Preface

The Loudoun County Human Resources Handbook has been prepared as a general statement of Loudoun County Government personnel policies and procedures. The Handbook is not intended to cover every contingency and condition which may arise during the course of employment. The language in this Handbook is not intended to create or to be construed as an employment contract, nor to alter the nature of the County's at-will employment relationship with employees. The County reserves the right to modify, discontinue or add policies or procedures, except the at-will policy, at any time. These personnel policies are applicable to classified employees of Loudoun County Government and do not apply, unless otherwise authorized, to unclassified employees, consultants, contractors, members of Boards or Commissions, elected or appointed officials, volunteers, employees of the school system, or employees of other organizations.
# TABLE OF CONTENTS

## CHAPTER 1  GENERAL PRINCIPLES AND GOVERNING POLICIES

<table>
<thead>
<tr>
<th>Purpose and Intent</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 Authority</td>
<td>1</td>
</tr>
<tr>
<td>1.1 Administration and Enforcement</td>
<td>2</td>
</tr>
<tr>
<td>1.2 Interpretation</td>
<td>2</td>
</tr>
<tr>
<td>1.3 Scope</td>
<td>2</td>
</tr>
<tr>
<td>1.4 Merit Principles</td>
<td>3</td>
</tr>
<tr>
<td>1.5 Equal Employment Opportunity</td>
<td>3</td>
</tr>
<tr>
<td>1.6 Equal Employment Opportunity Plan</td>
<td>6</td>
</tr>
<tr>
<td>1.7 Employee Advisory Committee</td>
<td>7</td>
</tr>
<tr>
<td>1.8 Protection of Personnel Information</td>
<td>7</td>
</tr>
<tr>
<td>1.9 Availability of Policies and Regulations</td>
<td>7</td>
</tr>
</tbody>
</table>

## CHAPTER 2  EMPLOYMENT

<table>
<thead>
<tr>
<th>Purpose and Intent</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.0 Administration and Coverage</td>
<td>1</td>
</tr>
<tr>
<td>2.1 Competition for County Positions</td>
<td>1</td>
</tr>
<tr>
<td>2.2 Selection of Employees for County Positions</td>
<td>2</td>
</tr>
<tr>
<td>2.2.01 Authority</td>
<td>2</td>
</tr>
<tr>
<td>2.2.02 Selection Procedures</td>
<td>2</td>
</tr>
<tr>
<td>2.2.03 Employment of Minors</td>
<td>3</td>
</tr>
<tr>
<td>2.2.04 Physical Examination Policy for Public Safety Personnel</td>
<td>4</td>
</tr>
<tr>
<td>2.2.05 Alcohol &amp; Controlled Substance Drug Testing for Transportation Employees</td>
<td>8</td>
</tr>
<tr>
<td>2.3 Personnel Files</td>
<td>8</td>
</tr>
<tr>
<td>2.3.01 Content of Official Personnel Files</td>
<td>8</td>
</tr>
<tr>
<td>2.3.02 Protection of Information and Access to Files</td>
<td>9</td>
</tr>
<tr>
<td>2.3.03 Providing Employee References</td>
<td>9</td>
</tr>
<tr>
<td>2.4 Nepotism and Conflict of Interest</td>
<td>9</td>
</tr>
<tr>
<td>2.5 Authorized County Property</td>
<td>10</td>
</tr>
<tr>
<td>2.6 Employment Status</td>
<td>10</td>
</tr>
<tr>
<td>2.7 Probation</td>
<td>11</td>
</tr>
<tr>
<td>2.8 Holding Multiple County Positions</td>
<td>11</td>
</tr>
</tbody>
</table>

TOC updated: April 2016
CHAPTER 3 EMPLOYEE CONDUCT
3.0 Code of Conduct .................................................................................. 1
3.1 Drug-Free Workplace ........................................................................... 2
3.2 Smoking in County Buildings and Vehicles ........................................ 3
3.3 Personal Appearance ............................................................................ 4
3.4 Public Relations ................................................................................... 4
3.5 Political Activity ................................................................................... 5
3.6 Outside Employment ........................................................................... 6
3.7 Gifts and Gratuities ............................................................................. 6
3.8 Vehicle Safety and Driving Policy ....................................................... 6
3.9 Bloodborne Pathogens ....................................................................... 10
3.10 Workplace Violence Policy ............................................................... 12

