



July HR Highlights

DHRM Policy Revisions: Policy 1.35, Emergency Closings and Policy 1.70, Separation from State Service

The DHRM Policy team is actively engaged in reviewing and updating policies that are applicable to the Executive Branch Agencies. [Policies 1.35](#), Emergency Closings and [1.70](#), Separation from State Service are revised effective 7/10/24 and published to the DHRM webpage at the Policies and Resources tab. Agencies are encouraged to review and update their relevant Agency policies and procedures. Significant changes to the policies are noted below. Please direct questions to policy@dhrm.virginia.gov.

Policy 1.35, Emergency Closings

- It is recommended that Agency Heads collaborate with other Agency Heads regarding isolated emergency situations affecting a shared facility so there is consistency in action and communication to employees.
- It is recommended that Agencies notify their respective Cabinet Secretaries via email of emergency closing decisions for isolated emergency situations affecting an agency or a work location. This enables the Secretary's office to respond to queries from constituents or other agencies.
- Agencies shall inform their agency employees of their internal procedures regarding emergency closings during onboarding and annually, thereafter.
- Clarification that employees who are designated as **essential** during emergency closings shall not telework unless directed to do so by agency management.
- **Non-essential** employees who are eligible to telework shall work remotely during emergency closings. Agencies must communicate these expectations to employees and document the expectation in the Telework Agreement. Employees who are not already eligible to telework may be permitted or required to telework during an emergency closing provided the employee has the necessary tools that meet agency IT security standards.
- Employees who are on pre-approved leave during an emergency closing will not have that leave time restored. The emergency closing is not applicable because the employees are not expected to work on the day (or partial day) of the closing.

Policy 1.70, Separation from State Service

1. Clarification of Voluntary Separation and Involuntary Separation
2. Agencies should explain the impact of a break in service to separating employees and ask if they are moving to a position with another state agency. This information is needed to best facilitate the transfer of leave balances, benefits, and to ensure a record of continuous employment.
3. DHRM urges agencies to exercise due diligence in approving extended leave usage prior to an employee's separation from state government. Agency Managers are encouraged to grant the

use of such leave on a limited basis to avoid operational staffing issues, and additional costs via the payment of overtime or other alternative staffing arrangements.

4. For involuntary separations, agencies shall not permit the use of paid leave to extend the employee's discharge date. For voluntary separations, to include service retirements, agencies may allow for reasonable use of available leave balances per the agency's normal leave usage processes.
5. Agencies are required to establish and administer off-boarding procedures and encouraged to conduct [exit interviews](#).
6. Clarification of rehire eligibility as specific only to the separating agency. If an employee is not considered to be eligible for rehire at one specific agency, based on documented misconduct addressed with the employee, this does not necessarily preclude the hiring of that employee at another state agency.