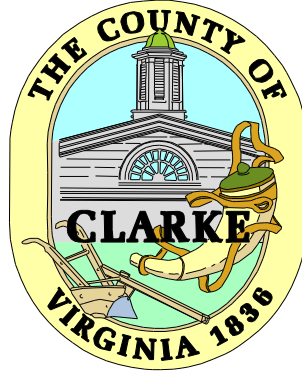


Clarke County Board of Supervisors



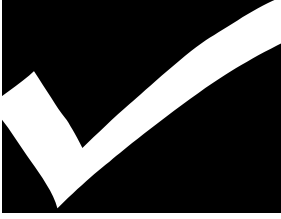
Monday, October 7, 2013

Personnel Committee: 9:30 am

Work Session: 10:00 am

Finance Committee: Immediately Follows
Work Session

Meeting Room AB
2nd Floor Berryville Clarke County
Government Center
101 Chalmers Court, Berryville Virginia



Personnel Committee Items
October 7, 2013
Second Floor, Meeting Room AB
Berryville/Clarke County Government Center
101 Chalmers Court, Berryville, Virginia 22611

Item No.

Description

- A. **Expiration of Term for appointments expiring through December 2013.**

- B. **Personnel Policy – Draft Review**

Appointments by Expiration Through December 2013

Appt Date Exp Date Orig Appt Date:

June 2013

Barns of Rose Hill Board of Directors 3 Yr
 Johnston Bill Buckmarsh District 7/17/2012 6/10/2013 7/17/2012
 Resigned Term Expires 12/31/2015

A Board Member is elected for a three-year term and may serve a maximum of two terms. One member of the Board will be named by the Town Council of Berryville and will serve as liaison to the Town. One member will be named by the Clarke County Board of Supervisors and will serve as liaison to the County. The two liaisons will be considered regular Board Members, with the same rights and responsibilities as other Board Members. A director may be elected for up to two consecutive three-year terms, after which a year must be spent off the Board before consideration for Board re-appointment. A director's term shall begin January 1.

December 2013

Board of Septic & Well Appeals

Caldwell Anne Millwood District; Planning Commission; Vice Chair - Alternate 1/11/2013 12/31/2013

1 Staff Rep; § 143-11. Appeals & variances. A. Board of Septic & Well Appeals 2. (a) the member of the Board of Supervisors, who serves as the Board's liaison to the Planning Commission, with The Vice Chair of the Board designated as his/her alternate, (b) a Chair of Planning Commission with the Vice Chair designated as his/her alternate, and (c) a member of the public, who is a resident of the county with the Vice Chair of the Planning Commission designated as his/her alternate. All members shall be appointed by the Board of Supervisors at their first regular meeting of each year.

Ohrstrom, II George Russell District; Planning Commission Chair 1/11/2013 12/31/2013

1 Staff Rep; § 143-11. Appeals & variances. A. Board of Septic & Well Appeals 2. (a) the member of the Board of Supervisors, who serves as the Board's liaison to the Planning Commission, with The Vice Chair of the Board designated as his/her alternate, (b) a Chair of Planning Commission with the Vice Chair designated as his/her alternate, and (c) a member of the public, who is a resident of the county with the Vice Chair of the Planning Commission designated as his/her alternate. All members shall be appointed by the Board of Supervisors at their first regular meeting of each year.

Conservation Easement Authority

3 Yr

Wallace Laure Millwood District 10/18/2011 12/31/2013 10/18/2011
 Fill unexpired term of Jane Radford

Board of Directors 7 members, appointed by the BOS, to be comprised of 1 member from the BOS, 1 member from the PC and 5 Clarke County citizen members. At the first meeting of the BOS each calendar year, beginning the Board shall appoint 1 member from the membership of the BOS for a term of 1 year beginning Jan 1; 1 member from the Planning Commission for a 1 year term beginning May 1; and a member or members to fill expiring citizen member terms, for a term of three (3) years beginning Jan 1. Oath of Office Required.

Mackay-Smith Wingate E. White Post District; Chair 1/1/2011 12/31/2013 6/18/2002

Board of Directors 7 members, appointed by the BOS, to be comprised of 1 member from the BOS, 1 member from the PC and 5 Clarke County citizen members. At the first meeting of the BOS each calendar year, beginning the Board shall appoint 1 member from the membership of the BOS for a term of 1 year beginning Jan 1; 1 member from the Planning Commission for a 1 year term beginning May 1; and a member or members to fill expiring citizen member terms, for a term of three (3) years beginning Jan 1. Oath of Office Required.

Buckley Randy White Post District 1/1/2011 12/31/2013 6/18/2002

Board of Directors 7 members, appointed by the BOS, to be comprised of 1 member from the BOS, 1 member from the PC and 5 Clarke County citizen members. At the first meeting of the BOS each calendar year, beginning the Board shall appoint 1 member from the membership of the BOS for a term of 1 year beginning Jan 1; 1 member from the Planning Commission for a 1 year term beginning May 1; and a member or members to fill expiring citizen member terms, for a term of three (3) years beginning Jan 1. Oath of Office Required.

			<i>Appt Date</i>	<i>Exp Date</i>	<i>Orig Appt Date:</i>
Economic Development Advisory Committee			4 Yr		
Hillerson	Jay	Business Owner	9/15/2009	12/31/2013	9/15/2009

Members of the committee should include one or more people from all key government and business groups such as planning commission, board of supervisors, school board, industrial development authority, town of Berryville, chamber of commerce, and key business sectors such as agriculture, banking, realty, light industry, retail and tourism. Membership not limited.

Barb	Jim	Real Estate Rep, Business Owner	11/17/2009	12/31/2013	12/19/2000
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Members of the committee should include one or more people from all key government and business groups such as planning commission, board of supervisors, school board, industrial development authority, town of Berryville, chamber of commerce, and key business sectors such as agriculture, banking, realty, light industry, retail and tourism. Membership not limited.

Old Dominion Alcohol Safety Action Policy Board & Division of Court Services 3 Yr

Roper	Anthony	Sheriff	6/18/2013	12/31/2013	6/18/2013
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Complete unexpired term of Jerry Johnson
1 Clarke County Member

Old Dominion Community Criminal Justice Board

Roper	Anthony	Sheriff	6/18/2013	12/31/2013	6/18/2013
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Complete unexpired term of Jerry Johnson
1 Clarke County Member

Parks & Recreation Advisory Board 1 Yr

Trenary	Randy	Appointed by Clarke County School Board	1/5/2012	12/31/2013	1/5/2012
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(9) voting members on the Advisory Board. Six (6) members shall be appointed by the BOS to represent the 5 voting districts and 1 at large. The Superintendent of Schools or their designee shall serve on the Advisory Board. The Town Councils for Berryville, Boyce shall each appoint a representative to serve on the Advisory Board. The BOS shall also designate 1 member of the BOS to serve as a non-voting liaison to the Advisory Board. The Advisory Board will accept applications from high-school aged Clarke County residents and each year appoint two (2) to serve as non-voting members.

4 Yr

Sheetz	Daniel A.	Appointed by Town of Berryville	5/18/2010	12/31/2013	3/18/2003
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Fills unexpired term of Leah Robinson

(9) voting members on the Advisory Board. Six (6) members shall be appointed by the BOS to represent the 5 voting districts and 1 at large. The Superintendent of Schools or their designee shall serve on the Advisory Board. The Town Councils for Berryville, Boyce shall each appoint a representative to serve on the Advisory Board. The BOS shall also designate 1 member of the BOS to serve as a non-voting liaison to the Advisory Board. The Advisory Board will accept applications from high-school aged Clarke County residents and each year appoint two (2) to serve as non-voting members.

Wisecarver	Steve	Appointed by Town of Boyce	2/2/2010	12/31/2013	12/31/2001
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(9) voting members on the Advisory Board. Six (6) members shall be appointed by the BOS to represent the 5 voting districts and 1 at large. The Superintendent of Schools or their designee shall serve on the Advisory Board. The Town Councils for Berryville, Boyce shall each appoint a representative to serve on the Advisory Board. The BOS shall also designate 1 member of the BOS to serve as a non-voting liaison to the Advisory Board. The Advisory Board will accept applications from high-school aged Clarke County residents and each year appoint two (2) to serve as non-voting members.

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	6/10/2013
<i>Berryville Area Development Authority</i>				3 Yr
Boyles	Jerry	White Post District	4/1/2012	3/31/2015
Ohrstrom, II	George	Russell District	3/19/2013	3/31/2016
Smart	Kathy	White Post District	3/20/2012	3/31/2014
<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>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	1/11/2013	12/31/2013
Ohrstrom, II	George	Russell District; Planning Commission Chair	1/11/2013	12/31/2013
Staelin	John	BOS - Appointed Member	1/15/2013	12/31/2013
Teetor	Alison	Staff Representative		
Weiss	David	BOS Vice Chair - Alternate	1/15/2013	12/31/2013
<i>Board of Social Services</i>				4 Yr
Brown	Dwight	Berryville District	4/16/2013	7/15/2017
Byrd	Barbara J.	BOS - Appointed Member	1/15/2013	12/31/2013
Ferrebee	Robert	Millwood District	4/16/2013	7/15/2016
Gray	Lynn	Berryville District	4/16/2014	7/15/2014
Pierce	Edwin Ralph	Berryville District	2/21/2012	12/15/2014
<i>Board of Supervisors</i>				4 Yr
Byrd	Barbara J.	Russell District	1/1/2012	12/31/2015
Hobert	J. Michael	Berryville District; Chair	1/1/2011	12/31/2015
McKay	Beverly	White Post District	1/1/2012	12/31/2015
Staelin	John	Millwood / Pine Grove District	1/1/2012	12/31/2015
Weiss	David	Buckmarsh/Blue Ridge; Vice Chair	1/1/2012	12/31/2015
<i>Board of Supervisors Finance Committee</i>				1 Yr
Byrd	Barbara J.	BOS - Alternate	1/15/2013	12/31/2013
Hobert	J. Michael	BOS - Appointed Member	1/15/2013	12/31/2013
McKay	Beverly	BOS - Alternate	1/15/2013	12/31/2013
Staelin	John	BOS - Alternate	1/15/2013	12/31/2013

Monday, September 30, 2013

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			<i>Appt Date</i>	<i>Exp Date</i>
Weiss	David	BOS - Appointed Member	1/15/2013	12/31/2013
				1 Yr
<i>Board of Supervisors Personnel Committee</i>				
Byrd	Barbara J.	BOS - Appointed Member	1/15/2013	12/31/2013
Hobert	J. Michael	BOS - Appointed Member	1/15/2013	12/31/2013
McKay	Beverly	BOS - Alternate	1/15/2013	12/31/2013
Weiss	David	BOS - Alternate	1/15/2013	12/31/2013
				5 Yr
<i>Board of Zoning Appeals</i>				
Borel	Alain F.	White Post District	1/20/2009	2/15/2014
Caldwell	Anne	Millwood District	1/19/2010	2/15/2014
Kackley	Charles	Russell District	2/12/2008	2/15/2018
Means	Howard	Millwood District	12/14/2009	2/15/2016
Volk	Laurie	Russell District	1/20/2009	2/15/2014
				4 Yr
<i>Clarke County Historic Preservation Commission</i>				
Caldwell	Anne	Millwood District	4/16/2014	5/31/2017
Carter	Paige	White Post District	5/15/2012	5/31/2016
Fields	Betsy	Berryville District	5/15/2012	5/31/2016
Gilpin	Thomas T.	White Post District	5/18/2010	5/31/2014
Hiatt	Marty	Buckmarsh / Blue Ridge District	6/19/2007	5/31/2015
Kruhm	Doug	Planning Commission Representative	4/16/2013	4/30/2014
Teetor	Alison	Staff Representative		
York	Robert	White Post District	6/18/2013	5/31/2017
				4 Yr
<i>Clarke County Industrial Development Authority</i>				
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
Hobbs	Robert	White Post District	7/16/2013	10/30/2014
Jones	Paul	Russell District	5/15/2012	10/30/2015
Juday	David	Russell District; Chair	12/21/2010	10/30/2014
Pierce	Rodney	Buckmarsh District	8/19/2008	10/30/2016
Staelin	John	BOS - Liaison	1/15/2013	12/31/2013
				4 Yr
<i>Clarke County Library Advisory Council</i>				
Al-Khalili	Adeela	Buckmarsh District	4/19/2011	4/15/2015
Badanes	Joyce	Millwood District	4/20/2010	4/15/2014
Byrd	Barbara J.	BOS - Liaison	1/15/2013	12/31/2013
Curran	Christopher	Buckmarsh District	4/16/2013	4/15/2017
Daisley	Shelley	Russell District	7/17/2012	4/15/2016
Foster	Nancy	Russell District	4/17/2012	4/15/2016
Holscher	Dirck	Russell District	4/16/2013	4/15/2017

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			<i>Appt Date</i>	<i>Exp Date</i>
Kalbian	Maral	Millwood District	4/19/2011	4/15/2015
Myers	Carol	White Post District	5/21/2013	4/15/2017
Zinman	Maxine	Russell District	4/19/2011	4/15/2015
<i>Clarke County Litter Committee</i>				1 Yr
Staelin	John	BOS - Liaison	1/15/2013	12/31/2013
<i>Clarke County Planning Commission</i>				4 Yr
Bouffault	Robina Rich	White Post / Greenway District	5/15/2012	4/30/2016
Brumback	Clay	White Post / Greenway District	6/15/2010	4/30/2014
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	3/19/2013	4/30/2014
McFillen	Thomas	Berryville District	5/1/2010	4/30/2014
Nelson	Clifford	Russell / Longmarsh District	4/16/2013	4/30/2017
Ohrstrom, II	George	Russell District; Chair	4/19/2011	4/30/2015
Staelin	John	BOS - Appointed Member	1/15/2013	12/31/2013
Steinmetz, II	William	Berryville District	5/15/2012	4/30/2016
Turkel	Jon	Millwood / Chapel District	9/15/2011	4/30/2015
<i>Clarke County Sanitary Authority</i>				4 Yr
Dunning, Jr.	A.R.	White Post District	12/15/2009	1/5/2014
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	1/15/2013	12/31/2013
Welliver	Ralph	Berryville District	3/19/2013	6/30/2016
Williams	Ian R.	White Post District; Chair	1/15/2013	1/5/2017
<i>Conservation Easement Authority</i>				3 Yr
Buckley	Randy	White Post District	1/1/2011	12/31/2013
Engel	Peter	White Post District	1/15/2013	12/31/2015
Mackay-Smith	Wingate E.	White Post District; Chair	1/1/2011	12/31/2013
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	10/18/2011	12/31/2013
Weiss	David	BOS - Appointed Member	1/15/2013	12/31/2013
<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

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			<i>Appt Date</i>	<i>Exp Date</i>
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>				
				4 Yr
Barb	Jim	Real Estate Rep, Business Owner	11/17/2009	12/31/2013
Conrad	Bryan H.	Agriculture, Fire & Rescue	1/1/2011	12/31/2014
Dunkle	Christy	Town of Berryville Representative	2/21/2012	12/31/2015
Hillerson	Jay	Business Owner	9/15/2009	12/31/2013
Milleson	John R.	Banking, Finance	8/16/2011	12/31/2014
Myer	Dr. Eric	Agriculture Rep, Business Owner	1/1/2011	12/31/2014
Pritchard	Elizabeth	Hospitality Industry	7/17/2012	8/31/2016
Staelin	John	BOS - Appointed Member	1/15/2013	12/31/2013
<i>Fire and Emergency Services (EMS) Workgroup</i>				
				Open-End
Braithwaite	Jay	Fire & Rescue Volunteer	9/25/2013	
Buckley	Randy	Fire & Rescue Volunteer	9/25/2013	
Leffel	Elizabeth	Fire & Rescue Volunteer	9/25/2013	
Stidham	Brandon	Staff Representative	9/25/2013	
Wallace	Laure	Fire & Rescue Volunteer	9/25/2013	
Weiss	David	BOS - Liaison	9/25/2013	
White	Neal	Town of Berryville Chief of Police	9/25/2013	
<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		
Hobert	J. Michael	BOS - Appointed Member	1/15/2013	12/31/2013
Judge	Tom	Staff Representative		
Keeler	Sharon	Treasurer		
Murphy	Michael	School Superintendent		
Schutte	Charles	School Board Representative	1/8/2012	12/31/2013
Weiss	David	BOS - Alternate	1/15/2013	12/31/2013
<i>Legislative Liaison and High Growth Coalition</i>				
				1 Yr
Hobert	J. Michael	BOS - Liaison	1/15/2013	12/31/2013
<i>Lord Fairfax Community College Board</i>				
				4 Yr
Daniel	William		7/1/2012	6/30/2016
<i>Lord Fairfax Emergency Medical Services Council</i>				
				3 Yr
Burns	Jason	Career Representative	7/17/2012	6/30/2015

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			<i>Appt Date</i>	<i>Exp Date</i>
Coffelt	Lee	Career Representative	9/27/2011	6/30/2014
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	1/15/2013	12/31/2013
Staelin	John	BOS - Alternate	1/15/2013	12/31/2013
Stidham	Brandon	Citizen Representative [Planning Director]	2/19/2013	1/31/2016
<i>Northwestern Community Services Board</i>				3 Yr
Harris	Lucille	Millwood District	1/15/2013	12/31/2015
Stieg, Jr.	Robert	Millwood District	3/20/2012	12/31/2014
<i>Northwestern Regional Jail Authority</i>				1 Yr
Ash	David L.	BOS - Appointed Member	1/15/2013	12/31/2013
Byrd	Barbara J.	BOS - Liaison Alternate	1/15/2013	12/31/2013
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>				1 Yr
Byrd	Barbara J.	BOS - Liaison	1/15/2013	12/31/2013
Wyatt	Jimmy	Millwood District	1/15/2013	12/20/2016
<i>Old Dominion Alcohol Safety Action Policy Board & Division of Court Services</i>				3 Yr
Roper	Anthony	Sheriff	6/18/2013	12/31/2013
<i>Old Dominion Community Criminal Justice Board</i>				3 Yr
Roper	Anthony	Sheriff	6/18/2013	12/31/2013
<i>Our Health</i>				3 Yr
Shipe	Diane	Buckmarsh District	4/16/2013	3/15/2016
<i>Parks & Recreation Advisory Board</i>				4 Yr
Heflin	Dennis	White Post District	1/15/2013	12/31/2016
Hobert	J. Michael	BOS - Liaison	1/15/2013	12/31/2013
Huff	Ronnie	Town of Berryville Representative	1/1/2012	12/31/2015
Jones	Paul	Russell District; At Large	1/1/2011	12/31/2014
Lichliter	Gary	Russell District	1/15/2013	12/31/2016
Rhodes	Emily	Buckmarsh District	2/21/2012	12/31/2015
Sheetz	Daniel A.	Appointed by Town of Berryville	5/18/2010	12/31/2013
Trenary	Randy	Appointed by Clarke County School Board	1/5/2012	12/31/2013
Wisecarver	Steve	Appointed by Town of Boyce	2/2/2010	12/31/2013
<i>People Inc. of Virginia</i>				3 Yr
Hillerson	Coleen	Clarke County Rep Board of Directors	6/18/2013	7/31/2016

Monday, September 30, 2013

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			<i>Appt Date</i>	<i>Exp Date</i>
<i>Regional Airport Authority</i>				1 Yr
Ash	David L.	BOS - Alternate	1/15/2013	12/31/2013
Crawford	John	Buckmarsh District	7/17/2012	6/30/2016
McKay	Beverly	BOS - Liaison	1/15/2013	12/31/2013
<i>Shenandoah Area Agency on Aging, Inc.</i>				4 Yr
Bouffault	Robina Rich	White Post District	7/16/2013	9/30/2014
Edwards, Jr.	James N.	White Post District	9/1/2012	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	Berryville District	9/17/2013	6/30/2017
<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	1/15/2013	12/31/2013
Means	Howard	CCHA Representative	1/18/2011	12/31/2015
Morris	Mary	Clarke County Historic Museum Representative	1/18/2011	12/31/2015
Murphy	Michael	CCPS Representative	1/18/2011	12/31/2015
Russell	Jesse	Staff Representative Economic Development	1/18/2011	12/31/2015
Sours, Jr.	John	Community Representative	1/18/2011	12/31/2015
Stieg, Jr.	Robert		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	
Hobbs	Robert	County Representative	9/18/2012	
Hoffman	Michael	County Representative	9/18/2012	
McIntosh	Charles	County Representative	9/18/2012	
Myer	Dr. Eric	Designated Alternate	9/18/2012	
Stidham	Brandon	County Representative	9/18/2012	

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PERSONNEL POLICY MANUAL

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 - 4-2.3 Paid Holidays and Illnesses during Vacation*
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CHAPTER 1

ORGANIZATION AND ADMINISTRATION

1-1 Adoption of Personnel Policies

*The following is the Personnel Policy Manual for Clarke County, adopted _____.
It is subject to subsequent amendments as necessary. This manual supersedes all previous manuals.*

These rules and regulations 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, including the Department of Social Services. The policies and procedures shall apply to employees of Constitutional Officers, where the Constitutional Officer has agreed in writing. This includes the Clerk of the Circuit Court, Commissioner of the Revenue, Attorney for the Commonwealth, Sheriff, and Treasurer.