CHAPTER 4 WORK ACTIVITY
Purpose and Intent ..................................................................................... 1
4.0 Administration ..................................................................................... 1
4.1 Coverage ............................................................................................. 1
4.2 Work Activity ........................................................................................
4.2.01 County Business Hours ............................................................... 1
4.2.02 Authorized Workweeks and Work Hours ..................................... 2
4.2.03 Flexible Scheduling ..................................................................... 3
4.2.04 Authorized Work Activity ............................................................. 4
4.2.05 Meal Break .................................................................................... 5
4.2.06 Other Breaks ................................................................................. 5
4.2.07 Employees as Volunteers ............................................................... 6
4.2.08 Volunteers Who Are Not Employees ......................................... 6
4.3 Telecommuting Policy and Procedural Guidelines ............................... 8

CHAPTER 5 CLASSIFICATION AND PAY PLAN
Purpose and Intent ..................................................................................... 1
5.0 Official Copy of Classification and Pay Plan ......................................... 1
5.1 Schematic List and Salary Schedule ................................................... 1
5.2 Job Classifications and Class Specifications ...................................... 1
5.3 Maintenance of the Classification and Pay Plan ................................ 2
5.4 Amendments to the Classification and Pay Plan ................................ 2
5.5 Job Analysis and Classification Review ............................................. 2
5.6 Pay ..................................................................................................... 3
5.6.01 New Hires .................................................................................... 4
5.6.02 Acting Appointments ................................................................... 4
5.6.03 Pay for Transfers, Promotions and Demotions .............................. 5
5.6.04 Reinstatement .............................................................................. 6
5.6.05 Compensation beyond Authorized Workday and Workweek ...... 6
5.6.06 Pay when County Government is Closed .................................... 9
5.6.07 On-Call Pay ................................................................................ 10
5.6.08 Salary Adjustments ...................................................................... 11
5.6.09 Salary Progression Within a Payband ......................................... 11
5.6.10 Off-Duty Community Event Overtime ........................................ 12
CHAPTER 6 BENEFITS AND LEAVE

Purpose and Intent.................................................................................. 1

6.0 Administration .................................................................................. 1

6.01 Definitions....................................................................................... 1

6.1 Eligibility and Coverage................................................................. 2

6.2 Leave Authorization and Reporting ............................................. 4

6.2.01 Approval and Reporting ............................................................. 4

6.2.02 Abuse of Leave ........................................................................... 4

6.3 Paid Holidays .................................................................................... 5

6.4 Types of Leave .................................................................................. 6

6.4.01 Annual Leave ............................................................................. 6

6.4.02 Family and Medical Leave (FMLA) ........................................ 7

6.4.03 Sick Leave .................................................................................. 9

6.4.04 Leave Donations ...................................................................... 10

6.4.05 Exchange Time Leave ............................................................... 11

6.4.06 Personal Leave Days ................................................................. 12

6.4.07 Injury Leave as Supplement to Workers’ Compensation ...... 13

6.4.08 Bereavement Leave ................................................................. 14

6.4.09 Administrative Leave ............................................................... 14

6.4.10 Court Leave ............................................................................ 15

6.4.11 Military Leave .......................................................................... 15

6.4.12 Unscheduled Leave ................................................................. 16

6.4.13 Leave Without Pay ................................................................. 16

6.4.14 Exceptional Performance/Recognition Leave ..................... 18

6.5 School to County “Transfers” ....................................................... 18

Appendix A Benefits Eligibility Summary ......................................... A-1
CHAPTER 9 - NON-DISCIPLINARY SEPARATIONS

Purpose and Intent.................................................................1

9.0 Resignation ........................................................................1
  9.0.01 Notice of Resignation ..................................................1
  9.0.02 Notice Periods .............................................................1
  9.0.03 Withdrawal of Resignation ............................................1
  9.0.04 Abandonment of Position ............................................2

