

## **EMPLOYEE HANDBOOK**

The handbook will be provided to each full-time town employee. Updated pages will be given to each employee to keep his or her handbook up to date. It is the employee's responsibility to be familiar with those provisions of the handbook that apply to that individual. The employee should feel free to request an interpretation of any policy that he or she does not fully understand.

Except as otherwise provided for herein or so provided for by the Town Code or resolution by the Town Council, the Town Manager may amend the policies contained in the employee handbook and shall keep the town council advised of such changes.

In the event of conflict between the provisions stated in this handbook and the official Personnel Policy Manual of the Town of Tappahannock, the Personnel Policy Manual shall control. This handbook is intended to serve as a summary of the Manual, which is available in the office of the Town Manager for review by all employees.

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## **INTRODUCTION**

The Employee Handbook has been designed to answer many of your questions concerning employment with the Town of Tappahannock. If, at any time you have questions that are not answered in this booklet, please contact your immediate supervisor.

## **ORGANIZATION OF TOWN GOVERNMENT**

The Town of Tappahannock operates under a Council-Manager form of government. The seven member council serves as the governing body for the town. The duties of its members include appointment of certain town officers, rule-making authority for the operation of its business, and establishment of personnel policies. The Mayor presides at meetings of the council and is recognized as the head of town government for ceremonial purposes.

The Town Council is responsible for the appointment of a Town Manager, Town Attorney, Town Clerk, Town Treasurer and Chief of Police. The Town Manager serves as the chief administrative officer and conducts the day to day business of the town. All other positions are accountable to the town manager. The manager has the responsibility for administration of personnel programs, including administration of the classification and pay plans.

## **GENERAL POLICY**

It is the policy of the Town of Tappahannock to fill each employment position with the best available qualified individual. The town is an equal opportunity employer. There is no discriminatory practice with respect to race, color, religion, national origin, political affiliation, sex, age, or handicap. This policy is stated in the Equal Employment Opportunity Program for the Town of Tappahannock

## **CLASSIFICATION PLAN**

The pay of individual employees is established by a classification plan for the class or position in which he or she is employed. The pay plan provides minimum and maximum rates of pay for all positions. In establishing and adjusting the pay plan, consideration is given to prevailing rates for comparable work in other town positions, in other public employment and private business, the current cost of living, and the town's financial condition and policy.

## **PAY GRADES**

Each position is assigned to a pay grade with a minimum salary and a maximum salary. Initial employment is normally at the minimum in the grade to which position is assigned, but on the basis of exceptional circumstances (experience or qualification) the town manager may authorize employment at a higher level. Movements within a pay grade are based on receipt of a favorable employee performance evaluation conducted by your supervisor and approved by the town manager.

## **RECLASSIFICATION**

If there is an approved change in the grade of a position, the employee in that position will not receive a change in salary unless he or she is above or below the salary range for the new grade. If the employee is below the minimum salary for the new position, he/she will receive an increase to the minimum salary. If the employee is above the maximum for the position, the salary may be decreased to the maximum at the discretion of the town manager.

## **PROMOTIONS**

When an employee is promoted to a position with a higher pay grade, his or her salary shall be increased at least to the minimum of the higher pay grade, or five percent, whichever is greater. Promotional increases may be delayed for a period not to exceed ninety (90) days pending proven ability to perform the job to which promoted. Consideration shall be given to “in house” promotions to a different classification depending on qualifications before advertising for employment.

## **DEMOTIONS**

The pay of an employee transferred to a position assigned to the same pay grade shall remain unchanged. The pay of an employee demoted to a position in a lower pay grade shall be reduced to within the lower pay grade.

## **PROBATIONARY PERIOD**

All new employees in a permanent position that are not currently in the (VSRS) and insured by the same carrier as the Town of Tappahannock are hired on a probationary period for six months. This is a working test period in which the employee must show that he/she is capable and willing to perform his/her job satisfactorily. However this probationary period may be waived by the Town Manager if the person hired has a current state certification for the position in which they were hired such as: Policemen, Wastewater Operator and etc. After successful completion of the probationary period, the employee is entitled to the full benefits of a permanent employee as provided in these Personnel Policies, except that a probationary employee will become eligible for hospitalization at the end of the first three months.

*\*Probationary Period- Revised May 22, 2014*

## **ASSISTANT TOWN MANAGER**

### **General Statement of Duties:**

The Assistant Town Manager works directly with the Town Manager. Responsibilities include the management of information for the Town Manager, overseeing public relations, risk management, and administrative activities.

### **TYPICAL DUTIES**

- \*Directly addresses personnel concerns and complaints
- \*Assists in interviewing and hiring of administration staff and other personnel when needed
- \*Participates in performance appraisals and raises of all town employees
- \*Prepares financial reports on state and federal fund expenditures
- \*Conducts research and prepares reports for the Town Manager on a variety of subjects (e.g.; legal issues, new municipal projects)
- \*Reviews reports and similar material for the purpose of summarizing and making recommendations to Town Manager
- \*Participates in the development of administrative policies (e.g., sick leave, safety, recycling)
- \*Acts as Town Manager in Town Managers absence
- \*Performs other duties as assigned by Town Manager
- \*Assists in preparation of Town Budget
- \*Participates in and coordinates review of development plans submitted by developers and consultants
- \*Reviews a wide range of planning and zoning documents for compliance with related ordinances, regulations and standards; includes reviewing plats for compliance with zoning ordinance, reviewing subdivision plans and site plans for compliance with zoning, utility requirements and specifications. Issues zoning permits, zoning waivers and sign permits.
- \*Meets with, responds to questions/requests and addresses the public, property owners, applicant's developers and other interested parties regarding planning and zoning issues.
- \*Explains the processes, review results, procedures and standards regarding requests for zoning, land development, subdivision plans and other related issues. Responds to and resolves complaints regarding planning and zoning.
- \*Directly responds in professional manner to questions or concern of Tappahannock citizens either in writing or by phone
- \*Personally meets with developers and consultants and supervise development projects
- \*Meets frequently with department heads to keep apprised town activities, give information, and addresses questions
- \*Attends town council meetings to address questions
- \*Plans and coordinates agendas and meetings for the Planning Commission and Board of Zoning Appeals. Serves as staff for the Planning Commission and Board of Zoning Appeals.
- \*Plans and attends pre-construction meetings with developers/contractors to discuss projects.
- \*Conducts on site inspections of projects under construction to ensure compliance with plans, specifications, etc.
- \*Frequently meets with the Town Manager to relay information, make recommendations, or deal with town issues
- \*Meets with officials from State and Local agencies to discuss plans, projects and related land development activities, to include VDOT personnel regarding highway proposal and Essex County to discuss wetland, land disturbance, erosion and sediment control and Chesapeake Bay issues
- \*Enforce compliance with zoning and subdivision ordinance and Town Code. Meets with Town Attorney to discuss violations as needed

## **JOB QUALIFICATIONS**

The Assistant Town Manager must:

- \*Any combination of accepted education and experience that provides the necessary knowledge, ability and skills.
- \*Have well-developed oral and written communication skills
- \*Have leadership experience
- \*Have good organizational skills
- \*Have technical writing skills
- \*Have a valid driver's license
- \*Be able to perform manual tasks requiring moderate physical strength
- \*Have skill in conducting and reporting basic research
- \*Have ability to work under adverse conditions (e.g. around heavy equipment, inclement weather, flooding)
- \*Have interpersonal skills to address citizen concerns and complaints in a professional manner (e.g. calm, courteous).

### **The Assistant Town Manager must:**

- \*Learn to interpret town, state and federal guidelines
- \*Have knowledge of town codebook
- \*Have knowledge of town personnel policies and procedures
- \*Have knowledge of town governmental policies and procedures

## **SAFETY**

The Assistant Town Manager shall adhere to Town of Tappahannock policies regarding safety precautions and the use of safety equipment that is necessary for the health and safety of all employees and citizens. If a safety concern arises, the employee must stop any life-threatening problem immediately and in other cases immediately inform the employee's supervisor.



## **ZONING AND CODE ENFORCEMENT OFFICER**

### **GENERAL STATEMENT OF DUTIES:**

Under general direction of the Town Manager, this position performs professional and administrative duties in the area of planning, zoning, utilities and community development for the Town of Tappahannock. Work involves reviewing and approving plats, subdivision and site plans, and other planning, zoning and land development documents to ensure compliance with related ordinances, standards, specifications and regulations. Meets with developers, contractors, consulting engineers, other officials and the general public to discuss planning, zoning and land development issues. Performs related work as required. Reports to the Town Manager or Assistant Town Manager.

### **TYPICAL DUTIES**

Reviews a wide range of planning and zoning documents for compliance with related ordinances, regulations and standards; includes reviewing plats for compliance with zoning ordinance, reviewing subdivision plans and site plans for compliance with zoning, utility requirements and specifications. Issues zoning permits, zoning waivers and sign permits.

Meets with, responds to questions/requests and addresses the public, property owners, applicants developers and other interested parties regarding planning and zoning issues. Explains the processes, review results, procedures and standards regarding requests for zoning, land development, subdivision plans and other related issues. Responds to and resolves complaints regarding planning and zoning issues and activities.

Plans and coordinates agendas and meetings for the Planning Commission and Board of Zoning Appeals. Serves as staff for the Planning Commission and Board of Zoning Appeals.

Plans and attends pre-construction meetings with developers/contractors to discuss projects. Conducts on site inspections of projects under construction to ensure compliance with plans, specifications, etc.

Meets with officials from State and Local agencies to discuss plans, projects and related land development activities, to include VDOT personnel regarding highway proposals and Essex County to discuss wetland, land disturbance, erosion and sediment control and Chesapeake Bay issues.

Enforces compliance with zoning and subdivision ordinance and Town Code. Meets with Town Attorney to discuss violations as needed.

Performs related duties as required.

### **EDUCATION AND EXPERIENCE**

Any combination of accepted education and experience that provides the necessary knowledge, abilities and skills, including reviewing project plans, interpreting zoning ordinances, subdivision ordinances or Town Codes and dealing with the public.

# **ADMINISTRATIVE CONSULTANT**

## **JOB SUMMARY**

The primary responsibility is, under administrative direction to provide assistance to the Town Administration in planning, review, financial management, operations and other duties as required. This position may be full time, part time or contractual.

## **DUTIES AND RESPONSIBILITIES**

Financial and Budget Management

Procurement activities such as plan review, estimates and procurement procedures

Liaison with State Delegates and Senators on General Assembly issues affecting Local Government

Liaison with VDH, DEQ, DCR and other State Agencies in the areas of water, wastewater, storm water and other issues affecting Local Government

Administrative support

## **EDUCATION AND EXPERIENCE**

Completion of secondary school with a specialty or experience in Local Government

A minimum of fifteen years of experience in Local Government

Extensive experience with local, state and federal agencies

Extensive experience in public utilities

*\*Added May 4, 2016*

## **CLERK OF COUNCIL**

### **GENERAL STATEMENT OF DUTIES:**

Provides clerical support and assistance to the town council and performs secretarial, clerical, and fiscal work in the office of the town manager. The employee in this position is appointed by the town council and performs some functions directly for the council. Most of the work of the position is done under the general administrative direction of the Town Manager or Assistant Town Manager.

### **TYPICAL DUTIES:**

Attends all meetings of the town council; transcribes notes and tape recordings of meetings; prepares minutes of meetings to be reviewed and approved by the town council.

Maintains official records of council meetings, prepares transcripts, excerpts, and other information as required.

Maintains register of ordinances, resolutions approved by Town Council.

Preparation of correspondence, memorandums and other daily and monthly reports for the Town Manager and or the Assistant Town Manager.

Provides information to citizens by telephone and in person.

Attends meetings as required, and transcribes notes, and tape recordings of such meetings.

Assists the Treasurer and the Account Clerk in the collection of daily revenues and assists citizens in obtaining information regarding accounts and other related invoices and levies.

Schedules meetings and appointments for the Town Manager or the Assistant Town Manager and provides the Town Manager or the Assistant Town Manager with the necessary documentations for appointments and meetings.

Does related work as required.

### **EDUCATION AND EXPERIENCE**

Graduation from high school or equivalent. Extensive experience in clerical or secretarial duties. Typing proficiency with speed and accuracy required. General knowledge of office routines, business English and mathematics; clerical aptitude. Ability to operate office equipment, including computer equipment. Ability to communicate effectively orally and in writing. Ability to maintain records and files required.

# TREASURER

## **GENERAL STATEMENT OF DUTIES:**

Provides assistance to the town council and performs secretarial, clerical, and fiscal work in the office of the town manager. The employee in this position is appointed by the town council and performs some functions directly for the council. Most of the work of the position is done under the general administrative direction of the Town Manager or Assistant Town Manager.

## **TYPICAL DUTIES:**

Maintains financial ledgers including all records involving the financial capacity of the town.

Prepares all payrolls and maintains all records and files regarding employee benefits.

Maintains all town bank accounts and is responsible for all receipts and disbursements including the payment of all invoices and other debts the town may incur.

Prepare a monthly financial report for the town council.

Types correspondence, memorandums, and other monthly reports for the Town and or Town Manager.

Serves as the record manager.

Does related work as required.

## **EDUCATION AND EXPERIENCE**

Graduation from high school or equivalent. Extensive experience in clerical, bookkeeping or secretarial duties. Typing proficiency with speed and accuracy required. General knowledge of office routines, business English and mathematics; clerical aptitude. Ability to operate office equipment, including computer equipment. Ability to communicate effectively orally and in writing. Ability to maintain records and files required.

## **ACCOUNT CLERK - Part Time & Full Time**

### **GENERAL STATEMENT OF DUTIES:**

Provides clerical, typing, and bookkeeping work in the office of the town manager. It requires maintenance of a variety of town records and preparation of reports. Work is performed under the direction of the Town Manager, Assistant Town Manager or the Treasurer.

### **TYPICAL DUTIES:**

Maintains all records of the Water and Sewer Department including the record of receipts and the preparation of all bills involving utilities.

Preparation of all monthly state and federal reports involving the operation of utilities.

Prepares miscellaneous invoices, and performs other bookkeeping duties as required.

Provides information to citizens by telephone and in person.

Types correspondence and memorandums for the Town Manager or the Assistant Town Manager.

Does related work as required.

### **EDUCATION AND EXPERIENCE**

Graduation from high school or equivalent. Experience in clerical duties including effective record keeping practices. Typing proficiency with speed and accuracy required. General knowledge of office routines, business English and mathematics; clerical aptitude. Ability to operate office equipment, including computer and word processing equipment. Ability to communicate effectively orally and in writing. Ability to meet and correspond with the general public. Ability to maintain records and files required.

## **EXECUTIVE SECRETARY**

### **GENERAL STATEMENT OF DUTIES:**

Provides clerical support and assistance to the Town Manager and the Assistant Town Manager and performs secretarial, clerical, and fiscal work in the office of the Town Manager. It requires maintenance and preparation of a variety of town records and reports. Work is performed under the direction of the Town Manager or the Assistant Town Manager.

### **TYPICAL DUTIES:**

Preparation of correspondence, memorandums and other daily and monthly reports for the Town Manager and or the Assistant Town Manager.

Provides information to citizens by telephone and in person.

Attends meetings as required, and transcribes notes, and tape recordings of such meetings.

Assists the Treasurer and the Account Clerk in the collection of daily revenues and assists citizens in obtaining information regarding accounts and other related invoices and levies.

Schedules meetings and appointments for the Town Manager and the Assistant Town Manager provides the Town Manager or the Assistant Town Manager with the necessary documentations for appointments and meetings.

Does related work as required.

### **EDUCATION AND EXPERIENCE:**

Graduation from high school or equivalent. Extensive experience in secretarial duties. Typing proficiency with speed and accuracy required. General knowledge of office routines, business English and mathematics; clerical aptitude. Ability to operate office equipment with extensive background in computer training including Microsoft or equivalent. Ability to communicate effectively orally and in writing. Ability to maintain records and files required.

# **CHIEF OF POLICE**

## **GENERAL STATEMENT OF DUTIES:**

Performs highly responsible work in directing all activities and employees of the town police department; does related work as required. This position may be full time, part time, or contractual. The employee in this position is appointed by the Town Council and reports to the Town Council regarding the operations of the police department.

## **DISTINGUISHING FEATURES OF THE CLASS:**

The employee in this single position class is responsible for the planning, development and direction of a complete program of police administration, including directing the activities of patrol, traffic regulation, criminal investigation, and related services. The Town Manager prescribes general policies, plans, and objectives for the Police Department and advises as to procedures when extraordinary activities arise; however, the Chief of Police has internal control over police activities and personnel, and exercises wide discretion in the administration of the department.

## **EXAMPLES OF WORK: (Illustrative only)**

Formulates departmental policies and regulations and exercises general supervision over the work of the entire department;

Oversees all personnel functions of the department, including ensuring all officers receive proper and adequate professional training;

Prepares budget estimates and directs the expenditure of all departmental funds;

Supervises and reviews the activities and reports of all officers, including special police officers;

Receives and disposes of complaints, and attends meetings and places of public gatherings to explain the activities and functions of the Police Department and to establish favorable public relations.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Comprehensive and broad knowledge of the principles, practices, and methods of modern police administration; comprehensive knowledge of modern scientific methods of criminal investigation and related areas; comprehensive knowledge of applicable Federal, State, and Local ordinances; demonstrated skill in public relations; demonstrated ability to command the respect of police officers and to assign, direct and supervise their work; ability to establish and maintain effective working relationships with other town employees and with the public; ability to express ideas clearly and concisely, both orally and in writing; adequate physical condition.

## **ACCEPTABLE EXPERIENCE AND TRAINING:**

Extensive experience in law enforcement work, including considerable progressively responsible supervisory experience and graduation from a college or university of recognized standing with major

work in police science; or any equivalent combination of experience and training which provides the required knowledge's, skills, and abilities.

**ADDITIONAL REQUIREMENTS:**

The applicant shall meet all minimum standards and requirements for the position of Chief of Police as set forth in the 1950 Code of Virginia, as amended.



**CAPTAIN (ADMINISTRATIVE)**  
**(Revised 2/1/10)**

**JOB SUMMARY:**

The primary responsibility is, under administrative direction, to plan, organize, direct and coordinate the administrative functions of the police department; to formulate program and project policies and procedures and to work closely with Operations Captain in the development of departmental goals and objectives.

**CLASS CHARACTERISTICS:**

This management position works under the direction of the Chief of Police. An incumbent is permitted to exercise a considerable degree of judgment in establishing work plans and priorities within guidelines established by law, regulations, codes and Town Policy. Formal supervision is exercised over professional, technical and/or clerical staff. An incumbent may represent the Police Chief before the Town Manager, community groups, other town staff and the public. Work is assigned and evaluated by the Police Chief through conferences and reports.

