use this option, the employee must then pay for the prescription and request reimbursement through VACORP.

C. Pandemic & Influenza Policy

PURPOSE

The County is committed to the health and safety of its employees, contractors and workplace visitors and is committed to minimizing the risk of exposure and transmission of pandemic influenza virus through the workplace. The County will make all reasonable efforts to provide essential services to residents on an uninterrupted basis during a pandemic influenza outbreak. During a pandemic outbreak, employees will be expected to make all reasonable efforts to attend work and perform essential duties. This policy will help prepare the County to properly handle infection control, to establish communication strategies and to provide needed support services to employees during a pandemic outbreak.

PRINCIPLES

- All employees are encouraged to take responsibility for themselves by: preparing their own pre-plans, understanding their own levels of responsibility and fulfilling their work obligations.
- Internal communication methods need to be established in advance in order to provide accurate, timely and consistent information to all employees affected by an outbreak. A failure to present information to employees in a planned and comprehensive fashion can lead to lost confidence and may result in employees' failure to comply with their individual work responsibilities.
- Coordination with the Pulaski County Health Department is required in order to provide information, education and services to employees regarding prevention precautions, infection control, quarantine/isolation guidelines and safe work practices.
- Sufficient income continuance will encourage employees' cooperation with safe work practices (i.e. self-reporting, self-quarantine and self-isolation) so they can fulfill their work obligations when fit to do so without putting themselves, their co-workers or the public at risk. An extension of some benefits beyond what is currently provided (such as administrative leave) may be available to qualifying employees.
- It is prudent to pre-plan for a pandemic; however, it is impossible to anticipate every issue that may arise during a public health emergency. This procedure should be used as pre-planning guidelines.

DEFINITIONS

- **Influenza** is commonly known as "the flu" and is a highly contagious and common respiratory illness (an infection of the lungs and airways) caused by a virus. It is transmitted from person to person in one of two ways: (a) from droplets that enter your body through the eyes, nose or mouth when an infected person coughs, sneezes or talks, or (b) from indirect contact when a person's hands become contaminated with the virus by touching contaminated with the virus by touching contaminated objects and the person subsequently touches his eyes, nose or mouth or eats food without washing their hands first.
- **Pandemic Influenza** occurs when there is an abrupt and major change in the structure of the influenza and infection reaches global proportions. Since people have no immunity to the completely new strain, the virus can spread very quickly and outbreaks can occur in many countries.

- **Public Health Emergency** occurs when there is a pandemic influenza that is spreading very quickly and creating simultaneous outbreaks in many communities. The Governor or the State Health Commissioner may declare a public health emergency in coordination with federal health agencies.
- **Quarantine** occurs when a person has been in close contact with someone else who is contagious with the pandemic influenza virus or when a person has been in a high-risk contaminated area. Quarantine can be imposed by an order from the State Health Commissioner or by self-quarantine when that person realizes that they have had close contact that may make them contagious. Self-quarantine should occur for a three to five day period following exposure or as recommended by the State Health Department.
- **Isolation** should occur when a person starts to exhibit the actual signs and symptoms of pandemic influenza and will, therefore, be capable of spreading the virus to others with whom they may have had contact. Self-isolation should occur for a three to five days from the onset of symptoms or as recommended by the Health Department to prevent further spreading pandemic influenza.
- **Supervisor** means the supervisor or work group leader who is accountable for a particular facility, department or area of the County and generally includes managers and others in supervisory positions directly responsible for the performance of employees.
- **Employees** includes all full-time, part-time, temporary and seasonal employees on the County payroll.
- **County Work Sites** include any work site to which employees have been assigned for the purpose of conducting county business and includes all land, buildings, facilities, mobile equipment and vehicles either owned, leased or otherwise controlled by the County.
- **Essential Services** are those County services critical to the protection of life and property. The loss of any of these essential services would be intolerable in that they could affect the basics of life or safety and the community could not function without such services. Essential services shall be identified in each department and shall be distinguished from services that are determined to be merely desirable or valued services.

RESPONSIBILITIES AND ACCOUNTABILITY

Department directors/Office Administrators

- Have the ultimate responsibility to provide the essential services within their departments to the best of their ability.
- Require that all supervisors and employees in the departments/sections under their control adhere to the responsibilities and procedures as identified in this policy.
- Assume the supervisor's responsibilities and accountabilities in regard to all employees that are directly reporting to them.

Supervisors

- Have responsibility to provide the essential services within their sections to the best of their ability.
- Consult with the appropriate sections of the Human Resource Department to provide consistent application of this policy and procedures.
- Require all employees in their departments/sections to adhere to the responsibilities and procedures as identified in this policy.
- Require departmental timekeepers (or backup timekeepers) to continue to enter time sheet details for employees to ensure that employees can continue to receive paychecks during any pandemic influenza emergency.

Employees

- Develop personal plans so they can manage their responsibilities at home, plan on how to care for their families and

be able to come to work.

- Follow infection prevention and transmission control guidelines as applicable to their work situation (appendices 1 and 2).
- Properly use personal protective equipment and respiratory protection equipment that may be made available to them.
- Identify to their supervisor immediately any potential risks to infection transmission and assist in corrective actions to minimize these risks.
- Identify to their supervisor immediately if an employee is exposed to others with pandemic influenza or if they become symptomatic themselves. Employees with pandemic influenza-like symptoms should not be at the work site.
- Assist in cleaning of workstations and/or shared work areas if requested.
- Not report to work with pandemic influenza-like symptoms. Sick leave call-in procedures must be followed. Employees who develop pandemic influenza-like symptoms while at work should leave the work site after notifying their supervisor.
- Return to work only when safe to do so. The Health Department will provide return-to-work guidance based on the particular pandemic influenza virus.

Department of Environmental Services

- Ensure that there are sufficient amounts of appropriate cleaning supplies.
- Ensure Environmental Services employees are wearing the proper personal protective clothing (i.e. disposable gloves, masks, etc.) when cleaning.
- Ensure their employees are knowledgeable and require them to follow appropriate infection control procedures while performing their job duties.

Administration

- Develop strategies for effective methods of establishing communication with appropriate groups in order to ensure accurate and timely information as disseminated.
- Collaborate with the Health Department to develop informational materials for distribution to employees, supervisors and County residents.

Human Resources

- Recommend amendments and updates to this policy and procedures as may be required on a periodic basis to respond to current circumstances and evolving needs.
- Provide information about this policy to supervisors and employees so that they are aware of their responsibilities and the procedures as identified in this policy. Attend departmental staff meetings and distribute information to staff as required.
- Provide advice and interpretation of this policy to department directors and supervisors.
- Consult with supervisors to ensure consistent application to this policy.

Pulaski County Health Department

- Provide information to departments, prior to and during a pandemic influenza outbreak regarding:
    - Pandemic influenza and infection prevention and control strategies

    - Modes of transmission on pandemic influenza
    - Signs and symptoms of pandemic influenza
    - Personal protection methods
    - Social distancing guidelines
- Monitor both seasonal and pandemic influenza situations.
- Provide advice to departments on quarantine and isolation situations.

Emergency Management

- Activate the Emergency Operations Center as needed.
- Activate the County's Continuity of Operations Plan (OOP) as needed.

Information Technology

- Be prepared to execute appropriate emergency plans and actions; implement expanded Internet capabilities with key suppliers, business partners and customers that may be unwilling or unable to provide services in person during a pandemic event.
- Determine and communicate the preferred IT enabled secure telecommuting and Remote Access Infrastructure.
- Provide technical support that enables crisis communications as necessary. This may be via the Internet, Intranet and/or voice services.
- Provide guidance on preferred methods of obtaining and securing alternative communication technologies if primary lines of communication are disrupted.
- Provide specialized teleconferencing and/or video link technologies as required to support disparate, remote operations.
- Provide preferred method for secure access to County information resources.
- Provide infrastructure support for preferred resources or tools to support a centralized or decentralized crisis management.

PROCEDURES

- **Infection Control** - The most common route of pandemic influenza is droplet transmission and indirect contact from person-to-person. Scrupulous attention to hand hygiene and containment of respiratory secretions produced by coughing and sneezing will be essential in reducing the transmission of pandemic influenza. Key actions in a pandemic situation include:
- **Health and Safety** - The requirements for personal protective equipment will be based on Health Department assessments. Appropriate masks to prevent the transmission of droplet contact shall be provided as required. As practical, barriers or other personal distancing measures will be taken to reduce close physical contact between employees and the public.
- **Alcohol Dispensers and Hand Sanitizers** - Hand washing is the most effective method to control the spread of pandemic influenza. When necessary hand sanitizer should be made available in employee work areas as well as in areas that the public or customers utilize. People will be encouraged to use these pump foam dispensers whenever they are entering any public or shared workspace in order to control the transmission of the virus.
- **Vaccinations** - It is anticipated that a vaccine may not be readily available in the early stages of a pandemic; and when it does become available, it may initially be in a very limited supply. Therefore, pandemic influenza vaccine will need to be administered on a restricted and pre-established priority basis. The priority will initially be to those employees who are directly involved in the delivery of essential services that request the vaccine. After these

employees have been immunized, and when additional vaccines become available, then other employees will receive vaccine based upon a pre-established priority setting process by those that request the vaccine.

- **Communications and Education of Employees** - Infection control measures need to be implemented long before the population is at risk and then need to be reinforced as the situation manifests itself. Administration, in consultation with the Health Department, will coordinate and distribute pandemic-related information in order to provide consistent and timely messages to employees. Information will be distributed through such means as pamphlets and posters in strategic locations, intranet, Internet, emails and other means. External strategies and networks shall be required between Human Resources, Administration and the Health Department to ensure that information and advice that is provided to County employees is consistent with information being provided to the general public. Communication strategies and networks with other external groups (such as the public, customers, suppliers, media, local employers and other municipalities) shall be the responsibility of Administration.
- **County Departments/Human Resource Management Priorities** - County departments are responsible for ensuring that they have the optimum number of personnel available and trained to perform essential services. To do so, they will employ the following strategies in order of priority:
  - Suspend normal employee training programs.
  - Suspend vacations, leaves and any other planned absences of employees involved in essential services.
  - Re-deploy employees from desirable and valued function to essential and necessary valued functions.
  - Authorize overtime for employees in situations where re-deployment of other skilled employees is not an option due to the complexity of the essential task.
  - Use surplus employees from their County departments.
  - Rehire recently retired employees.
  - Where possible, utilize volunteers.
  - Recruit new employees.

