

# *Classified Employee Handbook*



*Richard Bland College  
of the College of William and Mary*

To All Members of the Richard Bland College Staff:

The Richard Bland College community is comprised of many groups of people who render a variety of services for the institution. In addition to the faculty and administrative staff, there are those who have been designated by the Commonwealth as holding "classified" positions. It is for this latter group that this Handbook has been developed.

We all have a responsibility to do all in our power to create and maintain an atmosphere conducive to learning and for this reason we must always remember that we would not be here if it were not for our fine students. For more than four decades, Richard Bland College has been an educational leader in Southside Virginia. This College has provided an opportunity to first generation college students, to traditional students in the 18-21 age bracket, to adult learners who have experienced the challenges and the heartaches and job challenges of the real world; and it has rendered service to those whose families have, for one or more generations, been an integral part of the college experience. As the College adds a residential component to its already growing enrollment, it is especially important to continue that personal service and commitment in the years ahead.

This Handbook is designed to serve as a reference for each of you. Human resources policies, information regarding your benefits and obligations as employees, and regulations pertaining to the State Human Resources System are incorporated in this document. If additional information is desired or if you need assistance in interpreting the Handbook, please contact the Human Resource Office.

I want to close by thanking all of you for your loyal service and in making Richard Bland College an outstanding educational institution.

*James B. McNeer*  
President

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## Notice

Richard Bland College, as an affirmative action/equal opportunity employer, does not discriminate in employment or any other activity on the basis of race, sex, color, age, religion, national origin, disability, or political affiliation. Richard Bland College reserves the right to supplement, withdraw or change this Handbook. Interpretations of matters in this Handbook are the responsibility of the Human Resource Office. The President of Richard Bland College has final authority for the interpretation.

This handbook contains general information about your employment with Richard Bland College and outlines policies and procedures that affect your daily work. It does not include specific provisions of the policies and procedures, nor does it create any employee rights or benefits. **The handbook is not a contract, nor is it an invitation to contract. Nothing in this handbook is intended to create or imply any contract rights.**

**Place your cursor on the blue highlighted hyperlinks throughout the handbook to access the policy or website for additional information.**

### QUICK LINKS TO KEY WEBSITES

- [Department of Human Resource](#)
- [DHRM Policies and Procedures Manual](#)
- [DHRM Compensation and Benefits](#)
- [DHRM Manuals and Handbooks](#)
- [Department of Accounts Payline](#)
- [Department of Employment Dispute Resolution](#)
- [Office of Equal Employment Services](#)
- [Virginia Retirement System](#)
- [State Employee Directory](#)
- [Richard Bland College Human Resource Homepage](#)
- [myVRS](#)
- [Veterans Outreach Services](#)

# Chapter 1

## General Information

### Mission

Richard Bland College of The College of William and Mary in Virginia was founded in 1960. It is The Junior College of the Commonwealth of Virginia. The College offers a traditional curriculum in the liberal arts and sciences leading to the associate degree and other programs appropriate to a junior college. The curriculum is intended to allow students to acquire junior status after transferring to a four-year college, or to pursue expanded career opportunities. The College also recognizes its responsibility to serve the public by providing educational and cultural opportunities for the community at large.

### History of the College

Richard Bland College is the Junior College of the Commonwealth and a branch campus of The College of William and Mary in Virginia. It was established by the General Assembly of Virginia in 1960, and has provided opportunities for higher education to the citizens of communities located away from the main campus of William and Mary in Williamsburg for the past forty years.

The affairs of the College are directed by the Board of Visitors of The College of William and Mary. The Board is appointed by the Governor of the Commonwealth of Virginia. A president, appointed by the Board of Visitors, is in charge of the actual administration and courses of study at the College.

Richard Bland College derives its name from that of Richard Bland, Virginia statesman and champion of public rights. Son and grandson of successful planters, Richard Bland was educated at The College of William and Mary. From 1742 until his death, he represented the area in which Richard Bland College is now located — first in the House of Burgesses, and later with the adoption of a state constitution, in the new House of Delegates. In the beginning, Richard Bland was somewhat conservative regarding any break from the mother country, but as early as 1753 he gained a reputation for his championship of Virginia's rights. He was a member of the House of Burgesses' committee, which in 1764 drew up the remonstrance to the English government respecting taxation imposed on Virginia by any other power than its own legislature. His **An Inquiry into the Rights of the British Colonies** is the earliest published defense of the Colonial attitude in regard to taxation. He served as a member of the Committee of Correspondence in 1773 and was a delegate from Virginia in both the First and Second Continental Congresses. Not only was he respected as a political leader, but also due to his careful study of the ancient records of the colony, he was considered the best authority at the time on Virginia's history. It is fitting, therefore, that an institution of higher learning located in the area served for so many years by this distinguished Virginia patriot and scholar, should derive its name from the one Jefferson described as "the most learned and logical man of those who took prominent lead in public affairs."

Before the Civil War, the property on which Richard Bland College is now located was a plantation owned by the Gurley family. It became an important part of the Union-occupied territory during the 1864-1865 Siege of Petersburg. The present Campus was the scene of two battles during that campaign.



Shortly before the turn of the century, the Hatcher-Seward family established a dairy and cattle farm on the former Gurley property and constructed two farmhouses. Today they serve as the President's residence and the residence of the Dean of Administration and Finance.

In the early 1900s, the still-beautiful grove of pecan trees was planted. The farm was used as a work camp for about twenty conscientious objectors during World War I.

The Commonwealth of Virginia authorized Central State Hospital to purchase the land in 1932 for use as the Petersburg Training School and Hospital for African-American Youth. That institution was moved in 1959, and the land, still owned by the Commonwealth, became the location for the establishment of Richard Bland College of The College of William and Mary.

Under the guidance of Colonel (Ret.) James M. Carson, the former hospital and training facility was transformed into Richard Bland College, and classes were held beginning in 1961. In the late 1960s, Ernst Hall (named for a local business leader influential in the establishment of the college) was added to the original campus. In addition, a Student Center/ Library building and a gymnasium also were constructed. Colonel Carson retired as the founding President of the College in 1973.

From 1973 through 1975, Dr. Cornelis Laban, Professor of Biology, *Emeritus*, served as the Acting President of Richard Bland College.

In 1975, Dr. Clarence Maze succeeded Colonel Carson as President. During his tenure, Richard Bland College expanded its academic programs and created a number of programs to encourage international awareness and travel.

Dr. James B. McNeer became the third President of Richard Bland College in 1996. He has been instrumental in restructuring the College to serve the Commonwealth in a responsible manner.

# Chapter 2

## General Human Resources Information

### Introduction

Changes in general human resources policies and practices are authorized by the President after adequate consultation with the appropriate officers and constituencies of the College, and are communicated to all affected parties at the earliest reasonable time. The basic policies for administration of classified employees of the College are contained in the Rules for Administration of the Virginia Human Resources Act, and other directives as promulgated from time to time by appropriate administrative authorities of the Commonwealth.

### Equal Employment Opportunity Policy

Refer to [Policies 2.05](#), Equal Employment Opportunity, [2.10](#), Hiring, and [2.30](#), Workplace Harassment.

Richard Bland College is committed to providing equal employment opportunity for all employees and job applicants regardless of their race, color, religion, sex, age, national origin, disability, and political affiliation. Employment discrimination based upon these traits is unlawful under both state and federal law. Equal opportunity extends to all aspects of employment including hiring, transfers, promotions, training, termination, working conditions, compensation, benefits, and other terms and conditions of employment. The Commonwealth complies with federal and state equal employment opportunity laws and strives to keep the workplace free from all forms of unlawful discrimination, including harassment and retaliation.

