FY 2017-18 Albemarle County Online Annual Training
Slides with additions/revisions since FY16-17 have titles in red.
Learn more about the Strategic Plan here.
Probation

- The probationary period lasts 6 months for most regular employees. Probation lasts for 12 months for most public safety employees due to extensive training requirements.

- An employee is not eligible for the following while on probation: right to grieve, FMLA, full merit increase (depending on hire date).

- Managers may extend the probationary period ONLY if the employee has been out for an extended period of sick leave.

More information about probation is available in the Performance Review policy, P-23.
Americans with Disabilities Act (ADA)

• The ADA is a federal law that prohibits discrimination in employment against individuals who have physical or mental disabilities.

• Under the ADA, an employer is required to make “reasonable accommodations” for the disability-related limitation unless it would cause the employer “undue hardship.”

Supervisors’ Responsibility

• If an employee or job applicant requests, or you think he/she may need, reasonable accommodations in order to perform his/her job duties, please contact HR immediately.
Criminal Conviction or Arrest [P-05]

• If any employee is arrested for a criminal violation of any kind, whether misdemeanor or felony, he/she is required to report such arrest promptly to his/her supervisor or department head within one (1) business day.

• An arrest must be reported regardless of whether it occurred on-duty or off-duty. An arrest occurs even if an employee is released on a criminal summons and is not taken into an officer’s custody.

• Failure to report will lead to disciplinary action, up to and including termination.

Click here to read the Effect of Criminal Conviction or Arrest policy.
Ethics [AP-8]

The County has an enormous impact in the lives of those we serve. Since public servants often make judgments that involve ethical considerations, we have compiled a list of questions to help employees make some of those difficult decisions.

Questions for Ethical Reflection:

• If I were on the receiving end of my conduct, would I approve or would I take offense?
• If I had to justify my conduct in public tomorrow, would I do so with pride or shame?
• Can I take legitimate pride in the way I conduct myself and the example I set?
• How would my conduct be evaluated by people whose integrity and character I respect?
• Does my conduct give others reason to trust or distrust me?

Click here to read the Ethics policy.
County employees are either exempt or non-exempt from *Fair Labor Standards Act* guidelines. If you are not sure of your status, *check your job description*.

**Exempt employees (most managers)**
- Considered “salaried” employees and do not earn overtime/compensatory time off if they work over 40 hours

**All Non-exempt employees**
- Permission to work overtime MUST be requested in advance.
- In the situation of dual job employees, communication is required between the two departments to assure that all hours the employee works are accounted for. Hours above 40 are paid at a blended rate, as calculated by HR.
- If an employee believes that he/she is not being compensated for all hours worked, the employee should contact Human Resources.

**Non-exempt employees with a scheduled 40-hour (or more) workweek**
- Must physically work 40 hours before accruing overtime. Annual, sick, and holiday leave do NOT count towards hours physically worked.
- If you are REQUIRED by your manager to work overtime, you have the choice of being paid or earning time off (at time-and-a-half).

**Non-exempt employees with a scheduled 39.5-hour (or less) workweek**
- Must physically work the scheduled number of hours for the workweek before accruing overtime pay (straight pay or time and a half pay). Annual, sick, and holiday leave do NOT count towards hours physically worked.

**Public Safety Hazardous Duty employees**
- Other rules apply; please talk to your supervisor or HR generalist for more information.
What counts as work time?

• **Regular Work**
  – Albemarle County’s official workweek is Saturday 12:01 a.m. - Friday 12 midnight but may differ in certain departments.

• **Meal and Rest Periods**
  – Lunch breaks (30 minutes or more) are not work hours and are not paid.
  – If the employee is required to perform any duties, whether active or inactive, while eating, then that time most likely has to be paid (except for certain circumstances).
  – Short breaks (normally 5 to 20 minutes) are counted as hours worked and must be paid.

• **Waiting Time**
  – Hours worked when the employee is unable to use the time effectively for their own purposes or the time is controlled by the employer.

