



Town of Farmville

Town Council

December 11, 2024 at 6:00 PM
Council Chamber of the Town Hall
116 North Main Street, Farmville, VA

AGENDA

- 1. Call to Order**
- 2. Roll Call**
- 3. Invocation**
- 4. Pledge of Allegiance**
- 5. Adoption of Agenda**
- 6. Declaration of Personal Interest**
- 7. Employee Recognition for 25 Year Anniversary**
- 8. Update from Prince Edward County Administrator Doug Stanley**
- 9. Public Hearing**
 - a. Public Hearing - Resolution No. 2024-12-01 - for a Conditional Use Permit to Allow a Restaurant, Mobile at the Intersection of Griffin Blvd/Redford St
- 10. Public Comment Period**
 - a. Public Comment Sign-up Sheet
- 11. Consent Agenda**
 - a. Draft Minutes of the November 6, 2024, Regular Council Meeting
- 12. Finance Report**
 - a. October and November Finance Reports
- 13. Old Business**
- 14. New Business**
 - a. Request Approval of Resolution No. 2024-12-01 - for a Conditional Use Permit to Allow a Restaurant, Mobile at the Intersection of Griffin Blvd/Redford St
 - b. Request Approval of Updated Employee Policy and Procedures Handbook
 - c. Request Approval of Updated Pay and Classification Plan
 - d. Request Authorization to Advertise 2025 Town Council Meeting Dates
- 15. Town Manager's Report**
- 16. Comments by Mayor and Town Council**

Brian R. Vincent
Mayor

Mary H. McKay
Clerk of Council



COUNCIL
A. D. "Chuckie" Reid
Adam B. Yoelin
Daniel E. Dwyer
Donald L. Hunter
John Hardy
Sallie O. Amos
Tommy Pairet

Town of Farmville
Town Council
PUBLIC HEARING NOTICE

The Farmville Town Council will hold a public hearing on Wednesday, December 11, 2024, at 6:00 PM in the Council Chamber, located on the second floor of the Town Hall, 116 North Main Street, Farmville, Virginia, to receive public comment on the following item:

Resolution No. 2024-12-01 - for a conditional use permit to allow a restaurant, mobile per Town Code Section 29.22.a. The site is located at the northwest corner of the intersection of Griffin Boulevard and Redford Street on parcel number 0023A03(11)10-004. This property is zoned R-3 High Density Residential.

The full text of the proposed resolution is available online at www.farmvilleva.com or by contacting the Clerk of Council at (434) 392-9465.

The Farmville Town Council will consider the request following the public hearing. Any person(s) wishing to comment on the above matter should plan to attend this meeting or submit written comments. Please email Mary McKay at mmckay@farmvilleva.com or mail written comments to PO Drawer 368, Farmville, VA 23901 to arrive by 4:00 PM on Wednesday, December 11, 2024.

Questions and comments related to the public hearing may be directed to the Department of Community Development, 116 North Main Street, PO Drawer 368, Farmville, Virginia, 23901 or by calling (434) 392-8465, between the hours of 8:00 AM and 5:00 PM, Monday through Friday.

It is the intent of the Town to comply with the Americans with Disabilities Act. Should you need special accommodation, please contact C. Scott Davis, LP.D., Town Manager, at (434) 392-5686, prior to the meeting.



PUBLIC HEARING COMMENTS
(Resolution No. 2024-12-01 CUP to allow a restaurant,
mobile at the intersection of Griffin Blvd/Redford St)
December 11, 2024
Guests Sign Up Sheet

<i>Name</i>	<i>Address</i>	<i>Topic</i>	<i>Via</i>



PUBLIC COMMENT PERIOD
(held after PUBLIC HEARINGS)
December 11, 2024
Guests Sign Up Sheet
(Please limit comments to three minutes)

<i>Name</i>	<i>Address</i>	<i>Topic</i>	<i>Via</i>



Town of Farmville

Agenda Item Summary

MEETING DATE: December 11, 2024

ITEM NUMBER: 11.a. – Draft Minutes of the November 6, 2024, Regular Council Meeting

BACKGROUND:

RECOMMENDATION: Accept the Consent Agenda as presented.

FISCAL IMPACT:

ATTACHMENTS:

1. 2024-11-06 Regular Council Mtg-DRAFT

REGULAR MEETING OF THE FARMVILLE TOWN COUNCIL
HELD ON NOVEMBER 6, 2024

At the regular meeting of the Farmville Town Council held on Wednesday, November 6, 2024, at 6:00 PM, in the Council Chamber of the Town Hall, located at 116 North Main Street, Farmville, Virginia, there were present Mayor Brian Vincent, presiding, and Council members Sallie Amos, A.D. “Chuckie” Reid, Dan Dwyer, Tommy Pairet, Adam Yoelin, Donald Hunter, and John Hardy.

Staff present were Town Manager C. Scott Davis, Town Attorney Gary Elder, Fire Chief Daniel Clark, Finance Director Julie Moore, Public Works Director Robin Atkins, Community Development Director and IT Support Ashley Atkins-Austin, Deputy Clerk Jacqueline Vaughan, and Clerk of Council Mary McKay.

Mayor Vincent called the meeting to order, welcoming all guests and reelected Council members Donald Hunter, Sallie Amos, and Dan Dwyer.

The Clerk called the roll, noting all Council members were present.

The Lord’s Prayer was recited for anyone wishing to join in prayer. Vice-Mayor Reid led the Pledge of Allegiance.

ADOPTION OF AGENDA

Mr. Dwyer made a motion to adopt the agenda as presented, seconded by Mr. Pairet, and with all in favor stating “aye”, the motion passed.

DECLARATION OF PERSONAL INTEREST

There were no declarations of personal interest made.

AUDIT PRESENTATION BY DIRECTOR CHRIS MURRAY, BROWN, EDWARDS & COMPANY, L.L.P.

A presentation of the FY2023-2024 Audit Report was provided. Mr. Murray offered a summary of the documents issued for the Town:

- Annual Comprehensive Financial Report
- Financial Analysis
- Required Communication With Those Charged With Governance Letter

The documents provided were in draft form, which allowed Council members the opportunity to review before the meeting and have since been finalized with no changes being made. Mr. Murray reported there was no management letter issued this year due to finding no material

weaknesses or significant deficiencies. No new comments were issued, and prior year comments were resolved last year. The Town received a clean, unmodified opinion as was received in the last several years.

PUBLIC COMMENT PERIOD

Jen Cox provided an update of upcoming events at Longwood University.

CONSENT AGENDA

Mr. Reid made a motion to accept the Consent Agenda as presented, seconded by Mr. Hunter, and with all in favor stating “aye”, the motion passed. The Consent Agenda included the draft minutes of the October 2, 2024, Work Session and October 9, 2024, Regular Council Meeting.

