



Becky A. Merriner
Director of Human Resources

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To: Board of Supervisors
From: Becky A. Merriner, HR Director
Date: August 12, 2016
Subject: Human Resources Committee Report

The HR Committee met in the First Floor Conference Room at 107 North Kent Street at 8:00 a.m. on Friday, August 12, 2016. All HR Committee members were present. Others present were: Brenda Garton, County Administrator; Kris Tierney, Deputy County Administrator for Community Development; Jay Tibbs, Deputy County Administrator for Human Services; Melissa Rice, VW Program Manager; Lynsey Orndorff, HR Manager; Delsie Jobe, Administrative Services Manager, DSS; Sharon Kibler, Asst. Finance Director; Rod Williams, County Attorney; Gary Lofton, Board of Supervisors; Ashley Hicks, HR Recruiting Specialist; Jackie Jury, CSA Coordinator, and James Whitley, NRADC Superintendent.

*****Items Requiring Board Action*****

1. HR Policy Revisions; see attachments:
 - a. Section VI, §6.1 Probationary Period Policy.
The Committee reviewed the attached policy revision. Upon a motion by Blaine Dunn, seconded by Beth Lewin, the Committee recommended approval of the policy revision; the motion was approved unanimously.
 - b. Section IX, Training & Tuition Assistance Policy.
The Committee reviewed the attached policy revision. Upon a motion by Beth Lewin, seconded by Robert Wells, the Committee recommended approval of the policy revision; the motion was approved unanimously.
 - c. Section XVI, §16.2, Part-Time Employment.
The Committee reviewed the attached policy revision. Upon a motion by Beth Lewin, seconded by Don Butler, the Committee recommended approval of the policy revision; the motion was approved with one opposed.
2. Request from the Commonwealth's Attorney's Office, Victim Witness Program Manager for an additional position allocation; see attachment.
Upon a motion by Robert Wells, seconded by Don Butler, the Committee recommended approval of the position; the motion was approved unanimously.
3. Request from the Deputy County Administrator, Children Services Act for an additional position allocation; see attachment.
Upon a motion by Don Butler, seconded by Dorrie Greene, the Committee recommended approval of the position; the motion was approved unanimously.

*****Items Not Requiring Action*****

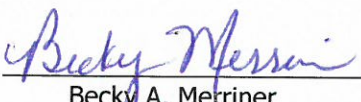
1. Bonus Ordinance: Discretionary Bonus Guidelines for Frederick County; see attached. The HR Committee will continue the discussion regarding the Bonus Ordinance.
2. The September 9th HR Committee Meeting has been cancelled.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Human Resources Committee

Robert A. Hess, Chairman
Robert W. Wells
Blaine P. Dunn
Don Butler
Beth Lewin
Dorrie Greene

By: 
Becky A. Merriner
HR Director

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 disciplinary 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 the County, employees shall be reimbursed for all their expenses incurred such as meals per diem and mileage as defined in the Finance Department's Policies and Procedures guide for travel.

9.2 Tuition Assistance Policy

Tuition assistance benefits are available to all fulltime employees that have completed their probationary period with prior approval of the County Administrator. Employees may be reimbursed for the cost of tuition and books for courses taken through an accredited college or university and resulting college credits that relate directly to the employee's current job, or be a required core course to complete a job-related degree.

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. The employee must successfully complete the course in the expected timeframe and receive a Grade "B" or better for graduate or undergraduate course; "Pass" if a Pass/Fail course.
- 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 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.

9.3 In-Service Training

The County Administrator shall be responsible for the organization, conduct and execution of any other optional or mandatory training program which might be of value to County employees.

Updated/Approved: 02/13/2013

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. .

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 and/or other federal or state regulations. 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.



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: AEM 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:



COUNTY of FREDERICK

Jay E. Tibbs

Deputy County Administrator for Human Services

TO: Human Resources Committee

540/665-6382

FROM: Jay E. Tibbs., Deputy County Administrator for Human Services *927* Fax: 540/667-0370

E-mail: jtibbs@fcva.us

DATE: August 11, 2016

RE: Request for Full-Time Position

This is a request to modify the current part-time CSA Assistant position into a full-time CSA Account Specialist. The current part-time position will become vacant at the end of the month and in conversations with the CSA Coordinator and the CSA Assistant, the responsibilities and workload for this position have grown such that it no longer lends itself to being a part-time position and it has evolved into more complex administrative tasks, which require a more defined skill set. A job description is attached for your reference.

By way of background, the part-time position was originally created to assist the CSA Coordinator by providing primarily financial responsibilities to include generating and monitoring purchase orders, vendor contracts, paying vendor invoices, completing case actions, maintaining CSA client files, completing co-payment assessments, and performing clerical duties. Since the position's creation we have increased the hours to 28 hours per week.