**Harassment** is any unwelcome verbal, written, or physical conduct that either denigrates or shows hostility or aversion towards a person on the basis of race, color, national origin, age, religion, disability, marital status, or pregnancy that (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an employee's work performance; or (3) affects an employee's employment opportunities or compensation.

**Retaliation** is any overt or covert act of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against one or more individuals for exercising their rights (or supporting others for exercising their rights) under the Commonwealth's EEO policies.

### **Violations and Enforcement**

Unlawful discrimination in any form is a serious offense that will not be tolerated in state employment. The Department of Human Resource Management's *Policies and Procedures Manual* sets forth the relevant policies of the Commonwealth. If you believe you are a victim of unlawful discrimination, several avenues of redress are available to you, including processes within Richard Bland College, the grievance procedure, and the state and federal discrimination complaint processes.

Supervisors or employees found to have engaged in unlawful discriminatory conduct are subject to disciplinary action, including termination.

DHRM's Office of Equal Employment Services (OEEs) is responsible for enforcing policies concerning Equal Employment Opportunity. This office investigates and resolves complaints of unlawful employment discrimination. The [Governor's Executive Order](#) (which incorporates the principles of all relevant federal employment laws) prohibits discrimination against state employees and applicants for state employment. All individuals shall be afforded an equal employment opportunity without regard to race, color, gender (includes sexual harassment), age religion, national origin, political affiliation, or disability. The Order also prohibits retaliatory actions taken against persons making these allegations. In addition, state agencies are obligated to adhere to state human resources policies and procedures. If you feel that you are the victim of an act of illegal discrimination and wish to file a complaint, you must take the following steps:

- Download a [Discrimination Complaint Form](#). Also, you may get a form from either your Human Resource Office or from the [Office of Equal Employment Services](#).
- Complete the form by filling in all requested information.
- Attach any supporting documentation.
- Include names and positions of persons involved and a brief description of the alleged act(s) of discrimination.
- Give the status of any internal complaint. File it with the [Office of Equal Employment Services](#) within 180 days of the alleged act of discrimination.

If you need assistance in completing the form or have additional questions, please contact the [Office of Equal Employment Services](#). A staff member is available to assist you Monday - Friday from 8:00 am to 5:00 pm. All calls are confidential.

Should you need additional information, you may contact the Human Resource Office. Employees may also file complaints under the Grievance Procedure or directly with the Federal Equal Employment Opportunity Commission.

### **Freedom of Information/Privacy of Records**

Refer to [Policy 6.05](#).

Your human resources record, maintained by Richard Bland College, is the property of the Commonwealth.

The Virginia Freedom of Information Act (Code of Virginia, [§2.2-3700](#) and following) provides that an employee may have access to information contained in his or her human resources records with the exception of reference letters and mental and medical records when the treating physician has indicated that a review of such records might be injurious to the employee's health. The contents of an employee's human resources file may be disclosed to third parties only as provided in the Virginia Freedom of Information Act, the Privacy Protection Act, and Policy 6.05, Human Resources Records Disclosure.

If you apply for credit of any kind that will require a credit check or other investigation, you must give written authorization to the Human Resource Office to release the needed information.

### **Conflict of Interest**

The Virginia Conflict of Interest Act prohibits the employment by the College of more than one member of the same family when one or such persons are employed in a direct supervisory or administrative position, or both. The Act also limits and restricts contractual or business dealings between an employee and the College as well as other State agencies and businesses.

### **Outside Employment**

Refer to [Policy 1.60](#) Standards of Conduct.

The primary obligation of full-time employees is to fulfill the duties of their positions with the College. Limited extra employment, including consulting, may be undertaken as long as it does not conflict with the individual's responsibility to the College, affect his/her performance of College duties, reflect adversely on the College or create a conflict of interest.

### **Safety and Security In The Workplace**

Refer to [Policies 1.80](#), Workplace Violence, and [2.30](#), Workplace Harassment.

As an employer, Richard Bland College makes every effort to ensure a safe and healthy workplace for its employees as well as for customers, business colleagues, and visitors. Harassment (sexual or other), threats of violence, and violent acts will not be tolerated in the state workplace. Policy 1.80 provides guidance regarding the kinds of actions which will not be tolerated in the workplace, and describes the responsibility of state agencies to take certain measures to promote safety and security in the work environment. Violation of policies related to these matters can result in serious disciplinary action, including termination.

All state employees are covered by the Virginia Workers' Compensation Act. In addition, the Workers' Compensation section of the Department of Human Resource Management offers services such as training and consultation in workplace safety and loss control.

You should consult the Human Resource Office if you have concerns in this area. Incidents of workplace violence should be reported immediately through appropriate channels.

### **Sexual Harassment**

Richard Bland College will not tolerate any verbal or physical conduct, by any administrator, supervisor, faculty, staff, student or visitor, which constitutes sexual harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature is considered sexual harassment when (1) such conduct requires submission/acceptance explicitly or implicitly as a term or condition of an individual's employment or educational pursuit, (2) the agreement to submit/accept or the rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially and unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive working or learning environment.

Complaints of sexual harassment should be directed to the Title IX Coordinator, who will investigate each complaint.

### **Alcohol and Other Drugs**

Refer to [Policy 1.05](#).

Richard Bland College intends to maintain a workplace free from the adverse effects of alcohol and other drugs. Employees are forbidden to use these substances at the workplace or to come to the workplace while under the influence of these substances. In addition, employees are expected to notify their supervisors if they are convicted of violating any criminal drug law, either within or outside the work place, or if they are convicted of violating any alcohol beverage control law or law that governs driving while intoxicated, based on conduct occurring in the workplace. Violation of policies related to these matters can result in serious disciplinary action, including termination. Richard Bland College will cooperate with local, state, and federal authorities in the enforcement of substance abuse statutes.

Because of the nature of the work, Richard Bland College may require drug testing before a final employment offer is made. Some positions may also require ongoing random drug testing and/or as-needed drug or alcohol testing.

A copy of the Substance Abuse Policy is available in the Human Resource Office to all employees.

### **Electronic Mail, Computer, and Telephone Use**

Many jobs provide access to computer equipment and the Internet so that employees can perform their work tasks. [Policy 1.75](#), Use of Internet and Electronic Communications Systems, expresses the general guidelines for use of these systems and provides for agencies to adopt more specific guidelines that may be suitable to their needs. In general, the equipment and systems should be used for business purposes. Personal use should be limited to minor occasions. Users should expect their system use to be monitored. Certain specified Internet uses, such as transmitting obscene, discriminatory, or fraudulent material, are strictly forbidden at all times.

College telephones are intended for the business needs of the College. Personal use of college telephones is to be kept to a minimum. Personal long distance calls for personal reasons are prohibited.

When answering and/or conversing on a college phone, employees are expected to use a telephone manner that reflects the dignity of the College.

### **Check Cashing Policy**

Employees may have personal checks cashed in the Business Office up to a maximum of \$75.00. These checks should be made payable to **CASH** and **NOT** to Richard Bland College.

### **Travel Advances**

Travel advances are available through the Business Office or click on [Travel Advance](#). Advances **must** be repaid within 30 days of the last day of travel and should be requested at least **THREE** days in advance of your travel. The Payment Request Advance form is to be completed and sent to the Dean of Administration and Finance (DAF) for approval. Once approved, the DAF will forward the advance to Accounts Payable (AP). Accounts Payable will notify the employee when the Travel Advance is ready to be picked up in the Business Office.