• **On-Call Time**
  – Employee has to stay on the employer’s premises
  – Employee has to stay so close to the employer’s premises that the employee cannot use that time effectively for his or her own purposes
  – The employee is so restricted that he/she can’t use time for personal purposes

Click [here](#) to read the Overtime/Compensatory Time policy.
Timesheets & Leave Forms

Timesheets
• Need to be completed at least weekly by all non-exempt staff, signed by the supervisor, and turned into department’s leave person by the Monday after the workweek ends.
• Monthly Leave Report is completed by exempt staff if leave is used during the month.
• Can be completed electronically or on paper; click here for sample timesheets and leave forms.

Do Albemarle employees have to record their exact in and out times, including lunch?
• IT DEPENDS! FLSA only requires that employers have an accurate record of the total number of hours worked every day – not specific times.
• However, departments may choose to have employees record exact in and out times depending on their specific needs.

For supervisors:
• Be aware that if your employee works without taking a lunch break (e.g., from 8 am-5 pm), they may be accruing overtime.
• It is your responsibility to manage employee schedules to avoid unauthorized overtime—this may include requiring a lunch break. You may discipline an employee for working during their lunch period without permission.
Freedom of Information Act (FOIA) [AP-12]

- Under the Freedom of Information Act (FOIA), almost all documents in the possession of County employees are available for public scrutiny including, but not limited to, emails, handwritten notes, receipts, and draft documents.

- Almost any request from a member of the public should be considered a FOIA request—it does not need to be in writing, nor does it need to refer to FOIA. If you get such a request, please contact your department’s FOIA coordinator immediately—state law requires that the County respond to the requester within five (5) working days.

Click [here](#) to read the FOIA policy.
Sexual Harassment [P-21]

- Sexual harassment is prohibited by the County because it erodes morale, impairs employees’ work ability, and violates state and federal law.
- Harassment can take many forms: requests for sexual favors, romantic relations between supervisors and subordinates, retaliation for refusing a sexual favor, physical touching, and the creation of a hostile working environment (e.g., pin-up calendars, inappropriate emails and jokes, etc.).
- Harassment can be from peers, managers, subordinates, or non-employees (citizens, subcontractors, etc.) with whom employees come into contact at work.
Sexual Harassment [P-21]

Supervisors’ responsibility
• If you get a complaint, however small, take it seriously and go directly to HR. This includes complaints about non-employees.
• Do not do your own investigation. Instead, talk to HR.
• Realize you can be held personally liable if you knew about it or should have known about it.

Employees’ responsibility
• You have the right to a workplace free of sexual harassment. If you are uncomfortable with any person’s behavior, you should ask him or her to stop it immediately.
• If you believe you may have witnessed or experienced sexual harassment, please report it to your supervisor as soon as possible.

Click here to read the Sexual Harassment policy.
Standards of Conduct [P-25]

All County employees are expected to meet minimum standards of conduct. These include, but are not limited to, the following:

• Timely and regular attendance
• Dependable application of time
• Satisfactory work performance
• Appropriate attire
• Courteous and professional behavior toward the public and fellow employees

Click [here](#) to read the Standards of Conduct policy.
Use of Technology [AP-3]

• Acceptable uses include:
  – Communications with county/state/federal governments, private businesses
  – Administrative purposes
  – Professional development
  – Limited personal purposes

• Unacceptable uses include:
  – Excessive personal use
  – Promoting personal business
  – Illegal purposes (copyright violations, unauthorized software, accessing restricted systems)
  – Interfering with or disrupting users, services, equipment
  – Threatening/offensive/discriminatory communications
Use of Technology [AP-3]

Understanding the County’s Use of Technology Policy

– Implied consent to County monitoring/review of electronic communications and products—there is no expectation of confidentiality
– Electronic communications must be retained to comply with records retention guidelines
– Employees whose work requires regular remote communications may be provided a wireless device or stipend for the use of a personal wireless device
– No personal use of County-owned wireless devices

Click [here](#) to read the Use of Technology policy.
In the Event You Are Injured at Work

[P-89]