Over the same time period, the population served by CSA has increased nearly 40%. The maintenance of the necessary contracts and requirements of the contracting process have grown as well. As the population in Frederick County grows, the number of youth and families being served by the CSA office will follow suit. Based on information from prior years, it appears that these trends will continue. In addition, Commonwealth of Virginia mandates also continue to change and increase. As a result, CSA office requirements and responsibilities will continue to become more complex and add to the current workload.

It is anticipated that this position, should it be made full-time, will, in addition to existing duties, take on the responsibilities of maintaining the Family Assessment and Planning Team agenda and schedule, completing the Community Policy Management Team agenda and basic forms, maintaining client information in the Thomas Brothers software system, and will have more frequent contact with case managers, vendors, and other agencies.

It should be noted that we are seeking approval to create the full-time position not to create and then fund. The department has the money to fund this position and no appropriation or additional dollars are required.

We appreciate your consideration of this request.

Should you have any questions, please do not hesitate to contact me or Jackie Jury, CSA Coordinator.

Attachment

County of Frederick, Virginia**Position Details**

Position Title: CSA Account Specialist		Date Position Created:
Department: County Administration		Reports To: CSA Coordinator
<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Date Prepared: 08/11/16	Prepared By: Deputy County Administrator for Human Services
Range: 4	Step:	Salary: \$32,300 – \$37,200

G/L Line Item: 4-018-53020-1001-000-002

Job Description

Job Purpose: Performs financial, administrative, and clerical work pertinent to the department's function to ensure efficient operations. Performs related duties as assigned.
Work is performed under regular supervision of the CSA Coordinator.

Essential Functions

- Data entry into client management information system;
- Generate and monitor vendor purchase orders, and process invoices and payments as they relate to client services, to include family co-payments;
- Maintain contracts and vendor files;
- Maintain Family Assessment and Planning Team meeting schedule and meeting agendas;
- Prepare Community Policy Management Team agenda, attend meetings and prepare meeting minutes;
- Maintain CSA case files;
- General filing;
- Processing incoming and outgoing mail;
- Other duties as assigned.

Job Requirements:

Education: Any combination of education and experience equivalent to graduation from a junior college, supplemented by extensive financial, secretarial, clerical and computer experience performed in a professional environment. Applicable experience or continued education in approved courses may be substituted on a year-to-year basis for any or all degree/experience requirements.

Experience: Considerable financial, clerical, and computer experience performed in a similar, professional environment.

Knowledge/Skills: Superior knowledge and use of standard office practices and procedures. Possess exceptional organizational skills. Ability to maintain schedules, disperse, monitor and prioritize work load. Possess strong communication skills. Ability to work independently with little supervision. Superior knowledge and use of business English, spelling and mathematics. Possess superior computer skills, using various programs. Ability to compose complex correspondence and other materials independently, or from marginal notes or drafts. Ability to follow complex oral and written instruction and the ability to produce, maintain and file complex records and reports. Proficient in the use of standard office equipment. Ability to serve as liaison with other departments, agencies and vendors. Attend meetings, report and disseminate information from such meetings. Ability to maintain a high level of confidentiality. Ability to establish and maintain professional and effective working relationships with co-workers, agencies, officials and vendors and possess professional telephone etiquette.

Working Conditions:

Physical Demands: Walking, talking, stooping, kneeling, bending, reaching, and gripping. Incumbent may be required on occasion to move and lift up to 30 lbs. (boxes, files, etc.); work long periods at a desk.

Supervisory Responsibilities:

Number of Employees Supervised: 0

Number of Subordinate Supervisors Reporting to Job: 0

Approvals:

Revision: 8/11/2016

Department Director: <i>Jay E. Hill</i>	Date: 8/11/16
HR Director:	Date:
Finance Director:	Date:
County Administrator:	Date:
Board of Supervisors Approval:	Date:



County of Frederick
Human Resources Department
Hiring Authorization Form

Department: County Administrator's Office

Job Title: CSA Account Specialist

Reason: New Position Who?:

Budgeted Salary: \$ 0.00 Line Item: 4-018-53020-1001-000-002

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

If Yes,
Why?:

Dept Head Signature: Jay E. Tibbs

Digitally signed by Jay E. Tibbs
DN: cn=Jay E. Tibbs, o=County of Frederick, VA, ou=County
Administration, email=jtibbs@fcva.us, c=US
Date: 2016.08.11 13:18:27 -04'00'

Date: 08/11/16

Submit this form to HR with current job description attached.

HR Section:

Received: 8/11/16 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: _____

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.