### **Library**

Library hours

8:00 a.m. - 8:00 p.m., Monday - Thursday

8:00 a.m. - 5:00 p.m. - Friday

Closed Saturday

4:00 p.m. - 8:00 p.m. - Sunday

### **Gymnasium**

Gym Hours

Monday and Wednesday – 2:30 p.m. – 8:00 p.m.

Tuesday and Thursday – 1:00 p.m. – 8:00 p.m.

Friday – 1:00 p.m. – 4:00 p.m.

Saturday and Sunday – 1:00 p.m. – 5:00 p.m.

### **Food Service – The Statesman Grill**

Located in The Commons - Hours

Monday – Thursday – 7:30 a.m. – 7:00 p.m.

Friday – 7:30 a.m. – 3:00 p.m.

Saturday and Sunday - Closed

### **Vending Machine Refunds**

All vending machine refunds will be made through the Business Office. Business Office hours are from 8:00 a.m. - 5:00 p.m., Monday through Friday.

### **Police Department**

The College's Police Department is on duty 24 hours a day, seven days a week. In addition, there are several Emergency Call Boxes located at various sights across campus. The Department enforces all laws and is available for emergency assistance to students and staff. For assistance during regular office hours, contact the Police Department at 804-863-4085. After regular office hours, call 804-720-9179 to reach a police officer.

### **Lost and Found**

Articles lost or found should be turned in to the College Business Office.

### **Scheduling of Facilities/Meetings**

Use of the college facilities for meetings and other activities may be scheduled through the President's Office.

### **Bookstore**

Bookstore hours are from 9:00 a.m. - 4:00 p.m., Monday – Friday

Summer semester hours:

Monday – Thursday – 9:00 a.m. – 4:00 p.m.

Friday – 9:00 a.m. – 12:00 noon

Saturday and Sunday - Closed

### **Purchasing**

Refer to the Purchasing Homepage by clicking on [Purchasing](#) for purchasing procedures which includes but is not limited to:

- **Procurement Methods**
- **Purchase of Goods and Services**
- **Processing Time for Purchasing to Process Requisitions for Goods/Services**
- **Purchase of Professional Services**
- **Receipt of Goods**
- **Mandatory Sources**
- **Small Purchase Procedures**
- **Travel, Lodging & Conference Arrangements**
- **Interdepartmental Supplies**
- **Equipment Repairs**
- **Service/Maintenance Contracts**
- **Surplus Property**
- **Fixed Asset Inventory**
- **Gifts from Vendors**

### **Procedures for Handling Maintenance and Repair Requests**

Our maintenance and repair efforts are for the sole purpose of providing the physical environment necessary for our academic and student services programs. Members of the Maintenance Department have been instructed to perform only those jobs assigned in this manner. In order to better achieve this goal, the following procedures have been established:

1. Except for extreme emergency situations, all requests for maintenance and repairs should be submitted on a request form (available from the Business Office) to the Maintenance Department Supervisor.
2. The person initiating the request should complete and sign the form.
3. The Maintenance Department Supervisor will establish priority and will assign the request to the Maintenance Department. After completion of the assigned task, the Maintenance Supervisor will maintain the request for any further processing.

### **College Equipment and Facilities**

Unauthorized personal use or use of any college equipment or facilities for monetary gain is prohibited.

### **Gifts, Gratuities or Rewards**

State employees are in a position of public trust and cannot accept gifts, gratuities, favors or rewards for any service performed in connection with State employment. In addition, it is unlawful to solicit, offer or accept money or anything of value in exchange for appointment, promotion, or special privilege with the State agency in which employed or with any other State agency. Violation of this policy will be handled through the Standards of Conduct.

### **Virginia Retirement System (VRS)**

Refer to [VRS](#).

The Virginia Retirement System (VRS) is a State funded retirement plan that covers all full-time employees. This retirement plan is designed to supplement the retirement, disability, health, and survivor benefits provided by Social Security. Employees become eligible for future benefits after five years'

creditable service. The pension is based on years of service and the average annual salary for the highest consecutive 36 months. An employee may receive full pension as early as age 50 with 30 years of service. Retirement counseling is available in the Human Resource Office, as well as from VRS.

### **myVRS**

Refer to [myVRS](#).

An online secure service, available on the VRS Website, puts a planning tool at your fingertips day and night. Using [myVRS](#), you can see how many years of service you have in VRS and the amount of contributions and interest in your account. You can review your employment history and compensation over your career. Create your own retirement benefit estimates using your current or projected salary and current or projected years of service. Just go to the VRS Website by clicking on [VRS](#) and click on [myVRS](#) where you will sign up to obtain a username and password.

### **Group Life Insurance**

Refer to [Group Life Insurance](#).

Group life insurance is a mandatory State funded plan for all full-time employees at no cost for employee only coverage. The face value (death benefit) is equal to the annual gross salary rounded to the next highest thousand dollars, then doubled. The "accidental" death coverage doubles the basic death benefit. Dismemberment payment for the accidental loss of a limb or eye is also included. It is important that designated beneficiaries are kept current at all times. If a change is desired, inform the Human Resource Office at once.

### **Long-Term Care Insurance**

Refer to [Long-Term Care Insurance](#).

The Commonwealth of Virginia offers long-term care insurance to eligible state employees, retirees, and certain family members through Aetna Life Insurance Company under a contract awarded by the Department of Human Resource Management.

Legislation on long-term care insurance for state employees and retirees was enacted in 1999. Long-term care refers to a wide range of personal care, health care and social services for people of all ages who can no longer care for themselves. Under long-term care, individuals receive assistance with normal activities of daily living, such as eating, dressing, and getting in and out of bed.

While many people may require long-term care as they age, such care could also be necessary for younger individuals as a result of injuries sustained, for example, in an automobile accident, sports activities, or in other circumstances.

Those eligible for long-term care insurance under the Commonwealth's program are able to choose daily benefit options ranging from \$50 to \$300. State employees and their spouses, parents, parents-in-law, and state retirees and their spouses may qualify for long-term care coverage.

State employees are guaranteed acceptance into the plan provided they are actively at work and apply during a specific enrollment period. Other eligible individuals are required to complete an application which includes a medical questionnaire.

Benefit levels vary according to whether the services are performed at a nursing home (100% of the daily benefit amount), an assisted living facility (100%) professionally at home (50%) or through informal care (25%). To receive benefits, the participant must be unable to perform substantially two of six activities of daily living or have a severe cognitive impairment. There is a waiting period of 90 days.

If you are enrolled in the VSDP, you are eligible for the employer-funded, long-term care benefit administered by Aetna, Inc. for the Virginia Retirement System.

The benefit provides a \$75 basic daily benefit with a two-year lifetime maximum. Your eligibility for long-term care benefits will be based on whether you are unable to perform at least two out of six Activities of Daily Living: bathing, dressing, eating, maintaining continence, toileting and getting in and out of bed and chairs.

The VSDP long-term care benefit covers a wide range of services, such as:

- Nursing or hospice facility care
- Assisted living facility care
- Home health care services
- Alternate care
- Transitional care
- Informal caregiver training
- Respite care
- Bed reservation

### **Optional Life Insurance**

Refer to [Optional Life Insurance](#).

Members who are covered for basic group life insurance may purchase optional group life insurance coverage in an amount equal to one, two, three or four times their annual salary, not to exceed \$600,000. Members pay the premiums for Optional Life Insurance coverage through payroll deduction. Evidence of insurability is required if a member applies after the 31<sup>st</sup> day; wishes coverage over \$300,000; or later wishes to increase the amount of coverage. Optional group life insurance also is available to the member's spouse and dependent children.

Optional life coverage for minor children ends when a child turns 21, or age 25 if he or she is a full-time student. Optional life coverage also ends when a child marries or becomes self-supporting. If a minor dependent has a physical or mental disability, coverage may continue until three months after he or she is no longer disabled.

