AMENDMENTS TO THE PERSONNEL REGULATIONS
FOR THE COUNTY OF FAIRFAX, VIRGINIA

TO:	Department Heads, HR Managers and Payroll Contacts	**DATE:**	October 11, 2011
FROM:	Susan Woodruff, Human Resources Director		
SUBJECT:	Personnel Regulations Update		
TRANSMITTAL NO.: 2-2011		**BOARD APPROVAL DATE:** September 27, 2011 Revisions to Chapters 2, 4, 5, 7, 8, 10, and 14	
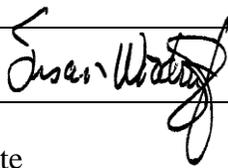
On September 27, 2011, The Board of Supervisors approved revisions to the Fairfax County Personnel Regulations. These changes ensure alignment with federal laws, modify policies in advance of FOCUS system implementation, and provide administrative clarification.

The following summarizes the changes, by chapter:

- Chapter 2 revisions update definitions of the terms *FLSA Eligible* and *Straight Pay Eligible, to* reflect current job classifications eligible to receive overtime pay under the Fair Labor Standards Act.

- Chapter 4 revisions simplify the approval process for employees working in excess of scheduled hours, change the leave accrual period from leave year to calendar year, and remove duplicate information regarding the designation of senior management positions ineligible to accrue compensatory leave.

- Chapter 5 revisions update the term handicap to disability and add genetic information as a basis for protection from discrimination for individuals participating in employment processes, and clarify elements of the background check policy.

- Chapter 7 revisions update the title of the Office of Human Rights and Equity Programs and benefit eligibility requirements for part-time merit staff.

- Chapter 8 revisions modify the delegation of authority, in the Department of Human Resources, for managing and approving Acting Capacity Promotion requests.

- Chapter 10 revisions change the leave accrual period from a leave year to calendar year schedule, and, specify leave accrual practices for part time merit employees.

- Chapter 14 revisions add requirements governing access to and management of confidential employee medical records.