

Summary of Changes to DHRM Policy 1.60, Standards of Conduct

[DHRM Policy 1.60](#), Standards of Conduct is revised to include, but is not limited to, the following revisions and additions. Please review the revised policy and address questions to policy@dhrm.virginia.gov.

	Policy Section and Page No.	Comments
Addition	Table of Contents, page 2	Added a Table of Contents to improve user's ability to locate policy language.
Addition	Agency Responsibilities, page 4	Instructs agencies to conduct a fact-finding review and/or an administrative investigation into alleged misconduct, criminal charges or other alleged violations of the standards of conduct and other policies.
Addition	Conduct Expectations for Employees, page 6	Requires employees to notify their supervisor and Agency HR of criminal charges and convictions within three business days.
Addition	Expectations for Supervisors, page 7	Establishes that supervisors are accountable for communicating with Agency HR to report an employee's criminal charges or convictions.
Revision	Corrective Actions, pages 7-8	The Notice of Improvement Needed/Substandard Performance form is not issued as a counseling document. Clarifies that performance concerns should be addressed via DHRM Policy 1.40, Performance Planning and Evaluation, and that performance may be addressed through formal disciplinary actions established in Policy 1.60.
Revision	Notice of Intent, page 13	Clarifies that employees must be provided a written notice of alleged offenses. Also establishes that a reasonable opportunity for the employee to respond to the allegations is a minimum of one full business day.
Revision	Removal for Criminal Charges, pages 15-16	Agencies must conduct internal investigations within 90 calendar days barring extenuating circumstances.
Revision	Removal for Criminal Charges, pages 15-16	Employees with active criminal charge(s) will initially be placed on Pre-disciplinary Leave (unless there is a temporary reassignment) for 90 calendar days. If the charges remain unresolved after that time period, the employee is placed on Suspension without Pay pending the resolution of the charges. See the above requirement for agencies to investigate if/how the charges affect the employee's performance or agency mission.
Revision	Obligation to inform Agency of Pending Criminal Charges and Convictions, page 16	Repeats the language in the Conduct Expectations for Employees requiring that employees must inform their supervisor and Agency HR of the pending

		criminal charges and convictions within three business days.
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