**ESSENTIAL FUNCTIONS:** (may include, but are not limited to any combination of the following)

Every sworn member of the Tappahannock Police Department is a Police Officer, regardless of rank, position or specialized assignment. Police Officers are responsible for performing a variety of duties related to the protection of life and property, enforcement of criminal and traffic laws, prevention of crime, apprehension of criminals, and calls for service.

Assists in the overall planning, organizing and directing of the administrative functions of the Police Department; evaluates existing programs and activities and initiates actions for improvement; determines methods and procedures to use in accomplishing departmental goals.

Assists the Police Chief in planning administrative activities and in formulating departmental policies; provides for policy implementation.

Participates in the selection of professional, technical and clerical personnel and their orientation, training and performance evaluation, establishes work standards.

Carries out the requirements of the Pre-Employment Policy to include testing, drug screening, pre-employment interviews and background investigations.

Participates in the evaluation of the department's information technology needs and helps develop policy relating to the use of said technology.

Supervises or performs a variety of administrative management duties including budgeting, cost control, priority setting; and analyzes workload needs and recommends on staff and other expenditure requirements to accomplish program and department goals.

Assists the Police Chief in the management of departmental budget; supervises budget compilation, research, planning, adjustment and reporting.  
Supervises and participates in the preparation of a variety of comprehensive research studies, statistics and reports for written and verbal presentation to various Town groups or officials.

Collects, organizes, evaluates, analyzes and coordinates criminal and intelligence information for the development and dissemination of criminal intelligence products, to include charts, trend reports and briefing information.

Reviews all pertinent intelligence information and public information sources on criminal elements to develop tactical and strategic intelligence.

Is responsible for the management of property and evidence records to include the tracking of evidence in the evidence/property room.

Works closely with the Operations Captain to ensure the department's goals as it relates to the enforcement of drug violations are being met.

Works closely with the Chief in developing Crime Prevention information and programs for citizens.

Correlates new information with existing criminal intelligence already stored in manual and computerized systems.

Provides technical administrative support to Town or departmental management, committees or other personnel as assigned.

Meets with town departments, agencies and committees, community groups and public officials to coordinate and implement various projects and programs.

**MARGINAL FUNCTIONS:**

May represent the Police Chief in matters pertaining to administrative functions in the Police Chief's absence.

**MINIMUM QUALIFICATIONS:**

A high school diploma or equivalent. Experience in compiling data utilizing acceptable criminal intelligence analysis techniques. Certification by the Department of Criminal Justice Services as a police officer. Possession of a valid Virginia Driver's license.

**KNOWLEDGE AND SKILLS:**

Knowledge of: municipal operations, procedures, policies, laws, objectives and organization; budgetary principles and practices; research methods and techniques; statistical and work measurements, and standards development and implementation; computer literacy; budgetary systems and procedures; recordkeeping techniques and procedures; and correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

Analyze and supervise the systemic compilation of technical and statistical data and prepare reports; plan, organize and supervise the work of professional, technical and clerical personnel; direct and supervise criminal investigations; coordinate administrative functions with other Town Departments; present ideas, concepts and recommendations effectively in oral, written and chart form, analyze situations accurately and adopt an effective course of action; and establish and maintain effective and cooperative working relationships with staff, Town Officials, representatives of other governmental agencies, community leaders and the general public.

**CAPTAIN (OPERATIONS)**  
**(Revised 2/1/10)**

**JOB SUMMARY:**

The primary responsibility is exacting the proper performance of police duty from patrol officers. Under general direction, coordinates, directs and supervises the activities of the patrol officers to include any combination of the following functions: patrol, traffic, investigation, community relations, personnel, training, property, evidence and records.

**CLASS CHARACTERISTICS:**

This management position works under the direction of the Chief of Police. An incumbent is permitted to exercise a considerable degree of judgment in the supervision of patrol officers working within the guidelines established by law and departmental policy.

**ESSENTIAL FUNCTIONS:** (may include, but are not limited to any combination of the following)

Every sworn member of the Tappahannock Police Department is a Police Officer, regardless of rank, position or specialized assignment. Police Officers are responsible for performing a variety of duties related to the protection of life and property, enforcement of criminal and traffic laws, prevention of crime, apprehension of criminals, and calls for service.

Assists in the development of departmental goals, objectives, policies and priorities.

Reviews and analyzes current procedures and activities to ensure efficient and effective use of resources and delivery of services develops recommendations on changes in organization and programs to meet changing operational needs. Reviews and directs the scheduling of patrol officers to include shift changes.

Supervises assigned officers, directs and advises subordinate managers on the supervision of patrol officers.

Prepares administrative reports for the police chief as assigned.

Directs police activities concerning the more complex law enforcement problems, provides advice and direction as needed; ensures cases are prepared properly for court presentation.

Using the intelligence and information developed by the analysis conducted by the Administrative Captain, directs and supervises the Criminal Investigator in the performance of his/her duties. In the absence of a Criminal Investigator, directs, supervises, and assists Patrol Officers in their investigation of criminal matters.

Assists the police chief in developing annual budget needs.

Evaluates the departments training needs; develops, coordinates and directs the departments in-house training programs, ensures mandated training is accomplished.

Directs the investigation of misconduct or exceptional performance of police personnel and provides written reports to the police chief.

Works closely with the Administrative Captain to ensure the department's goals as it relates to the enforcement of drug violations are being met.

Implement and support all orders received from the police chief. To this end, thoroughly explain to department personnel under his command the content of new orders that affect their responsibilities.

Be accountable for the actions or omissions of officers under his supervision which are contrary to departmental regulations or policy.

#### **MINIMUM QUALIFICATIONS:**

A high school diploma or equivalent. Experience in law enforcement procedures and demonstrated ability to supervise law enforcement personnel. Certification by the Department of Criminal Justice Services as a police officer. Possession of a valid Virginia Driver's license.

#### **KNOWLEDGE AND SKILLS**

Thorough knowledge of the current principles, practices and techniques of law enforcement and crime prevention including patrol, traffic, investigation, and other specialized police operations and thorough knowledge of federal/state laws pertaining to the apprehension, arrest and prosecution of persons.

#### **SKILLS TO:**

Write and prepare clear and comprehensive reports. Communicate orally to present technical information to police officers.

**ABILITY TO:**

Plan, organize, supervise and evaluate the work of others. Establish and maintain a high level of discipline and morale. Plan, organize and conduct comprehensive training programs. Interpret, apply and explain technical laws, regulations, policies and procedures. Exercise sound judgment in emergency situations. Establish and maintain effective working relations with other agencies and the general public.

# LIEUTENANT

## **JOB SUMMARY:**

Under direction from the police chief and captains, manages police personnel and activities of the patrol officers, performs other management assignments as needed, carries out various administration duties as assigned.

## **CLASS CHARACTERISTICS:**

This position is the first level supervisory position within the department. An incumbent is permitted to exercise a considerable degree of judgment in the supervision of patrol officers to include exacting proper performance of police duty.

## **ESSENTIAL FUNCTIONS:** (may include, but not limited to the following)

Every sworn member of the Tappahannock Police Department is a Police Officer, regardless of rank, position or specialized assignment. Police Officers are responsible for performing a variety of duties related to the protection of life and property, enforcement of criminal and traffic laws, prevention of crime, apprehension of criminals, and calls for service.

Manages and reviews all activities in law enforcement and related work by the patrol officers during an assigned tour of duty.

Schedules, supervises, motivates, trains and evaluates employees as assigned.

Reviews and approves reports submitted by patrol officers.

Assists patrol officers in the investigation of crimes and collects, preserves and prepares evidence for submission to the Forensic Lab.

Assists in the development of training programs.

Conducts firearms training as needed.

Plans and coordinates traffic enforcement and crowd control for parades and special events.

Conducts or initiates investigations of alleged misconduct by departmental personnel.

May carry out a wide variety of general and specific staff assignments and responsibilities.

**MINIMUM QUALIFICATIONS:**

A high school diploma or equivalent. Certification by Department of Criminal Justice Services as a police officer. Possess a valid Va. Driver's License.

**KNOWLEDGE AND SKILLS:**

Knowledge of the current principles, practices, and techniques of law enforcement and crime prevention, including patrol, traffic, investigation, juvenile offenses and other specialized police operations



# **SERGEANT**

## **JOB SUMMARY:**

The Sergeant is responsible to ensure the efficient and effective performance of the patrol officers as they perform their duties. Provides general supervision to include any combination of the following functions: patrol, traffic, criminal investigations and community relations.

## **CLASS CHARACTERISTICS:**

This supervisory position works under the direction of the Command Staff. An incumbent is permitted to exercise a considerable degree of judgment in the supervision of patrol officers working within the guidelines established by law and departmental policy.

## **ESSENTIAL FUNCTIONS:** (may include but are not limited to any combination of the following)

Every sworn member of the Tappahannock Police Department is a Police Officer, regardless of rank, position or specialized assignment. Police Officers are responsible for performing a variety of duties related to the protection of life and property, enforcement of criminal and traffic laws, prevention of crime, apprehension of criminals, and calls for service.

Helps promote highway safety by helping patrol officers recognize areas where additional and/or aggressive patrol activity is needed. Provides back-up and support on complicated traffic matters that may arise.

Helps to reduce the opportunities for the commission of crime by identifying problem areas by promoting problem solving techniques to reduce criminal activity.

Conducts criminal investigations as needed or provides patrol support to allow officers to conduct criminal investigations.

Supervises aggressive patrol techniques by ensuring consent searches of vehicles and persons are done in accordance with correct procedures as stipulated by the Code of Virginia and the U. S. Constitution.

Maintains knowledge of drug users and dealers and directs patrol activities in those areas to maintain constant pressure.

By close direct supervision identifies and detects patterns of unacceptable behavior and/or indicators of potential problems that need to be corrected. Attempts to prevent patterns of inappropriate conduct from developing and works closely with Command Staff to determine if early intervention is needed to address personnel issues

Provides field training to newly hired police officers in accordance with established field training protocol. Provides instruction in each of the police department's policies and determines through review the officer's understanding of them.

**MINIMUM QUALIFICATIONS:**

A high school diploma or equivalent. Experience in law enforcement procedures and demonstrated ability to supervise law enforcement. Certification by the Department of Criminal Justice Services as a police officer and a Field Training Officer. Possession of a valid Virginia Driver's license.

**SKILLS TO:**

Write and prepare clear and comprehensive reports. Communicate orally to present technical information to police officers.

**ABILITY TO:**

Plan, organize, supervise and evaluate the work of others. Establish and maintain a high level of discipline and morale. Interpret, apply and explain technical laws, regulations, policies and procedures. Exercise sound judgment in emergency situations. Establish and maintain effective working relations with other agencies and the general public.

## **POLICE DETECTIVE**

### **1. Job Description:**

- The detective is responsible for conducting investigations into criminal activity occurring within the jurisdiction of the Town of Tappahannock. Duties include following up of general criminal investigations involving cases assigned by the Chief of Police or designated supervisor.

### **2. General Duties and Responsibilities:**

- Identify criminal offenders and criminal activity and where appropriate, apprehension of offenders and participation in subsequent court proceedings.
- Preparation of complete and thorough case files for approval and forwarding to the Commonwealth's Attorney for prosecution.
- Maintain proper evidence submission and control in accordance with policy.
- Establish and maintain positive working relationships with other law enforcement agencies to include information sharing and assistance.
- Maintain proper communication regarding on-going investigations relating case status to the Chief of Police or designated supervisor.
- Respond when necessary to crime scenes to assist or investigate criminal activity as regulated by supervision.
- Obtain and share information on criminal activity with patrol officers.
- Performance of all other duties as may be assigned by the Chief of Police or designated supervisor.

### **3. Position Requirements:**

- Graduation from High School or GED equivalent. Displayed interest and ability in investigative techniques including evidence collection and submissions, writing skills, and interrogative experience. Current police officer certification by the Virginia Department of Criminal Justice Services and at least two years patrol officer experience with Tappahannock Police Department. Possession of valid Virginia Driver's License.

# **DOMESTIC VIOLENCE/SEXUAL ASSAULT INVESTIGATOR**

## 1. **Summary:**

The Domestic Violence/Sexual Assault Investigator is responsible for the investigation of Domestic Violence and Sexual Assault complaints and will address arrest, prosecution, victim advocacy, treatments, education and training through the formation of a task force against Domestic Violence and Sexual Assaults.

## 2. **General Duties and Responsibilities:**

- a. Will respond to domestic violence and sexual assault calls with patrol officers and provide expertise in dealing with victims, collection of evidence, determining primary aggressor, obtaining E.P.O.'s and conducting follow-up investigations as needed.
- b. Identify criminal offenders and, where appropriate, apprehend offenders and participate in subsequent court proceedings.
- c. Prepare written reports in criminal investigations to be presented to the Commonwealth's Attorney for subsequent court action.
- d. Maintain control of evidence in accordance with Departmental policy.
- e. Communicate to the Chief the status of investigations.
- f. Perform such other duties as may be assigned by the Chief or Lieutenant.

## 3. **Acceptable Experience and Training:**

High School Diploma or Equivalent. Experience in Law Enforcement Procedures and ability to conduct investigations of Domestic Violence and Sexual Assault Complaints. Valid Virginia Driver's License. Certification by the Commonwealth of Virginia, Department of Criminal Justice Services as a Police/Law Enforcement Officer.

# SENIOR POLICE OFFICER

## 1. Summary:

A police officer is responsible for the efficient performance of required duties conforming to the rules, regulations, and general orders contained herein. Duties shall consist of, but are not limited to, general police responsibilities necessary to the safety and good order of the community. A police officer shall:

- a. Identify criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent court proceedings.
- b. Reduce the opportunities for the commission of crime through preventive patrol and other measures.
- c. Aid people who are in danger of physical harm.
- d. Facilitate the movement of vehicular and pedestrian traffic.
- e. Identify problems that are potentially serious law enforcement or governmental problems.
- f. Provide security and safety services in a manner to enlist the cooperation of the community.
- g. Promote and preserve the peace.

## 2. General Duties and Responsibilities:

- a. Exercise authority consistent with the obligations imposed by the oath of office and be accountable to superior officers. Promptly obey legitimate orders.
- b. Coordinate efforts with those of other members of the Department so that teamwork may ensure continuity of purpose and achievement of police objectives.
- c. Communicate to superiors and to fellow officers all information obtained which is pertinent to the achievement of police objectives.
- d. Respond punctually to all assignments.
- e. Acquire and record information concerning events that have taken place since the last tour of duty.
- f. Record activity during tour of duty in the manner prescribed by proper authority.
- g. Maintain weapons and equipment in a functional, presentable condition.

- h. Assist citizens requesting assistance or information. Courteously explain any instance where jurisdiction does not lie with the Police Department and suggest other procedures to be followed.
- i. Be accountable for securing, receipt and proper transporting of all evidence and property coming into custody.
- j. Answer questions asked by the general public, counsel juveniles and adults when necessary and refer them to persons or agencies where they can obtain further assistance.
- k. Preserve the peace at public gatherings, neighborhood disputes and family quarrels.
- l. Serve or deliver warrants, summonses, subpoenas, and other official papers promptly and accurately when so directed by a superior officer.
- m. Confer with court prosecutors and testify in court.
- n. Accomplish other general duties as they are assigned or become necessary.
- o. Perform such other duties as may be assigned by the Chief, Captain or Lieutenant.
- p. Cooperates with the efforts of other law enforcement agencies.

**3. Specific Duties and Responsibilities:**

- (1) Address issues that contribute to the prevention of crime and disorder
- (2) Process crime scenes and document evidence that will lead to the identity of suspects.
- (3) Acquire knowledge in the detection and successful prosecution of operators of motor vehicles while under the influence of alcohol or drugs.
- (4) Acquire knowledge in the detection of suspects in the possession and distribution of narcotics.
- (5) Acquire knowledge in the writing and execution of search warrants.
- (6) Acquire knowledge in the problem solving approach to crime and disorder.

**4. Experience Requirements**

- (a) A minimum of seven years continuous service with the Tappahannock Police Department.

- (b) Demonstrated ability in the prevention of crime and disorder. This can be accomplished through experience and/or attending specialized courses in crime prevention.
- (c) Demonstrated ability in crime scene processing through experience and/or attending specialized courses in forensic evidence collection.
- (d) Demonstrated ability in DUI detection by experience and/or attending specialized courses in DUI detection and prosecution.
- (e) Demonstrated ability in the detection of narcotics violators by experience and/or attending specialized courses in narcotics detection and search warrant writing and execution.
- (f) Demonstrated ability in problem solving by experience and/or attending specialized courses on problem solving.
- (g) An officer will be considered for advancement to Senior Police officer with a combination of service and an exceptional proficiency in at least two of the experience requirements.

## **Police Officer II**

### 1. **Summary:**

A police officer is responsible for the efficient performance of required duties conforming to the rules, regulations, and general orders contained herein. Duties shall consist of, but are not limited to, general police responsibilities necessary to the safety and good order of the community. A police officer shall:

- a. Identify criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent court proceedings.
- b. Reduce the opportunities for the commission of crime through preventive patrol and other measures.
- c. Aid people who are in danger of physical harm.
- d. Facilitate the movement of vehicular and pedestrian traffic.
- e. Identify problems that are potentially serious law enforcement or governmental problems.
- f. Provide security and safety services in a manner to enlist the cooperation of the community.
- g. Promote and preserve the peace.

### 2. **General Duties and Responsibilities:**

- a. Exercise authority consistent with the obligations imposed by the oath of office and be accountable to superior officers. Promptly obey legitimate orders.
- b. Coordinate efforts with those of other members of the Department so that teamwork may ensure continuity of purpose and achievement of police objectives.
- c. Communicate to superiors and to fellow officers all information obtained which is pertinent to the achievement of police objectives.
- d. Respond punctually to all assignments.
- e. Acquire and record information concerning events that have taken place since the last tour of duty.
- f. Record activity during tour of duty in the manner prescribed by proper authority.
- g. Maintain weapons and equipment in a functional, presentable condition.



- h. Assist citizens requesting assistance or information. Courteously explain any instance where jurisdiction does not lie with the Police Department and suggest other procedures to be followed.
- i. Be accountable for securing, receipt and proper transporting of all evidence and property coming into custody.
- j. Answer questions asked by the general public, counsel juveniles and adults when necessary and refer them to persons or agencies where they can obtain further assistance.
- k. Preserve the peace at public gatherings, neighborhood disputes and family quarrels.
- l. Serve or deliver warrants, summonses, subpoenas, and other official papers promptly and accurately when so directed by a superior officer.
- m. Confer with court prosecutors and testify in court.
- n. Accomplish other general duties as they are assigned or become necessary.
- o. Perform such other duties as may be assigned by the Chief, Captain or Lieutenant.
- p. Cooperates with the efforts of other law enforcement agencies.