  The Human Resources Department will coordinate the application of the last four items above.
- **Payroll and Benefits Services** - It is recognized that the accurate and timely provision of employees' paychecks and the continuance of their health insurance coverage is an essential service that must continue during a pandemic influenza emergency. Health care, dental and life insurance claims will continue to be submitted as they are normally. The most significant issue will be the need for accurate record keeping and timesheet entry. This will require departments to maintain a qualified timekeeper and backup timekeepers to continue to enter the pay details for employees on a weekly basis.
- **Recruitment Processes** - The normal process of hiring new employees may be put on hold unless there is a critical need to immediately fill the position. However, during a public health emergency, it may be necessary to recruit additional employees to perform some essential services, if the required staffing cannot be provided with existing employees. Human Resources shall work directly with departments in order to determine priorities based upon their essential needs. It may be necessary (during a public health emergency only) to modify some recruitment procedures, to delay some pre-employment requirements, to hire some employees without all the necessary qualifications or to recruit from alternate sources or retired County employees.
- **Employees' Refusal to Work** - In accordance with the *Occupational Health and Safety Act,* Section 35: A worker shall not carry out any work if, on reasonable and probable grounds, the worker believes that there exists an imminent danger to the health or safety of that worker or another worker present at the work site. If a worker refuses to carry out any work, he shall, as soon as practical, notify the supervisor of the reasons. Upon investigation, the supervisor shall take any actions to eliminate the imminent danger. The worker may be assigned to other work which they are reasonably capable of performing until the investigation is completed. Examples of the County controlling or eliminating dangers include providing protective equipment, protective clothing, distancing measures and/or associated training (as long as it is reasonably practical for the County to do so). If a worker continues to

refuse the work after the County concludes that imminent danger does not exist, the supervisor should then consult with department directors or Human Resources, and appropriate disciplinary actions may be applied on a case-by-case basis in accordance with County policy.

- **Worker's Compensation Benefits** - If an employee believes that he has contracted an infectious disease while performing duties on County business during a public health emergency, the employee may follow the normal procedures to complete a Worker's Compensation claim form. If their claim is approved, they shall be paid in the same manner as others who are off on approved claims.
- **Reporting Sick Leave Absences** - Employees shall contact their supervisor in accordance with current notification procedures when they are unable to report to work due to quarantine, isolation or sick leave situations. It will be necessary for employees to report their absences, the reason for the absence and anticipated return to work date to their supervisor who will be responsible for ensuring that attendance records and timesheets are completed and entered properly.
- **Absence Verification** - The criteria for verification of sick leave or FMLA leave may need to be relaxed during the actual public health emergency period. Undoubtedly, the level of adjudication for claims will be different because of the significant increase in absences, the difficulty for the employees to gain access to medical staff and the difficulty in acquiring medical certifications for absences. If the supervisor has a reason to question the absence or the length of such absence of any employee, they shall consult with the department directors or Human Resources to determine if further information or action is required.
- **Employees with Symptoms Excluded from the Workplace** Employees should not report to work with pandemic symptoms nor if they have been quarantined. Some employees will develop symptoms of pandemic influenza while at work. These individuals must notify their supervisor and immediately leave the workplace and should not return to work until five days after the onset of symptoms or as recommended by the Health Department. If the employee is too ill to drive themselves home, the supervisor shall arrange for alternate transportation to their home or to medical services, if required. Members of the public or customers should be discouraged from entering the workplace if they are pandemic influenza symptomatic.
- **Taking Temperatures** the ADA strictly limits an employer from taking temperatures; however, the EEOC allows such measures during a pandemic. The following measures must be taken:
  - Only a department director or supervisor who has been trained and the training has been documented may take an employee's temperature
  - A temperature gauge that requires no physical contact with the employee must be used
  - A reading over 100.4 degrees is considered a temperature
  - A positive reading means you discreetly notify the employee and they will not be allowed to enter the workplace. The employee should begin quarantine procedures and not return to work for fourteen (14) days, and only if, by that point, the employee is fever and symptom free for three (3) days.
  - If the employee is entering the work site when the temperature check is being performed, that time is deemed compensable work time.
- **Disinfecting Shared Work Areas** - If an employee has been identified as having been sick at work with pandemic influenza-like symptoms, the workstation, work vehicle and any shared work areas will require cleaning. The supervisor is responsible for:
  - Having cleaning supplies and appropriate protection available for employees to clean the area safely and without the risk of becoming infected themselves
  - Assigning staff, using the proper protective equipment and procedures, to be responsible for disinfecting shared work areas
- **Employee Assistance Program (EAP) Counseling Services** - Eligible employees who might need counseling services for any reason should access the County's EAP. In the event of critical illnesses or deaths of fellow

employees or family members, the County shall endeavor to arrange for Critical Incident Stress Debriefing conducted by a qualified provider for any affected County employee. Post-Traumatic-Stress Debriefing may also be necessary as the pandemic develops.

- **Enhanced Benefit Areas** - During a public health emergency, the following benefits shall be enhanced in order to better support employees:
  - **Administrative Leave Pay** - The County Administrator or designee may approve administrative leave with pay as necessary.
- **Alternative Work Schedule** - Departments shall review their normal business hours and work schedules to determine if they can be modified in a manner that best promotes social distancing, business continuity or other pandemic response goals during an emergency. If feasible, supervisors should first ask for employees to volunteer to work hours other than their usual schedule. Regular work schedules may be changed by a supervisor subject to a 24-hour cancellation notice, when possible, upon the proclamation of a pandemic influenza emergency. If less than a 24-hour notice is necessary, department directors may make such changes. Departments are encouraged to work with staff to minimize the impacts of decisions affecting schedule changes. Approved schedules shall also be formally documented. Review personnel policy guidelines on alternative work schedules for more details.
- **Telework** - Telework means that an employee is working one or more days each workweek from home instead of commuting to his or her centrally located worksite. Telework is not appropriate for all employees and no employee is entitled or guaranteed the opportunity to telework. The purpose of this policy is to provide support for social distancing or other pandemic response goals as necessary to respond to a pandemic influenza emergency. Departments should identify possible teleworkers as soon as possible and make the necessary technical arrangements with IT in accordance with the County telework guidelines. Departments shall consider a broader use of telework than they would for normal operations or other types of emergencies to accomplish social distancing for a pandemic influenza emergency. Departments shall identify essential functions that may be accomplished remotely and whether the person performing the function needs access to all systems and applications or only e-mail and/or voice communications.

Hand Hygiene Guidelines

Pandemic influenza is an infection of the lungs and airways caused by a virus. The virus passes from person to person by droplets when an infected person coughs, sneezes, or talks and can be further spread by touching infected surfaces and then touching your eyes, nose, mouth or food before washing your hands. Viruses generally live on hard surfaces for 1 to 2 days, on cloth/tissue/paper for 8-12 hours and on hands for 5 minutes.

Next to immunization, the single most effective method of preventing pandemic influenza is frequent and proper hand washing.

Wash your hands:

Before:

- Touching your mouth, nose or eyes
- Handling or eating foods or serving others
- Brushing or flossing your teeth
- Inserting or removing contact lenses

After:

- Touching objects in a shared workplace or public area

- Treating wounds or cuts
- Having contact with a person with influenza or their immediate environment
- Going to the bathroom or changing a diaper
- Blowing your nose or wiping a child's nose
- Coughing or sneezing
- Handling garbage
- Children - after playing with items shared by other children

How to Wash your hands:

- Use regular soap and water. Antibacterial soap is not necessary.
- Rub hands vigorously covering all surfaces for 20 seconds
- Rinse under hot running water
- Dry with clean or disposable towel
- Use a disposable towel to turn off the faucet and open the door
- Alcohol rubs are effective. Rub hands vigorously for 20 seconds.

Respiratory Protection Guidelines

Pandemic influenza is an infection of the lungs and airways caused by a virus. Droplets pass the pandemic influenza virus from person to person when an infected person coughs, sneezes or talks. Covering your mouth and nose when you cough is very important.

Airborne droplets can enter the body through the eyes, nose or mouth. The virus contained in droplets can travel up to 2 meters (6 feet) in the air and can live on hard surfaces for 1 to 2 days, on cloth/tissue/paper for 8 to 12 hours and on hands for five minutes.

People generally develop symptoms of influenza 1 to 2 days after becoming infected. They are contagious from the day before they have the first symptom until normally 5 days after the symptoms start.

Respiratory Protection Procedures:

- Cover your nose and mouth with a tissue or sleeve with sneezing/coughing
- Wash your hands after coughing, sneezing or using tissues
- Throw away tissues after wiping your nose or coughing/sneezing
- Keep hands away from eyes, nose, mouth, until you have washed them
- Maintain personal distance from the next person of at least six feet

D. Violence Prevention

The County does not tolerate employee violence or threats of violence on County property or on County time. The County strives to provide each employee with a safe working environment and to provide our clients with a comfortable business climate. Employees who jeopardize this safe atmosphere by engaging in violent behavior will be disciplined, up to and including termination for a first offense. Violent behavior includes fighting, threats, harassment, verbal assault, and other aggressive or intimidating behavior that places another individual in discomfort or fear for his or her well-being.

Reporting: All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Employees should not place themselves in peril. If employees see or hear a commotion or disturbance near their workstation, they should not try to see what is happening. The County will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the County may suspend employees, either with or without pay, pending investigation.

If employees are subjected to violent behavior, inform your supervisor or Human Resources instead of responding with violence. Do not escalate a potentially hostile situation. Threats of (or actual) violence to employees outside of work or during non-working hours can later impact employees at work or result in later acts of violence to employees at the workplace. The County encourages employees to report threats of (or actual) violence made to employees outside of work and working hours, and especially in cases of domestic violence or child abuse.

Victims of Violence: The County supports victims of workplace violence by offering an Employee Assistance Program to victims and their families. The County may mandate that an employee who is the victim of violence attend an EAP program before returning to work. Any employee with knowledge of any violation of this policy should report to his or her supervisor immediately.

E. Weapon-Free Workplace

Weapon refers to any object or substance designed to (or which could reasonably expect to) inflict a wound, cause injury, incapacitate, or cause death, including, without limitation, all firearms (loaded and unloaded, simulated or real), devices designed to expel a projectile (such as bb guns, air guns, pellet guns, and potato guns), swords, knives with blades of 5 inches or longer, martial arts weapons, bows and arrows, and chemicals such as tear gas.

The County maintains a work environment that is safe for all persons, including the community, and conducive to attaining high work standards. To achieve these objectives, the County has a strong stand against firearms and weapons in the work environment regardless of any personal permit that an individual may have that would otherwise authorize the individual to carry firearms or weapons. Employees with questions about what constitutes a weapon should talk with Human Resources.

The County will strictly enforce this policy. Employees who violate this policy will be terminated.

