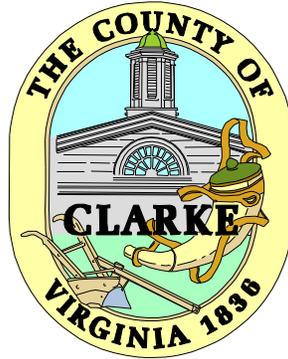
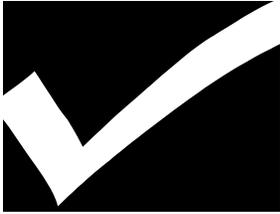


Board of Supervisors Committee Packet



Monday, July 13, 2015

Personnel Committee	9:30 am	
Work Session	10:00 am	
Finance Committee	Immediately	follows
	Work Session	



Personnel Committee Items
July 13, 2015; 9:30 am
Second Floor, Main Meeting Room
Berryville/Clarke County Government Center
101 Chalmers Court, Berryville, Virginia 22611

Item No.

Description

- A. **Expiration of Term for appointments expiring through October 2015**

Appointments by Expiration Through October 2015

			<i>Appt Date</i>	<i>Exp Date</i>	<i>Orig Appt Date:</i>
<i>July 2015</i>					
Clarke County Agricultural Advisory Committee			6 Yr		
McFillen	Thomas	Berryville District	7/21/2009	7/15/2015	7/21/2009
Appointed by BOS					
Gordon	Carolyn	Battletown District	7/21/2009	7/15/2015	7/21/2009
Appointed by BOS					
Dorsey	Tupper	Battletown District	7/21/2009	7/15/2015	7/21/2009
Appointed by BOS					
Day	Emily	Greenway District	7/21/2009	7/15/2015	12/16/2003
Appointed by BOS					
Norman	Debbie	Russell District	7/21/2009	7/15/2015	12/16/2003
Appointed by BOS					
McKay	Beverly	White Post District	7/21/2009	7/15/2015	
Appointed 1998					
Appointed by BOS					
Buckley	Samuel	White Post District	7/21/2009	7/15/2015	11/18/1986
Appointed 1998					
Appointed by BOS					
Shenk	Philip	Buckmarsh District	7/21/2009	7/15/2015	
Appointed 1998					
Appointed by BOS					
<i>August 2015</i>					
Fire & EMS Commission					
Conrad	Bryan H.	Citizen-at-large	9/1/2014	8/31/2015	8/19/2014
Appointed by BOS					

			<i>Appt Date</i>	<i>Exp Date</i>	<i>Orig Appt Date:</i>
Fire & EMS Commission					
Hoff	Matt	Volunteer Association / EMS Issues	9/1/2014	8/31/2015	8/19/2014
Appointed by BOS					

White	Jacob	Volunteer Association / Fire Issues	9/1/2014	8/31/2015	8/19/2014
Appointed by BOS					

October 2015

Clarke County Industrial Development Authority		4 Yr			
Jones	Paul	Russell District	5/15/2012	10/30/2015	3/20/2007
Appointed by BOS; Oath of Office Required - Clerk of Circuit Court; 7 members, 1 BOS liaison (non-voting) and 6 others that are chosen on their expertise in the business field. Membership governed by IDA by-laws. 15.2-4904 No director shall be an officer or employee of the locality except in towns under 3,500					

Clarke County Committee Listing

			<i>Appt Date</i>	<i>Exp Date</i>
<i>Barns of Rose Hill Board of Directors</i>				3 Yr
Johnston	Bill	Buckmarsh District	7/17/2012	12/31/2015
<i>BCCGC Joint Building Committee</i>				Open-End
Ash	David L.	County Administrator		
Dalton	Keith	Berryville Town Manager		
Kitselman	Allen	Berryville Town Council Representative		
McKay	Beverly	BOS - Appointed Member	1/20/2015	12/31/2015
<i>Berryville Area Development Authority</i>				3 Yr
Mackay-Smith	Wingate E.	White Post District	4/1/2015	3/31/2018
Ohrstrom, II	George	Russell District	3/19/2013	3/31/2016
Smart	Kathy	White Post District	1/23/2014	3/31/2017
<i>Berryville Area Development Authority Comprehensive Plan Committee</i>				Open-End
Hobert	J. Michael	Berryville District	1/7/2008	
McKay	Beverly	White Post District	3/20/2012	
<i>Berryville/Clarke County Joint Committee for Economic Development and Tourism</i>				Ongoing
Ash	David L.	County Administrator	1/20/2015	12/31/2015
Staelin	John	BoS - Appointed Member	1/20/2015	12/31/2015
<i>Board of Septic & Well Appeals</i>				4 Yr
Blatz	Joseph	Millwood / Pine Grove District; Citizen Member	4/17/2012	2/15/2016
Caldwell	Anne	Millwood District; Planning Commission; Vice Chair - Alternate	1/9/2015	12/31/2015
McKay	Beverly	BOS - Vice Chair Alternate	1/20/2015	12/31/2015
Ohrstrom, II	George	Russell District; Planning Commission Chair	1/9/2015	12/31/2015
Staelin	John	BOS - Appointed Member	1/20/2015	12/31/2015
Teetor	Alison	Staff Representative		
<i>Board of Social Services</i>				4 Yr
Brown	Dwight	Berryville District	4/16/2013	7/15/2017
Byrd	Barbara J.	BOS - Appointed Member	1/20/2015	12/31/2015
Ferrebee	Robert	Millwood District	4/16/2013	7/15/2016
Gray	Lynn	Berryville District	6/17/2014	7/15/2018
Pierce	Edwin Ralph	Berryville District	11/18/2014	7/15/2018
<i>Board of Supervisors</i>				4 Yr
Byrd	Barbara J.	Russell District	1/1/2012	12/31/2015

Wednesday, July 08, 2015

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			<i>Appt Date</i>	<i>Exp Date</i>
Hobert	J. Michael	Berryville District	1/1/2012	12/31/2015
McKay	Beverly	White Post District, Vice Chair	1/1/2012	12/31/2015
Staelin	John	Millwood / Pine Grove District	1/1/2012	12/31/2015
Weiss	David	Buckmarsh/Blue Ridge; Chair	1/1/2012	12/31/2015
<i>Board of Supervisors Finance Committee</i>				<i>1 Yr</i>
Byrd	Barbara J.	BOS - Alternate	1/20/2015	12/31/2015
Hobert	J. Michael	BOS - Appointed Member	1/20/2015	12/31/2015
McKay	Beverly	BOS - Alternate	1/20/2015	12/31/2015
Staelin	John	BOS - Alternate	1/20/2015	12/31/2015
Weiss	David	BOS - Appointed Member	1/20/2015	12/31/2015
<i>Board of Supervisors Personnel Committee</i>				<i>1 Yr</i>
Byrd	Barbara J.	BOS - Alternate	1/20/2015	12/31/2015
McKay	Beverly	BOS - Appointed Member	1/20/2015	12/31/2015
Weiss	David	BOS - Appointed Member	1/20/2015	12/31/2015
<i>Board of Zoning Appeals</i>				<i>5 Yr</i>
Borel	Alain F.	White Post District	1/23/2014	2/15/2019
Caldwell	Anne	Millwood District	2/25/2015	2/15/2020
Kackley	Charles	Russell District	2/12/2008	2/15/2018
McKelvy	Pat	Alternate At Large	2/6/2014	2/15/2019
Means	Howard	Millwood District	12/14/2009	2/15/2016
Volk	Laurie	Russell District	2/18/2014	2/15/2019
<i>Career and Technical Education Advisory Committee</i>				<i>1 Yr</i>
McKay	Beverly	BoS - Appointed Member	1/20/2015	12/31/2015
<i>Clarke County Agricultural Advisory Committee</i>				
Arthur	Warren	Former Commissioner of the Revenue		
Buckley	Samuel	White Post District	7/21/2009	7/15/2015
Day	Emily	Greenway District	7/21/2009	7/15/2015
Dorsey	Tupper	Battletown District	7/21/2009	7/15/2015
Gordon	Carolyn	Battletown District	7/21/2009	7/15/2015
McFillen	Thomas	Berryville District	7/21/2009	7/15/2015
McKay	Beverly	White Post District	7/21/2009	7/15/2015
Norman	Debbie	Russell District	7/21/2009	7/15/2015
Shenk	Philip	Buckmarsh District	7/21/2009	7/15/2015
Weiss	David	BOS - Appointed Member	1/20/2015	12/31/2015
<i>Clarke County Historic Preservation Commission</i>				<i>4 Yr</i>
Caldwell	Anne	Millwood District	4/16/2014	5/31/2017
Carter	Paige	White Post District	5/15/2012	5/31/2016

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			<i>Appt Date</i>	<i>Exp Date</i>
Fields	Betsy	Berryville District	5/15/2012	5/31/2016
Joyce	Jon	Buckmarsh District	6/16/2015	5/31/2019
Kruhm	Doug	Planning Commission Representative	2/17/2015	4/30/2016
Stieg, Jr.	Robert	Millword District	6/17/2014	5/31/2018
Teetor	Alison	Staff Representative		
York	Robert	White Post District	6/18/2013	5/31/2017

Clarke County Industrial Development Authority

4 Yr

Armbrust	Wayne	White Post District; Vice Chair	8/19/2008	10/30/2016
Cochran	Mark	Buckmarsh District	9/17/2013	10/30/2017
Frederickson	Allan	White Post District; Secretary / Treasurer	9/17/2013	10/30/2017
Jones	Paul	Russell District	5/15/2012	10/30/2015
Juday	David	Russell District; Chair	10/21/2014	10/30/2018
Koontz	English	Buckmarsh District	6/16/2015	10/30/2018
Pierce	Rodney	Buckmarsh District	8/19/2008	10/30/2016
Staelin	John	BOS - Liaison	1/20/2015	12/31/2015

Clarke County Library Advisory Council

4 Yr

Al-Khalili	Adeela	Buckmarsh District	3/17/2015	4/15/2019
Byrd	Barbara J.	BOS - Liaison	1/20/2015	12/31/2015
Curran	Christopher	Buckmarsh District	4/16/2013	4/15/2017
Daisley	Shelley	Russell District	7/17/2012	4/15/2016
Dunbar	Kevin	White Post District	4/15/2014	4/15/2018
Foster	Nancy	Russell District	4/17/2012	4/15/2016
Holscher	Dirck	Russell District	4/16/2013	4/15/2017
Kalbian	Maral	Millwood District	2/17/2015	4/15/2019
White	Kenlynne	Berryville District	7/15/2014	4/15/2017
Zinman	Maxine	Russell District	3/17/2015	4/15/2019

Clarke County Litter Committee

1 Yr

Staelin	John	BOS - Liaison	1/20/2015	12/31/2015
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Clarke County Planning Commission

4 Yr

Bouffault	Robina Rich	White Post / Greenway District	5/15/2012	4/30/2016
Buckley	Randy	White Post District	1/23/2014	4/30/2018
Byrd	Barbara J.	BOS - Alternate	1/20/2015	12/31/2015
Caldwell	Anne	Millwood / Chapel District; Vice Chair	4/16/2013	4/30/2017
Kreider	Scott	Buckmarsh / Battletown District	5/15/2012	4/30/2016
Kruhm	Doug	Buckmarsh / Battletown District	3/18/2014	4/30/2018
Lee	Francis	Berryville District	5/20/2014	4/30/2018
Malone	Gwendolyn	Berryville District	11/18/2014	4/30/2016
Nelson	Clifford	Russell / Longmarsh District	4/16/2013	4/30/2017

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			<i>Appt Date</i>	<i>Exp Date</i>
Ohrstrom, II	George	Russell District; Chair	3/17/2015	4/30/2019
Staelin	John	BOS - Appointed Member	1/20/2015	12/31/2015
Stidham	Brandon	Staff Representative		
Turkel	Jon	Millwood / Chapel District	3/17/2015	4/30/2019
<i>Clarke County Sanitary Authority</i>				<i>4 Yr</i>
DeArment	Roderick	White Post District	6/25/2015	1/5/2017
Dunning, Jr.	A.R.	White Post District	11/19/2013	1/5/2018
Legge	Michael	Staff Representative		
Mackay-Smith, Jr.	Alexander	White Post District; Vice Chair	1/15/2013	1/5/2017
Myer	Joe	Town of Boyce	2/21/2012	1/5/2016
Staelin	John	BOS - Liaison	1/20/2015	12/31/2015
Welliver	Ralph	Berryville District	3/19/2013	6/30/2016
<i>Conservation Easement Authority</i>				<i>3 Yr</i>
Buckley	Randy	White Post District	11/19/2013	12/31/2016
Engel	Peter	White Post District	1/15/2013	12/31/2015
Hobert	J. Michael	BOS - Appointed Member	1/20/2015	12/31/2015
Jones	Michelle	Millwood / Pine Grove District	2/18/2014	12/31/2016
Ohrstrom, II	George	Russell District; Planning Commission Representative	4/16/2013	4/30/2016
Teetor	Alison	Staff Representative		
Thomas	Walker	Buckmarsh District	11/20/2012	12/31/2015
Wallace	Laure	Millwood District	11/19/2013	12/31/2016
<i>Constitutional Officer</i>				
Butts	Helen	Clerk of the Circuit Court	1/1/2008	12/31/2015
Keeler	Sharon	Treasurer	1/1/2012	12/31/2015
Mackall	Suzanne	Commonwealth Attorney	1/1/2012	12/31/2015
Peake	Donna	Commissioner of the Revenue	1/1/2012	12/31/2015
Roper	Anthony	Sheriff	1/1/2012	12/31/2015
<i>County Administrator</i>				
Ash	David L.	County Administrator	3/19/1991	
<i>Economic Development Advisory Committee</i>				<i>4 Yr</i>
Barb	Jim	Real Estate Rep, Business Owner	11/29/2013	12/31/2017
Conrad	Bryan H.	Agriculture, Fire & Rescue	12/16/2014	12/31/2018
Dunkle	Christy	Town of Berryville Representative	2/21/2012	12/31/2015
Kraybill	Christina	Berryville District, Business Owner	11/18/2014	12/31/2017
Milleson	John R.	Banking, Finance	12/16/2014	12/31/2018
Myer	Dr. Eric	Agriculture Rep, Business Owner	12/16/2014	12/31/2018
Pritchard	Elizabeth	Hospitality Industry	7/17/2012	8/31/2016

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			<i>Appt Date</i>	<i>Exp Date</i>
Staelin	John	BOS - Appointed Member	1/20/2015	12/31/2015
<i>Electoral Board</i>				
Bosserman	Barbara B.	Staff	7/1/2011	6/30/2015
De Haven	Don	Chair; Democratic	3/1/2014	2/28/2017
Sprouse	Henry	Vice Chair; Democratic	3/1/2015	2/28/2018
Westervelt	Carol S.	Secretary; Republican	3/1/2015	2/28/2016
<i>Fire & EMS Commission</i>				
Conrad	Bryan H.	Citizen-at-large	9/1/2014	8/31/2015
Davis	Frank	Staff Representative	9/1/2014	
Hoff	Matt	Volunteer Association / EMS Issues	9/1/2014	8/31/2015
Leffel	Elizabeth	Citizen-at-large	9/1/2014	8/31/2016
Roper	Anthony	Sheriff	9/1/2014	12/31/2015
Wallace	Laure	Chair; Citizen-at-large	9/1/2014	8/31/2017
Weiss	David	BOS Representative	1/20/2015	12/31/2015
White	Jacob	Volunteer Association / Fire Issues	9/1/2014	8/31/2015
<i>Handley Regional Library Board</i>				
				4 Yr
Myer	Tamara	Town of Boyce	8/20/2013	11/30/2017
<i>Joint Administrative Services Board</i>				
				Open-End
Ash	David L.	County Administrator	12/22/1993	
Bishop	Chuck	School Superintendent	7/1/2014	
Judge	Tom	Staff Representative	2/14/1994	
Keeler	Sharon	Treasurer	3/12/2005	
Schutte	Charles	School Board Representative	1/8/2012	12/31/2013
Weiss	David	BOS - Appointed Member	1/20/2015	12/31/2015
<i>Legislative Liaison and High Growth Coalition</i>				
				1 Yr
Hobert	J. Michael	BOS - Liaison	1/20/2015	12/31/2015
<i>Lord Fairfax Community College Board</i>				
				4 Yr
Daniel	William	Berryville District	7/1/2012	6/30/2016
<i>Lord Fairfax Emergency Medical Services Council</i>				
				3 Yr
Burns	Jason	Career Representative; Buckmarsh District	4/21/2015	6/30/2018
Conrad	Bryan H.	Volunteer Representative; White Post District	6/17/2014	6/30/2017
Stidham	Angela	Medical Professional; White Post District	9/17/2013	6/30/2016
<i>Northern Shenandoah Valley Regional Commission</i>				
				1 Yr
McKay	Beverly	BOS - Appointed Member	1/20/2015	12/31/2015

Wednesday, July 08, 2015

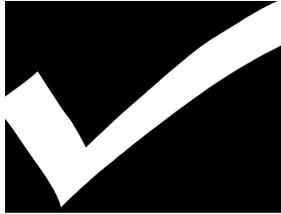
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			<i>Appt Date</i>	<i>Exp Date</i>
Staelin	John	BOS - Alternate	1/20/2015	12/31/2015
Stidham	Brandon	Citizen Representative [Planning Director]	2/19/2013	1/31/2016
<i>Northwestern Community Services Board</i>				<i>3 Yr</i>
Harris	Lucille	Millwood District	1/15/2013	12/31/2015
Slattery	Norma	Berryville District	12/16/2014	12/31/2017
<i>Northwestern Regional Jail Authority</i>				<i>1 Yr</i>
Ash	David L.	BOS - Appointed Member	1/20/2015	12/31/2015
Byrd	Barbara J.	BOS - Liaison Alternate	1/20/2015	12/31/2015
Roper	Anthony	Sheriff	1/1/2012	12/31/2015
Wyatt	Jimmy	Millwood District	1/17/2012	12/31/2015
<i>Northwestern Regional Juvenile Detention Center Commission</i>				<i>1 Yr</i>
Byrd	Barbara J.	BOS - Liaison	1/20/2015	12/31/2015
Wyatt	Jimmy	Millwood District	1/15/2013	12/20/2016
<i>Old Dominion Alcohol Safety Action Policy Board & Division of Court Services</i>				<i>3 Yr</i>
Roper	Anthony	Sheriff	11/19/2013	12/31/2016
<i>Old Dominion Community Criminal Justice Board</i>				<i>3 Yr</i>
Roper	Anthony	Sheriff	11/19/2013	12/31/2016
<i>Our Health</i>				<i>3 Yr</i>
Shipe	Diane	Buckmarsh District	4/16/2013	3/15/2016
<i>Parks & Recreation Advisory Board</i>				<i>4 Yr</i>
Heflin	Dennis	White Post District	1/15/2013	12/31/2016
Hobert	J. Michael	BOS - Liaison	1/20/2015	12/31/2015
Huff	Ronnie	Town of Berryville Representative	1/1/2012	12/31/2015
Jones	Paul	Russell District; At Large	12/16/2014	12/31/2018
Lichliter	Gary	Russell District	1/15/2013	12/31/2016
Rhodes	Emily	Buckmarsh District	2/21/2012	12/31/2015
Sheetz	Daniel A.	Berryville District	11/19/2013	12/31/2017
Trenary	Randy	School Superintendent Designee	10/24/2013	
Wisecarver	Steve	Appointed by Town of Boyce	11/5/2013	12/31/2017
<i>People Inc. of Virginia</i>				<i>3 Yr</i>
Hillerson	Coleen	Clarke County Rep Board of Directors	6/18/2013	7/31/2016
<i>Regional Airport Authority</i>				<i>1 Yr</i>
Ash	David L.	BOS - Alternate	1/20/2014	12/31/2015
Crawford	John	Buckmarsh District	7/17/2012	6/30/2016
McKay	Beverly	BOS - Alternate	1/20/2015	12/31/2015

Wednesday, July 08, 2015

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			<i>Appt Date</i>	<i>Exp Date</i>
<i>Shenandoah Area Agency on Aging, Inc.</i>				4 Yr
Bouffault	Robina Rich	White Post District	10/21/2014	9/30/2018
Steinmetz, II	William	Berryville District	9/16/2014	9/30/2016
<i>Shenandoah Valley Chief Local Elected Officials Consortium</i>				
Ash	David L.	BOS Designee for Chief Elected Official		
<i>Shenandoah Valley Workforce Investment Board</i>				4 Yr
James	Patricia	Buckmarsh District	9/17/2013	6/30/2017
<i>Strategic Planning Committee</i>				1 Yr
Weiss	David	BoS - Appointed Member	1/20/2015	12/31/2015
<i>The 150th Committee</i>				4 Yr
Al-Khalili	Adeela	Clarke County African-American Cultural Center / Josephine Community Museum	1/18/2011	12/31/2015
Davis	Dorothy	Clarke County African-American Cultural Center / Josephine Community Museum	1/18/2011	12/31/2015
Heder	Terence	Shenandoah Valley Battlefields Foundation	1/18/2011	12/31/2015
Kalbian	Maral	Community Representative	1/18/2011	12/31/2015
Lee	Jennifer	Clarke County Historic Museum Representative	1/18/2011	12/31/2015
McKay	Beverly	BOS - Appointed Member	1/20/2015	12/31/2015
Means	Howard	CCHA Representative	1/18/2011	12/31/2015
Morris	Mary	Clarke County Historic Museum Representative	1/18/2011	12/31/2015
Stieg, Jr.	Robert	Millwood District	1/18/2011	12/31/2015
<i>Warren-Clarke County Microenterprise Assistance Program Management Team</i>				2 Yr
Blakeslee	Steve	County Representative	9/18/2012	
Dunkle	Christy	Town of Berryville Representative	9/18/2012	
Greene	Laurel	Town of Boyce Representative	9/18/2012	
Hoffman	Michael	County Representative	9/18/2012	
Koontz	English	County Representative	2/17/2015	12/30/2016
McIntosh	Charles	County Representative	9/18/2012	
Myer	Dr. Eric	Designated Alternate	9/18/2012	
Stidham	Brandon	County Representative	9/18/2012	



Board of Supervisors Work Session Agenda
July 13, 2015 10:00 AM
Berryville/Clarke County Government Center, 2nd Floor
101 Chalmers Court, Berryville, Virginia 22611

*Item
No.*

Description

- A. **Shenandoah Valley Chief Elected Officials Consortium Agreement**
- B. **Board of Supervisors' Prior Goals FY2016 Discussion**
- C. **Discussion of Working Draft Personnel Policies**
- D. **Closed Session On Monopole Text Amendment -- 2.2-3711(A)(7) Legal Matters**

Shenandoah Valley Chief Elected Officials Consortium Agreement

Shenandoah Valley Workforce Development Area

May, 2015

Consortium Agreement

Shenandoah Valley Workforce Development Area

*The purpose of this Agreement is to formalize the creation of the **Shenandoah Valley Workforce Development Area, the Shenandoah Valley Chief Elected Officials Consortium, and the Shenandoah Valley Workforce Development Board** in accordance Public Law 113-128, the Workforce Innovation and Opportunity Act of 2014, Section 106. It is Made and Entered into by and between **Augusta County, Bath County, the City of Buena Vista, Clarke County, Frederick County, the City of Harrisonburg, Highland County, the City of Lexington, Page County, Rockbridge County, Rockingham County, Shenandoah County, the City of Staunton, Warren County, the City of Waynesboro, and the City of Winchester.***

WHEREAS, the respective Boards of Supervisors of the Counties of Augusta, Bath, Clarke, Frederick, Highland, Page, Rockbridge, Rockingham, Shenandoah and Warren, and the City Councils of the Cities of Buena Vista, Harrisonburg, Lexington, Staunton, Waynesboro and Winchester have adopted resolutions authorizing the execution of this Consortium Agreement;

NOW THEREFORE THIS AGREEMENT FURTHER WITNESSTH: That for and in consideration of the promises and of the mutual benefits to be derived hereunder, that each and all of the jurisdictions enumerated immediately above, do hereby reciprocally agree as follows:

SECTION 1: CREATION OF THE CONSORTIUM

THERE IS HEREBY CREATED, BY THE UNDERSIGNED Chief Elected Official of the Counties and Cities, the **Shenandoah Valley Chief Elected Officials Consortium** (Consortium), which shall exist under and be subject to the terms and conditions of this **Consortium Agreement** (Agreement), and which constitutes the agreement by the listed participating political subdivisions of the Commonwealth of Virginia. The purpose of the **Consortium** shall be to plan, establish, and operate a Local Workforce Development Area (LWDA) and Workforce Development Services Delivery System according to the provisions of the Workforce Innovation and Opportunity Act of 2014, and the Federal Regulations issued by the U.S. Department of Labor for the implementation of the Act together with any and all other subsequent and relevant federal and Commonwealth of Virginia statutes, policies and interpretations.

SECTION 2: AREA TO BE SERVED

The Local Workforce Development Area to be served shall be known as the **Shenandoah Valley Workforce Development Area**, and shall include the jurisdictions of Augusta County, Bath County, the City of Buena Vista, Clarke County, Frederick County, the City of Harrisonburg, Highland County, the City of Lexington, Page County, Rockbridge County, Rockingham County, Shenandoah County, the City of Staunton, Warren County, the City of Waynesboro and the City of Winchester.

SECTION 3: STRUCTURE, DUTIES AND RESPONSIBILITIES OF CONSORTIUM

3.01: MEMBERSHIP

The voting members of the Consortium shall be the Chief Elected Official of each jurisdiction that is a party to this agreement, or that official's duly appointed designee. The Chair of the Shenandoah Valley Workforce Development Board (SVWDB), formerly the Shenandoah Valley Workforce Investment Board, or the Chair's duly appointed designee, shall serve as a voting member of the Consortium.

3.02: TERMS OF OFFICE

The term of office for a Consortium member or designee shall coincide with the member's term as chief elected official for the member jurisdiction.

3.03: OFFICERS

The Consortium shall elect from its membership a Chair, a Vice-Chair and such other officers as may be provided in the Consortium by-laws to serve for a term as may be prescribed in the By-Laws.

3.04: VOTING RIGHTS

Each member jurisdiction shall have one (1) vote on all matters considered by the Consortium.

3.05: MEETINGS

The Consortium shall hold meetings as prescribed in the By-Laws. A quorum is required for the Consortium to conduct business. A simple majority of the membership of the Consortium constitutes a quorum. Actions of the Consortium shall be approved by a simple majority of the members present at the meeting.

3.06: DUTIES AND RESPONSIBILITIES

A. The Consortium shall collectively perform the following functions established for the Chief Elected Official, as specified in Public Law 113-128:

- (1) Shall, at its annual organization meeting, designate a member jurisdiction to serve as local grant recipient for the WIOA funds, and further may designate another entity to serve as fiscal agent for the Consortium;
- (2) Receive member nominations and make appointments of members to the SVWDB in accordance with State criteria. Each member jurisdiction of the Consortium shall recommend nominees and coordinate with other member jurisdictions to ensure appropriate geographic representation. Diversity considerations should be given when appointing members to the SVWDB to ensure racial, ethnic, and cultural diversity, as well as the diversity of individuals with disabilities from labor markets within the LWDA;

- (3) Set policy for the local workforce development system in partnership with the SVWDB;
- (4) Collaborate with the SVWDB to provide oversight of local Youth, Adult and Dislocated Worker programs and regional workforce development initiatives;
- (5) Approve the budget developed by the SVWDB;
- (6) Perform other duties as may be prescribed from time to time for Chief Elected Officials (CEO) under the Act or as prescribed by the Commonwealth of Virginia; and,
- (7) Establish such by-laws and such other rules as it deems necessary to govern its operations.

B. In partnership with the SVWDB, the Consortium shall develop, approve and submit all workforce development plans for the Shenandoah Valley Workforce Development Area.

SECTION 4: THE SHENANDOAH VALLEY WORKFORCE DEVELOPMENT BOARD

The Consortium hereby establishes the **Shenandoah Valley Workforce Development Board**. The Shenandoah Valley Workforce Investment Board (SVWIB) shall take the necessary steps to change its name to the Shenandoah Valley Workforce Development Board (SVWDB), incorporated under the laws of the Commonwealth of Virginia as a private, non-profit corporation.

4.01: APPOINTMENT OF MEMBERS TO THE SVWDB

A. The Consortium shall appoint at least one representative from each of the following public sector categories to the SVWDB:

- (1) Economic and Community Development Entities;
- (2) Department of Aging and Rehabilitative Services
- (3) Eligible providers administering adult education and literacy activities under title II, including a representative from a secondary public school's Career and Technical Education program;
- (4) Community Colleges
- (5) Virginia Employment Commission
- (6) Labor Organizations
- (7) Training Director or labor representative from a joint labor-management apprenticeship program

B. Not less than 20 percent of the members shall be from categories A(6) and A(7) above, or from community based organizations that have a demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or provide or support competitive integrated employment for individuals with disabilities or in addressing the employment, training, or education needs of eligible youth, including organizations that serve out-of-school youth.

C. The Consortium shall appoint a sufficient number of private industry members to the SVWDB to ensure that the total membership shall be comprised of at least a 51% majority of private industry members, who are owners, chief executives or operating officer with policy

making or hiring authority. These businesses, including small businesses, provide employment opportunities that include high-quality, work relevant training and development in high demand industry sectors or occupation in the local area. The Consortium shall appoint members in compliance with Section 107 (b) (2) (A) of the Workforce Innovation and Opportunity Act. In order to maintain a majority of private industry members, it may be necessary for some jurisdiction members to have more than one private industry member. In determining the allocation of additional private industry members the Consortium shall consider the relative populations of the member jurisdictions and Sub-Regions.

D. Subject to the limitations imposed by the mandatory representation outlined above, the Consortium may appoint representatives of other agencies or community based organizations providing regional planning, housing assistance, public assistance, educational services, employment training services, and other services and other individuals as the chief elected officials may determine to be appropriate.

