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## INTRODUCTION

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*APPLICATION: Classified employees.*

### PURPOSE

It is the Commonwealth's objective to promote equitable and consistent human resource policies that specifically prohibit discrimination on the basis of race, sex, color, national origin, religion, sexual orientation, *gender identity*, age, veteran status, political affiliation, *genetics*, or disability. This Policy manual addresses the rights and responsibilities of Executive Branch agency employees covered by the Virginia Personnel Act ("classified employees"). Additionally, certain policies address wage employees, "At-Will" employees and applicants for employment.

*Policy amended January, 11, 2014 per Executive Order Number 1 (2014) Equal Opportunity.*

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### DEFINITIONS

#### Code of Virginia

A compilation of the statutory laws of the Commonwealth.

#### Covered Employee

Employees covered under the Virginia Personnel Act are referred to as classified employees.

#### Classified

Employees who are assigned to positions within the occupational families listed in the Commonwealth's Compensation Plan. These employees are covered by the provisions of the Virginia Personnel Act (Title 2.2, § 2.2-2900 of the Code of Virginia), once they have completed the probationary period.

#### Restricted

Classified employees whose positions receive 10 percent or more of required funding from non-continuous or non-recurring funding sources, such as grants, donations, contracts, capital outlay projects, or higher education auxiliary enterprise revenues, are designated as restricted employees. Restricted employees have access to the provisions of Policy 1.30, Layoff, only if their immediate prior service was in a non-restricted, full-time classified position. Employees may have access to the provisions of Policy 1.57, Severance Benefits.

#### Department of Human Resource Management (DHRM)

The State agency authorized to develop and interpret human resource policies in accordance with Title 2.2, Chapter 12 of the Code of Virginia.

#### Human Resource

Provides agencies the basic tools and resources needed to administer

**Management Manual**

their agency's human resource program. The content of this manual should not be construed as policy; rather it should be used in conjunction with the human resource policies developed by the DHRM. Should there be a conflict between policy and the HR Management manual, the policy prevails.

**Personnel  
Management  
Information System  
(PMIS)**

An on-line transaction-based HR management system. PMIS contains employee and benefits records of all active and separated employees for the executive branch, higher education faculty, and employees of certain agencies exempt from the provisions of the Virginia Personnel Act. PMIS consists of a database that is used for processing and managing employee, compensation, health benefits and other related data.

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**GENERAL  
PROVISIONS**

This policy manual contains general statements of policy but not detailed procedural guidelines for each policy. These policies do not constitute a contract of any kind, expressed or implied.

DHRM may add to the policies in the manual, revoke or modify them from time to time. DHRM makes every effort to keep this manual current, but there may be times when policies will change before this material can be revised.

Procedures for implementing particular policies may exceed the scope of this manual. In such cases, policies refer to specific sections of procedural manuals such as the Human Resource Management Manual, the Employee Suggestion Program Manual, the PMIS User's Manual, etc. that set forth the relevant procedures (available on the web at [www.dhrm.virginia.gov](http://www.dhrm.virginia.gov).)

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**AGENCY  
RESPONSIBILITY**

Agencies should use this manual in conjunction with other manuals such as the Human Resource Management Manual, the PMIS User's Manual, the Employee Recognition Program Handbook, and the Health Insurance Manual (HIM), as an integrated system of human resource policies and procedures.

**Policy Application**

Ensure the fair and consistent application of all State and agency policies.

**Distribution**

Provide employees with appropriate training/orientation regarding policies and ensure that they have access to policies and information. Ensure that employees are made aware of new and or revised policies in a timely manner.

**Agency policies**

Agencies are authorized to develop Human Resource policies that do not conflict with state policies or procedures. Accordingly, agencies may be directed to make appropriate changes to policies that conflict

with those promulgated by DHRM. Agencies are encouraged to seek guidance and assistance from DHRM when developing agency-specific policies or guidelines.

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**INTRODUCTION**

**POLICY NO.:** 1.01  
**EFFT. DATE:** 9-16-93  
**REV. DATE:** 5-16-06

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**DHRM  
RESPONSIBILITY**

Develop new or revise existing policies. Ensure proper distribution of policies and or availability on DHRM's website in a timely manner. Respond to changes in state or federal law that impact policies.

Provide consistent policy interpretation to agency human resource staff and employees.

Review agency policies as appropriate to ensure compliance with DHRM policies and provide input and assistance as needed.

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**AUTHORITY**

The Department of Human Resource Management issues this policy pursuant to the authority provided in Chapter 12, Title 2.2, of the Code of Virginia.

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**INTERPRETATION**

The Director of the Department of Human Resource Management is responsible for the official interpretation of this policy, in accordance with §2.2-1201 of the Code of Virginia.

Questions regarding the application of this policy should be directed to the Department of Human Resource Management's Office of Agency Human Resource Services.

The Department of Human Resource Management reserves the right to revise or eliminate this policy at any time.

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