3. **Specific Duties and Responsibilities - Patrol Duties:**

- a. Patrol the Town limits for general purposes of crime prevention and law enforcement. Patrol includes:
  - (1) Being thoroughly familiar with the Town limits. Such familiarity includes knowledge of residents, merchants, businesses, roads, alleyways, paths, etc. Conditions that contribute to crime should be reported. The location of fire boxes, telephones and other emergency services should be noted.
  - (2) Apprehending persons violating the law or wanted by the police.
  - (3) Completing detailed reports on all crimes, vehicle accidents and other incidents requiring police attention. In cases where an arrest is made, an arrest report is submitted along with the required crime reports. When property is recovered or additional information is discovered pertaining to a previously reported offense, the officer completes an investigation report.
  - (4) Building security checks.
  - (5) Observing and interrogating of suspicious persons.

- (6) Issuing traffic citations.
  - (7) Being alert for and reporting fires.
  - (8) Reporting street light and traffic signals out-of-order, street hazards and any conditions that endanger public safety.
  - (9) Checking of schools, parks, and playgrounds.
  - (10) Responding to any public emergency.
- 
- b. Conduct a thorough investigation of all offenses and incidents within the area of assignment and scope of activity. Collect evidence and record data which will aid in identification, apprehension and prosecution of offenders, as well as the recovery of property.
  - c. Be alert to the development of conditions tending to cause crime or indicative of criminal activity. Take preventive action to correct such conditions and inform superiors as soon as the situation permits.
  - d. Respond to situations brought to the officer's attention while in the course of routine patrol or when assigned by radio. Render first aid, when qualified, to persons who are seriously ill or injured. Assist persons needing police services.
  - e. Remain on patrol throughout the tour of duty except when a police emergency necessitates a temporary absence.
  - f. Patrol the Town limits, giving particular attention to and frequently rechecking locations where the crime hazard is great. Insofar as possible, a patrol officer shall not patrol the Town according to any fixed route or schedule, but shall alternate frequently and backtrack in order to be at the location when least expected.
  - g. Be alert for all nuisances, impediments, obstructions, defects or other conditions that might endanger or hinder the safety, health or convenience of the public within the patrol area.
  - h. Concerning a patrol vehicle:
    - (1) See that it is well maintained mechanically and that it is kept clean both inside and out.
    - (2) Inspect the vehicle at the beginning of the tour of duty for any defects or missing equipment. Immediately report all defects and damages sustained to the vehicle to the proper authority and complete all reports and forms required by current procedures.
    - (3) Operate the radio in line with FCC regulations and current departmental procedures.

- (4) Ensure that the assigned vehicle's gas tank is full before completion of each tour of duty.
- i. Keep radio equipment in operation at all times and be thoroughly familiar with Departmental policy concerning use of the radios.
- j. Take measures to direct the flow of traffic in the area during periods of congestion.

**4. Specific Duties and Responsibilities - Traffic Patrol:**

- a. Direct and expedite the flow of traffic at assigned intersections keeping in mind the duty as a traffic officer in preventing accidents, protecting pedestrians and ensuring the free flow of traffic.
- b. Enforce the parking ordinances and motor vehicle laws in the patrol areas.
- c. Be alert for traffic safety conditions which may endanger or inconvenience the public and report such conditions to the dispatcher.

**5. Education and Experience:**

High School Diploma or Equivalent. Valid Virginia Driver's License. Responsible work experience. Certification by the Commonwealth of Virginia, Department of Criminal Justice Services as a Police/Law Enforcement officer.

The Chief of Police will monitor and review the progress before recommending the officer for advancement.

The qualifications include a demonstrated ability to perform the tasks outlined in the duties and responsibilities of a police officer.

# POLICE OFFICER I

## 1. **Summary:**

A police officer is responsible for the efficient performance of required duties conforming to the rules, regulations, and general orders contained herein. Duties shall consist of, but are not limited to, general police responsibilities necessary to the safety and good order of the community. A police officer shall:

- a. Identify criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent court proceedings.
- b. Reduce the opportunities for the commission of crime through preventive patrol and other measures.
- c. Aid people who are in danger of physical harm.
- d. Facilitate the movement of vehicular and pedestrian traffic.
- e. Identify problems that are potentially serious law enforcement or governmental problems.
- f. Provide security and safety services in a manner to enlist the cooperation of the community.
- g. Promote and preserve the peace.

## 2. **General Duties and Responsibilities:**

- a. Exercise authority consistent with the obligations imposed by the oath of office and be accountable to superior officers. Promptly obey legitimate orders.
- b. Coordinate efforts with those of other members of the Department so that teamwork may ensure continuity of purpose and achievement of police objectives.
- c. Communicate to superiors and to fellow officers all information obtained which is pertinent to the achievement of police objectives.
- d. Respond punctually to all assignments.
- e. Acquire and record information concerning events that have taken place since the last tour of duty.
- f. Record activity during tour of duty in the manner prescribed by proper authority.
- g. Maintain weapons and equipment in a functional, presentable condition.

- h. Assist citizens requesting assistance or information. Courteously explain any instance where jurisdiction does not lie with the Police Department and suggest other procedures to be followed.
- i. Be accountable for securing, receipt and proper transporting of all evidence and property coming into custody.
- j. Answer questions asked by the general public, counsel juveniles and adults when necessary and refer them to persons or agencies where they can obtain further assistance.
- k. Preserve the peace at public gatherings, neighborhood disputes and family quarrels.
- l. Serve or deliver warrants, summonses, subpoenas, and other official papers promptly and accurately when so directed by a superior officer.
- m. Confer with court prosecutors and testify in court.
- n. Accomplish other general duties as they are assigned or become necessary.
- o. Perform such other duties as may be assigned by the Chief, Captain or Lieutenant.
- p. Cooperates with the efforts of other law enforcement agencies.

3. **Specific Duties and Responsibilities - Patrol Duties:**

- a. Patrol the Town limits for general purposes of crime prevention and law enforcement. Patrol includes:
  - (1) Being thoroughly familiar with the Town limits. Such familiarity includes knowledge of residents, merchants, businesses, roads, alleyways, paths, etc. Conditions that contribute to crime should be reported. The location of fire boxes, telephones and other emergency services should be noted.
  - (2) Apprehending persons violating the law or wanted by the police.
  - (3) Completing detailed reports on all crimes, vehicle accidents and other incidents requiring police attention. In cases where an arrest is made, an arrest report is submitted along with the required crime reports. When property is recovered or additional information is discovered pertaining to a previously reported offense, the officer completes an investigation report.
  - (4) Building security checks.
  - (5) Observing and interrogating of suspicious persons.
  - (6) Issuing traffic citations.

- (7) Being alert for and reporting fires.
  - (8) Reporting street light and traffic signals out-of-order, street hazards and any conditions that endanger public safety.
  - (9) Checking of schools, parks, and playgrounds.
  - (10) Responding to any public emergency.
- 
- b. Conduct a thorough investigation of all offenses and incidents within the area of assignment and scope of activity. Collect evidence and record data which will aid in identification, apprehension and prosecution of offenders, as well as the recovery of property.
  - c. Be alert to the development of conditions tending to cause crime or indicative of criminal activity. Take preventive action to correct such conditions and inform superiors as soon as the situation permits.
  - d. Respond to situations brought to the officer's attention while in the course of routine patrol or when assigned by radio. Render first aid, when qualified, to persons who are seriously ill or injured. Assist persons needing police services.
  - e. Remain on patrol throughout the tour of duty except when a police emergency necessitates a temporary absence.
  - f. Patrol the Town limits, giving particular attention to and frequently rechecking locations where the crime hazard is great. Insofar as possible, a patrol officer shall not patrol the Town according to any fixed route or schedule, but shall alternate frequently and backtrack in order to be at the location when least expected.
  - g. Be alert for all nuisances, impediments, obstructions, defects or other conditions that might endanger or hinder the safety, health or convenience of the public within the patrol area.
  - h. Concerning a patrol vehicle:
    - (1) See that it is well maintained mechanically and that it is kept clean both inside and out.
    - (2) Inspect the vehicle at the beginning of the tour of duty for any defects or missing equipment. Immediately report all defects and damages sustained to the vehicle to the proper authority and complete all reports and forms required by current procedures.
    - (3) Operate the radio in line with FCC regulations and current departmental procedures.

- (4) Ensure that the assigned vehicle's gas tank is full before completion of each tour of duty.
- i. Keep radio equipment in operation at all times and be thoroughly familiar with Departmental policy concerning use of the radios.
- j. Take measures to direct the flow of traffic in the area during periods of congestion.

4. **Specific Duties and Responsibilities - Traffic Patrol:**

- a. Direct and expedite the flow of traffic at assigned intersections keeping in mind the duty as a traffic officer in preventing accidents, protecting pedestrians and ensuring the free flow of traffic.
- b. Enforce the parking ordinances and motor vehicle laws in the patrol areas.
- c. Be alert for traffic safety conditions which may endanger or inconvenience the public and report such conditions to the dispatcher.

5. **Education and Experience:**

High School Diploma or Equivalent. Valid Virginia Driver's License. Responsible work experience. Certification by the Commonwealth of Virginia, Department of Criminal Justice Services as a Police/Law Enforcement officer.

Police Officers I are required to have at least six (6) months experience following the completion of the Law Enforcement Basic Academy to be considered for reclassification.

## **OFFICE MANAGER/ASSISTANT ACCREDITATION MANAGER**

### **GENERAL STATEMENT OF DUTIES**

This position provides administrative assistance to the Chief of Police and is responsible for the management and coordination of clerical office operations and assistance with department accreditation management. This is a full time position.

### **TASKS AND RESPONSIBILITIES**

- Organize and file criminal, non-criminal, and traffic records in accordance with department policy and Library of Virginia retention schedule.
- Prepare criminal files for dissemination to Commonwealth Attorney.
- Enter and report IBR, traffic, and other necessary data with the appropriate receiving agency.
- Assist sworn employees with obtaining records through VCIN/NCIC such as criminal history, DMV records, and other identifying records when requested.
- Assist sworn employees with obtaining criminal records information through the LiNX system when requested.
- Assist in the completion of appropriate records request by outside parties to include but not limited to, FOIA, insurance companies or other law enforcement agencies.
- Prepare departmental reports at the request of the Chief of Police and/or division commanders.
- Organize and maintain appropriate office supplies.
- Recommend and assist with necessary improvements to office management and function.
- Assist the department accreditation manager with the maintenance of accreditation files and coordination of necessary reaccreditation inspections.
- Attend appropriate training/meetings related to office management and accreditation as assigned.
- Assist the Property & Evidence custodian in the tracking of necessary court orders related to destruction and return of property and evidence.
- Assist the Administrative Division with the completion of appropriate grant reports.
- File necessary court subpoenas with the appropriate sworn employee.
- Perform other duties that as assigned by the division or department.
- Assist division in posting and monitoring of department's social media.

### **KNOWLEDGE**

Working knowledge of department's functions; special events coordination; principles, practices, and techniques of modern office management; business English, grammar, punctuation; basic office methods, procedures and practices; business letter writing; personal computers and associated software; procedures, rules, ordinances, regulations and operating details of the department to which assigned; strong knowledge of other Town departments and how they inter-relate in the daily business of the Town; keen awareness of sensitive issues.

### **SKILLS**

Read, write and verbally communicate at a level appropriate to the duties of the position; operate a personal computer for word processing, data entry and retrieval and other uses; type at a speed sufficient to accurately complete a reasonable heavy typing workload in a timely manner; writing correspondence and providing customer service, directions, and feedback; initiative and time management skills essential. Diplomacy, communication and conflict management skills are required.



### **ABILITIES**

Coordinate many different office support tasks, establish priorities and deadlines; manage multiple projects at a time and adjust to shifts in priorities; identify relationships between issues; independently interpret and apply a variety of complex organizational policies and procedures; apply independent judgment, discretion and initiative in performing complex administrative work in a variety of projects with minimal supervision; independently initiate, draft, and prepare concise memoranda and correspondence; present ideas clearly and concisely, verbally and in writing; use sound judgment and discretion; keep complex records and files; operate a variety of office equipment; operate computer proficiently @ 60 wpm; gather, correlate, and analyze facts and use them to prepare reports, memoranda, legal communications, and formal and confidential correspondence; screen customers and respond accordingly; establish and maintain cooperative working relationships.

### **EDUCATION AND EXPERIENCE REQUIREMENT:**

High school diploma or equivalent, maintain appropriate VCIN operator certification through the Virginia State Police.

*\*Added May 4, 2016*

*Police – Office Manager & Asst. Accreditation Manager*

# **PUBLIC WORKS SUPERINTENDENT**

## **GENERAL STATEMENT OF DUTIES:**

Supervises street foreman, equipment operators and maintenance workers in the construction and maintenance of streets, water mains and sewer lines; pump stations; building and grounds maintenance; trash collection.

Work is performed by work crews of unskilled or semi-skilled maintenance workers and supervision is exercised through subordinate foremen. Responsibility is involved for coordination and inspection of the work performed, for establishing priorities, and for reacting to emergencies. General supervision is received from the Town Manager or the Assistant Town Manager.

## **TYPICAL DUTIES:**

Supervises the installation, maintenance, and repair of water and sewer lines; outlines details of projects to street foreman or equipment operator and reviews work in progress and after completion.

Oversees work crews engaged in maintenance and repair of streets; may operate heavy equipment on occasion.

Assigns work crews based on changing needs; responsible for maximum effectiveness of total work force in emergencies such as broke water mains, snow removal, storm damage, etc.

Other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

Any combination of education and experience equivalent to graduation from high school and considerable supervisory experience in construction and building trades. Water or sewer operator's license desirable. Valid Virginia Driver's License required.

Considerable knowledge of the installation and maintenance of water lines, pump stations, roadway maintenance and ability to operate heavy road building equipment.

Position will require on-call ability as well as weekends, holidays and overtime work.

# **ASSISTANT PUBLIC WORKS SUPERINTENDENT**

## **GENERAL STATEMENT OF DUTIES:**

Supervises foreman, equipment operators and maintenance workers in the construction and maintenance of streets, water mains and sewer lines; pump stations; building and grounds maintenance; trash collection; ect.

Work is performed by work crews of unskilled or semi-skilled maintenance workers and supervision is exercised through subordinate foremen. Responsibility is involved for coordination and inspection of the work performed, for establishing priorities, and for reacting to emergencies. General supervision is received from the Town Manager or the Assistant Town Manager.

## **TYPICAL DUTIES:**

Performs duties as assigned by the Public Works Superintendent; the Town Manager or the Assistant Town Manager.

Supervises the installation, maintenance, and repair of water and sewer lines; outlines details of projects to street foreman or equipment operator and reviews work in progress and after completion.

Oversees work crews engaged in maintenance and repair of streets; may operate heavy equipment on occasion.

Assigns work crews based on changing needs; responsible for maximum effectiveness of total work force in emergencies such as broke water mains, snow removal, storm damage, etc.

Acts as Public Works Superintendent in the absence of the Public Works Superintendent.

Other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

Any combination of education and experience equivalent to graduation from high school and considerable supervisory experience in construction and building trades.

Water or Sewer operator's license desirable.

Valid Virginia Driver's License required.

Considerable knowledge of the installation and maintenance of water lines, pump stations, roadway maintenance and ability to operate heavy road building equipment.

Position will require on-call ability as well as weekends, holidays and overtime work.

# **FACILITIES MANAGER**

## **GENERAL STATEMENT OF DUTIES:**

Performs day to day maintenance on all town vehicles and equipment. Work also includes managing the Town Shop and executing the necessary paperwork for purchasing maintenance parts and tools.

Work assignments are received from the Town Manager or the Assistant Town Manager. Most work is performed independently with little or no supervision.

## **TYPICAL DUTIES:**

Responsibilities include but are not limited to the following:

Maintains all town vehicles, equipment, water and sewer facilities

Responsible for overall operation and upkeep of the shop.

Keeps records of all maintenance performed.

Administers the necessary paperwork for the purchase of all maintenance parts and tools.

Prepares specifications and RFP's for the purchase of Capital Equipment.

Prepares and conducts the disposal of surplus equipment.

Prepares and periodically updates inventory of parts and tools.

Advises the Town Manager or the Assistant Town Manager on budgetary needs of Town equipment and shop and capital purchases.

Supervises mechanic, pump technicians and labors.

Performs other duties as assigned.

## **SKILLS, KNOWLEDGE, AND ABILITIES:**

Considerable experience in vehicular and medium to heavy equipment maintenance; experience in water and sewer distribution and pumping facilities, clerical skills to the extent of record keeping, soliciting prices, and executing the necessary paperwork for purchasing parts and tools. Any combination of education and experience equivalent to graduation from high school. Physically able to carry out job responsibilities. Position will require on-call ability as well as weekends, holidays and overtime work.

# CONSTRUCTION INSPECTOR

## **GENERAL STATEMENT OF DUTIES:**

Performs inspection of town construction projects including but not limited to water lines, sewer lines, drainage systems, and road improvements. Insures proper construction by referring to developed plans and specifications or by generally accepted construction standards. Performs construction inspection for federally funded construction programs including utilities and housing rehabilitation. Coordinates on-going maintenance of town utilities and streets with Public Works Superintendent. Receives general direction from the Town Manager or Assistant Town Manager

## **TYPICAL DUTIES:**

Inspects utility, road and drainage construction performed by private contractors within the town utilizing plans and specifications prepared by registered architect or engineer; performs inspection of private business and industrial development within the town to insure construction according to the approved site plan.

Inspects town employees in the construction of utilities, road, and drainage work.

Consults with town staff on construction needs and methods within the town.

Consults on maintaining and upgrades on utilities

Inspects and implements Town's Cross Connection Program.

Other duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

Graduation from high school or equivalent required. Extensive experience in the construction of water, sewer, roads, and drainage improvements. Ability to interpret plans and specifications. Extensive knowledge of construction techniques and practices. Ability to deal effectively with public, contractors, and associates at all levels; possession of valid Virginia Driver's License. Electrical and plumbing experience. Position may require on-call ability as well as weekends, holidays and overtime work.

*\*Revised 2/7/20\**

# **STREET FOREMAN**

## **GENERAL STATEMENT OF DUTIES:**

Supervises and leads in the work of a crew of maintenance workers and equipment operators in the maintenance and repair of streets; drainage, water and sewer lines and other town facilities; performs related construction tasks as required.