FINANCE REPORT

Mr. Pairet made a motion to accept the Finance Report as presented, seconded by Mr. Hardy, and with all in favor stating “aye”, the motion passed.

BACKGROUND: Finance Director Julie Moore reported on the Work Session reports for September that were provided. The Council Finance Reports for October and November will be provided in December due to the November meeting being moved up one week earlier. The revenue to budget should be at 25%, three months into fiscal year 2025, but is not due to real estate taxes and business licenses being received once a year. The Airport fund also lags because of grant funding received depending on when there are projects and reimbursement requests being made. The budget amounts reflect money being received every month instead of once per year. Revenue compared to prior year, there are two funds slightly below: In the General fund because of some taxes that last year were already reported and in the Airport fund because of not selling as much AV gas and jet fuel as last year.

Expenses to budget are below the three-month mark. Expenses to prior year are slightly above because of some capital items purchased.

DISCUSSION: PROPOSED ORDINANCE NO. 234 – AMENDING SECTION 29-35(B) OF ARTICLE IV OF CHAPTER 29 – FENCES

Town Manager Davis reported that at the last work session, the Council had asked if a conditional use permit could be used as a method within a fence ordinance. After reviewing with Town Attorney Gary Elder if there could be specifics stated in the ordinance and then also require a conditional use permit for other items, the City of Lexington’s ordinance was referenced and was included in the meeting packet for the Council to review. There is the ability to set regulations to

follow and if any additional or larger items are needed, a conditional use permit could then be requested. It was reported if Council wishes to move forward, the topic will need to go through the full process again, going back to the Planning Commission. Discussion was held with Council members Hunter, Pairet, Dwyer, and Reid, in favor of sending the proposed ordinance as it is currently stated, back to the Planning Commission.

DISCUSSION: WATER AND SEWER TAP REBATE ORDINANCES

Mayor Vincent provided an update on the topic discussed at the last meeting concerning water and sewer taps. In the past, there have been times when rebates were offered and extended to reduce water and sewer tap fees. Examples were provided for review as well as a listing of other localities' fees for comparison.

The Town Manager added cost figures received from Public Works Director Robin Atkins. The labor, equipment and material costs for both water and sewer taps are between \$5,600-\$5,700, with the town clearing less than \$3,000 if taps are at \$8,000. Discussion included the tap costs compared to other localities and the funding used, and the need to look at items on hand, the revenue and expenditures along with the reserves, to ensure any future water and sewer line replacements.

For informational purposes, Mayor Vincent mentioned the standard practice for about six years (FY2014-15 to FY2020-21) was to offer a break in fees which resulted in a revenue loss, but the incentives did encourage some tap hookups.

Additional discussion was held on using tap discounts as an incentive for helping business owners and inquiries made about the following items:

- Look at other localities for creative ideas for multiple water/sewer hookups
- Look at the actual cost of supplies and why they are so expensive
- Supplies on hand, and bulk-buying of water/sewer equipment

The discussion concluded with Mayor Vincent reporting on the general interest to further discuss the topic at a future work session.

DISCUSSION: ZION SUBDIVISION (LAYNE STREET)

Mr. Reid made a motion to approve the Zion Subdivision plat, seconded by Mr. Dwyer, and with a recorded vote of Council members Reid, Dwyer, Pairet, Hunter, Hardy, and Amos voting "yes", and Council member Yoelin voting "no", the motion passed.

BACKGROUND: The Town Manager reported that how the ordinance is written will be clarified for interpretation and brought back before the Council. A decision is needed by the Council whether it is the intent of the ordinance to have a sidewalk fronting each property or if the project is to be moved forward since the developer received a letter from staff saying that sidewalks are required on one side of the street.

Mayor Vincent advised that the question before the Council is whether to move forward with the proposed subdivision plat with the understanding that there may have been some issue with Council's interpretation of the ordinance.

A brief discussion was held by the Council.

REQUEST ACCEPTANCE OF AUDIT FOR FISCAL YEAR ENDING JUNE 30, 2024

Mr. Pairet made a motion to accept the audit for fiscal year ending June 30, 2024, seconded by Mr. Reid, and with a recorded vote of Council members Dwyer, Pairet, Yoelin, Hunter, Hardy, Amos, and Reid voting "yes", the motion passed.

BACKGROUND: A presentation of the FY2023-2024 Audit Report was provided earlier in the meeting by Brown, Edwards & Company, L.L.P. Director Chris Murray. Mayor Vincent congratulated the Finance Department and Town administration for another stellar audit.

TOWN MANAGER'S REPORT

- Town Manager Davis followed Mayor Vincent's comments and thanked Ms. Moore and her staff for the excellent job this past fiscal year with the audit. Having no management letter is a huge success and their diligence is appreciated.
- The Fall Cleanup was a success with a little over 30 tons collected; almost 25 tons of trash and four tons of brush, nine gallons of used oil, some metal electronics and almost a half-ton of tires. Appreciation was expressed to town residents for their help.
- Leaf season has begun, and all were reminded of the leaf pickup being done in the town. There also was some pre-cleanup done in areas.
- Fire Chief Daniel Clark read to Prince Edward Elementary School students recently in support of Literacy month. The department also has been invited to take part in a STEM activity to show how the fire department uses these tools in their everyday operations.
- ABM has completed a lot of the scheduled work except for the electric vehicle charging stations, some heating configuration at the Town Shop, and their staff are diligently

installing the water meters with the hope of a December completion date. After all the work has been completed, the savings will be tracked for a year by ABM.

- The first draft plans for the Splashpad bathrooms have been received. Some changes were made and the plans have been returned.

COMMENTS BY MAYOR AND TOWN COUNCIL

- Council member Hardy thanked Finance Director Julie Moore for her work and expressed appreciation to all who were in attendance. He reported on general complaints received about how the sidewalks with the tall grass look coming into town when alumni and parents visit.
- Council member Hunter reported on seeing Town staff working today on the sidewalks near the park and the good job that was being done. Mr. Hunter also asked for the date of the Annual Christmas Tree Lighting which was noted as November 22nd.
- Council member Yoelin thanked Public Works Director Robin Atkins and the leaf crew with the new leaf truck for keeping the town clean.