EMPLOYEE CONCERNS

A. Disciplinary Action

1. The County shall support the practice whereby all employees shall be disciplined by the same process. To the extent deemed appropriate by the County, the discipline of an employee shall be a progressive process. In determining appropriate discipline, both the severity of the unsatisfactory job performance or misconduct and the prior discipline record of the employee shall be considered. The goal of disciplinary action is for the employee to perform and behave acceptably and to be retained, when reasonable.

2. Disciplinary actions may take any of the following forms but are not necessarily restricted to the order set forth herein and are not intended to be all-inclusive:

    a. Verbal reprimand
    b. Written reprimand
    c. Suspension
    d. Withholding pay increases
    e. Administrative decrease
    f. Evaluation status
    g. Demotion

h. Termination

3. Reprimands

a. A reprimand may be either verbal or written.
b. All reprimands must be documented.
c. Reprimands are designed to put the employee on notice that certain behavior is unacceptable. Reprimands become a part of the employee's personnel file.
d. If the situation does not improve within a reasonable time (not longer than three months) another reprimand may be issued.
e. A written reprimand may be issued for repeated minor infractions, or one or more substantial infractions. The supervisor should discuss the written reprimand with the employee and give the employee an opportunity to comment on the issue orally or in writing. The employee should be asked to sign the written reprimand form, acknowledging receipt, or a copy mailed to the employee certified mail. The supervisor shall retain a copy of the form, give a copy to the employee and forward the original to Human Resources for the employee's personnel file.
g. The written reprimand shall advise an employee of his or her right to file a grievance through the Grievance Procedure Policy and the applicable time limits. This shall apply only to employees who are covered by the Grievance Procedure Policy.

4. Suspensions

a. The department director shall have the authority to suspend an employee for a length of time, as he may deem prudent. Suspension with or without pay will be determined by the department director and supervisor. The department director should immediately notify the County Administrator when suspending an employee. If the suspension is deemed to be without pay, the employee will not receive holiday pay during such suspensions.
b. A written notice of suspension will include:
    i A statement of the reason(s) for suspension
    ii A statement of the period of suspension
    iii A warning of what further disciplinary action could result if the situation is not corrected
    iv A statement of the employee's right to appeal (if any) in accordance with the County's Grievance Procedure Policy

c. The completed suspension form shall be hand-delivered as soon as possible to the employee, if the employee is available. Where the employee is not available, the completed suspension form or written notice shall be sent by certified mail to the last known address of the employee.
d. A copy of the suspension notice shall be placed in the employee's personnel file.

6. Administrative Decrease

a. An employee's pay range may be reduced as a disciplinary action resulting from unsatisfactory work or misconduct as authorized by the County Administrator.
b. An administrative decrease of pay requires a letter of justification submitted by the respective department director to the County Administrator.
c. A written notice of an administrative decrease of pay shall include:
    i A statement of the reason(s) for the decrease
    ii The length of time during which the decrease will be effective
    iii A statement of employee's right to appeal (if any) in accordance with the Grievance Procedure Policy

d. A copy of the notice shall be hand delivered and signed received or mailed by certified mail to the employee. A copy of the notice shall be included in the employee's personnel file.

7. Evaluation Status

a. The County Administrator shall have the authority to change the status of a regular employee to evaluation status as a means of discipline.
b. Evaluation employees do not have access to the Grievance Procedure Policy.
c. A written notice of evaluation status shall include:
   i A statement of the reason for probationary status
   ii An approximate time period for probationary status
   iii A warning of what further disciplinary action could result if the situation is not corrected
   iv A statement that the employee does not have the right of access to the County's Grievance Procedure Policy for further disciplinary action during probationary status
d. A copy of the probationary status notice shall be hand delivered and signed received or mailed by certified mail to the employee. A copy of the notice shall be included in the employee's personnel file.

8. Demotion

a. A demotion shall be authorized by the County Administrator.
b. A demotion shall not be used as a disciplinary action in lieu of termination if the employee involved cannot qualify for the lower-ranked position or if the demotion would require the displacement of another employee.
c. A written notice of demotion shall include:
   i A statement of the reason(s) for the demotion
   ii A warning of what further disciplinary action could result if the situation is not corrected
   iii A statement of the effective date of demotion and information pertaining to the employee's new pay grade and salary
   iv A statement of the employee's right (if any) to appeal in accordance with the County's Grievance Procedure Policy
d. A written notice of demotion shall be hand-delivered before or at the time of demotion if the employee is available. If not available, notice is to be sent by certified mail to the last known address of the employee. A copy of the demotion notice shall be placed in the employee's personnel file.

9. Termination

a. Termination is the most serious form of discipline. Responsibility for termination or discharge of all employees is vested with the County Administrator.
b. Temporary, part-time, probationary period, or probationary status employees shall have no access to the pre-disciplinary procedures described above or to the post-disciplinary process provided by the Grievance Procedure.
c. A written notice of termination shall include:
   i A statement of the reason(s) for termination
   ii A statement of effective date of termination
   iii A statement of the employee's right (if any) to grieve this action through the County's Grievance Procedure Policy
d. A completed termination notice will be hand-delivered to the employee if the employee is available. If not available, the completed termination form will be sent by certified mail to the last known address of the employee. A copy of the termination form will be placed in the employee's personnel file.

VI. REASON FOR DISCIPLINE

Employment with the County is based on mutual consent. Members of County supervisory staff have the responsibility of determining when disciplinary counseling is warranted and when to take appropriate action. Certain conduct may result in disciplinary action, up to and including termination of employment. No discipline shall be imposed except for cause. Examples of violations, which may constitute cause for corrective action, are listed below. These examples do not constitute an exclusive list and corrective action may be based upon other behavior that is of a similarly serious nature:

1. Re-occurring tardiness without reasonable explanation
2. Absence from work without notification or approval
3. Refusal to accept or follow orders or directions from properly authorized persons or any other form of insubordination
4. Inefficiency or lack of effort on the job; failure to perform assigned job satisfactorily
5. Sleeping on the job
6. Use of offensive, abusive, threatening, coercive, indecent or discourteous language toward supervisors, other employees, or members of the public
7. Bringing in, possession, or unauthorized use of weapons of any kind on County property
8. Leaving your job or regular work place during working hours without authorization, except for lunch and approved break periods
9. Interfering with, obstructing or otherwise hindering the production or work performance of another employee
10. Provoking, instigating or participating in a fight while on duty or on County property, engaging in other acts of a violent nature, or assault or battery of any kind
11. Failure to adhere to any of the County's Policies
12. Dishonesty; removal of County property, or the removal of the property of other persons without permission
13. Misrepresentation of facts in seeking employment
14. Unauthorized altering of a time sheet, or otherwise falsifying time or attendance records; making or permitting a false or untrue statement in connection with work; originating or spreading false statements concerning employees or the County
15. Unauthorized use of computers, software or data; unauthorized disclosure of access methods or passwords; leaving computers unattended in any status other than the logon screen on the main computer system
16. Negligent use or willful destruction of equipment or property belonging to the County, other employees, residents or visitors; unauthorized use of equipment or property
17. Careless or negligent actions affecting the safety or equipment and property of the County or others, and/or jeopardizing the safety of employees, residents and visitors; violating safety rules and practices
18. Assisting any person to gain unauthorized entrance or exit from any portion of the County's premises
19. Use of County facilities, equipment or vehicles during or after normal working hours without authorization; the County will not be responsible for any accidents or injury that occur on County property when the property and persons are not involved in County business
20. Disorderly, improper, and/or indecent conduct on County property
21. Contributing to untidy or unsanitary conditions
22. Any other act, which, in the judgment of the County Administrator, is harmful or detrimental in any way to the morale, safety, health and/or work environment of any employee, resident or visitor

B. Grievance Procedure

(Updated 03/23/2026)

The County recognizes that there are times when the need arises for employees to express concerns or complaints in a formal manner. When this need arises, eligible employees should follow the following guidelines for the grievance procedure.

Employees Included:

All Regular Full-Time and Regular Part-Time employees of the County and the Public Service Authority that are not under an orientation period.

Not Included:

a. Employees of the County or Public Service Authority under an orientation period or someone who has been re-employed and serving out an additional orientation period.

b. Elected officials, Constitutional Officers and deputies/employees of a constitutional officer.

c. Temporary or seasonal employees of the County or Public Service Authority.

d. Any employee who has voluntarily resigned may not have access to the Grievance procedure after the effective date of resignation.

e. Department and division directors who report to the County Administrator or designee.

f. Officials and employees who, by charter or other law, serve at the will or pleasure of the Board of Supervisors.

g. The Director of Elections and their employees.

Definition of Grievance

As defined in Section 15.1-7.2A of the Virginia State Code, a grievance shall be defined as "...a complaint or dispute by an employee relating to his or her employment including but not necessarily limited to (I) disciplinary actions, including dismissals (where resulting from formal discipline or unsatisfactory job performance), demotions and suspensions, (II) the application of personnel policies, procedures, ordinances, statutes, rules and regulations (III) acts of retaliation as a result of utilization of the grievance procedure or of participation in the grievance of another County employee, and (IV) complaints of discrimination of the basis race of, color, creed, political affiliation, age, disability, national origin or sex, and 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.

Matters Deemed Not Grievable

Employees are advised that conditions of employment and the content of laws, ordinances and policies established by the Board of Supervisors are not grievable. By State Law, wages, salaries and fringe benefits are likewise not grievable. In addition, it is to be understood that the establishment of the procedure shall in no way remove the right of the County to do the following, provided however, that none of these rights may be exercised in an arbitrary or capricious manner:

1. Direct the work of its employees

2. Hire, promote, transfer and assign employees, except where the employee can show established promotional policies or procedures were not followed or applied fairly

3. Maintain the efficiency of governmental operations

4. Reduce the work force or abolish jobs

5. Take actions necessary to carry out duties of an agency in emergencies

6. Determine the methods, means and personnel necessary to carry out operations 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. In any grievance brought under this exception, the action shall be upheld upon showing by the County that: (I) there was a valid business reason for the action, and (II) the employee was notified of such reason in writing prior to the effective date of the action.

7. Control and manage the County's property and maintain the county's function and operations.

Determination of Grievability

If the question should arise regarding the grievability of a specific problem and the question cannot be resolved to the satisfaction of both the employee and their supervisor at the departmental level, the employee may make a request for a ruling of grievability from the County Administrator, who shall respond within five (5) days. In any case, no complaint may be addressed beyond the top management level before grievability has been determined. Only after grievability has been determined shall a grievance be processed through the grievance panel stage. The decision of the County Administrator may be appealed by the grievant to the Circuit Court for a hearing de novo on the issue of grievability, as provided for in Virginia Code Section 15.1-7.2. Proceedings for review of the decision of the County Administrator shall be instituted by filing a notice of appeal with the County Administrator within ten (10) working days after the date of the decision and giving a copy thereof to all other parties. Within ten (10) days thereafter, the County Administrator shall transmit to the Clerk of the Circuit Court a copy of the decision of the County Administrator, a copy of the notice of the appeal and the exhibits. The decision of the court is final and is not appealable.