Employees of the Constitutional Officers will be excluded from the Grievance Procedure. Constitutional Officers 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 not under the Board of Supervisors adopts these policies and procedures, the officer or board involved shall exercise the authority assigned herein to the Board of Supervisors and the County 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.*
- 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, these rights:

- a. To direct the work force.*
- b. To assign, reassign, supervise, discipline, and dismiss employees.*
- c. To transfer or reassign duties as necessary to provide services to the citizen.*
- d. To establish, change, alter, or delete policies as may be deemed necessary to achieve its goals.*
- e. To alter at will the organization and structure of the County, as may be deemed necessary, within the Virginia statutory requirements.*

1-3 Purpose and Scope of Manual

This manual is intended to serve as a source of information about your employment with Clarke County. It answers many of the questions most frequently asked by County employees. If further information or advice about matters covered in this manual is needed, please 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. 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. Should there be a conflict between any statement, fact or figure presented here, and the current laws, regulations, and policies, the latter takes precedence. This manual is not intended to alter the employment-at-will relationship in any way.

Employees have the responsibility to keep themselves informed of updates and revisions to the County 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.

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. These terms are staggered. 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 this 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. The Board of Supervisors delegates to the County Administrator authority in selection, hiring, and dismissal of all other County employees. While actual selection and appointment responsibility is assigned to the County Administrator, the County Board of Supervisors, under Virginia statutes, 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.

CHAPTER 2

EMPLOYMENT

2-1 Equal Employment Opportunity

Clarke County shall promote and afford equal treatment and service to all citizens and will assure that all applicants are given equal employment opportunity without regard to race, religion, creed, color, national origin, age, sex, marital status, or the presence of any sensory, mental, or physical disability. 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.

Clarke County will cooperate fully with all organizations and Commissions organized to promote fair practices and equal employment opportunity.

2-2 Open Door Policy

Clarke County practices an open door policy in which any employee who wishes to meet with the County Administrator can do so by setting an appointment through his/her respective department head or through the County Administration support staff.

Although there is 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 Application Process

County Administration will administer and coordinate the hiring process for all position vacancies. All hiring efforts are conducted in the spirit of equal opportunity.

All departments announcing position vacancies will adhere to the following procedures:

2-3.1 Recruitment

- 1. County Administration will be notified immediately by the respective department head of any position vacancies.*
- 2. The affected department may be asked to assist County Administration, as necessary, in formulating the job announcement and advertisements.*
- 3. County Administration will post job openings on the County website and will distribute to all County departments copies of the job announcement for posting. Newspaper advertisements may run concurrently with the internal posting. When qualified applicants are available internally the County will give consideration to filling job openings by promoting from within and may decide to post internally rather than recruiting individuals not employed with the County. Job announcements may also be distributed to area Virginia Employment Commission offices, local governments and schools.*
- 4. Advertisements for local newspapers, trade publications, and professional journals will be developed and may be placed by County Administration with assistance provided by the affected department.*
- 5. Applications shall be submitted to County Administration using the County Employment Application. A resume will not substitute for the County application form. The County will accept applications for employment only for specific positions in which openings exist. In-house candidates interested in applying for another position within the County should follow these same procedures.*
- 6. No applications for a position are accepted after close of business on the published closing date. Applicants will be encouraged to request applications through County Administration or access them on the County website. If time is a factor, a resume will hold an application slot open for five (5) working days after the closing date. If there are not sufficient qualified candidates at the closing date, the position can be re-opened and re-advertised.*
- 7. Copies of all applications will be submitted to the affected department for review and comment.*
- 8. Applicants may be disqualified for consideration for employment when any of the following facts exist:*
 - a. They do not possess the qualifications for the job;*

5. *The interview panel should be provided a job description outlining the responsibilities and requirements of the position to be staffed. Copies of the applications of final candidates will also be provided to the interview panel members prior to the interview, along with proposed interview questions.*
6. *Each panel member rates the candidates independently.*
7. *Following the interview, the interview panel shall attempt to reach consensus and make a written recommendation to the County Administrator.*

2-3.3 Applicant Expenses

1. *Unless approved by the County Administrator, the County does not reimburse any applicant for travel costs in conjunction with the hiring process.*
2. *Relocation costs are paid in full by the employee unless otherwise approved by the County Administrator or the Board of Supervisors.*
3. *Residency may be required for certain positions as defined in Section 15.2-1505 of the Code of Virginia, 1950, as amended.*
4. *The applicant should be advised of items 1 and 2 above before reporting for the interview.*

2-3.4 Reference Check

1. *Following the initial interview, the Department Head or County Administration conducts an employment reference check on the final candidate(s). The check includes verification of employment duties, dates of employment, work record, attendance record, strengths, weaknesses, safety record, and other pertinent information. Education and/ or licensure may also be verified.*
2. *Results of the reference check will help determine the applicant's aptness for the position.*

2-3.5 Background Check/ DMV Check

1. *A background check will be conducted prior to applicant notification. The applicant will have signed a release form as part of the application.*
2. *Any background check will be obtained from the Virginia State Police Department or other designated individual/agency within the guidelines of the Fair Credit Reporting Act.*
3. *If a background check is returned flagged, it will be reviewed by The County Administrator if necessary. It will then be decided if the candidate is still eligible for the position.*

4. *All new employees who will operate a County-owned motor vehicle must possess a valid Virginia driver's license. In addition, employees who will be driving vehicles larger than a pickup truck must possess the appropriate commercial driver's license (CDL). All new employees' driving records may be checked through the Virginia Department of Motor Vehicles. Periodic DMV checks may be performed on current employees who are authorized to drive County Vehicles.*
5. *Anyone who has had a DUI (Driving under the influence) within the last five (5) years and/or has a high incidence of moving traffic violations may be reassigned or terminated.*

2-3.6 Applicant Notification

1. *After a final decision is reached, the Department Head or County Administration will notify the candidate of their selection and make a verbal offer.*
2. *If the first offer is rejected after negotiations (if applicable), it will be decided whether to hire another candidate or to reopen the position.*

2-3.7 Pre-employment Physical and Drug Screen

1. *If the verbal offer is accepted the applicant will be hired with a condition of passing pre-employment physical and drug screening. This should be completed by the end of the employee's first week of work.*
2. *All full time and part time employees will have a physical and drug screening. Temporary employees are required to have a drug screen only; unless required by the Department due to the nature of the work.*
3. *The cost of any required physical examination and drug screen will be paid by the County and completed by a medical doctor chosen by the County.*
4. *The employee will return the physical examination record to County Administration. This will become part of the employee's confidential personnel file.*

2-4 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.

2-5 Orientation

- 1. All new employees of the County will be scheduled to meet with County Administration when starting their employment for general orientation.*
- 2. County Administration will provide the employee with a job description, information on employee benefits, policies and other miscellaneous information. County Administration will have the new employee complete the necessary Federal and State tax forms.*
- 3. 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.*
- 4. The Department Head 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.*
- 5. All new employees shall be required to serve a probationary period as defined in this Chapter.*

2-6 Employment Categories

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

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.*

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 a duration of less than one year.*

Temporary employees are not eligible for County benefits.

A temporary employee may be dismissed at any time and has no right of appeal through the grievance procedure.

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. (See 2-8 for further clarification of a Probationary employee.)*

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.*

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.*

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

2-7 Employment Status

All employees at the time of hiring 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.

Non-Exempt Status will include employees not falling into one of the exempt categories. All non-exempt employees shall be eligible for overtime pay in accordance with the Fair Labor Standards Act and applicable regulations of the United States Department of Labor.

2-8 Probationary Employment Period

The work and conduct of an employee during the first six (6) months of the original employment or reemployment is considered a working test period termed a probationary period during which an employee is employed at will and is terminable at will with or without cause. All regular full-time and part-time employees shall serve a probationary period of six (6) months. Upon successful completion of the probationary period, the employee will become a regular employee. Temporary and seasonal employees are at-will employees for the duration of their employment and do not serve a probationary period.

2-8.1 Dismissal during Probationary Period

At any time during the probationary period, a probationary employee maybe dismissed at any time with no right of grievance except where discrimination or retaliation is claimed.

Employees with charges of discrimination or retaliation have the right of appeal through the grievance procedure described in Chapter 7.

2-8.2 Probationary Period Performance Evaluation

The County will conduct an initial informal assessment of the employee's ability to perform assigned tasks during the first thirty (30) days of employment and as frequently thereafter as deemed necessary. If it is determined that termination is required, the County Administrator will be so notified and dismissal will occur promptly.

Two weeks prior to completion of the six months' probationary period of a new employee, County Administration shall send to the supervisor of the employee a performance evaluation form.

The supervisor shall review the performance of the employee. The evaluation of performance shall be discussed with the employee pointing out any deficiencies.

If the employee's performance evaluation has been rated as satisfactory, the department head will sign and return the evaluation recommending that the probationary employee become a regular employee.

If the employee's performance has not been satisfactory, a discussion will be held with the employee and one or more of the following actions taken:

- 1. Establish a future review date. The appraisal form will indicate action to be taken or any additional training to be provided. The appraisal form shall be returned to County Administration for action of follow-up and to be filed in personnel file.*
- 2. Extend the probationary period. A department head may extend the probationary period for a period not to exceed three (3) months if the department head believes that an extension is in the best interest of the County and/or the employee.*
- 3. Terminate the employee with approval from the County Administrator.*

2-8.3 Probationary Period Benefits

A new regular, full-time employee serving a probationary period accrues from date of employment, benefits to which he or she is entitled as herein set forth, including appropriate leave (vacation, sick, etc.) at the prescribed rates, and all other benefits such as health insurance, VRS life insurance and the VRS retirement plan will be effective.

2-9 Nepotism

It shall be the policy of the County not to place immediate family members within the same department or in a supervisor-subordinate relationship. The immediate family shall include: spouse, children, stepchildren, brother, sister, parents, guardians, mother-in-law, father-in-law, grandparents or any other person residing in the household.

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. All personnel files will be located in a secure location in County Administration. These records are confidential therefore access is limited to the appropriate personnel.

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, interviewing records, Personnel Action Forms, performance reviews, benefit enrollment forms, discipline, training records and any polices that the employee had to review and sign.

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

Personnel files and the contents of the file are the property of the County. Individuals who wish to review their file, may do so by setting an appointment with County Administration. The County Administration Executive Assistant will be present while an employee is reviewing the contents of the file.

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.

The County 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

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 County Administration. 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

If an employee has facts, which indicate that his/ her position is improperly classified, a request may be made to the County Administrator to review the classification of the position. Such requests shall be submitted, in writing, through the employee's department head. 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 five (5) percent above the present salary, or the minimum of the new grade, whichever is higher. The compensation for an employee whose position is reclassified downward 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.

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 County 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 County Administration. 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 and shall also sign and date a copy of the job description for placement in his/her personnel file.

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 Pay Schedules

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.

One hundred seventy one (171) hours shall be the maximum normal work period for law enforcement personnel.

Law enforcement and uniformed Fire/EMS personnel who work 10 hour shifts or more will operate on a 28-day work period.

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.

3-2.3 Record of Time Worked

Time records for all employees are maintained on a monthly time sheet. Some departments may use daily time cards. All employees are required to submit their timesheet to their department head for approval. The department head is required to submit the department's time to payroll.

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.

3-2.5 Overtime and Compensatory Time

All non-exempt employees will be eligible for overtime compensation or compensatory time in accordance with the law. These employees will accrue compensatory time unless authorized by the County Administrator.

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

Overtime will be approved by the department head in advance. This approval will be in writing and will be sent to payroll with timesheets. Disciplinary action may be taken if unauthorized overtime is taken.

Compensatory time should be taken within 45 days of when it was earned with approval of the supervisor. A non-exempt employee may not accumulate more than 240 hours (480 for law enforcement) of compensatory time. If an employee has accrued compensatory time, it must be taken prior to using other accrued time off.

Exempt employees and comp time?

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 transfers. The County 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 County 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.

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.*

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

The County observes certain days throughout the year as holidays and all regular full time employees are given **leave with pay**. If the nature of the services of a department of the County requires that it is at full operation on certain days listed below as holidays, compensatory time shall be credited on an hour for hour basis for hours worked, up to eight (8) hours. The compensatory time must be taken within 45 days of the actual holiday with the approval of the Department Head.

The giving of holidays is a benefit provided by the County and may be changed or altered from time to time by the Board of Supervisors. County Administration will post the holidays at the beginning of each year. If there are any changes to the schedule, County Administration will notify all employees.

The Board of Supervisors adopted a policy on _____ to follow the State's holiday schedule for all holidays. The following holidays are authorized to be observed each year; however the County will follow the State if additional days are approved by the Governor.

- a. New Year's Day (First day of January)
- b. Lee-Jackson Day (Friday before the third Monday in January)
- c. Martin Luther King Day (Third Monday in January)
- d. Presidents Day (Third Monday in February)
- e. Memorial Day (Last Monday in May)
- f. Independence Day (4th of July)
- g. Labor Day (First Monday in September)
- h. Columbus Day (Second Monday in October)
- i. Veterans Day (11th of November)
- j. Thanksgiving Day and the day after (Fourth Thursday and Friday in November)
- k. Christmas Day (25th of December)

Whenever any observed holiday falls on Saturday, the Friday preceding such day, or whenever such day falls on Sunday, the Monday next following such day, shall be observed as the holiday for purposes of leave absences. Any employee desiring to work on an approved holiday in lieu of receiving a paid leave of absence may do so with approval of his/her supervisor. The employee is entitled to compensatory time for hours worked in lieu of payment on an hour for hour basis.

The Board of Supervisors may grant additional holiday time off or may delegate to the County Administrator authority to declare certain days or parts of days as paid leaves of absences as may be deemed appropriate.

4-1.1 Eligibility for Holiday Pay

In order for a Full Time employee to receive payment for a holiday he/she must work the last regularly scheduled work day before and the first regularly scheduled workday after the holiday or be on approved leave status.

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.

4-2 Vacation

1. Upon initial full time employment with the County, vacation leave credit shall be accrued in the following manner:
 - Hired on 1 – 15th of the month - Credit given for full month
 - Hired on 16th or later - Accrual will begin on the end of the following month
2. No vacation leave credit shall be provided for service less than a full calendar month.
3. 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.
4. Employees will not be permitted to take vacation leave time before such leave is earned.
5. Vacation leave may be allowed on an hourly basis upon approval of the department head or County Administrator.
6. Vacation leave may be accumulated by regular full-time employees to a maximum of 288 hours (36 days) at the end of any calendar year. Any time over the 288 hours will be reduced.

4-2.1 Vacation Accruals

0-4 Years of Service

All regular full-time employees with less than 5 full years of continuous service can accrue vacation leave at the rate of 8 hours (1 day); up to twelve days per calendar year for each completed month of service.

5-9 Years of Service

All regular full-time employees with more than 5 and less than 10 full years of continuous service can accrue vacation leave at the rate of 10 hours (1 1/4 days); up to 15 days per calendar year for each completed month of service.

10 + Years of Service

All regular full-time employees with more than 10 full years of continuous service can accrue vacation leave at the rate of 12 hours (1 1/2 days); up to 18 days per calendar year for each completed month of service.

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 a maximum of 288 hours (36 days) 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.*

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 County 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.

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

Department heads will submit their vacation requests to the County 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 County 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.

4-3.2 Sick Leave Accumulation

1. *Upon initial employment with the County, sick leave credit shall be accrued in the following manner:
Hired on 1-15th of the month - Credit given for full month
Hired on 16th of the month or later- Accrual will begin end of the month at the beginning of the following month*
2. *No sick leave credit shall be provided for service less than a full calendar month.*
3. *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-pay status, i.e., administrative leave of absence, disciplinary suspension, or when vacation and sick time are exhausted.*
4. *Employees will not be permitted to take sick leave time before such leave is earned without the approval of the County Administrator.*
5. *Sick leave may be allowed on an hourly basis upon approval of the department head or County Administrator.*
6. *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.*

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. *Maternity leave.*

4-3.4 Definition of "Immediate Family"

The term "Immediate Family" as it applies to the use of paid sick leave shall include the employee's spouse, children, step-children, parents, guardians, brother, sister, or any relative living in the employee's household.

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 or at least two hours prior to shift time. 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 County 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.

Requests for extended leave of absence without pay must be approved by the County 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.

4-3.9 Donation of Sick Leave

In situations where an employee has depleted all of his/ her accumulated leave, or in situations where the employee has not been employed long enough to accumulate enough sick leave or vacation time, other employees may wish to donate a designated amount of their accumulated leave to the employee. If an employee is interested in donating a designated amount of their leave to another employee, a Donation of Sick Leave Form must be completed and submitted to County Administration for verification purposes. The donation process is designed to assist employees who have catastrophic personal injury or illness such as heart attack, cancer, or a serious car accident. (The examples are not all inclusive.) Sick leave may

not be donated for minor injury or short term illness (cold, flu, or virus), elective surgery, or injuries or illnesses covered under workers compensation.

In order to be eligible to receive donated sick leave an employee must:

- Have medical documentation.*
- Have used all forms of accumulated leave days, including sick time, vacation time and compensatory time.*
- Be absent in excess of three consecutive weeks, or have a physician certification stating the anticipated absence will be in excess of three consecutive weeks.*

The donating employee must retain no fewer than 30 days (240 hours) of sick leave on record (after the donation). Once an employee has donated sick leave, the donor cannot retrieve any portion of the donated leave.

The County Administrator will review each request. The decision of the County Administrator will be final and is not grievable through the County's grievance procedure.

4-3.10 Sick Leave and Termination

When an employee terminates employment with Clarke County, unused accrued sick leave shall not be paid out to the employee unless the employee is retiring under VRS. In this case, one – fourth (1/4) of the unused accrued sick leave shall be paid to the employee up to a maximum of \$5,000.

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 of sick leave. Any additional days, if taken, shall be deducted from the employee's accumulated paid vacation leave. If an employee does not have any sick days, vacation days may be substituted.

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 relative living in the employee's household.

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.

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 County Administration.

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 Leave

Employees unable to work due to pregnancy or complications related to pregnancy shall be entitled to the same paid sick leave and temporary disability benefits as any other employee unable to work due to illness or injury. All Maternity leave will follow the laws of the Family and Medical Leave Act (4-6).

4-5.4 Leave Without Pay

Department heads may grant regular employees a one-week leave without pay for a reasonable purpose. Leave without pay in excess of one week must be approved by the County Administrator.

4-5.5 Administrative Leave

An employee may be placed on administrative leave by their Department Head (with authorization of the County 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 Department Head and the County 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.

The Department Head shall notify County Administration as soon as possible, after placing an employee on administrative leave with pay.

4-5.6 Volunteer Fire and Rescue Calls

With permission from their immediate supervisor, employees who volunteer on a Clarke County fire 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 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. 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 accumulated leave for the time missed from work.

4-6 Family and Medical Leave Act (FMLA)

The County provides leave to eligible employees in accordance with the Family and Medical Leave Act of 1993 (FMLA). This policy is designed to provide you with some written guidance regarding your FMLA rights and obligations. This policy is not exhaustive in scope. If you have questions regarding the FMLA, please see County Administration.

4-6.1 Eligibility Requirements

To be eligible for FMLA leave, an employee must be employed by the County for at least 12 months and have worked at least 1,250 hours during the previous 12 months.

4-6.2 Reasons for FMLA

- 1. The birth and care of a newborn child of the employee.*
- 2. Placement with the employee of a son or daughter for adoption or foster care.*
- 3. To care for a spouse, son, daughter, or parent with a serious health condition.*
- 4. For a serious health condition that makes an employee unable to perform the functions of his or her job.*
- 5. For qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.*

FMLA may also be granted to an eligible employee who is a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness up to a total of 26 work weeks of unpaid leave during a single 12-month period to care for the service member.