Mayor Vincent provided an update:

- Virginia Municipal League (VML) Annual Conference was held in October and included a celebration in honor of Vice-Mayor Reid's term as President of VML. Attended a Legislative Committee meeting while at the conference to talk about legislation in the upcoming General Assembly Session.
- Volunteered at the Virginia Children's Book Festival and escorted Karen Parsons around Farmville. Ms. Parsons appeared in the Fresh Prince of Bel Air television show.
- Attended a meeting with Prince Edward County Administrator Doug Stanley, some stakeholders and Richmond developers about potential development in our area.
- Attended a meeting with the Bridge Builders Group at the Moton Museum - talked with the youth in our area from Prince Edward County Schools and Fuqua School about public service.
- Attended Department of Wildlife Resources meeting in Richmond.
- Attended a Seed Innovation Hub tour.
- Held the Mayor's Business Roundtable meeting in the Emergency Operations Center. A thank you was expressed to everyone who participated and a welcome to those also in

attendance at the Council meeting. The meeting allowed Council members, who were all in attendance, to hear from some local business owners.

- Halloween Parade held downtown was once again a great job by the Farmville Recreation Department and Farmville Downtown Partnership.
- Tree lighting event will be held on November 22nd. A mention was made of former Council member Sally Thompson and former Mayor David Whitus who both played a part in the forming of the tree lighting ceremony in town.
- An acknowledgement and thanks was expressed to Jen Cox for assuming a leadership role with the Farmville Chamber of Commerce.
- Congratulations to the Council members recently reelected, with gratitude expressed for the opportunity to serve with them. A request was made for all to extend grace to one another.

CLOSED SESSION: 2.2-3711(A)(7)

On a motion by Mrs. Amos, seconded by Mr. Hunter, and with Council members Pairt, Yoelin, Hunter, Hardy, Amos, Reid, and Dwyer voting “yes”, Council went into closed session under paragraph A.7. of Section 2.2-3711, Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the Farmville Town Council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Farmville Town Council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Farmville Town Council hereby certifies that, to the best of each member’s knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Farmville Town Council.

VOTE: Seven “yeses”, No “noes”

MOTION: Amos

SECOND: Hunter

YES: Yoelin, Hunter, Hardy, Amos, Reid, Dwyer, and Pairet

NO: None

ABSENT DURING VOTE: None

ABSENT DURING MEETING: None

Clerk of Council

There being no other business and on a motion by Mr. Hunter, seconded by Mr. Pairet, with all in favor stating “aye”, the meeting adjourned at 7:20 PM.

APPROVED:

ATTEST:

Brian R. Vincent, Mayor

Mary H. McKay, Clerk of Council



Town of Farmville

Agenda Item Summary

MEETING DATE: December 11, 2024

ITEM NUMBER: 12.a. – October and November Finance Reports

BACKGROUND: Finance Director Julie Moore will provide a report.

RECOMMENDATION: Approve the Finance Report as presented.

FISCAL IMPACT:

ATTACHMENTS:

1. October 2024 Finance Report
2. November Finance Report 2024
3. Variable Revenue-Oct24 Charts
4. Variable Revenue - November 2024 Chart
5. Rescue Squad 2024-2025-Oct'24 Expenses
6. Rescue Squad 2024-2025-YTD Expenses-Oct'24
7. Rescue Squad Monthly Expenses-Nov 24
8. Rescue Squad YTD Expenses-Nov 24

TOWN OF FARMVILLE
FINANCE REPORT OF CASH RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF OCTOBER 2024

FUND NUMBER	FUND TITLE	BALANCE 10/01/2024	NET CHANGE	BALANCE 10/31/2024
<u>UNRESTRICTED FUNDS</u>				
10	GENERAL FUND	\$ 921,542	\$ (97,435)	\$ 824,107
15	ST MAINT FUND	628,874	(93,739)	535,135
40	WATER FUND	2,559,712	(463,804)	2,095,908
42	SEWER FUND	2,256,434	(12,103)	2,244,331
44	TRANSPORTATION FUND	891,675	252,032	1,143,707
45	AIRPORT FUND	23,183	(21,275)	1,908
TOTAL	UNRESTRICTED FUNDS	\$ 7,281,420	\$ (436,324)	\$ 6,845,096
<u>RESTRICTED FUNDS</u>				
10	ARPA-COVID FUNDS	\$ 4,099,340	\$ -	\$ 4,099,340
10	ENHANCED 911-WIRELESS	553,713	(81,913)	471,800
10	E911-RESERVE	133,250	17	133,267
10	SET ASIDE ACCOUNT	2,961,853	114,599	3,076,452
10	E-CITATION	36,216	731	36,947
10	MEDICAL COMPENSATION	186,657	(27,540)	159,117
10	BOA - LEASE PURCHASE	1,239,751	(312,891)	926,860
40	BOA - LEASE PURCHASE	2,567,929	(635,050)	1,932,879
42	COUNCIL RESTRICTED	1,678,587	95,213	1,773,800
70	NARCOTICS FUND	13,061	(1,259)	11,802
70	TASK FORCE	3,711	1	3,712
TOTAL	RESTRICTED FUNDS	\$ 13,474,068	\$ (848,092)	\$ 12,625,976
TOTAL ALL FUNDS		\$ 20,755,488	\$ (1,284,416)	\$ 19,471,072

UNRESTRICTED FUNDS - ACCOUNTED FOR AS FOLLOWS:

PETTY CASH	\$ 2,500
VIP ACCT - GOLF SALE PROCEEDS	985,336
VIP ACCTS - UNRESTRICTED	1,087,995
LGIP ACCT - UNRESTRICTED	2,582,183
CHECKING ACCT-BENCHMARK-AIRPORT	317,776
CHECKING ACCOUNT-BENCHMARK-UNRESTRICTED	1,869,306
TOTAL UNRESTRICTED FUNDS	\$ 6,845,096

RESTRICTED FUNDS - ACCOUNTED FOR AS FOLLOWS:

LGIP ACCT - ARPA - COVID FUNDS	\$ 4,099,340
MONEY MARKET - BENCHMARK - 911 WIRELESS	145,404
VIP ACCT - WIRELESS	326,396
INTEREST CHECKING-BENCHMARK-E911 RESERVE	133,267
INTEREST CHECKING-BENCHMARK-SET ASIDE ACCOUNT	1,514,954
LGIP ACCT - SET ASIDE ACCOUNT	1,112,946
VIP ACCT - SET ASIDE ACCOUNT	448,553
INTEREST CHECKING-FARMERS BANK-E-CITATION ACCOUNT	36,947
INTEREST CHECKING-BENCHARK-MEDICAL COMPENSATION	159,116
VIP ACCT - BOA - LEASE PURCHASE	2,859,739
VIP ACCT - FUND 42 - COUNCIL RESTRICTED	1,087,985
LGIP ACCT - FUND 42 - COUNCIL RESTRICTED	685,815
INTEREST CHECKING-BENCHMARK - NARCOTICS FUND-STATE	11,802
INTEREST CHECKING-BENCHMARK-TASK FORCE	<u>3,712</u>
TOTAL RESTRICTED FUNDS	\$ 12,625,976