Grievance Procedure

An employee wishing to file a grievance shall have the right to follow all the steps of this procedure as listed below with complete freedom of reprisal. This does not, however, confer the right upon anyone to make slanderous or libelous statements. After the initial filing of a written grievance, failure of either party to comply with all substantial procedural requirements of the grievance procedure without just cause in a decision in favor of the other party on any grievable issue, provided the party non in compliance fails to correct the non-compliance within five (5) work days of receipt of written notification by the other party of the compliance violation. Such written notification by the grievant shall be made to the County Administrator.

The County Administrator shall make all determinations on compliance issues. Compliance determination made by the County Administrator shall be subject to judicial review by filing a petition with the Circuit Court within thirty (30) days of the compliance determination. Failure of either party without just cause to comply with all substantial procedural requirements at the panel hearing shall result in a decision in favor of the other party.

STEP 1

An employee who has a grievance, as defined herein, shall within twenty (20) work days of the occurrence of the action or event causing the grievance or of the date when the employee could have reasonably been expected to have learned of the act or event, contact their immediate supervisor for an informal face to face meeting to discuss the grievance. The supervisor shall immediately discuss the grievance with the employee and make a careful inquiry into the facts and circumstances of the complaint. The supervisor shall give the employee a verbal reply within six (6) working days following receipt of the complaint.

STEP II

If the grievance is not resolved as a result of Step I, the employee may within ten (10) work days thereafter file a written grievance with their department director utilizing Grievance Form A. The employee must be sure that the written grievance is complete in all detail at this state of the procedure and must specify the relief he expects to obtain through the use of the grievance procedure. No additions, deletions or adjustments to the original grievance will be allowed or accepted after this

point within the procedure. The department director will then make a separate inquiry into the complaint and meet with the employee within five (5) work days. The only persons present at this meeting are the employee, the department director and appropriate witnesses. The department director shall inform the employee in writing on Grievance Form A of their decision and the reasons within five (5) calendar days following the date of the meeting.

STEP III

If the department director's response does not resolve the grievance, the employee may within ten (10) work days thereafter indicate the second step remedy to be "not acceptable" on Grievance Form A to initiate a hearing with the County Administrator. A copy shall also be sent to the employee's department director. Upon receipt of Grievance Form A indicating a hearing and verification that Steps I and II have been exhausted, the County Administrator shall within five (5) work days schedule the hearing requested. The persons present at this meeting are the employee, the County Administrator and appropriate witnesses. Both parties may also have a representative of his or her choice present. The County Administrator shall give the employee a written reply within five (5) days after the conclusion of the hearing. A copy of the reply shall be sent to the employee's department director.

STEP IV

If the County Administrator's reply does not resolve the grievance, the employee may within ten (10) work days thereafter indicate the third step remedy to be "not acceptable" on Grievance Form A, which will require the County Administrator submit his grievance to a panel hearing and serve as a request for a panel hearing. In submitting this request, it is not necessary that the employee again provide a written explanation of what has occurred as this was obtained in his written request submitted at Steps II and III and as part of the record will be made available to the grievance panel. Within seven (7) workdays after the date of the written request for a panel hearing or after referral by the County Administrator as one of his options in Step III, a panel shall be chosen. One member shall be chosen by the grievant, one member shall by chosen by the County Administrator and one member shall be chosen by the first two appointees. Member may be chosen from among County employees. If no agreement on a third member can be made, the selection shall be made by the Judge of the Circuit Court. The third panel member shall be the chairperson of the panel. The decision of the panel shall be final and binding and shall be consistent with provisions of law and written policies.

To insure an impartial panel, the panel shall not be composed of any persons having direct involvement with the grievance being heard, or with the problem-giving rise to the grievance. Also, managers who are in a direct line of supervision of the grievant are excluded from serving as panel members. No attorney having direct involvement with the subject matter of the grievance, nor a partner, associate, employee or co-employee of such an attorney may serve as a panel member. In addition, the following relatives of a participant in the grievance process or a participant's spouse shall not serve as a panel members; spouse, parent, child, descendants of a child, sibling, niece, nephew or first cousin.

Panel Hearing Date

The full panel shall set the time, the date and the location for the hearing, which should be held within ten (10) workdays following the selection of the full panel. The panel chairperson shall notify the grievant and the County of the hearing date.

Rules for the Panel Hearing

The rules for the panel hearing shall be those set forth below "Conduct of Panel Hearing" and those set forth in Virginia Code Section 15.1-7.2J2. The following procedures are to assist grievance panels in preparing for and conduction of panel hearings. A panel's responsibility is to insure the proper application of State and County policies and procedures. Panels do not have the authority to formulate or to change policies or procedures of the County; however, the panel may consider mitigating circumstances and modify County action concerning discipline. A panel by a majority vote may uphold or reverse the action of the County or may choose a modified remedy. Decisions of the panel must be consistent with the provisions of law and written policy. A panel might determine that a grievant is entitled to reinstatement with back pay and restoration of benefits; however, in no case does a panel have the authority to award damages or attorney fees. The panel hearing is the concluding step to an administrative process designed for the resolution of sensitive personnel matters. Therefore, it is recommended that persons present at the panel hearing be limited to the grievant, the panel members, the

legal counsel and/or representatives of the grievant and the County, appropriate witnesses and official recorders. At the request of either party, the hearing shall be private.

Conduct of Panel Hearing

1. The County shall provide each panel member copies of all grievance forms and the County grievance procedure prior to convening of the panel in order that each member may review the documents. Other information shall be submitted at the hearing in the presence of the participating parties.

2. All evidence taken by the panel shall be under oath.

3. Opening statements may be made at the beginning of the hearing and the panel may ask for such statements in order to clarify the issue of grievance.

4 The County and thereafter the grievant, or their representatives, shall then present claims, proofs and witnesses who shall submit to questions or other examination. Each party has the right of cross-examination. Equal opportunity shall be given to all parties for presentation of any material or relevant evidence.

5. The panel, by majority vote, may decide procedural questions and rule upon objections raised during the hearing.

6. Witnesses, other than the parties, shall remain in the hearing room only while giving their testimony.

7. Members of the panel may question anyone giving testimony in order to clarify points being made.

8. Exhibits may be received in evidence by the panel, by the grievant or the County and shall be marked and made part of the record.

9. The parties shall produce additional evidence as the panel may deem necessary to better understand and make determination of the dispute. The panel shall be judge of the relevancy and materiality of the evidence offered. All evidence is to be taken in the presence of the panel and both parties.

10. After both parties have presented their evidence, the panel chairperson shall ask of all parties whether they have any further evidence to offer or witnesses to be heard. Upon receiving negative replies, both parties will be given an opportunity for a closing statement. After both sides have made a closing statement, the hearing shall be declared closed.

11. The panel shall render its decision within ten (10) workdays of the conclusion of the hearing. The reasons for the panel's decision must be set forth in writing.

12. Either party may petition the Circuit Court for an order requiring implementation of the panel decision.

13. The panel decision is final and non-appealable and shall be consistent with the laws and written policy.

C. Whistleblower Policy

A whistleblower as defined by this policy is an employee of the County who reports an activity that he or she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with those responsibilities. Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; misuse of credit card and/or payment information; and other fraudulent financial reporting.

If an employee has knowledge of, or a concern regarding illegal or dishonest fraudulent activity, the employee should contact his or her immediate supervisor. An employee who intentionally files a false report of wrongdoing will be subject to disciplinary action up to and including termination. Whistleblower protections are provided in two important areas -- confidentiality and retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained; however, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and/or to provide accused

individuals their legal rights of defense. The County will not retaliate against a whistleblower. This retaliation prohibition includes, but is not limited to, protection from adverse employment action such as termination, compensation decreases or poor work assignments, and threats of physical harm. Any whistleblower who believes he or she is being retaliated against should contact Human Resources immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing.

All reports of illegal and dishonest activities should be promptly submitted to Human Resources for investigation and coordination of corrective action.

An individual shall not be held criminally or civilly liable under any Federal or State trade secret law for the disclosure of a trade secret that is made in confidence to a Federal, State, or local government official or to an attorney solely for the purpose of reporting or investigating a suspected violation of law. An individual shall not be held criminally or civilly liable under any Federal or State trade secret law for the disclosure of a trade secret that is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal. An individual who files a lawsuit for retaliation by an employer for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual files any document containing the trade secret under seal; and does not disclose the trade secret, except pursuant to court order.

Employees with any questions regarding this policy should contact Human Resources.

D. Accommodations

Persons with Disabilities: It is the policy of the County to comply with the Americans with Disabilities Act (ADA), as amended, and all other applicable federal and state laws concerning the employment of individuals with disabilities. County policy prohibits discrimination against qualified individuals with disabilities with regard to access, application, hiring, advancement, discharge, compensation, training, or other terms, conditions and privileges of employment. A qualified applicant or employee is any individual who can perform the essential functions of the job in question, with or without reasonable accommodation.

The County will afford reasonable accommodations to qualified applicants and individuals with disabilities that will enable them to perform the essential functions of a job unless doing so would create an undue hardship or would cause a direct threat to the health or safety of the individual or others in the workplace that cannot be eliminated or reduced by reasonable accommodation. Please contact Human Resources with any questions or requests for accommodation. Human Resources is responsible for implementing this policy, including the resolution of reasonable accommodation, undue hardship, and direct threat issues. In addressing reasonable accommodation requests or needs, Human Resources will engage in an interactive process with the applicant or employee to determine whether the accommodation can be afforded.

Pregnant Workers and New Mothers:

(Added 07/24/2023)

Pump Act: The County provides unlimited break times for an employee to express breast milk for her nursing child for 1 year after the child's birth each time such employee has need to express milk. The frequency and duration of each break may vary for each employee. A place other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, will be provided for these break times.

Pregnant Workers Fairness Act: Reasonable accommodations will be made to employees who may have limitations related to pregnancy, childbirth or related medical conditions, unless the accommodation creates an undue hardship on the

employer. Pregnant workers may not be fired or otherwise discriminated against on the basis of these medical conditions. Reasonable accommodations are changes to the work environment or the way things are usually done.

The County will not unlawfully discriminate against employees on the basis of pregnancy, childbirth, or related medical conditions. Employees have a right to reasonable accommodations for known limitations related to pregnancy, childbirth, or related medical conditions. The County will engage in a timely interactive process with employees who request an accommodation relating to pregnancy, childbirth, or related medical conditions. The County will reasonably accommodate employees making such requests, so long as it does not impose an undue hardship upon the County. The County will not force employees to take leave if another reasonable accommodation is available.