4.02: DUTIES AND RESPONSIBILITIES

The SVWDB shall perform such duties and responsibilities as required under the Workforce Innovation and Opportunity Act and other laws and regulations promulgated by the Commonwealth of Virginia. The SVWDB shall carry-out its functions in a collaborative manner with the Consortium. The duties and responsibilities of the SVWDB include, but are not limited to:

- A. Establish such by-laws and such other rules as it deems necessary to fulfill its responsibilities under the Workforce Innovation and Opportunity Act.
- B. Select eligible providers of services for adults and dislocated workers.
- C. Select eligible providers of youth services with consideration of recommendations from the Youth Council.
- D. Select training providers.
- E. Assist the Governor in developing a statewide employment statistics system.
- F. Link private sector employers with local and statewide workforce activities in collaboration with local offices of economic development and secondary education, and institutions of higher education.
- G. Hire staff as necessary, and as funding permits, to support the program of the SVWDB.
- H. Direct the disbursement of all funds dispersed under the ACT for the Shenandoah Valley Workforce Development Area and the subsequent dispersion of such funds to designated service providers and/or subcontractors in accordance with the approved Workforce Development Plan.
- I. Prepare and recommend the following for consideration and approval of the Consortium:

- (1) A local strategic workforce plan.
- (2) Selection of the One Stop Operator or a One-Stop Consortium
- (3) An annual local operating budget
- (4) Local performance measures for approval by the Governor
- (5) Candidates for a Youth Council to serve as a subgroup of the SVWDB
- (6) A youth work plan

J. Work collectively with the Consortium to monitor and evaluate all programs initiated under this agreement.

4.03: TERMS

Beginning with program year July 1, 2015, the term of appointment for SVWDB members shall be four (4) years, with terms ending on June 30 of the year the term ends. Members may be eligible to serve two full consecutive terms,

4.04: VOTING RIGHTS

Each SVWDB member shall have one (1) vote on all matters before the SVWDB. Members shall be present to vote and voting by proxy shall not be permitted.

4.05: OFFICERS

The officers of the SVWDB shall include Chair, Vice Chair, and Secretary/Treasurer. Each officer shall serve for one (1) year; and, may be eligible for re-election. Only private industry members shall be eligible for election to the office of Chair and Vice Chair.

4.06: MEETINGS

The SVWDB shall hold regular or called meetings at such times, dates, and places as may be established in the by-laws of the SVWDB.

SECTION 5: LIABILITY

5.01: LIABILITY

In accordance with the Workforce Innovation and Opportunity Act, the Consortium shall be liable for any misuse of funds received under this agreement. Designation of a member jurisdiction or other entity as local grant recipient or fiscal agent does not relieve the member jurisdictions of the Consortium from liability for any misuse of WIOA grant funds. Each consortium member jurisdiction shall be liable only for its share of any loss equal to its respective share of WIOA funding.

5.02: INSURANCE REQUIREMENT

The Board shall procure and maintain *Directors and Officers Liability Insurance* sufficient to safeguard the Consortium, member jurisdictions, SVWDB officers and members, and SVWDB

employees from errors, omissions, and misuse of funds received and held by the Consortium, its grant recipient, fiscal agent, and the SVWDB.

SECTION 6: TERMINATION

This Agreement shall be terminated upon the repeal of the Workforce Innovation and Opportunity Act or successor legislation pertaining to Workforce Development or upon mutual consent of at least two-thirds (2/3) of the members of the Consortium.

SECTION 7: ADDITION TO/WITHDRAWAL FROM CONSORTIUM MEMBERSHIP

7.01: NEW MEMBERS

A political subdivision or municipal corporation of the Commonwealth of Virginia may petition the Consortium for membership provided that such local jurisdiction is part of the LWDA, as designated by the Governor in accordance with the provisions of the Workforce Innovation and Opportunity Act.

7.02: WITHDRAWAL

Any party to this Agreement shall have the right to withdraw from the Consortium after providing at least ninety (90) days written notification to the Consortium.

SECTION 8: AMENDMENT

This Agreement may be amended with the approval by resolution of the governing body of two-thirds (2/3) of the members of the Consortium.

SECTION 9: SEVERABILITY

If any of the provisions of this Agreement shall be found void or unenforceable for whatever reason by any court of law or equity, it is expressly intended that such provision(s) be severable and the remainder of the Agreement shall remain in force and effect.

SECTION 10: EFFECTIVE DATE

This amended Agreement shall become effective July 1, 2015.

This agreement is approved by resolution by the following member jurisdictions of the Commonwealth of Virginia:

Augusta County Board of Supervisors

By _____

Title _____

City of Buena Vista, Virginia

By _____

Title _____

Highland County Board of Supervisors

By _____

Title _____

Page County Board of Supervisors

By _____

Title _____

Rockingham County Board of Supervisors

By _____

Title _____

City of Waynesboro, Virginia

By _____

Title _____

Clarke County Board of Supervisors

By _____

Title _____

Bath County Board of Supervisors

By _____

Title _____

City of Harrisonburg, Virginia

By _____

Title _____

City of Lexington, Virginia

By _____

Title _____

Rockbridge County Board of Supervisors

By _____

Title _____

City of Staunton, Virginia

By _____

Title _____

Frederick County Board of Supervisors

By _____

Title _____

Shenandoah County Board of Supervisors

By _____

Title _____

City of Winchester, Virginia

By _____

Title _____

Warren County Board of Supervisors

By _____

Title _____

The Shenandoah Valley Workforce Development Board at its meeting on _____, 2015 considered the duties and responsibilities outlined in this agreement and consents to perform such duties and responsibilities in accordance with this agreement.

Shenandoah Valley Workforce Development Board

By _____

Title _____

Clarke County Board of Supervisors



Berryville Voting District
J. Michael Hobert
(540) 955-4141

Millwood Voting District
John R. Staelin
(540) 837-1903

White Post Voting District
Bev McKay – Vice Chair
(540) 837-1331

Buckmarsh Voting District
David S. Weiss – Chair
(540) 955-2151

Russell Voting District
Barbara J. Byrd
(540) 955-1215

County Administrator
David L. Ash
(540) 955-5175

Resolution In Support of Renaming the Shenandoah Valley Workforce Investment Area to the Shenandoah Valley Workforce Development Area and Renaming the Shenandoah Valley Workforce Investment Board to Shenandoah Valley Workforce Development Board 2015-10R - DRAFT

WHEREAS, the Clarke County Board of Supervisors desires to create a positive business environment and has been a strong supporter of workforce development and education initiatives;

WHEREAS, on April 17, 2012, the Clarke County Board of Supervisors approved the Shenandoah Valley Chief Elected Officials Consortium Agreement, which established the Shenandoah Valley Workforce Investment Area for the purpose of planning, establishing and operating a local workforce services delivery system;

WHEREAS, in accordance with Public Law 113-128, the Workforce Innovation and Opportunities Act of 2014, Section 106, the Shenandoah Valley Workforce Investment Area has been renamed the Shenandoah Valley Workforce Development Area and the Shenandoah Valley Workforce Investment Board shall be renamed the Shenandoah Valley Workforce Development Board;

THEREFORE BE IT RESOLVED, that the Clarke County Board of Supervisors does hereby support these changes and approves this resolution accordingly.

Adopted this 21st day of July, 2015

Attest:

David S. Weiss, Chair

FY2014 Goals and Priorities - Clarke County Board of Supervisors

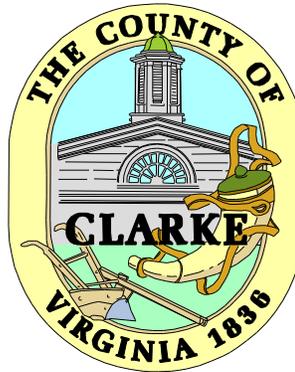
<i>Project</i>	<i>Responsibility</i>	<i>Status</i>	<i>Proposed Review Date</i>
BCCGC: Resolve dispute with Architect and Engineer in connection with government building.	Ash, Dalton, Mitchell	Bob Mitchell in negotiations.	Monthly Updates – Government Projects
Building automation: evaluate system implemented by School District and continue planning and action for conservation and energy management in the County.	Ash, Levi, Teetor	Incorporated in the changes in building renovations projects.	Monthly Updates – Government Projects
Comprehensive Plan: finalize adoption of update.	Stidham, Planning Commission and Board	Adopted	March 18, 2014
Economic Development Strategic Plan: Complete and adopt.	Stidham, Planning Commission and Board	Adopted	October 21, 2014
Emergency Operations Plan: Mandatory four-year revision by September 17, 2013; Development and inclusion of ESF's documents and complete annex revision to meet revised federal standards by August 2014.	Ash, Walburn, Davis	Transfer item to Fire & EMS Department	September 17, 2013 August 2014
Enterprise Resource Planning (ongoing): Monitor and initiate implementation of core financial modules.	Ash, Judge	Financial complete	May 4, 2015
Fee for services or "revenue recovery" from individuals requiring public medical support and transport to hospital.	Stidham, Workgroup and Board Davis, Radford	Complete	May 1, 2015
Fire and Emergency Services Workgroup Report and Communications Study Receive and review by January 31, 2014; adopt plans for implementation of solutions by May 1, 2014.	Stidham, Ash, Workgroup and Board	Final Report Complete Fire & EMS Commission Appointed Fire & EMS Director Hired	January 23, 2014 August 19, 2014 September 1, 2014

Approved 08/20/2013; Updated 06/02/2015

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FY2014 Goals and Priorities - Clarke County Board of Supervisors

<i>Project</i>	<i>Responsibility</i>	<i>Status</i>	<i>Proposed Review Date</i>
Mental health and related human services: Participate in regional dialogue and support area response to need for affordable treatment and support.		Complete – state legislation introduced.	December 31, 2013
Personnel Policy Update: Complete comprehensive update and obtain agreement of constitutional officers and departments to extension of policies and record keeping policies to all employees. by March 31, 2014 for integration into ERP.	Ash, Board, Chair, Constitutional Officers	Review in progress	March 31, 2014 ; October 1, 2015
Sheriff's Office: Complete renovation.	Ash, Judge, Levi	Complete all but punch list items.	Monthly Updates – Government Projects



Personnel Policies Manual



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County of Clarke – Personnel Policies
Chapter 1 Organization and Administration

1-1 Adoption of Personnel Policies

The following information serves as the Personnel Policy Manual for Clarke County, adopted [Date Adopted]. Due to the changing environment and world we work in, it is subject to subsequent amendments as necessary. This manual supersedes all previous personnel manuals adopted by Clarke County.

The rules and regulations contained within the manual are established under authority of Section 15.2-1506 of the Code of Virginia, 1950, as amended.

The policies and procedures outlined herein shall apply to all personnel employed by Clarke County. The policies and procedures shall apply to employees of Constitutional Officers, where the Constitutional Officer has agreed to participate in this personnel system. This includes:

- Attorney for the Commonwealth
- Clerk of the Circuit Court
- Commissioner of the Revenue
- Sheriff
- Treasurer

Employees of the Constitutional Officers shall be excluded from the Grievance Procedure outlined within these policies.

The Constitutional Officers of Clarke County shall retain the right to their own hiring practices and terminations in accordance with all applicable statutes and regulations.

These policies and procedures shall not apply to employees of Clarke County Public Schools without specific action by that governing body to adopt the same.

In the event that any office or agency of Clarke County other than the Board of Supervisors adopts these policies and procedures, the officer or board involved shall exercise the authority assigned herein to the Agency Personnel Administrator, unless otherwise specified.

1-2 General Policy

It is the fundamental policy of the County of Clarke that a fair and uniform personnel management system be established for its employees in order to insure the most effective provision of services to the citizens of the community. Therefore, it shall be the policy of the County that:

- A. Employment shall be based on merit, suitability, and ability without regard to race, religion, creed, color, national origin, age, sex, marital status, or the presence of any sensory, mental, or physical disability.

County of Clarke – Personnel Policies

- B. Equitable incentives and conditions of employment shall be established and maintained.
- C. Compensation shall be in accordance with duties assigned, and performance shall be the major factor in justifying salary adjustments and increases.
- D. Employees shall be expected to work productively and to demonstrate a considerate and friendly attitude towards persons with whom they come in contact during the course of their work.
- E. Employees shall adhere to the policies and procedures required of them and shall endeavor to serve the citizen and taxpayer to the best of their ability.

The County retains the sole right to exercise all managerial functions including, but not limited to:

- a) directing the work force.
- b) assigning, reassigning, supervising, disciplining, and dismissing employees.
- c) transferring or reassigning duties as necessary to provide services to the citizens of Clarke County.
- d) establishing, changing, altering, or deleting policies as may be deemed necessary to achieve the County's goals.
- e) altering at will the organization and structure of the County, as may be deemed necessary, within the statutory requirements of the Commonwealth of Virginia.

1-3 Purpose and Scope of Manual

This manual is intended to serve as a source of information concerning your employment with Clarke County and answers many of the questions most frequently asked by County employees concerning their employment with the County. If further information or advice about matters covered in this manual is needed, employees should contact your supervisor, department head, or County Administration.

The policies and procedures contained in this manual are internal guidelines, which do not create contractual rights and should not be interpreted to constitute binding contractual obligations. This manual is not, and shall not, be construed as an explicit or implied contract, nor shall it modify any existing 'at will' status of any County employee and shall not create a due process requirement in excess of federal or state constitutional or statutory requirements. The County reserves the right, in its sole judgment, to modify, amend, or rescind the provisions of this manual.

Much of the information contained in this manual is drawn from relevant laws, regulations, and policies of the state and federal government and the County. Should there be a conflict between any statement, fact or figure presented within these policies, and the prevailing laws, regulations, and policies, the latter takes precedence.

County of Clarke – Personnel Policies

Employees have the responsibility to keep themselves informed of updates and revisions to the County's policy. Department heads are also responsible for maintaining a current manual within their department, which shall be available to all employees.

This manual will supersede any existing personnel policies in effect prior to the date of the publication of this manual. It applies to all regular, probationary, seasonal and temporary employees of Clarke County.

Additionally, it is the policy of the County to strive for safety in all activities and operations, and to carry out the commitment of compliance with health and safety laws applicable to the County by enlisting the help of all employees to ensure that public and work areas are free of hazardous conditions.

- A. To provide equitable conditions of employment for County employees;
- B. To establish and maintain uniform standards of employment and compensation and;
- C. To provide assistance to department directors and supervisors in their administration of personnel matters.

1-4 County Administration

The Code of Virginia, 1950, as amended, and the Code for the County of Clarke establish the powers of the Clarke County government. These powers are vested in a Board of Supervisors consisting of five (5) members, one from each of the County's five voting districts. The qualified voters of the respective districts elect members of the Board of Supervisors for a term of four years. The Clarke County Board of Supervisors is responsible for all policy matters, allocation and expenditure of funds and contract execution.

The County Administrator is a full-time official appointed by the Board of Supervisors. Board resolution and official Board action specify the duties of the Administrator's position, which include: Acting as the administrative head of the government, preparing the County's annual budget, and executing resolutions and orders of the Board.

In adoption of these policies the Board has determined that the County Administrator shall be responsible for the administration of the County's personnel program. The County Administrator may delegate responsibility for administering the County personnel program to another full-time County employee. Decisions made by department directors administering these policies may be appealed by the affected employee to the County Administrator or his/her designee.

Under Virginia statutes, the Clarke County Board of Supervisors, retains ultimate authority for all personnel under its auspices.

For the purposes of this manual the term "County Administration" will be used and includes the County Administrator.

1-5 Personnel Definitions

Administrative Leave – Leave with pay approved by the Agency Personnel Administrator as recommended by a department head and not covered by any other leave provision.

Agency Personnel Administrator – For employees of the County Board of Supervisors, the County Administrator shall be the Agency Personnel Administrator. For employees of Constitutional Officers, the Constitutional Officer by whom they are employed shall be the Agency Personnel Administrator.

Allocation – The assignment of a position to its appropriate class in relation to duties performed.

Anniversary Date – The date an employee commenced work in his/her position.

Applicant – An individual who indicates a specific interest in a current job vacancy for which the County is hiring; and provides all required information on an application form.

Appointment – The offer to and acceptance by a person of a position.

Authorized Absence – An absence approved by the employee's supervisor after proper notification (reason for absence and estimated length of absence) is given to the supervisor.

Absent Without Leave (AWOL) – The term used for any unauthorized absence during a scheduled work period.

At Will Employee: Unless otherwise contracted, employee can be dismissed without reason or notice.

Break in Service – Any separation from the service of Clarke County whether by resignation, retirement, layoff, dismissal, disability retirement, or absent without leave when the employee is subsequently re-employed. An authorized leave without pay shall not be considered as constituting a "break in service."

Classification (Class) – A position or group of positions which are sufficiently alike in duties performed, degree of supervision and required, minimum requirements of education, experience or skill, and other such characteristics to be equitably assigned the same class title, same or similar qualification requirements, the same skill level, the same test of fitness, and the same salary range.

Class Series – A number of positions involving the same character of work, but different as to the level of difficulty and responsibility.

Class Description – A formal written description of the class which defines the general character and scope of the duties and responsibilities of positions in the class.

Compensation Plan – The official schedule of pay approved by the Clarke County Board of Supervisors assigning one or more rates of pay to each class title, arranged schematically by classification series.

Constitutional Officer – Those persons identified as County officials who are elected in accordance with Article VII, Section 4 of the Constitution of Virginia, including the Sheriff, Treasurer, Commonwealth’s Attorney, Commissioner of the Revenue, and Clerk of the Circuit Court.

Continuous Service – The total length of time an employee has been employed with Clarke County. Continuous service is defined as beginning with the date of employment and continues until the employee’s retirement or other separation from the County.

County Administration – the County Administrator, or his/her designee.

Demotion – Movement from one class of position to another of a lower salary range in which the employee meets the minimum qualification requirements.

Dependent – A family member who is claimed as a dependent on the employee’s Federal Income Tax Return.

Discipline – Action taken against an employee ranging from verbal reprimand to dismissal depending on the severity of the employee’s unsatisfactory work performance or misconduct.

Dismissal – An involuntary separation of an individual’s employment initiated by the County.

Employee – An individual who, in consideration of wages or salary for the benefit and under the control of the County and is compensated through the County payroll. “Employee” shall not include:

1. Members of the County’s Board of Supervisors;
2. Constitutional officers and their employees, unless the officer has elected to be covered by the County’s personnel system. Constitutional Officers may elect to become part of the County’s Classification and Compensation system and Personnel Policies by executing an agreement with the Board of Supervisors at adoption of these Policies and upon the initiation of each term of office for the Constitutional Officer.;
3. Members of boards, commissions and authorities;
4. Employees of the Clarke County School Board; and
5. Independent contractors.

Essential Personnel – Employees who hold certain positions which provide necessary health, safety, and emergency County services regardless of adverse conditions.

County of Clarke – Personnel Policies

Furlough - Mandatory time off from work with no pay which is used as an alternative to a layoff, initiated by the County, and through no fault of the employee. During a furlough an employee's benefits continue to be paid and leave accrued.

Incumbent – An employee occupying a position in the County service.

Layoff – A temporary or indefinite reduction in the workforce due to economic conditions, technological changes, lack of work, or other appropriate reasons, initiated by the County and usually through no fault of the employee.

Leave Without Pay - (LWOP) - is a temporary non-pay status and absence from duty that, in most cases, is granted at the employee's request. In most instances, granting LWOP is a matter of supervisory discretion and may be limited by agency policy. Employees, however, have an entitlement to LWOP in the following situations:

The Family and Medical Leave Act of 1993 (FMLA) (Public Law 103-3, February 5, 1993), provides covered employees with an entitlement to a total of up to 12 weeks of unpaid leave (LWOP) during any 12-month period for certain family and medical needs. (See 5 CFR part 630, subpart L.)

Employees may not be in a pay status while receiving workers' compensation payments for injuries occurring during the course of their employment.

Note: Employees should be aware that LWOP may affect eligibility for certain employee benefits.

Maternity Leave - Pregnancy, childbirth or related medical conditions associated with birth shall be treated as any other temporary disability with respect to sick leave, annual leave, compensatory time, and leave without pay.

Merit Salary Increase – An increase in compensation established in the Compensation Plan which may be granted to eligible employees after completion of the appropriate length of service and a performance evaluation rating which satisfies the requirements for advancement.

Military Leave - Probationary or permanent employees shall be granted a leave of absence without loss of vacation or sick leave for annual active duty training as a member of the National Guard or any reserve component for the Armed Forces of the United States, for a period not exceeding 15 calendar days.

An employee who is absent for militia duty under orders of the Governor pursuant to the Code of Virginia § 44-75.1 shall be entitled to a leave of absence with pay for the period of ordered absence.

A permanent employee who enters on active duty or who receives orders in any of the Armed Forces of the United States shall be entitled to military leave without pay and to reinstatement in a similar position upon return from active duty as prescribed by public law.

County of Clarke – Personnel Policies

Nonessential Employee – An employee who is not required to work during adverse conditions. Adverse conditions are declared and defined by the Agency Personnel Administrator.

Performance Evaluation – A systematic review of employees in the effective accomplishment of their assigned duties and responsibilities. A recommendation for a salary increase may or may not be included in the evaluation.

Personnel File – Official file of information pertaining to each employee.

Position Classification Plan – The official system of grouping of similar positions into appropriate classes based upon the respective duties, typical tasks, and qualifications.

Probationary Period – A working test or trial period of employment beginning on the first day of work and lasting not longer than six [6] months.

Promotion – Movement from one class of position to another of a higher salary range in which the employee meets the minimum qualification requirements.

Qualifications – The minimum education, experience, and any special job-related requirements which must be fulfilled by a person preliminary to appointment or promotion.

Reclassification – A change in the classification of a position or group of positions.

Re-Employment – When an employee's services are terminated and that employee is subsequently employed again with the County.

Reinstatement – The time an employee returns to work from an authorized leave of absence or goes from a non-pay status into a paid status. Reinstatement means that the employee is treated as if on leave without pay for the time he/she was away from the County.

Resignation – Voluntary separation initiated by an employee who chooses to leave the County service.

Salary Range – A level within a salary schedule into which job classes with similar job evaluation factors are placed for compensation purposes. Pay grades have a minimum rate, a midpoint rate, and a maximum rate and define what the County is willing to pay for a particular job. The midpoint of the pay grades approximates the market salary rate which would be paid for satisfactory performance.

Secondary (Outside) Employment – Employment in any capacity other than the employee's primary full-time job with Clarke County.

Supervisor – An employee who has the responsibility for directing and evaluating the work of other employees.

County of Clarke – Personnel Policies

Suspension – A forced leave of absence without pay for disciplinary purposes.

Transfer – Movement of an employee from one position to another position. Transfers can take place within a department, between departments, between positions of the same pay range, or between positions of the same class.

Unauthorized Absence – Any absence from the job during a scheduled work period, without approval from the employee's immediate supervisor, or when an employee does not follow the proper request or verification procedure for an absence.

Vacancy – A position which has been newly established or which has been rendered vacant by resignation, retirement, or other removal of the previous incumbent.

Work Day – . A day is a 24-hour period beginning at 0000 and ending at 2400.

Work Place – Any County owned or leased property (including parking lots), any site where official duties (including business-related activities for or on behalf of the County) are being performed by a County employee during regular work hours, or while operating a motor vehicle or machine leased or owned by the County.

Work Week – The County's regular workweek, shall be seven consecutive days starting at 0000 on Sunday and ending 2400 on Saturday.

Work Schedule – standard work schedule shall be 40 hours per week. See exception below:

Exception: The Fair Labor Standards Act [FLSA] requires that all covered nonexempt employees be paid overtime pay at no less than time and one-half their regular rates of pay for all hours worked in excess of 40 in a workweek.

Section 7(k) of the FLSA provides that employees engaged in fire protection or law enforcement may be paid overtime on a "work period" basis.

A "work period" may be from 7 consecutive days to 28 consecutive days in length.

For work periods of at least 7 but less than 28 days, overtime pay is required when the number of hours worked exceeds the number of hours that bears the same relationship to 212 (fire) or 171 (law enforcement) as the number of days in the work period bears to 28. *For example, fire protection personnel are due overtime under such a plan after 106 hours worked during a 14-day work period, while law enforcement personnel must receive overtime after 86 hours worked during a 14-day work period.*

Under certain prescribed conditions, a State or local government agency may give compensatory time, at a rate of not less than one and one-half hours for each overtime hour worked, in lieu of cash overtime compensation. Employees engaged in police and fire protection work may accrue up to 480 hours of compensatory time.

An employee must be permitted to use compensatory time on the date requested unless doing so would "unduly disrupt" the operations of the agency.

Chapter 2 Employment

2-1 Equal Employment Opportunity

It is the policy of Clarke County to obtain the best matched applicants available for each position vacancy without regard to sex, race, color, religion, national origin, age, disability, or other non-merit or non-job-related factors. Clarke County shall operate within the principles of equal employment opportunity guidelines set forth in Federal, State and local laws and regulations.

All activities relating to employment including recruitment, testing, selection, promotion, training and termination shall be conducted in a nondiscriminatory manner.

2-2 Open Door Policy

Clarke County practices an 'open door' policy in which any employee who wishes to meet with the Agency Personnel Administrator can do so by establishing an appointment through his/her immediate supervisor.

Although the County endorses an open door policy, employees are strongly encouraged to resolve any issues directly with the parties involved. If the parties involved are unable to reach an agreement, the issue should be brought to the attention of their supervisor.

2-3 Rehire/ Reinstatement

An employee who voluntarily leaves the County in good standing shall be eligible for rehire. If an employee is rehired within six (6) months, all pre-employment tests do not need to be performed again.

An employee who chose to leave the County and is in good standing and wishes to return within thirty (30) days of the separation, may be reinstated, at the Department Head's discretion, to their former position if vacant. A reinstated employee shall be considered to have been on a leave without pay status for the time of the separation.

2-4 Orientation

1. Agency Personnel Administrator will provide the employee with a job description, policies and other miscellaneous information. The new employee shall be directed to Joint Administrative Services to complete the necessary Federal and State tax forms and to obtain information on employee benefits.

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2. The Immigration Reform and Control Act of 1986, makes it illegal for employers to employ anyone who is not authorized to work in the United States. All new employees are required to provide documents establishing their identity and authorization to work in the United States. A menu of approved documents is listed on Form I-9 (Employment Eligibility Verification), which must be completed by all new employees and verified by a representative of the County. Failure to provide the required documents within three (3) days of employment may result in automatic termination.

3. The Agency Personnel Administrator or designee will provide additional information to the new employee, including:
 - a. Work standards and regulations
 - b. Hours of work, timesheets, leave requests
 - c. Duties of the position
 - d. Safety rules and procedures, location of safety or protective equipment
 - e. Tour of the work area, including location of equipment, supplies, etc.
 - f. Introduction to co-workers
 - g. Schedule for lunch and breaks
 - h. When and whom to report absence from work
 - i. Who is responsible for performance planning and evaluations

4. The Agency Personnel Administrator may require a new employee to complete a probationary period as defined in this Chapter when the employee's supervisor deems it necessary to assess initial performance.

2-5 Employment Categories

All employees at the time of hiring shall be designated as either regular full-time employees, regular part-time, seasonal, temporary employees, etc. Employees will also be designated as salaried or hourly.

Employees in these categories may be dismissed at any time and have no right of appeal through the grievance procedure: Casual, Part-time, Probationary, Seasonal, and/or Temporary.

Casual Employees are part-time employees with no fixed work schedule.

Hourly Employees are regular part-time, seasonal, and temporary employees of Clarke County that shall be compensated on an hourly basis and shall be considered as hourly, non-exempt employees.

Part-time Employees are employees regularly scheduled to work 24 or few hours per week.

Probationary Employees have not successfully completed the required period of probation following original employment. During that time, probationary employees are entitled to the same benefits as regular full-time employees, however, sick leave and vacation time will accrue and may become available following the probationary period only if the employee becomes a regular employee subsequent to the probationary period. Employees in this category may be dismissed at any time and have no right of appeal through the grievance procedure.

Regular Full-Time Employees are selected to fill positions in the County that normally work a minimum of 40 hours per work-week on a year-round basis and have completed the minimum probationary period.

Some regular full-time positions involve non-standard work hours to insure continuous operation.

Regular full-time employees receive full benefits, including retirement, group life, health insurance, sick leave, annual leave, military leave, paid holidays, and voluntary payroll deductions.

Regular Part-time Employees are hired when the employee's services are only needed for a part of a workday or work-week, and generally will work 25 or fewer hours per week.

Salaried Employees are regular full-time employees of the County that will generally be considered as salaried employees and paid on a monthly basis.

Seasonal Employees are employed in a position generally for a length of time that normally will not exceed 120 days a year. This position may be either part-time or full-time and the employee does not receive County benefits. Employees in this category may be dismissed at any time and have no right of appeal through the grievance procedure.

Temporary Employees are selected to fill a position having a short or fixed term to accomplish a specific project or projects. This position may be either part-time or full-time and usually is for duration of less than one year. Temporary employees are not eligible for County benefits. Employees in this category may be dismissed at any time and have no right of appeal through the grievance procedure.

2-6 Employment Status

All positions shall be designated as either 'exempt' or 'non- exempt'.

Exempt Status will include employees classified as executive, administrative, or professional employees and other exempt classifications in accordance with the Fair Labor Standards Act and applicable regulations of the United States Department of Labor.

County of Clarke – Personnel Policies

Non-Exempt Status will include employees not falling into one of the exempt categories as defined under the Fair Labor Standards Act.

All non-exempt employees shall be eligible for overtime pay or compensatory time as defined by, and in accordance with, the Fair Labor Standards Act and applicable regulations of the United States Department of Labor.

2-9 Nepotism

It shall be the policy of Clarke County to strongly discourage the placement of immediate family members within the same department or in a supervisor-subordinate relationship.

2-10 Personnel Files

It is the County's objective to maintain complete and accurate personnel files on all full-time, part-time, temporary, and seasonal employees. These records are confidential therefore access is limited to the appropriate personnel.

All confidential information will be kept separately to comply with HIPAA regulations.

Agency Personnel Administrator shall maintain the County's official personnel records for all Clarke County employees employed by the agency. These personnel records include information and official records to document employee's employment history with the County as well as information required to make these personnel rules effective.

The Personnel File will contain all information required by federal and state law. This includes, but is not limited to the employee's:

- Completed application for employment
- Interview records
- Personnel Action forms
- Performance reviews
- Discipline records
- Training records
- Any policies that the employee had to review and sign.

It is the intent of the County to safeguard each employee's personal information in accordance with appropriate laws and regulations.

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Benefit enrollment forms and like financial information shall be maintained by the Clarke County Joint Administrative Services Department.

An employee has the right to review his personnel record maintained by the Agency Personnel Administrator during normal County work hours by scheduling an appointment. The Agency Personnel Administrator or designee will be present while an employee is reviewing the contents of the file.