RESPECTFULLY SUBMITTED:



Julie A. Moore, CPA, CFE, CGFM

TOWN OF FARMVILLE
FINANCE REPORT OF CASH RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF NOVEMBER 2024

FUND NUMBER	FUND TITLE	BALANCE 11/01/2024	NET CHANGE	BALANCE 11/30/2024
<u>UNRESTRICTED FUNDS</u>				
10	GENERAL FUND	\$ 824,107	\$ 168,527	\$ 992,634
15	ST MAINT FUND	535,135	(79,335)	455,800
40	WATER FUND	2,095,908	21,447	2,117,355
42	SEWER FUND	2,244,331	43,033	2,287,364
44	TRANSPORTATION FUND	1,143,707	(852)	1,142,856
45	AIRPORT FUND	1,908	(27,345)	(25,437)
TOTAL	UNRESTRICTED FUNDS	\$ 6,845,096	\$ 125,475	\$ 6,970,571
<u>RESTRICTED FUNDS</u>				
10	ARPA-COVID FUNDS	\$ 4,099,340	\$ -	\$ 4,099,340
10	ENHANCED 911-WIRELESS	471,800	11,532	483,332
10	E911-RESERVE	133,267	16	133,283
10	SET ASIDE ACCOUNT	3,076,452	113,701	3,190,153
10	E-CITATION	36,947	735	37,682
10	MEDICAL COMPENSATION	159,117	221	159,338
10	BOA - LEASE PURCHASE	926,860	3,708	930,568
40	BOA - LEASE PURCHASE	1,932,879	7,681	1,940,560
42	COUNCIL RESTRICTED	1,773,800	95,125	1,868,925
70	NARCOTICS FUND	11,802	1	11,803
70	TASK FORCE	3,712	1	3,713
TOTAL	RESTRICTED FUNDS	\$ 12,625,976	\$ 232,721	\$ 12,858,697
TOTAL ALL FUNDS		\$ 19,471,072	\$ 358,196	\$ 19,829,268

UNRESTRICTED FUNDS - ACCOUNTED FOR AS FOLLOWS:

PETTY CASH	\$ 2,500
VIP ACCT - GOLF SALE PROCEEDS	988,714
VIP ACCTS - UNRESTRICTED	1,092,330
LGIP ACCT - UNRESTRICTED	2,601,564
CHECKING ACCT-BENCHMARK-AIRPORT	297,130
CHECKING ACCOUNT-BENCHMARK-UNRESTRICTED	1,988,333
TOTAL UNRESTRICTED FUNDS	\$ 6,970,571

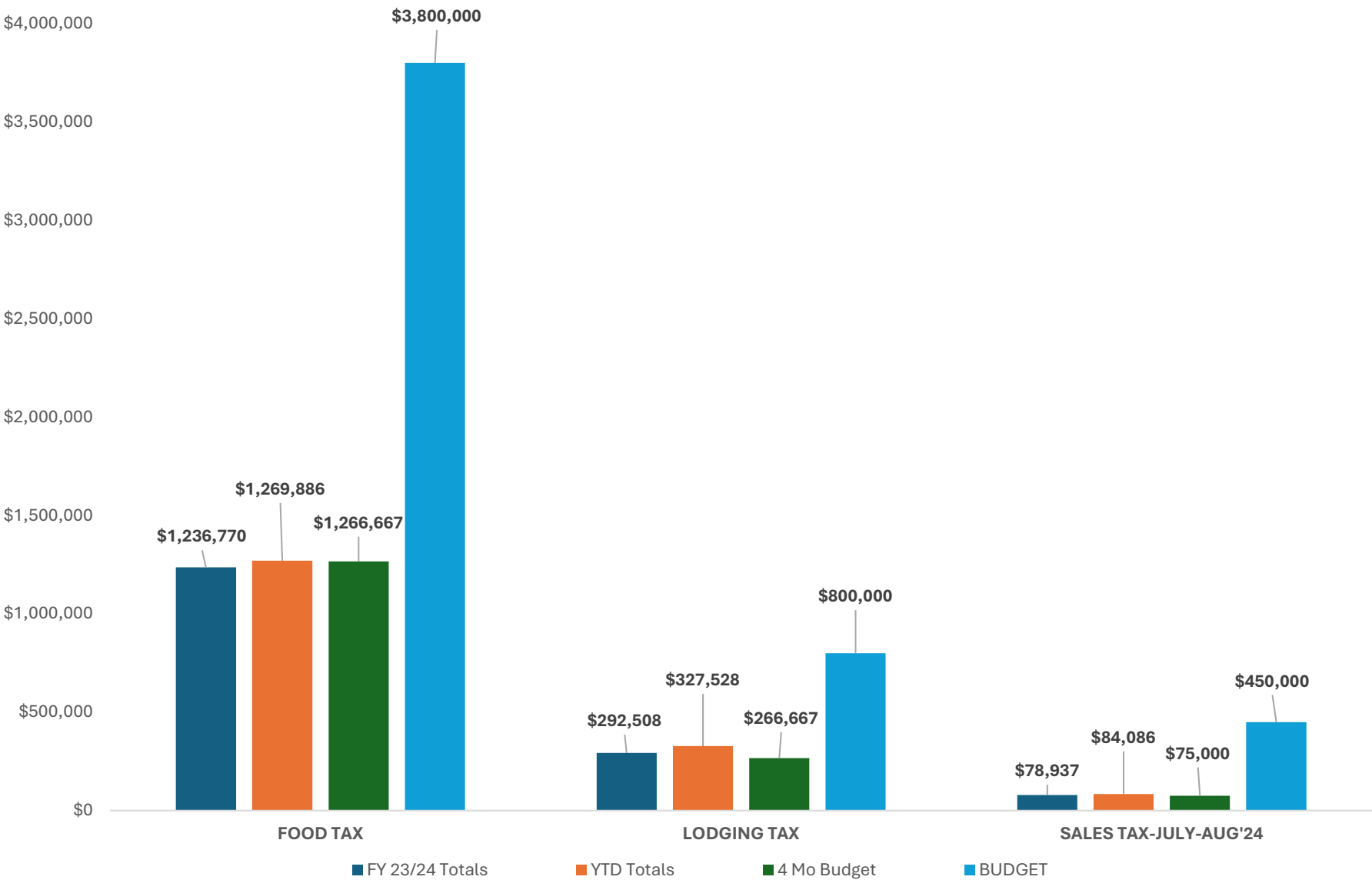
RESTRICTED FUNDS - ACCOUNTED FOR AS FOLLOWS:

