FY 2015-16 Albemarle County Online Annual Training
Slides with additions/revisions since FY14-15 have titles in red.
Local Government Strategic Plan

1. **Citizen Engagement**: Successfully engage citizens so that local government reflects their values and aspirations

2. **Critical Infrastructure**: Prioritize, plan and invest in critical infrastructure that responds to past and future changes and improves the capacity to serve community needs

3. **Development Areas**: Attract quality employment, commercial, and high density residential uses into development areas by providing services and infrastructure that encourage redevelopment and private investment while protecting the quality of neighborhoods

4. **Economic Prosperity**: Foster an environment that stimulates diversified job creation, capital investments, and tax revenues that support community goals

5. **Educational Opportunities**: Provide lifelong learning opportunities for all our citizens

6. **Natural Resources**: Thoughtfully protect and manage Albemarle County’s ecosystems and natural resources in both the rural and development areas to safeguard the quality of life of current and future generations

7. **Operational Capacity**: Ensure County government’s ability to provide high quality service that achieves community priorities

8. **Rural Areas**: Preserve the character of rural life with thriving farms and forests, traditional crossroad communities, and protected scenic areas, historic sites, and biodiversity

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.
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
- Do not earn overtime/compensatory time off if they work over 40 hours

**Non-exempt employees with a scheduled 40-hour workweek**
(most employees pay grade 15 and below)
- Must physically work 40 hours before accruing overtime. Annual, sick, and holiday leave do NOT count towards hours physically worked. Some public safety employees have a 28-day work period and are subject to additional state overtime laws.
- Permission to work overtime MUST be requested in advance.
- 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).
- Albemarle County’s official workweek is Saturday 12:01 a.m. - Friday 12 midnight but may differ in certain departments.
- There is no limit to how many hours an employee can work as long as the employee is over 16 years old and appropriately compensated.
- Whether an employee is considered full-time or part-time does not change the application of the FLSA.
- 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.
- Employees transferring to another department or to an exempt position must arrange to use their comp time or be paid out.

**Public Safety Hazardous Duty employees**
- Other rules apply; please talk to your supervisor for more information.
Suffered or Permitted
- Work not requested by the employer but suffered or permitted is work time. It is the employer’s duty to see that work is not performed if the employer doesn’t want the work performed. This is true for work performed away from the office or work site, or even at home.

Waiting Time
- Waiting time is counted as hours worked when the employee is unable to use the time effectively for their own purposes and the time is controlled by the employer.

On-Call Time
- On-call time is hours worked when:
  - 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
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.

Training Time
- Time spent in meetings, lectures, or training is considered hours worked and must be paid at the employee’s regular hourly rate, unless all 4 of these are true:
  - Attendance is outside regular working hours
  - Attendance is voluntary (i.e. not required)
  - Training is not job related
  - No productive work is done during attendance
Fair Labor Standards Act (FLSA) [P-61]

Travel Time
• Ordinary home to work travel is not work time.
• Travel between job sites during the normal work day is work time.

Recordkeeping
• Employers must keep certain records for each non-exempt employee, including:
  – Time and day of week when employee's workweek begins
  – Hours worked each day
  – Total straight-time hours worked each workweek
  – Total overtime hours worked each workweek
Fair Labor Standards Act (FLSA) [P-61]

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

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.

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

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.
There are globally recognized pictogram labels that 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 [Leanne Knox](mailto:leigh.kno@vanderbilt.edu).

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.
NFPA Labels

NFPA Rating Explanation Guide

HEALTH HAZARD
- **4** = Can be lethal
- **3** = Can cause serious or permanent injury
- **2** = Can cause temporary incapacitation or residual injury
- **1** = Can cause significant irritation
- **0** = No hazard

FLAMMABILITY HAZARD
- **4** = Will vaporize and readily burn at normal temperatures
- **3** = Can be ignited under almost all ambient temperatures
- **2** = Must be heated or high ambient temperature to burn
- **1** = Must be preheated before ignition can occur
- **0** = Will not burn

SPECIAL HAZARD
- **ALK** = Alkaline
- **ACID** = Acidic
- **COR** = Corrosive
- **OX** = Oxidizing
- **R** = Radioactive
- **W** = Reacts violently or explosively with water
- **WOX** = Reacts violently or explosively with water and oxidizing

INSTABILITY HAZARD
- **4** = May explode at normal temperatures and pressures
- **3** = May explode at high temperature or shock
- **2** = Violent chemical change at high temperatures or pressures
- **1** = Normally stable. High temperatures make unstable
- **0** = Stable

*This chart for reference only - For complete specifications consult the NFPA 704 Standard*
Understanding GHS Labels

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

• According to the OSHA Bloodborne Pathogen standard, there are 3 types of pathogens to be aware of. They are:
  – HIV
  – Hepatitis B
  – Hepatitis C

• These pathogens can be present in numerous types of body fluids and can live on surfaces for many days, depending upon the organism.

• In the event that you come into contact with blood or any type of body fluids, DO NOT attempt to clean it up. Instead, you should contact General Services for their assistance.
Emergency Preparedness

• Please familiarize yourself with the evacuation plan for your building.
• Remember that stairways are the primary means for evacuation and that in the event of an emergency, no one is permitted to re-enter the building until advised to do so.
• Building maps can be found at these links:
  – COB McIntire
  – COB Fifth Street
Employee Assistance Program

• The Employee Assistance Program (EAP) provides up to five free consultation visits per family to assist you or your family in dealing with personal problems which may be too difficult to resolve alone.

• Services are provided through Optima EAP.

• Discussions with an EAP counselor are confidential and protected to the full extent of the laws of the Commonwealth of Virginia.

• You may contact EAP 24 hours a day, 7 days a week, 365 days of the year.

Click here to learn more about the EAP.
HR Contacts

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

- HR Director: Lorna Gerome, Ext. 3016
- HR Specialist, Workers Compensation Contact: Jenny Stearns, Ext. 3011
- HR Generalist: Kim Schick, Ext. 5862
- HR Generalist: Davra Miller, Ext. 3015
- Leave/FMLA administration: Molly Munsey, Ext. 3303
- Program Manager, Compensation & Rewards: Dana Robb, Ext. 3017
- Benefits Program Manager: Claudine Cloutier, Ext. 3018
- Safety and Wellness Program Manager: Leanne Knox, Ext. 3075
- Learning and Development Coordinator: Elizabeth-Latta Brother, Ext. 3447
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 at 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 2015-16 Albemarle County Online Annual Training.