### **Flexible Reimbursement Accounts**

Refer to [Flexible Reimbursement Accounts](#).

Reimbursement Accounts allow you to set aside part of your salary each pay period before taxes. The minimum deposit is \$10 per pay period and the maximum deposit is \$5,000 annually. There are two reimbursement accounts - Medical Reimbursement and Dependent Care. Medical reimbursement Account provides reimbursement for certain expenses incurred by you and your eligible family members. Included are eligible medical, dental and vision care expenses not covered by your health plan. Dependent Care Account provides reimbursement for eligible expenses for the care of your child (age 12 or under), disabled spouse, elderly parent or other dependent incapable of self-care.

### **Medical Insurance**

Refer to [Medical Insurance](#).

Medical Insurance is offered to all full-time employees. As a new hire, you have thirty-one (31) days after your original appointment to enroll. One may enroll a spouse and dependents or select employee-only coverage. Our medical insurance also includes dental and prescription drug plans. At an additional cost, expanded benefits for dental and vision can be added.

### **Virginia Sickness and Disability Program (VSDP)**

Refer to [Policy 4.57](#).

All classified employees hired on or after January 1, 1999, are enrolled in VSDP; many employees already working at that time have made the choice to join the program. The chief purpose of this program is to provide income replacement to employees when they are unable to work because of short-term (up to 180 calendar days) or long-term illness or disability. The program also provides:

- return-to-work services,
- paid sick leave time of up to 80 hours per year, based on months of state service, to be used for the employee's own short occasions of sickness/injury or for personal doctor visits,
- paid leave time of up to 40 hours per year for other family and personal reasons, and
- a long-term care component.

Eligible employees may use up to 33% of their available sick leave balance for absences for family illness or disability that are covered by the Family and Medical Leave Act (FMLA).

Details about VSDP are available in the VSDP Handbook which can be found at the Richard Bland College Human Resource website. Refer to [VSDP Handbook](#).

### **Deferred Compensation Plan (DCP)**

Refer to [VRS Deferred Compensation](#).

Through this program, you may direct a portion of your salary into an investment program by payroll deduction *before* state and federal taxes are applied. Typically, employees choose to receive the deferred income after retirement when they are likely to be in a lower tax bracket. A third-party administrator (TPA) manages the program, including the investments, and will help you select from a variety of investment options. Further information is available from this TPA and from the Virginia Retirement System, which administers the program. The Human Resource Office can provide phone numbers for reaching them.

The Commonwealth supports employee participation in this plan by offering a Cash Match Program. Deferred Compensation participants who sign up for Cash Match will receive a contribution to their accounts each pay period of an amount set by the legislature.

### **Tax Sheltered Annuities (TSA)**

Through this program, you may direct a portion of your salary into an investment program by payroll deduction *before* state and federal taxes are applied. The College will deduct for this purpose if you desire such a plan, and will put you in touch with a representative from one of the companies with which we have an agreement. Tax Sheltered Annuities are tax deferred plans.

The Commonwealth supports employee participation in this plan by offering a Cash Match Program. Deferred Comp participants who sign up for Cash Match will receive a contribution to their accounts each pay period of an amount set by the legislature.

### **Credit Union Deduction**

Refer to [Virginia Credit Union](#).

Employees are eligible to participate in the Virginia Credit Union. Information and application blanks are available in the Human Resource Office or by clicking on [Virginia Credit Union](#). Deposits or loan payments may be made by payroll deduction.

### **Cancer Insurance**

Cancer Insurance coverage is offered to provide medical benefits for cancer victims, over and above those provided by other hospitalization or medical plans. The rates vary according to the plan selected.

### **Foundation**

Information on the Richard Bland College Foundation is available in the College's Advancement Office. Foundation contributions are available through payroll deduction for College employees. Payroll Authorization Forms are available in the College's Payroll Office.

### **Commonwealth of Virginia Campaign**

The only solicitation approved for all employees is United Way. Payroll deduction is provided for this purpose, with the campaign scheduled each October.

### **U.S. Savings Bonds**

Refer to [Savings Bonds](#).

U.S. Savings Bonds may be purchased by payroll deduction through the Human Resource Office.

### **Direct Deposit**

Your net pay **must** be deposited into an account at the financial institution (bank, credit union, savings or loan association, etc.) of your choice. Information and applications forms are available in the Human Resource Office or may be found on the at the Richard Bland College Human Resource website or by clicking on [Direct Deposit Form](#).

### **Workers' Compensation**

Refer to Policies [4.60](#), Workers' Compensation, and [4.57](#), Virginia Sickness and Disability Program Leave.

If you incur a work-related injury or illness, you may be eligible for benefits under the Workers' Compensation Act. In addition, the Commonwealth provides employees covered by the Virginia Human Resources Act benefits to replace lost income and to compensate for certain permanent losses to the body. Workers' Compensation benefits include a return-to-work program to help employees resume productive activity. Procedures and benefits may vary depending on whether you are in the Traditional Sick Leave program or in the Virginia Sickness and Disability Program (VSDP). The Human Resource Office can provide more detailed information.

It is important to report a work-related injury as soon as possible. The Human Resource Office can help you with this process.

### **Unemployment Compensation**

All employees of the College, except students, who leave the employ of the College are eligible to apply for unemployment compensation from the Virginia Employment Commission.

### **Layoff and Severance**

Refer to [Policies 1.30](#), Layoff [1.57](#), Severance Benefits; and [1.65](#) Temporary Work Force Reduction.

Business needs, including economic constraints, may require an agency to re-configure or reduce its workforce. Policy 1.30 (Layoff), Policy 1.57 (Severance Benefits), and Policy 1.65 (Temporary Work Force Reduction) outline procedures for agencies to follow and rights of employees in these situations.

Employees may be identified for layoff using a number of factors, including business needs, job functions, and employees' length of continuous state service. Severance benefits are based on salary and length of continuous state service and may sometimes be used by eligible employees for enhanced retirement. Restricted employees (those paid from non-continuing sources of funds) and part-time employees should check these policies and consult the Human Resource Office to find out whether they are eligible for layoff and/or severance benefits.

Richard Bland College may experience variations in work flow which make temporary staff reductions advisable. Policy 1.65, Temporary Work Force Reduction, explains how agencies should implement these short-term reductions and defines the rights of employees during such actions.

### **Educational and Developmental Opportunities**

**Job-Related Courses** - Classified employees may take courses at the college that are job related. Prior to enrollment, permission must be obtained from the immediate supervisor and the Dean of Administration and Finance. Approved courses may be taken during work hours and the time will **not** have to be made up. A **passing** grade must be obtained by the employee in order for the College to pay for the course.

**Waiver of Tuition** - The College will waive tuition for full-time classified employees at Richard Bland College. The following guidelines and conditions will apply to non-job-related courses:

1. You must be a full-time employee of the College.
2. Applicants must file an application for admission with the Admission Office and be officially admitted prior to initial enrollment.
3. Your attendance will be on your own time. For classified employees, this means that the courses must be taken at night, on a specially arranged lunch hour, or annual leave, overtime leave, or compensatory time must be charged.
4. Classified employees must have written approval of courses and time arrangements by their immediate supervisors before they enroll. A copy of the arrangements must be forwarded by the supervisor to the Dean of Administration and Finance.
5. Enrollment will be limited to one class during the entire summer session and one class each semester of the regular academic year.