LGIP ACCT - ARPA -COVID FUNDS	\$	4,099,340
MONEY MARKET - BENCHMARK - 911 WIRELESS		155,637
VIP ACCT - WIRELESS		327,695
INTEREST CHECKING-BENCHMARK-E911 RESERVE		133,284
INTEREST CHECKING-BENCHMARK-SET ASIDE ACCOUNT		1,618,481
LGIP ACCT - SET ASIDE ACCOUNT		1,121,334
VIP ACCT - SET ASIDE ACCOUNT		450,338
INTEREST CHECKING-FARMERS BANK-E-CITATION ACCOUNT		37,682
INTEREST CHECKING-BENCHARK-MEDICAL COMPENSATION		159,337
VIP ACCT - BOA - LEASE PURCHASE		2,871,128
VIP ACCT - FUND 42 - COUNCIL RESTRICTED		1,092,318
LGIP ACCT - FUND 42 - COUNCIL RESTRICTED		776,607
INTEREST CHECKING-BENCHMARK - NARCOTICS FUND-STATE		11,803
INTEREST CHECKING-BENCHMARK-TASK FORCE		<u>3,713</u>
TOTAL RESTRICTED FUNDS	\$	12,858,697

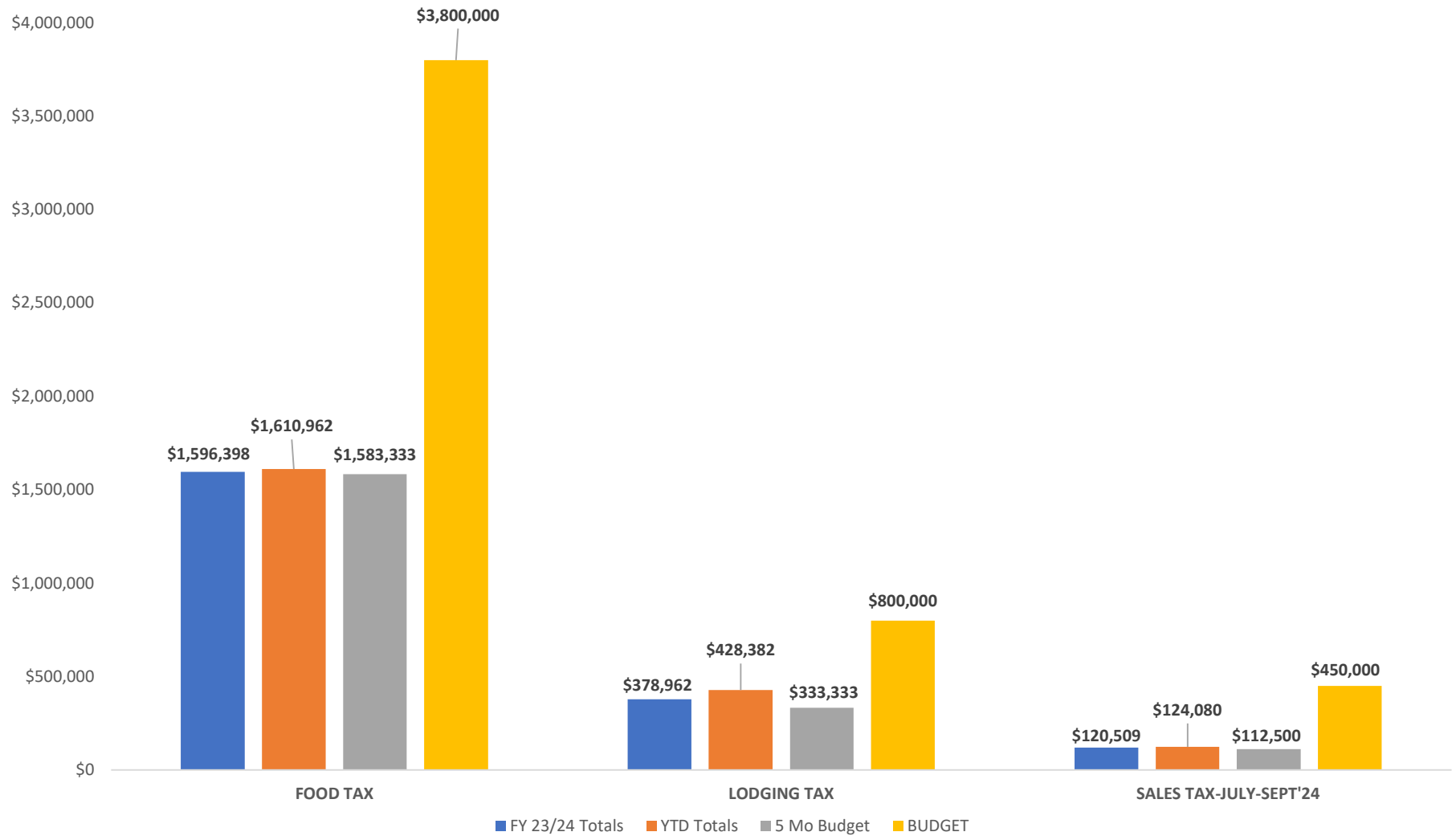
RESPECTFULLY SUBMITTED:

Julie A. Moore, CPA, CFE, CGFM

VARIABLE REVENUE - OCTOBER 2024



VARIABLE REVENUE - NOVEMBER 2024



OCTOBER MONTHLY COST-RESCUE SQUAD

2024

<u>DATE</u>	<u>VEHICLE</u>	<u>DESCRIPTION OF SERVICE</u>	<u>Man</u>	<u>LABOR</u>	<u>MATERIAL</u>	<u>EQUIPMENT</u>	<u>FUEL</u>
			<u>Hours</u>	<u>COST</u>	<u>COST</u>	<u>COST</u>	<u>COST</u>
3-Oct	Rescue 14	SRS Module Replace	4	\$103.50	\$826.17		
7-Oct	Rescue 10	Inspection	4	\$113.55	\$58.45		
28-Oct	Medic 13	Replace air shock on side door	2	\$55.17	\$27.77		
28-Oct	Medic 12	Replace headlights	2	\$55.17	\$23.78		
24-Oct	Grass Crew	Cut Grass	8	\$154.25			
		Cut Grass				\$310.00	
		Fuel Cost					\$712.31

Total Labor Cost		\$481.64
Total Material Cost		\$936.17
Total Equipment Cost		\$310.00
Total Fuel Cost		\$712.31
Total October		\$2,440.12

YTD Total		\$16,974.10
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Year-to-Date Costs - Rescue Squad
July - June 2025

2024-2025

	<u>July</u>	<u>August</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>
Labor	305.40	655.70	1,223.42	481.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$2,666.16
Materials	156.59	3,722.55	3,022.00	936.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$7,837.31
Equipment	310.00	310.00	310.00	310.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$1,240.00
Fuel	<u>1,838.77</u>	<u>1,546.09</u>	<u>1,133.46</u>	<u>712.31</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>\$5,230.63</u>
	\$2,610.76	\$6,234.34	\$5,688.88	\$2,440.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,974.10