Areas of work and standards to be met are assigned by the Public Works Superintendent.

## **TYPICAL DUTIES:**

Supervises maintenance workers and equipment operators in patching and surfacing streets and in constructing drains and storm sewers; may operate such equipment as roller, scraper, tar distributor, back hoe; supervise sign making, maintenance and installation of all road signs.

Cleans streets, moves snow, assists in installation or repair of water and sewer lines as needed.

Other duties as assigned.

## **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school and considerable experience in construction work.

Good knowledge of street and other town maintenance functions; ability to supervise others; skill in operating road maintenance equipment. Valid Virginia Commercial Driver's License required.

Position will require on-call ability as well as weekends, holidays and overtime work.

# **MAINTENANCE CREW SUPERVISOR**

## **GENERAL STATEMENT OF DUTIES**

Supervises maintenance crews, performing lead and skilled to semi-skilled tasks of above average difficulty in construction, maintenance and repair of streets, water distribution and wastewater collection systems and other Town facilities and property maintenance. Work assignments received from Town Manager or Public Works Superintendent.

## **TYPICAL DUTIES**

- Leads and supervises maintenance crews of jobsite
- Performs lead/skilled/semi-skilled tasks related to construction and repair
- Maintenance of water distribution and wastewater collection systems
- Repairs water and sewer mains/water services/water valves/fire hydrants/manholes
- Repairs streets, maintenance/ surfacing
- Assists in landscaping town property if required
- Functions in leadership and supervisory role onsite
- Conducts and documents job safety requirements
- Utilizes hand and power tools/backhoes/tractors/trucks
- Other duties as assigned

## **EXPERIENCE**

- High School Diploma or GED
- A minimum of three years experience and knowledge of construction and maintenance of streets and water distribution systems and wastewater collection systems
- Possess a valid commercial driver's license or ability to secure a CDL within twelve months of employment
- Position will require on-call ability as well as weekends, holidays and overtime work

*\*Revised 2/7/20\**

## **EQUIPMENT OPERATOR**

### **GENERAL STATEMENT OF DUTIES:**

Operates and maintains light duty equipment in the maintenance and repair of streets, drainage, water and sewer lines and other town facilities. Work includes excavation work and grading.

Work assignments are received orally and usually performed under the supervision of the Street Foreman or Equipment Operator (Heavy).

### **TYPICAL DUTIES:**

Able to drive dump trucks, pick-up trucks, mowers, garbage truck, and small farm tractors in repair and surfacing of streets, snow removal, drainage work, water and sewer line repair and grass cutting. When not operating light equipment, the operator will perform manual labor tasks.

Other duties as assigned.

### **EXPERIENCE:**

No experience necessary, but must be able to drive Town vehicles. Valid Virginia Commercial Driver's License required.

Position will require on-call ability as well as weekends, holidays and overtime work.



# **MAINTENANCE WORKER**

## **GENERAL STATEMENT OF DUTIES:**

Performs general duty labor as a member of a street construction, garbage collection, maintenance, or grounds keeping crew; performs related work as required.

The work involves routine manual labor tasks under a Street Foreman who details work assignments, and provides supervision.

## **TYPICAL DUTIES:**

Performs a variety of heavy manual work in the maintenance and repair of streets, sidewalks, driveways, and sewer drains.

Assists in laying and repairing water lines, sewer pipes and mains and related facilities.

Cleans streets, dig ditches, removes snow, cuts grass, loads and unloads building materials.

Picks up garbage and refuse, loads and unloads trash truck.

May drive a truck in relief on intermittent basis.

## **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to completion of grade school and some experience in performance of heavy manual work desired.

Physical ability to perform heavy manual work, ability to follow oral instructions.

Valid Virginia Commercial Driver's License desired. Position will require on-call ability as well as weekends, holidays and overtime work.

## **REFUSE WORKER**

### **GENERAL STATEMENT OF DUTIES:**

Performs general duty labor as a member of a street construction, garbage collection, maintenance, or grounds keeping crew; performs related work as required.

The work involves routine manual labor tasks under a Street Foreman who details work assignment, and provides supervision.

### **TYPICAL DUTIES:**

Performs a variety of heavy manual work in the maintenance and repair of streets, sidewalks, driveways, and sewer drains.

Assists in laying and repairing water lines, sewer pipes and mains and related facilities.

Cleans streets, dig ditches, removes snow, cuts grass, loads and unloads building materials.

Picks up garbage and refuse, loads and unloads trash truck.

May drive a truck in relief on intermittent basis.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to completion of grade school and some experience in performance of heavy manual work desired.

Physical ability to perform heavy manual work, ability to follow oral instructions.

Position will require on-call ability as well as weekends, holidays, and overtime work.

# **WASTEWATER PLANT SUPERVISOR**

## **GENERAL STATEMENT OF DUTIES:**

Supervise and perform the operation, maintenance and administration of a .8 MGD or greater Wastewater Treatment Plant as required to achieve the necessary effluent water quality. Supervisor will serve as responsible operator in charge of the plant and must have achieved a Class I Operators Certification in the State of Virginia.

Work assignments are received from the Town Manager or the Assistant Town Manager. Daily operation and assignments are performed independently with little or no supervision. Work schedule may fluctuate with job responsibilities.

## **TYPICAL DUTIES:**

Coordinates all plant activities and operations.

Completes and archives all plant data, records, reports and required documentation.

Attends meetings relating to plant operations as required.

Operate and regulate treatment facilities to achieve required effluent water quality.

Conducts or supervises analytical laboratory testing with necessary record keeping.

Prepares all weekly, monthly, and yearly reports for regulatory agencies as required

Supervises the necessary upkeep and maintenance of plant facilities and grounds.

Delegates responsibilities and work assignments to assistant plant supervisor or shift operators.

Determines and orders the necessary chemicals for treatment and other plant supplies.

Supervises the water distribution system and prepares all weekly, monthly, and yearly reports for regulatory agencies as required

Other duties as assigned.

## **EXPERIENCE**

Must have achieved a Class I Operator's Certification in Wastewater Treatment in the State of Virginia. Certification in water treatment desirable. Must possess thorough knowledge of modern treatment methods and procedures. High School graduate or equivalent.

Supervisory experience strongly desired.

Minimum use of personal vehicle may be required.

Valid Virginia Driver's License required.

## **ASSISTANT WASTEWATER PLANT SUPERVISOR**

### **GENERAL STATEMENT OF DUTIES:**

Supervise and perform the operation and maintenance of a .8 MGD or greater Wastewater Treatment Plant as required to achieve the necessary effluent water quality. Assistant Supervisor will serve as responsible operator in charge of the plant process and must have achieved a Class I Operators Certification in the State of Virginia.

Work assignments are received from the Plant Supervisor, Town Manager or the Assistant Town Manager. Daily operation and assignments are performed independently with little or no supervision. Work schedule may fluctuate with job responsibilities.

### **TYPICAL DUTIES:**

Operate and regulate treatment facilities to achieve required effluent water quality, conduct and supervise analytical laboratory testing with necessary record keeping

Performs or supervises the necessary upkeep and maintenance of plant facilities and grounds.

Delegates responsibilities and work assignments to shift operators.

Determines and orders the necessary chemicals for treatment and other plant supplies.

Other duties as assigned.

### **EXPERIENCE**

Must have achieved a Class I Operator's Certification in Wastewater Treatment in the State of Virginia. Certification in water treatment desirable. Must possess thorough knowledge of modern treatment methods and procedures. High School graduate or equivalent.

Supervisory experience strongly desired.

Minimum use of personal vehicle may be required.

Valid Virginia Driver's License required.

# **SENIOR WASTEWATER OPERATOR I**

## **GENERAL STATEMENT OF DUTIES:**

Operates and maintains a .8 MGD or greater Wastewater Treatment Plant as required to provide the required water quality standards. Must have achieved a Class I Operators Certification in the State of Virginia.

Work assignments are received from the plant supervisor. Will be the operator in charge in the absence of the Plant Supervisor. Daily operations and assignments are performed independently with little or no supervision. Work shifts may fluctuate as need arise.

## **TYPICAL DUTIES:**

Operate and regulate facilities to achieve water quality, conduct analytical laboratory testing with necessary record keeping.

Conducts analytical laboratory testing with necessary record keeping.

Performs or supervises the necessary upkeep and maintenance of plant facilities and grounds.

Assumes the supervisor duties in the absence of the Plant Supervisor or the Assistant Plant Supervisor and delegates responsibilities and work assignments to shift operators.

Other duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

Must have considerable knowledge and experience in the overall operation of a Wastewater Facility including the required testing procedures and the operation and maintenance. Must have achieved a Class I Wastewater Operators certification in the State of Virginia.

Physically able to carry out job responsibilities.

Valid Virginia Driver's License required.

# **WASTEWATER OPERATOR - I**

## **GENERAL STATEMENT OF DUTIES:**

Operates and maintains .8 MGD or greater Wastewater Treatment Plant as required to provide the required water quality standards. Must have achieved a Class I Wastewater Operators Certification in the State of Virginia.

Work assignments are received from the Plant Supervisor, Assistant Plant Supervisor or Senior Operator. Daily operations and assignments are performed independently with little or no supervision. Work shifts may fluctuate as needs arise.

## **TYPICAL DUTIES:**

Operate and regulate facilities to achieve required water quality, conduct analytical laboratory testing with necessary record keeping, manually handle chemicals for wastewater treatment and be responsible for the upkeep and maintenance of the plant facilities and grounds.

Conduct analytical laboratory testing with necessary record keeping, coordinate and implement the following with the plant supervisor.

- (1) Inventory control of laboratory supplies
- (2) Maintenance and calibration schedules for analytical equipment
- (3) Sampling and testing procedures for all necessary laboratory testing

Performs other duties as required.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

Must have achieved a minimum Class I Operator's Certification in the State of Virginia. Certification in water treatment desirable. Relevant experience necessary. Physically able to carry out job responsibilities. Valid Virginia Driver's License required.

## **WASTEWATER OPERATOR - II**

### **GENERAL STATEMENT OF DUTIES:**

Operates and maintains .8 MGD or greater Wastewater Treatment Plant as required to provide the required water quality standards. Must have achieved a Class II Wastewater Operators Certification in the State of Virginia.

Work assignments are received from the Plant Supervisor, Assistant Plant Supervisor or Senior Operator. Daily operations and assignments are performed independently with little or no supervision. Work shifts may fluctuate as needs arise.

### **TYPICAL DUTIES:**

Operate and regulate facilities to achieve required water quality, conduct analytical laboratory testing with necessary record keeping, manually handle chemicals for wastewater treatment and be responsible for the upkeep and maintenance of the plant facilities and grounds.

Conduct analytical laboratory testing with necessary record keeping, coordinate and implement the following with the plant supervisor.

- (1) Inventory control of laboratory supplies
- (2) Maintenance and calibration schedules for analytical equipment
- (3) Sampling and testing procedures for all necessary laboratory testing

Performs other duties as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Must have achieved a minimum Class II Operator's Certification in the State of Virginia. Certification in water treatment desirable. Relevant experience necessary. Physically able to carry out job responsibilities. Valid Virginia Driver's License required.

## **WASTEWATER OPERATOR III**

### **GENERAL STATEMENT OF DUTIES :**

Operates and maintains .8 MGD or greater Wastewater Treatment Plant as required to provide the required water quality standards. Must have achieved a Class III Wastewater Operators Certification and obtain a Class II Certification in the State of Virginia within a reasonable time.

Work assignments for plant operations are received from the Plant Supervisor, Assistant Plant Supervisor or Senior Operator. Daily operations and assignments are performed with little or no supervision. Work shifts may fluctuate as needs arise.

### **TYPICAL DUTIES:**

Operate and regulate facilities to achieve required water quality, manually handle chemicals for wastewater treatment and be responsible for the upkeep and maintenance of the plant facilities and grounds.

Performs other duties as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Must have achieved a minimum Class III Operator's Certification and obtain a Class II Certification in the State Virginia within a reasonable amount of time. Certification in water treatment desirable. Relevant experience necessary. Physically able to carry out job responsibilities. Valid Virginia Drivers License required.



## **WASTEWATER OPERATOR - IV**

### **GENERAL STATEMENT OF DUTIES:**

Operates and maintains .8 MGD or greater Wastewater Treatment Plant as required to provide the required water quality standards. Must have achieved a Class IV Wastewater Operators Certification and obtain a Class III Certification in the State of Virginia within a reasonable time table.

Work assignments are received from the Plant Supervisor, Senior Operator or an operator of higher class. Daily operations and assignments are performed independently under the supervision of the Plant Supervisor or Senior Operator. Work Shifts may fluctuate as needs arise.

### **TYPICAL DUTIES:**

Operate and regulate facilities to achieve required water quality, conduct analytical laboratory testing with necessary record keeping, manually handle chemicals for wastewater treatment and be responsible for the upkeep and maintenance of the plant facilities and grounds.

Performs other duties as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Must have achieved a Class IV Certification in the State of Virginia and be able to achieve a minimum Class III Certification within a reasonable time table. Certification in water treatment desirable. Relevant experience necessary. Physically able to carry out job responsibilities. Valid Virginia Driver's License required.

## **WASTEWATER OPERATOR IV PREVENTIVE MAINTENANCE TECHNICIAN**

### **GENERAL STATEMENT OF DUTIES:**

**PRIMARY:** Operates and maintains a .8 MGD or greater Wastewater Treatment Plant as required to provide the required water quality standards. Must have achieved a Class IV or Greater Wastewater Operators Certification.

**SECONDARY:** To inspect facility and performs tasks for the purpose of preventive maintenance of all facility components.

Work assignments are received from the Plant Supervisor or Assistant Plant Supervisor. Primarily the Assistant Plant Supervisor is in charge of process. Work shifts may fluctuate as needs arise.

### **MAJOR RESPONSIBILITIES AND DUTIES**

1. Operate and regulate facilities to achieve required water quality
2. Conduct analytical laboratory testing with necessary record keeping
3. Prepare and maintain a working preventive maintain program for all applicable plant equipment and components
4. Survey large or questionable jobs with the appropriate supervisor and the facilities manager
5. Maintain required inventory in conjunction with the appropriate supervisor
6. Plan and schedule daily maintenance with the appropriate superior
7. Observe and practice all OSHA rules as it pertains to hazardous chemicals, Lockout/Tagout and environmental hazards
8. Provide complete and accurate information in preventive maintenance projects
9. Comply with all Town, State and Federal Laws and Regulations
10. Other duties as assigned

### **KNOWLEDGE AND SKILLS**

1. Ability to follow verbal and written instructions
2. Ability to work from documents or scaled drawings
3. Knowledge of Routine maintenance or repair procedures
4. Ability to communicate effectively (verbally and written)
5. Ability to work independently

### **EDUCATION/EXPERIENCE**

1. High School Diploma or GED
2. State of Virginia Class IV Wastewater Operators License
3. Other certifications as required
4. Valid Virginia Drivers License
5. Verifiable on-the-job experience in the maintenance field without direct supervision

## **Wastewater Operator - Trainee**

### **General Statement of Duties:**

Assist in operation and maintenance of .8 MGD or greater Wastewater Treatment Plant as required to provide the required water quality standards. Must be able to achieve certification as wastewater operator in the State of Virginia to desired classification within a reasonable time table.

Work assignments are received from the Plant Supervisor, Assistant Supervisor, Senior Operator or an operator of class II. Daily operations and assignments are performed under the supervision or direction of a certified operator. Work Shifts will require night, weekend and emergency on call hours and schedule may fluctuate as needs arise.

### **Typical Duties:**

Assist operations staff in operation of facilities to achieve required water quality, conduct approved analytical laboratory sampling and testing with necessary record keeping, manually handle treatment chemicals and perform process adjustments and be responsible for upkeep of plant facilities and grounds as directed by licensed operations staff.

Performs other duties as required.

### **Knowledge, Skills, And Abilities:**

Must be able to achieve suitable Wastewater license as required by facility permit within a reasonable time table. Physically able to carry out job responsibilities. Valid Virginia driver's license required.

## **PUMP TECHNICIAN**

### **GENERAL STATEMENT OF DUTIES:**

Performs day to day maintenance of mechanical equipment including pumps, motors, and other equipment that requires mechanical or related work. Work assignments are received from the Facilities Manager, the Town Manager or the Assistant Town Manager in the Facilities Manager's absence.

### **TYPICAL DUTIES:**

Performs mechanical maintenance of sewer pumping stations, wells, storage facilities, treatment plant facilities, and other town equipment and facilities.

Inspects water distribution and sewer collection systems including manholes, valves and storage facilities.

Works with Facilities Manager, Mechanic, Laborers as required.

Works with other departments as required on special projects.

Other duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Graduation from high school or equivalent. Must be able to perform required maintenance of equipment and facilities and broaden knowledge of maintenance through continuing education. Valid Virginia Driver's License required and a commercial driver's license preferred. Physically able to carry out job responsibilities. Position will require on-call ability as well as weekends, holidays, and overtime work.

# MECHANIC

## **GENERAL STATEMENT OF DUTIES:**

Performs day to day maintenance on all Town Vehicles Under limited supervision, perform preventive maintenance services involving the maintenance and repair of gasoline and diesel engines, auto equipment and machinery and tools. Assignments are received from the Facilities Manager or the Town Manager.

## **TYPICAL DUTIES**

- Under limited supervision, perform preventive maintenance services involving the maintenance and repair of gasoline and diesel engines, auto equipment and machinery and tools.
- Perform routine diagnostic and repair services to address vehicle/equipment related problems.
- Perform skilled tasks in the mechanical maintenance of automobiles, trucks, tractors, small engines and other equipment operated by the Town. Complete job assignments including brake and suspension repairs, tire repairs, minor adjustments, engine tune-ups, air condition services and basic manufactures maintenance services.
- Follow work tasking or work orders and document all work as required. Secure the necessary repair parts. Enter all vehicle services and repairs on the Fleet Maintenance Software.

## **SKILLS, KNOWLEDGE, AND ABILITES**

Considerable experience in perform preventive maintenance services involving the maintenance and repair of gasoline and diesel engines, auto equipment and machinery and tools.

A minimum of three years experience in automotive repair

Possess a valid Virginia Commercial Drivers License (CDL) or the ability to secure a CDL within twelve (12) months of employment. This position requires forty (40) hour work week. This position will require on-call ability as well as weekends, holidays and overtime work.