If the employee finds information that he believes is inaccurate, the employee may request in writing that this be changed or purged appropriately.

In addition, should an employee disagree with information in his official personnel record, he is encouraged to write a rebuttal for inclusion in his personnel record.

An employee is also encouraged to provide information (for example, letters of commendation or certifications) to the Agency Personnel Administrator for inclusion in his personnel record.

Purging of any information in the official personnel record may be done only with the approval of the Agency Personnel Administrator.

Department heads and supervisors may review the personnel record of any employee or prospective employee under their supervision by contacting the Agency Personnel Administrator.

Personnel files and the contents of the file are the property of Clarke County.

Chapter 3 Compensation

3-1 Position Classification and Pay Plan

County Administration is responsible for the administration of the Position Classification and Pay Plan. It is their responsibility to ensure that the plan is administered in a fair and equitable basis. Any situations that do not appear to be in accordance with the plan should be brought to the County Administrator's attention.

3-1.1 Interpretation

County Administration shall be responsible for applying the Position Classification and Pay Plan with respect to issues not specifically covered by the plan using the policies expressed herein as a guide.

3-1.2 Review and Revisions

Department heads shall be responsible for bringing to the attention of the County Administrator any substantial change in duties, responsibilities, or other factors affecting the classification of any position in their respective departments.

Upon receipt of such information, the County Administrator shall review the position and determine if the classification should be changed.

Agency Personnel Administrators should annually review agency job descriptions.

Plan Review:

The County Administrator, upon request of the Agency Personnel Administrator, shall review the Position Classification and Pay Plan for adequacy prior to the submission of the annual budget to the County Board of Supervisors.

In conducting the review, consideration shall be given to current cost of living and the County's financial position.

Based on the findings, the County Administrator may recommend revisions in the plan to the County Board of Supervisors.

3-1.3 Classifications

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All full time regular County positions, with the exception of the County Administrator and Constitutional Officers, are included in the Position Classification and Pay Plan.

All regular positions in the County are grouped together into classifications.

Each position in the County is classified according to the type of work and the amount of responsibility in the position.

Similar positions with like duties and responsibilities are placed in the same pay grade.

Each position has an established pay grade and a specification describing the duties and qualifications of the position.

3-1.4 Classification of New Positions

To establish a new position in the County, the appropriate department head shall prepare a new personnel request form and a job description for the proposed position with the assistance of its Agency Personnel Administrator. The final draft should be submitted to the County Administrator for review and approval.

If the County Administrator approves the establishment of the new position, it shall be allocated to one of the classes in the Position Classification and Pay Plan. In the event a suitable class does not exist, the County Administrator shall establish a new position classification and assign an appropriate pay grade to the class.

The proposed position would be presented to the Personnel Committee of the Board of Supervisors for approval. With the approval of the Personnel Committee, the proposed position would be presented to the full Board of Supervisors for final approval.

3-1.5 Appeals and Reclassification

A request may be made to the County Administrator to review the position classification.

- Such requests shall be submitted, in writing, through the Agency Personnel Administrator.
- All requests for review of classification shall contain a statement of justification.
- The County Administrator's decision regarding classification shall be final.

An employee whose position is:

- Reclassified upward may receive ten (10) percent above the present salary, or the minimum of the new grade, whichever is higher.
- Reclassified downward, compensation will remain the same.

- However, the employee will not be eligible to receive salary increases other than across the board pay level revisions or adjustments to that particular grade due to market adjustments for one year from the date of classification.

3-1.6 New Employees

A new employee of the County shall normally be paid the minimum rate of pay for the grade.

A new employee with unusual experience may be paid within the grade, commensurate with the performance capability associated with the experience.

Any rate paid to a new employee above the minimum for the classification requires a written description of the experience justifying the rate paid and written approval of the Agency Personnel Administrator.

3-1.7 Job Descriptions

All positions listed on the Position Classification Plan will have an associated job description.

Job descriptions will be reviewed, as necessary, by the supervisor and employee, on an annual basis at the time of the annual performance evaluation.

The Department Head will give any suggested revisions to Agency Personnel Administrator.

County Administration will update the job description and give to the County Administrator for approval.

Job descriptions may be updated more often as duties and responsibilities change.

The employee shall be given a copy of his/her respective job description.

County Administration will keep the official copy of all job descriptions.

3-2 Pay Policies

It is the policy and practice of Clarke County to accurately compensate employees and to do so in compliance with all applicable state and federal laws.

3-2.1 Payday Frequency Requirements

Employees will be paid monthly.

3-2.2 Working Hours

Forty (40) hours shall be the maximum normal workweek for payroll calculations.

The workweek is defined as seven (7) consecutive 24-hour periods beginning on Sunday and ending on Saturday with a day beginning at 12:00 A.M.

All employees of the County shall be required to observe all practices relating to hours of work, safe working requirements and lunch periods. It is, therefore, fair for the County to expect the time paid for to be time worked, with due regard for health and safety.

Public Safety Personnel:

CCSO: Current Policy: One hundred seventy one (171) hours [28 day pay period] shall be the maximum normal work period for law enforcement personnel.

Note: Should we quote the law or state that we follow as amended

Code of Virginia - Title 9.1 Commonwealth Public Safety

§ 9.1-702. Work period.

Employers may adopt any work period to compute overtime compensation for fire protection or law-enforcement employees between seven and 28 days provided that the work period is recurring and fixed, and is not changed for purposes of denying overtime compensation to such employees to which they may be entitled under subsection A of § [9.1-701](#). The provisions of this section pertaining to law-enforcement employees shall only apply to employers of 100 or more law-enforcement employees.

§ 9.1-703. Hours of work.

For purposes of computing fire protection or law-enforcement employees' entitlement to overtime compensation, all hours that an employee works or is in a paid status during his regularly scheduled work hours shall be counted as hours of work. The provisions of this section pertaining to law-enforcement employees shall only apply to such employees of an employer of 100 or more law-enforcement employees.

3-2.3 Record of Time Worked

Time records for all employees shall be retained according to schedule by the Agency Personnel Administrator.

County of Clarke – Personnel Policies

Time records for all employees are required to be maintained on a monthly basis. *Note: Some departments/employees may use daily/alternate time records.*

All employees are required to submit their time record to their supervisors / department head for approval.

The department head is required to submit the department's time records to the Agency Personnel Administrator for all employees.

Time records for hourly employees must also be forwarded to Payroll for processing.

Failure to provide record may cause delays.

3-2.4 Garnishments, Tax Liens and Court Orders

Clarke County is obligated by federal and state law to withhold money from an employee's paycheck for child support, unpaid student loans, unpaid medical bills, unpaid taxes or any other judgment ordered by the Court.

"legal language – charge employee"

3-2.5 Overtime and Compensatory Time

All non-exempt employees will be eligible for overtime compensation or compensatory time in accordance with the U.S. fair Labor Standards Act or applicable law. These employees will accrue compensatory time.

The overtime compensation will be paid at a rate of time and one-half hours for every hour worked over 40.

Overtime will be approved by the Constitutional Officer or department head in advance.

Compensatory time should be taken within 45 days of when it was earned with approval of the supervisor. [Arbitrary]

Current County & CCSO Policy: A non-exempt employee may not accumulate more than 240 hours (480 for law enforcement) of compensatory time. [How is cap enforced?]

If an employee has accrued compensatory time, it must be taken prior to using other accrued time off. [Can County force employee to lose vacation benefit when earning overtime.]

Exempt employees can earn compensatory leave for hours actually worked in excess of their standard work hours, if such work is approved by the Agency Personnel Administrator.

Compensatory leave is earned on an hour-for-hour basis and recorded in tenths of an hour.
[Time keeping requirements?]

Code of Virginia - Title 9.1 Commonwealth Public Safety

§ 9.1-701. Overtime compensation rate.

- A. Employers shall pay fire protection or law-enforcement employees overtime compensation or leave, as under the Fair Labor Standards Act, 29 U.S.C. § 207(o), at a rate of not less than one and one-half times the employee's regular rate of pay for all hours of work between the statutory maximum permitted under 29 U.S.C. § 207(k) and the hours for which an employee receives his salary, or if paid on an hourly basis, the hours for which the employee receives hourly compensation. A fire protection or law-enforcement employee who is paid on an hourly basis shall have paid leave counted as hours of work in an amount no greater than the numbers of hours counted for other fire protection or law-enforcement employees working the same schedule who are paid on a salaried basis in that jurisdiction.
- B. Nothing in this chapter shall be construed to affect the right of any employer to provide overtime compensation to fire protection or law-enforcement employees in an amount that exceeds the amounts required by this section.
- C. The provisions of this section pertaining to law-enforcement employees shall only apply to employers of 100 or more law-enforcement employees.

3-3 Employee Transfers

Employees may be transferred, either voluntarily or otherwise, from one job to another and from one location to another as may be required in order to meet the needs of the organization.

Every effort will be made to minimize personal hardships in the event of job reassignment or transfer.

The Agency Personnel Administrator retains complete discretion to determine both the location and place for the conduct of business and the assignments to each employee consistent with the employee's job specifications.

Reasons for transfers may include fluctuations in workloads and production flows, increased career opportunities, emergency requirements, and implementation of governmental mandates, health considerations, and personal preference.

3-3.1 Temporary Transfers

Temporary transfers may occur as job requirements may dictate.

Usually temporary transfers will not last longer than three (3) months, but may be extended an additional three (3) months with the approval of the Agency Personnel Administrator.

3-3.2 Employee Transfer Request

The County encourages existing County employees to seek out and apply for transfers, especially where said transfers result in promotions and upward mobility of employees.

The County will entertain a transfer at the employee's request if such action is consistent with the requirements of the County and such transfer does not disrupt the orderly and acceptable conduct of business.

A transfer to a new position within the same classification may occur, at the request of the employee, after that employee has held his current position for at least the completion of the probationary period and has performed in a satisfactory manner.

3-3.3 Transfer Training Period

During an initial training period, transferred employees will be evaluated to determine the employees' suitability to the new position.

If it is determined that the employee is not suited for the new position, the employee may be subject to reassignment to another available position or terminated.

3-3.4 Compensation of Transferred Employees

Pay for transferred employees will be handled as follows:

- A. Employees transferred to a job within the same salary grade will continue to receive their existing rate of pay.
- B. Employees transferred at the County's request to a position in a lower grade shall continue to receive his / her level of compensation, however, the earning potential will decrease.
- C. Employees transferring at their request to a job at a lower grade may be paid within the pay grade of the new position, commencing with the start of the new job. The earning potential for the new grade will be lower, therefore limiting the earning potential.

County of Clarke – Personnel Policies

- D. Employees transferring to a job with a higher grade will get the minimum of that grade. It will be at the discretion of the County Administrator to give the whole increase at once or to gradually increase the employee over the span of a specific time period. This may be done if the employee is increasing several grades.

Chapter 4 Paid Time Off and Other Absences

4-1 Holidays

Clarke County observes legal holidays established by State law and any other such days as may be designated by the Governor of the Commonwealth, the President of the United States and/or the Board of Supervisors.

The following holidays are authorized to be observed each year; however the County will follow the State or federal government if additional holidays are approved by the Governor or the President of the United States after publication of the County's annual list of observed holidays.

1. New Year's Day (First day of January)
2. Lee-Jackson Day (Friday preceding the third Monday in January)
3. Martin Luther King Day (Third Monday in January)
4. Presidents Day (Third Monday in February)
5. Memorial Day (Last Monday in May)
6. Independence Day (4th of July)
7. Labor Day (First Monday in September)
8. Columbus Day and Yorktown Victory Day (Second Monday in October)
9. Veterans Day (11th of November)
10. Thanksgiving Day (Fourth Thursday in November)
11. The day after Thanksgiving (the Friday next following the fourth Thursday)
12. Christmas Day (25th of December)

Whenever any of such days falls on Saturday, the Friday next preceding such day, or whenever any of such days falls on Sunday, the Monday next following such day, and any day so appointed by the Governor of the Commonwealth or the President of the United States, shall be a legal holiday as to the transaction of all business.

4-1.1 Eligibility for Holiday Pay

Full-time employees shall be eligible for holiday pay from date of hire.

Permanent, part-time, hourly employees shall be eligible for holiday pay after three (3) years continuous service.

County of Clarke – Personnel Policies

In order for an eligible employee to receive payment for a holiday he/she must work at least regularly scheduled work day before and the first regularly scheduled workday after the holiday or be on approved leave status. [Check legality.]

Holidays will be paid out during the pay period in which it falls. If an employee is scheduled to work a designated holiday, the time worked will be counted as compensatory time for up to eight (8) hours. The compensatory time must be taken within 45 days of the actual holiday with the approval of the Agency Personnel Administrator. [Number of days arbitrary]

4-2 Vacation

1. Upon initial full-time employment with the County, vacation leave credit shall be prorated for the first month.
2. Vacation leave credit will accrue when an employee is on pay status regardless of whether the employee is at work each day or not. Absences with pay for illness, vacation, jury duty, etc., do not affect vacation leave accrual.

An employee shall not accrue vacation leave credits when in a non-pay status, i.e., administrative leave of absence, vacation and sick time exhausted, suspension, etc.

3. Employees will not be permitted to take vacation leave time before such leave is earned unless approved by the Agency Personnel Administrator.

Exception: The Agency Personnel Administrator may extend paid leave and other employee benefits beyond the accumulated level for employee's whose service, in the sole discretion of the Agency Personnel Administrator, merits an extension of employee benefits beyond the level prescribed in the Personnel Policies. This is to be used judiciously.

4. Use of vacation leave is allowed on an actual time basis in increments of tenths of an hour [6 minutes].
5. Vacation leave accumulation calendar year end maximums:
 - Regular full-time employees: maximum ??? hours (??? days)
 - Permanent part-time employees scheduled 24 or more hours per week: maximum ??? hours (??? Days)

Hours over maximum at calendar-year end will be reduced. [Compensatory time issue]

Employees Reporting to County Administration: 0 to 9 years 480 hours accrued; 10+ 720 hours accrued

Document provided from another jurisdiction used 288 hours (36 days)

4-2.1 Vacation

<i>Employee Status</i>	<i>Years of Continuous Service</i>	<i>Monthly Accrual</i>
Full-time	0-4 Years	Eight (8) hours (1 day) <i>Co Admin Current: 12 hours</i>
	5-9 Years	Ten (10) hours (1 1/4 days) <i>Co Admin Current: 12 hours</i>
	10 + Years	Twelve (12) hours (1 1/2 days) <i>Co Admin Current 16 hours</i>
Permanent Part-time Scheduled 24 hours per Week or More	All Years	Eight (8) hours

4-2.2 Vacation Leave Due Upon Termination

Employees who have accumulated vacation leave hours up to the maximum allowable accumulations are entitled to cash payment up to the maximum in lieu of such leave under the following circumstances:

- (a) When the employee terminates employment with the County whether through retirement, voluntary resignation, or discharge;
- (b) When the employee goes into military service or extended active duty;
- (c) Upon the employee's death, his beneficiary or estate is paid his unused vacation leave credit.

Payment shall be verified by Agency Personnel Administrator through normal payroll practices.

Current Co Admin Policy states: *Annual Leave shall be prorated for the month the employee terminates.*

All County property shall be returned to your Supervisor or Purchasing by the end of your last day worked where possible but not later than five calendar days of your last day worked.

Annual Leave shall be processed for payment with the next, regularly scheduled payroll following verification of receipt of all County property.

The departing employee shall be held liable for:

- ✓ loss or damage to County property should they fail to **properly** transfer; and,
- ✓ cost of replacement. Where possible, the cost shall be deducted from any annual leave payout.
- ✓ cost of unauthorized expenditures. Where possible, the cost shall be deducted from any annual leave payout.

4-2.3 Paid Holidays and Illnesses during Vacation

In the event a paid holiday falls during an employee's scheduled vacation period, the holiday will not be charged against the vacation leave.

In the event an employee becomes ill while on vacation leave, such illness shall be chargeable to sick leave and not to vacation leave, provided the employee presents a doctor's certificate to substantiate the claim.

4-2.4 Payment in Lieu of Vacation

Vacation leave is provided to give all employees a rest and change from their everyday duties. Therefore, it is encouraged that all employees take their vacation leave.

Compensation payments in lieu of vacation will only be paid to an employee in unusual circumstances and only upon written approval of the Agency Personnel Administrator.

4-2.5 Scheduling of Vacation Time

Each department head is responsible for scheduling the vacation leave of employees in their respective departments.

Department heads will attempt to schedule vacation leave as requested by the employee; however, the efficient operation of the department will be the first consideration.

In the event of conflicting requests for vacation, the department head will attempt to give preference to the employee who requested the leave first.

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Department heads will make every effort to arrange his/her personal vacation schedule in such a manner that it will not be necessary for the total annual vacation period to be taken in the last month of the calendar year.

4-2.6 Requesting Vacation Time

All employees will be required to submit requests for vacation leave on forms provided by the Agency Personnel Administrator.

Employees within a department will submit vacation requests to their department heads for appropriate action.

Department heads will submit their vacation requests to the Agency Personnel Administrator for approval.

NOTE: Leave without pay is not encouraged and will be granted only in unusual circumstances at the discretion of the Department Head with approval by the Agency Personnel Administrator. Should all leave time be exhausted, leave without pay will only be granted when it DOES NOT present an undue hardship on the County.

4-3 Sick Leave

Clarke County recognizes that the inability to work because of illness or injury may cause economic hardship. The County also recognizes that employees may need time off to obtain necessary medical treatment.

4-3.1 Eligibility and Amount

All regular full-time employees accumulate sick leave at the rate of 8 hours (1 day) for each completed month of service.

Part-time employees accrue sick???

4-3.2 Sick Leave Accumulation

1. Upon initial employment with the County, sick leave credit shall be prorated for the month.
2. Sick leave credit will accrue when an employee is on pay status regardless of whether he is at work each day or not. Absences with pay for illness, vacation, jury duty, etc., do not affect sick leave accrual. An employee shall not accrue sick leave credits when in a non-

County of Clarke – Personnel Policies

pay status, i.e., administrative leave of absence, disciplinary suspension, or when vacation and sick time are exhausted.

3. Employees will not be permitted to take sick leave time before such leave is earned without the approval of the Agency Personnel Administrator.
4. Sick leave may be allowed on an actual time basis in increments of tenths of an hour [6 minutes].
5. When all sick time has been exhausted and an employee is unable to report to work because of illness, the employee shall be given the option of using accrued vacation time.
6. Sick leave has no maximum accrual.

4-3.3 Use of Sick Leave

Paid sick leave may be taken by a regular full-time employee for absence by reason of:

- A. Bona fide illness or injury, which prevents the employees from performing their usual work;
- B. Illness, injury, or doctor's appointment in the employee's immediate family, which requires the attendance of the employee;
- C. Inability to work due to pregnancy or complications related to pregnancy [lactation support?]
- D. Maternity/paternity leave. [check legality]

4-3.4 Definition of "Immediate Family" [check legal definition]

The term "Immediate Family" as it applies to the use of paid sick leave shall include the employee's parents, including step-parents or persons who stood in place of the parent and performed parental duties and responsibilities; spouse as defined by laws of the Commonwealth; children, including step-children, foster children, and legal wards; siblings, including step-siblings; and any relatives, either by blood or marriage, living in the employee's household. Anyone living in employee's household; exceptional situations discretion of Agency Personnel Administrator at minimum requirements of law. [significant other / domestic partner?]

4-3.5 Sick Leave and Workers Compensation

The salary or wages received by an incapacitated employee as sick leave pay shall be reduced by the amount of Workers' Compensation received during the sick leave period.

4-3.6 Employee's Responsibility

All employees shall, in the event of a sick leave absence, notify his/her immediate supervisor as soon as possible. Failure to notify a sick leave absence, as required, may subject the employee to disciplinary action.

4-3.7 Proof of Illness

Department Heads or the Agency Personnel Administrator may, at their discretion, require an employee to submit a doctor's statement certifying the reason for their absence.

4-3.8 Abuse of Sick Leave

Sick leave is provided to the employee as an aid in time of need and should only be used when necessary.

Sick leave pay will be denied to any employee who is found guilty of making a false statement of sickness or otherwise abusing the sick leave privilege.

Such false statements or abuse will be cause for dismissal or other disciplinary action.

4-3.9 Sick Leave and Termination

When an employee voluntarily terminates employment with Clarke County, unused accrued sick leave shall not be paid out to the employee unless the employee is retiring under VRS. Irrational

In this case, one – fourth (1/4) of the unused [arbitrary] accrued sick leave shall be paid to the employee up to a maximum of \$2,500.

4-4 Bereavement Leave

Any employee required to be absent because of death in his/her immediate family shall be entitled to use three (3) days bereavement leave. [CCPS 5 days]

Any additional days, if taken, shall be deducted from the employee's accumulated paid vacation or sick leave.

4-4.1 Definition of "Immediate Family"

The term "Immediate Family" as it applies to the use of Bereavement Leave shall include the employee's spouse, children, step-children, parents, parents-in-law, guardians, daughter-in-law, son-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, grandchildren, and any blood relative living in the employee's household. [Legal definition]

CCPS: for the death of the employee's spouse/partner, child, step – child, foster child, parent, or step – parent, sister, brother, grandchild, grandparent, father/mother – in – law, brother/sister – in – law, permanent member of the employee's household, or a person whom the employee is the sole financial support. This category may also include individuals that are not related to the employee by blood or marriage. Bereavement leave is not authorized for the death of a pet.

4-5 Other Types of Leave

4-5.1 Military Leave

Pursuant to Section 44-93 of the Code of Virginia, 1950, as amended, all employees of the County who are former members of the armed services or members of the organized reserve forces of any of the armed services of the United States, National Guard or naval militia shall be entitled to military leave in accordance with United States Government regulations, without loss of seniority, accrued leave or efficiency rating, on all days during which they are engaged in federally funded military duty, to include training duty or when called forth by the Governor. There shall be no loss of pay for up to fifteen workdays during such leaves of absence; and when relieved from such duty, they shall be restored to positions held by them when ordered to duty as described under the "Uniformed Services Employment and Reemployment Rights Act of 1994."

The employee will be paid the higher of the County salary or the Military salary.

4-5.2 Civil Leave

Any regular employee who is summoned to serve on jury duty or who is summoned or subpoenaed to appear in any court or administrative hearing shall be entitled to civil leave with pay.

If such employee receives a payment for civil duties, it must be turned in to County Administration. When an employee is only reimbursed for travel expenses, he or she may keep the payment. If the employee chooses to charge civil days to vacation leave, the employee may keep any payment.

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The employee may not use civil leave with pay if the employee is a defendant in a criminal case. In this case, the employee may charge the absence to vacation leave or compensatory time, if eligible, or leave without pay.

Civil leave with pay may not exceed the actual time required. With respect to any additional time off resulting from jury duty or summons to court, the employee may charge such time off to vacation leave or compensatory time, if eligible, or leave without pay.

The immediate supervisor must be notified in a reasonable period of time in advance to schedule civil leave, and an employee leave request form must be completed. A copy of the civil leave request must be forwarded to the Agency Personnel Administrator.

Any employee who is summoned to serve on jury duty or any employee, except the defendant in a criminal case, who is summoned or subpoenaed to appear in any court shall not be discharged from employment nor have any adverse personal action taken against him or her nor shall he or she be required to use sick leave or vacation time as a result of his or her absence from employment, upon giving reasonable notice to his or her supervisor of such jury duty or court appearance.

4-5.3 Maternity/Paternity Leave [legality]

All maternity/paternity leave will follow the laws of the Family and Medical Leave Act (4-6) With the approval of the Agency Personnel Administrator, employees may use sick leave, vacation leave and/or leave without pay.

4-5.4 Leave Without Pay

Agency Personnel Administrator may grant regular employees leave without pay for a reasonable purpose.

Extended Leave of Absence Without Pay:

- Requests for extended leave of absence without pay must be approved by the Agency Personnel Administrator.
- Employees on approved extended leave of absence do not accrue vacation and sick leave credits.
- An approved leave of absence without pay is not considered a break in service.
- The County will continue to pay the group insurance premiums through the Virginia Retirement System for employees on extended leave of absence without pay in the same manner as it does for employees in pay status.
- The employee will be responsible for paying his/her portion of the group health coverage if applicable.

It shall be the responsibility of the Agency Personnel Administrator to provide notice of leave without pay status to the Payroll Department.

4-5.5 Administrative Leave

An employee may be placed on administrative leave by their Department Head (with authorization of the Agency Personnel Administrator) when it is in the best interest of the County to remove the employee from the worksite.

The employee may be placed on administrative leave during an investigation.

The employee will stay on administrative leave as deemed necessary by the Agency Personnel Administrator.

The employee will be paid his/her full salary for the duration of the leave.

Time designated as administrative leave with pay will not be charged to the employee's paid leave.

4-5.6 Volunteer Fire and Rescue Calls

With permission from their immediate supervisor, employees who volunteer and are members of a Board recognized Clarke County fire department or rescue squad may be permitted to leave their jobsite when required to respond to an emergency call.

The employee is required to make up the hours missed from the job or account for the hours using accumulated vacation leave or compensatory time **at a rate of one half of an hour per hour** used of accumulated vacation leave or compensatory time.

4-5.7 Voting and Elections

Clarke County encourages its employees to vote, as well as participate in the election process.

An employee of the County may serve as an Election Official.

An employee serving as an Election Official must be a qualified voter of the Commonwealth of Virginia and agree to represent a recognized political party.

An Election Official cannot hold an elective office or be the deputy or employee of an elected official.

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Employees are required to obtain approval of their supervisor in order to participate as an Election Official.

The employee will not be required to use vacation leave or compensatory time for the time missed from work.

Blood Donation / Community Service Leave. Definition???

Chapter 5 Employee Responsibilities

5-1 Standards of Conduct and Performance

Clarke County has established Standards of Conduct, rules of personal conduct and standards of acceptable work performance for its employees. Violation of the established rules and/or unacceptable work performance may result in the imposition of corrective action. Such action is designed, and is to be used, as a corrective measure and shall not be based on an employee's race, color, religion, national origin, marital status, political affiliation, disability, sex or age.

The Standards of Conduct in this policy are designed to protect the well-being and rights of all employees to assure safe, efficient County operations; and to assure compliance with public law.

The Standards serve to:

1. Establish a fair and objective process for correcting or treating unacceptable conduct or work performance;
2. Distinguish between less serious and more serious actions of misconduct, and provide corrective action accordingly, and;
3. Limit corrective action to employee conduct occurring only when employees are at work or when otherwise representing the County in an official or work-related capacity, or where the conduct is otherwise work related.

The Standards of Conduct listed in this policy are intended to be illustrative but not all-inclusive. Accordingly, any action, even if not specifically listed in the policy, that in the judgment of the Department Head or Agency Personnel Administrator seriously undermines the effectiveness of the County activities or the employee's performance shall be treated consistent with the provisions of this policy.

5-1.1 Standards of Conduct

- A. The effective operation of the County requires that all public officials and the employees be independent, impartial and responsible to the citizens.
- B. Decisions and policy will be made through the proper channels of our government.
- C. The employees of Clarke County will maintain ethical conduct by setting forth actions that are compatible with the best interests of the County.
- D. No employee shall grant special consideration, treatment or an advantage to a citizen, or employee, which is not available to any other citizen or employee.

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- E. Employees are expected to maintain timely and regular attendance at work.
- F. Employees are expected to meet established performance standards. Conditions or circumstances, as they become known, which will prevent employees from performing effectively or from completing their assigned tasks should be reported to the supervisor.

5-2 Performance Management

5-2.1 Definition

The performance evaluation system is a uniform procedure which permits the evaluation of the performance of employees in accordance with certain standards and criteria known to both those whose performance is being evaluated and those responsible for conducting the evaluation.

5-2.2 Purpose

The employee performance evaluation is designed to encourage improvement and development of employees within the organization. A more efficient working organization can be brought about by a common understanding that employees and supervisors are all working together for a common purpose. Further, effective periodic ratings tend to improve supervisory practices by bringing supervisors and employees into closer contact and producing mutual understanding.

A formal review of an employee's performance is done annually during the months of September and October. Interim review dates for employees may be established if determined to be appropriate.

The performance evaluation is made by the employee's supervisor and reviewed by the Agency Personnel Administrator. The review should cover the entire preceding review period.

The goal of the performance evaluation system is to permit the supervisory personnel to evaluate the performance of employees in the accomplishment of their assigned duties and responsibilities. The evaluation of the performance of employees is to determine how and to what extent employee performance relates to position requirements. This system is intended to serve three main purposes:

1. The first is to insure that each employee is fully aware of performance standards which apply to his/her job. The performance evaluation system contains criteria on which performance is evaluated. Each of these criteria is used to measure how employees performed their assigned duties and responsibilities as explained in the position specifications.

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2. The second purpose served by the system is to assist supervisory personnel not only in completing performance ratings, but also in discussing these ratings with the employees. In fairness to an employee, a supervisor should agree with him/her on the standards against which the employee will be rated. This system is designed to more clearly identify the elements of satisfactory performance and the reasons for a given rating. When properly applied, this system, as explained in this manual will take the “guess work” out of evaluating the performance of the employee. There are five levels of performance that can be used to describe an employee’s performance in each category. These five performance levels are:
 - (1) Unsatisfactory,
 - (2) Below Satisfactory,
 - (3) Satisfactory,
 - (4) Above Satisfactory, and
 - (5) Exceptional.

3. The third purpose of this system is to assist the supervisor in identifying development needs of subordinate personnel. Instead of forcing the supervisor to guess at employee development needs, the guide encourages a detailed review of actual performance deficiencies and weaknesses as they are identified in the performance evaluation. When reviewing the employee’s performance evaluation with the employee, these deficiencies can be discussed in detail and specific development programs can be provided to assist the employee in improving his/her total performance. The system requires the supervisor to discuss each employee’s development and growth potential, completed goals and objectives and set future goals and objectives.

5-2.3 Use of Employee Evaluations

Once an employee performance rating form is completed, it is made a part of the employee’s personnel file.

The information collected can assist management in identifying deficiencies, outstanding performance, or areas where actions are necessary to better develop the employee.

Each Supervisor / Agency Personnel Administrator sets goals and objectives for each employee to complete during the upcoming year. This enables both the supervisor and employee to know exactly what is expected.

