

Chapter One

Introduction and Purpose

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CHAPTER ONE

Introduction and Purpose

The following Personnel Policies, Procedures, and Programs in this manual for the City of Hampton are enacted under the guidance and authority of the City Manager:

I. Personnel Policies Manual

A. Purpose of the Personnel Policies Manual

The purpose of this manual is to provide guidance to the City workforce for effective human resources management. This manual and its accompanying Personnel Administrative Instructions (PAIs) will be issued and maintained by the Director of Human Resources and shall contain the policies approved by the City Manager. The policies are intended to provide guidance to employees and managers to allow discretion, while ensuring accountability to citizens. Employees are encouraged to make the decisions necessary to provide effective service to customers.

The City abides by all Federal and State employment laws. In addition, the City is an Equal Opportunity Employer committed to fair employment practices. City employees are held to the highest ethical standards in the performance of duties.

B. Maintenance of the Personnel Policies Manual

This manual and its accompanying Personnel Administrative Instructions (PAIs) will be issued and maintained by the Director of Human Resources. The Personnel Policies Manual shall contain the policies approved by the City Manager together with any PAIs necessary for their implementation. The Personnel Policies Manual and PAIs are

maintained in electronic form and hard copy.

C. Applicability of the Personnel Policies Manual

This manual shall apply to all positions and employees of the City of Hampton, except members of City Council; elected officials and their employees not covered by written agreement; the City Manager; the City Attorney; and any other employees who may be excluded under Section 15.2-1507(A)(3) of the Code of Virginia and other special or unusual situations where, in the opinion of the Director of Human Resources, an exception to this manual would be in the best interest of the City. Exceptions shall be documented and maintained by the Department of Human Resources.

II. The Human Resources Philosophy

All employees contribute to achieving the City's mission. The City is committed to providing an environment that values diversity and is free from discrimination and harassment. The City also maintains a zero tolerance for alcohol and drugs in the workplace. Managers and supervisors are strongly encouraged to provide opportunities for employee development and participation. The employment relationship is characterized by honest communication and mutual respect and accountability. All employees are expected to work collaboratively to accomplish the City's mission.

III. City Manager, Director of Human Resources, and Department Heads

A. Authority of the City Manager

The City Manager shall have final authority for administration of this manual which

shall be accomplished through the Director of Human Resources. The Director of Human Resources shall serve as the source of expertise in the application and intent of the City's personnel policies and be responsible for the development of policy recommendations and PAIs. In cases where policies appear to conflict, the City Manager in consultation with the Director of Human Resources shall make a determination as to the application of policy.

B. Role of the Director of Human Resources

1. The Director of Human Resources shall develop and maintain personnel information systems that support the organization's overall objectives and provide managers and supervisors with an effective means of managing staffing levels and administering employee pay.
2. The Director of Human Resources shall provide support services in the areas of training and organizational development, recruitment and retention, compensation, employee relations, and performance management.
3. The Director of Human Resources shall provide for formal recognition of employees and volunteers annually.

C. Role of Department Heads

Department Heads or designees perform the following personnel management functions:

1. Screen, interview and select applicants for employment and assign duties and responsibilities to employees.

2. Make promotion, demotion, reassignment, separation and other personnel-related decisions for the Department.
3. Make salary decisions under appropriate provisions of this manual.
4. Establish work expectations, deal with conduct and performance issues, maintain discipline, and develop operating procedures.
5. Schedule the activities within the departments to include hours of work, rest and lunch periods, preparation and clean-up time.
6. Ensure that changes in established work schedules are reasonable and made as necessary to maintain efficient operations.
7. Identify training and development needs and provide for on-the-job training (OJT) when necessary and appropriate.
8. Develop organizational structures and staffing levels based on departmental goals and budget.
9. Communicate performance expectations to employees in the support of the City's and department's mission.
10. Issue departmental rules, regulations, and operating procedures necessary for the efficient functioning of the department. These rules and regulations shall be coordinated with the Director of Human Resources or designee to ensure compliance with this manual.

IV. Implementation

The Department of Human Resources shall have a maximum of 180 calendar days from the date of amendment to implement revision(s) of this manual.

V. Effective Date

This manual shall take effect on the first day of the month following its date of revision, and except as provided elsewhere, shall supersede all Ordinances, previous personnel policies, procedures, and programs for the City.