Reasonable accommodations may include, but are not limited to, the following:

- •temporary transfer to a less strenuous or hazardous position
- •ability to sit and drink water
- •closer parking
- •later arrival for morning shifts
- •additional meal breaks
- •appropriately sized uniforms and safety apparel
- •assistance with manual labor or excused from strenuous activities or exposure to compounds not safe for pregnancy
- •job restructuring
- •a modified work schedule
- •light duty assignments
- •leave to recover from childbirth
- •more frequent or longer bathroom breaks

**For other accommodations, please inquire with Human Resources.

SEE APPENDIX G – PSA Duties and Responsibilities of Convenience Center Attendants
SEE APPENDIX H - PSA Convenience Center Hours of Work/Operation
SEE APPENDIX I – PSA Convenience Center Items Accepted for Disposal by Employees
SEE APPENDIX J – PERSONAL PROTECTIVE EQUIPMENT (PPE)

Appendix A

SEE EQUAL EMPLOYMENT OPPORTUNITY PLAN (SEPARATE DOCUMENT)

Appendix B

SEE TITLE VI IMPLEMENTATION PLAN (SEPARATE DOCUMENT)

Appendix C

(Added 03/23/2026)

DOT DRUG & ALCOHOL POLICY FOR COMMERCIAL DRIVERS

I. PURPOSE:

A. Pulaski County (hereafter referred to as "County") recognizes the significant problems caused by drug and/or alcohol use in the transportation industry and is committed to protecting its employees, property, and the environment. The safety of all employees is of great importance and one of our major goals. In addition, we have an obligation to our employees, County residents, and the general public to provide a safe environment and to conduct our operations safely and efficiently. With this commitment and obligation in mind, this County is affirming its position on alcohol and drugs and is committed to maintaining a drug and alcohol-free driver workforce.

B. Alcohol and drug abuse are major health problems in this country. Drug and/or Alcohol use jeopardizes the safety and productivity of drivers as well as the safety and well-being of the general public. Such abuse can adversely affect an employee's job performance, endanger other employees, endanger members of the public and jeopardize private property. It is the goal of this County to help ensure a safe, healthy and productive work environment.

C. The County is reaffirming its willingness to assist employees with alcohol or drug-related problems to find the appropriate treatment for rehabilitation and recovery. An employee with a substance abuse need is encouraged to request such assistance through the Employee Assistance Program (EAP) or through community agencies. Refer to the County's Employee Assistance Program Policy.

II. SCOPE:

This policy applies to all commercial drivers employed and operating as such by the County, in intrastate or interstate commerce, as well as any person holding a commercial driver's license who desires employment operating in such capacity with the County. Included in this category are all commercial drivers employed (full-time, part-time, seasonal, mechanics, other staff), and operating as such, by the County.

III. DEFINITIONS:

A. **Abuse** - includes the use of any substance that deviates from the intent of this policy or from specific medical direction.

B. **Alcohol** - includes the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

C. **Premises** - this term is used in its broadest sense, and includes all land (including leaseholds, easements and other job sites), property, buildings and other structures, vehicles owned by or leased to the locality and personal vehicles being used to conduct any business for this County.

D. **Drug** - includes any substance with the potential to produce the effects of a behavioral change which may adversely affect a person's ability to safely and efficiently perform his/her job, specifically those "controlled substances" as outlined in the Code of Federal Regulations 21 CFR 1308 and 49 CFR Part 40, which as of January 1, 2018, includes marijuana (THC), cocaine, opioids (previously opiates only – codeine, morphine, heroin), amphetamines, and phencyclidine (PCP). DOT now requires confirmation testing for 14 drugs under a 5-panel test: Marijuana (THC), Cocaine, Amphetamines (Amphetamine, Methamphetamine, MDMA, MDA), Opioids (Codeine, Morphine, 6-AM (heroin), Hydrocodone, Hydromorphone, Oxycodone, Oxymorphone), and Phencyclidine (PCP). The term drug or controlled substance is synonymous in usage throughout this document.

E. **Employee** - includes all persons who hold a commercial driver's license and operate as such with this County.

F. **Medical Review Officer (MRO) -** this term refers to a licensed physician who is responsible for receiving and reviewing laboratory results generated by the County's drug testing program and evaluating medical explanations for certain drug test results.

G. **On the Job** - includes all times from the time a driver begins to work or is required to be in readiness to work until the time he is relieved from work and all responsibility for performing work (including meal breaks, inspecting and/or repairing vehicles).

H. **Safety-Sensitive Functions** - includes: (1) all time spent at an offsite location, other property, or on any public property, waiting to be dispatched, unless the employee has been relieved from duty by his supervisor; (2) all time spent inspecting, servicing, or conditioning any motor vehicle at any time; (3) all time spent at the driving controls of a commercial motor vehicle in operation; (4) all time, other than driving time, in or upon any commercial motor vehicle; (5) all time loading or unloading a commercial vehicle, supervising, or assisting in the loading or

unloading, attending a commercial vehicle being loaded or unloaded, remaining in readiness to operate the commercial vehicle, or in giving or receiving paperwork loaded or unloaded; and (6) all time fueling, repairing, obtaining assistance, or remaining in attendance upon a disabled commercial vehicle. An employee is considered to be performing a safety-sensitive function during any period in which he is actually performing, ready to perform, or immediately available to perform any and all functions described or related to these described here.

I. **Third-Party Administrator (TPA)** – entity selected by the County to coordinate the County's drug and alcohol testing program.

IV. FMCSA CLEARINGHOUSE:

The FMCSA Clearinghouse is an online database that went into effect on January 6, 2020. The Clearinghouse was established to help keep roads safer for all drivers by identifying, in real time, drivers prohibited from performing safety-sensitive functions, such as operating a commercial motor vehicle (CMV), due to a drug and alcohol program violation. All new hires are subject to a full query through the Clearinghouse as part of the hiring process.

Drivers must register on the Clearinghouse and once the County submits the query request, the driver must provide electronic consent for County to view the details of the query. Additionally, as part of the Clearinghouse requirements, all drivers are subject to limited queries throughout their employment with this County and must sign the County's Consent for Limited Query. Failure to provide electronic consent for a Full Query or sign the County's Consent for Limited Query disqualifies a driver from operating in a safety-sensitive capacity with this County.

Employers, Medical Review Officers (MRO), Third Party Administrators (TPA), and Substance Abuse Professionals (SAP) must report DOT drug and alcohol testing program violations to the Clearinghouse.

Violations & Violation Updates are reported in the Clearinghouse when a driver:

- Tests positive for drugs or alcohol
- Refuses drug and alcohol testing
- Undergoes the Return-to-Duty test
- Completes the Follow-Up Testing Plan

The following records are collected and maintained in the Clearinghouse:

- A verified positive, adulterated, or substituted drug test result
- An alcohol confirmation test with a concentration of 0.04 or higher
- A refusal to submit to any test required by Subpart C of Part 382
- An employer's report of actual knowledge, as defined by Part §382.107, including:

- On duty alcohol use pursuant to §382.205
- Pre-duty alcohol use pursuant to §382.207
- Alcohol use following an accident pursuant to §382.209
- Controlled substance use pursuant to §382.213

- A Substance Abuse Professional's report of readiness for the return-to-duty process
- An employer's report of a negative return-to-duty test
- An employer's report of completion of follow-up testing

A driver can review his/her report at no cost upon registering with the Clearinghouse.

As of November 18, 2024, CDL drivers in a "prohibited" status in the Clearinghouse will lose their commercial driving privileges until they complete the return-to-duty (RTD) process.

V. POLICY:

A. The use, possession or having a detectable presence of alcohol in one's system on the premises of this County or on the job, is prohibited.

1. If an employee arrives for work and the odor of alcohol is detected on or about his person, a member of management will be called to verify that such an odor does exist on or about the suspect. If such an odor is confirmed, the employee shall be informed that the odor of alcohol is present about them, and they are not to begin work. **Under no circumstances will an employee to be allowed to drive or operate any County vehicle or equipment while under suspicion,** and the suspected employee is to be informed of the following:

   a) The employee must submit to a breath alcohol test at the expense of this County. If an employee refuses to submit to a breath alcohol test, he is considered positive for alcohol and shall leave the premises of this County. The supervisor will submit a written report to management that states the reason for the suspect of alcohol, that the employee refused to submit to a breath alcohol test (resulting in a positive test), and the employee was removed from the premises.

   b) Should the suspected employee choose to be tested, a member of management will issue the proper instructions for testing.

   c) If an employee has a confirmed alcohol concentration of **0.02 to 0.039**, the employee must be **removed from safety-sensitive duties for a minimum of 24 hours** before returning to safety-sensitive functions. The incident will be **documented as written warning to the employee's personnel file**.

d) Should the suspected employee have a confirmed alcohol level greater than .04, the result is considered a positive alcohol screen and the employee must complete the return-to-duty process through a Substance Abuse Professional. Disciplinary action will be taken, up to and including termination.

2. Off-the-job abuse of alcohol that adversely affects an employee's job performance, or adversely affects or threatens to adversely affect other interests of the County or other persons, is prohibited.

B. The use, possession or having a detectable presence of drugs in one's system, or the distribution or sale of drugs on the job or on the premises of this County is prohibited.

1. If found, illegal drugs will be confiscated and may be turned over to the appropriate law enforcement agency, which may also result in criminal prosecution.

NOTE: Should the employee's condition suggest that his judgment is so impaired that he may be a danger to himself or others upon leaving, particularly if they are driving, will be told that the supervisor will call someone for transportation to return him home. If the employee fails to respond favorably to this advice, then the supervisor shall notify the appropriate authorities (police) to handle the situation.

C. Prescriptions and Over-the-Counter Drugs

1. Employees taking prescription drugs issued by a licensed physician or over-the-counter drugs are responsible for:

a) being aware of any effects such drugs may have on the performance of their duties; and,

b) ensuring that the prescribing physician is aware of the driver’s work-related responsibilities; and,

c) reporting the use of such substances to their supervisor prior to reporting for work; and,

d) obtaining the authorization from this County to possess or use such drugs while working or on the County's premises.

2. An employee may continue to work while taking a legally prescribed drug if, after consulting with medical personnel and management, the appropriate supervisor has determined that the employee does not pose a threat to his or her own safety or the safety of co-workers and that the employee's job

performance will not be significantly affected by the legally prescribed drug. Otherwise, the employee may be required to take a leave of absence or comply with other appropriate action determined by management.

