



**DEPARTMENT OF HUMAN RESOURCE MANAGEMENT
POLICIES AND PROCEDURES MANUAL**

TABLE OF CONTENTS

General Policies

Policy Number	Policy Name	Effective Date	Revised Date
1.01	Introduction	9/16/93	5/16/06 <i>Amendment 1-11-14</i>
1.05	Alcohol and Other Drugs <ul style="list-style-type: none"> • Summary of the CoVA Policy on Alcohol and Other Drugs Attachment I 	9/16/93	11/29/06 3/2004
1.10	Service Recognition	9/16/93	4/25/05
1.20	Employee Recognition Programs <ul style="list-style-type: none"> • Handbook 	9/16/93	7/01/05 1/30/01
1.25	Hours of Work <ul style="list-style-type: none"> • Interpretive Policy Guide – Schedule Adjusting 	9/16/93	11/10/04 Undated
1.30	Layoff <ul style="list-style-type: none"> • Layoff Policy Exceptions – 2009 • Interpretive Policy Guide – Withdrawing Retirement Account and Layoff • Implementation Procedures for 32-Hour per Week Classified Employee • How to Use Your Layoff Benefits • Notice of Layoff – L-1 Form – Attachment B • Re-Employment Opportunities Pool 	9/25/00	5/16/06 <i>Amendment 10-1-14</i> 2009 Undated 9/29/03 10/17/02 <i>Amendment 10-1-14</i> 10/2007 <i>Eliminated 10-1-14</i>
1.35	Emergency Closings	2/14/00	5/12/05
1.40	Performance Planning and Evaluation <ul style="list-style-type: none"> • Interpretive Policy Guide – The Performance Planning Meeting • Acknowledgement of Extraordinary Contributor Attachment A • Instructions for Completing Employee Work Profile Appendix E • Employee Work Profile – Attachment B • Guide for Designing an Employee Work Profile Appendix E • Interim Evaluation Form - Attachment D 	4/01/01	8/01/01 <i>Amendment 7/10/07</i> Undated Undated Undated Undated Undated



DEPARTMENT OF HUMAN RESOURCE MANAGEMENT POLICIES AND PROCEDURES MANUAL

TABLE OF CONTENTS

Policy Number	Policy Name	Effective Date	Revised Date
	<ul style="list-style-type: none">• Notice of Improvement Needed/Substandard Performance – Attachment E• Performance Increases and Formula – Attachment F	Undated	
1.45	Probationary Period	9/25/00	5/16/06 <i>Amendment 1-11-14</i>
	<ul style="list-style-type: none">• Probationary Progress Review Form	Undated	
1.50	Public and Private Employee Interchange	9/16/93	3/2004 1/14/10
1.55	Return to State Service (Policy deleted)	9/16/93	
	<ul style="list-style-type: none">• Return to State Service Guidelines	5/16/06	
1.57	Severance Benefits	1/01/95	8/10/02
	<ul style="list-style-type: none">• Implementation Procedures for 32-Hour per Week Classified Employee• Chart of Severance Benefits – Attachment B	9/29/03 Undated	
1.60	Standards of Conduct	9/16/93	4/16/08 6/01/11 <i>Amendment 1/10/12</i>
	<ul style="list-style-type: none">• Written Notice Form• Example of Offenses – Attachment A	4/16/08	8/14/12
1.61	Telework	2/14/00	9/10/05 7/25/08 7/01/12
	<ul style="list-style-type: none">• Sample Telework Agreement - Attachment A• Work Mode Categories Guide		7/18/12
1.65	Temporary Work Force Reduction	9/16/93	5/16/06
	<ul style="list-style-type: none">• Notice of Temporary Work Force Reduction Form – Attachment A	10/2002	
1.70	Termination/Separation from State Service	9/16/93	5/2004
1.75	Use of Electronic Communications & Social Media	8/01/01	3/17/11
	<ul style="list-style-type: none">• Use of Electronic Communications and Social Media Certificate of Receipt - Attachment A	Undated	
1.80	Workplace Violence	5/01/02	
1.90	Workforce Planning	9/25/03	8/25/10



**DEPARTMENT OF HUMAN RESOURCE MANAGEMENT
POLICIES AND PROCEDURES MANUAL**

TABLE OF CONTENTS

Policy Number	Policy Name	Effective Date	Revised Date
Equal Opportunity and Employment Practices			
2.05	Equal Employment Opportunity	9/25/00	5/16/06 2/05/10 <i>Amendment 1-11-14</i>
	<ul style="list-style-type: none"> • Policy Guide – Federal and State Poster Requirements 	Undated	
2.10	Hiring	9/25/00	5/16/06 2/05/10 6/01/11 7/01/12 <i>Amendment 1-11-14</i>
	<ul style="list-style-type: none"> • Policy Guide – Hiring/Veteran’s Preference • Policy Guide – Hiring Members of the Va. National Guard • Policy Guide – Hiring Surviving Spouse or Child of a Veteran (Killed in the Line of Duty) • Policy Guide – Treatment of Veteran Related Questions on State Application • Policy Guide – Withdrawing an Employment Offer • Policy Guide – What is a “Sensitive” Position? • Policy Guide – Retirement Boomerang • Policy Guide – Criminal History Records • Implementation Procedures for 32-Hour per Week Classified Employee • Sample Release Form for Fingerprint-Based Background Checks • Sample Release of Information Form Attachment A • Return to State Service Chart Attachment B • Exceptional Recruitment Incentive Options Chart Attachment C • Service Credit Application 	4/30/99 7/01/12 7/01/12 7/01/12 Undated Undated Undated 9/29/03 Undated Undated Undated 3/01/01 Undated	1/17/12 7/01/12