When used properly, the performance evaluation can be advantageous to management and can improve services.

5-2.4 Salary Adjustment for Performance

Elevation of employees within the salary range shall be made according to satisfactory completion of the requirements of the position in which the employee is functioning. The amount of salary increase available to any covered employee is directly tied to the individual's job performance. Superior performance results in greater merit increases.

Employees would generally be expected to be granted performance or merit based increases based on their overall rating and the midpoint of their pay bracket; budgetary conditions permitting.

5-3 Secondary Employment

It should be known that the employment with the County is primary.

In order to minimize the potential for conflict of interest, the County discourages any secondary employment.

Any employee seeking secondary employment shall discuss this with his/her immediate supervisor and obtain approval prior to accepting a position outside of County employment.

In the event that the secondary employment interferes with the employee's performance, attendance or ability to do his/her job, the employee may be asked to discontinue dual employment.

Employees who have secondary employment at the time of hire must notify their immediate supervisor and the Agency Personnel Administrator of this.

5-4 Conflict of Interest

As provided in The Virginia Conflict of Interests Act, Sections 2.2-1300 et seq, Code of Virginia, 1950, as amended, no employee of the County shall engage in any financial or other interest which might impact the performance of his/her duties.

Employees shall not, without proper authorization, disclose confidential information concerning Clarke County.

Employees shall not accept any gift or favor from a citizen, corporation, or firm that is intended to influence his/her decision or discharge of his/her duties.

Employees shall not represent private interests before the interests of the County, unless he/she is doing so as a member of a civic organization or is speaking on an issue of general public interest.

5-5 Attendance

Every employee is expected to be on the job during all hours assigned. Excessive absences or tardiness may lead to disciplinary action, up to and including termination.

All employees shall, in the event of a sick leave absence, notify his/her immediate supervisor as soon as possible or at least two hour prior to shift time. When requesting leave or reporting an absence, the employee must contact the supervisor or designee. Failure to notify a sick leave absence, as required, may subject the employee to disciplinary action.

5-6 Inclement Weather

Delayed Opening/Closure:

In cases where an overnight or early morning event causes the delayed opening or closure of one or more of the County's facilities, The County Administrator will make an official declaration, identifying the locations and employees affected and the amended time of opening. The County Administrator shall communicate the declaration to:

- The Department Heads responsible for the facilities affected by the declaration,
- The Clarke County Communications Center for general announcement, and
- Local radio and cable systems.

When possible, such decisions will be made and announced prior to the normally scheduled opening time.

Early Closing:

In cases where events occurring during the workday require the closing of one or more of the County's facilities, the County Administrator will:

- Make an official declaration, identifying the locations and employees affected and the amended time of closing.
- Shall communicate the declaration to:
 - o The Department Heads responsible for the facilities affected by the declaration,
 - o The Clarke County Communications Center for general announcement, and
 - o Local radio and cable systems.

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When possible, such decisions will be made and announced prior to the normally scheduled closing time.

In the absence of a delayed opening, closure, or early closing declaration, all departments are to open and remain operational during normal business hours.

Department Heads and employees should anticipate normally occurring weather conditions or commuting difficulties and arrange for employees who can do so to report and/or alternate coverage.

In the event of a delayed opening or early closing, employees affected by the declaration shall not be charged with leave for that time during which the facility is closed.

Employees who lose time due to weather-related commuting absences may make up that time on an hour-for-hour basis within the 30 days following the absence. Time not made up within 30 days shall be deducted from accrued leave. [wage and hour issues?]

5-7 Use of Computer Systems, Internet and Phones

Computer and networking systems, including e-mail, internet and all other County resources and equipment are considered County property.

The use of these systems, networks and equipment is limited to business purposes only, except as specifically set forth below.

Infrequent and very limited use of County telephones for brief local calls or short local faxes generally is permitted so long as it does not interfere with performance of the employee's duties, is consistent with all other County policies, is not disruptive to the County, and is not potentially disruptive or offensive to others.

Use of all other County resources, such as long distance telephone service, postal and shipping service, copiers, long-distance faxes, vehicles, equipment and/or office supplies and materials for any non-business purposes is generally not permitted, and may only be used with prior management approval as set forth below.

Use of computers and computer systems and networks for personal/professional development or continuing education reasons is permitted only where approved by management in advance. Please note, however, that such approved personal use of County computers may be considered a taxable fringe benefit.

5-7.1 Incidental Use

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During or after normal working hours, employees may occasionally wish to access the Internet for non- work-related purposes, just as they might currently browse a newspaper in the County lobby or make occasional, short, non-work-related local telephone calls. The County recognizes that its employees have busy lives and long workdays and that this sometimes warrants such infrequent and limited personal use of the County's computers to access e-mail or the Internet for non-business purposes. Such infrequent and limited non-business use is generally permissible (subject to the restrictions below) so long as it does not interfere with the performance of the employee's duties, is consistent with all other County policies, is not disruptive to the County, and is not disruptive or potentially offensive to others. If an employee has any doubts about the meaning of infrequent and limited, he or she should consult his or her immediate supervisor or the Agency Personnel Administrator.

The County reserves the right to block and/or monitor Internet access to any sites that the County deems to be offensive or undesirable. In addition, employees found to be visiting sites that are not blocked but are subsequently found to be offensive are subject to review and possible disciplinary action. These offensive sites include, but are not limited to, sites focusing on pornography, violence, hate groups, games, and similarly objectionable material of no business relevance.

The County strives to maintain a productive, efficient workplace free of harassment of any type. The County therefore prohibits any use of its telephone systems, fax systems, computer systems and networks, e-mail, or the Internet that is disruptive and potentially offensive to others. The display or transmission of sexually explicit images, messages, or cartoons is prohibited. This also includes but is not limited to ethnic slurs, racial or sexual comments, off-color jokes, vulgarities, obscenities; or anything that may be construed as harassment, discrimination, or which is disrespectful of others.

Individuals should refrain from using computer systems, e-mail and the Internet for personal reasons except as permitted under this policy.

E-mail should be used no differently from County letterhead. All e-mail communications are considered County documents and are subject to subpoena. All e-mail correspondence should be complete and accurate in content. E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations or other non-business matters. Users of e-mail cannot assume privacy of the transmission. Users of e-mail and all other computer or internet resources waive any right to privacy in these communications and consent to the access and disclosure by authorized County employees. The County reserves the right to read and preserve the contents of e-mail and all other computer or internet communications, including contents of all files or messages created, transmitted, or stored using County resources.

5-7.2 Use of Licensed Software

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The County purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software.

Employees may only use software on County networks according to the software license agreement. County policy prohibits the illegal duplication of software and its related documentation.

The County maintains and supports hardware, software and network services for business use. Employees should use only the software and hardware provided. County policy prohibits the loading of files and software or the altering of software setup and configuration without authorization from the systems administrator.

Some licenses allow for use of software by an individual on the computer in his or her office and on his/ her home or portable computer, provided that only one copy of the software is in use at a time. But not all vendors allow such copying. Employees should use the software only in accordance with the terms of the license agreement. Before you make a copy of software applications for use on a computer other than your primary work computer, check with the systems administrator.

Likewise, software that employees have licensed for use on their home computers may not be appropriate or authorized for use on their computers at work. Installing software not authorized by the County on your work computer can cause system problems. "Shareware" or software acquired for use at home cannot be supported by the network systems administrator and could introduce viruses into the system. Use of non- authorized software on County computers is prohibited, and can lead to disruption of work.

Employees should notify their immediate supervisors, Information Systems, or the Agency Personnel Administrator upon learning of any violations of this policy. Employees who violate this policy will be subject to disciplinary action up to and including termination of employment.

5-8 County-Owned Vehicles

County employees are responsible for the proper use and maintenance of County-owned vehicles used in their work.

Any defects noted by the employee should be reported to the immediate supervisor as soon as possible.

Vehicles are to be used for County business only.

5-8.1 Accidents Involving County-Owned Vehicles

Employees involved in any accident while driving a County-owned motor vehicle must:

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- (a) Immediately call 911 for first aid assistance if it is necessary.
- (b) Notify the Sheriff's Office or other law enforcement agency if accident is outside of Clarke County.
- (c) Obtain the names and addresses of the other person(s) involved in the accident.
- (d) Obtain the names and addresses of all witnesses present.
- (e) As soon as possible, notify their Department Head of the accident. It is the Department Head's responsibility to notify the Agency Personnel Administrator of the accident.

5-9 Keys to Facilities

Employees will be issued keys to the offices and/or buildings on an as needed basis.

The keys are considered County-owned property and should be treated as such.

All new employees will sign a receipt form for each key that they are issued.

No key is to be reproduced.

In the event that the key is lost, the employee may be responsible for all costs incurred in changing the locks.

5-10 Harassment

The County's support of its Equal Employment Opportunity policy includes its commitment to prohibit harassment against employees because of sex, gender, race, color, religion, national origin, age, disability or any other class protected by law. This prohibition covers illegal harassment by anyone in the workplace including supervisors, co-workers and even nonemployees.

The County expects its employees to treat each other with respect and courtesy.

County employees have the right to be free from inappropriate comments, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, or based on a person's protected class, when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or when such conduct creates an intimidating, hostile or offensive work environment.

The County will not tolerate discrimination or harassment.

5-10.1 Procedure

The following procedure applies to any harassment complaint:

- a) Any employee who feels he/she has been discriminated against or harassed because of his/her sex, gender, race or for any other improper reason should report the matter immediately to his or her immediate supervisor or the Agency Personnel Administrator. The employee may inform any of these persons of the complaint. Thus, for example, if the employee prefers not to report it to his or her supervisor, the employee should report it to the Agency Personnel Administrator.
- b) Employees should not assume that the County management knows about the situation. Please inform your supervisor or the Agency Personnel Administrator promptly of your problem so that it may be addressed.
- c) Employees should report the situation before it becomes severe or pervasive.
- d) Such reports or complaints can be made without fear of retaliation.
- e) Once on notice of complaint, the County will investigate it in a prompt, thorough, and impartial manner. The County will ensure as much confidentiality as is possible. The County will not retaliate against anyone who provides information during the County's investigation.
- f) The County will take immediate and appropriate corrective action if it determines that harassment has occurred in violation of this policy. Such action may include the suspension or discharge of the offender.

If you have any questions regarding this policy, or need information on complaint procedures, we urge you to contact your Agency Personnel Administrator.

5-11 Drug Free Workplace

In compliance with the Drug Free Workplace Act of 1988, the County shall:

1. Publish a policy notifying employees of the County's drug prohibitions in the workplace and specify any actions that will be taken against employees for violations of such policy.
2. Notify employees who are subject to the County's drug and alcohol abuse policy, that as a condition of employment with the County the employee will:
 - a. Abide by the terms of the drug and alcohol policy, and
 - b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

3. Notify any contracting agency within ten (10) days after receiving actual notice of such conviction.
4. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted.
5. Make a good faith effort to continue to maintain a drug free workplace through implementation of this program.

5-11.1 Inspection

Inspections and searches conducted under this policy shall be for the purpose of determining adherence to County policy, fitness for duty and appropriate discipline. Law enforcement personnel investigating criminal activity shall not conduct inspections or searches pursuant to this policy.

The County reserves the right to search County-owned property, including vehicles, structures, buildings, equipment, computer and other electronic communication systems, furniture, offices, desks, lockers, files, file cabinets and containers at any time and for any reason.

All County employees are therefore strongly encouraged to refrain from storing on or in County owned property any personal article (including personal correspondence) they wish to protect from inspection by County officials.

By accepting or continuing employment, each County employee is deemed to have consented to unannounced searches of his or her own work area upon request.

Searches of an employee's person, personal vehicle or personal containers such as vehicles, purses, brief cases or lunch pails will not be conducted without the employee's consent. However, an employee's refusal to consent to reasonable searches of his person, vehicle or personal containers while on County property may result in disciplinary action up to and including discharge.

5-11.2 Drug Policy

Clarke County has long been committed to a safe and healthful working environment for its employees. Additionally, we have an obligation to the general public to conduct our operations safely and efficiently.

With this commitment and obligation in mind, the County is reaffirming its rules prohibiting alcohol and drug abuse. The County is also reaffirming its willingness to assist employees

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with alcohol or drug related problems to find the appropriate treatment for rehabilitation and recovery. In accordance with our long- standing policy, this notice is to reemphasize to our employees (and employees of other companies and contractors) that the abuse of drugs and alcohol poses a serious threat to the safety of our employees and the County's operations and to the public. Accordingly, the use, possession, being under the influence or having a detectable presence of drugs or alcohol in one's system (except where expressly authorized) or manufacture, distribution or sale of such substances on County premises or on-the-job or any off-the-job abuse of such substances which adversely affects an employee's job performance or other County interests is prohibited.

Drugs and alcohol include any substance with the potential to produce effects of intoxication and/or the potential to produce physical, mental, emotional or behavioral changes which could adversely affect as employee's ability to safely and efficiently perform his job and specifically include marijuana, cocaine, amphetamines, barbiturates, heroin, opium and phencyclidine. The term County premises in this notice is used in its broadest sense, and includes all land, property, buildings, structures, cars, trucks, and all other means of conveyance owned or leased by the County, or otherwise being utilized for County business. The term on- the-job includes paid and unpaid meal periods during the business day and paid and unpaid overtime.

Employees who have drug and/or alcohol abuse problems are encouraged to request assistance through community agencies. The County will take no disciplinary action against employees who voluntarily seek such assistance. The existence of, or employee participation in, an employee assistance program does not, however, relieve any employees from compliance with the terms of this notice or other applicable standards governing performance and conduct.

Employees who violate this Drug and Alcohol Free Workplace Policy will be subject to disciplinary action up to and including discharge and may be allowed to participate in approved treatment as an alternative to discharge.

Employees of independent contractors and temporary agency employees who violate this policy will not be allowed to perform additional services on behalf of the County.

To further insure safe and healthy working conditions, the County may request an employee to participate in drug or alcohol testing for justifiable reasons.

The County also reserves the right to take other justifiable measures including the inspection of all County premises and the personal property of employees on County premises in order to insure compliance with this policy.

Participation in such testing and inspection is voluntary, but employees who refuse shall be deemed in violation of this Policy and subject to termination of employment.

Contractor employees who refuse shall not be permitted to perform further work for the County.

All records and information obtained by the County regarding alcohol and drug testing and the results and treatment of employees for chemical dependency will be confidentially maintained by restricting access on a need to know basis to those designated by management.

Drug and Alcohol Policy and Regulations

A. Purpose

The County of Clarke recognizes that drug and alcohol abuse are serious problems across America. It is, therefore, the goal of the County to establish and maintain a safe and healthy drug and-alcohol-free workplace for its employees, and to protect the safety of the public by providing the highest quality of service.

The County is committed to assisting employees who may be experiencing problems with drugs or alcohol. Employees with such problems are encouraged to seek counseling or other treatment prior to disciplinary or performance action being taken. The County's desire to assist employees does not relieve the County of its responsibility to maintain a drug- and alcohol-free workplace. The use of alcohol, illegal drugs, or the misuse of prescription drugs is not acceptable in the County workplace. Such behavior seriously affects job performance and can create a danger to the public and co-workers. In addition, the use of illegal drugs is not acceptable at any time or place. The policy and regulations pertaining to a drug- and alcohol-free workplace must be followed by all County employees.

B. Policy and Regulations

1. The County of Clarke maintains a drug-and alcohol-free workplace for all of its employees. "Workplace" is defined in the Glossary of these Rules and Regulations.
2. Any drug or alcohol test that results in a "positive" reading will be subject to the County's Drug and Alcohol Policy and Regulations.
3. No employee shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. §812) and as further defined by the Code of Federal Regulation (21 CFR §§1300.11 through 1300.15).
4. As a condition of employment, each employee shall notify his supervisor of his conviction of any criminal drug law no later than five (5) days after such conviction.
5. As a condition of employment, each employee shall abide by the terms of the County's policy and regulations respecting a drug- and alcohol-free workplace.
6. The possession and/or consumption of alcohol and/or illegal drugs in the workplace are prohibited. This prohibition covers the entire period between the time when the employee

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initially reports to work to the time when the employee finally leaves work at the end of his shift inclusive of all breaks and meals.

7. Violation of this policy and regulations will result in appropriate disciplinary action up to and including termination.
8. For purposes of maintaining a workplace free of drugs and alcohol, the County of Clark reserves the right to search all County workplaces, as defined in the Glossary of these Rules and Regulations.
9. Employees who have separated from County employment as a result of a positive drug and/or alcohol test will not be entitled to re-employment except in certain circumstances as determined by the County Administrator, Director of Social Services or Constitutional Officer.
10. All employees are subject to reasonable suspension and post-accident drug and alcohol testing.

C. Drug Testing

1. **Reasons for testing:** Drug tests may be required in the following cases:

- a. When an applicant for a County position, critical to the safety and security of employees or the public, has been given a conditional offer of employment subject to a negative drug test result.
- b. When there is reasonable suspicion that a County employee, regardless of position, is under the influence of illegal drugs.
- c. When a County employee has been authorized to return to work at the recommendation of the County's Medical Review Officer and the Agency Personnel Administrator after testing positive for drug use and after referral to appropriate counseling programs
- d. When an employee has been referred to the Employee Assistance Program because he/she is seeking assistance due to drug use.
- e. Commercial Driver's License Holders: As required by the Omnibus Transportation Employee Testing Act of 1991 and implementing regulations of the Office of Drug & Alcohol Policy & Compliance, and the Federal Highway Administration (49 CFR, Parts 40 and 382, et. al.) all employees and applicants who hold or are offered a position that requires a Commercial Driver's License (CDL) as a condition of employment and continued employment will be tested for drugs under the following conditions:
 - i. Pre-employment
 - ii. Random
 - iii. Post-accident:
 1. The employee receives a citation.

County of Clarke – Personnel Policies

2. A fatality or injury treated away from the scene has occurred.
3. One or more vehicles are towed.
4. The employee should be promptly tested for both drugs and alcohol (within 2 hours).
5. Reasonable suspicion.
6. Return to work after positive test and follow-up.

2. Refusal to Submit to Drug Test

Refusal by an employee to submit to a drug test immediately when requested will be considered a positive test result. A refusal is defined in 49 CFR Part 40 and includes, but is not limited to, failure to appear for testing for any reason, leaving the testing site without prior notice acceptable to the County, or failure to complete and sign an authorization and consent form.

5-12 Workplace Violence

Due to the increasing incidence of violent activities in the workplace, the County is implementing this policy to state our strong opposition to acts of aggression or violence in the workplace. This includes, but is not limited to, intimidating, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, or use of weapons.

In addition, jokes or comments regarding violent events which further promote violent events will not be tolerated and may result in disciplinary action.

The purpose of this policy is to minimize the risk of personal injury to employees and others at work, and damage to County property.

It is our belief that through the steps outlined below we can identify stresses in the workplace early on and develop a risk-reducing violence prevention program. It is important that you become familiar with the provisions of this policy.

We wish to stress that the County does not expect you to become an expert in psychology or to physically subdue a threatening or violent individual. In fact, we discourage employees from engaging in a physical confrontation with a potentially violent individual. However, we do expect that you exercise reasonable judgment in identifying potentially dangerous situations. It is essential that all employees recognize that before any physical acts of violence occur, there often are behaviors exhibited by individuals engaging in such acts. Such behaviors include:

- Co-workers displaying overt resentment, anger and hostility;
- Co-workers making ominous threats like bad things are going to happen to a particular person or a catastrophic event might occur;

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- Co-workers whose work performance has deteriorated suddenly and/or significantly;
- Co-workers who display irresponsible, irrational or inappropriate behavior;
- Co-workers who brandish weapons in the workplace.

5-12.1 Prohibited Conduct

Threats, threatening language, or any other acts of aggression or violence made toward or by any County employees will not be tolerated.

For purposes of this policy, a threat includes any attempts to intimidate or instill fear in others, menacing gestures, flashing of concealed weapons, stalking, verbal or physical abuse, or other hostile, aggressive, injurious, and destructive actions undertaken for the purpose of domination or intimidation, where one may fear bodily injury.

County property covered by this policy includes, without limitation, all County owned or leased building and surrounding areas such as sidewalks, walkways, driveways, and parking lots. County vehicles are covered by this policy at all times regardless of whether or not they are located on County property.

The County reserves the right to conduct searches and inspections of employee's personal effects or County provided materials in situations meeting the definition of "reasonable-cause" and when a supervisor and the Agency Personnel Administrator agree on the "reasonable-cause" decision.

Illegal and/or unauthorized articles discovered or articles deemed to be dangerous weapons may be taken into custody and may be turned over to law enforcement representatives, as appropriate.

Any employee who refuses to submit to a search, or who is found in possession of prohibited or dangerous articles, will be subject to disciplinary action up to and including termination.

5-12.2 Threat Reporting Procedures

All potentially dangerous situations including threats should be reported to a supervisor or the Agency Personnel Administrator. The key is to report any incident involving conduct prohibited by this policy. Employees who feel they have been subjected to any of the behaviors listed above are required to immediately report the incident to a supervisor. Complaints will be treated seriously and will be investigated.

Employees who observe or have knowledge of any violation of this policy should immediately report it to management.

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All threats will be investigated. We will take appropriate action and look to employees for support of this policy.

Based upon findings, disciplinary action may be taken against the offender.

Employees are empowered to contact the proper law enforcement authorities without first advising the Agency Personnel Administrator (or simultaneously with informing above mentioned) if they believe an immediate safety threat exists.

5-13 Domestic Violence

In order to create a safe, productive workplace, Clarke County is committed to providing information, resources, and support for employees and management who are responding to domestic violence concerns.

Clarke County treats all employees fairly and will not discriminate against an employee in any employment actions because the employee is, or perceived to be, a victim of domestic violence.

To enable employees to seek assistance for domestic violence needs, it is encouraged that management respond to employees who are victims of domestic violence in an open minded manner. Respecting the employees' need for confidentiality whenever possible, we reserve the right to disclose limited information and take action when it is clearly necessary to protect the safety of Clarke County employees.

5-13.1 Education and Training

Clarke County believes that offering employees opportunities to increase their awareness of domestic violence helps to prevent and reduce the impact of domestic violence in the lives of our staff.

The County provides workplace educational and informational resources to employees whenever feasible.

5-13.2 Safety and Security

Clarke County will not tolerate any acts of threat or domestic violence against any employee while on County property or while conducting County business.

Employees who threaten, harass, or abuse any one either at the workplace or from the workplace, may be subject to disciplinary action, up to and including termination.

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Employees who become aware of threats or acts of domestic violence that may occur or have occurred in the workplace must immediately inform their supervisor. In addition, employees with Orders of Protection or restraining orders that reference the worksite, must provide their supervisor or Agency Personnel Administrator with a copy of the order.

5-13.3 Employees Who Commit Acts of Domestic Violence

An employee who is found guilty of committing an act of domestic violence in the workplace may be subject to disciplinary action, up to and including termination.

Further, if an employee is found using any County resources such as work time, workplace phones, fax machines, mail, electronic mail or any other means to commit an act of domestic violence may be subject to disciplinary action, up to and including termination.

5-14 Discipline

It is the policy of the County that all employees are expected to comply with the County's standards of behavior as set forth in these policies.

Any non-compliance with these standards must be remedied and can be subject to one or more disciplinary actions.

The supervisor or Agency Personnel Administrator shall consider the severity of the non-compliance and shall utilize the disciplinary action available in a progressive manner.

5-14.1 Progressive Discipline

In general, the County follows a progressive discipline approach. This will give most employees an opportunity to correct the problem before more serious disciplinary actions are taken.

In addition to the process outlined below, alternate strategies such as performance improvement plans, mediation, conflict resolution and demotions may be used on a case-by-case basis. These actions are to be utilized when it serves the County's best interest to resolve the problem in the least negative and most cost effective manner.

In the event it becomes necessary to take disciplinary action against an employee the supervisor shall have the following guidelines available:

- a. Discussion: Meet with and advise the employee of the nature of the problem and the action necessary to correct the situation. This action may be considered to be informative in nature and usually will not result in any entry in the employee's personnel file; however

County of Clarke – Personnel Policies

the supervisor/Agency Personnel Administrator should document the conversation for reference.

- b. Warning: A verbal reprimand of the employee followed by a written entry in the personnel files indicating the actions taken.
- c. Written Notice: Issue a written reprimand to the employee advising him /her of facts involved and advising that such action is being recorded in the employee's personnel file.
- d. Suspension: Place the employee on leave with or without pay pending completion of any investigation, court action or other such matter that is deemed to be serious enough to warrant suspension. Employees suspended from work will not accrue or receive any employee benefits during their suspensions. Suspension shall not exceed thirty (30) working days.
- e. Termination: Terminate the employee from his/her employment. This should be a last resort when serious misconduct remains uncorrected or when initial misconduct is so significant that the employment must be terminated. In the event a supervisor recommends dismissal a complete review will be made by the Agency Personnel Administrator of the facts surrounding the request. If dismissal is warranted, the employee will be given a final notification form and an opportunity to respond.

5-14.2 Resignation with Pending Charges to Terminate

An employee who wishes to resign during the termination process may do so by submitting a letter of resignation to the Department Head / Agency Personnel Administrator. If the letter of resignation is accepted in lieu of termination, the letter of resignation will be placed in the employee's personnel file.

5-14.3 Appeal

Only employees subject to the grievance procedure who believe they have been improperly disciplined may use the grievance procedures set forth herein to have their views considered.

5-14.4 Notification

No disciplinary action that results in suspension or dismissal shall occur until the employee has been notified in writing by the supervisor or Agency Personnel Administrator.

5-14.5 List of Offenses Typically Addressed Through Progressive Discipline

County of Clarke – Personnel Policies

Listed below are some of the infractions which are typically addressed through progressive discipline, however disciplinary action is not limited to the offenses listed. Please note that Clarke County reserves the right to determine the level of seriousness of the offense and what course of action will be taken.

- Rude, abusive, indecent or threatening language to employees of the public;
- Failure to attend scheduled meetings or training sessions;
- Absences without approved leave;
- Inadequate or unsatisfactory work performance;
- Disruptive behavior;
- Careless workmanship or negligence of a minor nature;
- Violation of a County policy;
- Abuse of County property;
- Violating a safety rule where there is not a threat of bodily harm;
- Failure to follow a supervisor's instructions;
- Unsatisfactory attendance or excessive tardiness;
- Conviction of a moving traffic violation while using a County-owned vehicle.

5-14.6 List of Offenses Addressed Through More Serious Discipline

Listed below are some of the infractions which are typically addressed through more serious discipline, however disciplinary action is not limited to these offenses listed.

- Charged with a felony or convicted of a misdemeanor;
- Theft or misappropriation of funds or resources;
- Falsifying any official County document;
- The willful giving of false statements;
- Unsafe or illegal conduct that could result in endangering oneself, other employees or property, and/ or the public;
- Fighting and/ or other acts of physical violence;
- Absence in excess of three days without proper authorization or a satisfactory reason;
- Gambling on County property or during work hours;
- Sleeping during normal work hours for employees other than those who sleeping facilities are provided, such as fire and emergency medical services personnel ;
- Insubordination;

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- Sexual, racial or any other form of harassment;
- Theft or unauthorized removal of County records or property;
- Participating in any kind of slow down or similar concerted interference with County operations;
- Gross negligence;
- Willfully or negligently damaging or defacing County property.

5-15 Separation of Employment

The termination of an employee's service in the County may be the choice of the employee to either resign or retire, or the choice of the County to reduce the work force or to dismiss the individual. Whatever the reason for the separation, this final employee action which closes the entire personnel file, must be documented.

An exit interview will be held between the exiting employee and the Agency Personnel Administrator. This interview is encouraged in all voluntary terminations and retirement.

During the exit interview, the employee may discuss reasons for leaving and the status of benefits and compensation. This is not intended as a counseling or grievance session.

Chapter 6 Grievance Procedures

6-1 Grievance Procedures

The purpose of the Clarke County Grievance Procedure is to afford an immediate and impartial method for the resolution of disputes which may arise between County Administration and its employees.

6-1.1 Coverage of Personnel

Unless otherwise provided by law, all non-probationary regular full-time and part-time employees are eligible to initiate a grievance under this policy.

An employee or person who comes within one or more of the following groups is not eligible to initiate a grievance under this procedure:

1. Probationary employees – Unless there is a claim of unlawful discrimination or retaliation
2. The County Administrator
3. All Department Heads and their equivalents
4. Temporary, limited terms (grants), and seasonal employees.

The County Administrator, or designee, shall determine the employees (by position) excluded from this grievance procedure, and shall maintain in the County Administration list of such excluded positions.

6-1.2 Definition of Grievance

A grievance is a complaint or dispute by an employee relating to his or her employment, including but not necessarily limited to:

1. Disciplinary actions including demotions, suspensions, and dismissals resulting from formal discipline or unsatisfactory job performance.
2. The application of personnel policies, procedures, rules and regulations, and the application of ordinances and statutes.
3. Discrimination based upon race, color, creed, religion, political affiliation, age, disability national origin or sex.
4. Acts of retaliation taken as the result of utilization of this grievance procedure or the participation in the formal grievance (under this grievance procedure) of another County employee.
5. Acts of retaliation because the employee has complied with any law of the United States or of the Commonwealth of Virginia, has reported any violation of such law to a governmental authority, has sought any change in law before the United State Congress

County of Clarke – Personnel Policies

or the General Assembly of Virginia, or has reported an incidence of fraud, abuse or gross mismanagement.

6-1.3 Local Government Responsibility

The County reserves to itself the exclusive right to manage the affairs and operations of Clarke County. Accordingly, complaints involving the following management rights are not generally grievable:

1. Establishment and revision of wages or salaries, positions classification, or general benefits.
2. Work activity accepted by the employee as a condition of employment, or work activity which may reasonably be expected to be a part of the job content.
3. The content of ordinances, statutes, or established personnel policies, procedures, rules, and regulations.
4. Failure to promote, except where an employee can show that established promotional policies or procedures were not followed or fairly applied.
5. The methods, means, and personnel by which work activities are to be carried out, with due regard to safety, legality and ethics.
6. The hiring, promotion, transfer, assignment, and retention of employees in positions within the County service.
7. The relief of employees from duties, or actions taken as may be necessary to carry out the duties of the County in emergencies.
8. Direction and evaluation of the work of County employees.
9. Termination, layoff, demotion, or suspension from duties because of lack of work, reduction in the work force, or job abolition, except where such action affects an employee who has been reinstated within the previous six (6) months as the result of the final determination of a grievance.