4-6.3 Duration of Leave

- 1. A total of twelve work weeks of FMLA leave can be taken in a 12-month period based upon a rolling twelve (12) month period measured backward from the date of each use of FMLA leave.*
- 2. Spouses who are both employed by the County are limited in the amount of family leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of 12 weeks.*
- 3. Employees may take FMLA leave intermittently or on a reduced leave schedule. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer's operation. Intermittent leave or reduced schedule for birth, care or placement for adoption of a child is subject to the approval of the County Administrator.*

4-6.4 Using Accrued Paid Time Off

Depending on the purpose of your leave request, you may choose to use accrued paid leave, if available. Any paid leave that is taken is not exclusive of FMLA leave, and will be deemed to run concurrently with your FMLA leave entitlement.

4-6.5 Maintenance of Health Insurance While on Leave

An employee who is on the County's health insurance while on FMLA will be able to continue coverage during his/ her leave. The County will continue to make the premium payments to maintain coverage through the duration of the leave. Coverage will continue on the same terms as if the employee were working. Whenever appropriate, an employee will be required to make arrangements to pay his/ her share of the health insurance premiums while on leave. FMLA does not require the County to pay the employee's portion of health insurance premiums.

Under some circumstances the County reserves the right to recover premiums it has paid to maintain health coverage for an employee and his/her family. This will generally occur only when an employee doesn't return to work at the conclusion of his/ her leave, and this was not due to the continuation or recurrence of the employee's (or the immediate family member's) serious health condition.

4-6.6 Job and Benefit Protection

- 1. Upon return from an approved FMLA leave, an employee will be restored to his or her original or an equivalent position with equivalent pay and benefits in accordance with the FMLA and its regulations. An employee on FMLA leave has no greater right to reinstatement or other benefits and conditions of employment than if the employee had not taken FMLA leave.*
- 2. Employees on FMLA leave will not lose eligibility/entitlement to any benefits/employment programs accrued prior to the day the leave commenced.*
- 3. For the duration of FMLA leave, the County will maintain an employee's medical insurance coverage under the same conditions and coverage level which would have been provided if the employee had not taken FMLA leave.*

4-6.7 Advance Notice and Medical Certification

- 1. An employee must provide a minimum of thirty (30) days advance notice when the leave is foreseeable. If the need for leave is not foreseeable, or 30 days is not possible, the employee must provide as much notice as possible.*
- 2. Medical certifications supporting the need for leave due to a serious health condition affecting you or an immediate family member must be provided. The County reserves the right to ask the employee to get a second or third medical opinion at the County's expense. Periodic recertification may also be required.*

3. *The County may ask for periodic reports of the employee's status and intent to return to work.*
4. *Medical certification of the employee's fitness for duty will be required before the employee is allowed to return to work if the leave was taken for a serious health condition.*

4-6.8 Exhaustion of FMLA Leave

Any employee who does not return or is unable to return to work at the exhaustion of the 12 week entitlement may be subject to termination of his or her employment. An employee who informs the County that he/ she does not intend to return to work at the conclusion of the FMLA leave will be deemed to have resigned.

If the employee has exhausted their FMLA entitlement, and it is medically necessary to remain out of work, the employee must request in writing to the County Administrator the reason for the extension. The employee must also provide medical certification for the extension of leave.

CHAPTER 5

INSURANCE AND OTHER EMPLOYEE BENEFITS

5-1 Benefits Introduction

The County has established a variety of employee benefit programs designed to assist employees and eligible dependents in meeting the financial burdens that can result from illness and disability and to help plan for retirement. This portion of the Personnel Policy Manual contains a very general description of the benefits to which employees may be entitled to, and does not provide all the details of these benefits. Therefore, this manual does not change or otherwise interpret the terms of the official plan documents. Employees' rights can be determined only by referring to the full text of the official plan documents, which are available for examination in County Administration.

Benefits generally have a specific waiting period or eligibility requirements described in the official plan documents. To the extent that any of the information contained in this manual is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

*For more complete information regarding any of the benefits programs, please **contact County Administration**.*

5-2 Group Health Insurance

All regular full-time employees are eligible to participate in the Group Health Insurance Plan. Part-time employees who average 30 hours per week are eligible for health insurance.

*Employee's coverage will be effective the first day of the following month after their date of hire if hired on or before the 15th of the month. If an employee is hired between the 16th and the last day of the month, the employee will be eligible for coverage the first day of the second month. Additional information concerning the Group Health Insurance Plan can be obtained from **County Administration**.*

5-2.1 Continuous Coverage Option (COBRA)

Employees and enrolled family members may continue group coverage for either eighteen (18) or thirty-six (36) months.

Conditions of a continuance of eighteen (18) months:

- (a) Change from full-time to part-time employment*
- (b) Lay off or discharge (except for gross misconduct)*
- (c) Leave work voluntarily for any reason including retirement*

Conditions of a continuance of thirty-six (36) months:

- (a) Surviving spouses or children of an employee who dies. If the spouse turns down coverage children may elect continuous coverage*
- (b) Children of active employees who reach the dependent age limit for coverage under the parent's contract*
- (c) Spouses or children who are no longer eligible for coverage because of separation or divorce*
- (d) Family members who lose coverage because the employee is eligible for Medicare and chooses Medicare as his primary carrier*

5-2.2 Age 65 Option

The Age Discrimination in Employment Act has been amended to require that all employees, over age 65, and their spouses, over age 65, be provided with the same health insurance, under the same conditions, as younger employees and spouses. Under this regulation, employees age 65 and over can enroll in the County's regular group program as long as they keep an active regular status.

5-3 Virginia Retirement System (VRS)

Need to add 2nd and 3rd plan information.

Clarke County participates in the Virginia Retirement System (VRS) through the Commonwealth of Virginia. VRS provides a monthly payment to members when they retire and for as long as the member lives. This monthly payment is based upon the average final compensation, which is the average of a member's highest consecutive thirty-six (36) months of salaried employment, the years of service credit, and the member's age.

Membership in VRS is a condition of employment for all regular employees. The County makes contributions to VRS on behalf of each employee. These payments are divided into the employee's share, which is five percent (5%) of the annual salary, and the employer's share. Each share is paid by the County as one of the employee's benefits.

After five (5) years of service with the County, an employee is a vested member. Vested members are entitled to receive VRS benefits upon retirement. An employee may receive full or partial VRS benefits depending upon age at retirement. If an employee terminates service with the County before retirement, he or she may be able to withdraw the employee's share depending upon VRS membership date and the provisions of the VRS.

Employees who have questions regarding the VRS retirement system should refer to their VRS handbook, their department head or the Finance Department.

5-3.1 Group Health Insurance Premium

Employees retiring through the Virginia Retirement System may continue health insurance coverage under the County group plan, provided the total premiums are paid by the retired employee. In the event such employee fails or neglects to pay the increase in premiums, then all health insurance under the County's group plan will be discontinued.

If the employee is not receiving VRS benefits after termination of employment, he shall not be eligible for the County group health insurance benefits.

5-4 Workers' Compensation Insurance

If an employee becomes ill or is injured while performing assigned duties, and the injury or illness is determined to be work related, the necessary medical payments and compensation pay will be made by the County's workers' compensation carrier, as provided for by Virginia State Workers' Compensation laws.

When a workers' compensation claim is filed with the county, an Election of Method of Payment Form must be signed by the employee, or his/her representative. This election form allows the employee to either receive compensatory pay which is paid by the workers compensation carrier only, or subsidize what the carrier pays with accumulated sick leave, so that in total the employee continues to receive his or her regular rate of pay.

All employees are required to report an on the job injury or illness immediately, regardless of how minor it may be, to their department head or immediate supervisor.

The County has established a list of approved physicians for an employee to see for a workers' compensation injury or illness. A claim will be considered if the employee has been seen by an approved physician.

Please contact County Administration for a listing of approved workers' compensation physicians.

5-5 Life Insurance

Each regular full-time employee participates in the group life insurance plan, if eligible. This plan is administered by the Virginia Retirement System and offers life insurance without the requirement of a medical examination upon initial employment. The County covers the cost of the insurance. This insurance provides coverage for twice the amount of each employee's base annual salary when rounded to the next highest thousand for a natural death, and four times the base annual salary when rounded for accidental death. There is also coverage for accidental dismemberment and accidental blindness. Upon retirement, coverage will continue providing that the employee is at least 50 years old and has at least 10 years of service. After retirement, the amount of insurance reduces by 25% annually starting January 1 following the first full year of retirement. Each January thereafter the amount will reduce by 25% until the coverage reached 25% of its value at retirement. Both dismemberment and double indemnity coverage stop at retirement.

Upon employment, a beneficiary must be chosen. The Finance Department must be contacted for any beneficiary changes. The Virginia Retirement System publishes a handbook which includes an explanation of the group life insurance plan. This may be obtained from the Finance Department

5-6 Flexible Spending Plans

The Flexible Spending Plan allows an employee to apply "pre-tax" dollars toward health insurance premiums and un-reimbursed medical expenses for dependent and family coverage that is paid for by the employee. Under the Flexible Spending Plan, pre-tax dollars may also be deducted for day care expenses for children or elderly parents. Contact the Finance Department for additional information regarding these benefits.

5-7 Educational Reimbursement

5-7.1 Purpose

Clarke County values continued education and considers it a vital part of employee development. This program is a benefit designed to attract and retain qualified employees, to improve the quality of employee leadership and productivity and to encourage employees to continue their education as a means of improving job skills and enhancing promotional opportunities.

5-7.2 Eligibility

All active full time employees under the County's Pay and Classification Plan may apply for educational assistance. The employee must have at least one year of service with the County and a satisfactory work performance. Coursework taken must be directly related to the employee's present position or part of an undergraduate or graduate program where the degree is job related.

Reimbursement is not available if the course is being paid by another source.

5-7.3 Benefit

This is a cost sharing program to aid the employee in furthering their education. Eligible expenses include tuition, fees and books for the coursework. The County will reimburse an employee 80% (up to \$2000/fiscal year) of courses that are directly related to the employee's current position. Courses that meet degree requirements will be reimbursed at 50% (up to \$750/ fiscal year). The student must complete the class with a "B" or higher or "pass" to qualify for reimbursement.

An employee agrees to repay the educational assistance received by continuing employment with the County for a minimum of one year after all coursework is completed. If the employee's employment is terminated for any reason, before completing the minimum period of service, the employee agrees to repay, on a prorated basis, the dollar amount not repaid by service. For example, if the employee leaves after 6 months, 50% of the County cost will be paid back by the employee.

5-7.4 Procedure

Employees requesting educational reimbursement should complete a Request for Educational Reimbursement Form with his/her Department Head. The completed form will be submitted to County Administration for approval prior to submitting with the department's annual budget. Budgetary considerations will be a determining factor in the decision concerning such reimbursement.

CHAPTER 6

EMPLOYEE RESPONSIBILITIES

6-1 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 seriously undermines the effectiveness of the County activities or the employee's performance shall be treated consistent with the provisions of this policy.

6-1.1 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.*
- 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.*

6-2 Performance Management

6-2.1 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.

6-2.2 Purpose

Need to develop forms.

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 County 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.*
- 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.

6-2.3 Use of Employee Evaluations

Once an employee performance rating form is completed, it is made a permanent 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 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.

6-2.4 Salary Adjustment

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 merit increases based on their overall rating and the **midpoint** of their pay bracket; budgetary conditions permitting.*

6-3 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 County Administration of this.

6-4 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.

6-5 Appearance

Personal appearance, cleanliness, and neatness are vitally important to one's job and relationships with others. Common sense and consideration for others must be exercised in matters of personal hygiene.

Excessive use of shaving lotion, perfume, cologne, makeup, or jewelry should be avoided.

Employees are expected to dress in an appropriately professional manner. Dress slacks may be worn. Warm-up suits, halter tops, tank tops, gym shoes, rubber flip-flops, etc., are considered inappropriate. See-through blouses, tight fitting clothing and extremely high heels are equally inappropriate.

If necessary, questions of proper attire will be addressed by the County Administrator whose decision will be final.

Exceptions are made on days set aside specifically for cleaning or moving as specified by the Department Head.

6-6 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 personally contact the supervisor. Failure to notify a sick leave absence, as required, may subject the employee to disciplinary action.

6-7 Inclement Weather

During inclement weather conditions all county offices will remain open to serve the citizens of Clarke County and employees are expected to report to work.

In situations of extreme weather conditions, the County Administrator will make the decision to delay opening, close early or close for the entire day. In these situations, essential personnel/ offices are required to report to work. The time that is worked by any essential employee who does not work for a 24/7 type of operation, and is required to work, will be counted as comp time.

Employees who are concerned about their travel safety should use their discretion and will be allowed to use their vacation leave for any time that they have missed for work.

There are times that the County offices will be closed for the day, delayed opening or early closings. In these instances, there may be times when essential personnel are required to work.

6-8 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.

6-8.1 Incidental Use

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 County Administration.

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.

6-8.2 Use of Licensed Software

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 any member of County Administration 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.

6-9 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.

6-9.1 Accidents Involving County Owned Vehicles

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

- (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 County Administration of the accident.*

6-10 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.

6-11 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.

6-11.1 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 County 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 County Administrator.*
- b. Employees should not assume that the County management knows about the situation. Please inform your supervisor, or the County 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 County Administration.

6-12 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.*

6-12.1 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.

6-12.2 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 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. This prohibition includes any prescription or over-the-counter drug unless an employee's possession and use of such drug on County premises, or on-the-job, has been expressly approved by the County. 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.

6-13 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 offensive comments regarding 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;*
- 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.*

6-13.1 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 two supervisors 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.

6-13.2 Threat Reporting Procedures

All potentially dangerous situations including threats should be reported to a manager and/or supervisor in your office. 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.

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 County Administration (or simultaneously with informing above mentioned) if they believe an immediate safety threat exists.

6-14 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.

6-14.1 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.

6-14.2 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.

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 with a copy of the order.

6-14.3 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.

6-15 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 shall consider the severity of the non-compliance and shall utilize the disciplinary action available in a progressive manner.

6-15.1 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 the Supervisor 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 or 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 County 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.*

6-15.2 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. If the letter of resignation is accepted in lieu of termination, the appropriate documentation will be placed in the employee's personnel file.

6-15.3 Appeal

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

6-15.4 Notification

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

6-15.5 List of Less Serious Offenses

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;*
- *Unsatisfactory performance;*
- *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.*

6-15.6 List of More Serious Offenses

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 and/ or convicted of a felony or 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 work hours;*
- *Insubordination;*
- *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.*

6-16 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 County Administration. 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 7

GRIEVANCE PROCEDURES

7-1 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.

7-1.1 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.

7-1.2 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 or the General Assembly of Virginia, or has reported an incidence of fraud, abuse or gross mismanagement.*

7-1.3 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 7-1.3 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.

7-1.4 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.

7-1.5 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.

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.

7-1.6 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 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.

7-1.7 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.

7-1.8 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.

7-1.9 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.

7-1.10 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.

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.

7-1.11 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.*
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.*

7-1.12 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.*

7-1.13 Decision of Grievance Panel

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.

7-1.14 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.

7-1.15 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.

Employee Grievance Form A

This form is to be initiated by the grievant upon completion of Step 2.

Grievant's Name: _____ Position: _____

Date of Occurrence That Prompted Grievance: _____ Date Submitted: _____

Nature of Grievance: *(Explain in your own words the nature of your grievance and the event (s) that prompted your original complaint.)*

Specify remedy expected:

Please explain why Step 1 was unacceptable to you:

Signature of Grievant: _____ Date: _____

Department Head Response:

Signature of Department Head: _____ Date: _____

Employee Grievance Form B

This form is to be initiated by the grievant upon completion of Step 3.

Grievant's Name: _____ *Date:* _____

Date Step 2 Decision was received: _____

Explain why the Step 2 response is unacceptable to you.

Re-state the remedy expected:

Signature of Grievant: _____ *Date:* _____

Do you have representation? Yes No

If yes, what is their name? _____ *Is this an attorney? Yes No*

County Administrator or designee response:

Signature of County Administrator or designee: _____ *Date:* _____

Employee Grievance Form C

This form is to be initiated by either grievant or supervisor.

Grievant's Name: _____ *Date:* _____

Date Step 3 decision was received: _____

Explain why Step 3 response is unacceptable to you:

Re-state the remedy expected:

Signature of Grievant: _____ *Date:* _____

Date of Hearing: _____ *Time of Hearing:* _____

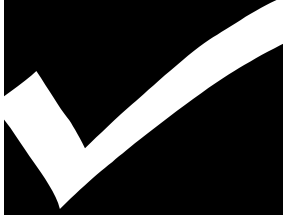
Location of Hearing: _____

Panel Decision:

Signature of Panel Members: _____ *Date:* _____

_____ *Date:* _____

_____ *Date:* _____



Board of Supervisors Work Session

October 7, 2013 10:00 am

Second Floor, Meeting Room AB

Berryville/Clarke County Government Center

101 Chalmers Court, Berryville, Virginia 22611

*Item
No.*

Description

A. White Post Dairy Update

10/07/2013 Summary: An update is provided for Board review. Note: DEQ has informed Planning that it has no staff available to participate in the Work Session.

B. Spout Run Update

10/07/2013 Summary: At its September 17, 2013 regular meeting, the Board requested Alison Teetor to provide progress updates and documentation between landowners and the Soil & Water Conservation Board, as well as other agreements between non-profits.

C. Soil and Water Conservation Districts

10/07/2013 Summary: Public notice is included in the packet regarding a series of public meetings in October and November to evaluate the role of Soil and Water Conservation Districts in providing effective delivery of water quality services and technical assistance.

D. 2014 Legislative Priorities Discussion

10/07/2013 Summary: 2013 Legislative Priorities and 2014 Voter Registrar Association of Virginia [VRAV] Legislative Agenda provided for Board review.

1. By June 1, 2013, construct a catchment basin of sufficient size to capture overflows from the manure reception pit and manure solids settling basins. This basin will include an overflow to the manure storage pit. The elevation of the catchment basin berm must be at least 12 inches above the top elevation of the overflow.
 - DEQ was notified via email that the basin was completed on June 18, 2013.
2. By July 1, 2013, move the manure solids separator to the compost building, and compact all traffic areas around the reception pit and compost buildings to reduce solids in stormwater runoff.
 - Project has been under construction for approximately 3 weeks.
 - Steel is on-site and welders are working on welding end caps, etc. (7/2/13).
 - Additional engineering for concrete push walls, vibration isolation equipment, etc. delayed the project.
 - White Post Dairy has requested a 30 day extension.
 - The press has been relocated to the compost building and should be operational within the next week. Grading around reception pit and old separator building has not been completed.
 - Press is operational. Expect completion of grading by October 15, 2013.
3. By August 1, 2013, construct walls on the former sand settling basin to prevent overflow of manure.
 - Complete
4. By July 1, 2013, submit plan to DEQ to improve leachate drainage from mortality compost pile at the old dairy to the old manure pit.
 - White Post Dairy has requested an extension. Plan to be submitted by July 3, 2013.
 - Plan was submitted on July 3rd. A different option was proposed during the September 3rd site visit that would involve relocating the mortality pile so that it would be under roof. The new plan is due to be submitted by September 6, 2013.
 - Plan complete.

5. By July 1, 2013, prepare a spill prevention and response plan that contains detailed steps for the worst case scenario for each possible manure storage facility or conveyance on the farm including:
 - a. how to shut down the source of the spill
 - b. how to contain the spill
 - c. equipment and material needed to keep on site to contain spills.
 - White Post Dairy has requested an extension. Plan to be submitted by July 3, 2013.
 - Plan was submitted on July 3rd. DEQ has requested revisions to the site map with a due date of September 20, 2013.
 - Completed 9/19/2013.
6. By July 1, 2013, submit a copy of the spill prevention and response plan to DEQ for approval.
 - White Post Dairy has requested an extension. Plan to be submitted by July 3, 2013.
 - Plan was submitted on July 3rd. DEQ has requested revisions to the site map.
 - Completed 9/19/2013.
7. By July 1, 2013, submit a plan to DEQ to eliminate the current stormwater basin, and route the stormwater drainage from the area surrounding the compost buildings, reception pit, and settling basins around the north end of the manure storage pit in a manner that will not compromise the integrity of the manure storage pit liner.
 - White Post Dairy has requested an extension. Plan to be submitted by July 3, 2013.
 - White Post Dairy has had their engineer onsite twice to collect information for plan development.
 - DEQ is reviewing the Facility's request to maintain the current stormwater basin and had agreed to provide guidance by September 13, 2013.