9.1 Retirement .........................................................................2
  9.1.01 Information and Assistance ...........................................2
  9.1.02 Notice Periods when Retiring ........................................2

9.2 Disability Separations.......................................................3
  9.2.01 Condition Affecting Ability to Perform .........................3
  9.2.02 Determination of Condition .........................................3
  9.2.03 Decision After Medical Determination .........................3
  9.2.04 Providing Information to Department .........................4

9.3 Reduction in Force..........................................................5
  9.3.01 General Requirements ...............................................5
  9.3.02 Identification of Affected Positions ...............................5
  9.3.03 Identification of Affected Positions with Multiple Incumbents ......6
  9.3.04 Exemption from Retention Priority for Positions with Multiple Incumbents .........................................................8
  9.3.05 Employees in a Leave Status ........................................8
  9.3.06 Employee Separation Notice ........................................8
  9.3.07 Transfer of Affected Employees ......................................9
  9.3.08 Transition Assistance ...............................................10
  9.3.09 Reemployment .........................................................10

9.4 Departure Procedures .....................................................11
  9.4.01 Administrative Requirements ......................................11
  9.4.02 Exit Interviews ..........................................................11
CHAPTER 10 - DISCIPLINE AND DISCIPLINARY TERMINATIONS

Purpose and Intent.................................................................1
10.0 General Policies..............................................................1
10.1 Disciplinary Authority.....................................................3
10.2 Warning and Discipline of Regular Employees for Misconduct ....4
    10.2.01 Categories of Misconduct ......................................4
            (A) Lesser Misconduct ............................................4
            (B) Serious Misconduct ...........................................4

    10.2.02 Warnings and Disciplinary Actions ............................5
            (A) Counseling .....................................................5
            (B) Letter of Warning ............................................5
            (C) Letter of Reprimand .........................................6
            (D) Suspension without Pay ....................................7
            (E) Demotion .......................................................8
            (F) Termination ....................................................10

10.3 Warning and Discipline of Regular Employees for Unsatisfactory
    Performance/Non-Performance of Job Duties ..........................12
    10.3.01 Performance Standards .........................................12

    10.3.02 Addressing Unsatisfactory Performance ........................13
            (A) Counseling .....................................................13
            (B) Letter of Warning ............................................13
            (C) Letter of Reprimand .........................................14
            (D) Suspension Without Pay ....................................15
            (E) Demotion .......................................................17
            (F) Termination ....................................................18

10.4 Grievance Rights and Time Limits ......................................20

10.5 Temporary Employees .....................................................20

10.6 Probationary Employees ..................................................21

10.7 Sworn Employees of Constitutional Officers ..........................21
CHAPTER 11 COMPLAINTS AND GRIEVANCES

Purpose and Intent .................................................................................. 1
11.0 Definition of a Grievance ................................................................. 1
11.1 Management Responsibilities .......................................................... 1
11.2 Coverage of Personnel ................................................................... 2
11.3 Parties to a Grievance ...................................................................... 3
11.4 Effect on Other Rights and Procedures ............................................. 3
11.5 Qualification for Panel Hearing ....................................................... 3
11.6 Compliance ..................................................................................... 4
11.7 General Process ............................................................................. 5
11.8 Consolidation and Adjournment ...................................................... 5
11.9 Grievance Procedure ...................................................................... 6
11.10 Convening the Panel Hearing ......................................................... 8
11.11 Document Exchange Prior to Conduct of the Panel Hearing .......... 10
11.12 Conduct of the Panel Hearing ......................................................... 10
11.13 Decision of the Grievance Panel .................................................... 13
11.14 Implementation of Remedy ............................................................. 14
11.15 Computation of Time ................................................................... 15

Appendix A - Grievance Forms ................................................................. A-1
  Employee Grievance Form
  Griev. Reply at Step 2 & Employee Answer Form
  Griev. Reply at Step 3 & Employee Answer Form/Request for Panel Hrng.
  Decision of Panel Form
  Determination of Grievability or Compliance Form

DEFINITIONS .......................................................................................... D-1

SUBJECT INDEX ..................................................................................... S-1