## **GENERAL SERVICES DIRECTOR**

### **DESCRIPTION**

Performs professional and administrative work in overseeing all activities related to facilities management including water wells and sewer pump stations, custodial services, purchasing, fleet maintenance, and risk management. Responsibilities entail accountability based on measurable cost-effective results for the substance, efficiency, productivity, and quality of activities performed within assigned divisions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Plans, directs, coordinates, administers activities of the divisions of Facilities Management, Fleet Services, Purchasing and Risk Management
- Performs long-term sustainability planning of Town owned Water Wells and Sewer Pump Stations
- Oversees Town owned fleet to ensure its appropriate use, maintenance, and sustainability
- Anticipates and addresses problems, issues and opportunities related to the operations of divisions
- Coordinates interdepartmental activities
- Researches and recommends new or improved departmental/division operations
- Conducts long range capital expenditure plans
- Develops and implements departmental policies and expenditure priorities in consultation with appropriate division managers to ensure efficient operations
- Confers with the Town Manager concerning major activities and makes recommendations for consideration
- Researches, scopes and oversees implementation of sustainability efforts within the Town organization and the community.

### **SUPERVISORY RESPONSIBILITIES**

Manages division managers in Facilities Management and Fleet Management. Is responsible for the overall direction, coordination, and evaluation of these divisions. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

### **QUALIFICATIONS AND EXPERIENCE**

Experience in water and sewer distribution and pumping facilities is preferred. Clerical skills to the extent of record keeping, soliciting prices, and executing the necessary paperwork for purchasing parts and tools. Bachelor's degree from four-year college or university with a major in business, civil, structural or mechanical engineering; and five to ten years of related management experience in building construction, maintenance, fleet operations, purchasing; or equivalent combination of education and experience. Physically able to carry out job responsibilities. Position will require on-call ability as well as weekends, holidays and overtime work. \*Added *January 28, 2022*\*

## PERFORMANCE EVALUATION

The performance evaluation is designed to encourage the development of the employee within his position and within the town work force. A more effective organization is encouraged by periodic ratings and evaluation of the performance of the individual employees. The evaluation should also be considered as an opportunity to discuss the working relationship between an employee and his supervisor so as to foster better mutual understanding.

The primary purpose of the evaluation is the improvement of job performance and should not be considered simply as a device for granting a salary increase. The evaluation will be discussed with the employee and an opportunity given for the employee to respond to the comments made on the evaluation. It should be viewed as an opportunity for a two way discussion between the employee and his supervisor. The employee should take every opportunity to address problems in this relationship that may affect his performance. Reasonable goals and objectives and activities for the employee may be provided by the supervisor during this process.

The Town Manager will establish review dates for all Town personnel. Each department head will be notified of this date so that evaluations can be returned to the Town Manager for his approval prior to implementation.

If the employee receives a satisfactory rating from his supervisor and the Town Manager concurs, then a merit increase may be approved depending on the financial condition of the town and depending upon the approved level of merit increase set by the town council for the fiscal year.

Employees receiving an unsatisfactory evaluation will not receive any increase in salary, but will be reviewed again within the next three months to determine if job deficiencies have been eliminated. A salary increase may be granted at this time. This evaluation is to be used as a tool to measure the progress of the employee and to encourage and develop high quality job performance. A second unsatisfactory evaluation would normally result in removal, unless there are extenuating circumstances as determined by the Town Manager. For the purpose of this policy, an unsatisfactory evaluation shall be defined as one in which the average rating is 1.5 or less on a scale of 0-5, or an equivalent rating on a different scale.

Employees will be eligible for a merit increase:

- (1) Twelve months from the date of employment.
- (2) Twelve months after the date of their last merit or promotional increase.

\* The Town Manager may ask for a review of an evaluation that is marginal or in his judgment should receive additional evaluation or consideration. This review would be performed by the Personnel Committee of the Town Council.

## HOLIDAYS

THE FOLLOWING DAYS ARE AUTHORIZED AS OFFICIAL HOLIDAYS AND OFFICES SHALL BE CLOSED:

<b><i>NEW YEAR'S DAY</i></b>	<b>JANUARY 1ST</b>
<b><i>MARTIN LUTHER KING JR. DAY</i></b>	<b>THIRD MONDAY IN JANUARY</b>
<b><i>GEORGE WASHINGTON'S BIRTHDAY</i></b>	<b>THIRD MONDAY IN FEBRUARY</b>
<b><i>MEMORIAL DAY</i></b>	<b>LAST MONDAY IN MAY</b>
<b><i>INDEPENDENCE DAY</i></b>	<b>JULY 4TH</b>
<b><i>LABOR DAY</i></b>	<b>FIRST MONDAY IN SEPTEMBER</b>
<b><i>COLUMBUS DAY</i></b>	<b>SECOND MONDAY IN OCTOBER</b>
<b><i>VETERAN'S DAY</i></b>	<b>NOVEMBER 11TH</b>
<b><i>THANKSGIVING DAY</i></b>	<b>FOURTH THURSDAY IN NOVEMBER</b>
<b><i>FRIDAY AFTER THANKSGIVING DAY</i></b>	<b>FOURTH FRIDAY IN NOVEMBER</b>
<b><i>CHRISTMAS DAY</i></b>	<b>DECEMBER 25TH</b>

If a holiday falls on a Saturday, the preceding Friday shall be observed as a holiday; or if a holiday falls on a Sunday, the following Monday shall be observed as a holiday. In addition, any other day so declared by the Town Council shall be a legal holiday.

- Motion was made that we keep current holiday calendar and authorize up to four additional days off for a total of 15 holidays at the Town Manager's discretion, requiring a holiday calendar be submitted and adopted by Council no later than December 31<sup>st</sup> before the sequential calendar year. *Amended 11/19/2020*

Town Employees who are eligible for compensatory time and who, due to work schedule, are unable to observe any of the above holidays, may be granted compensatory leave at the discretion of the department head.

Each employee must use accumulated holiday leave within the twelve months following the date on which such holiday leave could have been taken. Any right to take such accumulated holiday leave shall expire twelve (12) months following such holiday. This policy shall be administered according to and in compliance with the Federal Fair Labor Standards, as promulgated from time to time by the U.S. Department of Labor.

Police department employees who are scheduled to work on a town holiday shall be paid double their regular rate in lieu of accruing holiday time. Employees who are not scheduled to work on the holiday shall be paid their normal rate for the day. *\*Revised June 10, 2015\**



## **EMERGENCY CLOSING OF THE TOWN OFFICE:**

When any emergency condition exists or during inclement weather conditions, the Town Manager shall determine the closing of the town office. All Public Works and Police employees will still be required to work during these emergency conditions.

**LEAVE REQUESTS:**

Annual leave must be submitted on the proper form to be considered. Annual leave will be considered using the following criteria:

1. Annual leave for short periods may be granted by the Town Manager, The Assistant Town Manager or Department Supervisor upon request in writing from the employee subject to workload and manpower requirements.
2. Annual leave for vacation purposes, 40 hours or more may be granted, subject to workload requirements and available manpower, provided the employee gives advance notice of not less than **four (4) weeks notice**.
3. Accrued annual leave for vacation purpose, will be approved or disapproved within seven (7) calendar days of receipt, and if approved, will not be cancelled except in case of emergency requirements.
4. A request for annual leave to cover emergency situations of unforeseen circumstances will be made at the earliest possible opportunity.
5. In the event of conflict as to choice of vacation periods, the earliest dated leave request will be considered first, any change of periods for time off must not conflict with other dates and must be approved by the employer.
6. The Town Manager or the Assistant Town Manager may establish periods during which no annual leave may be taken.
7. Annual leave taken before or after a holiday must be approved or the employee will not be paid for the holiday.
8. Employees shall be required to use a minimum of six (6) days a year of annual leave after the first year of employment.

## **ANNUAL LEAVE:**

All full-time town employees accrue vacation time from the first day of the month following the date of employment. The amount of vacation an employee earns each month depends upon the number of years of service with the Town, as shown in the following table:

<b>YEARS OF SERVICE</b>	<b>NUMBER OF DAYS ACCRUED EACH MONTH</b>
<b>One to Ten Years</b>	<b>1</b>
<b>Ten years and over</b>	<b>1 ½</b>
<b>Twenty-five years and over Effective July 1, 2020</b>	<b>2</b>

*(\*Revised March 25, 2020\*)*

Annual leave shall be accrued to the employee on the first day of each month. Annual leave may not be taken before it has been earned.

- **Part time employees** that work twenty-eight (28) hours or more a week will accrue annual leave and will be paid up to two weeks or ten (consecutive work days) Effective July 1, 2020  
*(\*Revised 2/13/2020)*
- **Part Time employees** that work under twenty-eight (28) hours a week will accrue annual leave and will be paid for one week or five (5) consecutive work days Effective July 1, 2020  
*(\*Revised 2/13/2020)*

#### **TERMINAL LEAVE PAY:**

Except as otherwise provided for in these policies, an employee who is separated from the town service shall be paid for his accumulated Annual Leave and Compensatory Leave to a combined maximum of 30 days and for 50 percent of such leave in excess of (30) thirty days. If an employee dies while in town service, such leave shall be paid to his estate.

#### **ACCUMULATED LEAVE LIMITATIONS:**

For employees who as of December 31, 1998, have accumulated more than (30) days of accrued, yet not taken Annual Leave and/or Compensatory Leave, such employees can not accrue and carry over to succeeding years any additional accrued days beyond the number held on December 31, 1998 and must use during each current year any newly accrued days in excess of the unused number as of December 31, 1998;

For employees who as of December 31, 1998, have not accumulated more than thirty (30) days of accrued, yet not taken Annual Leave and/or Compensatory Leave such employees can accumulate and carry over to the succeeding years such accrued days as shall allow such employee to accumulate not more than thirty (30) accrued days and such employees must use during each current year any newly accrued days in excess of the thirty (30) days.

#### **SICK LEAVE:**

All full-time town employees accrue sick leave from the first day of the month following the date of employment. Employees earn sick leave at the rate of one day of sick leave per month. The employee accrues sick leave on the first day of each month. Sick leave may not be taken before it has been earned. An employee may accumulate ninety (90) days of sick leave or what is earned as of July 1, 1989.

- **Part time employees** that work twenty-eight (28) hours or more a week will accrue sick leave and will be paid up to two weeks or ten (consecutive work days) Effective July 1, 2020 (*\*Revised 2/13/2020*)
- **Part Time employees** that work under twenty-eight (28) hours a week will accrue sick leave and will be paid for one week or five (5) consecutive work days Effective July 1, 2020 (*\*Revised 2/13/2020*)

Sick leave may be used when an employee is unable to work because of:

1. An illness or injury incapacitating the employee to perform his or her duties.
2. An exposure to contagious disease such that presence would jeopardize the health of fellow employees or the public.
3. An appointment for examination and treatment, including both medical and dental, when such appointment cannot be scheduled during non-working hours.
4. An illness or death in the employee's immediate family requiring the attendance of the employee. Family sick leave may be used up to three (3) days annually. Absence in excess of this allowance, unless authorized by the department head, shall be deducted from other sick balances or be regarded as leave without pay. Immediate family shall include: husband, wife, mother, father, son, daughter, brother, sister, grandparents, and spousal family.
5. Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery there from, regardless of marital status. The employee who desires to continue working during pregnancy must furnish her supervisor the following:
  - A. A statement from her physician certifying the estimated date of delivery.
  - B. A statement from her physician which concludes the date on which the employee must cease working because of medical disability caused or contributed to by her pregnancy.

These statements should be submitted at least (30) thirty days prior to the approximate date of delivery.

During the period of absence from work prior to and following delivery, only that portion certified by a physician as medically disabling may be charged to sick leave credits. Additional time prior to and/or following delivery for personal reasons and not medically required must be approved by the employee's supervisor and the time to be deducted from annual leave credits or to leave without pay. The employee may be allowed leave, whether with or without pay, for the period prior to and following delivery if the employee plans to return to work. The employer is not required to grant any further time off.

6. Each employee is eligible to earn sick leave each month if the employee has worked four weeks or twenty days of the previous month. Vacation, Holiday, and Compensatory time used during the month can be credited as working days for that month.
7. Sick leave used in excess of three (3) consecutive working days shall require a physician's certification and an employee who uses in excess of seven (7) consecutive working days of sick leave must have a physician's certification clearing that employee to return to his/her regular position.
8. Continuous and/or excessive use of sick leave by an employee may require a physicians certification upon request should the employee's immediate supervisor consider the absence to be detrimental to the employee's attendance or job performance.

## **COMPENSATORY TIME:**

Compensatory time may be earned by any department head, technical, professional or administrative personnel declared exempt from provisions of the federal Fair Labor Standards Act. Compensatory time will be earned on an hour for hour basis when work is required in excess of a regular work week. In addition, office personnel may earn compensatory time on an hour for hour basis when work is required in excess of the regular work week, but less than forty hours per work week. Compensatory leave should be used as soon as it can be arranged conveniently. Upon separation, an employee may be paid for unused compensatory time as set forth in these policies.

#### **OVERTIME PAY:**

The town is complying with the provisions of the Fair Labor Standards Act (FLSA) in providing overtime for non-exempt personnel for time over that allowed under the FLSA. Overtime shall be paid at the rate of time and one-half for all time worked in excess of forty hours per five day work period. For sworn police personnel, overtime shall be paid at the rate of time and one-half for all time worked in excess of forty hours depending on the work schedule. In addition, police officers shall make all attempts to schedule court appearances or other special functions during their normal work schedule, however, police officers shall be paid time and one-half for time used in required court appearances or departmental meetings required by the Chief of Police.

For the purpose of this section, "time worked" shall mean the number of hours the employee is actually at work and shall not include time off for leave (e.g. annual or sick leave, holidays). Such leave time in excess of forty hours shall be paid at the straight hourly rate.

#### **WORKMAN'S COMPENSATION LEAVE**

An employee incapacitated by injury or illness as defined by the Workers Compensation Act shall be entitled to the leave benefits provided by that act. Any accident that occurs while an employee is on duty should be reported to the supervisor immediately. If medical attention is required as a result of the accident, such attention shall be furnished to the employee at no cost. Compensation to help off set the loss of wages during an employee's period of disability must also be paid. Beginning on the eighty day of disability, compensation will be paid to an employee at a specified percentage of the average weekly salary of the employee. Leave with full pay is allowed an employee during the first seven days of disability.

If an employee's absence from work is the result of an illness contracted during the terms of employment, he or she is entitled to the same benefits which apply in the case of an accident.

The cost of Workman's Compensation Insurance is paid entirely by the town. Employees do not share in the cost.

## **MILITARY LEAVE**

Grants of all military leave shall be in addition to leave otherwise allowable. An employee who is absent for annual active duty for training as a member of the reserve components of the United States, Army, Navy, Air Force, Marine Corps, Coast Guard, Public Health Service, or United States Coast and Geodetic Survey shall be paid the difference in military pay and his/her town salary if his/her military pay is less.

An employee who is absent for duty with the National Guard or Naval Militia under orders of the Governor Pursuant to Section 44-75 of the Code of Virginia shall be entitled to a leave of absence and shall be paid the difference in military pay and his/her town salary if his/her military pay is less.

An employee who is ordered to report for a Selective Service physical examination shall be entitled to leave with full pay for the time necessary to receive the examination, not exceeding (1) one day.

A full-time employee entering extended active duty in the Armed Forces shall be entitled to military leave without pay, and to reinstatement in his/her position within (3) three months following separation from active duty unless the position has been abolished.

### **JURY LEAVE**

The Town Manager shall grant an employee leave with full pay for any absence necessary for serving on a jury or attending court as a witness under subpoena. Leave with full pay may be granted at the discretion of the Town Manager for taking tests of fitness for employment under the provisions of these rules. An employee compensated for civil duties, as by jury or witness fees, shall be paid only the difference between such compensation and his/her regular salary for the period of absence unless the absence is charged to earned annual leave or compensatory leave.

### **LEAVE WITHOUT PAY**

Leave of absence without pay may be granted by the Town Manager for:

- Educational leave in excess of such leave allowable with pay
- Course of Study
- Military leave in excess of such leave allowable with pay
- Purposes of annual and sick leave

Leave of absence without pay shall not be allowed until all balances of applicable leave with pay have been used. If an employee is to be absent for an extended period of time, the Town Manager shall be authorized to place such conditions on the employee as to assure continued operation of the vacated position.

When an employee returns from an extended absence, the town shall reserve the right to place the employee in such position and classification as is vacant and in which the employee is qualified to handle. Further, the person returning from an approved extended leave of absence may be reinstated with the same conditions placed on a new-beginning employee and at such salary level as outlined for the job classification.

The employee may be permitted to request that arrangements be made to permit his/her return to work in the same position and pay grade without loss of benefit if approved by the manager and department head provided that the extended leave of absence is less than (60) sixty days. Assurance to the employee regarding terms of return to his/her regular job under the same conditions shall be stated in a letter by the manager to the employee. The letter shall outline the terms and conditions and shall be signed by the manager, the employee, and the department head. Should the employee not meet the terms of the letter, the manager shall be authorized to terminate employment as of the date that the extended leave began.

**TOWN OF TAPPAHANNOCK  
TEMPORARY LIGHT DUTY**



## **I. POLICY**

Temporary light-duty assignments are for eligible personnel of the Town who, because of injury, illness or disability, are temporarily unable to perform their regular assignments but who are capable of performing alternative assignments. Use of temporary light- duty can provide employees with an opportunity to remain productive while convalescing as well as provide a work option for employees who may otherwise risk their health and safety or the safety of others when physically or mentally unfit for their regular assignments. Therefore, it is the policy of the Town of Tappahannock that eligible personnel be given a reasonable opportunity to work in temporary light-duty assignments,

## **II. DEFINITIONS**

**Eligible Personnel:** For purposes of this policy, any full time employee or full time sworn member of law enforcement suffering from a medically certified illness, injury or disability requiring treatment of a licensed health care provider and who, because of illness, injury or disability, is temporarily unable to perform their regular assignments but is capable of performing alternative assignments.

## **III. PROCEDURES**

Temporary light-duty positions are limited in number and variety: therefore, personnel injured in the line of duty shall be given preference in the initial assignment of light- duty. Assignments may be changed at any time, upon the approval of the treating physician, if deemed in the best interest of the employee or Town.

Assignment to temporary light-duty shall not effect an employee's pay classification, increases, promotions, retirement or other employee benefits.

No specific position within the Town shall be established for use as a temporary light – duty assignment, nor shall any existing position be designated or utilized exclusively for personnel on temporary light- duty

Light-duty assignments are strictly temporary and normally should not exceed three months in duration. After three months, personnel on temporary light-duty who are not capable of returning to their original work assignment shall present a request for extension of temporary light-duty, with supporting documentation, to the Town Manager and/or the Chief of Police.