**DEPARTMENT OF HUMAN RESOURCE MANAGEMENT
POLICIES AND PROCEDURES MANUAL**

TABLE OF CONTENTS

Policy Number	Policy Name	Effective Date	Revised Date
2.20	Types of Employment <ul style="list-style-type: none"> • Memo on Policy 2.20, 1500 Hours Modification • Policy Modification – “Quasi-Full-Time” (“Q”) Status • Quick Reference Guide – Status and Eligibility For Benefits – Classified Employees 	9/16/93 4/11/13 2/15/08 1/2008	06/10/07
2.30	Workplace Harassment	5/01/02	5/16/06 2/05/10 <i>Amendment 1-11-14</i>

Compensation Management

3.05	Compensation <ul style="list-style-type: none"> • Policy Guide – Voluntary Transfer Non-Competitive • July 1, 2003 – Addendum – Northern VA • Pay Practices Chart - Attachment A • Non-Base Pay Options Chart – Attachment B • Exceptional Recruitment and Retention Options Chart – Attachment C 	9/25/00 Undated 6/25/03 9/25/00 9/25/00	4/25/05 <i>Amendment 1-11-14</i>
3.10	Compensatory Leave	9/16/93	03/2004
3.15	Overtime Leave <ul style="list-style-type: none"> • Policy Guide – Limits on the Accumulation of Overtime Leave 	8/16/93 Undated	6/10/07

Benefits Management

4.05	Civil and Work Related Leave	9/16/93	6/10/07
4.10	Annual Leave <ul style="list-style-type: none"> • Policy Guide – Service Credit 	9/16/93 2002	7/10/04
4.15	Educational Leave	9/16/93	05/2004
4.17	Emergency/Disaster Leave	9/25/03	



**DEPARTMENT OF HUMAN RESOURCE MANAGEMENT
POLICIES AND PROCEDURES MANUAL**

TABLE OF CONTENTS

Policy Number	Policy Name	Effective Date	Revised Date
4.20	Family and Medical Leave <ul style="list-style-type: none"> • Implementation Procedures for 32-Hour per Week Classified Employees • June 16, 1997 Revision • Policy Guide (Qualifying Exigency) 	9/16/93 <i>Amendment 10-7-14</i> 9/29/03	6/16/97 1/13/10 6/16/97 2/28/08
4.25	Holidays <ul style="list-style-type: none"> • Quick Reference Guide (Holiday Pay Calculation Guide for Alternate Work Schedules) 	9/16/93	6/10/07 5/02/12 5/02/12
4.30	Leave Policies – General Provisions <ul style="list-style-type: none"> • Quick Reference Guide – Impact of Leave on Basic Benefits – Classified Employees • Rounding Table 	9/16/93 1/2008 7/01/03	04/2004
4.35	Leave Sharing <ul style="list-style-type: none"> • Recipient Application Leave Sharing Program- Attachment A • Donor Form – Leave Sharing Program - Attachment B 	9/16/93 Undated Undated	5/01/02 11/25/13
4.37	Leave to Donate Bone Marrow or Organs	7/01/01	
4.40	School Assistance and Volunteer Service Leave	7/01/01	11/25/05 1/26/10
4.45	Leave Without Pay – Conditional/Unconditional	9/16/93	05/2004
4.50	Military Leave <ul style="list-style-type: none"> • Policy Guide – Use of Accrued Leave During Military Duty • Policy Guide – Reminders Regarding Military Leave Issues • Application for Military Leave Bank • Military Leave Worksheet 	9/16/93 Undated Undated Undated 2/04/05	7/10/04
4.52	Public Health Emergency Leave	6/10/07 <i>Amendment 10-7-14</i>	



**DEPARTMENT OF HUMAN RESOURCE MANAGEMENT
POLICIES AND PROCEDURES MANUAL**

TABLE OF CONTENTS

Policy Number	Policy Name	Effective Date	Revised Date
4.55	Traditional Sick Leave	9/16/93	7/10/04 <i>Amendment 6-25-14</i> <i>Amendment 10-7-14</i>
4.57	Virginia Sickness and Disability Program	1/01/99	11/25/05 11/25/13
	<ul style="list-style-type: none">• Worker's Compensation Intermittent Time Loss Spreadsheet• Disability Benefits Chart	Undated	7/01/09
4.60	Workers' Compensation	9/16/93	5/2004

Management Development and Training

5.05	Employee Training and Development	9/16/93	5/16/06 <i>Amendment 1-11-14</i>
5.10	Educational Assistance	5/01/02	
	<ul style="list-style-type: none">• Policy Guide – Educational Assistance	Undated	

Records Management

6.05	Personnel Records Disclosure	9/16/93	7/01/05
6.10	Personnel Records Management	9/16/93	12/1999