- DEQ emailed suggestions for alternatives to deleting the stormwater basin on 9/12/2013. The facility plans to pursue this alternate plan with an expected completion date of October 15, 2013.
8. By requested date, submit revisions to spill prevention and response plan to DEQ for review and approval.
- Completed 9/19/2013.
9. By September 1, 2013, ensure that any materials specified in the spill prevention and response plan are available for use on site.
- Materials available on site. Complete.
10. Within 60 days of DEQ approval of leachate drainage plan, complete approved leachate drainage improvements from the mortality compost pile at the old dairy.
- In progress. Target completion date is October 15, 2013.
11. Within 60 days of completing all physical improvements, prepare a training plan for employees for the spill prevention and response plan, provide training and send copy of training records to include employee names, date, times and nature of training.
12. Within 90 days of DEQ approval of the stormwater plan, per the approved plan, eliminate the current stormwater basin, and route the stormwater drainage from the area surrounding the compost buildings, reception pit, and settling basins around the north end of the manure storage.
- In progress. Target completion date is October 15, 2013.
13. By January 1, 2014, either obtain access to the manure storage pit access road and the GW monitoring well # 2 that is now located on the Roberts' property, or propose an alternative plan for monitoring down gradient groundwater resources.
- No resolution has been reached.
14. Within 14 days of the completion date of each action item above, White Post shall notify DEQ via email that the item is complete.
- Notifications have been received for completed items.

MEMORANDUM

TO: Board of Supervisors, David Ash
 FROM: Alison Teetor
 SUBJECT: Update Spout Run Cleanup efforts
 DATE: October 1, 2013

Spout Run was placed on Virginia’s 303(d) list of impaired waters for failure to meet the *E.coli* water quality standard and the general standard due to excessive inputs of sediment. TMDLs were developed for these impairments in 2010, and an implementation plan was completed in 2012, as required by state law. Based on the findings of the TMDL study, approximately 60% of the sediment in Spout Run is coming from streambank erosion while the primary source of bacteria in the watershed is livestock (98.6%).

In order to complete the BMP’s outlined in the implementation plan; grants are needed to supplement current available cost share funding and to avoid using county funds. In addition, many of the practices used to improve water quality have no funding sources other than grants. The County has recently applied for two grants to provide funding. The first was from the National Fish and Wildlife Foundation. This grant provided \$187,500 in grant funding, with a required match of \$62,500, with no county funds required. The grant period is May 2012 to March 2015. The second grant is funded by EPA and administered through the Department of Environmental Quality, entitled a 2013 Virginia TMDL Implementation Program grant. This grant will begin November 2013 and will be completed within 2 to 2 ½ years. The grant amount is \$316,620 with \$264,494 provided in match, again with no county funds required. For both grants there are several cooperators and the County is responsible for overall project and financial management. The following table summarizes the proposed implementation actions. A detailed summary of the cooperators and responsibilities and budget for both grants is attached. The full project proposals are available upon request.

Clarke County has an essential and unique role to insure the success of the implementation plan. Spout Run is entirely with Clarke County, and obtaining and administering grants insures a comprehensive approach to water quality improvement.

BMP Implementation Actions

Source Sector	DCR BMP code	BMP description	BMP units	Estimated extent		
				NFWF Grant	DCR Grant	Total
Agriculture	SL-6AT	Small acreage grazing system (3,440 linear feet stream exclusion)	Systems	0	2	2
	N/A	Barnyard runoff controls	Acres	0	2	2
	N/A	Equine manure storage facility	Facility	0	2	2
	N/A	Equine manure composting facility	Facility	0	2	2
	SL-6	Livestock exclusion	Lin. ft	5,000	0	5,000
	SL-6	Riparian buffers on pasture	Acres	4	0	4
	N/A	Streambank restoration	Lin. Ft	1,400	1,000	2,400
Septic	RB-1	Septic tank pumpout	Pumpout	0	40	40
	RB-3	Septic system repair	Repair	0	8	8
	RB-4	Conventional septic system replacement	System	0	7	7
	RB-5	Alternative waste treatment system	System	0	1	1
	RB-2	Connection to public sewer	Connection	0	1	1
Urban and Residential SW	N/A	Turf to trees conversion	Acres	3	0	3
	N/A	Residential riparian buffers	Lin. Ft.	3,000	0	3,000
	N/A	Rain barrels	Barrels	30	0	30
	N/A	Wetland restoration	Ac treated	0	3	3
Pet waste	N/A	Pet waste digesters	Digesters	15	0	15

Spout Run Fact Sheet – NFWF Grant

Total request: \$187,500 grant amount

Required match: \$62,500 (includes in kind, 25% minimum, may want to consider 50%)

Total project cost: \$250,000

- ***Targeted River Restoration: Streambank restoration and in-stream habitat improvements***
 - Trout Unlimited(TU) will serve as project lead including identification of project sites, design of bank restoration projects and in-stream structures
 - Funds requested will support contractual labor for grading and other construction activities, purchase of materials that are not donated, and staff time for coordination, design etc.
 - 2-3 sites could be identified, with at least 1 agricultural property where a landowner was also interested in livestock exclusion. The Lord Fairfax SWCD would serve as a key project partner
 - TU will conduct some monitoring of physical parameters including channel dimensions pre and post restoration
 - Friends of Shenandoah River (FOSR) and Piedmont Environmental Council (PEC) will provide additional assistance with pre and post benthic monitoring. If livestock are excluded, bacteria monitoring will also be conducted

- ***Private Landowner Stewardship: Residential/Urban***
 - Clarke County will serve as project lead
 - Interstate Commission on the Potomac River Basin (ICPRB) will conduct rain barrel workshops, could target several neighborhoods in Spout Run, FOSR will provide support
 - Develop “attractive” riparian buffer program to begin vegetating setbacks in residential areas
 - Work with Center for Watershed Protection (CWP) to identify 1-2 high priority stormwater projects based on existing grant project in the county, request funds for implementation

- ***Private Landowner Stewardship: Agricultural***
 - Lord Fairfax SWCD will serve as project lead
 - Attempt to coordinate livestock exclusion/buffer planting/conversion of erodible crop or pasture with streambank restoration project
 - Could consider requesting funds to supplement cost share up to 90%
 - Develop targeted outreach strategy to reach landowners in Spout Run working to promote existing cost share programs

- ***Education and Outreach: C-Spout Run Campaign***
 - Downstream Project and PEC will serve as project leads for general outreach
 - NSVRC will assist with communication of project goals/tools to neighboring localities along with making the connection to the Ches Bay TMDL
 - Spoutrun.org website will be updated to include georeferenced photos (before and after restoration sites)
 - Downstream Project will document project planning and implementation on video
 - Several community events will be held highlighting the value of viable trout fishery to the local community
 - Role for Powhatan School

- ***Monitoring***
 - FOSR will serve as project lead
 - Partners will include PEC and Trout Unlimited (for pre and post monitoring)
 - PEC will conduct volunteer monitoring training for Spout Run residents
 - FOSR will collect biological and benthic data at watershed outlets to support de-listing (may also want to consider nutrients and sediment)
 - FOSR will conduct pre and post BMP monitoring at all project sites

Spout Run Project Budget
NFWF funding detail
Funds requested: \$141,602

Category	Project	Description	Extent	Units	Unit Cost	Funds Requested
Supplies	Beautiful Buffers	Native grass/wildflower seed	1.25	acres	\$500	\$625
	Beautiful Buffers	Tree seedlings and shrubs	1.25	acres	\$2,000	\$2,500
	Turf to trees planting	Hardwood tree seedlings and tubes	3	acres	\$1,750	\$5,250
	Rain barrel workshop	Barrels, hose bibs, screen, caulk	30	barrels	\$40	\$1,200
	Sustainable landscaping workshop	Native shrubs/perennials for participants	60	plants	\$12	\$720
	Sustainable landscaping workshop	Pet waste digesters for participants	15	digesters	\$50	\$750
	Sustainable landscaping workshop	Soil test kits for participants	30	kits	\$10	\$300
	TU Streambank Restoration	Root wads	60	wads	\$200	\$12,000
	TU Streambank Restoration	Fill material/soil lifts	1300	cubic yds	\$25	\$32,500
	TU Streambank Restoration	Rock	350	tons	\$30	\$10,500
	TU Streambank Restoration	Native grass/wildflower seed	0.5	acres	\$500	\$250
	TU Streambank Restoration	Tree seedlings and shrubs	0.5	acres	\$1,750	\$875
	TU Streambank Restoration	Grading and habitat structure installation w/excavator	176	hours	\$140	\$24,640
	Contractual	Beautiful Buffers	Site preparation: herbicide application	10	hours	\$12
Turf to trees planting		Site preparation for planting (augering holes, invasive species removal)	24	hours	\$40	\$960
Turf to trees and Beautiful Buffers plantings		Piedmont Environmental Council, Clarke and Loudoun Field Officer: develop publicity and outreach plan to create a volunteer pool for planting projects, facilitate plantings	10	hours	\$30	\$300
Sustainable landscaping workshop		Piedmont Environmental Council, Clarke and Loudoun Field Officer: develop, coordinate and promote workshop	20	hours	\$30	\$600
TU Streambank Restoration		Site preparation: herbicide application	4	hours	\$12	\$48
TU Streambank Restoration		Site preparation: augering holes	4	hours	\$40	\$160
TU Streambank Restoration		Dump Truck	176	hours	\$85	\$14,960
TU Streambank Restoration		Equipment Mobilization	N/A	N/A	N/A	\$2,000
TU Streambank Restoration		Travel to and from project site for TU staff	909	miles	\$0.55	\$500
FOSR Monitoring		E. coli enumeration: Spout Run FOSR site	24	samples (12/yr x 2yr)	\$50	\$1,200
FOSR Monitoring		E. coli enumeration: Roseville Run FOSR site	24	samples (12/yr x 2yr)	\$50	\$1,200
FOSR Monitoring		E. coli enumeration: Page Brook FOSR site	24	samples (12/yr x 2yr)	\$50	\$1,200
FOSR Monitoring		water chemistry pH,Temp,Turb, ortho P, tot P, NH4, NO2+NO3, tot N	24	samples (12/yr x 2yr)	\$75	\$1,800
FOSR Monitoring		water chemistry pH,Temp,Turb, ortho P, tot P, NH4, NO2+NO3, tot N	24	samples (12/yr x 2yr)	\$75	\$1,800
FOSR Monitoring		water chemistry pH,Temp,Turb, ortho P, tot P, NH4, NO2+NO3, tot N	24	samples (12/yr x 2yr)	\$75	\$1,800
Volunteer Monitoring		Piedmont Environmental Council, Clarke and Loudoun Field Officer: conduct volunteer monitoring training in coordination with FOSR	10	hours	\$30	\$300
Downstream Project Multimedia Outreach Campaign		Website development, video blog posting, email notifications, social network postings, and reciprocal linking	80	hours	\$50	\$4,000
Downstream Project Multimedia Outreach Campaign		Videographer, assistant, and gear: progress footage twice monthly at 2.5 hours each	115	hours	\$100	\$11,500
Downstream Project Multimedia Outreach Campaign		Video Editing, monthly video blog and compilation video	100	hours	\$35	\$3,500
Downstream Project Multimedia Outreach Campaign		Photography: Interactive geo-coded map with website embedding	24	hours	\$30	\$720
Downstream Project Multimedia Outreach Campaign		DVD Cover graphics, editorial, and disk imprint	7	hours	\$75	\$525
Downstream Project Multimedia Outreach Campaign		DVD reproduction, Diskmakers, short-run	100	DVDs	\$3	\$299
TOTAL NFWF FUNDS REQUESTED						\$141,602

Spout Run Project Budget
MATCH FUNDING DETAIL
 Matching funds: **\$87,821**

Source	Type	Project	Description	Extent	Units	Unit Cost	Match funds	Match Totals
Clarke County	In kind	Beautiful Buffers Program	Clarke County Natural Resource Planner: Landowner outreach, project coordination and planning	30	hours	\$30	\$900	
Clarke County	In kind	Turf to Trees Program	Clarke County Natural Resource Planner: Landowner outreach, project coordination and planning	10	hours	\$30	\$300	
Clarke County	In kind	Neighborhood Stewardship Project	Clarke County Natural Resource Planner: Landowner outreach, project coordination and planning for sustainable landscaping and rain barrel workshops	10	hours	\$30	\$300	\$3,300
Clarke County	In kind	Overall project coordination	Clarke County Natural Resource Planner: subcontracting with partners, reporting, project oversight (2 year period)	60	hours	\$30	\$1,800	
PEC	Cash	Sustainable landscaping workshop	Meeting materials (refreshments, door prize)	N/A	N/A	\$125	\$125	\$125
PEC	Cash	Volunteer Monitoring	Monitoring kits	2	kits	\$510	\$1,020	\$1,020
PEC	Cash	Workshops and trainings	PEC Office supplies for trainings and workshops (paper, ink, printing etc)				\$500	\$500
PEC	Cash	Turf to trees and Beautiful Buffers plantings	Piedmont Environmental Council, Clarke and Loudoun Field Officer: travel to project sites	150	miles	\$0.55	\$83	\$83
PEC	In kind	Turf to trees and Beautiful Buffers plantings	Piedmont Environmental Council, Clarke and Loudoun Field Officer: develop publicity and outreach plan to create a volunteer pool for planting projects, facilitate plantings	10	hours	\$30	\$300	
PEC	In kind	Sustainable landscaping workshop	Piedmont Environmental Council, Clarke and Loudoun Field Officer: develop, coordinate and promote workshop	20	hours	\$30	\$600	\$1,200
PEC	In kind	Volunteer Monitoring	Piedmont Environmental Council, Clarke and Loudoun Field Officer: conduct volunteer monitoring training in coordination with FOSR	10	hours	\$30	\$300	
FOSR	In kind	FOSR Monitoring	Volunteer time: E. coli enumeration field collection	36	hours	\$30	\$1,080	
FOSR	In kind	FOSR Monitoring	Volunteer time: Water chemistry sample collection	36	hours	\$30	\$1,080	\$2,160
FOSR	In kind	FOSR Monitoring	Lab analyst: Water chemistry laboratory analysis	72	hours	\$50	\$3,600	
FOSR	In kind	FOSR Monitoring	Lab analyst: E. coli enumeration calculation and counting	72	hours	\$50	\$3,600	\$7,200
FOSR	In kind	FOSR Monitoring	Lab assistant: Web publication	36	hours	\$30	\$1,080	\$1,080
Volunteers	In kind	Beautiful Buffers	Broadcast seeding: volunteer labor (2-3 sites)	6	hours	\$24.29	\$146	\$729
Volunteers	In kind	Beautiful Buffers	Tree and shrub planting (2-3 sites)	24	hours	\$24.29	\$583	
Volunteers	In kind	Turf to trees planting	Volunteer time: tree planting (adults)	100	hours	\$24.29	\$2,429	\$2,429
Volunteers	In kind	Turf to trees planting	Volunteer time: tree planting (under 17)	100	hours	\$7.25	\$725	\$725
Volunteers	In kind	Rain barrel workshop	Volunteer time: construction and installation (30 participants)	60	hours	\$24.29	\$1,457	\$1,457
Volunteers	In kind	Sustainable landscaping workshop	Volunteer participant time: workshop, tree planting, pet waste digester installation	60	hours	\$24.29	\$1,457	\$1,457
Volunteers	In kind	TU Streambank Restoration	Volunteer project monitoring and maintenance	120.5	hours	\$24.29	\$2,927	\$2,927
Volunteers	In kind	TU Streambank Restoration	Volunteer buffer plantings	50	hours	\$24.29	\$1,215	\$1,215
TU	In kind	TU Streambank Restoration	TU SHHRI coordinator: project coordination and oversight	160	hours	\$26	Federal	Federal
TU	In kind	TU Streambank Restoration	TU SHHRI Stream Restoration Specialist: project design and permitting	320	hours	\$32	Federal	Federal
TU	Cash	TU Streambank Restoration	Travel to and from project site for TU staff	391	miles	\$0.55	\$215	\$215
TU	Cash	TU Streambank Restoration	TU Embrace a Stream Grant (intend to apply)				\$5,000	\$5,000
VADCR/LF SWCD	Cash	TU Streambank Restoration	Livestock exclusion project	N/A	N/A	N/A	\$50,000	\$50,000
TDP	In kind	Downstream Project Multimedia Outreach Campaign	In-Kind Contribution for staff travel and administrative expenses.	25%	total cost		\$5,000	\$5,000
TOTAL PROJECT MATCH							\$87,821	\$87,821
Total project cost							\$229,423	
% Match							38.28%	

Spout Run Fact Sheet – Virginia TMDL Implementation grant

Total request: \$316,620 grant amount

Required match: \$246,494

Total project cost: \$563,114

Streambank stabilization: Trout Unlimited’s Shenandoah Headwaters Home Rivers Initiative (HRI) will be the lead partner to complete the two streambank restoration and instream habitat improvement projects. Trout Unlimited has conducted a preliminary survey of the watershed to identify appropriate sites for restoration projects, and has collected feedback from local stakeholders regarding high priority sites for restoration. Trout Unlimited will complete the streambank restoration design, and manage the construction of the projects. This will include securing the necessary permits, hiring a contractor to perform the restoration activities and oversee the construction on site. Additionally, TU will monitor the restoration for 3 years following the construction activities.

Equine pasture management, barnyard runoff controls, manure storage and composting: The Lord Fairfax Soil and Water Conservation District will contact area horse farms through a direct mailing, and will provide educational materials to inform landowners of potential opportunities. In addition three workshops will be conducted to disseminate information and share success stories. They will assess and plan the necessary BMP implementation and coordinate installation. Technical assistance funding is requested to offset local budget constraints. Tracking will be completed as part of DCR tracking requirements already in place.

Septic maintenance, repair, replacement: Clarke County will implement the residential septic program. All septic owners in the watershed will receive postcards, the first of three mailings will be directed at property owners adjacent to the stream who have not had their septic tank pumped in the past three years. The subsequent two mailings will be targeted at others in the watershed who have not had their tank pumped in the past three years, informing them of the project and the fact that financial assistance will be made available for pumpouts, repairs and replacements. DCR’s Residential Septic Cost Share Program Guidelines will be used to determine cost share rates and caps for the program. Practices implemented through this effort will be tracked by the Lord Fairfax SWCD through the Ag BMP Tracking Program. Clarke County will provide the SWCD with regular updates when sign-ups for the program are received, approved, and contracts are paid. Clarke County will be responsible for tracking the implementation by requesting monthly updates from the responsible parties.

Wetland Restoration: The Center for Watershed Protection will plan and implement this component of the project. The effort will focus on a very rare Calcareous Spring Marsh (wetland) recently identified at the Powhatan School, a K-8 independent school in the Spout Run watershed, located in rural Boyce, VA . The ecosystem type is ranked as Critically Imperiled and known from only a few occurrences in the world. It will be recorded as a significant natural community occurrence in the Natural Heritage Biotics database. Restoration is necessary as years of grazing impacts and hydrologic modifications have diminished the capacity of this valuable ecosystem to reduce flooding and filter polluted runoff. Restoring this wetland will improve retention of stormwater runoff, improve water quality, and protect an extraordinary ecological resource.

The Center for Watershed Protection will work with the school community to develop designs for a wetland restoration and vegetation management plan and incorporate the wetland into a premier outdoor education center.

Urban/Residential Stormwater: In cooperation with Piedmont Environmental Council, Department of Forestry, Interstate Commission on the Potomac River Basin, Master Gardeners, and Master Naturalists, Clarke County will plan and implement the development of both “Beautiful Buffers” and “Turf to Trees” programs in the watershed. Briefly, a targeted riparian buffers program will be designed to encourage residential property owners to vegetate 100 foot setbacks required along perennial streams. The Shenandoah Chapter of the Virginia Master Naturalists will assist landowners with the selection of attractive native riparian plants and grasses, and riparian buffer design. Clarke County will complete a turf to trees project based on the findings of a Center for Watershed Protection (CWP) study currently underway in the county. CWP is developing a series of GIS data layers for the county that will allow for highly effective targeting of tree planting projects to maximize nutrient reduction capacity. Detailed descriptions of these programs are provided in the county’s National Fish and Wildlife Foundation (NFWF) grant proposal and agreement, which is available on request. In addition, the county will coordinate a rain barrel program for residential property owners (also described in the proposal).

Multimedia Outreach and Marketing Campaign: The Downstream Project will develop and publish a quarterly newsletter describing the project progress, workshop and training opportunities. The newsletter will be distributed to all property owners in the watershed. Downstream will develop the format and content obtaining information submitted in progress reports from partners as BMP’s are implemented. Additional articles will include interviews with participating landowners emphasizing success and challenges with implementing the cleanup efforts. The purpose of the newsletter will be to educate, inform, advocate, and promote the clean-up effort. In addition to the newsletter publication included for funding in this grant the Downstream Project will work with partners to capture the restoration process from start to finish including planning and construction, and ending with the reintroduction of trout at the restoration sites. Short progress videos and still photographs will be added to the Weblog, at least twice monthly, as a video journal of the project. Email and RSS feeds will be used to notify subscribers and partner lists of postings and progress. At the end of the project the video journal will be combined into a single piece on DVD and a run of 100 copies with color sleeve and disk imprint will be produced that can be shared with communities throughout the Shenandoah Valley and the Chesapeake Bay watershed. In addition, The Downstream Project will continue to develop a unique interactive map of the watershed utilizing geo-referenced photos currently being posted on the Spout Run website to document over time, the effectiveness of stream restoration efforts.