In any grievance brought under the exception to chapter 6-1.3 item 9, the action shall be upheld upon a showing by the County that (a) there was a valid business reason for the action, and (b) the employee was notified of the reason in writing prior to the effective date of the action.

6-1.4 Determination of Grievability

The issue of grievability may occur at any step of this procedure prior to the panel hearing. However once the issue is raised, it must be resolved as provided herein before further processing of the grievance.

Decisions regarding grievability will be determined by the County Administrator, or a designee, at the request of the Supervisor or grievant within ten (10) calendar days of the request. A copy of the decision will be sent to the grievant. If the issue of grievability is not resolved prior to the panel hearing, it will be deemed to have been waived and the procedure will move forward.

The decision of the County Administrator may be appealed by the grievant to the Circuit Court for a hearing on the issue of whether the grievance qualifies for a panel hearing.

Proceedings for review of the decision of the County Administrator, or the designee, may be instituted by the grievant by filing a notice of appeal with the County Administrator within ten (10) calendar days from the date of receipt of the decision and giving a copy thereof to all parties. Thereafter, within ten (10) calendar days the County Administrator, or the designee, shall transmit to the Clerk of the Court to which the appeal is taken, a copy of the decision of the County Administrator, a copy of the notice of appeal, and the exhibits. A list of the evidence furnished to the Court shall also be furnished to the grievant. The failure of the County Administrator, or the designee, to transmit the record shall not prejudice the rights of the grievant.

Within thirty (30) days of receipt of such records by the Clerk, the Court, sitting without a jury, shall hear the appeal on the record transmitted by the County Administrator, or the designee, and such additional evidence as may be necessary to resolve any controversy as to the correctness of the record. The court, in its discretion, may receive such other evidence as the ends of justice require. The court may affirm the decision of the County Administrator, or the designee, or may reverse or modify the decision. The decision of the Court shall be rendered no later than the fifteenth (15) day from the date of the conclusion of the hearing. The decision of the Court is final and cannot be appealed.

6-1.5 Compliance with Procedures

All stages of the Grievance Procedure beyond the first step shall be in writing on forms supplied by County Administration.

Personal face-to-face meetings between the grievant and the designated County representative are required at each step of the severance procedure.

Both sides may have appropriate witnesses present at Step 2 and beyond.

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The grievant is entitled to representation at or beyond the Step 3. Such representation shall be at the grievant's expense and choice.

When the employee expresses his or her grievance in writing, he or she shall first obtain the required forms from County Administration.

That office shall thereupon open a file on the grievance and shall assist the grievant, the Department Head and the County Administrator in insuring that all papers are transmitted throughout this process in a timely fashion.

In the event that an employee files more than one grievance, the County Administrator may, at any time prior to the panel hearing, consolidate those grievances for joint processing. If the grievances are consolidated, the processing of the first grievance shall be suspended until such time as the last filed grievance proceeds to the same point in this procedure. Once consolidated, the grievances shall be processed at the same time.

After a grievance is committed in writing, failure of either party to comply with all substantial procedural requirements of the grievance procedure, including the panel hearing, without just cause shall result in a decision in favor of the other party on any grievable issue, provided the party not in compliance fails to correct the noncompliance within five (5) work days of receipt of written notification by the other party of the compliance violation. Such written notification by the grievant shall be made to the County Administrator or the designee.

The County Administrator or the designee may require a clear written explanation of the basis for just cause extensions or exceptions.

The County Administrator or the designee shall determine compliance issues. Compliance determinations made by the County Administrator are subject to judicial review by filing a petition with the Circuit Court within thirty (30) days of the compliance determination.

6-1.6 Step 1 - Immediate Supervisor Level

An employee who has a grievance must discuss the problem directly with the immediate supervisor within twenty (20) calendar days after the occurrence which prompts the grievance. The supervisor shall give serious attention to the grievance, and must give the employee an answer within three (3) workdays following the meeting.

Step 1 is intended to provide for an informal, initial processing of employee complaints by the immediate supervisor through a non-written, face-to-face discussion format.

If a satisfactory resolution is not reached by this informal process, the employee shall reduce his grievance to writing, identifying specifically and in detail the nature of the grievance and requested remedy. The written grievance will be presented to the immediate supervisor within

County of Clarke – Personnel Policies

three (3) workdays of the date of supervisor's verbal reply to the verbal grievance. The supervisor will reply in writing within three (3) workdays of receipt of the written grievance.

In the event that the employee's immediate supervisor is the Department Head, then the grievant shall pass Step 2 of this procedure and proceed immediately to Step 3.

6-1.7 Step 2 - Department Head Level

If the Step 1 written response is not a satisfactory resolution of the grievance, the employee may so indicate on Grievance Form A and submit the grievance to his department head within five (5) workdays. Within five(5) workdays of such submission, a meeting shall be held with the grievant and the department head to review the grievance. The time may be extended by mutual agreement of the department head and the employee.

At the meeting provided for above, the only persons who may be present are the grievant, one (1) person representing the appropriate management level at which the grievance is being heard, and appropriate witnesses for each side. Witnesses shall be present only while actually providing testimony. The meeting may be adjourned to another time or place by agreement of the parties. The Department Head shall provide the employee with a written reply to the grievance within five (5) workdays after the meeting.

6-1.8 Step 3- County Administrator Level

If a satisfactory resolution of the grievance has not been reached at the termination of Step 2, the employee may submit Grievance Form B to the County Administrator or his designee. Submission to the County Administrator must occur within five (5) workdays following receipt of the response from the Department Head.

The County Administrator shall then meet with the employee within five (5) workdays or indicate that an extension is necessary. The extension shall not exceed three (3) additional days, except by mutual agreement.

The employee, at his option, may have a representative of his choice at the Step 3 meeting. If the employee is represented by legal counsel, the County Administrator likewise has the option of being represented by counsel.

The County Administrator shall render a written response to the grievance within five (5) workdays following the Step 3 meeting.

County Administration shall ensure that a tape recording of such meeting is made and retained in the file for not less than twelve (12) months. The grievant shall be entitled to a copy of the tape recording upon payment of a reasonable fee.

6-1.9 Step 4- The Panel Hearing

If a satisfactory resolution to the grievance is not reached at the Step 3, the grievant may submit the grievance to an impartial grievance panel. The request for a hearing before a panel shall be indicated by the grievant on Grievance Form C provided for that purpose by County Administration and submitted to the County Administrator within five (5) work days of receipt of the Step 3 response.

6-1.10 Composition of Grievance Panel

The Grievance Panel shall be composed of three (3) impartial members who will be chosen in the following manner:

- One (1) member shall be appointed by the grievant,
- One (1) member shall be appointed by the County Administrator, The first two members shall appoint a third member.

To ensure an impartial panel, such panel shall not be composed of any persons having direct involvement with the grievance being heard by the panel, or with the complaint or dispute giving rise to the grievance. Managers who are in a direct line of supervision of a grievant, persons residing in the same household as the grievant and the following relatives of a participant in the grievance process or a participant's spouse are prohibited from serving as panel members: spouse, parent, child, descendants of a child, sibling, niece, nephew, and first cousin.

No attorney having direct involvement with the subject matter of neither the grievance nor a partner, associate, employee or co-employee of such attorney shall serve as a panel member. Both the grievant and the County Administrator shall select their respective member of the panel within five (5) workdays after the request for a panel hearing shall have been filed. These members shall, in turn, select the third member within ten (10) workdays after the request for a panel hearing shall have been filed.

In the event that an agreement cannot be reached as to the final panel member, the Chief Judge of the Circuit Court shall select the third panel member.

The third member of the grievance panel shall serve as Chairman, shall set the time for the hearing, and notify the grievant and the County Administrator thereof.

The hearing shall be held within twenty (20) workdays after selection of the third panel member. This time limit may be extended by mutual agreement of the grievant and the County.

County of Clarke – Personnel Policies

Both the grievant and the County may call upon appropriate witnesses and be represented by legal counsel or other representatives at the panel hearing. Such representatives may examine, cross-examine, question and present evidence on behalf of the grievant or the County before the panel.

The decision of the panel shall be final and binding and shall be consistent with the provisions of law and written policy.

The question of whether the relief granted by panel is consistent with written policy shall be determined by the County Administrator, or his/her designee, unless such person has a direct personal involvement with the event or the events giving rise to the grievance, in which case the decision shall be made by the Attorney for the Commonwealth of the jurisdiction in which the grievance is pending.

6.1.11 Rules for Grievance Panel Hearings

- 1 A panel's responsibility is to ensure the proper application of the County's policies and procedures. Panels do not have the authority to formulate or to change policies or procedures; however, they may consider mitigating circumstances and modify the County's action concerning discipline. Panels do not have the authority to consider matters which the grievance procedure makes non-grievable. A panel by a majority vote may uphold or reverse the action of the County or, in appropriate circumstances, may choose a modified remedy. Panel decisions, however, must be consistent with provisions of law and written policy. Where a panel decision directs reinstatement of an employee, the panel has the authority to award full, partial, or no back pay for the period of separation as determined to be appropriate based on the circumstances of the case. In no case does a panel have authority to award damages or attorney's fees.
2. The grievance procedure is an administrative process designed for the resolution of sensitive personnel matters, and the panel hearing is the concluding step of the administrative process. The panel shall have the discretion to determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing. However, at the request of either party, the hearing shall be private.
3. County Administration shall provide the grievance panel with copies of all documents and records germane to the grievance prior to the hearing and provide the employee with a list of documents furnished to the grievance panel. The employee and his attorney, at least ten (10) working days prior to the scheduled panel hearing, shall be allowed access to all relevant documents intended to be used in the grievance proceeding.
4. The grievance panel has the authority to determine the admissibility of evidence without regard to the burden of proof, or the order of presentation of evidence, so long as a full and equal opportunity is afforded to all parties for the presentation of their evidence.

County of Clarke – Personnel Policies

5. All evidence shall be presented in the presence of the grievance panel and the parties, except by mutual consent of the parties.
6. Documents, exhibits, and lists of witnesses shall be exchanged between the parties in advance of the hearing.

6-1.12 Conduct of the Grievance Panel Hearing

The grievance panel shall conduct the hearing as follows:

1. Opening and closing statements made be made by each party.
2. In disciplinary actions the County must present its evidence first and must show by a reasonable amount of evidence that the disciplinary action was warranted and appropriate under the circumstances.
3. With respect to all other actions, the employee must present his or her evidence so that a proper claim is present.
4. Formal rules of evidence do not apply, however, the panel shall have the authority to determine the admissibility of evidence and to exclude evidence which is irrelevant, immaterial, repetitive or confidential by law.
5. Non-party witnesses are not to be present in the hearing except to give testimony and be cross- examined.
6. Exhibits offered may be received into evidence and made part of the record.
7. The hearing must be recorded verbatim. County Administration has the responsibility of arranging for proper recording equipment. The panel is responsible for the recording and is to preserve the recorded tapes as part of the grievance record. Either party may receive a copy of the recording, if requested, for the cost of reproduction. A court reporter is not required. If a party requests a court reporter, that party is responsible for the cost. If a transcript is ordered, the other party may obtain a copy for cost.
8. The hearing officer has the authority to determine the propriety of attendance of all persons not having a direct involvement in the hearing including witnesses and spectators.

6-1.13 Decision of Grievance Panel

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The panel decision must be in writing and contain the findings of fact and the basis for those findings. The decision shall state in full the reasons for the decision and the remedy to be granted.

In granting relief the panel should be guided, but not bound, by the relief of question in the written grievance. Appropriate relief can include reinstatement to the employee's former position or, if occupied, to an objectively similar position in terms of duties and salary, normally in the same work organizational unit; an award of no, partial, or full back pay; and restoration for benefits, seniority and other legal entitlements. Against an award of full or partial back pay interim earnings are to be deducted. Damages and attorney's fees cannot be awarded.

Appropriate relief may also include an order to create an environment free from discrimination or retaliation or to take corrective action necessary to cure the violation and/or minimize its reoccurrence. Other prospective relief cannot be ordered.

The County cannot be ordered to promote, hire or transfer any employee. However, the panel can recommend such action and the County may act upon such recommendation.

If the policy has been unfairly applied or misapplied the panel may direct the County to reevaluate the challenged employment action in accordance with applicable policies and procedures.

The Panel may affirm in all respects the decision of the County Administrator or any supervisor of the County.

The majority decision of the panel, acting within the scope of its authority, shall be final and binding, subject to existing policies, procedures and law; the panel decision shall be provided to the County and the employee within fifteen (15) days from the conclusion of the hearing, and the decision shall be effective from the date issued.

Within five (5) workdays from receipt of the decision, either party may petition the panel for reconsideration or reopening of the record for good cause shown and stating the basis for such request. Good cause may include newly discovered evidence or evidence of incorrect legal conclusions. The panel has sole authority to grant such requests.

Either party may petition the Circuit Court having jurisdiction in the locality in which the grievant is employed for an order requiring implementation of the panel decision.

6-1.14 Time Frames

For purposes of this regulation the term "calendar days" means a period of time during consecutive calendar days. If a final day for taking action falls on a Saturday, Sunday or legal holiday, the next following business day will be the deadline for purposes of this grievance policy.

Reference to "work days" are the days during which the County Administration office is customarily open, from Monday through and including Fridays, not including holidays observed by the County.

Time frames established under this procedure are intended to be strictly construed and enforced. Time frames may be extended by mutual agreement of the County and the grievant; provided, however, that if the County Administrator consolidates grievances, the employee's consent need not be obtained.

6-1.15 Forms

At Steps 2, 3, and 4 of this procedure, the grievant must complete and file a Grievance Form, in accordance with the terms of this procedure and in accordance with the instructions contained on the Grievance Form itself. The Grievance Form is available from County Administration.

Grievance Form A: This form will be initiated by the grievant upon completion of STEP 2 and will constitute a statement of the grievance at STEP 3 of the Grievance Procedure.

Grievance Form B: This form will be initiated by the grievant upon completion of STEP 3 and will constitute a statement of the grievance at STEP 4 of the Grievance Procedure.

Grievance Form C: This form will be initiated by either grievant or supervisor when the question of grievability is an issue.

End of Document

MEMORANDUM

TO: Board of Supervisors

FR: Thomas Judge, Director of Joint Administrative Services

DT: 7/13/15

RE: *July Finance Agenda*

1. **FY 16 Salary Increase.** Adjustments to salaries for the Registrar and two Sheriff Deputies should be considered by the committee.
2. **FY 15 and FY 16 Budget Amendments for NRADC Salary adjustments.**
 - a. "Be it resolved that the FY 15 Regional Jail Budget be increased \$4,654, and the same appropriated, for the purpose of funding Salary Survey increases, and that the designation from government savings be reduced in the same amount".
 - b. "Be it resolved that the FY 16 Regional Jail Budget be increased \$5,346, and the same appropriated, for the purpose of funding Salary Survey increases, and that the designation from government savings be reduced in the same amount".
3. **Bills and Claims.** The Finance Committee recommends acceptance of this report, which [REDACTED] will be distributed under separate cover.
4. **Standing Reports.** Reconciliation of Appropriations. General Fund Balance. Expenditure Summary.

Clarke County Board of Supervisors



Berryville Voting District
J. Michael Hobert
 (540) 955-4141

Millwood Voting District
John R. Staelin
 (540) 837-1903

White Post Voting District
Bev McKay – Vice Chair
 (540) 837-1331

Buckmarsh Voting District
David S. Weiss – Chair
 (540) 955-2151

Russell Voting District
Barbara J. Byrd
 (540) 955-1215

County Administrator
David L. Ash
 (540) 955-5175

FY2016 Clarke County General Government Salary Increase 2015-08R

BE IT RESOLVED, by the Board of Supervisors of the County of Clarke, Virginia, that the rate of pay for the following individuals, subject to agreement by affected Constitutional Officers, will be adjusted to the following rates effective July 1, 2015.

Circuit Court Clerk’s Office:

Last Name	First Name	Title	Grade	FY CY Salary	CY Min	CY Mid	CY Max	Status	FY16	Increase
Butts	Helen	Circuit Court Clerk	27	97,552.00	60,993.46	79,291.50	97,589.54	Elected	NA	NA
DeHaven C	Carolyn	Deputy Circuit Court Clerk	9	28,965.29	25,344.04	32,947.26	40,550.47	FT	29,459	493.71
Wilkerson	April	Chief Deputy Circuit Court Clerk	13	41,978.48	30,805.84	40,047.60	49,289.35	FT	42,579	600.52

By my signature, I acknowledge agreement with the salary change.

 Helen Butts, Circuit Court Clerk

Commissioner of the Revenue’s Office:

Last Name	First Name	Title	Grade	FY CY Salary	CY Min	CY Mid	CY Max	Status	FY16	Increase
Braithwaite	Susan	Deputy COR II	11	28,638.81	27,941.81	36,324.35	44,706.89	FT	29,184	545.19
Peake	Donna	Commissioner of the Revenue	27	70,017.00	60,993.46	79,291.50	97,589.54	Elected	NA	NA
Pifer	Edythe	Part-time	-	-	-	-	-	PT	NA	NA
Smoot	Page	Deputy COR III	13	44,573.25	30,805.84	40,047.60	49,289.35	FT	45,174	600.75

www.clarkecounty.gov

101 Chalmers Court, Suite B
 Berryville, VA 22611

Telephone: [540] 955-5175

This institution is an equal opportunity provider and employer.

By my signature, I acknowledge agreement with the salary change.

Donna Peake, Commissioner of the Revenue

Commonwealth Attorney's Office

<i>Last Name</i>	<i>First Name</i>	<i>Title</i>	<i>Grade</i>	<i>FY CY Salary</i>	<i>CY Min</i>	<i>CY Mid</i>	<i>CY Max</i>	<i>Status</i>	<i>FY16</i>	<i>Increase</i>
Mackall	Suzanne	Commonwealth Attorney	31	122,861.00	74,137.93	96,379.31	118,620.70	Elected	NA	NA
Marple	Beth	Victim/Witness Director	17	38,804.40	37,444.69	48,678.10	59,911.51	FT	39,535	730.60
Rhodes	Clesta	Legal Assistant / Admin Assistant II	14	56,274.32	32,346.14	42,049.98	51,753.82	FT	56,905	630.68
Stallard	Suzanne	Part-time	-	-	-	-	-	PT	NA	NA
Williams	Anne	Assist Commonwealth Attorney	28	40,009.32	64,043.14	83,256.08	102,469.02	PT	NA	NA

By my signature, I acknowledge agreement with the salary change.

Suzanne "Suni" Mackall, Commonwealth Attorney

Sheriff's Office

<i>Last Name</i>	<i>First Name</i>	<i>Title</i>	<i>Grade</i>	<i>FY CY Salary</i>	<i>CY Min</i>	<i>CY Mid</i>	<i>CY Max</i>	<i>Status</i>	<i>FY16</i>	<i>Increase</i>
Dawson	Aaron	Comm Specialist	13	30,805.84	30,805.84	40,047.60	49,289.35	FT	31,407	601.16
Duncan	Britteney	Comm Specialist	13	27,333.00	30,805.84	40,047.60	49,289.35	FT	30,806	3,472.84
Fiorvanti	Christopher	Comm Specialist	13	30,805.84	30,805.84	40,047.60	49,289.35	FT	31,407	601.16
Hahn, Jr.	Richard	Comm Specialist	13	30,805.84	30,805.84	40,047.60	49,289.35	FT	31,407	601.16
Hammond	Richard	Comm Specialist	13	33,142.97	30,805.84	40,047.60	49,289.35	FT	33,744	601.03
Hess	Pam	Director E911 Communciations	23	59,827.17	50,179.47	65,233.31	80,287.16	FT	60,806	978.83
Kerns	Whitney	Comm Specialist	13	30,805.54	30,805.84	40,047.60	49,289.35	FT	31,406	600.46
Richards	Rebecca	Comm Specialist	13	35,068.41	30,805.84	40,047.60	49,289.35	FT	35,669	600.59
White	Rebecca	Assistant Dir E911 Communciations	17	42,378.71	37,444.69	48,678.10	59,911.51	FT	43,109	730.29

Last Name	First Name	Title	Grade	FY CY Salary	CY Min	CY Mid	CY Max	Status	FY16	Increase
Wilkerson	Robert	Comm Specialist	13	36,272.48	30,805.84	40,047.60	49,289.35	FT	36,873	600.52
Wright	Jillian Elaine	Comm Specialist	13	27,332.00	30,805.84	40,047.60	49,289.35	FT	30,806	3,473.84
Adams	Joseph	Deputy Sheriff	17	-	37,444.69	48,678.10	59,911.51	PT	NA	NA
Bayliss	Kevin	Deputy Sheriff	17	37,727.87	37,444.69	48,678.10	59,911.51	FT	38,458	730.17
Chambers	Nicholas	Deputy Sheriff Investigations Sergeant	21	54,782.78	45,514.26	59,168.54	72,822.82	FT	55,670	887.53
Curtis	Darrell	Deputy Sheriff	17	40,297.60	37,444.69	48,678.10	59,911.51	FT	41,028	730.17
Ermerins	James	Deputy Sheriff	17	46,584.84	37,444.69	48,678.10	59,911.51	FT	47,315	730.17
Feltner	Alvin	Deputy Sheriff Sergeant	21	55,994.80	45,514.26	59,168.54	72,822.82	FT	56,882	887.53
Fritts, II	Terry	Deputy Sheriff	17	-	37,444.69	48,678.10	59,911.51	PT	NA	NA
Gardner	Shelly	Deputy Sheriff	17	-	37,444.69	48,678.10	59,911.51	PT	NA	NA
Herron	Kenny	Deputy Sheriff	17	-	37,444.69	48,678.10	59,911.51	PT	NA	NA
Herron	James	Deputy Sheriff	17	44,539.26	37,444.69	48,678.10	59,911.51	FT	45,269	730.17
Hough	Jason	Deputy Sheriff	17	40,905.42	37,444.69	48,678.10	59,911.51	Promo	NA	NA
Jewell	Shane	Deputy Sheriff	17	40,297.60	37,444.69	48,678.10	59,911.51	FT	41,028	730.17
Lichliter	Gary	Deputy Sheriff	17	63,587.05	37,444.69	48,678.10	59,911.51	FT	64,317	730.17
Mason	Allen	Deputy Sheriff Sergeant	21	48,289.70	45,514.26	59,168.54	72,822.82	FT	49,177	887.53
McDonald	Jerry	Deputy Sheriff	17	43,260.00	37,444.69	48,678.10	59,911.51	FT	43,990	730.17
Nesselrodt	Eldon	Deputy Sheriff	17	-	37,444.69	48,678.10	59,911.51	PT	NA	NA
Poston	Sonny	Deputy Sheriff	17	-	37,444.69	48,678.10	59,911.51	PT	NA	NA
Putnam	Patricia	Deputy Sheriff Sergeant	21	59,615.37	45,514.26	59,168.54	72,822.82	FT	60,503	887.53
Roper	Anthony	Sheriff	29	85,819.00	67,245.29	87,418.88	107,592.47	Elected	NA	NA
Rose	Janine	Office Manager	16	42,361.80	35,661.61	46,360.10	57,058.58	FT	43,057	695.40
Rosenberry	Brian	Court Svcs Sergeant	19	58,484.37	41,282.78	53,667.61	66,052.44	FT	59,289	805.01

Last Name	First Name	Title	Grade	FY CY Salary	CY Min	CY Mid	CY Max	Status	FY16	Increase
Sumption	Travis	Chief Deputy Sheriff	28	67,369.14	64,043.14	83,256.08	102,469.02	FT	68,618	1,248.84
Thompson	Michael	Deputy Sheriff	17	43,748.22	37,444.69	48,678.10	59,911.51	FT	44,478	730.17

By my signature, I acknowledge agreement with the salary change.

Anthony "Tony" Roper, Sheriff

Treasurer's Office

Last Name	First Name	Title	Grade	FY CY Salary	CY Min	CY Mid	CY Max	Status	FY16	Increase
Collins	Elizabeth	Deputy Treasurer III	13	33,345.50	30,805.84	40,047.60	49,289.35	FT	33,946	600.71
Hudson	Falon	Deputy Treasurer II	11	32,272.22	27,941.81	36,324.35	44,706.89	FT	32,817	544.87
Keeler	Sharon	Treasurer	27	76,227.00	60,993.46	79,291.50	97,589.54	Elected	NA	NA
McDonald	Whitney	Deputy Treasurer I	10	31,471.93	26,611.25	34,594.62	42,577.99	FT	31,991	518.92

By my signature, I acknowledge agreement with the salary change.

Sharon Keeler, Treasurer

Department of Social Services

Last Name	First Name	Title	Grade	FY CY Salary	CY Min	CY Mid	CY Max	Status	FY16	Increase
Allen	Gay	Family Svcs Spec II	21	61,140.00	45,514.26	59,168.54	72,822.82	FT	62,028	887.53
Austin	Michael	Family Svcs Spec II	21	46,695.00	45,514.26	59,168.54	72,822.82	FT	47,583	887.53
Chanselle	Robin	Family Svcs Spec II	21	54,241.86	45,514.26	59,168.54	72,822.82	FT	55,129	887.53
Coffman	Deborah	Office Associate II	11	-	27,941.81	36,324.35	44,706.89	PT	NA	NA
Cresce	Heidi	Benefit Programs Specialist II	17	43,578.27	37,444.69	48,678.10	59,911.51	FT	44,308	730.17
Harriman	Dorothy	Family Services Specialist II	21	32,000.00	45,514.26	59,168.54	72,822.82	PT	NA	NA
Hayes	Jayne	Benefit Programs Specialist II	17	43,578.27	37,444.69	48,678.10	59,911.51	FT	44,308	730.17

<i>Last Name</i>	<i>First Name</i>	<i>Title</i>	<i>Grade</i>	<i>FY CY Salary</i>	<i>CY Min</i>	<i>CY Mid</i>	<i>CY Max</i>	<i>Status</i>	<i>FY16</i>	<i>Increase</i>
Jones	Angie	Director of Social Services	28	69,562.08	64,043.14	83,256.08	102,469.02	FT	70,811	1,248.84
Lamanna	Ann	CSA Coordinator	-	-	-	-	-	PT	NA	NA
Mason	Beth	Family Svcs Spec II	21	46,233.00	45,514.26	59,168.54	72,822.82	FT	47,121	887.53
McDonald	Donna	Administrative Program Assistant II	13	35,535.00	30,805.84	40,047.60	49,289.35	FT	36,136	600.71
Minars	Catalina	Office Associate II	11	26,495.72	27,941.81	36,324.35	44,706.89	FT	27,041	544.87
Payne	Jamie	Benefits Programs Specialist II	17	35,020.00	37,444.69	48,678.10	59,911.51	FT	35,750	730.17
Peery	Bonnie	Administrative Svcs Manager Social Svcs	21	56,363.00	45,514.26	59,168.54	72,822.82	FT	57,251	887.53
Smith	Tammy	Benefit Programs Supervisor	20	49,078.00	43,346.91	56,350.99	69,355.06	FT	49,923	845.26
Snyder	Bonnie	Office Associate II	11	11,050.87	27,941.81	36,324.35	44,706.89	PT	NA	NA
Turkowsky	Lillian	Benefit Programs Specialist II	17	43,578.27	37,444.69	48,678.10	59,911.51	FT	44,308	730.17
Wright	Emily	Benefit Programs Specialist I	15	16.00	33,963.44	44,152.47	54,341.51	PT	NA	NA

By my signature, I acknowledge agreement with the salary change.

Angie Jones, Director of Social Services

Voter Registrar's Office

<i>Last Name</i>	<i>First Name</i>	<i>Title</i>	<i>Grade</i>	<i>FY CY Salary</i>	<i>CY Min</i>	<i>CY Mid</i>	<i>CY Max</i>	<i>Status</i>	<i>FY16</i>	<i>Increase</i>
Bosserman	Barbara	General Registrar	22	48,704.96	47,789.97	62,126.97	76,463.96	FT	49,637	931.90
Caldwell	Sharon	Assistant Registrar of Voters	10	-	26,611.25	34,594.62	42,577.99	PT	NA	NA

By my signature, I acknowledge agreement with the salary change.