As a condition of continued assignment to temporary light-duty, employees shall be required to submit a monthly statement of medical certification to support the continuation of assignment to temporary light-duty. The statement must include an assessment of the status of recovery, prognosis and modification of previous work restrictions, if any.

Eligible personnel on light-duty are prohibited from engaging in outside employment.

While on light duty, a police officer will not exercise police powers, will wear civilian clothing and shall not carry the issued service weapon. Further, the police officer will not operate their assigned police vehicle. If the light duty assignment is in excess of thirty (30) calendar days, the officer's police vehicle will be brought to the police department for further use and safekeeping. Any deviation to this procedure must be approved by the Chief of Police in conjunction with the Town Manager's approval as per the "Motor Vehicle Policy" as set forth in the Town's Administrative Manual.

Employees covered by this policy may not refuse temporary light-duty assignments that are supported by and consistent with the recommendations of an attending physician or certified health care provider.

#### **IV. TEMPORARY LIGHT-DUTY ASSIGNMENTS**

Temporary light-duty assignments may be drawn from a range of technical and administrative areas that include but are not limited to the following:

##### **1. GENERAL ADMINISTRATION**

- a. administrative functions
- b. clerical functions
- c. typing/filing/computer work
- d. special assignments
- e. communications

##### **2. LAW ENFORCEMENT**

- a. training
- b. policy development
- c. report review
- d. supervising community service workers
- e. special projects
- f. report taking
- g. clerical functions

##### **3. PUBLIC WORKS**

- inventory
- a. stock reorganization
  - b. filing/labeling
  - c. operation of a fleet vehicle
  - d. light housekeeping

##### **4. TREATMENT PLANT**

- a. testing
- b. reports
- c. inventory
- d. stock reorganization
- e. operation of a fleet vehicle
- f. light housekeeping

**5. FLEET MANAGEMENT/PUMPS**

- a. maintenance reports
- b. procurement
- c. inventory
- d. stock reorganization
- e. operation of a fleet vehicle
- f. filing/labeling
- g. light housekeeping

**V. REQUESTS FOR AND ASSIGNMENT TO TEMPORARY LIGHT DUTY**

Requests for temporary light-duty assignments shall be submitted to the Town Manager or Chief of Police in writing. Request must be accompanied by a statement of medical certification to support reassignment, which must be signed by either the treating physician or other licensed health-care provider. The certificate must include an assessment of the nature and probable duration of the illness or injury, prognosis of recovery, nature of work restrictions and acknowledgement that the employee can physically assume the duties involved.

Decisions to assign an employee to temporary light-duty shall be made by the Town Manager in his sole discretion after consideration of a statement of medical certification and review of available light-duty assignments within the Town.

**Effective – June 4, 2009**  
*Policy – Light Duty 2009*

**EMPLOYEE INSURANCE**

## **RETIREMENT AND PENSION:**

The Town of Tappahannock is a participant of the Virginia Supplemental Retirement System (VSRS), a plan which is mandatory for all regular town employees, following completion of their probationary period. VSRS supplements federal social security benefits with provisions for retirement due to disability or age. The cost to the employee is 5% and the remaining cost is paid by the Town of Tappahannock. *(\*Revised October 30, 2019\*)*. An individual leaving town employment before retirement may withdraw the total of his contributions to the system, prior to July 1, 1987, plus the accrued interest of four percent of his payments or he may elect to leave such contributions in the VSRS. Questions that may arise can be answered in the Virginia Supplemental Retirement System Handbook, or by the Town Treasurer.

## **HEALTH INSURANCE:**

The town provides to employees and their families, health insurance that includes hospitalization, medical, surgical and major medical benefits. The town pays the monthly premiums for the employee. Premiums for the employee's family or dependents are the responsibility of the employee. The employee has the option of purchasing health insurance through the town.

## **CONTINUE INSURANCE FOR RETIRED EMPLOYEES:**

- Effective Date: November 12, 2019
- Twenty five (25) years of service **AND** fifty-five (55) years of age
- Benefits will stop once Medicare and Medicare start
- Employee **MUST** pay the cost of the insurance and if they failed to do so it will lapse and the insurance will be discontinued *(\*\*Added November 13, 2019\*\*)*

*\*Revised October 30, 2019\**  
*\*Added November 13, 2019\**

## **SUPERVISOR RESPONSIBILITY**

If at any time you have a question or problem, take it to your supervisor. It is his or her responsibility to aid you, the employee, in any way possible. The supervisor is also responsible for the maintenance of safety. Any necessary regulations should be provided by the supervisor. He or she will be held accountable in the case of an accident unless proof of uncontrollable conditions and circumstances are present.

## **MEDICAL EXAMINATIONS**

Although not a general requirement for employment with the Town of Tappahannock, The Tow Manager or Supervisor may require the employee to have a medical examination as a condition of employment. A medical examination is required for all prospective law enforcement personnel.

## **MOTOR VEHICLE POLICY**

Motor vehicles belonging to the Town of Tappahannock shall be assigned for official town business. The Town Manager is issued a vehicle on a 24 hour basis to be utilized at his reasonable discretion. The Town Manager also has the authority to issue the use of other Town vehicles to specific employees.

In case of an accident, an employee is not to leave the scene until it has been fully investigated by an authorized law enforcement official, with jurisdiction at the site of the accident. Accidents within the corporate limits of the Town of Tappahannock involving town vehicles will be investigated by the Essex Sheriffs Department or the Virginia State Police. The Tappahannock Police Department will investigate accidents involving town vehicles only upon the unavailability of the Essex Sheriff's Department or the Virginia State Police. An accident report is to be filled out and submitted to the appropriate supervisor immediately.

## **PERSONNEL RECORDS**

It shall be the employee's responsibility to see that his or her records are kept up to date. Any change in address, phone number, marital status, tax deductions, etc., should be reported immediately.

## **RESIGNATION**

An employee who voluntarily resigns from a non-supervisory position must provide a written two week notice to the Town Manager. Employees at the supervisory level are required to submit a written

resignation at least (21) twenty one days in advance. Failure of an employee to submit the proper notice will result in the forfeiture of pay for unused vacation and compensatory leave.

## **EXIT INTERVIEW**

Upon termination of employment, employees will be asked to come to the Town Office for an exit interview. The purpose of this interview is to discuss the reason for the employee's leaving, future job prospects and re-employment privileges. This interview is valuable to the employer in that any problem that might exist within a particular department might be uncovered.

## **EMPLOYEE CONDUCT**

As an employee of the Town of Tappahannock, you hold a very important position. You are now directly involved in the running of the town government. The impression that you make upon people depends upon the way you treat them and this in turn affects their impression of the town. The public judges the entire town services by the treatment it receives from individuals. You may be the only direct contact that they have with the town. You should make every effort to make a good impression on everyone with whom you come in contact.

It is your responsibility to avoid even the appearance of being unethical in your conduct. Do not allow yourself to be cast in any light subject to questionable interpretation. If you have occasion to deal with an unreasonable person or one whose problem you cannot resolve, refer that person to your supervisor or ask your supervisor for help in dealing with that person. If you have questions at any time as to what the correct policy should be in dealing with the public, it is your responsibility to contact your supervisor so that the proper procedure may be followed.

The Standards of Conduct will govern in cases where corrective or disciplinary action is needed. A copy of the Standards is available for inspection in the Town Manager's office. The town will furnish a copy upon request.

## **GRIEVANCE PROCEDURE**

**OBJECTIVE :** It is the purpose of this procedure to provide an effective means for town employees to have their complaints in regard to working conditions considered rapidly, fairly, and without fear of reprisal.

**DEFINITION:**

- A. Coverage of personnel** - Unless otherwise provided by law, all nonprobationary permanent full-time and part-time employees of the Town are eligible to file grievances with the follow exceptions:
- a. Appointees of elected groups or individuals;
  - b. Officials and employees who by charter or other law serve at the will or pleasure of an appointing authority;
  - c. Deputies and executive assistants to the Town Manager of a locality;
  - d. Agency heads or chief executive officers of government operations;
  - e. Employees whose terms of employment are limited by law;
  - f. Temporary, limited term and seasonal employees;
- B. Grievance** - A grievance shall be a complaint or dispute by an employee relating to his employment, including but not necessarily limited to (i) disciplinary actions, including dismissals, disciplinary demotions, and suspensions, provided that dismissals shall be grievable whenever resulting from formal discipline or unsatisfactory job performance; (ii) the application of personnel policies, procedures, rules and regulations, including the application of policies involving matters referred to in subdivision C (iii) below; (iii) acts of retaliation as a result of utilization of the grievance procedure or participation in the grievance of another Town employee; (iv) complaints of discrimination on the basis of race, color, creed, political affiliation, age, disability, national origin or sex; and (v) acts of retaliation because the employee has complied with any law of the United States or of the Commonwealth, has reported any violation of such law to a government authority, or has sought any change in law before the Congress of the United States or the General Assembly.
- C. Town responsibilities** - Town shall retain the exclusive right to manage the affairs and operations of government. Accordingly, the following complaints are nongrievable: (i) establishment and revision of wages or salaries, position classification or general benefits; (ii) work activity accepted by the employee as a condition of employment of work activity which may reasonably be expected to be a part of the job content; (iii) the contents of ordinances, statutes or established personnel policies, procedures, rules and regulations; (iv) failure to promote except where the employee can show that establishment promotional policies or procedures were not followed or applied fairly; (v) the methods, means and personnel by which work activities are to be carried on; (vi) termination, layoff, demotion or suspension from duties because of lack of work, reduction in work force, or job abolition except where such action affects an employee who has been reinstated within the previous six months as a result of the final determination of a grievance; (vii) the hiring, promotion, transfer, assignment and retention of employees within the Town; and (viii) the relief of employees from duties of

the Town in emergencies. In any grievance brought under the exception to provision (vi) of this subsection, the action shall be upheld upon a showing by the Town that: (i) there was a valid business reason for the action, and (ii) the employee was notified of the reason in writing prior to the effective date of the action.

- D. A grievance shall not be interpreted to mean negotiation of wages, salaries, or general employee benefits.
- E. Grievability - At any time prior to a panel hearing, at the request of the Town Council or grievant, within ten (10) calendar days of a request regarding a decision of the grievability and access to the procedure, the Town Manager shall make a decision. A copy of the ruling shall be sent to the grievant. Decisions of the Town Manager, or his designee, may be appealed to the Circuit Court of Essex County for a hearing on the issue of whether the matter is grievable and qualifies for a panel hearing. Proceedings for review of the decision of the Town Manager, or his designee, shall be instituted by the grievant by filing a notice of appeal with the Town Manager within ten calendar days from the date of receipt of the decision and giving a copy thereof to all other parties. Within ten (10) calendar days thereof, the Town Manager, or his designee, shall transmit to the clerk of the court to which the appeal is taken a copy of the decision of the Town Manager, a copy of the notice of appeal, and the exhibits. A list of the evidence furnished to the court shall also be furnished to the grievant. The failure of the Town Manager, or his designee, to transmit the record shall not prejudice the rights of the grievant. The court, on motion of the grievant, may issue a writ of certiorari requiring the Town Manager to transmit the record on or before a certain date. Within thirty (30) days of receipt of such records by the clerk, the court, sitting without a jury, shall hear the appeal on the record transmitted by the Town Manager, or his designee, and such additional evidence as may be necessary to resolve any controversy as to the correctness of the record. The court, in its discretion, may receive such other evidence as the ends of justice require. The court may affirm the decision of the Town Manager, or his designee, or may reverse or modify the decision. The decision of the court shall be rendered no later than the fifteenth day from the date of the conclusion of the hearing. The decision of the court is final and is not appealable.

## STEPS

With the exception of the final management step, the only persons who may normally be present in the management step meetings are the grievant, the appropriate Town official at the level at which the grievance is being heard, and the appropriate witnesses for each side. Witnesses shall be present only while actually providing testimony. Grievances as defined above shall be processed as follows:

**Step 1.** An employee who has a grievance shall specifically advise and informally discuss the problem with his or her immediate supervisor within twenty (20) calendar days either after the event giving rise to the grievance or the time when the employee reasonably should have known of its occurrence. The immediate supervisor shall give the employee an answer within five (5) work days.



**Step 2.** If the grievance is not settled by the immediate supervisor to the satisfaction of the aggrieved employee, the grievant may file a written statement to the Town Manager within five (5) work days of a receipt of the oral answer of the immediate supervisor, the statement setting forth the facts on which the grievance is based. The Town Manager shall hear the appeal within five (5) work days of the receipt of the written grievance and give an answer within five (5) work days of the receipt of the written grievance and give an answer within five (5) work days of the hearing. If the immediate supervisor is the Town Manager, steps one and two are consolidated into a single step.

**Step 3.** 1. If the grievant is not satisfied with the decision of the Town Manager, he or she may submit the grievance to a third step panel hearing. The employee must submit to the Town Manager a written appeal within five (5) work days of the second step reply.

2. The Town Manager shall arrange for the selection of a three member panel and schedule the panel hearing.
3. To ensure an objective panel, the panel shall not composed of any persons having direct involvement with the grievance being heard by the panel or with the complaint or dispute giving rise to the grievance. Persons who are in a direct line of supervision of a grievant and the following relatives of a participant in the grievance process participant's spouse are prohibited from serving as panel members: spouse, parent, child, descendants of a child, sibling, niece, nephew and first cousin. No attorney having direct involvement with the subject matter of the grievance, nor a partner, associate, employee or co-employee of such an attorney shall serve as a panel member. Panels chosen in compliance with these requirements shall be deemed to be impartial.
4. A panel shall be chosen which shall be composed of three members and shall be chosen in the following manner.
  - a. one member appointed by the grievant
  - b. one member appointed by the Town Manager
  - c. a third member selected by the first two.
5. In the event that agreement cannot be reached as to the final panel member, the Chief Judge of the Essex County Circuit Court shall selected such third panel member.
6. In all cases, the third panel member shall be the Chairperson of the panel, and he or she shall, in consultation with the other two panel members, set the time for the hearing and notify the employee and Town Manager. The hearing shall be held no later than ten working days after the date of the request unless the selection involves the use of the Circuit Court. In such case, the hearing shall be held as soon as practicable, but no more than ten working days after the final panel member has been selected. The Town Manager shall send the three panel members copies of the grievance.
7. The panel has the responsibility to interpret the application of appropriate Town ordinances and procedures in the case. It does not have the prerogative to change policies or procedures.
8. The conduct of the hearing shall be as follows:

- a. The panel shall determine the propriety of attendance as the hearing of persons having a direct interest in the hearing.
  - b. The Town Manager shall provide the panel with copies of the grievance records prior to the hearing, and provide the grievant with a list of documents furnished to the panel, and the grievant and his or her attorney, at least ten days prior to the scheduled panel hearing, shall be allowed access to and copies of relevant files intended to be used in the grievance proceeding.
  - c. The parties shall exchange documents, exhibits, and list of witnesses in advance of the hearing.
  - d. The panel may at the beginning of the hearing ask for opening statements from both parties clarifying the issues involved.
  - e. The panel shall have the authority to determine the admissibility of evidence without regard to burden of proof, or the order of presentation of evidence so long as the panel affords all parties a full and equal opportunity for the presentation of their evidence.
  - f. Exhibits, when offered by the grievant or the Town, may be received in evidence by the panel and when so received shall be marked and made part of the records.
  - g. All evidence shall be presented in the presence of the panel and the parties.
  - h. The grievant and Town, or their representatives, shall then present their claim and proofs and witnesses who shall submit to questions or other examination panel may, at its discretion, vary this procedure but shall afford full and equitable opportunity to all parties and witnesses for presentation of any material or relevant proofs.
  - i. The parties may offer evidence and shall produce such additional evidences as the panel may deem necessary to an understanding and determination of the matter.
  - j. The panel Chairman shall specifically inquire of all parties whether they have further proofs to offer or witnesses to be heard. Upon receiving negative reply the Chairman shall declare the hearing closed.
  - k. The hearings may be reopened by the panel on its own motion or upon application of a party for good cause shown at any time prior to the panel making its decision.
- 
- i. The panel shall not have authority to formulate policies or procedures or to alter the existing policies or procedures.
  9. The panel Chairman shall file the panels decision in writing to the Town Manager and the grievant not later than five full working days after the completion of the hearing.

10. The panel Chairman shall file with the Town Manager a written decision of the panel and shall send by Certified Mail to the grievant at the last known address of the grievant a copy of decision of the panel within five working days after completion of the hearing.
11. Either party may petition the Essex County Circuit Court for an order requiring the implementation of the decision of the panel.
12. The parties to the grievance, by mutual agreement, may extend any or all of the time periods established in this procedure.
13. Regardless of the out come of the grievance, the grievant shall bear any and all costs involved in employing representation or in preparing or presenting his or her case.

*Grievance Policy & Manual*

### **HEARING PROCEDURE:**

Rules for the conduct of panel hearing as a part of their grievance procedures include, but need not be limited to, the following provisions:

1. That panels do not have authority to formulate policies or procedures or to alter existing policies or procedures;
2. That panels have the discretion to determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing, and, at the request of either party, the hearing shall be private;
3. That the Town Manager provide the panel with copies of the grievance record prior to the hearing, provide the grievant with a list of the documents furnished to the panel and to the grievant and his attorney at least ten (10) days prior to the scheduled panel hearing, and shall be allowed access to and copies of all relevant files intended to be used in the grievance proceeding;
4. That documents, exhibits and lists of witnesses be exchanged between the parties at least five (5) calendar days in advance of the hearing;
5. That panels have the authority to determine the admissibility of evidence without regard to the burden of proof, or the order of presentation of evidence, so long as a full and equal opportunity is afforded to all parties for the presentation of their evidence;

6. That all evidence be presented in the presence of the panel and the parties, except by mutual consent of the parties;
7. That the majority decision of the panel, acting within the scope of its authority, shall be final, subject to existing policies, procedures and law; and
8. That all provisions be designed to facilitate fair and expeditious hearings, with the understanding that the hearings are not intended to be conducted like proceedings in courts, and that rules of evidence do not necessarily apply.

#### **DEFINITIONS OF EMPLOYEES**

**EMPLOYEE:**

Unless otherwise specifically noted, permanent or probationary employee of the town who works forty or more hours weekly.

- FIELD CREW:** Employees of the Public Works Department with the exception of the Public Works Director.
- FULL TIME EMPLOYEE:** A permanent or probationary employee of the Town who works forty or more hours weekly.
- SUPERVISOR:** An employee who has the consistent responsibility of overseeing other Town employees. This includes heads of departments, Chief of Police, Director of Public Works, and Treatment Plant Supervisor.
- TIME WORKED:** The number of hours the employee is actually at work and shall not include time off for leave (annual or sick leave and holidays). Such leave time in excess of forty (40) hours shall be paid at the straight hourly rate.