RFP Category	Land use	BMP	Units	Extent of Implementation	Cost Share	Unit Cost	Total Cost	Grant	Match	Match Source	Contractor
Agriculture	Pasture	Small acreage grazing system	Linear ft	3440	SL-6AT		\$ 25,177.00	\$ 12,589	\$ 12,588	Landowner	LFSWCD
		Barnyard runoff controls	Acres	2		\$ 20,000	\$ 40,000	\$ 30,000	\$ 10,000	Landowner	LFSWCD
Agriculture	Manure storage	Equine manure storage facility	Facility	2	NA	\$ 12,160	\$ 24,320	\$ 18,240	\$ 6,080	Landowner	LFSWCD
		Equine manure composting facility	Facility	2	NA	\$ 16,000	\$ 32,000	\$ 24,000	\$ 8,000	Landowner	LFSWCD
Agriculture	Streambank erosion	Livestock Exclusion	Linear ft	6,440	LE-1T		\$ 65,639	\$ 32,819	\$ 32,819	Landowner	TU
		Streambank restoration	Linear ft	2,500	NA	\$ 140	\$ 168,000	\$ 70,000	\$ 98,000	NFWF Grant	TU
							\$ 355,136	\$ 187,648	\$ 167,487		
Septic	Residential septic	Septic tank pumpout	Pumpout	40	RB-1	\$ 250	\$ 10,000	\$ 5,000	\$ 5,000	Landowner	Clarke Co.
		Septic tank repairs	System	8	RB-3	\$ 2,500	\$ 20,000	\$ 14,000	\$ 6,000	Landowner	Clarke Co.
		Septic system replacements	System	7	RB-4	\$ 8,000	\$ 56,000	\$ 39,200	\$ 16,800	Landowner	Clarke Co.
		Alternative waste treatment system	System	1	RB-5	\$ 20,000	\$ 20,000	\$ 14,000	\$ 6,000	Landowner	Clarke Co.
		Connections to public sewer	Facility	1	RB-2	\$ 9,000	\$ 9,000	\$ 6,300	\$ 2,700	Landowner	Clarke Co.
							\$ 115,000	\$ 78,500	\$ 36,500		
Urban SW	Urban/Residential stormwater	Wetland restoration	Ac treated	3	NA	\$ 45,944	\$ 45,944	\$ 22,972	\$ 22,972	Dominion Power Grant (applied for)	CWP
		Residential buffers	Linear ft	3,000	NA	\$1.04	\$ 3,125	\$ -	\$ 3,125	NFWF Grant	Clarke Co.
		Turf to trees	Acres	3	NA	\$2,070.00	\$ 6,210	\$ -	\$ 6,210	NFWF Grant	Clarke Co.
		Rain barrels	Barrels	30	NA	\$90.00	\$ 2,700	\$ -	\$ 2,700	Landowner	Clarke Co.
							\$ 57,979	\$ 22,972	\$ 35,007		
Outreach		Newsletter production	quarterly	450	NA		\$ 10,000	\$ 7,500	\$ 2,500	NFWF Grant	Downstream
Technical Assistance		Project Oversight					\$ 5,000		\$ 5,000	County	County
		Agricultural BMP technical assistance					\$ 20,000	\$ 20,000		LFSWCD	LFSWCD
Total							\$ 563,114	\$ 316,620	\$ 246,494		

7



**VIRGINIA BMP INCENTIVES PROGRAMS CONTRACT
 (Part I – Application for Program)**

Application/Contract Number:		Application Date:	
First Name:	Middle Initial:	Last Name:	Program Year:
Farm Name:			
Address:		City/County:	
State:	Zip code:	S.S. Number or Tax ID:	
Telephone Number: (H)	(W)	(M)	

APPLICANT'S REQUEST:

The following information is applicable to all of the specified incentive programs. By requesting funding under the Virginia Agricultural Best Management Practices Cost-Share Program (VACS or cost share program), Virginia Conservation Reserve Enhancement Program (CREP), Virginia Total Maximum Daily Load Agricultural and Residential Cost-Share Programs (TMDLCS) and/or the Virginia Tax Credit Program, I agree to install and maintain all practices receiving financial incentives according to state specifications. For any BMP I have installed with financial incentives made available from the specified programs, should the practice be removed, not properly maintained, and/or not functioning as installed, I shall be required to refund all or some portion of the financial incentives I have received. I also agree to allow appropriate agency personnel or their designee access to land under my control for the purpose of evaluation, design, construction and inspection of said practice(s) for the required lifespan. The voluntary participation in one or more of the state agricultural incentive programs does not relieve or relinquish me and my farm operation from compliance with ordinances, laws and regulations that may exist at any level of government. I understand that applying to participate in any of the above listed program(s) does not guarantee that any or all of my request will be funded.

REQUIREMENTS APPLICABLE TO SPECIFIC INCENTIVE PROGRAMS:

VACS Program (if applicable to this request). The VACS has a \$50,000 per applicant per program year (July 1 thru June 30) cost-share limit. An exception for WP-4 (Animal Waste System) and/or WP-4B (Loafing Lot Management System) either as a single large practice or as an aggregation of smaller practices may be approved to receive up to \$70,000 in cost share funds in any given program year. For any single or aggregation of WP-4 and/or WP-4B practices that receive greater than \$50,000 in cost share funds but less than \$70,000, the unused cap amount may not be used to fund any other additional practices. Additionally, SL-6 is not subject to the \$70,000 cap as the practice shall be paid at 100%; however, participants receiving cost-share funds for SL-6 in excess of \$70,000 in Fiscal Year 2014, shall not be eligible for any additional cost-share funds for any other cost-share practices. Cost-share funds are considered income. Recipients of these funds are responsible for compliance with all applicable tax requirements including requirements of the Internal Revenue Service.

TMDL Ag Program (if applicable to this request). The agricultural TMDL cost-share (319 and VNRFC funds) program has a \$70,000 per applicant per program year limit for individual practices or any aggregation with other TMDL funded practices with the exception of SL-6T funded with VNRFC funds at 100% cost-share. Participants receiving cost-share funds for SL-6T at or in excess of the \$70,000 limit in Fiscal Year 2014 shall not be eligible for any additional cost-share funds for any other cost-share practices for the duration of the fiscal year. Cost-share funds are considered income. Recipients of these funds are responsible for compliance with all applicable tax requirements including requirements of the Internal Revenue Service. Additionally, to receive cost-share for SL-6T the project must be installed on "agricultural land" according to the VACS program eligibility requirements.

Soil and Water Conservation Districts (SWCDs) share information concerning VACS funding limits and cost share funding that approved participants have received from other SWCDs to ensure the program applicant cap is not exceeded.

Yes **No** Have you received or will you receive cost share funding from another SWCD during the current program year? If yes, which one(s)?

I certify that I will not accept VACS program funds that exceed established limits whether funds I receive are issued by a single SWCD or multiple SWCDs during a single program year. Furthermore, I understand the limits of the tax credit I am eligible to receive.

Residential TMDLCS Program (if applicable to this request). The Residential TMDLCS Program has a baseline of 50% cost-share funding, and can be increased up to 75% based on income. The exception to these provisions is the septic tank pump-out practice, which is 50% cost share for all participants. Participants can request that the cost-share payment be made directly to the contractor for on-site sewage disposal practices with the exception of a septic tank pump-out. The applicant must complete the *Assignment of On-Site Sewage Disposal Practices Cost-Share Payment Authorization Form*. Through endorsement of this application, I authorize appropriate staff to verify my yearly adjusted gross income to determine my maximum cost-share eligibility. Cost-share funds are considered income. Recipients of these funds are responsible for compliance with all applicable tax requirements including requirements of the Internal Revenue Service.

VA Agricultural Tax Credit Program (if applicable to this request). The VA Agricultural Tax Credit Program (§§ 58.1-339.3 and 58.1-439.5) allows agricultural producers a tax credit equal to 25% of the first \$70,000 expended for all eligible agricultural best management practices completed in any single tax year. The amount of such credit shall not exceed \$17,500. If the amount of the certified tax credit exceeds the taxpayer's liability for the tax year in which the BMP was completed as certified by the SWCD Board, the excess may be refunded by the Tax Commissioner.

Sign Here

Date

COMMONWEALTH OF VIRGINIA
 Department of Conservation and Recreation, Division of Nonpoint Pollution Prevention, activities and employment opportunities are available to all people regardless of race, color, religion, sex, age, national origin or political affiliation. An equal opportunity/affirmative action employer.

(Original to be retained by the SWCD, Copy with Signature provided to the applicant)

Date Stamp _____



LANDOWNER AGREEMENT

The Trout Unlimited (Project Sponsor) has agreed to provide technical assistance to Project Hope (Landowner) for the purpose of implementing natural channel design restoration techniques to approximately 600 feet of Spout Run on the Landowner's property to reduce the amount of sediment entering Spout Run and to improve stream habitat.

Grant funds secured by Clarke County will cover the cost to fully implement the stream restoration project. The Landowner agrees that access to the Landowner's property will be allowed for the Project Sponsor and its hired contractors to:

- Evaluate the site and design options, and to observe construction and operation of the BMP.
• Spot check maintenance and monitoring following the completion of the project.
• Conducting information and education programs (i.e. field days for partners and funders).

Such access to the site shall be secured through consultation with the Landowner to determine a mutually agreeable date and time for access. Access for spot checks will be for the projected lifespan of the practice and subject to the same provisions regarding notification for a visit.

The Landowner agrees to maintain a vegetated riparian of at least 25 feet along the length of stream that is restored and agrees to exclude livestock from the restored section of stream and riparian buffer.

The Project Sponsor agrees to provide to The Landowner documentation evidencing both Liability and Workman's Compensation Insurance for any proposed contractor working on the Project HOPE site. The evidence of insurance is required to be available to Project HOPE with a minimum of 5 working days before start of project.

Handwritten signatures and dates for Landowner and Project Sponsor. Landowner signature: [Handwritten], Date: 3-1-13. Project Sponsor signature: SETH COFFMAN, TUSHARI Manager, Date: 3/1/13.

Trout Unlimited: America's Leading Coldwater Fisheries Conservation Organization
Shenandoah Headwaters Home Rivers Initiative
phone: 540.333.0689 • email: scoffman@tu.org • www.tu.org

Virginia to hold public meetings on Soil and Water Conservation Districts

FOR IMMEDIATE RELEASE
September 23, 2013

Contact: Bill Hayden
(804) 698-4447
william.hayden@deq.virginia.gov

RICHMOND, VA. – Virginia is holding a series of public meetings in October and November to evaluate the role of Soil and Water Conservation Districts in providing effective delivery of water quality services and technical assistance.

Seven public meetings will be held from 6:30 to 9 p.m. in locations convenient to the Commonwealth's six Soil and Water Conservation District areas and one on the Eastern Shore. The locations and dates are:

- Augusta County Government Center, Verona – October 1.
- Henrico County Government Center – October 3.
- Hampton Roads Planning District Commission, Chesapeake – October 8.
- Emory and Henry College, Emory – October 24.
- Culpeper County Reva Fire and Rescue, Culpeper – October 28.
- Olde Dominion Agricultural Complex, Chatham – October 30.
- Eastern Shore Community College, Melfa – November 7.

Under legislation approved by the 2013 General Assembly and signed by Gov. Bob McDonnell, the meetings are being convened by the directors of the Departments of Environmental Quality and Conservation and Recreation; the Commissioner of Agriculture and Consumer Services; members of the Senate Committee on Agriculture, Conservation and Natural Resources; and members of the House Committee on Agriculture, Chesapeake and Natural Resources. Also participating will be representatives of Soil and Water Conservation Districts, agriculture and environmental groups.

Each meeting will include a public comment opportunity, as well as a roundtable discussion on the role that Soil and Water Conservation Districts play in providing assistance in delivery of water quality services for nonpoint source pollution management, and in providing technical assistance for such programs as erosion and sediment control and stormwater management.

Additional information is available on the Virginia Department of Agriculture and Consumer Services website at www.vdacs.virginia.gov/pdf/files/swcd.pdf.



2013 Legislative Priorities and Positions for Clarke County Adopted 11/20/2012

Issue: State Tax Reform, Cost and Revenue Shifting and State Year-end Surplus Funds

Clarke County calls upon the Commonwealth to restructure state income, sales and use taxes to address anachronistic tax policies. Tax reform is required to help buttress the Commonwealth's General Fund which finances most core government functions and must be stabilized to meet current and foreseeable core service demands. Failure to address this need has resulted in the unfair gradual shifting of costs and the outright reduction in aid to localities to balance the state budget. With each passing year Clarke County has been required to raise real estate taxes in order to incrementally subsidize a variety of traditionally state funded (or state shared) costs (Compensation Board, Registrar, Cooperative Extension, Line of Duty, Social Services and the court system for example). This cost shifting places a tremendous burden on a regressive real estate tax system. Cost shifting must stop and the tax system must be reformed to reduce the burden on the real estate tax. Action must be taken to restore "Aid to Localities".

At a minimum tax reform should meet the following criteria:

- Reduction of local dependence on the real estate tax.
- Offset any change that reduces or eliminates an existing local funding source by a new or expanded source. Clarke County opposes repeal of the machinery and tools tax or the BPOL tax unless such offset is guaranteed.
- Ensure equal taxing authority to towns, cities and counties.
- Protection of the commonwealth's general fund and preservation for core government functions such as public education, health and human services, public safety, natural resources and environmental services. Transportation maintenance and improvements should be paid by user fees.

Issue: Education

Clarke County supports full funding by the Commonwealth of its share of the true cost of K-12 public education without reducing other parts of the budget affecting local government or shifting costs from the Commonwealth to localities.

Issue: Transportation

Transportation improvements should be funded by user fees, not the General Fund. Otherwise, funds will be effectively taken away from the funding of education, natural resources, etc.

Further, Clarke County does not support the devolution or cost shifting of transportation responsibilities to counties, especially smaller counties, like Clarke, that do not have the scale of work to allow for the efficient provision of services.

2013 Legislative Priorities And Positions For Clarke County

Issue: Groundwater Control by Locality

Clarke County supports legislation that would allow counties to prohibit installation of alternative onsite septic systems in environmentally sensitive areas such as karst terrain. Moreover, Clarke believes the inspectors (operators) of alternative systems (AOSS) should be required to both sample the effluent of their AOSS and submit a written report to the Health Department annually. In addition, each local Health Department should be required to make an annual random sample of 10% of the AOSS in their area.

Issue: Water Protection and Chesapeake Bay TMDL

Clarke County supports action by the Commonwealth to ensure protection of groundwater, clean rivers, a clean Bay and a viable agricultural community. Clarke expects the Commonwealth to advance a supportable plan with adequate funding and/or regulations to protect our rivers, groundwater and the Bay at reasonable cost to farmers, towns and citizens.

Issue: Voting Districts

Clarke County requests the boundary line between House Districts 10 and 33 be revised to more closely align the local election Districts. This change would affect about 150 voters and would dramatically ease the burden on local election officials.

Issue: Growth Management

Clarke County believes that the authority to plan and regulate land use should remain with the local governing bodies and Clarke opposes any legislation that would weaken that authority.

Issue: Hunting

Clarke County believes the Commonwealth's hunting rules are fine the way they are and sees no reason to change them.

Issue: Wireless and Broadband Access

It is clear that Verizon Wireless, AT&T and the other internet, broadband and cellular providers will not provide wireless communication broadband service to rural areas unless they are given incentives or a mandate to do so. Clarke County asks that the Commonwealth take steps to encourage or require rural access to modern broadband and cellular technology to rural areas just as was done years ago when electrical and telephone service became important technologies.

Issue: Sales Tax Collection from Out-of-State Providers

Clarke believes that in this modern era of Internet sales the Commonwealth should do everything it can to collect sales tax from as many Internet sales companies as possible.

2014 Voter Registrar Association of Virginia (VRAV) Legislative Agenda

At the recent 2013 VRAV Annual Meeting, members voted overwhelmingly to present the following as our Top-Three legislative priorities to the General Assembly (GA):

#1 Request the General Assembly charter a GA Committee to study the evolution of General Registrar (GR) duties since 1991

- Virginia's population, the number of registered voters, and the number of voters in Presidential and Gubernatorial elections, over the past twenty years, has increased dramatically
- The numbers and types of elections held every year has increased
- The number, type and complexity of technological systems used in the Voter Registration and Elections Management processes are constantly evolving; the level of professionalism required to be a GR grows constantly because of these factors
- The population bands/breaks that are used to determine funding for the locality served are not the same as the population bands/breaks used for other offices serving the same locality
- All eligible voters of the Commonwealth do not have equal access to the services of their GR
- It has been over 20 years since the contributions of and the requirements to be a General Registrar have been studied by the General Assembly

#2 Request adequate and recurring funding for the State Board of Elections (SBE)

- The State Board of Elections (SBE) is specifically chartered to supervise and coordinate the work of the electoral boards and registrars in order to achieve uniformity in their practices and to protect the integrity of the voting process
- SBE's administrative funding line has decreased over 30% in the past seven years even while the complexity of voter registration and elections constantly increases
- SBE's reimbursement to locales for GR and Electoral Board stipend funding has also decreased over 30% in the same period, at the same time that the complexity of locality duties has constantly increased
- SBE has decreased support to the localities over the same period by decreasing staff and curtailing various services; a trend, that if not reversed will begin to affect: coordinating voter registration list maintenance activities, the electronic pollbook program, voting equipment standards and security, training for local election officials, and implementation of new legislation annually
- Political and public demand for election uniformity continues insatiably

#3 Request adequate multi-year funding for election equipment modernization

- Virginia's 133 localities maintain various places on the election equipment modernization spectrum; and each of the 133 localities has a different perspective as to their financial ability to move toward modern voting systems on that spectrum
- The touchscreen/Direct Recording Electronic (DRE) voting machine has fallen into disrepute for several reasons – one being that DRE systems generally provide no paper trail
- The lack of political and public confidence in DRE systems led the election equipment industry to declare that it will eventually stop supporting DRE systems
- The GA has declared that DREs are not to be purchased, traded or otherwise acquired by Virginia localities
- Very few locales will be willing and able to purchase state-of-the-art voting equipment absent significant SBE funding assistance

MEMORANDUM

TO: Board of Supervisors
 FR: Thomas Judge, Director of Joint Administrative Services
 DT: September 17, 2013
 RE *September Finance Committee Report*

1. **FY 13 Year End Supplementals.** The following is a draft of the supplemental appropriation actions that will be requested in October when final numbers are established:

Account	Expenditure	Appropriation	Revenue	Transfer	Explanation
Circuit Court	1,199			1,199 from contingency	Court ordered juries
General District Court	890			890 from contingency	Payment of Public Defender fees because defendants didn't pay fines.
Clerk of the Circuit Court	2,629			2,629 from contingency	PT salaries for Supreme Court mandated additions to web access system; 3 computers
Sheriff	12,550			12,550 from contingency	Leave payout for Chief Deputy
Criminal Justice Training Center	300			300 from contingency	Estimation Error, question on whether we control this.
Emergency Medical Services	1,237			1,237 from contingency	Additional PT salaries to cover for FT sick leave
Regional Jail	44			44 from contingency	Minor variance
Sanitation (FCSA)	2,477			2,477 from contingency	Rate increase in excess of budget.
Board of Zoning Appeals	2,185			2,185 from contingency	Perry Quarry Appeal
Office of Economic Development	1,933			1,933 from Legal Contingency	Waterloo Water/Sewer Connection Fee Legal Assistance
School Capital	11,160	11,160	11,160		IEP Software Grant
School Debt		3,810 local	-3,810 federal		Sequester cut to BAB.

2. **Conservation Easement Purchase Public Hearing (reminder).** A public hearing is set for October 15 for the Chapman Easement. The Chapman Conservation Easement purchase is a total of \$420,000 of which \$97,500 is already appropriated. Therefore:

“Be it resolved that FY 14 budgeted expenditure for the Conservation Easement Fund be increased \$322,500, and the same appropriated, and be it further resolved that combined revenue from the Piedmont Environmental Council, the Virginia Department of Agricultural and Consumer Services, and the Virginia Land Conservation Fund be recognized in the same amount, all for the purchase of Conservation Easements.”