3. Where an employee does not comply with these requirements, a physician's prescription will not be an acceptable excuse for violation of the above policy, and the employee will be subject to disciplinary action.

4. Medications prescribed for another individual or relative of the employee shall be considered to be improperly used and subject the employee to discipline for violation of the above policy.

5. For purposes of drug testing, the Medical Review Officer (MRO) will review the laboratory test results and verify any prescription medicine with the employee. Any unverified prescription will result in a positive drug screen result. A positive drug screen result will be grounds for discipline, up to and including termination.

D. USE OF CBD PRODUCTS

On February 18, 2020, the Department of Transportation (DOT) Office of Drug and Alcohol Policy and Compliance (ODAPC) released the following guidance solidifying the DOT stance on CBD products. While the last paragraph of the guidance clarifies that it is not a law and is not "meant to bind the public in any way", the wording is clear that CBD products are not always "as advertised". **CBD products are NOT a medical reason for the presence of THC in a donor's result. Therefore, it is the policy of this County that employees will not use CBD products during their employment**.

"The Agricultural Improvement Act of 2018, Pub. L. 115-334, (Farm Bill) removed hemp from the definition of marijuana under the Controlled Substances Act. Under the Farm Bill, hemp-derived products containing a concentration of up to 0.3% tetrahydrocannabinol (THC) are not controlled substances. THC is the primary psychoactive component of marijuana. Any product, including "Cannabidiol" (CBD) products, with a concentration of more than 0.3% THC remains classified as marijuana under the Controlled Substances Act.

We have had inquiries about whether the Department of Transportation-regulated safety-sensitive employees can use CBD products. Safety-sensitive employees who are subject to drug testing specified under 49 CFR part 40 (Part 40) include: pilots, school bus drivers, truck drivers, train engineers, transit vehicle operators, aircraft maintenance personnel, fire-armed transit security personnel, ship captains, and pipeline emergency response personnel, among others."

It is important for all employers and safety-sensitive employees to know:

1. The Department of Transportation requires testing for marijuana and not CBD.

2. The labeling of many CBD products may be misleading because the products could contain higher levels of THC than what the product label states. The Food and Drug Administration (FDA) does not currently certify the levels of THC in CBD products, so there is no Federal oversight to ensure that the labels are accurate. The FDA has cautioned the public that: "Consumers should beware purchasing and using any [CBD] products." The FDA has stated: "It is currently illegal to market CBD by adding it to a food or labeling it as a dietary supplement."* Also, the FDA has issued several warning letters to companies because their products contained more CBD than indicated on the product label.

3. Furthermore, CBD use is not a legitimate medical explanation for a laboratory-confirmed marijuana positive result. Therefore, Medical Review Officers will verify a drug test confirmed at the appropriate cutoffs as positive, even if an employee claims they only used a CBD product.

VI. ALCOHOL AND DRUG TESTING:

A. Pre-Employment Screening - Applicants of this County will be required to undergo a DOT pre-employment drug screen and a DOT breath alcohol test within three days of a provisional employment offer to determine if there is evidence of drug or alcohol abuse. If the applicant tests positive, the County's policy is to not employ that applicant.

B. Random Testing - Federal regulations require Random testing, defined in Federal Motor Carrier Safety Regulation §382.305, for all commercial drivers working part time or full time.

1. Random testing is defined in Federal Motor Carrier Safety Regulations §382.305 and required for all commercial drivers working part-time or full-time in interstate or intrastate commerce. The drug and alcohol tests are unannounced, and the selection is made via computer using a non-biased means of choice.

2. The selection process is done confidentially through a third-party administrator (TPA), currently Safety & Compliance Services, Inc., which will notify the Designated Employee Representative (DER) of this County, who will notify the selected employees and ensure the testing is completed upon notification.

   a) When a driver is selected for drug and/or alcohol testing and notified of such, he will not perform a safety sensitive function until the drug and/or alcohol test is administered. The driver shall proceed to the test site immediately upon notification.

   b) If the supervisor has knowledge that a driver who has been chosen is out of town on a tour of duty, the driver will not be notified until he is able to proceed to the testing site.

c) If an employee is selected for random alcohol testing, the test must be conducted immediately prior, during, or immediately following operating in a safety sensitive capacity.

3. With random selection, it is possible that some drivers may never be selected, while at times some drivers may be selected more than once.

4. If a driver refuses to have the drug and/or alcohol test or does not report to the collection site for testing, they will be considered in violation of federal regulation (Refusal to Test) and will not be allowed to drive for this County.

5. Further questions or problems concerning the random selection process, driver participation, and/or drug testing procedures should be brought to the County's attention.

C. Reasonable Suspicion/Cause Testing - Drivers will be subject to alcohol and/or drug testing under circumstances including, but not limited to, the following:

1. When a trained supervisor has reasonable cause to believe that an employee is using alcohol or any performance-altering drug on the job or on County premises. The supervisor’s determination that reasonable suspicion exists to require the driver to undergo an alcohol and/or a urine drug screen must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver; and/or

2. When appropriate supervisor has reasonable cause to believe that the abuse of alcohol or drugs has adversely affected an employee's job performance, or has adversely affected or threatens to adversely affect another employee or any interest of the County.

3. The drug test shall be accomplished as soon as practicable after the supervisors observation. If the drug test is not accomplished accordingly, this County shall maintain on file documentation stating the reason the test or tests were delayed.

4. If an alcohol test required by this section is not administered within 2 hours following the accident, the employer shall prepare and maintain on file a record stating the reasons the test was not promptly administered. If an alcohol test required by this section is not administered within eight hours following the accident, the employer shall cease attempts to administer an alcohol test and shall prepare and maintain the same record. Records shall be made available and submitted to the FMCSA upon request

The County will immediately remove the employee from any and all safety-sensitive functions and take the driver, arrange for the driver to be taken to the testing facility, or request a mobile collection occur onsite.

Documentation of the observations leading to a reasonable suspicion test must be prepared and signed by the supervisor or manager who made the observations.

D. Post-Accident Drug/Alcohol Testing - A driver involved in an accident will submit to a drug and alcohol test as follows:

1. Under DOT Regulations, a driver involved in an accident is required to be drug and alcohol tested if: (1) the accident results in a fatality; OR (2) the driver was issued a citation, AND: a) the accident results in bodily injury with immediate medical treatment away for the scene; OR: b) the accident results in disabling damage to any motor vehicle requiring tow away.

2. If the post-accident event does not meet the criteria for DOT testing, this County will conduct a non-DOT drug and alcohol test.

3. The drug test shall be accomplished within eight hours, and no later than 32 hours after the reportable accident occurs. If the drug test is not accomplished accordingly, this County shall maintain on file documentation stating the reason the test or tests were delayed.

4. The alcohol test is to be accomplished no later than 2 hours following the accident. If an alcohol test required by this section is not administered within 2 hours following the accident, the employer shall prepare and maintain on file a record stating the reasons the test was not promptly administered. If an alcohol test required by this section is not administered within eight hours following the accident, the employer shall cease attempts to administer an alcohol test and shall prepare and maintain the same record. Records shall be made available and submitted to the FMCSA upon request.

5. The appropriate supervisor is fulfilling the County's part of the responsibility by providing the driver with instructions and all information necessary to comply with this regulation.

6. This County shall maintain documentation that the Post-Accident Drug and/or Alcohol Test were performed.

E. Return to Duty Testing - A driver shall undergo a return to duty urine drug test with a negative result after engaging in conduct prohibited by this policy concerning controlled substances and before returning to duty in a safety sensitive function. A driver shall undergo a return to duty alcohol test resulting in an alcohol concentration of .04 after engaging in conduct prohibited by this policy concerning alcohol and before returning to duty in a safety sensitive function. The return to duty testing will be at the direction of the SAP and will only occur after the SAP has determined that the employee has successfully complied with prescribed education and/or treatment.

F. Follow-Up Testing - When a driver is referred to a Substance Abuse Professional (SAP) for the treatment of alcohol and/or drug abuse following a positive drug or alcohol test, the employee shall be subject to the requirements as outlined in the FMCSR. The cost of the SAP evaluation is the employee's responsibility. The SAP will determine the treatment for the driver, and failure on the part of the driver to follow the treatment as prescribed may result in the loss of their commercial driver's license. In addition, the driver will be subject to a minimum of six (6) follow-up tests during the 12 months after the employee's negative Return to Duty test, and any expense of aftercare is the driver's responsibility. The County will require proper verification of the driver's compliance with the aftercare program or revisions thereto. It is the County's responsibility to ensure that these follow-up tests are conducted as required. The driver will continue to be subject to random testing in addition to any follow-up testing that occurs. A random test result cannot be substituted for a follow-up test.

VII. REFUSAL TO SUBMIT TO A DRUG AND/OR ALCOHOL TEST

An employee is considered to have refused to take a drug and/or alcohol test if:

A. Drug Test

- Fails to appear at a collection site for any type of testing reason (except a pre-employment test) within a reasonable time, as determined by the County, consistent with applicable DOT agency regulations, after being directed to do so by the County. This includes the failure of the employee to appear for a test when called by the County's third-party administrator;
- Fails to remain at the collection site until the testing process is complete; except provided that a person who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
- Fails to provide a specimen;
- Fails to permit a monitored or observed collection if the collector required the collection to be monitored or observed;
- Fails to provide a sufficient amount of urine specimen, provided the Medical Review Officer (MRO) finds there was no medical reason for the employee to provide insufficient amount of urine;
- Fails or declines to take an additional drug test that the County or collector has directed;
- Fails to undergo a medical examination or evaluation the MRO or the County has directed;
- Fails to cooperate with any part of the specimen collection process;
- Fails, for an observed collection, to follow the instructions to raise and lower clothing and turn around;
- Possesses or wears a prosthetic or other device that could be used to interfere with the collection process, if the employee is found to have or wear a prosthetic or other device designed to carry clean urine or a urine substitute;
- Admits to the collector to having adulterated or substituted the specimen;
- Adulterates or substitutes a urine specimen;
- Admits to the MRO to having adulterated or substituted the specimen.

B. Alcohol Test

- Fails to appear at an alcohol test site for any test reason within a reasonable time, as determined by the County, consistent with applicable DOT agency regulations, after being directed to do so by the County. This includes the failure of the employee to appear for a test when called by the County's third-party administrator (TPA);
- Fails to remain at the alcohol test site until the testing process is complete;
- Fails to provide an adequate amount of saliva or breath;
- Fails to provide a sufficient breath specimen, provided the physician finds that there was no medical reason for the employee to provide an insufficient amount of breath;
- Fails to undergo a medical examination or evaluation as the County has directed as part of the insufficient breath procedures;
- Fails to sign the certification statement at Step 2 of the Alcohol Testing Form (ATF);
- Fails to cooperate with any part of the testing process.

