



County of Frederick

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TO: Human Resources Committee and Board of Supervisors

FROM: Becky A. Merriner, HR Director *BAM*

DATE: August 8, 2016

SUBJECT: HR Committee Agenda

The HR Committee will meet in the First Floor Conference Room at 107 North Kent Street on Friday, August 12th, at 8:00 a.m. The agenda for the meeting is as follows:

1. HR Policy Revisions; see attachments:
 - Section VI, §6.1 Probationary Period Policy;
 - Section IX, Training & Tuition Assistance Policy;
 - Section XVI, §16.2, Part-Time Employment.
2. Bonus Ordinance: Discretionary Bonus Guidelines for Frederick County; see attached.
3. Request from the Commonwealth's Attorney's Office, Victim Witness Program Manager for an additional position allocation; see attached.

VI. PROBATIONARY PERIOD

6.1 Objective

The probationary period shall be regarded as an integral part of the examination process and shall be utilized for closely observing the employee's work and all other attributes of the employee's performance required to perform the job in an acceptable manner, for securing the most effective adjustment of an employee to his position, for terminating any employee whose performance or other attributes of the employee's performance required to perform in an acceptable manner is not satisfactory, and for counseling and/or disciplining an employee and reviewing the work of such employee following counseling. **Employees on counseling and/or disciplinary probation are not eligible to apply for any open positions within Frederick County.**

6.2 Duration

The probation period shall be six (6) calendar months for County employees and twelve (12) calendar months for law enforcement, correctional officers, communications officers, and firefighters/EMT's following an original employment or re-employment with the County, unless pursuant to 6.4 where probation will be extended. Counseling/disciplinary probation shall be such period up to six (6) calendar months as recommended by the Department Head and approved by the County Administrator, to commence after meeting with Department Head and employee.

6.3 Progress Meeting

The immediate supervisor/department head may request a progress meeting with the probationary employee at any time, to identify successes and shortcomings. The content of the meeting must be documented in writing and a copy made available to the employee. Subsequent follow-up may be requested to review the employee's progress toward a satisfactory performance evaluation.

6.4 Probationary Evaluation

The Department Head shall indicate in writing via the appropriate evaluation form:

- a. That he has discussed with the employee the employee's accomplishments, failures, strengths and weaknesses.
- b. Whether the employee is performing satisfactory work.
- c. Whether the employee should be placed on extended probation; or
- d. Whether the employee should be dismissed.

If at the end of the normal probationary period there is doubt about the employee's capability or willingness to perform satisfactorily, the probationary period may be extended to a maximum of an additional six (6) months, upon recommendation of the immediate supervisor and approval of the Department Head.

IX. TRAINING & TUITION ASSISTANCE POLICY

9.1 Training Policy

Participation in short courses, seminars, conferences, professional certification courses, meetings, etc., coincident with the employee's routine responsibilities will be paid for by the County at 100% subject to the availability of funds. With prior approval of the County Administrator or Department Head, in such forms as may be prescribed by him, employees shall be reimbursed for all ~~reasonable their~~ expenses incurred ~~such as meals per diem and mileage as defined in the Finance Department's Policies and Procedures guide for travel. in participation in short courses, seminars, conferences, meetings, etc., coincident with the employee's routine responsibilities with the County.~~

9.2 Tuition Assistance Policy

Tuition assistance benefits are available to all fulltime employees that have completed their probationary period ~~W~~with prior approval of the County Administrator, ~~e~~Employees may be reimbursed for the cost of tuition and books for ~~actual undergraduate class attendance or correspondence~~ courses ~~taken through an accredited college or university and result in college credits that relate directly to the employee's current job, or be a required core course to complete a job-related degree.~~ The employee must successfully complete the course in the expected timeframe and receive a ~~satisfactorily completed with achievement of a~~ Grade "B" or better ~~for graduate or undergraduate course; "Pass" if a Pass/Fail course. which are directly related and which will enhance the employee's ability to perform the job for which he was hired. Employees who have successfully completed an undergraduate degree may be reimbursed for the cost of tuition and books for satisfactorily completing a graduate degree program in a job-related field with a grade "B" or better. Employees achieving less than the required grade will not be eligible for reimbursement.~~

The amount appropriated to the tuition assistance program shall be determined each fiscal year. Reimbursement is subject to the availability of funds. Maximum reimbursement shall not exceed \$5,250 in a calendar year.