Barbara Bosserman, Voter Registrar

County Departments/Employees Reporting to the County Administrator

<i>Last Name</i>	<i>First Name</i>	<i>Title</i>	<i>Grade</i>	<i>FY CY Salary</i>	<i>CY Min</i>	<i>CY Mid</i>	<i>CY Max</i>	<i>Status</i>	<i>FY16</i>	<i>Increase</i>
Ash	David	County Administrator	34	140,333.08	85,823.93	111,571.10	137,318.28	FT	142,007	1,673.92
Vaughan	Susanne	Central Receptionist	9	36,471.04	25,344.04	32,947.26	40,550.47	FT	36,965	493.96
Walburn	Lora	Deputy Clerk to the BoS / Exec Assist	18	46,784.06	39,316.93	51,112.01	62,907.09	FT	47,551	766.94
Fewell	Brittany	Kennel Attendant I	4	20,113.37	19,857.72	25,815.04	31,772.35	FT	20,501	387.63
Wright	Virginia	Animal Shelter Manager	18	39,823.09	39,316.93	51,112.01	62,907.09	FT	40,590	766.91
Byrd	Barbara	Supervisor Russell	-	2,700.00	-	-	-	Elected	NA	NA
Hobert	J.	Supervisor Berryville	-	2,700.00	-	-	-	Elected	NA	NA
McKay	Beverly	Supervisor White Post	-	2,700.00	-	-	-	Elected	NA	NA
Staelin	John	Supervisor Millwood/Pine Grove	-	2,700.00	-	-	-	Elected	NA	NA
Weiss	David	Supervisor Buckmarsh/Blue Ridge	-	3,000.00	-	-	-	Elected	NA	NA
Cather	Angela	Permit Technician / Admin Assist	11	35,000.00	27,941.81	36,324.35	44,706.89	FT	35,545	545.00
Royston, II	James	Building Official	25	56,035.09	55,322.87	71,919.73	88,516.59	FT	57,114	1,078.91
Barenklau	Mark	Firefighter/EMT – Inter	16	21.41	16.33	21.23	26.13	FT	21.73	0.32
Bryson	Joshua	Firefighter/EMS – Inter	16	13.00	16.33	21.23	26.13	PT	NA	NA
Clowser	Leonard	Firefighter/EMT – Inter	16	15.40	16.33	21.23	26.13	PT	NA	NA
Davis	Allen	Director Fire & EMS	30	70,000.00	70,607.56	91,789.82	112,972.09	FT	71,377	1,376.85
Deal	Marcus	Firefighter/EMT – Inter	16	15.40	16.33	21.23	26.13	PT	NA	NA
DeHaven S	Steve	Firefighter/EMT – Inter	16	21.41	16.33	21.23	26.13	FT	21.73	0.32
Holliday	Trevor	Firefighter/EMT – Inter	16	13.39	16.33	21.23	26.13	PT	NA	NA
Jackson	Don	EMS Supervisor	23	22.37	22.98	29.87	36.76	FT	22.82	0.45
Kennedy	Jacob	Firefighter/EMT – Inter	16	13.39	16.33	21.23	26.13	PT	NA	NA

<i>Last Name</i>	<i>First Name</i>	<i>Title</i>	<i>Grade</i>	<i>FY CY Salary</i>	<i>CY Min</i>	<i>CY Mid</i>	<i>CY Max</i>	<i>Status</i>	<i>FY16</i>	<i>Increase</i>
Laudermilk	John	Firefighter/EMT - Inter	16	15.40	16.33	21.23	26.13	PT	NA	NA
Nalls	Douglas	Firefighter/EMT - Inter	16	13.00	16.33	21.23	26.13	PT	NA	NA
Peach	David	Firefighter/EMT - Inter	16	21.41	16.33	21.23	26.13	FT	21.73	0.32
Radford	Melanie	EMS Billing Coord	16	22.00	16.33	21.23	26.13	PT	NA	NA
Smith	Bryan	Firefighter/EMT – Inter	16	13.39	16.33	21.23	26.13	PT	NA	NA
Taylor	Jeffrey	Firefighter/EMT – Inter	16	15.40	16.33	21.23	26.13	PT	NA	NA
Wenner	Paul	Firefighter/EMT – Inter	16	15.40	16.33	21.23	26.13	PT	NA	NA
Whitacre	Hugh	Firefighter/EMT – Inter	16	15.40	16.33	21.23	26.13	PT	NA	NA
Wilson	Wade	Firefighter/EMT – Inter	16	21.41	16.33	21.23	26.13	FT	21.73	0.32
Wymer	Garrett	Firefighter/EMT – Inter	16	15.40	16.33	21.23	26.13	PT	NA	NA
Fuller	Robert	IT/GIS Administrator	19	50,125.97	41,282.78	53,667.61	66,052.44	FT	50,931	805.01
Russell	Gordon	Director of Info Tech	29	77,368.96	67,245.29	87,418.88	107,592.47	FT	78,680	1,311.28
Drummonds	Dale	Maintenance Tech I	12	41,534.45	29,338.90	38,140.57	46,942.24	FT	42,107	572.11
Huff	Franklin	Maintenance Tech II	14	36,466.42	32,346.14	42,049.98	51,753.82	FT	37,097	630.75
Levi	Robert	Director of Maintenance	29	81,098.59	67,245.29	87,418.88	107,592.47	FT	82,410	1,311.28
Masters	Glen	Maintenance Assistant	8	28,900.00	24,137.18	31,378.34	38,619.49	FT	29,371	470.68
Miller	Ruby	Office Manager Maintenance	19	46,378.83	41,282.78	53,667.61	66,052.44	FT	47,184	805.01
Boothe	Ann	Customer Service Specialist	10	36,487.35	26,611.25	34,594.62	42,577.99	FT	37,006	518.92
Cooke	Lisa	Director of Parks & Rec	29	73,362.26	67,245.29	87,418.88	107,592.47	FT	74,674	1,311.28
Depoy	Sue	Admin Support Tech	7	13.14	22,987.79	29,884.13	36,780.47	PT	NA	NA
Kovak	Brandon	Recreation Center Manager / Fac Sup	18	45,012.46	39,316.93	51,112.01	62,907.09	FT	45,779	766.68
Martin	Shannon	Rec Program Coord	17	47,145.18	37,444.69	48,678.10	59,911.51	FT	47,875	730.17
Myers	Tanya	Administrative Svcs Manager	18	39,823.09	39,316.93	51,112.01	62,907.09	FT	40,590	766.68

<i>Last Name</i>	<i>First Name</i>	<i>Title</i>	<i>Grade</i>	<i>FY CY Salary</i>	<i>CY Min</i>	<i>CY Mid</i>	<i>CY Max</i>	<i>Status</i>	<i>FY16</i>	<i>Increase</i>
Pitcock	Tracey	Rec Program Coord	17	45,941.11	37,444.69	48,678.10	59,911.51	FT	46,671	730.17
Seals	Melinda	Childcare Specialist	15	34,400.68	33,963.44	44,152.47	54,341.51	FT	35,063	662.29
Bean	Debra	Administrative Assistant Planning	10	42,700.31	26,611.25	34,594.62	42,577.99	FT	43,219	518.92
Fincham	Ryan	Senior Planner / Zoning Administrator	24	58,000.00	52,688.45	68,494.98	84,301.51	FT	59,027	1,027.42
Shifflet	Laura	Bio-Solids Monitor	18	-	39,316.93	51,112.01	62,907.09	PT	NA	NA
Stidham	Brandon	Director of Planning	30	92,836.49	70,607.56	91,789.82	112,972.09	FT	94,213	1,376.85
Teetor	Alison	Natural Resources Planner	19	68,635.07	41,282.78	53,667.61	66,052.44	FT	69,440	805.01

Attest: June 16, 2015

David Ash, County Administrator

Clarke Co. **Reconciliation of Appropriations** Year Ending June 30, 2015

Date	Total	General Fund	Soc Svcs Fund	CSA Fund	Sch Oper Fund	Food Serv Fund	GG Cap Fund	School Cap Fund	GG Debt Fund	School Debt Fund	Joint Fund	Conservation Easements
04/16/14 Appropriations Resolution: Total	39,932,445	8,984,882	1,338,165	607,000	21,447,660	782,343	1,040,830	852,179	420,700	3,867,648	551,038	15,000
<i>Adjustments:</i>												
06/17/14 Sheriff's Office Renovation							97,420					
06/17/14 Park Benches		1,010										
07/15/14 Moore and Dorsey Easements												273,124
10/21/14 Historic Driving Brochure HPC		2,500										
10/21/14 Social Services Vehicle			25,700									
11/18/14 School Operating Carryover								349,353				
11/18/14 School Security Grant								67,223				
11/18/14 Parks Grounds Cypress Trees		1,695										
11/18/14 Clifton Road Fire Bills		2,138										
12/16/14 Pitta Conservation Easement												60,000
12/16/14 Masters Conservation Easement												40,000
03/16/15 Emergency Medical Dispatch Grant							57,454					
03/16/15 Registrar Photo ID Equipment		1,774										
04/21/15 Sheriff Worker's Comp Claim		5,928										
05/19/15 Conservation Easement Fund Professional Serv.												25,000
07/21/15 Regional Jail Salaries		4,654										
Revised Appropriation	40,947,418	9,004,581	1,363,865	607,000	21,447,660	782,343	1,195,704	1,268,755	420,700	3,867,648	551,038	413,124
Change to Appropriation	1,014,973	19,699	25,700	0	0	0	154,874	416,576	0	0	0	398,124
Original Revenue Estimate	14,747,514	2,731,834	892,247	306,457	9,711,626	761,012	68,330	154,000		119,008	3,000	0
<i>Adjustments:</i>												
06/17/14 Park Benches (Parks Construction Fund)		1,010										
07/15/14 State and Federal Conservation Easement Grants												273,124
11/18/14 School Security Grant								67,223				
12/16/14 Pitta Conservation Easement (CE Fund Balance)												30,000
12/16/14 Masters Conservation Easement (CE Fund Balance)												20,000
12/16/14 Pitta Conservation Easement (VDACS)												30,000
12/16/14 Masters Conservation Easement (VDACS)												20,000
03/16/15 Emergency Medical Dispatch Grant							45,963					
03/16/15 Registrar Photo ID Equipment		1,774										
04/21/15 Sheriff Worker's Comp Claim		5,928										
05/19/15 Conservation Easement Fund (fund balance)												25,000
Revised Revenue Estimate	15,267,536	2,740,546	892,247	306,457	9,711,626	761,012	114,293	221,223	0	119,008	3,000	398,124
Change to Revenue Estimate	520,022	8,712	0	0	0	0	45,963	67,223	0	0	0	398,124
Original Local Tax Funding	25,184,931	6,253,048	445,918	300,543	11,736,034	21,331	972,500	698,179	420,700	3,748,640	548,038	15,000
Revised Local Tax Funding	25,679,882	6,264,035	471,618	300,543	11,736,034	21,331	1,081,411	1,047,532	420,700	3,748,640	548,038	15,000
Change to Local Tax Funding	494,951	10,987	25,700	0	0	0	108,911	349,353	0	0	0	0

Italics = Proposed actions

FY 15 Budget Transfers

7/6/2015

FROM	TO	AMOUNT
Professional Services Contingency	Historic Preservation	2,850
Sheriff	Communications	177,828
EMS	Fire	70,820
EMS	VFD General	7,500
Salary Increase Adjustment	(see Annettes Spreadsheet)	
Professional Services Contingency	Planning Engineering 3140	2,000
Parks Construction Fund	Swimming Pool	1,477
Parks Construction Fund	Parks Admin 82xx	600

Title: General Fund Balance

Source: Clarke County Joint Administrative Services

<u>Prior Titles</u>	<u>Prior</u>	<u>Current</u>
General Fund Balance Year End FY 13	15,574,543	15,574,543
Expenditure FY 14	(28,099,645)	(28,099,645)
Revenue FY 14	26,161,144	26,161,144
General Fund Balance Year End FY 14	13,636,042	13,636,042

Designations

Liquidity Designation @ 12% of FY 15 Budgeted Operating Revenue	(\$3,188,575)	(\$3,188,575)
Stabilization Designation @ 3% of FY 15 Budgeted Operating Revenue	(797,144)	(797,144)
Continuing Local GF Appropriations for Capital Projects	(3,043,265)	(3,043,265)
School Capital/Debt	(1,250,000)	(1,250,000)
Government Construction/Debt	(600,578)	(600,578)
Property Acquisition	(265,000)	(265,000)
Conservation Easements from Government Savings	(153,462)	(153,462)
Community Facilities	(\$156,000)	(\$156,000)
Comprehensive Services Act Shortfall	(250,000)	(250,000)
Parks Master Plan	(100,000)	(100,000)
School Operating Carryover	(7,933)	(7,933)
Government Carryover Requests from Government Savings	(445,543)	(440,889)
Energy Efficiency	(50,000)	(50,000)
Data and Communications Technology	(200,000)	(200,000)
Recycling and Convenience Center	(444,183)	(444,183)
Regional Jail Capital Needs	(100,000)	(100,000)
Vehicle Replacements	(100,000)	(100,000)
Voting Equipment Upgrades	(50,000)	(50,000)
Landfill costs	(50,000)	(50,000)
Pay and Classification Plan Implementation	(40,000)	(40,000)
Leave Liability	(75,000)	(75,000)
FY 15 Original Budget Surplus (Deficit)	(1,329,062)	(1,329,062)
TOTAL Designations	(12,695,745)	(12,691,091)
FY 15 Expenditure Supplemental	(1,010,319)	(1,014,973)
FY 15 Revenue Supplemental	520,022	520,022
Undesignated	450,000	450,000

Clarke County
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ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD		AVAILABLE	
						EXPENDED	ENC/REQ	BUDGET	% USED
	1300	BoS Part Time Salaries	13,800.00	13,800.00	13,806.35	1,150.00	0.00	(6.35)	100.00
	2100	BoS FICA	1,056.00	1,056.00	884.35	72.98	0.00	171.65	83.70
	2300	BoS Health Ins	11,650.00	11,650.00	11,760.72	1,087.86	0.00	(110.72)	101.00
	3000	BoS Purchased Services	9,000.00	9,000.00	247.50	0.00	0.00	8,752.50	2.80
	3600	BoS Advertising	5,600.00	5,600.00	3,845.20	157.30	0.00	1,754.80	68.70
	5210	BoS Postal	300.00	300.00	334.95	0.00	0.00	(34.95)	111.70
	5230	BoS Telephone	0.00	0.00	28.77	6.50	0.00	(28.77)	100.00
	5300	BoS Insurance	6,100.00	6,100.00	6,070.00	0.00	0.00	30.00	99.50
	5500	BoS Travel	3,000.00	3,000.00	4,665.19	0.00	0.00	(1,665.19)	155.50
	5800	BoS Miscellaneous Expenditures	1,600.00	1,600.00	2,167.11	149.50	0.00	(567.11)	135.40
	5810	BoS Due & Memb	5,200.00	5,200.00	8,573.09	3,008.00	0.00	(3,373.09)	164.90
	6000	BoS Materials & Supplies	500.00	500.00	800.88	0.00	0.00	(300.88)	160.20
10000010	Total	Board of Supervisors	57,806.00	57,806.00	53,184.11	5,632.14	0.00	4,621.89	
	1100	County Adm Salaries	215,195.00	223,588.00	223,588.14	18,632.34	0.00	(0.14)	100.00
	2100	County Adm FICA	15,336.00	15,603.00	15,601.43	1,358.69	0.00	1.57	100.00
	2210	County Adm VRS 1&2	23,370.00	24,282.00	24,281.68	2,023.47	0.00	0.32	100.00
	2300	County Adm Health Ins	20,929.00	20,918.00	21,128.38	1,953.95	0.00	(210.38)	101.00
	2400	County Adm Life Ins	2,841.00	2,704.00	2,703.73	221.72	0.00	0.27	100.00
	2700	County Adm WC	175.00	175.00	208.18	0.00	0.00	(33.18)	119.00
	3000	County Adm CS	0.00	0.00	15,145.04	0.00	0.00	(15,145.04)	100.00
	3320	County Adm Maint Con	500.00	500.00	269.28	0.00	0.00	230.72	53.90
	3500	County Adm Printing	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
	5210	County Adm Postal	500.00	500.00	7.90	0.00	0.00	492.10	1.60
	5230	County Adm Telephone	1,000.00	1,000.00	793.12	69.98	0.00	206.88	79.30
	5500	County Adm Travel	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
	5810	County Adm Due & Memb	2,350.00	2,350.00	1,193.72	489.71	0.00	1,156.28	50.80
	6000	County Adm Mat&Sup	1,000.00	1,000.00	532.82	28.00	0.00	467.18	53.30
	6008	County Adm Veh Fuel	1,200.00	1,200.00	719.06	145.31	0.00	480.94	59.90
10000020	Total	County Administrator	287,396.00	296,820.00	306,172.48	24,923.17	0.00	(9,352.48)	
	1100	Legal Svc Salaries	38,844.00	32,649.00	0.00	0.00	0.00	32,649.00	0.00
	2100	Legal Svc FICA	2,972.00	2,972.00	0.00	0.00	0.00	2,972.00	0.00
	2700	Legal Svc WC	30.00	30.00	0.00	0.00	0.00	30.00	0.00
	3000	Legal Svc CS	30,000.00	26,800.00	20,400.25	531.00	0.00	6,399.75	76.10
	5800	Legal Svc Misc	0.00	3,200.00	3,200.00	0.00	0.00	0.00	100.00
	6000	Legal Svc Mat&Sup	0.00	0.00	435.65	0.00	0.00	(435.65)	100.00
10000030	Total	Legal Services	71,846.00	65,651.00	24,035.90	531.00	0.00	41,615.10	
	1100	Com of Rev Salaries	139,602.00	143,378.00	143,378.46	11,935.76	0.00	(0.46)	100.00
	2100	Com of Rev FICA	10,680.00	10,128.00	10,120.33	837.14	0.00	7.67	99.90
	2210	Com of Rev VRS 1&2	15,161.00	15,553.00	15,553.16	1,296.22	0.00	(0.16)	100.00
	2300	Com of Rev Health Ins	21,456.00	19,015.00	19,202.10	1,730.73	0.00	(187.10)	101.00
	2400	Com of Rev Life Ins	1,843.00	1,732.00	1,732.16	142.03	0.00	(0.16)	100.00
	2700	Com of Rev WC	115.00	115.00	133.02	0.00	0.00	(18.02)	115.70
	3000	Com of Rev CS	100.00	100.00	2,442.70	23.59	0.00	(2,342.70)	2,442.70
	3320	Com of Rev Maint Con	500.00	500.00	296.95	0.00	0.00	203.05	59.40
	3500	Com of Rev Printing	500.00	500.00	345.20	0.00	0.00	154.80	69.00
	3600	Com of Rev Advertise	250.00	250.00	0.00	0.00	0.00	250.00	0.00
	4100	Com of Rev Data Proc	1,900.00	1,900.00	0.00	0.00	0.00	1,900.00	0.00
	5210	Com of Rev Postal	2,200.00	2,200.00	1,814.66	110.00	0.00	385.34	82.50
	5230	Com of Rev Telephone	600.00	600.00	127.96	15.89	0.00	472.04	21.30
	5500	Com of Rev Travel	2,500.00	2,500.00	1,937.14	0.00	0.00	562.86	77.50
	5510	Com of Rev Mileage	500.00	500.00	422.80	0.00	0.00	77.20	84.60
	5810	Com of Rev Due & Memb	1,600.00	1,600.00	943.50	125.00	0.00	656.50	59.00
	6000	Com of Rev Mat&Sup	1,100.00	1,100.00	975.82	0.00	0.00	124.18	88.70
10000040	Total	Commissioner of Revenue	200,607.00	201,671.00	199,425.96	16,216.36	0.00	2,245.04	
	3320	Assessor Maint Con	3,500.00	3,500.00	3,500.00	0.00	0.00	0.00	100.00
10000050	Total	Assessor	3,500.00	3,500.00	3,500.00	0.00	0.00	0.00	
	1100	Treasurer Salaries	169,404.00	173,480.00	173,479.74	14,443.05	0.00	0.26	100.00
	2100	Treasurer FICA	12,960.00	13,071.00	13,070.04	1,087.06	0.00	0.96	100.00
	2210	Treasurer VRS 1&2	18,397.00	18,821.00	18,820.50	1,568.51	0.00	0.50	100.00
	2300	Treasurer Health Ins	17,476.00	17,465.00	17,641.08	1,631.79	0.00	(176.08)	101.00
	2400	Treasurer Life Ins	2,236.00	2,096.00	2,096.15	171.87	0.00	(0.15)	100.00
	2700	Treasurer WC	135.00	135.00	161.41	0.00	0.00	(26.41)	119.60
	3000	Treasurer CS	300.00	300.00	283.08	70.77	0.00	16.92	94.40
	3180	Treasurer CredCrld Fe	600.00	600.00	6,488.00	0.00	0.00	(5,888.00)	1,081.30
	3190	Treasurer DMV Stop	0.00	0.00	420.00	60.00	0.00	(420.00)	100.00
	3320	Treasurer Maint Con	200.00	200.00	296.97	0.00	0.00	(96.97)	148.50
	3500	Treasurer Printing	9,500.00	9,500.00	7,828.44	0.00	0.00	1,671.56	82.40
	3600	Treasurer Advertise	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
	5210	Treasurer Postal	20,000.00	20,000.00	18,093.51	0.00	0.00	1,906.49	90.50

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ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD		AVAILABLE	
						EXPENDED	ENC/REQ	BUDGET	% USED
	5230	Treasurer Telephone	1,600.00	1,600.00	82.24	9.85	0.00	1,517.76	5.10
	5500	Treasurer Travel	1,600.00	1,600.00	805.20	0.00	0.00	794.80	50.30
	5510	Treasurer Mileage	150.00	150.00	114.24	0.00	0.00	35.76	76.20
	5810	Treasurer Due & Memb	800.00	800.00	725.00	0.00	0.00	75.00	90.60
	6000	Treasurer Mat&Sup	4,850.00	4,850.00	3,295.24	297.49	0.00	1,554.76	67.90
10000070	Total	Treasurer	262,208.00	266,668.00	263,700.84	19,340.39	0.00	2,967.16	
	1100	IT Salaries	122,425.00	127,495.00	127,494.86	10,624.57	0.00	0.14	100.00
	1300	IT PT Sal	0.00	1,112.00	2,186.18	0.00	0.00	(1,074.18)	196.60
	2100	IT FICA	9,366.00	9,653.00	9,744.50	805.26	0.00	(91.50)	100.90
	2210	IT VRS 1&2	13,295.00	13,846.00	13,845.97	1,153.83	0.00	0.03	100.00
	2300	IT Health Ins	15,103.00	12,219.00	12,336.20	1,087.86	0.00	(117.20)	101.00
	2400	IT Life Ins	1,616.00	1,542.00	1,541.69	126.43	0.00	0.31	100.00
	2700	IT WC	110.00	110.00	119.44	0.00	0.00	(9.44)	108.60
	3000	IT CS	2,000.00	2,000.00	4,528.43	400.00	0.00	(2,528.43)	226.40
	3320	IT Maint Con	40,000.00	40,000.00	52,148.30	2,294.65	2,940.81	(15,089.11)	137.70
	5210	IT Postal	50.00	50.00	7.17	0.00	0.00	42.83	14.30
	5230	IT Telephone	30,000.00	30,000.00	25,991.97	3,373.96	0.00	4,008.03	86.60
	5500	IT Travel	500.00	500.00	292.15	30.52	0.00	207.85	58.40
	6000	IT Mat&Sup	2,000.00	2,000.00	2,160.31	0.00	0.00	(160.31)	108.00
	6040	Technology SW/OL Content	0.00	0.00	125.00	125.00	0.00	(125.00)	100.00
	8200	IT CO Adds	20,000.00	20,000.00	8,427.93	679.96	0.00	11,572.07	42.10
10000080	Total	Data Processing/IT	256,465.00	260,527.00	260,950.10	20,702.04	2,940.81	(3,363.91)	
	1300	Electoral PT Sal	6,194.00	6,194.00	6,193.92	2,064.64	0.00	0.08	100.00
	2100	Electoral FICA	474.00	474.00	473.79	157.93	0.00	0.21	100.00
	3000	Electoral CS	4,200.00	4,200.00	2,586.48	0.00	0.00	1,613.52	61.60
	3160	Electoral Board Fe	7,975.00	7,975.00	4,190.00	0.00	0.00	3,785.00	52.50
	3320	Electoral Maint Con	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00
	3500	Electoral Printing	2,576.00	2,576.00	691.21	0.00	0.00	1,884.79	26.80
	3600	Electoral Advertise	340.00	340.00	115.60	0.00	0.00	224.40	34.00
	5210	Electoral Postal	1,500.00	1,500.00	1,950.26	0.00	0.00	(450.26)	130.00
	5400	Electoral Lease&Rent	1,050.00	1,050.00	522.00	72.00	0.00	528.00	49.70
	5500	Electoral Travel	900.00	900.00	921.58	0.00	0.00	(21.58)	102.40
	5510	Electoral Mileage	350.00	350.00	321.70	0.00	0.00	28.30	91.90
	5810	Electoral Due & Memb	150.00	150.00	125.00	0.00	0.00	25.00	83.30
	6000	Electoral Mat&Sup	1,670.00	1,670.00	1,386.83	760.79	0.00	283.17	83.00
	8200	Electoral CO Adds	0.00	0.00	1,773.20	0.00	0.00	(1,773.20)	100.00
10000090	Total	Electoral Board & Officials	32,379.00	32,379.00	21,251.57	3,055.36	0.00	11,127.43	
	1100	Registrar Salaries	46,832.00	48,705.00	48,705.00	4,058.75	0.00	0.00	100.00
	1300	Registrar PT Sal	8,840.00	8,840.00	7,366.30	463.44	0.00	1,473.70	83.30
	2100	Registrar FICA	4,260.00	4,419.00	4,312.79	348.37	0.00	106.21	97.60
	2210	Registrar VRS 1&2	5,086.00	5,289.00	5,289.36	440.78	0.00	(0.36)	100.00
	2300	Registrar Health Ins	0.00	3.00	3.14	0.00	0.00	(0.14)	104.70
	2400	Registrar Life Ins	618.00	589.00	588.95	48.30	0.00	0.05	100.00
	2700	Registrar WC	40.00	40.00	52.58	0.00	0.00	(12.58)	131.50
	3000	Registrar CS	200.00	200.00	35.00	35.00	0.00	165.00	17.50
	3320	Registrar Maint Con	180.00	180.00	31.32	0.00	0.00	148.68	17.40
	5230	Registrar Telephone	1,000.00	1,000.00	789.22	63.79	0.00	210.78	78.90
	5500	Registrar Travel	1,470.00	1,470.00	620.13	0.00	0.00	849.87	42.20
	5510	Registrar Mileage	250.00	250.00	110.26	0.00	0.00	139.74	44.10
	5810	Registrar Due & Memb	150.00	150.00	195.00	0.00	0.00	(45.00)	130.00
	6000	Registrar Mat&Sup	725.00	2,499.00	1,052.38	512.10	30.95	1,415.67	43.40
10000100	Total	Registrar	69,651.00	73,634.00	69,151.43	5,970.53	30.95	4,451.62	
	3000	Circuit C CS	0.00	0.00	316.00	0.00	0.00	(316.00)	100.00
	5841	Circuit C Juror Pay	3,000.00	3,000.00	630.00	0.00	0.00	2,370.00	21.00
	5842	Circuit C Jury Comm	180.00	180.00	120.00	0.00	0.00	60.00	66.70
	7000	Circuit C Joint Ops	9,500.00	9,500.00	9,614.61	0.00	0.00	(114.61)	101.20
10000110	Total	Circuit Court	12,680.00	12,680.00	10,680.61	0.00	0.00	1,999.39	
	3000	District C CS	0.00	0.00	218.00	0.00	0.00	(218.00)	100.00
	3150	District C Legal S	0.00	0.00	270.00	0.00	0.00	(270.00)	100.00
	3320	District C Maint Con	0.00	0.00	327.70	0.00	0.00	(327.70)	100.00
	5210	District C Postal	980.00	980.00	895.99	159.00	0.00	84.01	91.40
	5230	District C Telephone	1,900.00	1,900.00	3,215.39	284.53	0.00	(1,315.39)	169.20
	5810	District C Due & Memb	600.00	600.00	138.40	0.00	0.00	461.60	23.10
	6000	District C Mat&Sup	500.00	500.00	207.34	0.00	0.00	292.66	41.50
10000120	Total	General District Court	3,980.00	3,980.00	5,272.82	443.53	0.00	(1,292.82)	
	5230	Telephone	400.00	400.00	97.62	0.00	0.00	302.38	24.40
10000125	Total	Magistrate	400.00	400.00	97.62	0.00	0.00	302.38	
	5600	BR Legal EntityGift	1,500.00	1,500.00	1,500.00	0.00	0.00	0.00	100.00
10000130	Total	Blue Ridge Legal Services	1,500.00	1,500.00	1,500.00	0.00	0.00	0.00	