3. **Conservation Easement Fund checking account.** The Conservation Easement Authority has agreed to merge its assets with the County’s Conservation Easement Fund effective January 1. These assets totaled \$99,418 at the end of August including \$7,334 in checking whose source is donations, \$55,550 held in an investment account whose source is donations, and \$36,624 held in an investment account whose source is the Commonwealth of Virginia, and whose purpose is to monitor compliance with easement terms and conditions subsequent to purchase.
4. **Conservation Easement Fund Carryover.** Attached is the carryover recommendation for the Conservation Easement Fund. This is still a draft until we can determine exact assets, as of June 30, of the three accounts mentioned above, but not previously included.
5. **School Board Carryover Request.** The School Board adopted the following: “Be it resolved that the Board of Supervisors is requested to transfer unexpended FY 13 School Operating Fund local transfer authority to the FY 14 School Capital Projects Fund one-third for the purpose of purchasing Instructional Technology, and two-thirds for Safety and Security Items, once the final amount is determined.” The action to approve this is: *“Be it resolved that FY 14 School Capital Projects expenditures be increased \$121,278, and the same appropriated, all for the purpose of School Technology and School Security purchases.”*
6. **Capital Projects Carryover.** Attached are carryover requests for the General Government and Schools Capital budgets.
7. **Sheriff’s Communication Grant.** Please find documents attached concerning the Sheriff’s request for appropriation of grant funding and related match. The cost of purchasing the equipment necessary to resolve the Volunteer Fire radio issue is approximately \$160,000. The County has received a grant for \$80,094, and the Sheriff is suggesting using the \$50,000 currently appropriated for a Communications study for a portion of the needed amount, leaving \$30,094 to be identified.

8. **Parks and Recreation Field Lighting Project.** The Parks and Recreation Advisory Committee is supporting the purchase and installation of ball field lighting at the Chet Hobert Park. The Committee continues to work to secure 100% of the funding for this project, but uncertainties such as rock removal costs has led them to request that the Board of Supervisors put at their disposal \$25,000 of funds currently budgeted for Parks Westside Improvements. The Finance Committee requested answers to questions concerning project management, budget, and operations. Answers to these questions will be made available at the Finance Committee meeting on Monday.
9. **Parks Request for Use of Available Balance in Tennis Court Renovation account.** Please see the attached email from the Parks Director requesting transfer of \$53,401 from the available balance of the Tennis Court renovation project to a new project the goal of which is demolition of the previous Park Office, and construction of a shelter/bandstand.
10. **Request for Use of Recreation Center available balance for Generator purchase.** The County Administrator will address the need for an emergency generator to serve the Recreation Center. An available balance of \$59,585 remains in the Recreation Center capital project.
11. **Extension of Natural Gas Service to Maintenance Facility/Animal Shelter.** An analysis of the return on investment for extension of natural gas is attached. The ROI can be achieved in an 8-12 year time horizon. The rates for Natural Gas and Propane vary a great deal from month to month, but the spread between them continues roughly the same. The initial outlay is estimated to be \$90,000.
12. **Transfer from Parks Construction Fund.** The Parks Director will present a request for appropriation of \$450 of certain donations for use in purchase of items related to the swimming pool.
13. **General Fund Balance Update/Fund Balance Designations.** Please find attached the ending fund balance for FY 13. The Committee should discuss the designations of this fund balance for inclusion in the FY 13 Financial Report.
14. **Retirement System Disability Program.** The new VRS Hybrid Retirement Plan taking effect in January requires a Disability Insurance component. VaCorp, the School Division's Liability Insurance carrier, has worked with The Standard to develop a Disability Insurance program that

provides an alternative to the program provided by the Virginia Retirement System. Note that VaCorp has facilitated the option, but The Standard would directly provide the program to communities in the Commonwealth because VaCorp cannot do so under its current charter. A description of the program is attached. The Joint Administrative Services Board has recommended approval of this option, and the School Board approved the same when they met on September 23rd. Comparison rates are as follows:

Proposed Disability Insurance Rates (% of payroll)		
<i>Group Name</i>	<i>VACORP</i>	<i>VRS</i>
Government	.79	.91
School Non-Professional	.37	.91
School Professional	.37	.39

15. **Acceptance of September Bills and Claims.** *The Finance Committee should consider recommendation of acceptance of September Bills and Claims.*

16. **Standing Reports.** The following are included: Reconciliation of Appropriations (FY 13 and FY 14). General Government Expenditure Summary (September).

THIS IS A DRAFT COPY - THE FIGURES BELOW MAY NOT BE FINAL

Conservation Easement Fund												
As of Jun30 2013												
Fund 235												
Description	Unappropriated Starting Fund Balance	FY12 Carryover	FY 13 Original Budget/ Revenue Estimate	FY13 Supplemental Budget	FY13 Addtl Supplemental	Inter-project Adjusts	Cumulative Budget With Adjusts	Outstandi cumbrat	Year-to Date Expenditure/ Revenue	Available Appropriations	Unappropriated Ending Fund Balance	Notes
Expenditures												
Professional Services						3,141	3,141		3,141	-		
Postage						190	190		190	0		
Materials and Supplies						89	89		89	0		
Purchase of Development Rights		227,639	150,000	766,079	241,307	(3,420)	1,381,605		489,841	891,764		
Total Expenditure		227,639	150,000	766,079	241,307	(0)	1,385,025		493,260	891,764		
Revenues												
Land Use Rollback	24,380								19,429		43,809	moved end of yr balance to unappropriated fund bal
Local Grants				67,275	46,375		113,650		66,150	47,500		
State Grants		64,780		164,304	22,182		251,266		109,280	141,985		this revenue includes \$34,159 from State
Federal Grants				534,500	172,750		707,250		324,250	383,000		
Donations											62,884	
Commonwealth of Virginia											36,624	
Total Revenue	24,380	64,780		766,079	241,307		1,072,166		519,109	572,485	143,317	
Conservation Easement Fund Balance												
Appropriated Local Tax Funding		181,460	150,000				331,460		150,000	181,460		
Total Revenue and Fund Balance	24,380	246,240					1,403,626		669,109	753,945	143,317	

as of 09/30/13

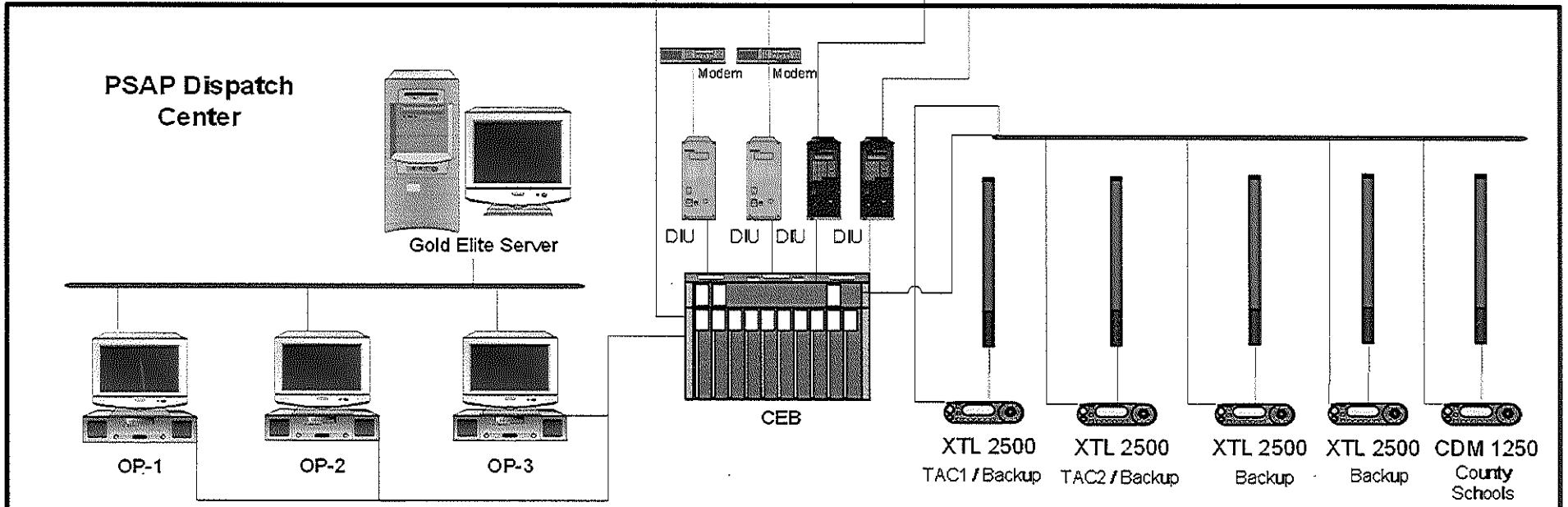
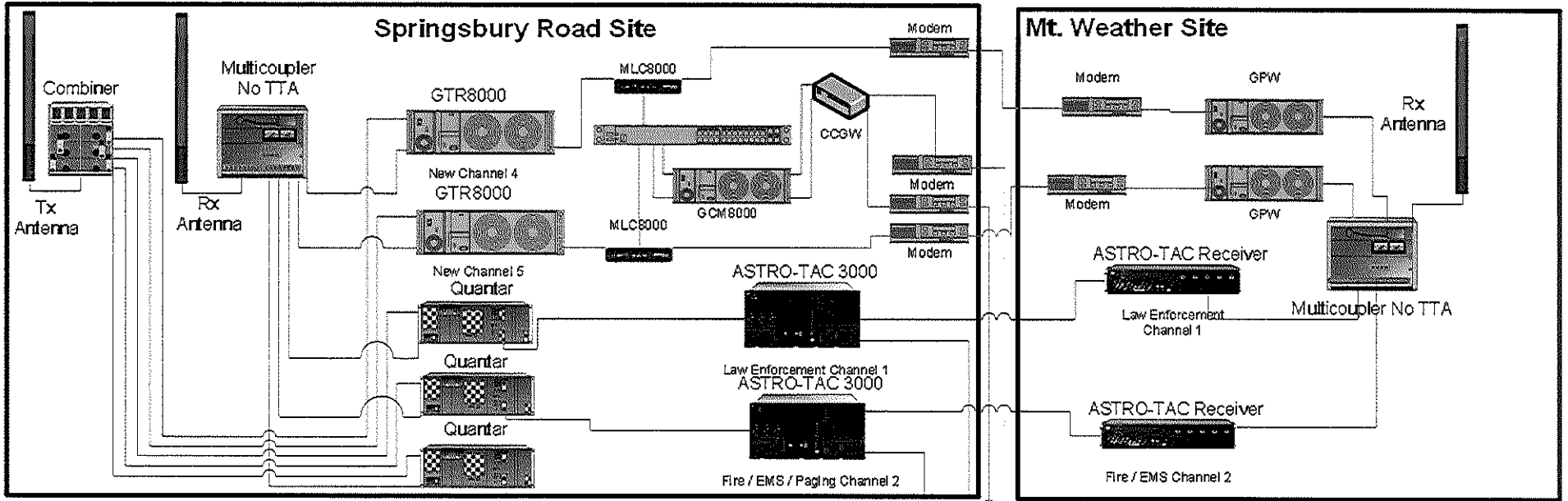
**Government Capital Projects
June 30, 2013**

Code	Description	FY 12	FY 13 Original	FY13	Inter-project	Cumulative	Outstanding	Year-to Date	Available	Notes
		Carryover	Budget/ Revenue Estimate	Supplemental Budget						
301	General Government Capital Expenditure									
800										
94203	Sheriff's Equipment (fingerprinting, etc.)	20,827	8,925			29,752		8,925	20,827	
94204	HVAC Systems	-	15,000		228,384	243,384		193,937	49,446	County portion of HVAC for JGC is 243,383.84 and Town's portion is 144,788.16. add 228,384 from sheriffs renovation
94210	Auto Replacement	33,929	26,456			60,385		27,729	32,656	
94214	Resurface Tennis Courts	90,000				90,000		36,599	53,401	
94215	Pool Repair	19,999		2,686		22,685		2,083	20,602	
94216	Fencing - Ballfield & Pool		10,000			10,000			10,000	
94271	Additional Parking	10,000				10,000			10,000	
94278	Sheriff's Vehicles	87,811	83,542			171,353		72,816	98,537	
94280	Communications Study		50,000			50,000			50,000	
94283	Sheriff's Mobile Radio System	15,580			(322)	15,258			15,258	move 322 to E-911 ph system to cover bid
94284	Park Expansion	30,000			(20,000)	10,000			10,000	move 20k to Parks Westside
94294	Phone System (E-911)		117,024	55,350	322	172,696		57,565	115,131	add 322 from Sheriff mobile radio system to cover bid
94298	Economic Development	332,803		200,000	(49,109)	483,694		306,180	177,514	move 49,109 to plan updates, add \$200k supplemental
94299	Technology Improvements	3,520	55,363			58,883		38,011	20,872	
94318	Sheriff's Building Renovation	404,922			(228,384)	176,538		12,581	163,957	move 228,384 to HVAC to cover repairs
94319	Roofing	112,333				112,333		25,700	86,633	
94320	Plan Updates	9,661			49,109	58,770		11,030	47,740	add 49,109 from economic development
94324	Carpeting (includes Gen Dist Courthouse Seating)	39,080				39,080		8,252	30,828	tile at rec ctr, courthouse area, etc.
94325	Landscaping	15,375				15,375			15,375	
94331	Parks Westside Sitework/Parking	47,024			40,000	87,024			87,024	add 40k from park expansion & park signs
94334	Parks Signs/Pool Roof	20,000			(20,000)	-			-	move 20k to Parks Westside
94337	Recreation Center Additions/Wall Crack	647,559				647,559		553,947	59,585	
94338	Systems Integration	75,900				75,900			75,900	
	Total Expenditure	2,016,323	366,310	258,036	-	2,640,669	-	1,355,355	1,251,287	
	Revenue			624,346						
301-000	Debt Proceeds	75,758				75,758			-	\$15,007.50 of expenditures has been requested from RDA but not yet received
301-000	Senior Center Fund Raising	35,384				35,384		1,357	-	Revenue shortfall of \$34,027 netted against expense
301-000	Donation for Dog Park	3,035				3,035		7,082	-	
301-000	Commonwealth Revenue - Governors Opportunity Fund			200,000		200,000		200,000	-	
	E-911 PSAP Grant		117,024	55,350		172,374		57,565	114,809	
	Transfer from Parks construction fund			2,686		2,686		2,686	-	
	Total Revenue	114,177	117,024	258,036	-	489,237		268,690	114,809	
	Capital Projects Fund Balance			375,060						
	Economic Development	332,803			(49,109)	283,694		106,180	177,514	
	Total Revenue and Fund Balance	446,980	117,024	258,036	(49,109)	772,931			292,323	
	Total Expenditures less Revenue and Fund Balance	1,569,343				1,867,738			958,964	

School Capital Projects
June 30, 2013

THIS REPORT IS PRELIMINARY - NOT THE FINAL FISCAL YEAR 2013 END REPORT

Description	FY 12 Carryover	FY 13 Original Budget/ Revenue Estimate	FY13 Supplemental Budget	Inter-Project Adjusts	Cumulative Budget With Adjusts	Outstanding Encumbrance	Year-to Date Expenditure/ Revenue	Available Balance	Notes
School Capital Expenditure									
School Furniture Replacement	15,332	21,200			36,532		24,985	11,547	
Uniform Replacements and Band Instruments	-	30,000		3,700	33,700		30,890	2,810	
Athletic Equipment and Uniforms	-	10,400			10,400		7,340	3,060	
Buses	20,105	85,800			105,905		74,200	31,705	
Passenger Vehicle	18,163				18,163		14,547	3,616	
School Food	53,341	20,800		(3,360)	70,781		41,295	29,486	
Food Service Technology				3,360	3,360		3,360	-	
Modular Classroom Removal	34,640				34,640		26,960	7,680	
Elementary Electrical Upgrades	33,539				33,539			33,539	
Painting	51,300				51,300		268	51,032	
Heating, Ventilation, & AC Replacements	26,007	26,000			52,007		27,620	24,387	
Playground Match PTO - Cooley			15,000		15,000		920	14,080	
Playground Match PTO - Boyce			15,000		15,000			15,000	
School Signage			10,000		10,000		71	9,929	
Roof Replacements	33,200				33,200			33,200	
Fleet Radio System			52,118		52,118		52,118	0	
Flooring	26,440				26,440		1,425	25,015	
Security Improvements	107,532				107,532		13,778	93,754	
CCHS Practice/Football Field Renovation	6,904				6,904		1,533	5,371	
Paving/Sidewalk Repair & Improvement	31,500	10,000			41,500		172	41,328	
Fencing Replacements	35,000				35,000			35,000	
Strategic Space Planning	40,466				40,466			40,466	
Student Records/Attendance & Health - Technology	29,110				29,110		11,700	17,410	
ERP System			100,000		100,000			100,000	
IEP Management System							1,464	(1,464)	
IEP Management System	11,920		11,160		23,080		21,030	2,050	original appropriation short by \$11,160 - supplemental appropriation need
Subtotal General Projects	574,499	204,200	203,278	3,700	985,677	-	355,674	630,003	
Technology Improvements	103,256	146,000	90,000	(3,700)	335,556		44,130	291,426	\$120,000 supplemental less \$30,000 moved to operating, net is \$90,000
Instructional Tech - Facilities	58,764	154,000			212,764		47,795	164,969	
Subtotal Technology	162,020	300,000	90,000	(3,700)	548,320	-	91,925	456,395	
New High School	1,357,811				1,357,811		1,128,878	228,933	
Renovation of Former High School	3,688,954			3,495,597	7,184,551		399,407	6,785,144	
Renovation of DG Cooley Elementary School	1,863,990			(1,821,309)	42,681		42,681	(0)	
Renovation of Berryville Primary School	1,706,457			(1,674,288)	32,169		6,599	25,570	
Subtotal Building Construction	8,617,212	-	-	-	8,617,212	-	1,577,566	7,039,646	
Total Expenditure	9,353,731	504,200	293,278	0	10,151,209	-	2,025,165	8,126,044	
Revenue									
School Software Grant	11,920	52,510	(40,840)		23,590		22,494	1,096	original appropriation short by \$11,160 - supplemental appropriation needed
Instructional Technology State	58,764	154,000			212,764		47,795	164,969	
Subtotal Technology	70,684	206,510	(40,840)		236,354	-	47,795	166,065	
Capital Projects Fund Balance									
Bond Proceeds for School Construction	4,950,085				4,950,085		1,528,286	3,421,799	
Subtotal Fund Balance (Construction)	4,950,085	-	-	-	4,950,085	-	1,528,286	3,421,799	
Total Revenue and Fund Balance	5,020,769	206,510	(40,840)		5,186,439	-	1,576,080	3,587,865	