### **Training**

It is the policy of Richard Bland College to provide training for its employees who will benefit both the employee and the agency. The training program will be directed and coordinated effort and will be managed through the Human Resource Office. Training provided by or through the Department of Human Resource Management will be utilized, as well as other available sources of applicable training. The College will arrange "in-house" training that is felt to be beneficial to a large number of employees.

Training opportunities will be posted for employee information, and enrollment will be based on interest and supervisor's request or requirement.

### **Time and Attendance**

Work schedules are determined by the job and the department's work routine. All full-time employees work a 40-hour week Monday through Friday. The work schedules for Richard Bland College employees are as follows:

Office Employees  
8:00 a.m. - 5:00 p.m.

Maintenance/Housekeeping/Grounds  
8:00 a.m. - 5:00 p.m.

The unpaid lunch period normally consists of 1 hour in the middle of the work day. Normally rest breaks are 15 minutes, one in the morning and one in the afternoon.

Employees **may not** pass up the lunch period or breaks in order to shorten the work day. Supervisors are responsible to see that employees do not arrive early, work through their lunch hour or leave later than scheduled. It is important that the employee's work week be limited to 40 hours unless overtime had been authorized in advance by proper authority.

If necessary, the employee's work week must be shortened to conform to 40 hours if more than 8 hours have been permitted to be worked any one day.

Due to the varied operations of the College, persons may sometimes be directed to work overtime. Overtime occurs when an employee works more than 40 hours in a work week.

The College recognizes that illness, family emergencies, car trouble, and the like may result in absences, late arrivals, or early departures. Persons unable to work are responsible for notifying their supervisor or designee.

The College's policy is to be very liberal in granting leave; however, the needs of the College are primary. Early notification of necessary absences will permit hiring a replacement or changing work assignments. Persons with no accrued annual, compensatory, overtime or sick leave to cover an absence will be charged Leave Without Pay (LWOP).

Official travel, work, or training away from campus is considered as part of the normal work week.

## **Inclement Weather Closing**

### **1. Announcement of Closing**

The decision to cancel classes or to close the College due to inclement weather will be made by the President. Announcements will be made on television channels WTVR (CBS 6), WRIC (ABC 8), WWBT (NBC 12) and radio stations WRVA (1140 AM), WCVE (88.9 AM).

Recorded announcements regarding closing of the College due to inclement weather or other general announcements may be obtained by calling 804-751-4574.

### **2. Essential Employees Partial and All Day Closings**

When a closing is announced, no employee will report to work except for employees designated as essential.

Essential employees will be notified by the Grounds Supervisor as to when to report to work.

- a. Essential employees who work their normally scheduled shifts during an authorized closing, whether an entire shift closing or a partial shift closing, will be credited with compensatory leave for those hours worked.
- b. Essential employees required to work in excess of the hours of their normally scheduled shift will be compensated in accordance with the Fair Labor Standards Act for the excess time worked, (i.e., shift adjustment for overtime payments), provided they are in a non-exempt classification.
- c. Essential employees who do not report to work as scheduled must charge time missed to annual, sick, compensatory, personal or overtime leave, or leave without pay as appropriate.

When conditions create transportation difficulties that result in late arrival to work, such lost time need not be applied to leave balances nor should the employee otherwise experience loss of pay if, in the judgment of the agency head or designee, the lost time was justifiable in view of the conditions.

If deemed necessary, corrective action for failure to report may be taken under the Standards of Conduct and Performance policy.

Employees who are on approved leave with pay for an authorized closing day will not be charged leave for the day.

### **3. Non-Essential Employees - Partial and All Day Closings**

#### **All Day Closings**

- a. To be eligible for pay, non-essential employees must work or be on paid leave the work day before and the work day after the authorized closing.
- b. Employees who are on approved leave with pay for an authorized closing day will not be charged

leave.

- c. Employees who are not eligible to receive pay for the period of the closing may apply accumulated annual, sick, compensatory, personal or overtime leave, or leave without pay as appropriate.

#### **Partial Closings**

- a. When inclement weather or emergency conditions result in a change in the work schedule, such as a late opening or early closing, employees will be paid for the period of the authorized shift closing.
- b. To qualify for payment in these instances, employees must work all or part of the work schedule not affected by the authorized shift closing.

Employees who are allowed to leave work prior to an announcement of an early closing must charge the difference between the time and the official closing time to leave balances or leave without pay.

When conditions create transportation difficulties that result in late arrival to work, such lost time need not be applied to leave balances nor should employees otherwise experience loss of pay if, in the judgment of the agency head or designee, the lost time was justifiable in view of the conditions.

Employees who are on paid leave on a day of a partial shift closing shall have those hours of the shift closing applied to this policy and not to their leave balances.

#### **4. Closings on Employees' Days Off**

Employees whose scheduled day off falls on a day when their agency operation is closed will not be credited with compensatory leave.

#### **5. Closings on Employees' Day of Original Appointment**

- a. If an entire shift closing falls on the first work day in a pay period and a non-essential employee is scheduled to begin employment on that day, the first day of the pay period will be listed as the day of appointment.
- b. If employees are designated essential, they are required to work their shift. Their appointment will be effective only if they actually work their shift. If they don't report to work, their appointment will be effective the first day they actually report

#### **Political Activity**

State employees, within limitations, may take part in political activities conducted on their own time. Employees who wish to use annual leave to participate in political activities must obtain prior approval from their supervisors for time off contingent upon workloads and schedules. Time off should be permitted except in cases of a work emergency where schedules cannot be adjusted or when leave interferes with the satisfactory performance of duties.

#### **Attire**

Personal attire should be appropriate with the duties being performed in the department, office or activity in which the individual is engaged.

#### **Parking**

Parking is provided in designated Faculty and Staff lots. Decals must be purchased in the Business Office on a yearly basis.

#### **Resignation/Separation**

When an employee leaves the employment of the College, at least two weeks notice is expected. This notice should be in writing to the supervisor with a copy to the Human Resource Office and include the reason for leaving. The employee should also contact the Human Resource Office to resolve matters relating to the reimbursement of leave balances, retirement contribution refund, and to leave a forwarding address for the mailing of W-2 forms and other vital information. Terminating employees will be furnished information by the Human Resource Office concerning payment for accrued leave, withdrawal of contributions for retirement, conversions of their group life insurance, and other benefits to which they may be entitled.

### **Intellectual Property**

The Richard Bland College Policy on Intellectual Property Rights can be found in Section V – D in the [Richard Bland College Faculty Handbook](#).

The policy covers notification responsibilities, distribution of royalties, grievance procedures, reporting requirements and software use.

Ownership of intellectual property for employees is described in the policy in parts 4b and 4c respectively.

### **Pets on Campus**

Because the presence of pets in office and classroom space contributes to health and maintenance concerns, faculty, staff and students will not bring pets onto the campus while the College is in session. Exceptions to this policy are dogs trained to assist handicapped persons and, subject to permission from the Provost, pets included in course presentations. Pets, which present no danger and are kept under control (for dogs, this means on a leash), may be brought on campus when the College is not in session.

# Chapter 3

## The State Human Resources System

### Recruitment

The selection of new employees is largely the responsibility of the supervisor and the Human Resource Office. All applicants for a position will receive equal consideration based on job-related criteria. The Human Resource Director will make the job offer based on the recommendation of the supervisor.

### Employee Relations

The College attempts to create harmonious working relationships among all faculty and staff employees. Concerns over job dissatisfaction and expected conduct should be discussed informally as soon as they occur rather than when they become major issues. Good faith negotiations can usually resolve most problems.

### Appointment

Classified employees are appointed to salaried classified positions. In general, this means continuous employment, working a set number of hours per week, being paid on a prescribed scale and receiving fringe benefits. The College may terminate an appointment because of organizational changes, reduction in manpower, or violations of the Standards of Conduct and Performance Policy.