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ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD			AVAILABLE	
						EXPENDED	ENC/REQ	BUDGET	% USED	
	3000	J&D Court CS	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	0.00	
	3320	J&D Court Maint Con	1,221.00	1,221.00	776.15	0.00	0.00	444.85	63.60	
	5210	J&D Court Postal	550.00	550.00	372.00	93.00	0.00	178.00	67.60	
	5230	J&D Court Telephone	700.00	700.00	586.69	53.86	0.00	113.31	83.80	
	5810	J&D Court Due & Memb	300.00	300.00	40.00	0.00	0.00	260.00	13.30	
	6000	J&D Court Mat&Sup	2,000.00	2,000.00	2,999.99	79.79	0.00	(999.99)	150.00	
10000140	Total	Juvenile & Domestic Relations	5,971.00	5,971.00	4,774.83	226.65	0.00	1,196.17		
	1100	Clk of CC Salaries	165,828.00	168,703.00	168,702.89	14,041.31	0.00	0.11	100.00	
	2100	Clk of CC FICA	12,686.00	13,073.00	13,073.11	1,086.76	0.00	(0.11)	100.00	
	2210	Clk of CC VRS 1&2	18,009.00	18,297.00	18,296.68	1,524.90	0.00	0.32	100.00	
	2300	Clk of CC Health Ins	11,650.00	11,643.00	11,760.72	1,087.86	0.00	(117.72)	101.00	
	2400	Clk of CC Life Ins	2,189.00	2,038.00	2,038.07	167.09	0.00	(0.07)	100.00	
	2700	Clk of CC WC	135.00	135.00	158.00	0.00	0.00	(23.00)	117.00	
	3000	Clk of CC CS	3,000.00	3,000.00	2,266.32	0.00	0.00	733.68	75.50	
	3320	Clk of CC Maint Con	12,000.00	12,000.00	11,822.66	0.00	0.00	177.34	98.50	
	3500	Clk of CC Printing	1,000.00	1,000.00	525.00	0.00	0.00	475.00	52.50	
	3510	Clk of CC Microfilm	7,000.00	7,000.00	5,541.93	424.96	0.00	1,458.07	79.20	
	5210	Clk of CC Postal	3,000.00	3,000.00	3,934.39	306.00	0.00	(934.39)	131.10	
	5230	Clk of CC Telephone	900.00	900.00	936.55	89.96	0.00	(36.55)	104.10	
	6000	Clk of CC Mat&Sup	6,500.00	6,500.00	4,874.98	476.83	0.00	1,625.02	75.00	
10000150	Total	Clerk of the Circuit Court	243,897.00	247,289.00	243,931.30	19,205.67	0.00	3,357.70		
	5600	RegCrtSvc EntityGift	4,494.00	4,494.00	4,494.00	0.00	0.00	0.00	100.00	
10000160	Total	Regional Court Services	4,494.00	4,494.00	4,494.00	0.00	0.00	0.00		
	1100	Comm Atty Salaries	188,735.00	192,764.00	200,576.41	23,854.24	0.00	(7,812.41)	104.10	
	1300	Comm Atty PT Sal	12,300.00	12,300.00	14,079.04	1,285.44	0.00	(1,779.04)	114.50	
	2100	Comm Atty FICA	15,034.00	17,351.00	17,502.27	1,496.52	0.00	(151.27)	100.90	
	2210	Comm Atty VRS 1&2	19,092.00	19,452.00	19,451.49	1,621.17	0.00	0.51	100.00	
	2300	Comm Atty Health Ins	11,457.00	11,643.00	11,760.72	1,087.86	0.00	(117.72)	101.00	
	2400	Comm Atty Life Ins	2,321.00	2,167.00	2,166.88	177.65	0.00	0.12	100.00	
	2700	Comm Atty WC	165.00	165.00	195.78	0.00	0.00	(30.78)	118.70	
	3320	Comm Atty Maint Con	750.00	750.00	392.77	0.00	0.00	357.23	52.40	
	5210	Comm Atty Postal	1,100.00	1,100.00	1,221.97	0.00	0.00	(121.97)	111.10	
	5230	Comm Atty Telephone	3,000.00	3,000.00	1,536.09	215.52	0.00	1,463.91	51.20	
	5500	Comm Atty Travel	4,650.00	4,650.00	4,044.86	0.00	0.00	605.14	87.00	
	5549	Comm Atty Witness	2,000.00	2,000.00	15.85	15.85	0.00	1,984.15	0.80	
	5810	Comm Atty Due & Memb	2,000.00	2,000.00	1,886.25	0.00	0.00	113.75	94.30	
	6000	Comm Atty Mat&Sup	1,800.00	1,800.00	1,636.33	0.00	0.00	163.67	90.90	
10000170	Total	Commonwealth's Attorney	264,404.00	271,142.00	276,466.71	29,754.25	0.00	(5,324.71)		
	1100	Sheriff Salaries	1,020,378.00	873,629.00	875,163.85	73,879.11	0.00	(1,534.85)	100.20	
	1300	Sheriff PT Sal	23,000.00	23,000.00	34,740.26	7,539.93	0.00	(11,740.26)	151.00	
	2100	Sheriff FICA	79,819.00	63,552.00	64,545.36	5,762.61	0.00	(993.36)	101.60	
	2210	Sheriff VRS 1&2	110,813.00	94,850.00	94,918.12	7,974.84	0.00	(68.12)	100.10	
	2300	Sheriff Health Ins	139,357.00	114,951.00	116,108.90	10,734.78	0.00	(1,157.90)	101.00	
	2400	Sheriff Life Ins	13,469.00	10,562.00	10,569.65	873.87	0.00	(7.65)	100.10	
	2700	Sheriff WC	12,000.00	12,000.00	14,491.22	0.00	0.00	(2,491.22)	120.80	
	2860	Sheriff LODA	7,000.00	7,000.00	7,113.56	0.00	0.00	(113.56)	101.60	
	3000	Sheriff CS	11,000.00	17,155.00	15,146.36	1,621.28	0.00	2,008.64	88.30	
	3320	Sheriff Maint Con	17,500.00	17,500.00	18,260.62	0.00	3,429.92	(4,190.54)	123.90	
	3350	Sheriff Ins Repair	500.00	230.00	0.00	0.00	0.00	230.00	0.00	
	5210	Sheriff Postal	2,000.00	2,000.00	1,256.03	133.30	0.00	743.97	62.80	
	5230	Sheriff Telephone	20,000.00	20,000.00	16,534.83	1,194.14	0.00	3,465.17	82.70	
	5300	Sheriff Insurance	13,000.00	13,000.00	15,191.00	0.00	0.00	(2,191.00)	116.90	
	5500	Sheriff Travel	13,000.00	13,000.00	13,144.07	151.59	0.00	(144.07)	101.10	
	5550	Sheriff Extradite	0.00	270.00	269.51	0.00	0.00	0.49	99.80	
	5800	Sheriff Misc	1,500.00	1,500.00	213.47	30.20	0.00	1,286.53	14.20	
	5810	Sheriff Due & Memb	2,700.00	2,700.00	2,741.00	50.00	0.00	(41.00)	101.50	
	6000	Sheriff Mat&Sup	59,500.00	55,415.00	31,472.86	3,434.20	412.80	23,529.34	57.50	
	6008	Sheriff Veh Fuel	77,000.00	77,000.00	51,463.99	4,184.67	0.00	25,536.01	66.80	
	6011	Sheriff Clothing	6,000.00	6,000.00	5,726.70	1,006.24	0.00	273.30	95.40	
	6015	Sheriff Ammunition	9,000.00	9,000.00	8,409.66	0.00	0.00	590.34	93.40	
	6024	Sheriff InsRepair	11,000.00	8,930.00	1,454.20	0.00	0.00	7,475.80	16.30	
10000180	Total	Sheriff	1,649,536.00	1,443,244.00	1,398,935.22	118,570.76	3,842.72	40,466.06		
	5600	CJ Traning EntityGift	19,185.00	19,185.00	18,720.00	0.00	0.00	465.00	97.60	
10000190	Total	Criminal Justice Training Ctr	19,185.00	19,185.00	18,720.00	0.00	0.00	465.00		
	5600	Drug TF EntityGift	12,500.00	12,500.00	8,639.74	0.00	0.00	3,860.26	69.10	
10000200	Total	Drug Task Force	12,500.00	12,500.00	8,639.74	0.00	0.00	3,860.26		
	1100	Communicat Salaries	206,610.00	385,016.00	384,190.84	30,326.00	0.00	825.16	99.80	
	2100	Communicat FICA	15,806.00	28,857.00	29,185.67	2,671.38	0.00	(328.67)	101.10	
	2210	Communicat VRS 1&2	22,438.00	35,829.00	35,828.65	2,985.71	0.00	0.35	100.00	

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ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD		AVAILABLE	
						EXPENDED	ENC/REQ	BUDGET	% USED
	2220	Communicat VRS Hybrid Plan	0.00	5,689.00	5,689.35	494.73	0.00	(0.35)	100.00
	2300	Communicat Health Ins	29,654.00	51,909.00	52,438.11	4,895.37	0.00	(529.11)	101.00
	2400	Communicat Life Ins	2,727.00	4,621.00	4,620.83	381.39	0.00	0.17	100.00
	2510	Communicat DisIns Hybrid	0.00	309.00	309.12	26.88	0.00	(0.12)	100.00
	2700	Communicat WC	175.00	175.00	196.80	0.00	0.00	(21.80)	112.50
	2800	Communicat Leave Pay	0.00	0.00	5,412.32	5,412.32	0.00	(5,412.32)	100.00
	3000	Communicat CS	200.00	200.00	175.99	22.25	0.00	24.01	88.00
	3320	Communicat Maint Con	104,443.00	104,443.00	120,528.44	0.00	0.00	(16,085.44)	115.40
	5230	Communicat Telephone	62,534.00	62,534.00	26,416.81	2,866.69	0.00	36,117.19	42.20
	5400	Communicat Lease&Rent	27,500.00	27,500.00	25,444.37	0.00	0.00	2,055.63	92.50
	5500	Communicat Travel	3,000.00	3,000.00	965.76	0.00	0.00	2,034.24	32.20
	5810	Communicat Due & Memb	300.00	300.00	230.00	0.00	0.00	70.00	76.70
	6000	Communicat Mat&Sup	4,300.00	4,300.00	2,273.06	82.71	99.99	1,926.95	55.20
	6011	Communicat Clothing	1,400.00	1,400.00	1,198.99	271.97	0.00	201.01	85.60
10000210	Total	Communications	481,087.00	716,082.00	695,105.11	50,437.40	99.99	20,876.90	
	3000	Vol Fire CS	0.00	9,638.00	2,137.50	0.00	0.00	7,500.50	22.20
	5600	Vol Fire EntityGift	25,000.00	25,000.00	25,000.00	25,000.00	0.00	0.00	100.00
	5697	Vol Fire 4 for Life	15,798.00	15,798.00	16,257.28	0.00	0.00	(459.28)	102.90
	5698	Vol Fire Fire Progs	25,854.00	25,854.00	27,811.00	0.00	0.00	(1,957.00)	107.60
	6040	Technology SW/OL Content	0.00	0.00	7,500.00	0.00	0.00	(7,500.00)	100.00
10000220	Total	Volunteer Fire Companies	66,652.00	76,290.00	78,705.78	25,000.00	0.00	(2,415.78)	
	2860	Blue R VF LODA	1,500.00	1,500.00	1,675.00	0.00	0.00	(175.00)	111.70
	5600	Blue R VF EntityGift	50,000.00	50,000.00	50,000.00	0.00	0.00	0.00	100.00
10000230	Total	Blue Ridge Volunteer Fire Co	51,500.00	51,500.00	51,675.00	0.00	0.00	(175.00)	
	2860	Boyce VF LODA	2,500.00	2,500.00	2,176.86	0.00	0.00	323.14	87.10
	5600	Boyce VF EntityGift	50,000.00	50,000.00	50,000.00	0.00	0.00	0.00	100.00
10000240	Total	Boyce Volunteer Fire Co	52,500.00	52,500.00	52,176.86	0.00	0.00	323.14	
	2860	Enders VF LODA	3,500.00	3,500.00	2,814.00	0.00	0.00	686.00	80.40
	5600	Enders VF EntityGift	75,000.00	75,000.00	75,000.00	0.00	0.00	0.00	100.00
10000250	Total	Enders Volunteer Fire Co	78,500.00	78,500.00	77,814.00	0.00	0.00	686.00	
	1100	EMS Salaries	315,356.00	315,356.00	341,649.19	29,436.53	0.00	(26,293.19)	108.30
	1300	EMS PT Sal	18,000.00	102,000.00	107,943.82	9,474.40	0.00	(5,943.82)	105.80
	2100	EMS FICA	25,532.00	32,532.00	32,176.72	2,773.12	0.00	355.28	98.90
	2210	EMS VRS 1&2	20,506.00	20,506.00	22,285.24	1,896.34	0.00	(1,779.24)	108.70
	2220	VRS Benefits - Hybrid Plan	6,335.00	6,335.00	6,335.00	633.50	0.00	0.00	100.00
	2300	EMS Health Ins	35,952.00	35,952.00	36,285.14	3,336.51	0.00	(333.14)	100.90
	2400	EMS Life Ins	3,191.00	3,191.00	3,178.50	277.21	0.00	12.50	99.60
	2510	EMS DisIns Hybrid	344.00	344.00	344.20	34.42	0.00	(0.20)	100.10
	2700	EMS WC	12,500.00	12,500.00	13,987.30	0.00	0.00	(1,487.30)	111.90
	2860	EMS LODA	2,500.00	2,500.00	2,510.58	0.00	0.00	(10.58)	100.40
	3000	EMS CS	179,796.00	81,296.00	4,899.30	1,367.50	0.00	76,396.70	6.00
	5230	EMS Telephone	800.00	800.00	520.40	46.00	0.00	279.60	65.10
	5500	EMS Travel	100.00	100.00	902.95	0.00	0.00	(802.95)	903.00
	6000	EMS Mat&Sup	400.00	400.00	778.26	134.51	0.00	(378.26)	194.60
	6008	EMS Veh Fuel	1,500.00	1,500.00	603.17	98.53	0.00	896.83	40.20
	6011	EMS Clothing	1,100.00	1,100.00	11,057.50	0.00	0.00	(9,957.50)	1,005.20
	8200	EMS CO Adds	25,000.00	25,000.00	1,154.00	0.00	868.68	22,977.32	8.10
10000260	Total	Emergency Medical Services	648,912.00	641,412.00	586,611.27	49,508.57	868.68	53,932.05	
	5600	Lord F EMS EntityGift	5,422.00	5,422.00	5,422.00	0.00	0.00	0.00	100.00
10000270	Total	Lord Fairfax Emergency Medical	5,422.00	5,422.00	5,422.00	0.00	0.00	0.00	
	5600	Forestry EntityGift	2,712.00	2,712.00	2,711.52	0.00	0.00	0.48	100.00
10000280	Total	Forestry Services	2,712.00	2,712.00	2,711.52	0.00	0.00	0.48	
	7000	Reg Jail Joint Ops	562,301.00	562,301.00	562,465.74	0.00	0.00	(164.74)	100.00
10000290	Total	Regional Jail	562,301.00	562,301.00	562,465.74	0.00	0.00	(164.74)	
	3840	Juv DetCtr Intergov	38,854.00	38,854.00	39,077.00	9,769.25	0.00	(223.00)	100.60
10000300	Total	Juvenile Detention Center	38,854.00	38,854.00	39,077.00	9,769.25	0.00	(223.00)	
	5210	Probation Postal	125.00	125.00	0.00	0.00	0.00	125.00	0.00
	5230	Probation Telephone	500.00	500.00	94.16	13.68	0.00	405.84	18.80
	6000	Probation Mat&Sup	300.00	300.00	70.52	0.00	0.00	229.48	23.50
10000310	Total	Probation Office	925.00	925.00	164.68	13.68	0.00	760.32	
	1100	Bldg Insp Salaries	98,455.00	89,486.00	89,486.02	7,586.26	0.00	(0.02)	100.00
	1300	Bldg Insp PT Sal	0.00	945.00	944.72	0.00	0.00	0.28	100.00
	2100	Bldg Insp FICA	7,532.00	6,266.00	6,260.95	522.43	0.00	5.05	99.90
	2210	Bldg Insp VRS 1&2	10,692.00	9,718.00	9,718.21	823.87	0.00	(0.21)	100.00
	2300	Bldg Insp Health Ins	12,706.00	15,140.00	15,292.35	1,410.02	0.00	(152.35)	101.00
	2400	Bldg Insp Life Ins	1,300.00	1,082.00	1,081.86	90.28	0.00	0.14	100.00
	2700	Bldg Insp WC	1,050.00	1,050.00	1,389.19	0.00	0.00	(339.19)	132.30
	3320	Bldg Insp Maint Con	1,900.00	1,900.00	524.07	0.00	0.00	1,375.93	27.60
	3500	Bldg Insp Printing	600.00	600.00	36.50	0.00	0.00	563.50	6.10

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ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD			AVAILABLE	
						EXPENDED	ENC/REQ	BUDGET	% USED	
	5210	Bldg Insp Postal	150.00	150.00	14.61	0.00	0.00	135.39	9.70	
	5230	Bldg Insp Telephone	900.00	900.00	980.52	82.60	0.00	(80.52)	108.90	
	5500	Bldg Insp Travel	400.00	400.00	2,775.26	0.00	0.00	(2,375.26)	693.80	
	5800	Miscellaneous	0.00	6,195.00	17,561.93	0.00	0.00	(11,366.93)	283.50	
	5810	Bldg Insp Due & Memb	900.00	900.00	1,271.45	0.00	0.00	(371.45)	141.30	
	6000	Bldg Insp Mat&Sup	500.00	500.00	217.10	46.00	0.00	282.90	43.40	
	6008	Bldg Insp Veh Fuel	2,500.00	2,500.00	1,445.67	247.58	0.00	1,054.33	57.80	
	8200	Bldg Insp CO Adds	0.00	0.00	305.48	0.00	156.24	(461.72)	100.00	
10000320	Total	Building Inspections	139,585.00	137,732.00	149,305.89	10,809.04	156.24	(11,730.13)		
	1100	AnimalCtrl Salaries	35,845.00	52,394.00	52,393.90	4,994.70	0.00	0.10	100.00	
	1300	AnimalCtrl PT Sal	18,000.00	7,430.00	7,429.97	0.00	0.00	0.03	100.00	
	2100	AnimalCtrl FICA	4,120.00	4,052.00	4,045.40	328.84	0.00	6.60	99.80	
	2210	AnimalCtrl VRS 1&2	3,893.00	4,325.00	4,324.81	360.40	0.00	0.19	100.00	
	2220	VRS Benefits - Hybrid Plan	0.00	1,274.00	1,282.53	182.02	0.00	(8.53)	100.70	
	2300	AnimalCtrl Health Ins	6,353.00	9,749.00	9,872.17	1,137.33	0.00	(123.17)	101.30	
	2400	AnimalCtrl Life Ins	473.00	621.00	620.73	59.44	0.00	0.27	100.00	
	2510	Disability Ins - Hybrid Plan	0.00	69.00	69.23	9.89	0.00	(0.23)	100.30	
	2700	AnimalCtrl WC	600.00	600.00	777.80	0.00	0.00	(177.80)	129.60	
	3000	AnimalCtrl CS	12,000.00	12,000.00	7,675.73	865.34	0.00	4,324.27	64.00	
	3320	Maintenance Service Contracts	0.00	0.00	52.12	0.00	0.00	(52.12)	100.00	
	3500	AnimalCtrl Printing	400.00	400.00	174.43	0.00	0.00	225.57	43.60	
	5110	AnimalCtrl Electric	0.00	0.00	420.79	0.00	0.00	(420.79)	100.00	
	5210	AnimalCtrl Postal	50.00	50.00	0.00	0.00	0.00	50.00	0.00	
	5230	AnimalCtrl Telephone	1,350.00	1,350.00	604.76	53.49	0.00	745.24	44.80	
	5500	AnimalCtrl Travel	700.00	700.00	0.00	0.00	0.00	700.00	0.00	
	5510	AnimalCtrl Mileage	450.00	450.00	0.00	0.00	0.00	450.00	0.00	
	5810	AnimalCtrl Due & Memb	100.00	100.00	90.00	0.00	0.00	10.00	90.00	
	6000	AnimalCtrl Mat&Sup	7,600.00	7,600.00	6,264.82	1,152.20	0.00	1,335.18	82.40	
	6008	AnimalCtrl Veh Fuel	1,750.00	1,750.00	1,140.27	150.70	0.00	609.73	65.20	
	6011	AnimalCtrl Clothing	400.00	400.00	0.00	0.00	0.00	400.00	0.00	
10000330	Total	Animal Control	94,084.00	105,314.00	97,239.46	9,294.35	0.00	8,074.54		
	3000	Exam&Bury CS	1,000.00	1,000.00	572.50	0.00	0.00	427.50	57.30	
10000340	Total	Med Examiner & Indigent Burial	1,000.00	1,000.00	572.50	0.00	0.00	427.50		
	3840	RefuseDisp Intergov	168,000.00	168,000.00	83,511.44	1,163.12	0.00	84,488.56	49.70	
10000350	Total	Refuse Disposal	168,000.00	168,000.00	83,511.44	1,163.12	0.00	84,488.56		
	3000	LitterCtrl CS	0.00	0.00	4,984.00	342.00	0.00	(4,984.00)	100.00	
	6000	LitterCtrl Mat&Sup	6,171.00	6,171.00	284.22	284.22	0.00	5,886.78	4.60	
10000360	Total	Litter Control	6,171.00	6,171.00	5,268.22	626.22	0.00	902.78		
	3840	Sanitation Intergov	27,000.00	27,000.00	26,996.20	2,454.20	0.00	3.80	100.00	
	5600	Sanitation EntityGift	45,000.00	45,000.00	45,000.00	0.00	0.00	0.00	100.00	
10000370	Total	Sanitation	72,000.00	72,000.00	71,996.20	2,454.20	0.00	3.80		
	1100	Maintenanc Salaries	140,846.00	142,567.00	133,259.14	11,939.10	0.00	9,307.86	93.50	
	2100	Maintenanc FICA	10,774.00	10,169.00	9,545.30	841.22	0.00	623.70	93.90	
	2210	Maintenanc VRS 1&2	15,128.00	13,377.00	12,933.32	1,094.11	0.00	443.68	96.70	
	2220	VRS Benefits - Hybrid Plan	0.00	2,013.00	1,478.32	188.31	0.00	534.68	73.40	
	2300	Maintenanc Health Ins	21,309.00	19,466.00	16,954.53	1,861.64	0.00	2,511.47	87.10	
	2400	Maintenanc Life Ins	1,860.00	1,627.00	1,606.79	142.08	0.00	20.21	98.80	
	2510	Disability Ins - Hybrid Plan	0.00	113.00	84.20	10.23	0.00	28.80	74.50	
	2700	Maintenanc WC	3,500.00	3,500.00	4,211.49	0.00	0.00	(711.49)	120.30	
	3000	Maintenanc CS	17,600.00	17,600.00	15,442.71	158.84	0.00	2,157.29	87.70	
	3320	Maintenanc Maint Con	88,800.00	88,800.00	87,012.98	23,310.21	11,987.47	(10,200.45)	111.50	
	3340	Maintenanc Cust Con	0.00	0.00	36,600.10	0.00	0.00	(36,600.10)	100.00	
	3600	Maintenanc Advertise	750.00	750.00	0.00	0.00	0.00	750.00	0.00	
	5120	Maintenanc Heating	0.00	0.00	354.65	0.00	0.00	(354.65)	100.00	
	5130	Maintenanc Wat & Sew	0.00	0.00	698.85	29.85	0.00	(698.85)	100.00	
	5230	Maintenanc Telephone	3,900.00	3,900.00	2,543.07	169.52	0.00	1,356.93	65.20	
	5300	Maintenanc Insurance	35,200.00	35,200.00	38,148.50	0.00	0.00	(2,948.50)	108.40	
	5400	Maintenanc Lease&Rent	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00	
	5500	Maintenanc Travel	800.00	800.00	245.84	0.00	0.00	554.16	30.70	
	6000	Maintenanc Mat&Sup	35,100.00	35,100.00	26,597.82	1,452.11	0.00	8,502.18	75.80	
	6008	Maintenanc Veh Fuel	10,000.00	10,000.00	3,713.79	500.29	0.00	6,286.21	37.10	
	8200	Maintenanc CO Adds	5,200.00	5,200.00	0.00	0.00	0.00	5,200.00	0.00	
10000380	Total	General Property Maintenance	392,267.00	391,682.00	391,431.40	41,697.51	11,987.47	(11,736.87)		
	5600	Contr to Other Entities	205,000.00	205,000.00	205,000.00	0.00	0.00	0.00	100.00	
10000385	Total	Local Health Department	205,000.00	205,000.00	205,000.00	0.00	0.00	0.00		
	5600	Our Health EntityGift	5,000.00	5,000.00	5,000.00	0.00	0.00	0.00	100.00	
10000390	Total	Our Health	5,000.00	5,000.00	5,000.00	0.00	0.00	0.00		
	5600	NW Com Svc EntityGift	85,000.00	85,000.00	85,000.00	0.00	0.00	0.00	100.00	
10000400	Total	Northwestern Community Svcs	85,000.00	85,000.00	85,000.00	0.00	0.00	0.00		

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						EXPENDED	ENC/REQ	BUDGET	% USED	
	5600	Concern HL EntityGift	750.00	750.00	750.00	0.00	0.00	0.00	100.00	
10000410	Total	Concern Hotline	750.00	750.00	750.00	0.00	0.00	0.00		
	5600	NW Works EntityGift	750.00	750.00	750.00	0.00	0.00	0.00	100.00	
10000420	Total	NW Works	750.00	750.00	750.00	0.00	0.00	0.00		
	5600	SAAA EntityGift	40,000.00	40,000.00	40,000.00	0.00	0.00	0.00	100.00	
10000430	Total	Shenandoah Area Agency on Aging	40,000.00	40,000.00	40,000.00	0.00	0.00	0.00		
	5600	Loud Trans EntityGift	19,302.00	19,302.00	19,302.00	0.00	0.00	0.00	100.00	
10000440	Total	VA Regional Transp Assn	19,302.00	19,302.00	19,302.00	0.00	0.00	0.00		
	5600	Access Ind EntityGift	750.00	750.00	750.00	750.00	0.00	0.00	100.00	
10000450	Total	Access Independence	750.00	750.00	750.00	750.00	0.00	0.00		
	5600	Laurel Ctr EntityGift	2,000.00	2,000.00	2,000.00	0.00	0.00	0.00	100.00	
10000460	Total	The Laurel Center Wmn's Shltr	2,000.00	2,000.00	2,000.00	0.00	0.00	0.00		
	5600	LFCC EntityGift	17,534.00	17,534.00	17,534.00	0.00	0.00	0.00	100.00	
10000470	Total	Lord Fairfax Community College	17,534.00	17,534.00	17,534.00	0.00	0.00	0.00		
	1100	Parks Adm Salaries	232,243.00	242,759.00	242,759.02	20,229.92	0.00	(0.02)	100.00	
	1300	Parks Adm PT Sal	16,020.00	16,020.00	9,886.50	2,310.75	0.00	6,133.50	61.70	
	2100	Parks Adm FICA	19,316.00	17,595.00	17,111.85	1,525.38	0.00	483.15	97.30	
	2210	Parks Adm VRS 1&2	25,222.00	26,364.00	26,363.59	2,196.97	0.00	0.41	100.00	
	2300	Parks Adm Health Ins	36,032.00	36,014.00	36,376.40	3,363.97	0.00	(362.40)	101.00	
	2400	Parks Adm Life Ins	3,066.00	2,935.00	2,935.26	240.73	0.00	(0.26)	100.00	
	2700	Parks Adm WC	6,750.00	6,750.00	9,870.02	0.00	0.00	(3,120.02)	146.20	
	3000	Parks Adm CS	0.00	0.00	53.54	0.00	0.00	(53.54)	100.00	
	3180	Parks Adm CredCrd Fe	3,500.00	3,500.00	2,943.58	0.00	0.00	556.42	84.10	
	3320	Parks Adm Maint Con	6,156.00	6,156.00	2,484.23	491.25	0.00	3,671.77	40.40	
	3500	Parks Adm Printing	1,000.00	1,000.00	39.88	0.00	0.00	960.12	4.00	
	3600	Parks Adm Advertise	885.00	885.00	459.00	0.00	0.00	426.00	51.90	
	5210	Parks Adm Postal	5,590.00	5,590.00	964.50	0.00	0.00	4,625.50	17.30	
	5230	Parks Adm Telephone	2,000.00	2,000.00	818.53	80.90	0.00	1,181.47	40.90	
	5400	Parks Adm Lease&Rent	530.00	530.00	976.25	134.98	0.00	(446.25)	184.20	
	5500	Parks Adm Travel	2,274.00	2,274.00	986.72	0.00	0.00	1,287.28	43.40	
	5510	Parks Adm Mileage	0.00	0.00	123.00	0.00	0.00	(123.00)	100.00	
	5810	Parks Adm Due & Memb	1,800.00	1,800.00	2,097.62	230.62	0.00	(297.62)	116.50	
	6000	Parks Adm Mat&Sup	5,156.00	7,861.00	5,086.11	1,367.11	287.56	2,487.33	68.40	
	6008	Parks Adm Veh Fuel	1,400.00	1,400.00	456.18	59.45	0.00	943.82	32.60	
	6011	Parks Adm Clothing	1,000.00	1,000.00	682.75	0.00	0.00	317.25	68.30	
10000480	Total	Parks Administration	369,940.00	382,433.00	363,474.53	32,232.03	287.56	18,670.91		
	1100	Rec Center Salaries	43,210.00	45,012.00	45,012.46	3,751.04	0.00	(0.46)	100.00	
	1300	Rec Center PT Sal	29,300.00	29,300.00	30,373.17	2,427.39	0.00	(1,073.17)	103.70	
	2100	Rec Center FICA	5,972.00	5,649.00	5,730.66	469.26	0.00	(81.66)	101.40	
	2210	Rec Center VRS 1&2	4,693.00	4,888.00	4,888.33	407.36	0.00	(0.33)	100.00	
	2300	Rec Center Health Ins	5,825.00	5,822.00	5,880.36	543.93	0.00	(58.36)	101.00	
	2400	Rec Center Life Ins	570.00	544.00	544.30	44.64	0.00	(0.30)	100.10	
	2700	Rec Center WC	560.00	560.00	0.00	0.00	0.00	560.00	0.00	
	3600	Rec Center Advertise	200.00	200.00	0.00	0.00	0.00	200.00	0.00	
	5830	Rec Center Refunds	200.00	200.00	451.00	140.00	0.00	(251.00)	225.50	
	6000	Rec Center Mat&Sup	8,340.00	11,300.00	7,243.82	165.14	1,498.90	2,557.28	77.40	
	6012	Rec Center Resale Sup	5,000.00	5,000.00	952.72	0.00	0.00	4,047.28	19.10	
10000490	Total	Recreation Center	103,870.00	108,475.00	101,076.82	7,948.76	1,498.90	5,899.28		
	1300	Pool PT Sal	60,251.00	60,251.00	48,616.70	8,274.78	0.00	11,634.30	80.70	
	2100	Pool FICA	4,610.00	4,610.00	3,719.05	633.02	0.00	890.95	80.70	
	3000	Pool CS	2,900.00	2,900.00	775.00	0.00	0.00	2,125.00	26.70	
	3600	Pool Advertise	79.00	79.00	0.00	0.00	0.00	79.00	0.00	
	5500	Pool Travel	350.00	350.00	0.00	0.00	0.00	350.00	0.00	
	5810	Pool Due & Memb	1,725.00	1,725.00	950.00	0.00	0.00	775.00	55.10	
	5830	Pool Refunds	500.00	500.00	68.00	0.00	0.00	432.00	13.60	
	6000	Pool Mat&Sup	3,400.00	3,400.00	3,728.70	2,450.08	1,517.39	(1,846.09)	154.30	
	6011	Pool Clothing	1,143.00	1,143.00	334.09	230.90	708.50	100.41	91.20	
	6012	Pool Resale Sup	2,000.00	2,000.00	476.19	112.25	0.00	1,523.81	23.80	
	6026	Pool Chemicals	11,000.00	11,000.00	5,365.63	3,685.00	0.00	5,634.37	48.80	
10000500	Total	Swimming Pool	87,958.00	87,958.00	64,033.36	15,386.03	2,225.89	21,698.75		
	1100	Programs Salaries	31,641.00	34,400.00	34,400.66	2,866.72	0.00	(0.66)	100.00	
	1300	Programs PT Sal	94,500.00	94,500.00	75,177.50	7,857.68	0.00	19,322.50	79.60	
	2100	Programs FICA	9,650.00	9,633.00	8,195.96	804.50	0.00	1,437.04	85.10	
	2210	Programs VRS 1&2	3,436.00	3,736.00	3,735.93	311.33	0.00	0.07	100.00	
	2300	Programs Health Ins	5,825.00	5,822.00	5,880.36	543.93	0.00	(58.36)	101.00	
	2400	Programs Life Ins	418.00	416.00	415.69	34.11	0.00	0.31	99.90	
	2700	Programs WC	750.00	750.00	0.00	0.00	0.00	750.00	0.00	
	3000	Programs CS	56,000.00	56,000.00	47,922.05	7,921.88	23,749.17	(15,671.22)	128.00	
	3500	Programs Printing	7,000.00	7,000.00	5,330.00	0.00	0.00	1,670.00	76.10	