NOVEMBER MONTHLY COST-RESCUE SQUAD

2024

<u>DATE</u>	<u>VEHICLE</u>	<u>DESCRIPTION OF SERVICE</u>	<u>Man</u>	<u>LABOR</u>	<u>MATERIAL</u>	<u>EQUIPMENT</u>	<u>FUEL</u>
			<u>Hours</u>	<u>COST</u>	<u>COST</u>	<u>COST</u>	<u>COST</u>
8-Nov	Rescue 13	State Inspection	4	\$92.32	\$20.00		
12-Nov	Rescue 14	Transmission Issue	5	\$141.21	\$18.90		
12-Nov	Rescue 13	Flat tire, air pump	8	\$214.53	\$134.94		
20-Nov	Rescue 10	Checked heat	2	\$55.17			
		Cut Grass					
		Fuel Cost					\$653.46

Total Labor Cost		\$503.23
Total Material Cost		\$173.84
Total Equipment Cost		\$0.00
Total Fuel Cost		\$653.46
Total November		\$1,330.53

YTD Total	\$18,304.63
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No grass mowing

Year-to-Date Costs - Rescue Squad
July - June 2025

2024-2025

	<u>July</u>	<u>August</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>
Labor	305.40	655.70	1,223.42	481.64	503.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$3,169.39
Materials	156.59	3,722.55	3,022.00	936.17	173.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$8,011.15
Equipment	310.00	310.00	310.00	310.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$1,240.00
Fuel	<u>1,838.77</u>	<u>1,546.09</u>	<u>1,133.46</u>	<u>712.31</u>	<u>653.46</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>\$5,884.09</u>
	\$2,610.76	\$6,234.34	\$5,688.88	\$2,440.12	\$1,330.53	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,304.63



Town of Farmville

Agenda Item Summary

MEETING DATE: December 11, 2024

ITEM NUMBER: 14.a. – Request Approval of Resolution No. 2024-12-01 - for a Conditional Use Permit to Allow a Restaurant, Mobile at the Intersection of Griffin Blvd/Redford St

BACKGROUND: The Planning Commission met on November 20, 2024, and recommended approval of CUP24-006 to Town Council for Anthony Sprague's request for a conditional use permit to allow a restaurant, mobile per Town Code Section 29.22.a. The site is located at the northwest corner of the intersection of Griffin Boulevard and Redford Street on parcel number 0023A03(11)10-004. This property is zoned R-3 High Density Residential.

At the December 4, 2024, Work Session, the Council discussed moving forward with two food trucks and removing the condition to amend the parking agreement for Sprague's Barber Shop to allow patrons of the food trucks to use the available on-street parking.

A Public Hearing is scheduled for December 11, 2024. Adjacent property owners were notified by mail of the scheduled Public Hearing.

RECOMMENDATION: Approve Resolution No. 2024-12-01

FISCAL IMPACT:

ATTACHMENTS:

1. Resolution No. 2024-12-01
2. Anthony Sprague Conditions for Conditional Use Permit

Resolution No. 2024-12-01

To grant a conditional use permit to allow a restaurant, mobile per Town Code Section 29.22.a. The site is located at the northwest corner of the intersection of Griffin Boulevard and Redford Street on parcel number 0023A03(11)10-004. This property is zoned R-3 High Density Residential.

WHEREAS, Anthony Sprague filed an application for a conditional use permit to allow a restaurant, mobile per Town Code Section 29.22.a. located at the northwest corner of the intersection of Griffin Boulevard and Redford Street on Parcel number 0023A03(11)10-004, which is zoned R-3 High Density Residential; and

WHEREAS, Mr. Sprague has agreed to the attached conditions; and

WHEREAS, after a public hearing and due consideration, the Planning Commission recommends approval of this conditional use permit; and

WHEREAS, the Town Council finds that the conditional use permit application complies with Town Code Section 29-22 (a); and

WHEREAS, upon recommendation of the Planning Commission and after holding a public hearing on this Resolution, the Town Council finds that the public necessity, convenience, general welfare, and good planning and zoning practice allows for this conditional use permit be granted; NOW THEREFORE,

BE IT RESOLVED BY THE TOWN OF FARMVILLE TOWN COUNCIL:

1. The Town of Farmville Town Council grants a conditional use permit to Anthony Sprague to allow a restaurant, mobile per Town Code Section 29.22.a. located at the northwest corner of the intersection of Griffin Boulevard and Redford Street on Parcel number 0023A03(11)10-004, which is zoned R-3 High Density Residential with the attached conditions.
2. This resolution shall be in full force and effect upon passage.

Approved: _____
Mayor

Attest: _____
Clerk of Council

I certify that the above resolution was:

Adopted on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable A.D. “Chuckie” Reid: _____.

The Honorable Sallie O. Amos _____.

The Honorable Daniel E. Dwyer _____.

The Honorable Tommy Pairt _____.

The Honorable John F. Hardy _____.

The Honorable Donald L. Hunter _____.

The Honorable Adam Yoelin _____.

Anthony Sprague Conditions for Conditional Use Permit

List of conditions to be placed on Anthony Sprague's Conditional Use Permit for a restaurant, mobile located at the northwest corner of the intersection of Griffin Boulevard and Redford Street.

Recommended Conditions for Mobile Restaurants at this location (Town Code Sec. 29-35.d.16)

- a) Mobile restaurants must obtain a town mobile restaurant permit, and must be inspected and approved by the town at least three (3) business days prior to initial operation and again prior to annual business license renewal.
- b) Mobile restaurants must maintain a valid business license issued by the town and a valid health permit issued by the state department of health.
- c) A mobile restaurant may operate with written permission from the owner.
- d) No items shall be sold other than food and beverages.
- e) No music shall be played that is audible outside of the vehicle.
- f) Mobile restaurant vehicles shall not operate on a public street or block i) the main entry drive isles or impact pedestrian or vehicular circulation overall, (ii) other access to loading areas, or (iii) emergency access and fire lanes. The mobile restaurant must also be positioned at least fifteen (15) feet away from fire hydrants, any fire department connection (FDC), driveway entrances, alleys and handicapped parking spaces.
- g) A mobile restaurant may operate between 7:00 a.m. and 9:00 p.m. Sunday to Thursday and between 9:00 a.m. to 11:00 p.m. Friday and Saturday (including set-up and break-down) in any one (1) day at any single location, except during national holidays and town-wide events a mobile restaurant may operate between 6:00 a.m. and 12:00 p.m. The vehicle and all accessory structures shall be removed each day.
- h) No signs may be displayed except:
 - 1. Those permanently affixed to the vehicle; and
 - 2. One (1) A-framed sign not to exceed four (4) feet in height and six (6) square feet of display for each of the two (2) sides and the sign cannot block any passageways.
- i) Trash receptacles shall be provided and all trash, refuse, or recyclables generated by the use shall be properly disposed of.
- j) No liquid wastes shall be discharged from the mobile restaurant.