Legend

- Ethernet
- V.24
- Copper Telephone Lines
- Page Equipment

CLARKE COUNTY, VIRGINIA

Add VHF Frequencies

February 11, 2013

Site	System	Item		Model	Item	Unit List	Unit Contract	Extd
Name	Segment	Num	Qty	Number	Description	Price	Price	Cont Price
SPRINGSBUR	GTR8000	1	1	T7039	GTR 8000 BASE RADIO	\$ 6,000.00	\$ 4,800.00	\$ 4,800.00
SPRINGSBUR	GTR8000	1a	1	X530BG	ADD: VHF (136-174 MHZ)	\$ 6,300.00	\$ 5,040.00	\$ 5,040.00
SPRINGSBUR	GTR8000	1b	1	CA01484AA	ADD: ASTRO 25 CONVENTIONAL SOFTWARE	\$ 6,500.00	\$ 5,200.00	\$ 5,200.00
SPRINGSBUR	GTR8000	1c	1	CA01505AA	ADD: ASTRO 25 CONVENTIONAL VOTING S	\$ 300.00	\$ 240.00	\$ 240.00
SPRINGSBUR	GTR8000	1d	1	CA01400AA	ADD: POWER CABLE, DC	\$ -	\$ -	\$ -
SPRINGSBUR	GTR8000	1e	1	X153AW	ADD: RACK MOUNT HARDWARE	\$ 50.00	\$ 40.00	\$ 40.00
SPRINGSBUR	GTR8000	2	1	T7039	GTR 8000 BASE RADIO	\$ 6,000.00	\$ 4,800.00	\$ 4,800.00
SPRINGSBUR	GTR8000	2a	1	X530BG	ADD: VHF (136-174 MHZ)	\$ 6,300.00	\$ 5,040.00	\$ 5,040.00
SPRINGSBUR	GTR8000	2b	1	CA01484AA	ADD: ASTRO 25 CONVENTIONAL SOFTWARE	\$ 6,500.00	\$ 5,200.00	\$ 5,200.00
SPRINGSBUR	GTR8000	2c	1	CA01505AA	ADD: ASTRO 25 CONVENTIONAL VOTING S	\$ 300.00	\$ 240.00	\$ 240.00
SPRINGSBUR	GTR8000	2d	1	CA01400AA	ADD: POWER CABLE, DC	\$ -	\$ -	\$ -
SPRINGSBUR	GTR8000	2e	1	X153AW	ADD: RACK MOUNT HARDWARE	\$ 50.00	\$ 40.00	\$ 40.00
SPRINGSBUR	GTR8000	3	4	DSTEL62095482	ANALOG MODEM V3600 110 120VAC SA UI	\$ 1,170.00	\$ 1,053.00	\$ 4,212.00
SPRINGSBUR	GTR8000	4	1	CLN1856	2620-24 ETHERNET SWITCH	\$ 2,250.00	\$ 1,800.00	\$ 1,800.00
SPRINGSBUR	GCM8000	5	1	T7321	GCM 8000 COMPARATOR	\$ 3,000.00	\$ 2,400.00	\$ 2,400.00
SPRINGSBUR	GCM8000	5a	2	CA01183AA	ADD: GCM 8000 COMPARATOR	\$ 5,000.00	\$ 4,000.00	\$ 8,000.00
SPRINGSBUR	GCM8000	5b	1	CA01505AC	ADD: ADD: ASTRO 25 CONV VOTING SW	\$ 2,000.00	\$ 1,600.00	\$ 1,600.00
SPRINGSBUR	GCM8000	5c	1	CA01400AA	ADD: POWER CABLE, DC	\$ -	\$ -	\$ -
SPRINGSBUR	GCM8000	5d	1	X153AW	ADD: RACK MOUNT HARDWARE	\$ 50.00	\$ 40.00	\$ 40.00
SPRINGSBUR	GCM8000	6	2	CA01484AC	ADD: ASTRO 25 CONVENTIONAL SOFTWARE	\$ 8,000.00	\$ 6,400.00	\$ 12,800.00
SPRINGSBUR	CCGW	7	1	SQM01SUM020	GGM 8000 GATEWAY	\$ 4,200.00	\$ 3,360.00	\$ 3,360.00
SPRINGSBUR	CCGW	7a	1	CA01619AA	ADD: DC POWER	\$ -	\$ -	\$ -

CLARKE COUNTY, VIRGINIA

Add VHF Frequencies

February 11, 2013

Site	System	Item		Model	Item	Unit List	Unit Contract	Extd
Name	Segment	Num	Qty	Number	Description	Price	Price	Cont Price
SPRINGSBUR	CCGW	7b	1	CA01618AA	ADD: CONV CHAN GATEWAY	\$ 2,000.00	\$ 1,600.00	\$ 1,600.00
SPRINGSBUR	MLC8000	8	1	F2979	SM,MLC8000 MOD	\$ 1,000.00	\$ 800.00	\$ 800.00
SPRINGSBUR	MLC8000	8a	1	VA00786AA	ADD: GCM 8000 SIMULCAST VOTING V.24	\$ -	\$ -	\$ -
SPRINGSBUR	MLC8000	8b	1	VA00012AA	ADD: 120/240VAC TO +12VDC POWER ADA	\$ 50.00	\$ 40.00	\$ 40.00
SPRINGSBUR	MLC8000	8c	1	VA00011AA	ADD: 19INCH RACK MOUNT HARDWARE KIT	\$ 50.00	\$ 40.00	\$ 40.00
SPRINGSBUR	MLC8000	9	1	F2979	SM,MLC8000 MOD	\$ 1,000.00	\$ 800.00	\$ 800.00
SPRINGSBUR	MLC8000	9a	1	VA00786AA	ADD: GCM 8000 SIMULCAST VOTING V.24	\$ -	\$ -	\$ -
SPRINGSBUR	MLC8000	9b	1	VA00012AA	ADD: 120/240VAC TO +12VDC POWER ADA	\$ 50.00	\$ 40.00	\$ 40.00
SPRINGSBUR	MLC8000	9c	1	VA00011AA	ADD: 19INCH RACK MOUNT HARDWARE KIT	\$ 50.00	\$ 40.00	\$ 40.00
SPRINGSBUR	COMB.MUL	10	1	DQ753705739T	TX COMBINER	\$ 26,699.00	\$ 24,029.10	\$ 24,029.10
SPRINGSBUR	COMB.MUL	10a	1	DQ753705739T	BYRD ENGINEER RETUNE COMBINER	\$ 11,335.00	\$ 11,335.00	\$ 11,335.00
SPRINGSBUR	RACK	11	1	TRN7343	SEVEN AND A HALF FOOT RACK	\$ 495.00	\$ 445.50	\$ 445.50
MT_WEATHER	GPW	12	1	T7540	GPW 8000 RECEIVER	\$ 1,000.00	\$ 800.00	\$ 800.00
MT_WEATHER	GPW	12a	1	X530BH	ADD: VHF (136-174 MHZ)	\$ 3,200.00	\$ 2,560.00	\$ 2,560.00
MT_WEATHER	GPW	12b	1	CA01948AB	ADD: ASTRO 3.1 CONVENTIONAL SOFTWARE	\$ 2,000.00	\$ 1,600.00	\$ 1,600.00
MT_WEATHER	GPW	12c	1	CA01400AA	ADD: POWER CABLE, DC	\$ -	\$ -	\$ -
MT_WEATHER	GPW	12d	1	X153AW	ADD: RACK MOUNT HARDWARE	\$ 50.00	\$ 40.00	\$ 40.00
MT_WEATHER	GPW	13	1	T7540	GPW 8000 RECEIVER	\$ 1,000.00	\$ 800.00	\$ 800.00
MT_WEATHER	GPW	13a	1	X530BH	ADD: VHF (136-174 MHZ)	\$ 3,200.00	\$ 2,560.00	\$ 2,560.00
MT_WEATHER	GPW	13b	1	CA01948AB	ADD: ASTRO 3.1 CONVENTIONAL SOFTWARE	\$ 2,000.00	\$ 1,600.00	\$ 1,600.00
MT_WEATHER	GPW	13c	1	CA01400AA	ADD: POWER CABLE, DC	\$ -	\$ -	\$ -
MT_WEATHER	GPW	13d	1	X153AW	ADD: RACK MOUNT HARDWARE	\$ 50.00	\$ 40.00	\$ 40.00
MT_WEATHER	MODEM	14	2	DSTEL62095482	ANALOG MODEM V3600 110 120VAC SA UI	\$ 1,170.00	\$ 1,053.00	\$ 2,106.00
PSAP_DISP	DIU	15	2	HKUN4101	DIU3000 REFURBISHED	\$ 5,000.00	\$ 4,500.00	\$ 9,000.00
PSAP_DISP	MODEM	16	2	DSTEL62095482	ANALOG MODEM V3600 110 120VAC SA UI	\$ 1,170.00	\$ 1,053.00	\$ 2,106.00
SPRINGSBUR	SPARES	17	1	DLN1376	FRU: VHF (136-174 MHZ) XCVR	\$ 1,200.00	\$ 960.00	\$ 960.00

CLARKE COUNTY, VIRGINIA

Add VHF Frequencies

February 11, 2013

Site Name	System Segment	Item Num	Qty	Model Number	Item Description	Unit List Price	Unit Contr. Price	Extd Contr. Price
SPRINGSBUR	SPARES	18	1	DLN1377	FRU: VHF (136-174 MHZ) PA	\$ 1,200.00	\$ 960.00	\$ 960.00
SPRINGSBUR	SPARES	19	1	DLN6781	FRU POWER SUPPLY	\$ 2,200.00	\$ 1,760.00	\$ 1,760.00
SPRINGSBUR	SPARES	20	1	DLN1338	FAN MODULE	\$ 206.00	\$ 164.80	\$ 164.80
DISP_UPGRA	SOFTWARE	21	1	B1879	CENTRACOM GOLD SOFTWARE REFRESH PAC	\$ -	\$ -	\$ -
DISP_UPGRA	SOFTWARE	21a	3	X03	ADD: SOFTWARE REFRESH, ELITE/ADMI0D	\$ 550.00	\$ 495.00	\$ 1,485.00
DISP_UPGRA	SOFTWARE	22	1	TT2314	WIN 2008 SVR R2 64 BIT - ASTRO DATA	\$ 1,200.00	\$ 1,080.00	\$ 1,080.00
DISP_UPGRA	MEMORY	24	3	DDN9566	1GB RAM (NON-RETURNABLE)	\$ 108.00	\$ 97.20	\$ 291.60
DISP_UPGRA	SOFTWARE	25	3	DDN1240A	WINDOWS 7 PROFESSIONAL 32/64 BIT FU	\$ 565.00	\$ 508.50	\$ 1,525.50
					TOTAL EQUIPMENT			\$ 135,460.50
					TOTAL SERVICES			\$ 24,727.00
					SYSTEM TOTAL			\$ 160,187.50

Clarke County

tjudge@clarkecounty.gov

Remaining Money from Tennis Court Resurfacing

Wed, Sep 11, 2013 04:32 PM

From : Lisa Cooke <lcooke@clarkecounty.gov>**Subject :** Remaining Money from Tennis Court Resurfacing**To :** Tom Judge <tjudge@clarkecounty.gov>**Cc :** David Ash <dash@clarkecounty.gov>, Michael Hobert <lawyers@visuallink.com>, Bobby Levi <blevi@clarkecounty.gov>

Tom,

After reviewing the preliminary year end reports for Government Capital Projects, I would like to request that the \$53,401 that is remaining in the tennis court resurfacing project be moved into a line item that would be designated for the removal of the old park office structure and the water and fiber line work that needs to be done with this removal.

In FY 2015, we are projected to start a bandstand/shelter project in that area and this calls for the removal of the structure. This is perfect timing in that the Rotary Club of Clarke County would also like to make a substantial donation (approximately \$20,000-\$25,000) for a shelter during this same time frame.

Thank you for taking this request to the Board.

Lisa

Lisa Cooke, Director
Clarke County Parks and Recreation
225 Al Smith Circle
Berryville, VA 22611
(540) 955-5140 (p)
(540) 955-4049 (f)

Maint & Animal

10/01/13

Maintenance Facility and Animal Shelter Gas Extension
Natural Gas versus Propane

Source: Joint Administrative Services

Current High Propane Usage	Gallons	BTUs
Animal Shelter	7,947	727,524,009
Maintenance Facility	6,484	593,590,748
Total	14,431	1,321,114,757

Current Cost Data (Sep 2013)	Measure	Price	BTU	
			Conversion Factor	Price per BTU
Natural Gas	Therm	0.88	100,000	0.0000088000000000
Propane	Gal	1.5	91,547	0.000016385026271

Cost Comparison	Initial Capital	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
Natural Gas												
Price per BTU	0.0000088000000000	0.0000088000000000	0.0000088000000000	0.0000088000000000	0.0000088000000000	0.0000088000000000	0.0000088000000000	0.0000088000000000	0.0000088000000000	0.0000088000000000	0.0000088000000000	0.0000088000000000
Usage Estimate (BTU)	1,321,114,757	1,321,114,757	1,321,114,757	1,321,114,757	1,321,114,757	1,321,114,757	1,321,114,757	1,321,114,757	1,321,114,757	1,321,114,757	1,321,114,757	1,321,114,757
Cost (Initial and Annual)	89,581	11,626	11,626	11,626	11,626	11,626	11,626	11,626	11,626	11,626	11,626	205,839
<i>Note: Initial includes 3K HVAC conversion</i>												
Propane												
Price per BTU	0.000016385026271	0.000016385026271	0.000016385026271	0.000016385026271	0.000016385026271	0.000016385026271	0.000016385026271	0.000016385026271	0.000016385026271	0.000016385026271	0.000016385026271	0.000016385026271
Usage Estimate (BTU)	1,321,114,757	1,321,114,757	1,321,114,757	1,321,114,757	1,321,114,757	1,321,114,757	1,321,114,757	1,321,114,757	1,321,114,757	1,321,114,757	1,321,114,757	1,321,114,757
Cost (Initial and Annual)	0	21,647	21,647	21,647	21,647	21,647	21,647	21,647	21,647	21,647	21,647	216,465
Savings (Loss)	-89,581	10,021	10,021	10,021	10,021	10,021	10,021	10,021	10,021	10,021	10,021	10,626
Cummulative Savings (Loss)		-79,560	-69,540	-59,519	-49,498	-39,478	-29,457	-19,436	-9,415	805	10,626	

<http://www.energykinetics.com/savingsHeatingFuelComparisons.shtml>
http://www.ehow.com/how_7668713_convert-propane-gas-btu.html
http://www.eia.gov/energy_in_brief/comparing_energy_consumption.cfm

Title: General Fund Balance
 Source: Clarke County Joint Administrative Services

	<u>Prior</u>	<u>Current</u>	<u>Notes</u>
General Fund Balance Year End FY 11/12	15,177,059	16,011,338	
Expenditure FY 12/13	(24,402,638)	(26,043,168)	
Revenue FY 12/13	25,236,917	25,555,052	
General Fund Balance Year End FY 12/13	16,011,338	15,523,222	

Adjustments and Designations

	<u>FY 13</u>	<u>FY 13</u>	
<u>Designations</u>	<u>Prior</u>	<u>Final</u>	
Liquidity Designation @ 12% of FY 14 Budgeted Operating Revenue	(\$2,985,415)	(\$3,049,533)	
Stabilization Designation @ 3% of FY 14 Budgeted Operating Revenue	(746,354)	(762,383)	
Continuing Local GF Appropriations for Capital Projects	(5,902,305)	(5,497,143)	4,538,179 SCH; 958,964 GOV
School Capital/Debt	(1,448,000)	(1,124,016)	Use 323,984 for FY 14
Government Construction/Debt	(759,562)	(435,578)	Use 323,984 for FY 14
Property Acquisition	(265,000)	(265,000)	
Conservation Easements from Government Savings	(153,462)	(153,462)	add \$150K from gov savings?
Community Facilities	(\$325,000)	(\$325,000)	
Comprehensive Services Act Shortfall	(250,000)	(250,000)	
Parks Master Plan	(100,000)	(100,000)	
School Operating Carryover	(53,143)	(174,421)	\$121,278 added; \$53,143 already appropriated in FY 14
Government Carryover Requests from Government Savings	(389,496)	(796,576)	(add \$407,080 from Rev Exp Match)
Energy Efficiency	(200,000)	(200,000)	
Data and Communications Technology	(350,000)	(350,000)	Could reduce this and restore gov cont/debt
Joint Government Center Heating, Ventilation, and Air Conditioning	(240,000)	(240,000)	
Landfill costs	(50,000)	(50,000)	
Leave Liability	(75,000)	(75,000)	
FY 13/14 Original Budget Surplus (Deficit)	(695,236)	(647,968)	
TOTAL Designations	(14,987,973)	(14,496,080)	
FY 13 Expenditure Budget Adjustments	(2,020,946)		FY 13 Includes minor adjustments proposed for Oct meeting
FY 13 Revenue Budget Adjustments	1,423,727		FY 13 Includes minor adjustments proposed for Oct meeting
Undesignated Fund Balance Projected June 30	426,146	1,027,142	
FY 14 net supplementals to date		(38,143)	

will increase ~ 50K by Monday

This agreement is entered into by the Virginia Association of Counties Group Self-Insurance Risk Pool (VACoRP), as Program Sponsor for short term disability (STD) benefits and long term disability (LTD) insurance coverage and the County of Clarke (Group), a public entity.

RECITALS

Whereas, VACoRP has contracted with Standard Insurance Company (Standard) to provide administrative services for an employer-funded STD program and to serve as the insurer for a fully-insured LTD group insurance policy (collectively "Disability Program") for local public entities, which is an employer paid program comparable to the Virginia Local Disability Program (VLDP) and meets the requirements under 51.1-1150 *et seq.* of the Virginia Code.

Whereas Group desires to participate in the VACoRP Sponsored Disability Program, and requests participation under the Disability Program.

AGREEMENTS

The parties agree and understand the following:

1. The effective date for the Disability Program will be January 1, 2014.
2. The effective date for a Group participating in the Disability Program is the later of January 1, 2014, or the first day of a calendar month after a signed Participation Agreement is received by Standard.

VACoRP agrees:

1. To serve as the Sponsor for the Disability Program.
2. To determine whether a group is eligible for participation in the Disability Program, and to remit a signed Participation Agreement to Standard.
3. To provide participating Group's access to the following:
 - STD program document, and
 - LTD group insurance policy, and
 - LTD group insurance certificate
4. To send monthly reminders to the Group requesting payroll activity of participants in the Disability Program and to reasonably ensure that payroll information is current and accurate.
5. To collect applicable fees and premium from the Group and remit to Standard.
6. To advise the Group regarding all amendments or modifications to the Program at least 60 days prior to the proposed effective date of the change.
7. To advise the Group regarding all changes in fees at least 60 days prior to the effective date of the change.
8. To provide notice to the Group of VACoRP's intent to terminate the agreement with Standard or receipt from Standard of its notice to terminate the agreement.

The Group agrees:

1. That Standard will provide administrative services for STD program, as fully set forth in the Short Term Disability Program Administrative Services Agreement between Standard and VACoRP, and all subsequent amendments. The administrative services include but are not limited to making initial claims decisions to approve, deny or close claims for STD benefits, and, if requested, provide an independent review.
2. To be bound by all the terms of the STD Program, as fully set forth in the STD Program Document, as well as any and all subsequent amendments.
3. To be bound by all of the terms of the Long Term Group Disability Policy as well as any and all subsequent amendments.
4. That the Disability Program is a product of Standard and not of VACoRP. VACoRP is acting only as a Sponsor of the products. It is further understood that payment of all claims under the STD program is the responsibility of the Group and payment of any claims under the LTD group insurance policy is the responsibility of Standard. Under no circumstance is VACoRP responsible for payment of Disability Program benefits.
5. To make Disability Program coverage available to all present and future eligible employees. Group understands that each employee must meet all the requirements before insurance will become effective for that employee.
6. To provide promptly, upon request, the name of each employee covered, as well as information necessary to determine:
 - Salary information,
 - An employee's date of hire,
 - The effective date of the insurance, and
 - The premium to be charged.

7. To provide eligible employees access to the STD program document and the LTD group insurance certificate.
8. Not to distribute material about Standard unrelated to the services provided without Standard's prior written consent.
9. To furnish to Standard any information reasonably required by Standard to carry out its functions under the Disability Program.
10. To remit any applicable fees and premium due under the Disability Program to VACoRP on or before each due date.
11. To promptly pay benefits according to the terms of the STD Program.
12. That Standard may change premium rates or fees when a change in law or governmental regulation affects Standard's obligations under the STD Program and the amounts payable or the underwriting risk changes by 25% or more for the LTD group insurance policy.
13. That the Disability Program is not a substitute for coverage under a workers' compensation law and does not relieve the Group of any obligation to provide such coverage.
14. That the Pension Contribution Benefit (PCB) is a feature of the LTD group policy and that the PCB will be paid to the Group for remittance to the Virginia Retirement System (VRS). It will be the Group's responsibility to ensure that an employer contribution is properly made to VRS.
 Note: Group should consult with its own legal counsel to ensure that it meets its compliance obligations under Virginia Code §51.1-1131.1 (for example, an employer and its counsel may determine it has an obligation to make an employer contribution to VRS for a period prior to a claimant's actual receipt of Social Security Disability benefits).
15. That Group may terminate its participation in the Disability Program at any time by giving written notice to Standard, with a copy to VACoRP and that termination will be effective on the date stated in the notice or the date the notice is received by Standard, whichever is later.
16. That Standard may terminate a Group's participation under the Disability Program for nonpayment of premium as provided under the LTD Group insurance policy and for nonpayment of STD Program fees that remain unpaid 30 days after notice has been provided to the Group.
17. That it is the responsibility of the Group to comply with the terms of the federal, state and local laws and regulations which govern employment relationship and the provision of fringe benefits to employees. The Group agrees that it alone is responsible for any and all liability that may arise because of the Group's failure to comply with such laws.

SIGNATURE		
Group (subdivision) Information		
Full Legal Name (please print): County of Clarke		Phone Number: 540-955-6173
Address: 540 Westwood Road		
City: Berryville	State: VA	Zip: 22611
Include Lifetime Security Benefit?*		
Yes <input type="checkbox"/> No <input type="checkbox"/>		
Authorized Representative of Group		
Printed Name: Sally Sheckels		Signature:
Title: Payroll and Benefits Coordinator		Date:
VACoRP Representative		
Christopher J. Carey, Administrator		Date:

* The Lifetime Security Benefit extends the Long Term Disability Benefit for the life of the insured and is available only if the Group chooses this option.