- In the event of an emergency, please call 911 or go to the nearest Emergency Room!
- Notify your supervisor of injury.
- Call Company Nurse Injury Hotline at 1-888-770-0925. If you do not wish to call or you’re unable to call, your manager/supervisor must call on your behalf and report the injury.
- Sign the Panel of Physicians Form and return a signed copy to HR for your medical file. (If there is a need for medical treatment, you will only be eligible for reimbursement if you are seen by a doctor on the approved Panel of Physicians.)
- All doctor’s notes must be sent to both VACORP and HR for your medical file.
- You may use the VACORP First Fill Prescriptions Form to fill any prescriptions for injury.
- If you miss time from your scheduled work, your supervisor is responsible for tracking the amount of time missed and reporting it to HR. You are responsible for recording missed scheduled time on your timecard and noting when you are out on light duty due to your injury. If you miss more than three (3) days, you or your supervisor must notify HR to start the Family Medical Leave (FML) process.
- **Remember that just because you are injured at work does not mean it will be covered by Workers’ Compensation insurance.** Your claim is ultimately approved by VACORP, the workers comp administrator.
- If your claim is denied, you may appeal with the WC Commission.
- Contact HR throughout the process for questions, concerns or assistance.

Click [here](#) to read the Workers’ Compensation policy.
Line of Duty Benefits

The Line of Duty Act (LODA) is a Virginia mandated program for public safety hazardous duty employees/volunteers who die or are disabled as the direct or proximate result of the performance of his/her duty. There have been changes to this section of Virginia code that went into effect July 1, 2017.

• Provides financial assistance to approved individual/beneficiary(ies)
• Provides continued health insurance coverage for approved individual and/or his/her eligible dependents
• Is awarded following an application/review filed by the employee/volunteer or surviving beneficiary(ies)
• Contact HR for additional questions

Click [here](#) to read more about the Line of Duty program.
Access to Medical Records

• All employees and/or their designated representatives have a right of access to relevant Exposure and Medical Records maintained by the HR Department.

• Your records are maintained for the length of your employment + 30 years.

• For further information or to obtain a copy, contact your HR representatives. Your request will be provided within 15 days.

• Non-work-related personal health information cannot be used or shared without your written permission.
Globally recognized pictogram labels are used on chemicals in the Globally Harmonized System (GHS).

An inventory of all chemicals used in your work environment has been created, and this list is stored electronically. Click here to access it (note: this link takes you to an external site; if prompted to log in, hit the Cancel button).

If you need to add a chemical, please contact your supervisor or Leanne Knox.

A Safety Data Sheet (SDS) is available on each of these chemicals and tells you the identity, hazards and the manufacturer of the chemical and safety precautions you should take when using it.

It is also important for you to understand labels which are used to indicate the type of hazard and the degree of hazard the chemical may pose.

Click here to read the Hazard Communication policy.
Understanding GHS Labels

• There are 9 pictogram labels under the GHS protocols.
• In addition, there are two signal words:
  – **Danger** - greater hazard
  – **Warning** - lesser hazard
Bloodborne Pathogens

• Bloodborne pathogens are infectious microorganisms present in blood that can cause disease in humans.
• These pathogens include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV), the virus that causes AIDS.
• Workers exposed to bloodborne pathogens are at risk for serious or life-threatening illnesses.
• If you encounter blood or other body fluids:
  – Non-public safety: DO NOT attempt to clean it up. Instead, you should contact Facilities & Environmental Services for their assistance.
  – Public safety: Follow your department policy regarding appropriate PPE and processes for blood/body fluids.
• For employees at greater risk of exposure to bloodborne pathogens, the hepatitis B vaccination series is available with no cost to the employee.
Wellness Program

• The BeWell Albemarle wellness program is designed to be a resource for participants and site users and is intended for educational and informational purposes only. It is not intended to replace or substitute for the services of trained professionals in any field, including but not limited to medical, legal or financial matters.

• Also, we are required by law to maintain the privacy and security of your personally identifiable health information. You may not be discriminated against in employment because of the medical information you provide as part of participating in the wellness program, nor may you be subjected to retaliation if you choose not to participate.

Click [here](#) to read full disclaimer and notice regarding wellness program.
HR Contacts

HR serves both Local Government and School Division employees. The main phone number is 296-5827.

Click here for all the HR contact information, and be sure to bookmark this page!
Need more information?

- All of the County’s Personnel Policies are available for review [here](#).
- All of the County’s Administrative Policies are available for review [here](#).

Click [here](#) to complete a short quiz testing your knowledge of County policies and procedures. After successfully completing the quiz, you will sign into a secure site where you verify that you have completed your FY 2017-18 Albemarle County Online Annual Training.