### Classification

Classified positions are assigned to approximately 300 roles (titles) within about 60 career groups and seven occupational families. Each role is assigned to one of nine pay bands. Both the employee and the job are assessed for pay purposes using specified factors. Various pay practices are used to establish your original salary and to guide the movement of your salary during your career. Agencies retain some latitude to develop their own salary administration plans within the broad framework set by DHRM policies.

### Probationary Period

Refer to [Policy 1.45](#).

Classified state employees serve a probationary period of one year from their employment or re-employment date. This is a trial period during which the agency and employee learn whether the employee is suited for the job. This time may be extended if the employee experiences absence(s) of more than 14 consecutive days and for certain other reasons. Except to make up for the employee's absence, the probationary period may not be extended for more than six additional months. If you are selected for a position that requires certification following completion of a prescribed training program, you must complete a new probationary period.

The state's grievance procedure is not available to probationary employees. However, if you believe you have been discriminated against in any condition of employment based on race, color, religion, national origin, sex, age, disability, or political affiliation, you may file a discrimination complaint through the Human Resource Office, with the Office of Equal Employment Services of DHRM, or with the Federal Equal Employment Opportunity Commission. See DHRM's [Employee Relations Website](#).

During your probationary period and throughout your employment with Richard Bland College, you should consult the Human Resource Office for assistance with workplace issues of all kinds. We can provide guidance and referral to other resources as needed.

### Changing Jobs

There is no College policy regarding job mobility or time that must be spent in one position before applying for another. A **promotion** is the change of an employee from one pay band to a position of

another pay band having greater responsibility and a higher salary scale. A promotion is accompanied by a salary increase. A **lateral transfer** is a move from one position to another in the same pay band with no change in salary. A **demotion** may be either voluntary or involuntary and occurs when the employee moves from one pay band to a position having lesser responsibilities in a lower pay band. A demotion may be accompanied by a salary decrease. These changes apply to movement within the entire State system. An **abolishment** occurs when a position is deleted. If there is an incumbent, he or she will receive certain "preferential hiring" rights to continued employment.

Vacancies at Richard Bland College are posted on the Richard Bland College Human Resource website by clicking on [Jobs@RBC](#). Other State agencies vacancies, along with Richard Bland College are contained in the state publication RECRUITMENT MANAGEMENT SYSTEM (RMS). Employees may check the State RMS for statewide vacancies at <http://jobs.virginia.gov>. If additional information on vacancies listed in RMS is needed, visit the Human Resource Office for assistance. Since advertised or posted positions remain "open" for a short period of time, anyone interested in being considered for a vacant position should contact the Human Resource Office without delay. Inquiries may be made on a confidential basis.

### **Performance Evaluations**

Refer to [Policies 1.40](#), Performance Planning and Evaluation, and [Policy 1.45](#), Probationary Period.

It is important for you to clearly understand what you will be expected to do in your job. One way to get this information is through the Employee Work Profile (EWP), a description of the work you will be assigned to do and the level of performance you are expected to achieve. You will receive an EWP shortly after you begin work, and it will be reviewed annually thereafter. The EWP may be revised as needed.

The EWP may also include a Development Plan that describes specific steps you should take to improve job-related competencies (behaviors, knowledge, and skills) during the coming performance evaluation period.

During an employee's probationary period, the supervisor prepares reports on the new employee's progress. After probation, employees receive an annual performance review. You may also receive ongoing feedback concerning your performance during the performance cycle.

Along with pay practices mentioned in Compensation [Policy 3.05](#), your performance rating may affect your salary increases.

### **Compensation**

Refer to [Policy 3.05](#).

Your total compensation includes both your salary and the state's benefits package. In addition to salary, classified employees are eligible to receive several kinds of paid time off, group health insurance (with a state contribution to the premiums for full-time employees), state-supported membership in the Virginia Retirement System (employees contribute 5% of their gross salary per pay period), life insurance, short- and long-term disability coverage (for VSDP participants) and others. Many of these benefits are explained in this Handbook, and the Human Resource Office can give you detailed information.

Classified positions are assigned to approximately 300 roles (titles) within about 60 career groups and seven occupational families. Each role is assigned to one of nine pay bands. Both the employee and the job are assessed for pay purposes using specified factors. Various pay practices are used to establish your original salary and to guide the movement of your salary during your career. Agencies retain some latitude to develop their own salary administration plans within the broad framework set by DHRM policies.

The state does not guarantee any specific pay increases or any certain timetable for pay increases. Funds to support employee pay increases may be provided and earmarked by the Governor or the legislature, or may be identified by the departments within their own budgets. The legislature and Governor may provide for general pay increases yearly. These typically are linked to the employee's satisfactory job performance.

In addition to Policy 3.05, the [Human Resource Management Manual](#) provides information about compensation practices.

### **Payline**

Refer to [Payline](#).

A state web-based system that provides participating State employees with online viewing of their earnings and benefits information. Employees can view current payment information at least 4 working days before the payment date. Payline provides historical payment on pay history, leave, if applicable and W-2 information. History will be accumulated for a period not to exceed two calendar years starting with system implementation. Required of all new employees.

### **Information About Your Paycheck**

Standard pay periods for classified employees are the 10<sup>th</sup> through 24<sup>th</sup> of a month and the 25<sup>th</sup> through the 9<sup>th</sup> of a month. Most classified employees are paid twice a month, on the 1<sup>st</sup> and 16<sup>th</sup> following the end of the pay period. When payday falls on weekends or holidays, paychecks normally are distributed and direct deposits normally are made the last workday before the regular pay date. New state employees are required to participate in direct deposit.

Tax liens and garnishments are honored as directed by state and federal law. An employee will be charged a fee for processing certain garnishments. See the [Commonwealth Accounting Policies and Procedures \(CAPP\) Manual, Topic 50405](#).

### **Salary Dockings**

Salary dockings occur when employees are away from work and have insufficient sick or annual leave balances to cover the periods of absence. Dockings are also made in the cases of requested leave without pay, unauthorized absence, and suspension. Although the College tries to reflect the docking in the paycheck for the period in which the absence occurs, the processing of the time sheets sometimes delays the docking until the next paycheck.

### **Taxes**

Federal, State, and Social Security taxes are deducted from paychecks. It is an employee's responsibility to ensure that current tax forms specifying the number of exemptions and the current address are on file in the Human Resource Office. At the end of the year, the Payroll Office will give out "Wage and Tax Statements."

### **Annual Leave**

Refer to [Policy 4.10](#).

Annual Leave is earned (accrued) at the end of each completed pay period, at a rate set according to your total amount of state salaried service; new full-time employees start by accruing four hours per pay period. Classified employees who work less than 100% but at least 50% accrue at a rate proportionate to the percentage worked.

You can carry accrued annual leave hours forward from one year to the next up to the carryover limits, which are also based on state service. When you separate from state service or experience certain other status changes, you will receive payment for unused annual leave, up to established payout limits (see chart). Annual Leave is available for personal uses such as vacation.

Annual Leave Accrual Rates and Maximum Carryover Limits for Classified Employees				
Years of Service	Annual Leave Hours Accrued Per Pay Period	Annual Leave Hours Accrued Per Year	Maximum Annual Leave Carryover Limits	Maximum Annual Leave Payment Limits
under 5 Years	4 Hours	96 Hours (12 days)	192 Hours (24 days)	192 Hours (24 days)
5-9 Years	5 Hours	120 Hours (15 days)	240 Hours (30 days)	240 Hours (30 days)
10-14 Years	6 Hours	144 Hours (18 days)	288 Hours (36 days)	288 Hours (36 days)
15-19 Years	7 Hours	168 Hours (21 days)	336 Hours (42 days)	288 Hours (36 days)
20-24 Years	8 Hours	192 Hours (24 days)	384 Hours (48 days)	336 Hours (42 days)
25 Years or more	9 Hours	216 Hours (27 days)	432 Hours (54 days)	336 Hours (42 days)

**Sick Leave**

Refer to [Policy 4.55](#).