Employee Benefits

Presented by:
The Standard

Proposal And Cost Summary

Prepared for:
**Virginia Association of Counties
Risk Pool**
July 2013

Participating Entity:
Clarke County



Virginia Standard Opt Out Plan:

- Group STD Advice to Pay
- Group Long Term Disability Insurance

Standard Insurance Company



How The Standard's Focused Expertise Can Benefit Your Business

At Standard Insurance Company, group Life and Disability insurance aren't add-ons. They're our primary business. For you, our focused expertise means people who understand your needs and employee benefits that work harder to support your goals.

From fast, responsive claims handling to flexible plan designs that help you control costs, we're here to partner with you for the long term. Our proactive approach and solutions can help reduce the workload for your HR team and help you maintain a more efficient and productive workplace.

Key Reasons To Choose The Standard	
Partnership Focus	With The Standard's 40-plus fully-staffed sales and service offices across the country, you can count on a smooth, hassle-free transition, local account resources and personal, responsive service. We're here to minimize your administrative burden and simplify claim management. With access that works the way you work – online, phone or in person – we're easy to reach and quick to follow through.
Long-Term Perspective	We've tailored this proposal to address your needs, today and for the long-term. Need more options? Just ask. We offer millions of possible plan design combinations. We also emphasize giving you the "right rate" from the beginning to avoid a big increase later.
Proactive Approach	We focus on helping employers prevent disabilities, increase employee well-being and maintain a more productive workplace through innovative solutions that deliver measurable results, including: <ul style="list-style-type: none"> • Industry-leading Workplace PossibilitiesSM program • Exclusive partnership with Health AdvocateTM • Employee Assistance Program included with our LTD plans • Comprehensive Absence Management services • Flexible Dental and Vision plans

We Keep Our Promises

At The Standard, doing the right thing for our customers is in our DNA. More than 100 years of history and our long track record of financial strength back up our commitment to you and your employees.

Employee Benefits Proposal and Cost Summary

Prepared for: Virginia Standard Opt Out Plan
Proposed Effective Date of January 1, 2014

Presented By: The Standard

STD Plan – Advice to Pay (ATP)

Covered Members

You are a member if you are a regular employee of the Employer actively working at least 20 hours each week, a citizen or resident of the United States or Canada, and either 1) hired on or after January 1, 2014 and who is participating in the Virginia hybrid retirement program described in § 51.1-169 of the Code of Virginia, or 2) made an irrevocable election to participate in the Virginia hybrid retirement program described in § 51.1-169 of the Code of Virginia on or before April 30, 2014. You are not a member if you are a temporary or seasonal employee, a full-time member of the armed forces, a leased employee or an independent contractor.

Plan

STD Weekly Benefit

Months of Continuous Service	Workdays at 100% Replacement	Workdays at 80% Replacement	Workdays at 60% Replacement
Less than 12	0	0	0
13 - 59	0	0	125
60 - 119	25	25	75
120 - 179	25	50	50
180 or more	25	75	25

Accident/Sickness Benefits begin on day	8
Major/Catastrophic Conditions Benefits begin on day	1
Maximum Benefit Period	125 work days

Features

- Sick leave pay is not deductible unless STD benefits plus sick leave exceeds 100% of predisability earnings. Only the excess will be used to offset benefits.
- An Assisted Living Benefit is included for non-occupational disabilities. An additional 20% of your Predisability Earnings, not to exceed a total STD Benefit of 100%. The Assisted Living Benefit is not reduced by Deductible Income.
- Plan includes a Partial Disability provision.
- Administrative services, reports and Consolidated DisabilitySM claim management
- Communication with the Claimant, Employer and Physician
- Seamless transition to LTD of the Virginia Standard Opt Out Plan, when appropriate

Employee Benefits Proposal and Cost Summary

Prepared for: Virginia Standard Opt-Out Plan
Proposed Effective Date of January 1, 2014

Presented By: The Standard

LTD Plan

Covered Members

You are a member if you are a regular employee of the Employer actively working at least 20 hours each week, a citizen or resident of the United States or Canada, and either 1) hired on or after January 1, 2014 and who is participating in the Virginia hybrid retirement program described in § 51.1-169 of the Code of Virginia, or 2) made an irrevocable election to participate in the Virginia hybrid retirement program described in § 51.1-169 of the Code of Virginia on or before April 30, 2014. You are not a member if you are a temporary or seasonal employee, a full-time member of the armed forces, a leased employee or an independent contractor.

Class 1: Members with fewer than 12 months continuous participation in the Virginia hybrid retirement program described in § 51.1-169 of the Code of Virginia

Class 2: Members with at least 12 months continuous participation in the Virginia hybrid retirement program described in § 51.1-169 of the Code of Virginia

Plan

LTD Income Benefit	60%
Insured Predisability Earnings	\$41,667
Maximum Monthly Benefit	\$25,000
Minimum Monthly Benefit	\$100
Benefit Waiting Period	The period for which benefits are payable under the Employer's short term disability benefits program, including any benefit waiting period under that plan
Maximum Benefit Period	59 or younger... To age 65 SSNRA 60 through 64...5 years 65 through 68...To age 70 69 or older.....1 year
Own Occupation Period	24 Months
Guarantee Issue (benefit)	Full Benefit
Eligibility Waiting Period	One year of continuous employment for non work related disabilities
Employer Contribution	100%
Benefit Taxation	100% Taxable

Features

- An Assisted Living Benefit is included. This is an additional benefit that, when added to the LTD benefit, provides income replacement equal to 80% of predisability earnings. To qualify, disabled members must be unable to perform two or more activities of daily living, and/or suffer from a severe cognitive impairment expected to last 90 days or more.
- A 1% Pension Contribution Benefit is included. This monthly benefit is for your use in funding a disabled member's pension plan. The benefit is equal to 1% of the disabled member's insured predisability earnings.
- Rates are guaranteed until January 1, 2017.

Employee Benefits Proposal and Cost Summary

Prepared for: Virginia Standard Opt Out Plan
Proposed Effective Date of January 1, 2014

Presented By: The Standard

- A Rehabilitation Plan Benefit is included. This pays for approved expenses incurred by a disabled member as part of a rehabilitation plan in preparation for a return to work. Expenses may include: training and education, family care, job search and other job-related expenses.
- AdminEASE service is included. These time-saving online tools are the fastest, easiest and most secure way to administer your plan.
- To simplify administration, The Standard will pay your matching FICA and Medicare taxes and prepare W-2s for members who are receiving LTD benefits.
- The plan includes a Reasonable Accommodation Expense Benefit that is among the most generous in the industry. This benefit reimburses your expenses toward approved workplace modifications that help members return to work or remain at work.
- The plan includes E-Contract document service for efficient, convenient online contract document delivery. Printed documents are available on request. Certificates must be distributed to insured members. Note: Under ERISA, plan administrators may deliver Summary Plan Descriptions/certificates electronically, but must implement measures to ensure participants actually receive them. Please consult legal counsel to clarify your delivery or recordkeeping requirements.
- For the first 12 months after returning to work, the employee's LTD benefit will not be reduced until work earnings plus the LTD benefit exceed 100% of Predisability earnings. After the first 12 months, only 50% of work earnings are deducted.

Plan Design

- A Rehabilitation Incentive Benefit is included. The LTD benefit amount will be increased by 10% of predisability earnings as long as a disabled member is participating in an approved rehabilitation plan. The LTD benefit may still not exceed the plan maximum benefit amount.
- Partial disability is covered from the first day of disability.
- A Survivors Benefit is included. This provides a lump sum payment equal to three times the LTD benefit without reduction by deductible income.
- None of the following plans/resources will be used as deductible income: Profit sharing, thrift or savings plans, 401(k), 403(b), 408(k), 408(p), 457 plans, IRAs, TSAs, stock ownership, Keogh, or deferred compensation plans.
- Primary and dependents Social Security benefits will be used as deductible income.
- The plan includes a 24-month own occupation definition of disability where you are disabled when you are unable to perform your own occupation duties.
- Sick leave pay will not be used as deductible income unless the LTD benefit plus the sick leave pay exceed 100% of indexed predisability earnings. Only the excess above 100% will be used as deductible income.
- Deductible Income includes Social Security, SSDI, Self Employment income, Benefits received from any other state employer sponsored group insurance contract, Workers Comp, Severance and Unemployment Compensation. COLA increases are not included in deductible income.

Assumptions

- The proposed rates assume the group participates in Social Security.
- The proposed rates do not include commissions.
- The proposed rates assume you participate in a Workers' Compensation plan.
- Proposed rate includes electronic documents.
- Rates assume 100% enrollment of those hired on or after January 1, 2014.

Employee Benefits Proposal and Cost Summary

Prepared for: Virginia Standard Opt Out Plan
Proposed Effective Date of January 1, 2014

Presented By: The Standard

Cost:

Rate: Percent of Monthly Insured Earnings
0.79

Producer Compensation Disclosure

We recognize the valuable role of insurance advisors, consultants and brokers ("producers") in helping their clients design an employee benefits program, and we support reasonable and fair compensation for these services. Producers may be eligible to receive compensation from The Standard. Any questions regarding the compensation connected with this proposal should be directed to the producer. Please visit our website at www.standard.com/compensation/eb/ to view our normal commission scales. If this proposal is quoted with a non-standard scale or override it is noted below. An override if noted is compensation paid in addition to or in lieu of commissions. Please consult with your producer for details.

Non-standard commission scale: Rates are net of commission
Override: N/A

Unless participation is declined by the producer or client, contingent compensation is additional compensation that may also be paid and is contingent on the satisfaction of one or more minimum requirements, such as a specified amount of new premium volume or persistency in connection with the producer's block of business. For information about our customary producer rewards program visit www.standard.com/compensation/eb/. Some producers may have a contingent compensation arrangement that differs from our customary program. Please consult with your producer for additional details.

Additionally, fees for administrative, marketing or consulting services may apply. If applicable, fees are noted below.

Fees: TPA fees payable to Virginia Association of Counties Risk Pool are included

Local Disability Plan

Agenda

- Explain requirement of VRS employers to offer a short term/long term disability plan.
- Overview of Available Options
- Recommended Next Steps

Local Disability Plan

VRS participating employers are required to establish and fund a Local Disability Plan for employees hired on or after January 1, 2014, that offers:

- Short Term Disability and
- Long Term Disability (until the employee is either able to return to work or is eligible to retire)

VRS is offering the Virginia Local Disability Plan (VLDP)

- School Divisions have the option to opt out of the VLDP but must offer a comparable Short Term & Long Term Disability Plan
- Decision to participate in VLDP or opt out is irrevocable

Why is this required?

Effective January 1, 2014:

- All new hires will be enrolled in the VRS Hybrid Retirement Plan.
- Unlike the existing VRS retirement plan, the Hybrid will not provide an opportunity for employees to apply for disability retirement.
- The short term/long term disability plan replaces disability retirement.

Search for Options

- To ensure that our employees are offered the most suitable option, an RFP was issued to search for alternative plans.
- This search revealed a comparable plan offered by The Standard insurance company.

Comparable Plan

The Standard has developed a plan specifically to serve as an alternative to the VLDP

- A review by the RFP committee and our Wells Fargo consultant has determined that this is a viable option to the VRS VLDP plan
- In addition to meeting the requirement to be comparable, The Standard provides a higher level of benefit than what is required in several areas.

Cost Comparison

	VRS plan cost	Comparable plan cost
Rates (per \$100/salary):		
Teachers	\$ 0.39	\$ 0.37
Others*	\$ 0.91	\$ 0.37
Annual Premium (1 st year)	\$ 71,499	\$ 59,020

- * Others = Plant services, Child Nutrition, Transportation employees
- Standard offers a 3 year guarantee on the quoted rates
- By June 30, 2014 the VLDP rates will be reviewed and potentially change

Recommendations

Recommended Next Steps:

- The School Board approve the resolution to opt out of the State offered VLDP plan prior to the November 1, 2013 deadline
- Division staff complete procurement work to establish a NNPS Local Disability Plan

A RESOLUTION OF THE COUNTY OF CLARKE BOARD OF SUPERVISORS APPROVING AN IRREVOCABLE ELECTION NOT TO PARTICIPATE IN THE VIRGINIA LOCAL DISABILITY PROGRAM.

WHEREAS, by enacting Chapter 11.1 of Title 51.1 of the *Code of Virginia* (1950, as amended), the Virginia General Assembly has established the Virginia Local Disability Program ("VLDP") for the payment of short-term and long-term disability benefits for certain participants in the hybrid retirement program described in *Virginia Code* § 51.1-169; and

WHEREAS, for purposes of VLDP administration, an employer with VLDP-eligible employees may make an irrevocable election requesting that its eligible employees not participate in VLDP as of the VLDP effective date of January 1, 2014, because it has or will establish, and continue to maintain, comparable employer-paid disability coverage for such employees that meets or exceeds the coverage set out in Chapter 11.1 of Title 51.1 of the *Virginia Code*, with the exception of long term care coverage, by January 1, 2014; and

WHEREAS, an initial, September 1, 2013, deadline was established for employers of VLDP-eligible employees to elect to not participate in VLDP; and

WHEREAS, employers of VLDP-eligible employees were permitted to request an extension of the September 1, 2013, deadline with a new deadline of November 1, 2013, being established; and

WHEREAS, the County of Clarke properly requested a deadline extension and must therefore make its irrevocable decision regarding VLDP participation on or before November 1, 2013; and

WHEREAS, it is the intent of the County of Clarke to make an irrevocable election to request that its eligible employees not participate in VLDP.

NOW, THEREFORE, BE IT RESOLVED by the County of Clarke Board of Supervisors that it desires to and hereby does make an irrevocable election not to participate in VLDP because it has or will establish, and continue to maintain, comparable employer-paid disability coverage for its VLDP-eligible employees.

BE IT FURTHER RESOLVED that, as an integral part of making this irrevocable election, the County of Clarke hereby certifies that it has or will establish, and continue to maintain, comparable employer-paid disability coverage for its VLDP-eligible employees.

PASSED AND ADOPTED this _____ day of _____, 2013

Chairman

Attested to:

Clerk of the Board

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	Unemploy. Fund
04/30/12 Appropriations Resolution: Total	37,814,887	8,312,819	1,432,321	761,000	20,542,386	754,252	366,310	504,200	389,200	4,034,879	542,520	150,000	25,000
<i>Adjustments:</i>													
6/19/2012 Various One-Time School Items					92,543			40,000					
7/17/2012 Electoral Board Electronic Poll Books		3,400											
7/17/2012 Regional Jail VRS increase		12,044											
08/24/12 CCSA Land Use Fees		2,000											
11/20/12 Commonwealth Economic Dev pass-through							200,000						
11/20/12 Clerk of the Circuit Court Payroll		104,629											
11/20/12 School Operating Contingency					61,000								
11/20/12 School Transfer for Boyce Comcast					30,000			-30,000					
01/15/13 Sheriff Extradition		3,626											
01/15/13 Water Quality Management Grant		4,000											
02/19/13 Historic Preservation Grants		23,000											
02/19/13 Tower Lease		2,212											
02/19/13 Insurance Corrections		4,892											
03/19/13 Textbooks, Technology, Radio System, ERP					108,200			272,118					
04/15/13 Three Conservation Easements												766,079	
04/15/13 Sheriff 911 Telephone Grant							55,350						
04/15/13 Parks Picnic Tables							2,686						
05/21/13 Circuit Court Technology		10,700											
09/17/13 Conservation Easement Purchase (Buckley)												241,307	
10/15/13 School IEP Software Grant								11,160					
Revised Appropriation	39,835,833	8,483,322	1,432,321	761,000	20,834,129	754,252	624,346	797,478	389,200	4,034,879	542,520	1,157,386	25,000
Change to Appropriation	2,020,946	170,503	0	0	291,743	0	258,036	293,278	0	0	0	1,007,386	0
Original Revenue Estimate	14,625,767	2,431,764	955,261	351,000	9,670,210	754,252	117,024	206,510		136,746	3,000	0	0
<i>Adjustments:</i>													
06/19/12 ARRA Revenue Error								-52,000					
11/20/12 Commonwealth Economic Dev pass-through							200,000						
11/20/12 Clerk of the Circuit Court Payroll		104,629											
11/20/12 School Operating Contingency					61,000								
01/15/13 Sheriff Extradition		3,626											
01/15/13 Water Quality Management Grant		4,000											
01/15/13 Commission on the Arts Grant		-4,000											
02/19/13 Historic Preservation Grants		23,000											
04/15/13 Three Conservation Easements												766,079	
04/15/13 Sheriff 911 Telephone Grant							55,350						
04/15/13 Parks Picnic Tables							2,686						
05/21/13 Circuit Court Technology (comp board and fees)		10,700											
09/17/13 Conservation Easement Purchase (Buckley)												241,307	
10/15/13 School IEP Software Grant								11,160					
10/15/13 Build America Bond Sequester Shortfall										-3,810			
Revised Revenue Estimate	16,049,494	2,573,719	955,261	351,000	9,731,210	754,252	375,060	165,670	0	132,936	3,000	1,007,386	0
Change to Revenue Estimate	1,423,727	141,955	0	0	61,000	0	258,036	-40,840	0	-3,810	0	1,007,386	0
Original Local Tax Funding	23,189,120	5,881,055	477,060	410,000	10,872,176	0	249,286	297,690	389,200	3,898,133	539,520	150,000	25,000
Revised Local Tax Funding	23,786,339	5,909,603	477,060	410,000	11,102,919	0	249,286	631,808	389,200	3,901,943	539,520	150,000	25,000
Change to Local Tax Funding	597,219	28,548	0	0	230,743	0	0	334,118	0	3,810	0	0	0

Italics = Proposed actions

Clarke Co. Reconciliation of Appropriations Year Ending June 30, 2014													02-Oct-13	
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	Unemploy. Fund	
04/17/13 Appropriations Resolution: Total	37,998,056	8,417,168	1,363,059	661,500	20,637,598	761,012	575,000	728,163	399,200	3,888,619	541,737	0	25,000	
<i>Adjustments:</i>														
7/16/2013 School Carryover for Building Automation								53,143						
7/16/2013 Circuit Court On-line land records		10,700												
9/17/2013 Voting Equipment		1,000												
9/17/2013 Historic Preservation Grants		9,000												
9/17/2013 Fish and Wildlife Grant for Spout Run							141,603							
9/17/2013 Conservation Easement Purchase (Arkfield)												21,250		
9/17/2013 Water Quality Testing		12,000												
10/15/2013 Conservation Easement Purchase (Chapman)												322,500		
10/15/2013 Parks Swimming Pool		450												
10/15/2013 School Carryover for Technology and Security								121,278						
10/15/2013 Sheriff's Communication Grant							110,000							
Revised Appropriation	38,800,980	8,450,318	1,363,059	661,500	20,637,598	761,012	826,603	902,584	399,200	3,888,619	541,737	343,750	25,000	
Change to Appropriation	802,924	33,150	0	0	0	0	251,603	174,421	0	0	0	343,750	0	
Original Revenue Estimate	14,680,803	2,731,834	892,247	306,457	9,713,245	761,012	0	154,000		119,008	3,000	0	0	
<i>Adjustments:</i>														
7/16/2013 Circuit Court On-line land records (State)		5,666												
7/16/2013 Circuit Court On-line land records (Fees)		5,034												
9/17/2013 Voting Equipment		1,000												
9/17/2013 Historic Preservation Grants		9,000												
9/17/2013 Gang Task Force Grant		15,000												
9/17/2013 Fish and Wildlife Grant for Spout Run							141,603							
9/17/2013 Conservation Easement Purchase (Arkfield)												21,250		
9/17/2013 Water Quality Testing		12,000												
10/15/2013 Conservation Easement Purchase (Chapman)												322,500		
10/15/2013 Parks Swimming Pool		450												
10/15/2013 Sheriff's Communication Grant							80,000							
Revised Revenue Estimate	15,214,306	2,779,984	892,247	306,457	9,713,245	761,012	141,603	154,000	0	119,008	3,000	343,750	0	
Change to Revenue Estimate	533,503	48,150	0	0	0	0	141,603	0	0	0	0	343,750	0	
Original Local Tax Funding	23,317,253	5,685,334	470,812	355,043	10,924,353	0	575,000	574,163	399,200	3,769,611	538,737	0	25,000	
Revised Local Tax Funding	23,586,674	5,670,334	470,812	355,043	10,924,353	0	685,000	748,584	399,200	3,769,611	538,737	0	25,000	
Change to Local Tax Funding	269,421	-15,000	0	0	0	0	110,000	174,421	0	0	0	0	0	
<i>Italics = Proposed actions</i>														