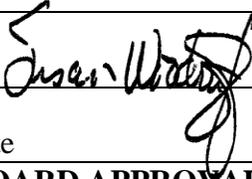




AMENDMENTS TO THE PERSONNEL REGULATIONS  
FOR THE COUNTY OF FAIRFAX, VIRGINIA

<b>TO:</b>	Department Heads, HR Managers and Payroll Contacts	<b>DATE:</b>	August 13, 2013
<b>FROM:</b>	Susan Woodruff Human Resources Director		
<b>SUBJECT:</b>	Personnel Regulations Update		
<b>TRANSMITTAL NO.:</b>	2-2013	<b>BOARD APPROVAL DATE:</b>	July 30, 2013 Revisions to Chapters 2, 4, 7, 12, 16, and 17

On July 30, 2013, The Board of Supervisors approved revisions to the Fairfax County Personnel Regulations in Chapters 2, 4, 7, 12, 16 and 17. These changes provide administrative clarifications, aligning policy language with the new performance evaluation system and rescind the evaluation moratorium.

The following summarizes the changes, by chapter:

Chapter 2 – Definitions

- Clarifies definitions (Longevity Pay Increment, Pay Range, and Performance Pay Increase Date).
- Adds new definition establishing the review period for the new single review date performance management system (Performance Review Period).

Chapter 4 – Pay Plan, Hours of Work and Overtime

- Aligns the allowable length of military service in Section 4.3 with Virginia Code Ann. §44.93.3.
- Clarifies longevity increment eligibility requirements in Sections 4.5 and 4.8 and aligns performance pay increase practices in Sections 4.3, 4.6, and 4.7 with the single review date for non-uniformed public safety employees.

Chapter 7 – Certification and Appointment

- Aligns performance pay increase dates with single review date evaluation system.

Chapter 12 – Performance Management

- Aligns performance management philosophies, policies, and practices with the new performance management system. Revisions reinforce the increased focus on employee development and the migration to the single review date process.
- Rescinds the January 2012 performance evaluation moratorium, reinstating the relevant sections of Chapter 12, which are highlighted in Attachment 4. (*NOTE: The moratorium will remain in effect until formally lifted by the County Executive.*)

Chapter 16 – Conduct and Discipline

- Clarifies that while employees of select departments are permitted under state law to carry firearms, those departments have opted to follow the County's Standards of Conduct in this regard.

Chapter 17 – Grievance Procedure

- Aligns restoration of pay increases for employees reinstated based on Civil Service Commission decisions with new performance management practices.