

AGENDA NOTE – HRPDC QUARTERLY COMMISSION MEETING

ITEM #8H: REVISIONS TO THE HRPDC/HRTPO PERSONNEL MANUAL

SUBJECT:

Updates to the HRPDC/HRTPO Personnel Manual.

BACKGROUND:

The HRPDC/HRTPO personnel manual is regularly reviewed to ensure the most accurate and up-to-date information is provided to employees as it relates to their employment with the HRPDC and HRTPO. Listed below are several updates as well as new sections that have been added to the manual to reflect the current policies and practices of the HRPDC/HRTPO. As necessary, changes have been reviewed with legal counsel to ensure compliance with federal and state law. The HRPDC/HRTPO Personnel and Budget Committee met with the Executive Director and the Human Resources Administrator on January 16, 2014 prior to the HRPDC and HRTPO board meetings to review the changes.

Section III.C.1 (page 3). This section has been added to address attendance standards and expectations of employees.

Section III.C.4 (page 4). This section has been added to address the federal mandate regarding employers to offer reasonable breaks for nursing mothers.

Section III.D (pages 5-6). This section has been updated to address ethical expectations, conflicts of interest and outside activities.

Section III.E (pages 8-11). This section has been updated as follows:

- Separates discriminatory harassment and sexual harassment into distinct sections
- Includes a new section to address bullying
- Includes a new section which outlines manager/supervisor responsibilities

Section III.F (page 11). This section has been updated to include the prohibition of reporting to work under the influence of alcohol or drugs.

Section III.G (pages 13-16). This is a new section that addresses Weapons and Violence in the Workplace.

Section V.E (page 28). This section has been revised to more accurately reflect the HRPDC's current recruitment, application and background check processes.

Section VI.C (pages 33-34). This is a new section that addresses a new Paid Time Off (PTO) policy for employees who participate in the VRS Hybrid Retirement Plan.

Section VI.H (page 37). This section has been updated and renamed from "Jury Duty Leave" to "Civil Leave" and includes a new provision that addresses employees subpoenaed to appear in court.

Sections VII.A.3 and VII.A.4 (pages 41-42). These sections have been added to address enrollment in HRPDC/HRTPO health plans and “qualifying events” that may allow employees to change their health care coverage options mid-year.

Sections VII.C.2 through VII.C.4 (pages 42-43). These sections have been added to address the short-term and long-term disability and long-term care components of the VRS Hybrid Retirement Plan.

Section VII.D (pages 44-45). This section has been updated to reflect how Workers’ Compensation Benefits will be coordinated and paid and adds the new requirement for employee use of a panel of physicians.

Section X (pages 57-59). This section has been updated to more accurately reflect the HRPDC/HRTPO performance policy and standards, and includes new sections addressing the distinction between poor performance and misconduct and use of the HRPDC/HRTPO Employee Assistance Program (EAP).

Section XI (pages 60-64). This section has been revised to more accurately reflect the HRPDC/HRTPO discipline policy. New sections have been included that provide guidelines and procedures for disciplinary actions.

Section XV (page 88 & Appendix F). This section has been updated to reflect the current HRPDC/HRTPO policy on information technology.

Section XVI (pages 89-90). This is a new section that addresses the use of HRPDC/HRTPO Equipment and Vehicles.

Section VII (page 91). This is a new section that addresses the record retention policy of the HRPDC/HRTPO.

Section XIX.C (page 93-95). This section has been updated to reflect the policy of the HRPDC/HRTPO on office closures due to hazardous weather and emergency situations.

RECOMMENDED ACTION:

The Personnel and Budget Committee recommends approval of the revised HRPDC/HRTPO Personnel Manual.