



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

<b>TO:</b>	Department Heads, HR Managers and Payroll Contacts	<b>DATE:</b>	October 4, 2019
<b>FROM:</b>	Catherine Spage, Human Resources Director		
<b>SUBJECT:</b>	Personnel Regulations Update		
<b>TRANSMITTAL NO.:</b>	1-2019	<b>BOARD APPROVAL DATE:</b>	September 24, 2019 Revisions to Chapters 2, 4, 5, 6, 7, 10 and 17

On September 24, 2019, The Board of Supervisors approved revisions to the Fairfax County Personnel Regulations. These changes ensure alignment with federal laws and include administrative changes and clarifications. All changes are effective immediately.

The following summarizes the changes, by chapter:

**Chapter 2 – Definitions**

- Updated the language for the definition of anniversary date and eligible list and expanded the definition of extended family to include stepsister, stepbrother, stepchild and stepparent.

**Chapter 4 – Pay Plan, Hours of Work and Overtime**

- Removed language referencing Master Police Officer proficiency pay. The newly established Police Officer III level classification, also known as the Master Police Officer, eliminates the need for the current language.

**Chapter 5 – Recruitment and Examination**

- Updated the language from resume to application throughout;
- Swap Section 5.1-2.c and Section 5.1-2.d;
- Updated the language in Section 5.1-2.d and included that the best qualified are certified for the position advertised;
- Added language in Section 5.1-2.e to reflect that family members, members of household and extended family relationships, as defined in the proposed updated definition in Chapter 2, are prohibited from participating in the screening or selection process;
- Created 5.1-2.f with language moved from prior version of 5.1-2.e;
- Added language to 5.2-1, 5.2-2 and 5.2-2.a to include “or designee” following Human Resources Director;
- Added language in Section 5.2-1.a and Section 5.2-1.b codifying the requirement to review and update the class specification and position description prior to submitting a requisition to advertise the position;
- Moved language in prior version of 5.2-1.b regarding advertisement of the position prior to vacancy occurring to 5.2-1.c;
- Added the language “supplemental questions” to Section 5.2-3;
- Updated the language in Section 5.2-4 to reflect the current manner in which positions are advertised;
- Updated and added language to 5.5.4 to codify consequences of noncompliance with the credit check requirements for selected candidates receiving conditional offers of employment in a position of trust;

- Updated the language in Section 5.7 regarding the security and retention of applications and related records;
- Updated language in Section 5.8 from category/categories to band/bands;
- Deleted the language "projected staffing needs" and added "validity" in Section 5.8-1;
- Deleted the language "if it is an initial hire opportunity for the veteran" in Section 5.8-2.a and in 5.8-5.b;
- Added Section 5.8-4 on Examination Security;
- Switched bullets b and c in newly renumbered Section 5.8-5;
- Update the language in newly renumbered Section 5.8-6. to make consistent with earlier changes in language from category/categories to band/bands;
- Moved language "In the event of a tie in scores, veterans, shall be listed ahead of non-veterans, and veterans with a service connected disability rating shall be listed ahead of other veterans. Within each category all eligible applicants within the category will be considered tied" to newly created Section 5.8-6.b;
- Corrected several typographical and numbering errors throughout.

#### **Chapter 6 – Eligible Lists**

- Updated the language throughout from resume to application and from jobs to positions.

#### **Chapter 7 – Certification and Appointment**

- Updated the language throughout from resume to application;
- Added language regarding the establishment of the certification list of the best qualified applicants in the revised Section 7.3-2;
- Updated and added language "and position description" and "applicant responses to supplemental questions" under revised Section 7.3-2;
- Added "or designee" language to Section 7.4-5;
- Added "authorized" language to Section 7.6-2.c and 7.6-4.c;
- Add bulleted item Section 7.6-2.d with language stating "a reclassification action changes the classification of the position and the incumbent does not meet minimum qualification";
- Added Section 7.6-4.d with language stating that the employee's pay shall revert to its pre-agreement level if the employee discontinues performance under the underfill agreement or takes a different position with the County than the one authorized under the agreement prior to satisfaction of all of the agreement terms;
- Added language "without the Human Resources Director approval" to Section 7.6-3;
- Added and updated the language to reflect the proposed updated definition of extended family in Chapter 2 in Section 7.7-3;
- Added the language "the approval exception request shall be maintained in each employee's respective personnel file" in Section 7.7-5

#### **Chapter 10 – Leave**

- Updated the language in Sections 10.36-2.f and 10.36-2.g to accurately reflect the correct number of days of administrative leave employees receive for length of service awards, Outstanding Performance Awards and Team Excellence Awards.

#### **Chapter 17- Grievance Procedure**

- Updated the hearing panel selection process to reflect the random assignment of Commissioners to a schedule, and selection for a panel based on availability in order of assignment on the schedule;
- Corrected several typographical errors.