Traditional Sick Leave is not available to employees hired on January 1, 1999, or later. Traditional Sick Leave is granted at the rate of five hours per completed pay period regardless of length of service. Sick leave is provided to cover bona fide personal and family illness. Part-time salaried classified employees earn a proportionate amount. There is no limit on the number of hours that may be accumulated. In the event persons do not have enough sick leave, annual leave may be used to cover the absence.

Traditional Sick Leave must be earned before it can be taken and no leave is earned when in a "without pay" status. Sick leave is based on medical necessity and a Supervisor or Human Resources may require a doctor's statement attesting to the illness or injury. In case of illness or death in the immediate family, persons may use 24 work hours of sick leave per incident and not more than 48 hours per calendar year. The immediate family, in this application, includes only: the employee's parents, including stepparents, spouse, children, including stepchildren and foster children, siblings, including stepsiblings and any relative (either blood or by marriage) living in the household of the employee.

Upon termination, employees with five years or more of continuous State service will be paid for 25 percent of their unused sick leave, up to a maximum of \$5,000. Payout limits and other provisions are explained in Policy 4.55.

Eligible employees may use up to 33% of their available sick leave balance for absences for family illness or disability that are covered by FMLA.

**VSDP Leave**

Refer to [Policy 4.57](#).

VSDP Family and Personal Leave and VSDP Sick Leave amounts are granted to participants in the Virginia Sickness and Disability Program upon hire and at the beginning of the leave year, January 10. Hours remaining from the previous year do not carry over. Length of state service (shown in months) determines the amount of these types of leave. The [VSDP Employee Manual](#) provides further information.

### **Leave Sharing**

Refer to [Policy 4.35](#).

Employees may donate annual leave hours they have accrued to help other employees who are eligible to receive the leave and who are experiencing Leave Without Pay. Employees covered by the Traditional Sick Leave policy may request to receive Leave Sharing donations when they are in a Leave Without Pay status because of their own personal illness or injury or because of the illness or injury of a family member for which the employee is using Family and Medical Leave (FMLA). Employees covered by the Virginia Sickness and Disability Program may request to receive Leave Sharing donations when they are in a Leave Without Pay status because of a *family member's* illness or injury for which the employee is using Family and Medical Leave. The agency continues to make its contribution to the health care premium for the time covered by FMLA leave.

If you want to donate leave or request to use donated leave, you should consult the Human Resource Office.

### **Family and Medical Leave Act**

Refer to [Policy 4.20](#).

Richard Bland College complies with the federal Family and Medical Leave Act (FMLA) in providing leave with or without pay to eligible employees for situations defined in that Act. State policies and procedures apply to many situations covered by FMLA. Because FMLA is a designation rather than a separate type of leave, an employee may also use other kinds of leave while in FMLA leave status. An eligible employee on FMLA leave continues to receive the state contribution to health insurance, and FMLA provides reemployment rights to employees under certain conditions. Employees may use up to 33% of their traditional sick leave or available VSDP sick leave to cover absences for family illness or disability covered by FMLA.

### **Compensatory Leave**

Refer to [Policy 3.10](#).

Compensatory leave is authorized absence with full pay for hours worked on a holiday, on a rest day, beyond those regularly scheduled on a work day, or during inclement weather when the College is closed. Compensatory leave is also given to certain professional classifications for overtime work. Compensatory leave is earned at an hour-for-hour rate and must be used within one year of having earned it or it lapses.

### **Administrative Leave**

Refer to [Policy 4.05](#).

Richard Bland College grants employees paid time off for certain reasons related to court proceedings (including jury duty); for some kinds of service to official state councils, boards, etc; for some activities related to employee relations processes; and reasonable time to interview for state positions. Eligibility criteria and specific conditions are explained in Policy 4.05.

### **Leave to Provide Community Service**

Refer to [Policy 4.40](#).

Richard Bland College supports employees' responsibilities to their children and communities through Community Service Leave with up to 16 hours of paid leave per leave year. Parents are encouraged to participate in school activities through the high school level. All employees are encouraged to volunteer through community organizations to perform direct services in child development and to provide voluntary "hands-on" services as part of an organized community service project. Read the policy to learn how this leave type may apply to you.

### **Leave Without Pay**

Refer to [Policy 4.45](#).

Leave without pay (LWOP) may be granted for periods up to one year; however, in general, it covers certain situations when employees have no leave balance or are not eligible for other types of leave. If the leave-without-pay period will be more than 14 consecutive calendar days, it will affect one's anniversary date, fringe benefits, and possibly result in the job being filled by someone else. Any extended LWOP plans should be discussed thoroughly with the Human Resource Office.

### **Educational Leave and Educational Assistance**

Refer to [Policies 4.15](#) Educational Leave, and [Policy 5.10](#) Educational Assistance.

Employees may be allowed leave time to take courses related to their work. This may be with full, partial, or no pay, and/or tuition payment. Financial assistance for costs related to such courses is sometimes available from the employee's agency. Educational Assistance Agreements often include work obligations. Consult with the Human Resource Office for further explanation of these programs.

### **Military Leave**

Refer to [Policy 4.50](#).

Employees who are members of the Commonwealth's militia (including National Guard) are granted paid military leave while providing military service when called forth by the Governor. Employees who serve in the National Guard, Naval Militia, or in a branch of the military reserve are entitled to as much as 15 days of paid military leave for federally funded training or active duty per federal fiscal year. Employees called for more than 15 days of active federal duty in a federal fiscal year may use accrued leave balances in order to remain on the state payroll. Employees who exhaust their leave balances or who choose not to use them for military duty may be placed on Military Leave Without Pay

In compliance with federal requirements, employees are guaranteed reinstatement to their original position or a comparable position for up to five years of cumulative military service, with certain exemptions to the five-year cap. If you are a member of the National Guard or a military reserve unit, you may want to review your benefits under the Uniformed Services Employment and Reemployment Act (USERRA). Some state benefits continue for all or part of a term of military leave, as detailed in Policy 4.50.

### **Emergency/Disaster Leave**

Refer to [Policy 4.17](#).

Employees with specific, needed skills may receive up to 80 hours of paid leave to give requested assistance in officially-declared disaster areas, typically in cases of large-scale flood, fire, ice storm, or a similarly destructive natural event. To qualify for this leave, the services provided must not be within the regular job duties of the called employees. In addition, employees who are the *victims* of major disastrous events in officially declared disaster areas, such as destruction of their primary residence, are sometimes eligible for paid leave under this policy. Employees called to provide emergency service through active duty in the military or National Guard are covered by the [Military Leave Policy 4.50](#).

### **Leave to Donate Bone Marrow or Organs**

Refer to [Policy 4.37](#).

Employees may use up to 30 workdays in a calendar year to donate their bone marrow or an organ and to recover from the procedure.

### **Workers' Compensation Leave**

Workers' compensation leave is given to employees who are recovering from a work-related injury or illness. It is not charged as sick leave.

### **Overtime Leave**

Refer to [Policy 3.15](#).