ALL REFUSALS TO TEST WILL BE REPORTED TO THE FMCSA CLEARINGHOUSE AS REQUIRED.

VIII. METHODS AND PROCEDURES

A. **Lab** - Only a qualified and SAMHSA certified laboratory that accurately and reliably performs drug testing will be used. At present, this County utilizes a Third-Party Administrator (TPA) to coordinate the appropriate lab services.

B. **Chain of Custody** - Any and all collectors obtaining urine or breath samples from employees for testing will follow the prescribed DOT chain of custody procedures established by Federal regulations and shall be certified technicians.

C. **Confirmation** - Alcohol and drug testing will be conducted through methods with proven reliability and in strict compliance with the appropriate methodology. If an applicant or employee fails to pass the initial drug screening test performed by the laboratory, the original test sample will be further analyzed using gas chromatography/mass spectrometry before any action is taken. If the employee fails to pass the initial alcohol screen, a confirmation test will follow fifteen minutes after the initial screen as indicated in regulations.

D. **Designated Employer Representative (DER)** – Specific person assigned by the County to oversee the drug and alcohol policy, coordinate the drug education program, and receive results of drug and alcohol testing.

E. **Medical Review Officer (MRO)** – This County contracts with a Third-Party Administrator (TPA) to coordinate its DOT drug testing program and to provide the services of an MRO in conjunction with the drug testing program as required for federally regulated employees. In the event of a positive test, the MRO will attempt to contact the employee by phone to discuss the findings and any prescription medication that may be involved. If the employee is not reachable

within the mandated time period, the MRO will notify the TPA that the results are on a 10-day hold, and the TPA will notify the DER. If the MRO does not speak with the employee during this 10-day hold period, the MRO will release the positive test results to the TPA, who will in turn notify the DER. The DER will then notify the employee of the positive result.

F. **Substance Abuse Professional (SAP**) - A substance abuse professional shall evaluate each driver who engages in conduct prohibited by the federal Drug and Alcohol policy (the employee is responsible for all expenses related to this evaluation). The SAP will determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and/or controlled substance use. The SAP shall also evaluate each driver identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use. All expenses associated with the SAP are the responsibility of the employee. The driver will access and request a SAP through his individual FMCSA Clearinghouse portal.

G. **Confidentiality** - All records and information obtained by the TPA and/or this County regarding alcohol and/or drug testing, any substance abuse test results, and any treatment of employees for chemical dependency will be confidentially maintained by restricting access on a need-to-know basis to those designated by management.

H. **Recordkeeping** – The TPA and the MRO shall insure that all records related to the administration and results of the drug testing program, including individual test results, are maintained for all employees. The TPA will maintain all information relating to drug or alcohol with a positive result for a minimum period of five years and all information relating to drug or alcohol with a negative result for a minimum period of two years. The MRO shall retain reports of the individual test results as specified in applicable regulations. An annual summary shall be maintained and all reports required by regulations timely filed.

IX. TEST RESULTS

A. An employee who, as a result of DOT testing, is found to have unauthorized alcohol or drugs in their system, regardless of when, where or how the substance entered the employee's system, will be considered in violation of this County's testing policy and will be immediately removed from driving or operating in a safety sensitive position regardless of location at time of notification. Care should be taken to ensure that the vehicle and driver are parked in a safe location. Testing is not a prerequisite for the County to find that an employee has used alcohol or drugs in violation of this policy.

B. Following a positive drug test result, an applicant or employee may within 72 hours request (through the MRO) that the testing laboratory transfer the split portion "B" of the original specimen to another approved laboratory for a second confirmation

testing. Any costs related to the transporting or testing of such specimen will be the sole responsibility of the employee. A negative result of such test will not automatically result in the applicant/employee being eligible for employment/reinstatement with the County but will be considered in light of all the circumstances. During this time, the individual cannot operate in a safety sensitive function.

C. Negative Dilute Specimen – Should a test result show a negative dilute specimen for any drug screen, including pre-employment testing, the individual will be required to take another drug screen. Should the applicant or employee decline to take a test as directed, the individual has refused the test per DOT agency regulations.

ALL POSITIVE TEST RESULTS AND REFUSALS TO TEST WILL BE REPORTED TO THE FMCSA CLEARINGHOUSE AS REQUIRED.

X: SAFETY RISK NOTICE:

The Medical Review Officer (MRO) who evaluates a test result has the duty to report safety risks due to medication as described in 49CFR§40.327. While this duty has existed since the year 2000, the addition of opioids to the test panel beginning January 1, 2018, has the potential to significantly increase the number of safety risk notices provided to employers. Performing Safety-Sensitive functions while under the influence of opioids may constitute a safety risk. New DOT regulations 49CFR§40.135(e) have also introduced a 5-day pause before the MRO is allowed to issue this notice AFTER the negative results is reported to the County.

During the verification interview, the MRO may learn about a legally prescribed *medication* that would likely make the employee medically unqualified or would likely pose a significant safety risk. Section 40.135(e) requires the MRO to tell the employee to have his/her prescribing physician contact the MRO to discuss the MRO's concern about the medication. If the prescribing physician does not speak with the MRO within 5 business days of the MRO informing the employee to have his/her prescribing physician contact the MRO, the MRO will report the information about the legally prescribed medication to the appropriate third party. The TPA will notify the DER of this safety risk notice being issued.

The MRO may report that information to a third party before 5 business days if:

- the prescribing physician speaks with the MRO before 5 business days have elapsed and the significant safety risk remains unresolved; or,

- the employee expressly declines to have his/her prescribing physician speak with the MRO; or,

- during the verification interview, the MRO learns of a medical condition or diagnosis that is likely to result in the employee's being medically unqualified under a DOT agency regulation, the MRO must report that information under the procedures in § 40.327. The 5-day pause provision in § 40.135(e) is inapplicable.

The outcome of this safety risk notice is dictated by an employer's policy. When this County receives a safety risk notice, the driver will be immediately removed from service until the matter is resolved to the County's satisfaction; i.e., the prescribing doctor totally removes the driver from the medication or changes the prescription medicine to a non-narcotic alternative. If the matter is resolved to the County's satisfaction, the driver may return to service after a negative non-DOT drug screen to ensure that the medication is no longer in the driver's system. The County will continue to monitor this safety risk by having the driver submit to regular non-DOT drug testing to ensure that the driver is not continuing to have access to the medication for which the safety risk was identified. If the driver does not comply with this County policy, they will be terminated.

XI. SPECIMEN RETENTION:

All specimens deemed "positive" by the laboratory, according to prescribed testing procedures, must be retained, for identification and reconfirmation purposes, at the laboratory for a period of at least one year.

XII. ALCOHOL & DRUG ABUSE EDUCATION:

A. Employees will be provided with drug and alcohol education upon application acceptance regarding:

1. The effects and consequences of controlled substances and alcohol to personal health, safety and their work environment.

2. The manifestations and behavioral changes that may indicate controlled substance use or abuse.

B. As required under §382.603, all supervisors of drivers operating in a safety-sensitive function, shall receive drug and alcohol education training that includes alcohol misuse and controlled substances use. This education shall cover reasonable suspicion indicators of probable alcohol misuse and drug use such as speech, performance and behavior awareness information.

XIII. DESIGNATED EMPLOYER REPRESENTATIVE (DER):

The County's Designated Employer Representative (DER) is currently the Human Resources Director, who is the County's point of contact for drug and alcohol education and testing oversight. The DER is also responsible for determining whether an employee is subject to drug and/or alcohol testing. Supervisors who have reason to believe that a

particular employee should be tested should contact the DER who will make a final determination in the matter.

XIV. TESTING AGREEMENT:

A. An employee required to submit to alcohol and/or drug testing will be requested to sign a testing agreement.

B. An employee who refuses to sign the requested testing agreement, or who refuses to submit to testing after signing the agreement, shall be deemed to be in violation of this policy and will be terminated.

XV. ALCOHOL & DRUG POLICY VIOLATIONS:

A. Possession, use, distribution or sale of any alcohol or illegal drug on the job or on the premises of this County will result in immediate disciplinary action, up to and including termination**.**

B. A driver must not consume alcohol while on duty, part 382.207 which states that a driver may not consume alcohol four hours prior to on-duty time and part 382.209 which states that a driver may not consume alcohol up to eight hours following a recordable accident or until the driver undergoes a post-accident test, whichever occurs first.

C. Positive Test Results will result in disciplinary action, up to and including termination.

D. Refusal to submit to alcohol and/or controlled substance testing will be considered a positive result and will result in disciplinary action, up to and including termination.

XVI. REHABILITATION PROGRAMS

Employees with substance abuse issues are encouraged to come forward **prior** to their issue being discovered by the County and take advantage of the County's Employee Assistance Program (EAP) to seek rehabilitative assistance. Pulaski County recognizes that drug and alcohol abuse pose potential health, safety, and security risks; therefore, the County will recommend rehabilitative services and programs through its EAP when appropriate under the circumstances. Voluntary self-identification under this provision must occur prior to a policy violation, drug test or alcohol notification, or positive test result. Employees must follow guidelines for any program entered. An employee's participation in the EAP does not relieve that employee from compliance with the terms of this policy or other applicable County rules and standards governing performance and conduct. This provision will not apply to any employee who tests positive through the testing program.

Those individuals wishing to obtain services under the benefits provided by the County's health insurance plan, should verify the services covered under their health provider benefits. Coverage

for behavioral health or rehabilitation services is subject to the terms, conditions, limitations, ad preauthorization requirements of the applicable health insurance plan.

Employees subject to DOT regulation who violate DOT drug and alcohol testing requirements may be required to undergo evaluation and treatment through DOT-qualified Substance Abuse Professional (SAP) in accordance with applicable federal regulations.

Eligible services must be pre-authorized.

- Referral from a Primary Care Physician is not necessary.
- Not all programs are licensed, accredited or covered under employees' health coverage.
- Other state agencies offering assistance and referral information are the Virginia Department of Behavioral Health & Developmental Services and the Virginia Department of Health.