k) No mobile restaurant shall locate within fifty (50) feet of the entrance to a business that sells food for consumption (determined by measuring from the edge of the mobile restaurant to the main public entrance of the restaurant) unless permission of the restaurant owner is provided.

l) No mobile restaurant shall locate within one hundred (100) feet of a single family or two-family residential use.

m) Vehicles may be otherwise limited by the town depending on the location or other details of the mobile restaurant permit application.

n) A mobile restaurant may operate at any farmer's market held on public or private property, if the food truck vendor is legally parked at the farmer's market and has received written permission from the farmer's market manager and displays such written permission upon request.

o) The operation of the mobile restaurant or use of a generator should not be loud enough to be plainly audible at a distance of one hundred (100) feet away. Excessive complaints about vehicle or generator noise will be grounds for the administrator to require that the mobile restaurant vendor change location on the site or move to another property.

p) The requirements of this section shall not apply to mobile restaurant vendors at catered events (events where the food is not sold through individual sales but provided to a group pursuant to a catering contract with a single payer).

q) A mobile restaurant permit may be revoked by the zoning administrator at any time, due to the failure of the property owner or operator of the mobile restaurant permit to observe all requirements for the operation of mobile restaurants. Notice of revocation shall be made in writing to address of record for mobile restaurant permit holder. Any person aggrieved by such notice may appeal the revocation to the board of zoning appeals.

Recommended Conditions for the site

- Limit of two (2) food trucks at one time on the property.
- Trash and trash receptacles must be removed from the site daily.
- No additional signage to what is allowed for restaurants, mobile.



Town of Farmville

Agenda Item Summary

MEETING DATE: December 11, 2024

ITEM NUMBER: 14.b. – Request Approval of Updated Employee Policy and Procedures Handbook

BACKGROUND: The Town Manager provided a review of the proposed updates at the December 4, 2024, Work Session.

RECOMMENDATION: Approve the Updated Employee Policy and Procedures Handbook

FISCAL IMPACT:

ATTACHMENTS:

1. Employee Handbook 2024 - Final Draft



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Town of Farmville Employment Policies and Procedures

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CHAPTER ONE – INTRODUCTION

I. GENERAL POLICY

The Town of Farmville Employee Handbook (Handbook) includes employment policies and procedures that aim to provide a uniform system of personnel administration applicable to the employees of the Town of Farmville (Town). The policies and procedures guide the effective management of human resources within the Town and are based on merit principles, equitable compensation, open and fair competition in recruitment, hiring, and advancement, and provide equal employment opportunities

While no set of written policies can include every possible situation, these policies, when used as a whole, provide effective guidance and sufficient flexibility to allow independent judgment while ensuring accountability to the public and consistent, equitable decision-making. Situations not specifically covered shall be interpreted by the Town Manager. Periodically the Town may revise specific policies, or the entire document as changes in operations and federal, state, and local law occur.

All employees of the Town of Farmville, i.e., persons who perform work for the Town in return for financial compensation, except independent contractors and elected officials, are governed by these employment policies and procedures.

The Town Manager may make exceptions to the policies in special or unusual situations when in their opinion an exception would be in the best interest of the Town. Exceptions are documented and maintained by Human Resources. No one other than the Town Manager and Town Council has the authority to modify any of the terms or provisions of these “Employment Policies and Procedures”.

II. STRUCTURE

The Town of Farmville operates under a Council - Manager form of government. Town Council adopts budgets, passes local legislation, and appoints a professional manager, the Town Manager, to manage the operations of the Town. The Town Manager follows the course determined by Council and ensures that daily operations are accomplished satisfactorily by appointed staff and employees.

III. VISION

A vibrant place to live, work, and recreate.

IV. MISSION

To provide efficient, effective, and equitable service, and encourage diverse growth in our charming community.



V. VALUES

The Town's core values describe the basic behaviors that guide the workforce's actions and decision-making and include:

Honesty and Integrity

Accountability

Customer Focus – positive, friendly, and courteous town workers

Communication – open, honest, transparent, responsive, and timely

Embracing Diversity – Open-minded, unprejudiced, inclusive, respectful, and seeking common ground

Financial Responsibility

Sustainability

Resiliency

Asset Management and Maintenance

Support and Development of Town Staff

VI. ETHICS

Employees of the Town of Farmville are entrusted with the management of the citizens' interests and ensuring the highest quality of operational expectations are satisfied. As integral representatives of the Town of Farmville, employees are expected to hold themselves and their co-workers to the highest ethical standards. Employees are expected to act responsibly, adhere to the highest degree of personal conduct and make decisions based on public service principles, including the Town's core values, striving to achieve positive results. Public service principles include, and are not limited to:

- Intentionally act with integrity.
- Build trust through honesty and transparency.
- Seek no personal gain.
- Treat everyone respectfully and fairly.
- Build the community through good financial stewardship.
- Protect and preserve the safety of citizens and property.

Keeping in mind that how results are achieved is as important as the results themselves, employees are expected to consider an ethical perspective and to seek advice and guidance whenever there is any doubt about whether an action or decision is appropriate. Advice and



guidance are available from many sources including supervisors, Human Resources and the Town Manager.

VII. EMPLOYMENT AT WILL

Virginia is an “**employment-at-will**” state; this means that an employer may generally terminate an employee at any time, for any reason or no reason, unless an agreement exists that provides otherwise. All employees of the Town of Farmville are considered at-will employees and do not have a contract of employment. Neither these policies included herein nor any other document constitutes an express or implied employment contract or any right to continued employment. These policies do not imply or create a vesting or a contract entitling Town employees to any specific benefits or policies from the Town. The contents of this employee manual and Town policies and procedures may be changed at any time so long as they comply with all applicable Federal, State, and local employment laws and regulations.

VIII. TOWN MANAGER ROLE AND RESPONSIBILITIES.

The Town Manager acts as the Chief Administrative Officer and is responsible for the administration of the Town’s business. The Town Manager ensures compliance with Federal, State, and local laws and ordinances and maintains open communication with Town Council and various sectors of the community. In addition to supporting Town Council, the Manager is responsible for and is granted the authority to:

- Establish the Town’s organizational structure and create such Town departments, divisions, and administrative units as needed for efficient operation of the Town and funded through the annual budget. The Manager assigns such duties and functions as needed.
- Appoint, supervise, discipline, and separate all directors of departments, subordinate officials and employees of the Town, as necessary and appropriate in the best interest of the Town.
- Demonstrate accessibility through open door practices, whereby all employees may communicate directly with the Manager without fear of retaliation.
- Interpret, enforce and administer the rules and regulations set forth herein.