## **GARNISHMENT POLICY**

As an employee of the Town of Tappahannock, you are subject to the State's Garnishment Law and Federal Wage Garnishment Act. A garnishment is the result of a legal proceeding in which a

part of your salary is withheld each pay period for the payment of a debt. You may not be fired the first time a garnishment is levied. However, if more than one garnishment occurs, you may be subject to disciplinary action or removal from your position with the Town of Tappahannock.

## **STANDARDS OF CONDUCT**

### **I. POLICY**

It is the policy of the Town to promote the well-being of its employees by maintaining high standards of work performance and professional conduct.

### **PURPOSE**

The purpose of this policy is to set forth the Town's Standards of Conduct and the disciplinary process that agencies must utilize to address unacceptable behavior, conduct and related employment problems in the workplace, or outside the workplace when conduct impacts an employee's ability to do his/her job and/or influences the Town's overall effectiveness.

It is the intent of this policy that the Town follow a course of progressive discipline that fairly and consistently addresses employee behavior, conduct, or performance. Disciplinary actions must be founded on the principles of due process and will employ a range of corrective and disciplinary actions that are applied based on the nature and history of the misconduct or unacceptable performance. Corrective and disciplinary actions must be administered through a prompt and fair process as described in this policy's Administrative Procedures. The ultimate goal of this policy and its procedures is to help employees become fully contributing members of the organization. Conversely, this policy is also designed to enable the Town to fairly and effectively discipline and/or terminate employees whose conduct and or performance does not improve or where the misconduct and/or unacceptable performance is of such a serious nature that a first offense warrants termination.

The Administrative Procedures for the consistent administration of this policy are attached.

### **II. EMPLOYEE STANDARDS OF CONDUCT**

Employees covered by this policy are employed to fulfill certain duties and expectations that support the mission and values of the Town and are expected to conduct themselves in a manner deserving of public trust. The following list is not all-inclusive but is intended to illustrate the minimum expectations for acceptable workplace conduct and performance.

#### ***Employees who contribute to the success of the Town's mission:***

\*Report to work as scheduled and seek approval from their supervisors in advance for any changes to the established work schedule, including the use of leave and late or early arrivals and departures.

\*Perform assigned duties and responsibilities with the highest degree of public trust.

\*Devote full effort to job responsibilities during work hours.

\*Maintain the qualifications, certification, licensure, and/or training requirements identified for their positions.

\*Demonstrate respect for the agency and toward Town co-workers, supervisors, managers, subordinates, residential clients, and customers.

\*Use Town equipment, time, and resources judiciously and as authorized.

\*Support efforts that ensure a safe and healthy work environment.

\*Utilize leave and related employee benefits in the manner for which they were intended.

\*Resolve work-related issues and disputes in a professional manner and through established business processes.

- \*Meet or exceed established job performance expectations.
- \*Make work-related decisions and/or take actions that are in the best interest of the Town.
- \*Report circumstances or concerns that may affect satisfactory work performance to management, including any inappropriate (fraudulent, illegal, unethical) activities of other employees.
- \*Obtain approval from management prior to accepting outside employment.
- \*Obtain approval from management prior to working overtime, if non-exempt from the Fair Labor Standards Act. (FLSA)
- \*Work cooperatively to achieve work unit and agency goals and objectives.
- \*Conduct themselves at all times in a manner that supports the mission of their agency and the performance of their duties.

**AUTHORITY**

The Town Manager is responsible for the official interpretation of this policy.

**RELATED POLICIES**

Alcohol and Other Drugs  
Hours of Work  
Emergency Closing  
Performance Planning and Evaluation  
Termination from Town Service  
Workplace Violence  
Workplace Harassment  
Leave Policies – General Provisions

**ADMINISTRATIVE PROCEDURES  
STANDARDS OF CONDUCT**



### **III. A. General Principles**

Corrective actions, whether informal or formal, must depend upon the nature, consequence(s) or potential consequence(s) of the employee's conduct or performance and the surrounding circumstances and mitigating factors, if any. Management should apply corrective action consistently, while taking into consideration the specific circumstances of each individual case. Prior to taking any corrective action it is suggested that management consider the following:

- \*Whether the corrective action is consistent with the Town's standards of conduct.
  
- \*The nature, severity, and consequences of the offense.
  
- \*Whether the offense constitutes a violation of a policy, procedure, rule, or law.
  
- \*Previous counseling, whether informal or formal that addressed the same or similar misconduct or performance.
  
- \*Previous disciplinary actions that addressed the same or similar misconduct or performance
  
- \*Whether the offense relates to the employee's job duties and the employee's ability to perform satisfactorily.
  
- \*How issues with similarly situated employees have been addressed.
  
- \*Mitigating factors that would compel a reduction in the disciplinary action to promote the interests of fairness and objectivity.
  
- \*If the corrective action is appropriate for a specific offense.

### **B. CORRECTIVE AND DISCIPLINARY ACTIONS**

The Town's disciplinary system typically involves the use of increasingly significant measures to provide feedback to employees so that they may correct conduct or performance problems. It is designed to encourage employees to become fully contributing members of the organization and to enable the Town too fairly, and with reliable documentation, terminate employees who are unable or unwilling to improve their conduct and/or job performance.

#### **1. Counseling**

Counseling is *typically* the first level of corrective action but is not a required precursor to the issuance of Written Notices. Counseling may be an informal (verbal) or formal (written) communication which conveys that an employee's conduct or performance was improper and must be corrected. This level of corrective action would be appropriate for conduct and/or performance issues resulting in minimal impact to business operations, to the safety and well-being of others, or that involve minor infractions of policies or laws.

Counseling may be documented by a letter or memorandum, but not on the Written Notice form. Documentation regarding counseling should be retained in the supervisor's files, and not in the employee's personnel file, except as necessary to support subsequent formal disciplinary action.

Employees are not permitted to have legal representation in counseling sessions.

### **a. Informal (Verbal) Counseling**

Counseling should consist of private discussions between employees and their supervisors regarding the desired course of action to improve the employee's performance and/or conduct, the supervisor's expectations for improvement, and what may occur if the performance or conduct is not corrected. The supervisor should explain that a summary of the conversation will be noted and may be placed in the supervisory file(s).

### **b. Formal (Written) Counseling**

A written memorandum should issue to emphasize the significance of relatively minor acts of misconduct or unacceptable performance when facts and discussions with the employee demonstrate that verbal counseling has not corrected the problem. It may also be issued as the initial means to address first instances of misconduct or unsatisfactory performance.

Formal counseling must be documented by a letter or memorandum, but not on the Written Notice Form. A copy of the letter or memorandum must be given to the employee. Counseling documentation should be retained in the supervisor's files, not in employee's personnel files, except as necessary to support subsequent formal disciplinary action.

When conducting a formal counseling session in which a written memorandum will be issued the supervisor should meet privately with the employee to discuss the conduct or performance issues and the desired course of action for improvement, including the supervisor's expectations and what may occur if the performance or conduct is not corrected.

## **2. Written Notices**

When counseling has failed to correct misconduct or performance problems, or when an employee commits a more serious offense, management should address the matter by issuing a Written Notice. A written notice may be accompanied by additional actions including suspension; a demotion or transfer with reduced responsibilities with a disciplinary salary action; a transfer to an equivalent position in a different work area; or termination, as described in Sub-Sections a, b, and c. Management should issue written notices as soon as reasonably possible after becoming aware of misconduct or unacceptable performance. (Refer to Section E. "Due Process" for procedural guidance.)

The Written Notice Form must include an advisory statement that an active Written Notice may affect the employee's overall annual performance evaluation rating, if applicable.

To assist management in the assessment of the appropriate corrective action, offenses are organized into three groups according to the severity of the misconduct or behavior.

**NOTE:** Under certain circumstances an offense typically associated with one offense category may be elevated to a higher level offense. Management may consider any unique impact that a particular offense has on the department and the fact that the potential consequence of the performance or misconduct substantially exceeded norms. Refer to Attachment A for specific guidance.

### **a. Group I Offense**

Offenses in this category include acts or minor misconduct that requires formal disciplinary action. This level is appropriate for repeated acts of minor misconduct or for first offense that has relatively minor impact on business operations but still requires formal intervention.

\*See attachment A for examples of Group I Offenses

\*Active Life of Notice: Two years from its date of issuance to the employee.

\*Suspension Options: No suspension for first offense, but a third active Group I Notice may result in a suspension of ten workdays (or a maximum of 80 hours for non-exempt employees). Refer to Section D. 1 for guidance on suspensions for exempt employees.

\*Accumulation of four active Group I Offenses normally should result in termination unless there are mitigating circumstances.

\*Absent mitigating circumstances, a repeat of the *same, active* Group I Offense should result in the issuance of a Group II Offense notice.

**b. Group II Offense:**

Offenses in this category include acts of misconduct of a more serious and/or repeat nature that requires formal disciplinary action. This level is appropriate for offense that significantly impact business operations and/or constitute neglect of duty, insubordination, the abuse of the local resources, violations of policies, procedures or laws.

\*See attachment A for examples of Group II Offenses.

\*Active Life of Notice: Three years from its date of issuance to the employee

\*Suspension Options: Suspension of up to ten (10) workdays (or maximum of 80 hours for no-exempt employees) for the first Group II Offense. Refer to Section D. 1 for guidance on suspensions for exempt employees.

\*A second active Group II Notice normally should result in termination; however, when mitigating circumstances exist, an employee may be suspended for up to thirty (30) workdays and/or demoted or transferred with reduced responsibilities and a disciplinary salary action; or transferred to an equivalent position in a different work area with no change in salary.

\*A Group II Notice in addition to three active Group I Notices normally should result in termination, but suspension and or a demotion or transfer with reduced responsibilities and a disciplinary salary action; or transfer to an equivalent position in a different work area with no change in salary may be considered.

**c. Group III Offense:**

Offenses in this category include acts of misconduct of such a severe nature that a first occurrence normally should warrant termination. This level is appropriate for offense that, for example, endanger others in the workplace, constitute illegal or unethical conduct; neglect of duty; disruption of the workplace; or other serious violations of policies, procedures, or laws.

\*See attachment A for examples of Group III Offenses

\*Active Life of Notice: Four years from its date of issuance to the employee

\*Suspension Options: Suspension of up to thirty (30) workdays (or maximum of 240 hours for no-exempt employees). Refer to Section D.1. for guidance on suspensions for exempt employees.

\*One Group III Offense normally should result in termination unless there are mitigating circumstances.

### **3. Mitigating circumstances**

- a. Management may reduce the level of a corrective action if there are mitigating circumstances, such as conditions that compel a reduction to promote the interest of fairness and objectivity, or based on an employee's otherwise satisfactory work performance.
- b. Mitigating circumstances for a Group III offense may support, as an alternative to termination, an employee's demotion or transfer to a position with reduced responsibilities and a disciplinary salary action with a minimum 5% reduction in salary; transfer to an equivalent position in a different work area; and/or suspension of up to 30 workdays.
- c. An employee who is issued a Written Notice that would normally warrant termination but who is not terminated due to mitigating circumstances should be notified that any subsequent Written Notice for any level offense during the active life of the Written Notice may result in termination.

### **C. Pre-disciplinary Leave with Pay**

Pre-disciplinary leave is leave with pay to be used when disciplinary action is being considered and the employee's removal from the workplace is necessary or prudent. There are two categories of Pre-disciplinary Leave with pay:

#### **1. Immediate Removal from the Workplace for Disciplinary Reviews or Administrative Investigations.**

Management may immediately remove an employee from the workplace without providing advance notification when the employee's continued presence:

- \*may be harmful to the employee, other employees, clients, and/or patients;
- \*makes it impossible for the agency to conduct business;
- \*may hamper an internal agency investigation into the employee's alleged misconduct;
- \*may hamper an investigation being conducted by law enforcement; or
- \*may constitute negligence in regard to the department's duties to the public and/or other employees

a. An employee should immediately be advised of the reason for his/her removal from the workplace. As soon as possible after an employee's removal from the work area for reasons stated above, management must provide the employee with written notification of the intended corrective action and a summary or description of the evidence of the offense for which the corrective action is being contemplated, and when applicable, that an administrative investigation of the employee's conduct is underway. Employees must be provided a reasonable opportunity to respond before taking any formal corrective action.

b. Employees may be placed on pre-disciplinary leave in order to conduct a disciplinary review or administrative investigation for up to fifteen workdays (maximum of 120 hours for non-exempt employees). If the disciplinary review or administrative investigation is not completed within fifteen workdays the management must (1) impose disciplinary action in accordance with this policy; (2) permit the employee to return to work pending the outcome of the review or investigation; or (3) extend pre-disciplinary leave with pay for a specified period of time as determined by the management.

c. Written notification of pre-disciplinary leave with pay pending a disciplinary review or management administrative investigation should be by memorandum, not by the Written Notice form.

#### **2. Removal from the Workplace for Alleged Criminal Conduct**

Management may also immediately remove an employee from the workplace without providing advance notification when he/she is under investigation for alleged criminal conduct that is related to the nature of his/her job or to the Town's mission. Management should consider the employee's ability to perform his/her assigned responsibilities and if the employee's continued presence:

\*may constitute negligence in regard to the departments duties to the public and/or other employees

\*may be harmful to the employee, other employees, clients or the general public

\*makes it impossible for the Town to conduct business;

\*may hamper the investigation by law enforcement

a. An employee who is placed on pre-disciplinary leave with pay because of alleged criminal conduct that impacts the employee's ability to do his/her job or represents a risk to the Town shall be continued on leave with pay until either (a) the employee is formally charged with a criminal offense by authorities or entities outside of the employer such as by arrest or indictment, or (b) the criminal investigation is concluded without any formal charges being made.

b. Any employee who is formally charged with a criminal offense (that is related to the nature of his/her job or to the town's mission) by outside authorities shall be immediately suspended without pay for a period not to exceed ninety (90) calendar days. *(Management has the option to allow employees to charge accrued annual, overtime, compensatory or family personal leave to this period of suspension provided that the employee has sufficient leave balances.)*

c. If, at the conclusion of the 90 day period there has been no resolution of the criminal charge, the employee will be placed on a returned to pre-disciplinary leave with pay until the charge has been resolved. If the criminal investigation is concluded without any formal charges being made, or if the charge is resolved without the employee being convicted of it, the employer shall return the employee to active status. Any accrued annual leave applied to the period of suspension without pay shall be reinstated.

d. Regardless of the status of any criminal investigation or process, the management may determine at any time to institute disciplinary charges against the employee under the Standards of Conduct, up to and including termination, based upon the facts or evidence of conduct that prompted the criminal investigation or process.

#### **D. Disciplinary Suspensions**

All disciplinary suspensions are without pay. Employees on suspension normally shall not be allowed on Town property, nor shall they be allowed to work except to fulfill previously scheduled court obligations or to file and process a grievance or Equal Employment Complaint.

Suspensions resulting from a Written Notice, or an accumulation of Notices, and the maximum periods of suspension are described in Section B. 2, Formal Written Notices and in Attachment A for each level of Written Notice.

#### **1. Suspension of Employees Exempt from the Fair Labor Standards Act**

Exempt employee's salaries may not be reduced as the result of a suspension except as described in this section. Exempt employees should be reimbursed promptly for any disciplinary salary reductions that are non-complaint.

- a. Disciplinary suspension of an exempt employee for an infraction of a safety rule of major significance may be applied for less than a full workday or workweek. Safety rules of major significance are defined as provisions intended to prevent serious danger to the workplace or to other employees, such as prohibiting smoking in explosives plants, oil refineries, and coal mines.
- b. If an exempt employee is suspended for misconduct the suspension shall be not less than a full workday. Suspensions of more than one workday must be in multiples of full workdays, e.g. a three-day (24 hour) suspension for an employee assigned to 8-hour workdays, or a three-day (30 hour) suspension for an employee assigned to 10-hour workdays. If it becomes necessary to remove an exempt employee from the workplace for a partial workday due to the employee's misconduct, the employee must be paid for that partial day's absence.
- c. If an exempt employee is suspended for disciplinary reasons related to the employee's unsatisfactory attendance or performance issues (non-conduct related) the suspension shall be not less than a full workweek. Suspensions of more than one workweek will be in multiples of full workweeks, e.g. a three-week (120 hour) suspension. An employee may not be permitted to serve a suspension related to attendance or performance other than in whole workweek segments. Less serious violations in these areas should be addressed by other means of discipline, reserving suspension for the most serious or repeated violations.
- d. If an exempt employee is suspended pending the outcome of a criminal investigation, the employee must be paid for any partial workweek suspensions. Full workweeks of suspension are unpaid.

*Although probationary employees are not covered by this policy, the FLSA rules for suspension do apply.*

## **2. Pay and Benefits during suspension**

The provisions regarding compensation and benefits set forth below apply to disciplinary suspension without pay.

### **a. Performance increases and annual leave accrual**

\*Employee's eligibility for performance increases may be affected the time on suspension.

\*Suspensions exceeding 14 calendar days shall affect an employee's length of service for purposes of annual leave accrual.

### **b. Annual and "traditional" sick leave accrual**

An employee on suspension will not accrue annual or "traditional" sick leave, except that:

\*if a suspension extends into a second pay period, accrual of annual and sick leave shall resume in the second pay period unless the period of suspension exceeds 15 calendar days; and

\*if a suspension extends into a third pay period, accrual of annual and sick leave shall resume in the third pay period unless the period of suspension exceeds 31 calendar days, and so on.

### **c. VSDP (Virginia Sickness and Disability Program) benefits**

\*Employees who are suspended may not access their VSDP benefits during the period of suspension

\*Employees who are terminated for disciplinary reasons are not eligible to receive VSDP benefits

#### d. Health Insurance

\*A suspended employee's health insurance coverage continues until the end of the month in which the suspension began, except that there shall be no break in coverage if the employee is reinstated in time to work half of the workdays in the following month.

\*If the length of the period of suspension results in a break in health insurance coverage, the suspended employee must be notified that he/she may retain his or her group insurance coverage for up to 12 months by paying the monthly insurance premiums (both the employee's and state's contribution) in advance and in accordance with state guidelines. This 12 month extension runs concurrently with the 18 months granted under the Extended Coverage Provisions of the health benefits plan.