Eligibility for Reimbursement:

- a. A grade of "B" or better for graduate ~~programs~~ or ~~for~~ undergraduate classes must be achieved.
- b. When the program or class is successfully completed the employee shall agree to remain employed with the County for a period of not less than 1 year for each 18 hours taken in the graduate program or from the end date of the last satisfactorily completed undergraduate class.
- c. ~~Should the employee not complete the graduate program he/she shall be required to reimburse all funds paid by the County toward the program.~~
- d.c. Should the employee successfully complete the program or class but leave the employ of the County prior to completing his period of service as set forth above, the prorated amount of funding for service not rendered shall be repaid to the County.

With the approval of the County Administrator, the employee may be advanced the costs of tuition and books for approved courses, based upon written documentation by the Department Head and the employee that a financial hardship exists. Documentation shall include a written request for prepaid assistance by the employee and written approval by the Department Head. Costs to be incurred shall be set forth in full. The County Administrator shall review the request, and upon approval, shall require execution of a contract between the employee and the County whereby the employee will agree to reimburse the County, either through payroll deduction or surrender of sufficient accrued annual leave, the total cost of the prepaid assistance should the class not be completed with the required grade or better. In either case, the funds shall be reimbursed within ninety (90) days of the completion of the course.

The County Administrator shall be responsible for the organization, conduct and execution of any other training program which might be of value to County employees (in-service training).

XVI. EMPLOYMENT CLASSIFICATIONS

16.1 Full Time Employment

Full time employment is defined as employment of any person who, in consideration of wages or salary, performs a service for the benefit and under the control of the County and whose position is authorized as full-time by the Board of Supervisors. Full time employment comprises a regularly scheduled workweek of at least 37.5 hours. Full time positions provide health and welfare benefits.

16.2 Part Time Employment

Part time employment is defined as employment of any person who is not in a position authorized as a full time position by the Board of Supervisors and works less than 37.5 hours per week. ~~Part-time positions do not provide health and welfare benefits.~~

The County has established three categories of part time employment:

1. Regular Part Time- This type of part time employment is comprised of a workweek that averages 30 to less than 37.5 hours per week. Employees classified as regular part time will be entitled to personal leave at a rate of six (6) hours per month ~~and may be entitled to healthcare benefits per the Affordable Care Act. Hours worked will be measured during the period of May 1st – April 30th of each year.~~

Personal leave may not be used until it is earned. Personal leave hours must be used within the calendar year they are earned and will not be transferred to the subsequent year. Personal leave hours will be used only upon approval of the supervisor. Upon separation of employment, any unused personal leave hours will be paid out at the employee's hourly rate of pay at the time of separation.

2. Restricted Part Time- This type of part time employment is comprised of a workweek that averages less than 30 hours per week. Employees who retire from Frederick County and return to work on a part time basis will be eligible only for restricted part time employment.
3. Seasonal Part Time- This type of employment is intermittent in nature, irregular and infrequent, or based upon required work that is seasonal in nature. It generally has a specific and/or projected timeframe.

Discretionary Bonus Guidelines for Frederick County

A discretionary bonus may be given to any county employee (full-time or part-time) as a special and immediate recognition and reward for exceptional performance, significant contributions, and substantial accomplishments well beyond normal or regular work responsibilities.

To ensure compliance, equity, and consistency when awarding a discretionary bonus, Department Heads shall submit appropriate documentation in writing to a review panel consisting of the Director of HR, Deputy County Administrator for Community Development, Deputy County Administrator for Human Services, and the County Administrator. The Board of Supervisors reviews and has final approval of discretionary bonuses for county officers and the County Administrator.

The taxable discretionary bonus amount, based on the availability of funds, shall be between \$25.00 and \$5,000.00. A discretionary bonus does not increase the base salary nor serve as a means to give a larger annual increase. This bonus is given at the discretion of management. Discretionary payments do not affect overtime pay of nonexempt employees. There is no guarantee or promise to pay a staff member a discretionary bonus.