Effective January 1, 1986, overtime leave may be granted, when approved in advance, to non-exempt employees at the rate of 1-1/2 overtime leave hours for each hour of overtime worked. The employee will be allowed to take the overtime leave as soon as possible if it does not unduly disrupt the operation of the office. Unlike compensatory leave which is given in lieu of hours worked on a holiday or for hours worked under 40, there is no one-year time limit on using overtime leave. An employee's overtime leave balance shall not exceed 240 hours. Richard Bland College police officers' overtime leave balance shall not exceed 480 hours.

### **Paid Holidays**

Twelve paid holidays are authorized by the State. The College recognizes the following: Friday of Spring Break, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day following, and six days during Christmas, including New Year's Day. Salaried classified employees working less than full-time or on an irregular work schedule will be paid for the holidays based on the percentage of employment.

### **Standards of Conduct and Performance**

Refer to [Policy 1.60](#).

Policy 1.60, Standards of Conduct, provides guidance to employees and supervisors by outlining (1) standards of appropriate conduct; (2) behavior that is unacceptable; and (3) corrective actions that agencies may take to address behavior and employment problems. The standards apply to full-time and part-time classified and non-probationary employees. In addition, the Human Resource Office may refer to the Standards of Conduct in evaluating the behavior of employees not covered by the Human Resources Act. The Standards of Conduct also explain procedures for imposing suspensions either during investigation of employee behavior or as part of the discipline.

The Standards of Conduct policy addresses workplace conduct or behavior and outlines a three-tier system based on the seriousness of the behavior and the corresponding agency response. While discipline or even termination may be required, the goal of Richard Bland College is always for the employee to be a constructive, contributing member of the work force. Therefore, *progressive discipline* is recommended, so that minor and/or first offenses generally receive such corrective actions as counseling or low-level disciplinary action. Major and/or repeated offenses generally should result in more severe consequences, including an official Written Notice and, in the most serious cases, termination. The policy explains the importance of *due process* and how it is applied, especially when suspension, termination, disciplinary demotion, or disciplinary transfer may result. Due process gives the employee an opportunity to respond to the allegations before discipline is imposed.

Note that although Policy 1.60 describes a variety of actions that may be addressed through the disciplinary process, the list of actions in the policy is not all-inclusive. Listed actions are intended as examples of the levels of severity of possible infractions.

Supervisors and managers should become familiar with the Standards of Conduct, and should review them carefully when applying any disciplinary action. Policy 1.60, Standards of Conduct, can be found in its entirety in [DHRM's on-line policy manual](#).

As with all workplace issues, you should contact the Human Resource Office if you have questions or concerns about the Standards of Conduct, or about specific situations.

Non-probationary employees may challenge disciplinary actions through the Employee Grievance Procedure, which is administered by the Department of Employment Dispute Resolution (EDR). Detailed information on these procedures are available from [EDR](#).

### **Grievance Procedures**

Refer to [EDR](#).

The grievance procedure is a process through which a Virginia state government employee can bring workplace concerns to upper levels of management. This process is more formal than mediation and requires that rules be followed strictly. The [Grievance Procedure Manual](#) lists the rules that must be followed. Failure to follow these strict procedures will forfeit your right to this process.

A grievance can have up to four phases: (1) the management resolution steps; (2) qualification for hearing; (3) hearing; and (4) review of the hearing decision. Not all grievances are qualified for hearing. For example, under the grievance statutes, grievances that relate solely to layoffs, transfers, assignments, or the content of human resources policies, cannot proceed on to a hearing. On the other hand, some issues are automatically qualified for hearing, such as formal discipline or dismissal for unsatisfactory performance. Attorneys serving as Administrative Hearing Officers conduct hearings in qualifying grievances.

Even if your concern is about an issue that cannot be qualified for hearing, it is important to note that many grievances result in resolution during the management steps, without a grievance hearing. For more information regarding the grievance process contact the EDR AdviceLine at 1-888-23-ADVICE (1-888-232-3842).

### **Grievance Process**

Refer to [EDR](#).

Complaints arising in the workplace should be resolved fairly and promptly. In selecting a suitable alternative to resolve a workplace issue or concern, an employee may obtain information and guidance from the Department of Employment Dispute Resolution (EDR) and the Human Resources Office.

For specific questions about the grievance procedure and its requirements, it is advisable to contact EDR, the state agency charged by statute to establish and administer the grievance procedure. EDR is located at One Capitol Square, 830 East Main, Suite 400, Richmond, VA 23219 and can be reached by telephone at 786-7994 from Richmond, or toll free at 1-888-23-ADVICE (232-3842) from elsewhere in Virginia. Additional information is available on EDR's website at [www.edr.virginia.gov](http://www.edr.virginia.gov).

Many workplace issues can be resolved through discussion.

### **Employment Relations Issues**

Refer to [EDR](#).

The Department of Employment Dispute Resolution (EDR) is available to advise employees on work-related problems, use of the grievance procedure, and mediation. It also assists employees and managers in exploring options for resolving work-related conflicts. Refer to [Grievance](#).

As a classified employee, you will have access to the State Grievance Procedure after you have completed your Probationary Period. This procedure allows you to bring your concerns to the attention of upper management. For example, you may believe that a policy was misapplied, or there may be a dispute between you and a co-worker or supervisor.

Before seeking dispute resolution through the Grievance Procedure, you may choose the less formal alternative of mediation. The Commonwealth Mediation Program for state employees is a voluntary process whereby trained mediators work with the parties in strict confidentiality to resolve work-related

conflicts. You may learn if your agency utilizes this program by calling your Human Resource Office or EDR.

### **Employee Assistance Program**

The Virginia Employee Assistance Program (VEAP) offers help to employees and their family members who need counseling and treatment referrals for alcohol and substance abuse problems and for various personal difficulties including legal, financial, and relationship concerns. The employee or family member may seek these services directly, or a supervisor may encourage an employee to use VEAP resources because of employment issues that may be adversely affecting work performance. All services are provided under strict guidelines of confidentiality.

VEAP services are available for all state employees enrolled in the Commonwealth's health care plan and their covered family members. For additional information, contact the Human Resource Office or your insurance carrier for contact information.

### **Employee Suggestion Program (ESP)**

The Commonwealth of Virginia has adopted an Employee Suggestion Program to improve organizational efficiency and productivity. The program has been designed to use employees' suggestions to improve the successful operation of Virginia government and to share the benefits of these ideas with the suggester. All full-time, part-time or hourly employees of the College are eligible to submit ideas to ESP. When a suggestion results in adoption, the suggester may receive a certificate and either a cash award or an award of time off.

Employees who wish to submit suggestions should contact the Human Resource Office.

### **Service Awards**

The College recognizes the service of its full-time employees by presenting certificates for 5, 10, 15, 20, 25 and more years of service. The certificates are presented by the President during the annual Employee Appreciation Luncheon.

### **Employee of the Year Award**

Each year the College recognizes a classified employee for outstanding performance at the annual Employee Appreciation Luncheon. Employee nominations can be made by any College employee. Once the nominations have been received by the Human Resource Office, they are then submitted to the Nominations Committee, consisting of the previous three Employee of the Year recipients.

### **Veterans**

The State of Virginia places great importance on providing veterans access to information about available services and assistance related to employment. Refer to [Veterans Outreach Services](#)

### **Safety Belt Policy**

The Commonwealth of Virginia requires that all State employees who drive or occupy the front seat of a State vehicle or privately owned vehicle on official State business shall wear their safety belts at all times when the vehicle is in motion and equipped with a safety belt system. Failure to comply is a Group I Offense.

An employee who has a physical condition or other bona fide medical reasons (determined in writing by a licensed physician and presented to the Human Resource Office) which could make wearing a safety belt impractical, may be excused from the safety belt requirement. See the Human Resource Office for information.