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						EXPENDED	ENC/REQ	BUDGET	% USED	
	3600	Programs Advertise	1,700.00	1,700.00	1,577.30	70.00	0.00	122.70	92.80	
	5210	Programs Postal	100.00	100.00	19.99	19.99	0.00	80.01	20.00	
	5300	Programs Insurance	0.00	0.00	185.00	0.00	0.00	(185.00)	100.00	
	5400	Programs Lease&Rent	1,000.00	1,000.00	492.50	200.00	0.00	507.50	49.30	
	5500	Programs Travel	500.00	500.00	90.00	0.00	0.00	410.00	18.00	
	5560	Programs Group Trip	5,000.00	5,000.00	3,286.06	905.00	0.00	1,713.94	65.70	
	5810	Programs Due & Memb	500.00	500.00	718.08	49.00	0.00	(218.08)	143.60	
	5830	Programs Refunds	7,500.00	7,500.00	2,956.50	713.00	0.00	4,543.50	39.40	
	6000	Programs Mat&Sup	15,600.00	15,600.00	11,528.69	1,815.16	236.95	3,834.36	75.40	
	6011	Programs Clothing	2,000.00	2,000.00	1,150.87	220.50	31.50	817.63	59.10	
	6012	Programs Resale Sup	6,000.00	6,000.00	6,684.00	0.00	0.00	(684.00)	111.40	
10000510	Total	Parks Programs	249,120.00	252,157.00	209,747.14	24,332.80	24,017.62	18,392.24		
	1300	Concession PT Sal	5,290.00	5,290.00	2,443.57	657.94	0.00	2,846.43	46.20	
	2100	Concession FICA	513.00	513.00	186.91	50.33	0.00	326.09	36.40	
	6000	Concession Mat&Sup	100.00	100.00	69.02	69.02	0.00	30.98	69.00	
	6012	Concession Resale Sup	10,097.00	10,097.00	8,752.46	4,499.85	0.00	1,344.54	86.70	
10000520	Total	Concession Stand	16,000.00	16,000.00	11,451.96	5,277.14	0.00	4,548.04		
	5600	VA Arts EntityGift	10,000.00	10,000.00	10,000.00	0.00	0.00	0.00	100.00	
10000530	Total	VA Commission for the Arts	10,000.00	10,000.00	10,000.00	0.00	0.00	0.00		
	5600	Library EntityGift	185,000.00	185,000.00	185,000.00	0.00	0.00	0.00	100.00	
10000540	Total	Handley Regional Library	185,000.00	185,000.00	185,000.00	0.00	0.00	0.00		
	1100	Plan Adm Salaries	229,603.00	238,613.00	259,758.24	21,847.65	0.00	(21,145.24)	108.90	
	2100	Plan Adm FICA	17,565.00	18,179.00	20,080.41	1,658.09	0.00	(1,901.41)	110.50	
	2210	Plan Adm VRS 1&2	24,935.00	25,913.00	27,914.58	2,372.66	0.00	(2,001.58)	107.70	
	2300	Plan Adm Health Ins	20,388.00	20,375.00	23,931.13	1,631.79	0.00	(3,556.13)	117.50	
	2400	Plan Adm Life Ins	3,031.00	2,885.00	3,104.70	259.98	0.00	(219.70)	107.60	
	2700	Plan Adm WC	3,650.00	3,650.00	4,937.52	0.00	0.00	(1,287.52)	135.30	
	2800	Plan Adm Leave Pay	0.00	0.00	6,963.50	0.00	0.00	(6,963.50)	100.00	
	3000	Plan Adm CS	20,000.00	20,000.00	9,857.00	412.50	0.00	10,143.00	49.30	
	3140	Plan Adm Eng & Arch	3,000.00	5,000.00	4,527.50	185.00	0.00	472.50	90.60	
	3320	Plan Adm Maint Con	700.00	700.00	181.60	0.00	0.00	518.40	25.90	
	3500	Plan Adm Printing	3,000.00	3,000.00	1,123.80	0.00	0.00	1,876.20	37.50	
	3600	Plan Adm Advertise	2,000.00	2,000.00	2,865.64	0.00	0.00	(865.64)	143.30	
	5210	Plan Adm Postal	1,500.00	1,500.00	1,118.58	0.00	0.00	381.42	74.60	
	5230	Plan Adm Telephone	400.00	400.00	259.24	29.63	0.00	140.76	64.80	
	5500	Plan Adm Travel	1,500.00	1,500.00	588.34	0.00	0.00	911.66	39.20	
	5510	Plan Adm Mileage	2,000.00	2,000.00	1,046.98	204.74	0.00	953.02	52.30	
	5810	Plan Adm Due & Memb	1,750.00	1,750.00	172.64	0.00	0.00	1,577.36	9.90	
	6000	Plan Adm Mat&Sup	2,500.00	2,500.00	2,211.15	0.00	268.89	19.96	99.20	
	6000	Plan Adm Mat&Sup	1,080.00	1,080.00	1,360.00	0.00	0.00	(280.00)	125.90	
10000550	Total	Planning Administration	338,602.00	351,045.00	372,002.55	28,602.04	268.89	(21,226.44)		
	1300	Plan Com PT Sal	500.00	500.00	500.00	50.00	0.00	0.00	100.00	
	2100	Plan Com FICA	39.00	39.00	38.23	3.82	0.00	0.77	98.00	
	3000	Plan Com CS	8,000.00	8,000.00	382.50	50.00	0.00	7,617.50	4.80	
	3160	Plan Com Board Fe	10,000.00	10,000.00	6,300.00	550.00	0.00	3,700.00	63.00	
	3600	Plan Com Advertise	600.00	600.00	514.80	0.00	0.00	85.20	85.80	
	5210	Plan Com Postal	100.00	100.00	0.00	0.00	0.00	100.00	0.00	
	5500	Plan Com Travel	500.00	500.00	0.00	0.00	0.00	500.00	0.00	
	5810	Plan Com Due & Memb	261.00	261.00	0.00	0.00	0.00	261.00	0.00	
10000560	Total	Planning Commission	20,000.00	20,000.00	7,735.53	653.82	0.00	12,264.47		
	3000	BryDevAuth CS	4,500.00	4,500.00	32.00	0.00	0.00	4,468.00	0.70	
	3160	BryDevAuth Board Fe	1,000.00	1,000.00	400.00	0.00	0.00	600.00	40.00	
	3600	BryDevAuth Advertise	500.00	500.00	0.00	0.00	0.00	500.00	0.00	
	5210	BryDevAuth Postal	100.00	100.00	0.00	0.00	0.00	100.00	0.00	
10000570	Total	Berryville Dev Authority	6,100.00	6,100.00	432.00	0.00	0.00	5,668.00		
	5600	Airport EntityGift	2,500.00	2,500.00	2,500.00	0.00	0.00	0.00	100.00	
10000580	Total	Regional Airport Authority	2,500.00	2,500.00	2,500.00	0.00	0.00	0.00		
	5600	HlpHousing EntityGift	5,400.00	5,400.00	5,400.00	0.00	0.00	0.00	100.00	
10000590	Total	Help With Housing	5,400.00	5,400.00	5,400.00	0.00	0.00	0.00		
	1300	BrdZonApp PT Sal	250.00	250.00	0.00	0.00	0.00	250.00	0.00	
	2100	BrdZonApp FICA	20.00	20.00	0.00	0.00	0.00	20.00	0.00	
	3000	BrdZonApp CS	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00	
	3160	BrdZonApp Board Fe	500.00	500.00	100.00	0.00	0.00	400.00	20.00	
	3600	BrdZonApp Advertise	500.00	500.00	300.00	0.00	0.00	200.00	60.00	
	5210	BrdZonApp Postal	50.00	50.00	0.00	0.00	0.00	50.00	0.00	
	5810	BrdZonApp Due & Memb	150.00	150.00	0.00	0.00	0.00	150.00	0.00	
10000600	Total	Board of Zoning Appeals	3,470.00	3,470.00	400.00	0.00	0.00	3,070.00		
	1100	Econ Dev Salaries	33,109.00	34,441.00	28,700.97	0.00	0.00	5,740.03	83.30	
	2100	Econ Dev FICA	2,533.00	2,664.00	2,753.67	0.00	0.00	(89.67)	103.40	

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	2210	Econ Dev VRS 1&2	3,596.00	3,740.00	3,116.89	0.00	0.00	623.11	83.30	
	2300	Econ Dev Health Ins	2,913.00	2,911.00	2,425.60	0.00	0.00	485.40	83.30	
	2400	Econ Dev Life Ins	437.00	416.00	348.14	0.00	0.00	67.86	83.70	
	2800	Annual Leave Payouts	0.00	0.00	6,963.46	0.00	0.00	(6,963.46)	100.00	
	3000	Econ Dev CS	61,600.00	61,600.00	5,871.25	0.00	0.00	55,728.75	9.50	
	3500	Econ Dev Printing	500.00	500.00	500.00	0.00	0.00	0.00	100.00	
	3600	Econ Dev Advertise	0.00	0.00	791.80	0.00	0.00	(791.80)	100.00	
	5210	Econ Dev Postal	100.00	100.00	0.00	0.00	0.00	100.00	0.00	
	5230	Econ Dev Telephone	0.00	0.00	380.00	380.00	0.00	(380.00)	100.00	
	5510	Econ Dev Mileage	0.00	0.00	155.68	155.68	0.00	(155.68)	100.00	
	5600	Econ Dev EntityGift	750.00	750.00	0.00	0.00	0.00	750.00	0.00	
	6000	Econ Dev Mat&Sup	400.00	400.00	340.50	299.70	0.00	59.50	85.10	
	8200	Econ Dev CO Adds	0.00	0.00	0.00	0.00	712.44	(712.44)	100.00	
10000610	Total	Office of Economic Development	105,938.00	107,522.00	52,347.96	835.38	712.44	54,461.60		
	5600	SmallBusDv EntityGift	1,500.00	1,500.00	1,500.00	0.00	0.00	0.00	100.00	
10000620	Total	Small Business Dev Center	1,500.00	1,500.00	1,500.00	0.00	0.00	0.00		
	5600	Blandy EntityGift	3,000.00	3,000.00	3,000.00	0.00	0.00	0.00	100.00	
10000630	Total	Blandy Experimental Farm	3,000.00	3,000.00	3,000.00	0.00	0.00	0.00		
	3000	HstPrvCom CS	24,500.00	29,850.00	21,348.51	667.31	0.00	8,501.49	71.50	
	3160	HstPrvCom Board Fe	1,000.00	1,000.00	600.00	0.00	0.00	400.00	60.00	
	3600	HstPrvCom Advertise	250.00	250.00	143.00	0.00	0.00	107.00	57.20	
	5210	HstPrvCom Postal	200.00	200.00	39.80	13.40	0.00	160.20	19.90	
	5500	HstPrvCom Travel	350.00	350.00	473.46	0.00	0.00	(123.46)	135.30	
	6000	HstPrvCom Mat&Sup	0.00	0.00	42.65	0.00	0.00	(42.65)	100.00	
10000640	Total	Historic Preservation Comm	26,300.00	31,650.00	22,647.42	680.71	0.00	9,002.58		
	5600	NSVRC EntityGift	5,776.00	5,776.00	5,776.22	0.00	0.00	(0.22)	100.00	
10000650	Total	Northern Shen Valley Reg Comm	5,776.00	5,776.00	5,776.22	0.00	0.00	(0.22)		
	3000	Water Qual CS	30,000.00	30,000.00	22,500.00	0.00	0.00	7,500.00	75.00	
10000660	Total	Water Quality Management	30,000.00	30,000.00	22,500.00	0.00	0.00	7,500.00		
	5600	FriendShen EntityGift	3,000.00	3,000.00	3,000.00	0.00	0.00	0.00	100.00	
10000670	Total	Friends of the Shenandoah	3,000.00	3,000.00	3,000.00	0.00	0.00	0.00		
	1300	BrdSepApp PT Sal	200.00	200.00	0.00	0.00	0.00	200.00	0.00	
	2100	BrdSepApp FICA	16.00	16.00	0.00	0.00	0.00	16.00	0.00	
	3160	BrdSepApp Board Fe	200.00	200.00	325.00	0.00	0.00	(125.00)	162.50	
	3600	BrdSepApp Advertise	484.00	484.00	1,329.60	0.00	0.00	(845.60)	274.70	
	5210	BrdSepApp Postal	100.00	100.00	0.00	0.00	0.00	100.00	0.00	
10000680	Total	Board of Septic Appeals	1,000.00	1,000.00	1,654.60	0.00	0.00	(654.60)		
	5600	LF S&W EntityGift	5,000.00	5,000.00	5,000.00	0.00	0.00	0.00	100.00	
10000690	Total	Lord Fairfax Soil & Water Cons	5,000.00	5,000.00	5,000.00	0.00	0.00	0.00		
	1300	Biosolids PT Sal	12,228.00	12,228.00	6,308.75	231.75	0.00	5,919.25	51.60	
	2100	Biosolids FICA	936.00	936.00	482.60	17.73	0.00	453.40	51.60	
	2700	Biosolids WC	150.00	150.00	137.33	0.00	0.00	12.67	91.60	
	3000	Biosolids CS	400.00	400.00	0.00	0.00	0.00	400.00	0.00	
	5500	Travel	0.00	0.00	94.04	0.00	0.00	(94.04)	100.00	
	5510	Biosolids Mileage	2,047.00	2,047.00	1,799.64	34.16	0.00	247.36	87.90	
10000700	Total	Bio-solids Application	15,761.00	15,761.00	8,822.36	283.64	0.00	6,938.64		
	3000	Coop Ext CS	100.00	100.00	0.00	0.00	0.00	100.00	0.00	
	3320	Coop Ext Maint Con	300.00	300.00	144.04	0.00	0.00	155.96	48.00	
	3841	Coop Ext VPI Agent	37,036.00	37,036.00	35,455.08	10,933.23	0.00	1,580.92	95.70	
	5210	Coop Ext Postal	64.00	64.00	661.48	0.00	0.00	(597.48)	1,033.60	
	5230	Coop Ext Telephone	500.00	500.00	188.25	21.63	0.00	311.75	37.70	
	5810	Coop Ext Due & Memb	0.00	0.00	130.00	0.00	0.00	(130.00)	100.00	
	6000	Coop Ext Mat&Sup	2,000.00	2,000.00	1,265.75	0.00	0.00	734.25	63.30	
10000710	Total	Cooperative Extension Program	40,000.00	40,000.00	37,844.60	10,954.86	0.00	2,155.40		
	5600	4-H Center EntityGift	2,300.00	2,300.00	2,300.00	0.00	0.00	0.00	100.00	
10000720	Total	4-H Center	2,300.00	2,300.00	2,300.00	0.00	0.00	0.00		
	1000	Reserve Personal	165,000.00	36,938.00	0.00	0.00	0.00	36,938.00	0.00	
	3140	Reserve Eng & Arch	15,000.00	10,150.00	0.00	0.00	0.00	10,150.00	0.00	
	3150	Reserve Legal S	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00	
	8000	Reserve CO	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00	
10000730	Total	Contingency Reserves	215,000.00	82,088.00	0.00	0.00	0.00	82,088.00		
	3000	Maintenanc CS	16,000.00	16,000.00	11,098.86	691.27	0.00	4,901.14	69.40	
	3320	Maintenanc Maint Con	34,000.00	34,000.00	9,332.64	2,332.38	0.00	24,667.36	27.40	
	3340	Maintenanc Cust Con	0.00	0.00	23,323.80	0.00	0.00	(23,323.80)	100.00	
	5110	Maintenanc Electric	28,000.00	28,000.00	26,529.19	2,368.42	0.00	1,470.81	94.70	
	5120	Maintenanc Heating	3,600.00	3,600.00	5,334.49	26.41	0.00	(1,734.49)	148.20	
	5130	Maintenanc Wat & Sew	2,275.00	2,275.00	1,065.92	172.43	0.00	1,209.08	46.90	
	5400	Maintenanc Lease&Rent	0.00	0.00	351.12	0.00	0.00	(351.12)	100.00	
	6000	Maintenanc Mat&Sup	3,800.00	3,800.00	1,920.51	861.38	0.00	1,879.49	50.50	

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ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD		AVAILABLE	
						EXPENDED	ENC/REQ	BUDGET	% USED
10000890	Total	Maintenance 101 Chalmers Court	87,675.00	87,675.00	78,956.53	6,452.29	0.00	8,718.47	
	3000	Maintenanc CS	6,560.00	6,560.00	1,599.52	300.00	0.00	4,960.48	24.40
	3320	Maintenanc Maint Con	3,500.00	3,500.00	3,146.80	0.00	0.00	353.20	89.90
	5110	Maintenanc Electric	10,500.00	10,500.00	10,354.07	602.44	0.00	145.93	98.60
	5120	Maintenanc Heating	2,750.00	2,750.00	1,595.45	20.45	0.00	1,154.55	58.00
	5130	Maintenanc Wat & Sew	4,230.00	4,230.00	3,331.30	471.90	0.00	898.70	78.80
	6000	Maintenanc Mat&Sup	500.00	500.00	544.85	62.39	0.00	(44.85)	109.00
10000900	Total	Maintenanc 100 N Ch St/Radio T	28,040.00	28,040.00	20,571.99	1,457.18	0.00	7,468.01	
	3000	Maintenanc CS	9,500.00	9,500.00	806.51	198.50	0.00	8,693.49	8.50
	3320	Maintenanc Maint Con	500.00	500.00	1,567.80	0.00	0.00	(1,067.80)	313.60
	5110	Maintenanc Electric	23,400.00	23,400.00	28,513.91	1,439.12	0.00	(5,113.91)	121.90
	5130	Maintenanc Wat & Sew	0.00	0.00	9.00	0.00	0.00	(9.00)	100.00
	6000	Maintenanc Mat&Sup	1,500.00	1,500.00	28.37	0.00	0.00	1,471.63	1.90
10000910	Total	Maintenance 102 N Church St	34,900.00	34,900.00	30,925.59	1,637.62	0.00	3,974.41	
	3000	Maintenanc CS	8,500.00	8,500.00	8,092.42	0.00	0.00	407.58	95.20
	3320	Maintenanc Maint Con	1,900.00	1,900.00	1,719.80	0.00	0.00	180.20	90.50
	5110	Maintenanc Electric	7,320.00	7,320.00	9,455.74	797.98	0.00	(2,135.74)	129.20
	5120	Maintenanc Heating	3,800.00	3,800.00	3,409.53	23.20	0.00	390.47	89.70
	5130	Maintenanc Wat & Sew	650.00	650.00	750.00	75.00	0.00	(100.00)	115.40
	6000	Maintenanc Mat&Sup	1,300.00	1,300.00	661.65	0.00	0.00	638.35	50.90
10000920	Total	Maintenance 104/106 N Church S	23,470.00	23,470.00	24,089.14	896.18	0.00	(619.14)	
	3000	Maintenanc CS	9,000.00	9,000.00	2,597.03	0.00	0.00	6,402.97	28.90
	3320	Maintenanc Maint Con	850.00	850.00	513.00	0.00	0.00	337.00	60.40
	5110	Maintenanc Electric	4,750.00	4,750.00	4,730.39	454.33	0.00	19.61	99.60
	5120	Maintenanc Heating	6,850.00	6,850.00	5,986.45	0.00	0.00	863.55	87.40
	5130	Maintenanc Wat & Sew	500.00	500.00	0.00	0.00	0.00	500.00	0.00
	6000	Maintenanc Mat&Sup	2,000.00	2,000.00	76.99	61.00	0.00	1,923.01	3.80
10000930	Total	Maintenance 225 Ramsburg Ln	23,950.00	23,950.00	13,903.86	515.33	0.00	10,046.14	
	3000	Maintenanc CS	1,400.00	1,400.00	881.64	0.00	0.00	518.36	63.00
	3320	Maintenanc Maint Con	400.00	400.00	190.00	0.00	0.00	210.00	47.50
	5110	Maintenanc Electric	1,662.00	1,662.00	1,290.15	127.36	0.00	371.85	77.60
	5120	Maintenanc Heating	1,800.00	1,800.00	2,383.44	0.00	0.00	(583.44)	132.40
	6000	Maintenanc Mat&Sup	300.00	300.00	127.47	113.48	0.00	172.53	42.50
10000940	Total	Maintenance 524 Westwood Road	5,562.00	5,562.00	4,872.70	240.84	0.00	689.30	
	3000	Maintenanc CS	10,000.00	10,000.00	6,152.71	396.06	0.00	3,847.29	61.50
	3320	Maintenanc Maint Con	1,500.00	1,500.00	209.00	0.00	0.00	1,291.00	13.90
	3340	Custodial Service Contracts	0.00	0.00	1,100.55	0.00	0.00	(1,100.55)	100.00
	5110	Maintenanc Electric	20,900.00	20,900.00	22,974.58	0.00	0.00	(2,074.58)	109.90
	5120	Maintenanc Heating	4,670.00	4,670.00	4,355.95	99.07	0.00	314.05	93.30
	5130	Maintenanc Wat & Sew	2,115.00	2,115.00	1,632.00	323.00	0.00	483.00	77.20
	6000	Maintenanc Mat&Sup	3,200.00	3,200.00	435.50	127.31	0.00	2,764.50	13.60
10000950	Total	Maint 225 Al Smith Cir Rec Ctr	42,385.00	42,385.00	36,860.29	945.44	0.00	5,524.71	
	3000	Maintenanc CS	7,500.00	7,500.00	11,572.44	3,558.99	0.00	(4,072.44)	154.30
	5110	Maintenanc Electric	7,020.00	7,020.00	2,978.57	301.89	0.00	4,041.43	42.40
	5120	Maintenanc Heating	0.00	0.00	71.00	0.00	0.00	(71.00)	100.00
	5130	Maintenanc Wat & Sew	2,313.00	2,313.00	2,071.00	806.00	0.00	242.00	89.50
	6000	Maintenanc Mat&Sup	7,800.00	7,800.00	2,145.22	122.40	0.00	5,654.78	27.50
10000960	Total	Maint 225 Al Smith Cir Ofc/Gro	24,633.00	24,633.00	18,838.23	4,789.28	0.00	5,794.77	
	3000	Maintenanc CS	1,500.00	1,500.00	6,069.34	3,521.14	0.00	(4,569.34)	404.60
	5110	Maintenanc Electric	4,410.00	4,410.00	3,734.88	44.93	0.00	675.12	84.70
	5130	Maintenanc Wat & Sew	9,800.00	9,800.00	11,020.00	5,925.00	0.00	(1,220.00)	112.40
	6000	Maintenanc Mat&Sup	1,000.00	1,000.00	4,256.01	1,999.86	0.00	(3,256.01)	425.60
10000970	Total	Maint 225 Al Smith Cir Pool	16,710.00	16,710.00	25,080.23	11,490.93	0.00	(8,370.23)	
	3000	Maintenanc CS	0.00	0.00	509.79	0.00	0.00	(509.79)	100.00
	5110	Maintenanc Electric	1,420.00	1,420.00	876.78	161.06	0.00	543.22	61.70
	6000	Maintenanc Mat&Sup	10,000.00	10,000.00	4,959.29	1,178.85	0.00	5,040.71	49.60
10000980	Total	Maint 225 Al Smith Cir Baseball	11,420.00	11,420.00	6,345.86	1,339.91	0.00	5,074.14	
	3000	Maintenanc CS	750.00	750.00	1,072.96	0.00	0.00	(322.96)	143.10
	5110	Maintenanc Electric	650.00	650.00	411.80	0.00	0.00	238.20	63.40
	6000	Maintenanc Mat&Sup	4,500.00	4,500.00	7,015.15	0.00	0.00	(2,515.15)	155.90
10000990	Total	Maint 225 Al Smith Cir Soccer	5,900.00	5,900.00	8,499.91	0.00	0.00	(2,599.91)	
	6000	Maintenanc Mat&Sup	250.00	250.00	0.00	0.00	0.00	250.00	0.00
10001000	Total	Maintenance 32 E Main St	250.00	250.00	0.00	0.00	0.00	250.00	
	3000	Maintenanc CS	1,500.00	1,500.00	1,882.68	0.00	0.00	(382.68)	125.50
	5130	Maintenanc Wat & Sew	525.00	525.00	0.00	0.00	0.00	525.00	0.00
	6000	Maintenanc Mat&Sup	250.00	250.00	110.29	0.00	0.00	139.71	44.10
10001010	Total	Maintenance 36 E Main St	2,275.00	2,275.00	1,992.97	0.00	0.00	282.03	
	3000	Maintenanc CS	5,540.00	5,540.00	4,755.58	0.00	0.00	784.42	85.80
	3320	Maintenanc Maint Con	1,900.00	1,900.00	1,700.80	0.00	0.00	199.20	89.50

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ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD		AVAILABLE	
						EXPENDED	ENC/REQ	BUDGET	% USED
	5110	Maintenanc Electric	8,250.00	8,250.00	8,366.27	602.36	0.00	(116.27)	101.40
	5130	Maintenanc Wat & Sew	870.00	870.00	1,000.00	150.00	0.00	(130.00)	114.90
	6000	Maintenanc Mat&Sup	2,750.00	2,750.00	508.46	0.00	0.00	2,241.54	18.50
10001020	Total	Mainteance 311 E Main St	19,310.00	19,310.00	16,331.11	752.36	0.00	2,978.89	
	3000	Maintenanc CS	9,000.00	9,000.00	482.97	216.00	0.00	8,517.03	5.40
	3320	Maintenanc Maint Con	300.00	300.00	339.32	117.41	0.00	(39.32)	113.10
	5110	Maintenanc Electric	2,550.00	2,550.00	2,722.64	210.27	0.00	(172.64)	106.80
	5120	Maintenanc Heating	3,340.00	3,340.00	2,167.30	0.00	0.00	1,172.70	64.90
	5130	Maintenanc Wat & Sew	140.00	140.00	161.50	25.50	0.00	(21.50)	115.40
10001410	Total	Maintenance 129 Ramsburg Ln	15,330.00	15,330.00	5,873.73	569.18	0.00	9,456.27	
	1100	Comm Atty Salaries	26,877.00	26,641.00	18,828.64	(5,592.18)	0.00	7,812.36	70.70
	1300	Comm Atty PT Sal	8,362.00	8,693.00	7,740.35	(228.17)	0.00	952.65	89.00
	2100	Comm Atty FICA	2,696.00	642.00	578.18	(30.04)	0.00	63.82	90.10
	2210	Comm Atty VRS 1&2	1,013.00	944.00	840.61	(24.79)	0.00	103.39	89.00
	2300	Comm Atty Health Ins	1,408.00	0.00	0.00	0.00	0.00	0.00	0.00
	2400	Comm Atty Life Ins	123.00	0.00	0.00	0.00	0.00	0.00	0.00
10001420	Total	Violence Against Women Prev	40,479.00	36,920.00	27,987.78	(5,875.18)	0.00	8,932.22	
	1300	VictimWit PT Sal	28,965.00	30,112.00	31,064.05	3,461.87	0.00	(952.05)	103.20
	2100	VictimWit FICA	2,216.00	2,274.00	2,377.43	278.91	0.00	(103.43)	104.50
	2210	VictimWit VRS 1&2	3,146.00	3,270.00	3,373.55	375.97	0.00	(103.55)	103.20
	2300	VictimWit Health Ins	4,520.00	5,822.00	2,910.78	0.00	0.00	2,911.22	50.00
	2400	VictimWit Life Ins	382.00	418.00	469.23	38.48	0.00	(51.23)	112.30
	2700	VictimWit WC	35.00	35.00	35.57	0.00	0.00	(0.57)	101.60
	5230	VictimWit Telephone	0.00	0.00	156.12	24.90	0.00	(156.12)	100.00
	5500	VictimWit Travel	600.00	600.00	0.00	0.00	0.00	600.00	0.00
	5810	VictimWit Due & Memb	75.00	75.00	0.00	0.00	0.00	75.00	0.00
	6000	VictimWit Mat&Sup	250.00	250.00	0.00	0.00	0.00	250.00	0.00
10001440	Total	Victim Witness Assistance	40,189.00	42,856.00	40,386.73	4,180.13	0.00	2,469.27	
	1300	Sheriff PT Sal	8,360.00	8,360.00	6,767.38	461.85	0.00	1,592.62	80.90
	2100	Sheriff FICA	640.00	640.00	517.67	35.33	0.00	122.33	80.90
	6000	Materials and Supplies	0.00	0.00	1,125.00	0.00	0.00	(1,125.00)	100.00
10001480	Total	VA Hwy Safety Enf - Alcohol	9,000.00	9,000.00	8,410.05	497.18	0.00	589.95	
	1200	Sheriff OT	0.00	0.00	3,602.87	242.90	0.00	(3,602.87)	100.00
	2100	Sheriff FICA	0.00	0.00	275.62	18.58	0.00	(275.62)	100.00
10001500	Total	VA Hwy Safety Enf - Speed	0.00	0.00	3,878.49	261.48	0.00	(3,878.49)	
	5500	Travel	0.00	0.00	184.16	0.00	0.00	(184.16)	100.00
	6000	Sheriff Mat&Sup	0.00	0.00	2,056.00	0.00	0.00	(2,056.00)	100.00
10001520	Total	NOVA Int CR Against Child	0.00	0.00	2,240.16	0.00	0.00	(2,240.16)	
	6000	Sheriff Mat&Sup	0.00	0.00	3,960.00	0.00	0.00	(3,960.00)	100.00
10001530	Total	BJA Bulletproof Vest	0.00	0.00	3,960.00	0.00	0.00	(3,960.00)	
	1100	Sheriff Salaries	1,770.00	1,770.00	0.00	0.00	0.00	1,770.00	0.00
	1300	Sheriff PT Sal	0.00	0.00	3,250.36	1,222.28	0.00	(3,250.36)	100.00
	2100	Sheriff FICA	136.00	136.00	246.42	93.50	0.00	(110.42)	181.20
10001550	Total	DCJS Byrne Justice Assist	1,906.00	1,906.00	3,496.78	1,315.78	0.00	(1,590.78)	
	1200	Overtime	0.00	0.00	1,185.31	0.00	0.00	(1,185.31)	100.00
	2100	FICA Benefits	0.00	0.00	90.68	0.00	0.00	(90.68)	100.00
10600010	Total	Org Crime Drug Enf Tsk Fc	0.00	0.00	1,275.99	0.00	0.00	(1,275.99)	
Grand Total			8,984,882.00	8,957,151.00	8,386,650.48	624,748.33	48,938.16	521,562.36	