Examples of situations where a discretionary bonus may be given include significant contribution and/or substantial accomplishment associated with:

- Major projects or initiatives (e.g., system implementation, new program implementation);
- Significant cost saving or cost avoidance realized beyond normally expected or established standards;
- Extraordinary effort during times of critical department need (e.g., meeting critical deadline that could otherwise have an adverse impact on critical business operations or major project);
- Contribution that clearly and significantly impacts the accomplishment of important and critical business operational goals, deliverables and/or timeline; or
- Significant health and safety contribution provided to the public or county employees.

A discretionary bonus is not appropriate for:

- Outstanding or excellent performance of ongoing, normal or regular job duties and responsibilities as well as achievements that may be reasonably expected from a staff member as these should be recognized as part of the annual performance and salary review process;
- Staff effort or work time that has no significant impact on a major project or initiative, or critical business need;
- Recognizing a staff member's long-term service, loyalty or commitment or
- Accomplishment of personal and career goals, skills and competencies, professional degree, certification, and registration.



County of Frederick
Human Resources Department
Hiring Authorization Form

Department: Victim Witness Program

Job Title: Program Assistant

Reason: New Position Who?: _____

Budgeted Salary: \$ 29,500.⁰⁰ Line Item: _____

Would you recommend for internal posting only? ☐ YES ☒ NO

If Yes,
Why?:

Dept Head Signature: *AEU* Date: 8/8/2016

Submit this form to HR with current job description attached.

HR Section:

Received: 8/8/16 NO allocation - HR Committee 8/12/16

Approvals Required:

HR Director Signature: _____ Date: _____

County Administrator Signature: _____ Date: _____

Recruitment:

Date Posted: _____ Interview Date: _____

Date Position Offered: _____

Name of New Hire: _____

Start Date: _____ Salary: _____

County of Frederick, Virginia			
Position Details			
Position Title: Victim/Witness Program Office Assistant		Date Position Created:	
Department: Victim/Witness		Reports To: Victim/Witness Director	
<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Date Prepared:	Prepared By:	
Range: 3		Salary: \$29,500-\$47,100	
G/L Line Item: 002-000-1001-2202-10			
Job Description			
Job Purpose: Responsible for assisting victim / witness Coordinator and Assistant Coordinator in administering the Victim / Witness program to include direct services and clerical support. Position receives general supervision.			
Essential Functions			
<ul style="list-style-type: none"> • Provides written materials to victims and witnesses which explain how to obtain services; • Assists victims in completing victim's compensation applications; • Maintains a system to assist victims in minimizing unnecessary trips to court; • Provides victims with information and assistance to facilitate the judicial process; • Provides accompaniment to court; • Assists victims in completing various forms and requests; • Assists victims in seeking restitution by providing information; • Coordinates direct services to crime victims; • Performs administrative and clerical functions. 			
Job Requirements:			
Education:			
Experience: Some knowledge of the state and local criminal justice system; Some knowledge of case management; Ability to assist clients by providing information, to perform complex clerical tasks, to work effectively with people. Ability to maintain confidentiality of information and security of records; ability to follow complex procedures.			
Knowledge/Skills: Skills in communicating clearly in both oral and written form. Skill and ability to use a personal computer, specifically with word processing and Windows '95 software. SPECIAL REQUIREMENTS A valid Commonwealth of Virginia driver's license may be required.			
Working Conditions:			
Physical Demands: Some office work but mostly working with people. Meeting people in their homes, transporting them to meetings and court. Regular contact with victims, daily contact with Sheriff's Office and Commonwealth's Attorney staff, occasional contact with members of other agencies. Communications will often be difficult and stressful for victims and witnesses.			

Supervisory Responsibilities:	
Number of Employees Supervised:	Number of Subordinate Supervisors Reporting to Job:
Approvals:	
Department Director:	Date:
HR Director:	Date:
Finance Director:	Date:
County Administrator:	Date:
Board of Supervisors Approval:	Date: