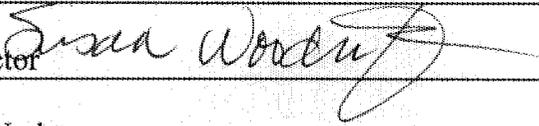




AMENDMENTS TO THE PERSONNEL REGULATIONS  
FOR THE COUNTY OF FAIRFAX, VIRGINIA

<b>TO:</b>	Department Heads, HR Managers and Payroll Contacts	<b>DATE:</b>	March 27, 2012
<b>FROM:</b>	Susan Woodruff, Human Resources Director		
<b>SUBJECT:</b>	Personnel Regulations Update		
<b>TRANSMITTAL NO.:</b>	1-2012	<b>BOARD APPROVAL DATE:</b>	March 20, 2012 Revisions to Chapters 2, 4, 5, 7, 10, and 16

On March 20, 2012, 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 include administrative changes and clarifications. All changes, with the exception of those noted with an asterisk below, are effective immediately. Those noted with an asterisk are tied to FOCUS implementation and with Go Live currently scheduled for June 16, 2012.

The following summarizes the changes, by chapter:

- Chapter 2 revisions add definitions for *FLSA Exempt*, *Full-Time Employee*, *Negative Time Reporting*, *Positive Time Reporting*, and include changes to definitions of *Extended Family Including Household Member*, *FLSA Eligible*, *Full-Time Position*, *Immediate Family Including Household Member*, *Merit Employee*, *Part-Time Employee*, *Part-Time Position* and *Scheduled Hours*. These revisions were made for purposes of administrative clarification, to promote consistency with bereavement and sick leave use, and to introduce new concepts and align policy language with FOCUS terminology.
- Chapter 4 revisions bring promotional pay increase percentage bands for public safety promotions into line with non-public safety promotions of three grades or more. Revisions establish positive and negative time and leave reporting as the methods to be used with FOCUS.\*
- Chapter 5 revisions add veteran's status and disabled veteran's status as the basis for anti-discrimination protection, which align Personnel Regulations with federal law.
- Chapter 7 revisions add disabled veteran's status as the basis for applicant rights of appeal protection, which align Personnel Regulations with federal law. Additionally, revisions reflect changes to the annual and sick leave accrual methods to be implemented with FOCUS.\*
- Chapter 10 revisions promote consistent application of rules governing bereavement and sick leave use and provide administrative clarification.

Changes to crediting of sick and annual leave, requesting leave, and granting holiday leave align policies with FOCUS requirements. \*

- Chapter 16 revisions align antidiscrimination language in the Personnel Regulations with federal law, and prohibit employees from using discriminatory or disparaging language.

\* The effective date for these policy changes coincides with the FOCUS Human Capital Management module go-live date for Phase 2 implementation, currently scheduled for June 16, 2012.