### 3. Pay and Benefits upon Reinstatement

#### a. Reinstatement from Suspension

\*If the Town reinstates a suspended employee with back pay for any period of the suspension, unless directed otherwise in the hearing officer's decision, health benefits must be made effective retroactive to the date of reinstatement. The Town shall make appropriate refunds (s) to the employee for the Town portion of any health insurance premiums that he/she paid to continue coverage during the suspension.

\*If the Town reinstates a suspended employee without back pay, there shall be no reimbursement for any portion of health insurance premiums that he or she paid to continue coverage.

#### b. Reinstatement from Termination

\*If the Town reinstates a terminated employee with back pay, unless otherwise directed in the hearing officer's decision, health benefits must be made effective retroactive to the date of termination.

#### **Note:**

*Suspended and terminated employees may have purchased individual health insurance coverage or acquired coverage through a spouse's health benefits plan. Agencies should inquire about such coverage when discussing back pay and benefits with these employees. If the hearing officer does not grant back benefits because the employee was enrolled in other coverage during the period of suspension or termination, the employee must provide proof of the other coverage.*

### **E. Due Process**

*Prior to the issuance of any Written Notices, demotions, transfer with disciplinary salary actions, suspensions or terminations, Management should review the documentation for the recommended actions to determine if the action is appropriate for the offense.*

#### **1. Advance Notice of Discipline to Employees**

Prior to the issuance of Written Notices, disciplinary suspensions, demotions, transfers with disciplinary salary actions, and terminations employees must be given oral or written notification of the offense, an explanation of the Town's evidence in support of the charge, and a reasonable opportunity to respond.

#### **2. Employee Response and "Reasonable Opportunity to Respond"**

Employees must be given a reasonable opportunity to respond after receiving notification of pre-disciplinary or disciplinary actions. *Normally*, a 24 hour period is a sufficient period of time, however, a “reasonable opportunity to respond” should not be based solely on the quantity of time provided but also on the nature of the offense, which may or may not require more or less time to refute or mitigate the charge.

## **F. Use of Grievance Procedure**

1. Classified, non-probationary employees may challenge corrective or disciplinary actions through the Employee Grievance Procedures or the Law Enforcement Officer Procedural Guarantee’s of the Code of Virginia.

## **G. Records Management**

1. The town must update payroll records immediately upon issuance of a Written Notice, upon placing employees on pre-disciplinary leave or disciplinary suspension, and upon subsequent demotions or transfers with disciplinary salary actions, terminations or reinstatements.

a. The active periods for Written Notices are definite and may not be extended due to an employee’s absence.

b. Written Notices that are no longer active shall not be considered in an employee’s accumulation of Written Notices; *however, an inactive notice may be considered in determining the appropriate disciplinary action if the conduct or behavior is repeated. For example, misconduct which if a “first” offense would normally be addressed through counseling may warrant a Written Notice when the employee has an inactive Notice on file for the same misconduct.*

c. Written Notices shall be kept in employee’s personnel files, including those that are no longer active.

**Exception:** *A Written Notice must be removed from an employee’s personnel file if the Town modifies or vacates its disciplinary action. If, through the grievance procedure, it is determined that the Written Notice issued was not justified, the hearing officer may direct its removal from the employee’s personnel file. Such notices shall not be destroyed but shall be retained in a grievance file or separate confidential file and shall not be considered in relation to any future disciplinary or other personnel action.*

## **H. Removal due to circumstances which Prevent Employees from Performing their jobs.**

### **1. Inability to meet working conditions**

An employee unable to meet the working conditions of his or her employment due to circumstances such as those listed below may be removed under this section. Reasons include:

- \*Loss of driver’s license that is required for performance of the job;
- \*Incarceration for extended period;
- \*Failure to obtain license or certification required for the job;
- \*Loss of license or certification required for the job;



- \*Inability to perform the essential functions of the job after reasonable accommodation (if required) has been considered;
- \*Failure to successfully pass an agency's background investigation;
- \*Conviction of a misdemeanor crime of domestic violence for employees whose jobs require: (a) carrying a firearm; or (b) authorization to carry a firearm; or
- \*Criminal or misdemeanor convictions while on or off the job which are clearly related to job performance or could constitute negligence of the Town's duties to the public or other town employees
- \*failure to timely present appropriate documentation of identity and eligibility to work in the U.S. as required by federal law.

Prior to such removal, the management shall gather full documentation supporting such action and notify the employee, verbally or in writing, of the reasons for such a removal, giving the employee a reasonable opportunity to respond to the charges. Final notification of removal should be via memorandum or letter, not by a Written Notice form.

Employees may challenge removals through the Employee Grievance procedure, or the Law Enforcement Officers Procedural Guarantee's and may direct questions regarding this procedure to the management.

The Town may, based on mitigating circumstances, demote or transfer and reduce the employee's duties with a minimum 5% reduction in salary, or transfer them to an equivalent position without a reduction in salary as an alternative to termination.

# **GLOSSARY**

## **IV. Corrective Action**

Any intervening informal or formal counseling action taken by management to address employment problems, such as unacceptable performance, behavior, or misconduct.

### **Counseling**

Counseling may be informal or formal intervention that consists of a discussion between an employee and his or her supervisor regarding problems with the employee's work performance, behavior, and/or conduct. Formal counseling discussions must be documented in a written memorandum.

### **Criminal Charge**

An arrest or indictment by authorities or entities outside of the employer against an employee for the commission of a criminal offense.

### **Criminal Offense**

Criminal Offenses include felonies and misdemeanors as defined in the statutes of the United States, the Commonwealth of Virginia, other sovereign states, and other city and county governments. Criminal offenses shall not include traffic or other charges that are specifically differentiated and exempted from statutory criminal offenses; however, DUI or other formal charges which impact an employee's ability to drive a vehicle or could result in incarceration if convicted shall be considered criminal charges.

### **Interim Evaluation:**

A performance evaluation completed during the performance cycle to document and assess an employee's progress toward achieving the performance plan. Interim Performance Evaluations are not considered "official" documents and are retained in the supervisor's confidential file for use in constructing the annual performance evaluation. Counseling, particularly when related to work performance, may be part of an interim evaluation.

### **Disciplinary Action**

A formal action taken in response to unacceptable performance or misconduct. Disciplinary actions include the issuance of Written Notices; suspensions; demotions; transfers; disciplinary salary actions; and terminations.

### **Disciplinary Demotion**

Management initiated assignment of an employee to the same or a different position in the same or lower Pay Band with less job responsibilities that must result in a minimum of a 5% reduction in base salary. In no case may an employee's salary exceed the maximum of the pay band following a disciplinary salary action.

### **Disciplinary Review**

A process that involves reviewing the facts and circumstances surrounding misconduct or unacceptable performance in order to determine if disciplinary action is warranted.

### **Disciplinary Salary Action**

Employees may be retained in their current positions and have their duties reduced, be demoted or transferred to positions in the same or lower pay band *with less job responsibilities* in lieu of termination.

The employee's salary in each case must be reduced by at least 5%. In no case may an employee's salary exceed the maximum of the pay band following a disciplinary salary action. (*Management has the authority to transfer employees to equivalent positions as part of the disciplinary process without a reduction in salary*)

### **Due Process**

Prior to any pre-disciplinary or disciplinary actions employees must be given oral or written notification of an offense, an explanation of the agency's evidence in support of the charge, and a reasonable opportunity to respond. The Town must provide a clear and descriptive explanation of the offense in a manner that ensures that the employee understands the facts presented and will be able to present mitigating factors or denial of the charge.

### **Pre-disciplinary Leave**

Pre-disciplinary Leave is leave *with pay* to be used when disciplinary action is being considered and the employee's removal from the workplace is necessary or prudent because: their continued presence may be harmful to the employee, other employees, clients, and/or patients, makes it impossible for the agency to conduct business; may hamper an internal agency investigation into their alleged misconduct; may hamper an investigation being conducted by law enforcement; or may constitute negligence in regard to the Town's duties to the public and/or other employees.

### **Progressive Discipline**

A system of increasingly significant measures that are utilized to provide feedback to employees so that they can correct conduct or performance problems. It is most successful when provided in a way that helps an employee become a fully contributing member of the organization. Progressive discipline also enables the Town to fairly, and with reliable documentation, terminate an employee who is unable or unwilling to improve his/her workplace conduct and/or job performance.

### **Reasonable Opportunity to Respond**

Employees must be given a reasonable opportunity to respond after receiving notification of pre-disciplinary or disciplinary action. Normally, a twenty-four hour period is sufficient, however a "reasonable opportunity to respond" should not be based solely on the quantity of time provided but also on the nature of the offense, which may or may not require time to refute or mitigate the charge.

### **Standard of Conduct**

Positive expectations for work performance, conduct and behavior.

### **Suspension**

An employee's absence from work, without pay, that Town imposes as a part of a disciplinary action.

### **Termination**

An employee's removal from Town employment, that the Town imposes as part of a disciplinary action.

### **Unacceptable Conduct/Misconduct**

Employee conduct or behavior that is inconsistent with the Town's standards for which specific corrective or disciplinary action is warranted.

## **ATTACHMENT "A"**

### **Due Process**

Prior to removal, the Management shall gather full documentation supporting such action and shall notify the employee, verbally or in writing, of the reasons for such a removal, giving the employee a reasonable opportunity to respond to the charges. Final notification of removal should be via memorandum or letter, not by a Written Notice form.

## **UNACCEPTABLE STANDARDS OF CONDUCT (OFFENSES)**

### **Not all-inclusive**

The offenses set forth below are not all-inclusive, but are intended as examples of unacceptable behavior for which specific disciplinary actions may be warranted. Accordingly, any offense that, in the judgment of management, undermines the effectiveness of Town activities, may be considered unacceptable and treated in a manner consistent with the provisions of this section.

### **Grouped according to severity**

The offenses listed below are organized into three groups according to the severity of the behavior, with Group I being the least severe

See section Disciplinary actions for specific offenses for related disciplinary action

### **Group I**

- \*Unsatisfactory attendance or excessive tardiness
- \*Abuse of Town time, including, for example unauthorized time away from the work area, use of the Town time for personal business, and abuse of sick leave
- \*Use of obscene or abusive language
- \*Inadequate or unsatisfactory work performance
- \*Disruptive behavior
- \*Conviction of a moving traffic violation while using a town owned or other public use vehicle
- \*Excessive use of Town's telephone service, land or mobile

### **Group II**

These offenses include acts and behavior that are more severe in nature and are such that an accumulation of two Group II offenses normally should warrant removal. See section III (b) 2 b for related disciplinary actions.

- \*Failure to follow a supervisor's instructions, perform assigned work, or otherwise comply with established written policy

- \*Violating a safety rule where there is not a threat of bodily harm
- \*Leaving the work site during work hours without permission
- \*Failure to report to work as scheduled without proper notice to supervisor(s)
- \*Unauthorized use or misuse of Town property or records
- \*Refusal to work overtime hours as required
- \*Disclosure of confidential information to any person except as provided for by the Town Manager

### **Group III**

These offenses include acts and behavior of such a serious nature that a first occurrence normally should warrant removal. See section III (B) 2 c for related disciplinary actions.

- \*Absence in excess of three days without proper authorization or a satisfactory reason
- \*Falsifying any records, including, but not limited to, vouchers, reports, insurance claims, time records, leave records or other official state documents
- \*Willfully or negligently damaging or defacing state records, state property or property of other persons (including, but not limited to, employees, patients, supervisors, inmates, visitors and students)
- \*Theft or unauthorized removal of state records, state property or the property of other persons (including, but not limited to, employees, patients, supervisors, inmates, visitors and students.
- \*Gambling on state property or during work hours
- \*Fighting and/or other acts of physical violence
- \*Violating safety rules where there is a threat of physical harm
- \*Sleeping during work hours
- \*Participating in any kind of work slowdown or similar concerted interference with state operations
- \*Unauthorized possession or use of firearms, dangerous weapons or explosives
- \*Threatening or coercing persons associated with any state agency (including, but not limited to, employees, supervisors, patients, inmates, visitors, and students)
- \*Criminal convictions for illegal conduct occurring on or off the job that clearly are related to job performance or are of such a nature that to continue employees in their positions could constitute negligence in regard to Town's duties to the public or to other state employees
- \*Violation of Policy relating to Alcohol and Other Drugs (considered a Group III offense depending on the nature of the violation, such as the use of alcohol or unlawful use or possession of a controlled drug while on the job)
- \*Failure of an employee whose job requires carrying a firearm or authorization to carry a firearm to report conviction for a "misdemeanor crime of domestic violence"
- \*For sworn police personnel, any offense shown in the Department's Disciplinary Measures Policy.

### **CORRECTIVE ACTION**

#### **When corrective action should be used**

As soon as a supervisor becomes aware of an employee's unsatisfactory behavior or performance, or commission of an offense, the supervisor and/or management should use corrective action to address such behavior

## **TRAVEL POLICY**

It is the policy of the town to adequately compensate town employees who may be required to travel outside of the corporate limits of the town. This shall include all expenses relating to travel, lodging, eating and other necessary expense.

Travel outside of the Town must be approved by the appropriate department head before any payment will be made by the Town.

### **Travel Advance**

In instances where significant costs may be incurred by the employee, the Town may provide a cash advance in an amount estimated to be spent.

This advance must be requested no less than two (2) days before payment is expected. All such payments must be approved by the Town Manager upon written request by the employee and signed by the department head.

### **Mileage Reimbursement**

In the event that a Town vehicle is not available for use, the employee may use his private vehicle on approval by the department head. The town will reimburse the employee the standard IRS annual mileage rate. (*\*Revised April 12, 2021\**)

### **Lodging**

On out-of-town trips where lodging is necessary, the town will reimburse the employee the cost of a room.

Such payment shall not include cost for lodging spouse or other family members. The town will only reimburse the employee for an amount equal to the least expensive room available at the hotel or motel at that time.

A copy of the bill must be submitted to the town for payment.

### **Meals**

The town shall reimburse the employee for meals incurred while on business. This shall not include meals during routine daily schedules.

The Town Manager will review all receipts to determine if costs are in line before approval for reimbursement.

## **Bonuses**

Christmas bonuses may be awarded annually at the discretion of the Town Council. The Council may also authorize the payment of an award for an unusual or outstanding achievement; for exceptionally high quality of service over a sustained period; or for a worthy contribution of service beyond the requirements of the job.

Employees shall be eligible for bonuses as established by the Town Council after employment for a period of one year. Bonuses shall be pro-rated on a monthly basis for any time employed under one year.

**Loss Control Policy Statement**  
**Occupational Safety and Health Policy Statement**

The Occupational Safety and Health Act of 1970 requires employers to provide a safe place to work, a place free from hazards that might cause injury, disability or even death.

It is the policy of the Town of Tappahannock that every employee be entitled to work under the safest conditions possible. To this end, every reasonable effort will be made to promote accident prevention for protection and health preservation.

It is our belief that accidents which injure people, damage equipment or property, or destroy materials, cause needless personal suffering, inconvenience and expense. We believe that practically all accidents can be prevented by taking common sense precautions.

The Town of Tappahannock, through it's appointed managers, will endeavor to maintain a safe and healthful work place. The town will provide safe working equipment, necessary personal protection and, in the case of injury, the best first aid and medical services available.

Due to the large number of activities in progress at one time, the varied nature of the work and the widespread location of such activities, we must "formalize" our safety program, utilizing written reports and records, to achieve the maximum use and effectiveness of loss control information.

The Town Manager and Assistant Town Manager will head the Tappahannock Occupational Safety and Health Program and will communicate pertinent information to all departments. They will undertake such duties as may be required in the day-to-day operation of the safety program. The employees of the Town of Tappahannock will utilize all necessary safety equipment and personal protection as may be required in the day-to-day operation of the safety program and utilize the criteria as set forth under the Occupational Safety and Health Act of 1970 in the promotion of accident prevention for protection and health preservation.

We believe that accidents are avoidable and can be prevented. If we all do our part, including acting and talking safety at all time, healthy attitudes toward accident prevention, loss control and improved safety on the job can be achieved.

Safety and loss control is a tremendous responsibility and one that must be shared by all.

SAFETY



# CELL PHONE POLICY

## PURPOSE:

The Town of Tappahannock's cell phone policy is designed to express the Town's attitude towards the use of cell phones in the workplace. The Town recognizes that cell phones have become an integral part of everybody's life. The Town is certain that they may be a great asset in the work place if used correctly. However, cell phones may also cause problems when used imprudently or excessively. It has, therefore, been apparent that a policy that clarifies the allowances and restrictions of cell phone use is necessary.

## SCOPE

This policy applies to ALL Town employees

## POLICY ELEMENTS

Despite their benefits, cell phones may be cause for significant problems in the workplace. The reasons for this include:

- The distraction of employees by regularly checking their phones
- The time subtracted from actual working hours by the mundane use of cell phones
- The issues from unfair use of Town issued equipment
- The accidents that may occur when employees use their phones inside Town vehicles

The Town generally expects its employees to use their cell phones prudently during working hours. The Town wants to remind them that excessive use of their cell phones for non-business purposes will mean a decline in their efficiency that will show up in their performance. Therefore, to the benefit of all to consciously restrict their personal use of cell phones.

## RULES AND RESTRICTIONS

The following rules apply to ALL times for both Town issued and personal phones.

## RULES

- Town issued phones to be used for Town purposes only or to briefly check important messages and/or a brief personal call.
- Cell phone use by employees while operating a Town issued vehicle is prohibited unless it is absolutely necessary to conduct Town or Police business in an emergency situation when parking the vehicle to make a call is impractical.
- The download or upload of inappropriate, illegal or obscene material through a Town internet connection is **prohibited**

- Employees cannot use their phones at areas where there is an explicit prohibition sign (e.g. Laboratories, Court)
- Employees must turn off their phones or keep them on vibrate whenever asked
- Surfing the internet, texting and talking on the phone should be restricted to a few minutes per day
- Playing games on the cell phone or other electronic devices during working hours is **prohibited**

The Town, however, would not want to have its employees turn off their phones while at the workplace. Employees are allowed to use their phones:

- During Lunch breaks
- While in a stationary town vehicle for town business
- To briefly check important messages
- To make Town Business calls
- To use productivity apps or other job useful tools

**DISCIPLINARY CONSEQUENCES**

The Town reserves the right to monitor employees for excessive or inappropriate use of their cell phone. If it is discovered that an employee’s phone usage causes a decline in productivity or interferes with the smooth workflow in the work place, the Town will band that employee from using their cell phone. For an action that violates the Town’s Standards of Conduct Policy or causes an accident, the employee may face severe discipline up to and including termination.

I have read the terms of this policy regarding the use of communication devices in the work place.

**Name: (PRINTED)** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Witness:** \_\_\_\_\_

**Date:** \_\_\_\_\_