



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

TO:	Department Heads, HR Managers, and Payroll Contacts	DATE:	June 7, 2022
FROM:	Catherine Spage, Human Resources Director		
SUBJECT:	Personnel Regulations Update		
TRANSMITTAL NO.:	1-2022	BOARD APPROVAL DATE:	June 7, 2022 Revisions to Chapters 2, 4, and 14

On June 7, 2022, the Board of Supervisors approved revisions to the Fairfax County Personnel Regulations.

The following summarizes the changes, by chapter:

Chapter 2 - Definitions

- Longevity Pay Increment - removed reference to public safety employees. Page 2-7.

Chapter 4 - Pay Plan, Hours of Work and Overtime

- Section 4.5 - Longevity Pay Increments

Added clarifying language regarding funding for both public safety and non-public safety employees. Added public safety third longevity increase for 25 years of service. Page 4-4.

- Section 4.12 – 1a and 1b - Allowances Granted Uniformed Fire Employees

Removed entire section as the Master Fire Technician is being phased out by mutual agreement with Fire and Rescue Department (effective 10/12/19). Employees who were designated with Master proficiency when the changes became effective, and those promoted from the last eligible (which expired in January 2021) are considered grandfathered. Note that only these employees may be allowed take voluntary demotion to the Master Fire Technician. Page 4-8.

- Section 4.14 – 2d (1) - Overtime, Compensatory Time, Call-Back Time, Consecutive Shift Time - Eligibility

Added verbiage (With the exception of employees assigned to a 24-hour shift position that works an 8-hour shift and an employee assigned to an 8-hour shift position that works a 24-hour shift. These assignments shall always constitute overtime for the employee.) Page 4-11.

- Section 4.14 - 4b – Compensatory Time

Removed year 2021 and replaced with 2022 as extending date employees may carry over compensatory time over 240 hours. Page 4-14.

- Section 4.14 – 5(a) - Call Back Time

Added verbiage (With the exception of employees assigned to a 24-hour shift position that works an 8-hour shift and an employee assigned to an 8-hour shift position that works a 24-hour shift. These assignments shall always constitute overtime for the employee.) Page 4-16.

- Renumbered Chapter due to proposed changes.

Chapter 14 – Reports and Records

- Section 14.5-1 - Employee Medical Records

Removed the word photographs with the purpose of not specifying methods thus allowing for other records retention methods in the future. Page 4-2.

- Section 14.5-2 - Employee Medical Records

Removed the word physically with the purpose of not specifying methods thus allowing for other records retention methods in the future. Page 4-2.