Resources that Pulaski County offers include, but are not limited to:

- Sentara EAP Program
- Local Chapter of Alcoholics Anonymous
- Al-Anon Virginia
- Local Chapter of Narcotics Anonymous
- Other local programs that may be offered through the hospital or other social services organizations
- DEA – Drugs of Abuse
- https://www.dea.gov/sites/default/files/drug_of_abuse.pdf
- NIH – Easy to Read Drug Facts
- https://easyread.drugabuse.gov/content/drugs-people-misuse
- CDC – Alcohol and Public Health
- https://www.cdc.gov/alcohol/
- Description of Health Risks Associated with the Use of Illicit Drugs and Abuse of Alcohol
- https://www.pct.edu/files/imported/campuslife/studentpolicy/docs/drugchart.pdf
- https://www.dea.gov/sites/default/files/drug_of_abuse.pdf

With the approval of the supervisor, Human Resources, and the County Administrator, employees may be granted a leave of absence (leave without pay if no leave balances are available) from work to participate in rehabilitation programs for treatment of alcohol and/or other drug problems based upon a physician's recommendation. Information regarding an employee's participation in an Employee Assistance Program or rehabilitation program will be maintained in accordance with applicable confidentiality laws and County policies and will be disclosed only as permitted or required by law or as necessary for County operations.

I, the undersigned employee, acknowledge that I have received a copy of Pulaski County's DOT Drug and Alcohol Policy, effective as of the date listed below, and that the policy has been reviewed with me by my supervisor or Human Resources representative.

I understand that this policy includes provisions regarding disciplinary action that may result from violations of the policy.

I agree to maintain and update my copy of the policy with any revisions provided by Pulaski County and to annotate minor changes in the appropriate sections when notified.

I further acknowledge that I have read, understand, and agree to comply with the information and requirements contained in this policy.

_____ _____

Employee Printed Name Employee Signature

_____

_____

Date

Appendix D

(Updated 11/25/2024)

PSA CDL INCENTIVE BONUS

Public Service Authority employees who successfully obtain a Commercial Driver's License will receive a one-time bonus of $1,000.

Appendix E

PSA WATER TREATMENT PLAN LICENSE INCENTIVE

Water Treatment Employees who undertake and pass higher licensing standards, shall receive a 10% increase in their salary.

Appendix F

PSA STANDARD OPERATING PROCEDURES AND CODE OF CONDUCT

The following Standard Operating Procedures and Code of Conduct apply to all employees of the Pulaski County Public Service Authority Sanitation Department and are the minimum guiding principles and expectations. It is a necessity that all employees work in a safe environment and treat the County/PSA property and property of our customers with the greatest of respect and care. Employees shall provide the same respect and care for co-workers, staff and customers served.

Relationships with the Public

1. Employees shall be courteous and respectful; refraining from any kind of discriminatory behavior toward the public, and fellow employees.
2. Vulgarity, profanity, harassment, false representation or disrespect will not be tolerated. Other offenses considered to be gross violations that will not be tolerated include but are not limited to physical altercations and theft.
3. County facilities or customer's property shall not be mishandled, damaged or vandalized.

Daily Operations:

1. Employees are expected to promptly report to work as scheduled and shall be ready to begin work. If an employee is unable to report to work, employees are required to text or call their supervisor at least 2 hours in advance of their work schedule to allow for providing coverage. Failure to do so may result in disciplinary action.
2. Drivers shall conduct a daily pre-trip truck inspection before and after operation to maintain safety using the pre-trip checklist provided. Equipment checks shall include but not be limited to: first aid kits, fire extinguishers, safety flares, triangles, vehicle registration, and overweight permits for

applicable trucks.

3. Employees who are taking prescription or over the counter medications that could have a negative effect on your ability to safely operate PSA/County equipment or perform the essential duties of your job, must disclose such to your immediate supervisor. A release from your Doctor will be required for any medications that could alter your ability to drive or perform strenuous physical activity. Failure to do so may result in disciplinary action.
4. Drivers are responsible for all aspects of safe truck operations and must maintain a current CDL license to operate a truck.
5. Relief drivers or workers and boom truck operators shall discuss with the supervisor assignments at the start of the shift.
6. Employees are authorized and encouraged to take a midmorning break and lunch break when assigned or scheduled work has been completed, employees shall check with the supervisor for other work to be assigned as needed.
7. Trash dropped on the roadway and orange bags from roadside clean-ups must be picked up.
8. Workers shall help each other empty trash containers weighing over 50 pounds. In the event there is only one worker on the truck, the driver must assist. In cases where the container weighs over 75 pounds, a tag shall be fastened to the container notifying the customer that the can is too heavy and requesting that the load be divided into smaller containers or a special pick-up requested.
9. Scavenging through items being disposed of or personally accepting items being delivered for disposal is prohibited.
10. Workers shall assist the driver in cleaning the inside and outside of the truck.

APPENDIX G – PSA DUTIES AND RESPONSIBILITIES FOR CONVENIENCE CENTER ATTENDANTS

1. Inspect each load entering the convenience site and assist citizens with the disposal location of items.
2. Must be capable to operate some equipment (garbage truck used as a compactor).
3. Place as much debris as possible in trucks provided (Dora Highway and Dublin).
4. Debris that is not for recycling or placed in the trucks is to be placed in open top containers for disposal at NRRA. Containers are to be loaded level and not over the top.
5. Glass and plastics are to be comingled in the same container for recycling.
6. Metal for recycling is to be placed in the appropriate container for recycling.
7. Newspaper for recycling is to be placed in the appropriate container for recycling.
8. Batteries are to be placed on pallets for recycling.
9. Notify supervisors when containers are full and in need of being emptied.
10. Report any unauthorized dumping or dumping of unacceptable items left at the Convenient Centers.
11. Clean in and around all containers once they are removed for disposal at NRRA or recycling.
12. Must make sure that the grounds are kept clean and free of trash and that all waste and other items are placed in the proper location.
13. Must lock and secure sites at the end of the workday.

14. Attendants must adhere to the PSA Policy on the removal of items from the Convenience Center.
15. This description is not all inclusive. Any questions about the daily operation of the convenient centers should be directed to the immediate supervisor as soon as possible.

APPENDIX H - PSA CONENIENCE CENTER HOURS OF OPERATION

Dublin	Monday thru Saturday	8:00 am – 5:00 pm
	Sunday	1:00 pm – 5:00 pm
Dora Highway	Monday thru Friday	1:00 pm – 5:00 pm
	Saturday	8:00 am – 5:00 pm
	Daylight Savings Time Hours	
	Monday thru Friday	3:00 pm – 7:00 pm
	Saturday	8:00 am - 5:00 pm
Fairlawn	Monday thru Friday	1:00 pm – 5:00 pm
	Saturday	8:00 am – 5:00 pm
	Daylight Savings Time	
	Monday thru Friday	3:00 pm – 7:00 pm
	Saturday	8:00 am – 5:00 pm

APPENDIX I - PSA CONVENIENCE CENTER ITEMS ACCEPTED FOR DISPOSAL

Air conditioners	Refrigerators
Batteries	Tires
Building materials	Wood
Brush (less than 6" in diameter)	**Unacceptable Items:**
Glass	Asbestos
Household waste	Chemicals
Metals	Hydraulic Oil
Newspapers	Motor Oil
Plastics	Any type of hazardous waste

APPENDIX J - PSA PERSONAL PROTECTIVE EQUIPMENT (PPE)

Sanitation Department:

The Pulaski County Public Service Authority Sanitation Department is responsible for the collection of waste throughout the County. This department operates trucks and equipment on prescribed routes throughout the County and Town of Pulaski on a regular basis. There are many hazards associated with

this job; therefore, the use of personal protective equipment (PPE) is required. The following PPE is required as follows for this department and must be worn at all times while working:

- Steel Toed Shoes
- Gloves
- ANSI Wear (Safety) - Vests must be worn at all times or short and/or long-sleeve ANSI wear shirts or coats. ANSI wear jeans are optional as long as the torso is covered in some sort of ANSI wear.
- Safety Glasses

Pulaski County Public Service Authority Water & Waste Water Department & PSA Construction Inspector:

The Pulaski County Public Service Authority Water and Waste Water Department is responsible for the water and waste water throughout the County. This department operates various trucks and equipment on a daily basis throughout the County. There are many hazards associated with this job; therefore, the use of personal protective equipment (PPE) is required. The following PPE is required as follows for this department and must be worn at all times while working:

- Steel Toed Shoes
- Gloves
- ANSI Wear (Safety) - Vests must be worn at any time the employee is working along VDOT right of way.
- Safety Glasses

Pulaski County PSA will abide by all OSHA standards at all times; therefore, this policy may be updated as needed to ensure all hazards and safety standards have been identified.

Supervisors are required to provide training to new employees of these departments prior to the employee beginning work and annually to all employees as follows:

- When PPE is necessary
- What PPE is necessary
- How to properly don, doff, adjust and wear PPE
- The limitations of the PPE
- The proper care, maintenance, useful life and disposal of PPE

ACKNOWLEDGMENT AND RECEIPT OF PERSONNEL POLICY

I acknowledge that I have received the most recently updated paper copy version, or that I have been provided access to an electronic, or downloadable version of the most recently updated Pulaski County Personnel Policy and agree that it supersedes and replaces all prior personnel policies. I understand it is my responsibility to read, understand and comply with the policies, procedures and other information contained in the personnel policy. I agree I have read or will do so with the version provided to me, and I will continue to do so with any future updates or changes.

Please find electronic copy here: https://www.pulaskicounty.org/employee-resources.html

Go to section labeled: Employee Resources - Under Helpful Links & Documents - Personnel Policy and click the personnel policy link to view.

If you do not have computer access and wish to have a hardcopy printed for your records, please contact the HR office at 540-994-2439.

I understand that the information in the personnel policy represents guidelines only and that Pulaski County reserves the right to modify this personnel policy or amend or terminate any policies, procedures, or employee benefit programs, whether or not described in this personnel policy, at any time, or to require and/or increase contributions toward any benefit programs.

I understand that this personnel policy is not a contract of employment, express or implied, between me and Pulaski County, and that I should not view it as such, or as a guarantee of employment for any specific duration. I also understand that my employment is at-will and either myself or Pulaski County may terminate the employment relationship at any time, for any reason, with or without cause or notice.

I further understand that no supervisor or representative of Pulaski County, other than the County Administrator, has any authority to enter into any agreement guaranteeing employment for any specified period of time. I also understand that any such agreement, if made, shall not be enforceable unless it is in a formal written agreement signed by both me and someone from the County's Management Team.

ELECTRONIC COPY ONLY: Please note that you are declining a paper copy and will go to the link above to view, read and understand the Personnel Policy by signing below. If you have any questions, please reach out to a Human Resources contact on the Employee Resources page on Pulaski County's website.

_____ _____

Employee Name (Print) Employee Signature

PAPER COPY ONLY: Initialing below will acknowledge that you are requesting a paper copy of the personnel policy to either be given during orientation or picked up at a later date.

_____ _____ _____

Employee Initials Date Employee Signature to Confirm Receipt

_____HR ONLY_____

☐ Received Paper Copy _____ Date given to Employee ☐ Viewing Electronic Copy