



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

| | | | |
|-------------------------|--|--|---|
| TO: | Department Heads, HR Managers, and Payroll Contacts | DATE: | January 24, 2023 |
| FROM: | Catherine Schafrik, Human Resources Director |  | |
| SUBJECT: | Personnel Regulations Update | | |
| TRANSMITTAL NO.: | 1-2023 | BOARD APPROVAL DATE: | January 24, 2023 Revisions to Chapters 2, 4, and 8 |

On January 24, 2023, the Board of Supervisors approved revisions to the Fairfax County Personnel Regulations. The Personnel Regulations revisions are retroactive to the date the new pay plans and revised class specifications took effect, October 8, 2022.

The following summarizes the changes, by chapter:

Chapter 2 - Definitions

- Compensatory Time Eligible - add M-01 as a pay grade that is generally eligible to earn compensatory time. Page 2-3.
- Lateral Transfer - definition added to distinguish from current definition of "Transfer". Page 2-6.
- Promotion - added reference to Section 4.7-3(a). Page 2-10.
- Transfer - added "between positions of different pay scales" for clarity if a position is transferred between scales. Page 2-13.

Chapter 4 - Transfers, Promotions, Demotions

- Section 4.2-1- Starting Rate of Pay – As a result of new pay plans and revised class specifications, this was updated to address pay compression. Page 4-1.
- Section 4.7 - Pay Rate in Promotion, Demotion, Reallocation of Position or Transfer - Except Public Safety Employees – As a result of the new pay plans and revised class specifications, this was updated to address competitive position movements between pay scales. Section also renumbered as needed. Pages 4-5 and 4-6.

Chapter 8 – Certification and Appointment:

- Section 8.2 – Lateral Transfer - Updated to be consistent with definition of Lateral Transfer in Ch 2. Page 8-1
- Section 8.3-3(b) - Acting Capacity Promotion - As a result of new pay plans and revised class specifications, this was updated to include acting capacity across pay plans. Page 8-3.