IX. DEPARTMENT DIRECTOR RESPONSIBILITIES

- Recommend organization structures and staffing levels based on service delivery needs and resource availability.
- Establish and communicate work expectations, develop operating procedures, manage performance, and maintain effective working environments.
- Demonstrate accessibility through open door practices, whereby all employees may communicate directly with their director without fear of retaliation.
- Schedule activities within their departments including work hours, rest and lunch periods, time to prepare for work, and clean-up time.
- Assign duties and responsibilities to employees within their department.



Town of Farmville Employment Policies and Procedures

- Make recommendations to the Town Manager about hiring, promotion, demotion, reassignment, discipline, termination, and other personnel-related decisions for their department.
- Ensure that employment, financial, procurement and other policies are followed appropriately, including making the best use of fiscal and human resources.



CHAPTER TWO – EMPLOYMENT

The Town believes that all employees, regardless of role, position, status, or salary make a critical contribution to achieving the Town’s mission. The Town is committed to providing a safe, non-discriminatory, and alcohol and drug-free workplace where employees can work in supportive, positive environments. Managers and employees are partners in ensuring the citizens of the Town of Farmville receive excellent services.

I. MERIT PRINCIPLES

The Town supports merit system principles for all employment actions including selection, appointment, assignment, and promotion. A merit system is one which employment actions are based on qualifications and competence rather than political favoritism, seniority, or other non-job-related factors. Similarly situated individuals are treated equitably.

Employment policies and procedures are developed and implemented to provide for the recruitment and development of the best available employee for each position. The policies establish orderly procedures for managing the Town’s human resources to ensure:

- that employment in public service is made attractive as a career,
- that all appointments and promotions to positions are based on merit and fitness, determined by means of job-related and competitive standards,
- that the position classification and compensation plan conform with the principle of equal pay for equal work, and
- that Town employees shall be paid in relation to the duties they perform, and that performance shall be a major factor in justifying salary adjustments and increases.

II. EQUAL OPPORTUNITY EMPLOYMENT

The Town of Farmville is an Equal Opportunity Employer (EOE) and is fully committed to the principles and practices of equal employment. The Town supports and promotes equal opportunity for all qualified persons for employment, regardless of any of the bases protected by and in accordance with relevant State and Federal laws. The Town encourages and welcomes diversity and will not discriminate based on race, color, religion, sex, sexual orientation, ethnic or national origin, age, physical or mental disability unrelated to the ability to perform the essential functions of the position. The Town of Farmville will make all decisions regarding recruitment, hiring, promotions, reassignments, training, and other terms and conditions of employment without unlawful discrimination.

III. DIVERSITY, EQUITY AND INCLUSION PLAN

The Town of Farmville’s goal is to hire and retain a workforce that is representative of the community and reflective of the relevant available labor pool. All employees are expected to contribute to maintaining a respectful and inclusive workplace. The actions of every employee are important to achieve workforce goals. To achieve this goal, the Town is committed to the following actions designed to attract diverse, qualified applicants:



Town of Farmville Employment Policies and Procedures

- The Town shall use non-discriminatory, equitable processes to fill all positions. All persons wishing to apply for a vacant position advertised to the public can do so.
- Advertising for vacant positions may include a variety of formats and targeted resources such as print, on-line, social media, and firms specializing in minority recruitment to attract a diverse pool of qualified applicants for all vacancies.
- All recruiting announcements will contain the following statement: “The Town of Farmville is an Equal Opportunity Employer”.
- Recruitment and selection training for hiring officials will be held periodically and will include interview techniques, cultural awareness, inclusion practices, interpersonal skill and style, and objective hiring practices.
- The Human Resources Department may conduct and maintain periodic studies that summarize workforce demographics compared to the relevant available labor pool and community demographics.

In creating a supportive and inclusive work environment, all individuals are given the opportunity to perform to their best ability, and we achieve success together, which reflects the quality of our employees.

IV. FEDERAL AND STATE EMPLOYMENT LAW

The Town of Farmville complies with all Federal and State employment law and supports employment decisions that are job-related and free from unlawful discrimination. While compliance with all Federal and State employment laws and regulations is a priority, the following are the most frequently applied.

A. Civil Rights Act

In compliance with Title VII of the 964 Civil Rights Act, all recruiting, hiring, training, and promoting for all persons and job classifications will be administered without regard to race, color, religion, ancestry, age, sex, national origin, disability, pregnancy, military veteran status or other status protected by law.

Discrimination or harassment (refer to Section XI) based on any of these protections but is not limited to, will not be tolerated.

B. Americans with Disabilities Act (ADA)

In accordance with the Americans with Disabilities Act (ADA) and the Virginia Human Rights Act, qualified employees with disabilities are protected from discrimination in employment. Any individual with a disability as defined by the ADA who meets a job's skill, experience, education, and related requirements and who can perform the essential functions of the job whether with or without reasonable accommodation, will be considered without regard to his or her disability for all recruiting, hiring, training, and promoting, and all personnel-related activities such as compensation, benefits, transfers, educational assistance, layoffs, and return from layoffs.



Disability Accommodation:

The Town will make reasonable accommodations to allow a qualified individual with a disability to perform the essential functions of the job, if it does not present an undue hardship on the operation of the Town or pose a direct threat to the health and safety others. Upon a request for an accommodation, Management will engage in an interactive process with the requestor to ensure appropriate measures are considered to accommodate the condition pursuant to Federal and State law.

Persons who wish to complain of a perceived violation shall report directly to Human Resources (HR) or their direct supervisor. Employees may request a reasonable accommodation through their supervisor or Human Resources.

C. Pregnancy, Childbirth, or Related Medical Conditions

The Town does not discriminate against persons based on pregnancy, childbirth, or related medical conditions, including lactation/breastfeeding.

Further, the Town provides a supportive environment to enable breastfeeding employees to express milk during work hours. Breastfeeding employees who choose to continue providing milk for their infants after returning to work shall receive:

- **Pumping Breaks:** Breastfeeding employees are allowed to pump milk during work hours using their normal breaks. Employees may use leave or make up the time as negotiated with their supervisors for the time that may be needed beyond the usual break times.
- **A Lactation Room:** A private room (not a restroom) shall be available for employees to breastfeed or express milk. The room will be private and shielded from any public view; preferably located near a sink with running water and an electrical outlet. If employees prefer, they may also breastfeed or express milk in their own private offices.
- **A Place to Store Breastmilk:** Pumped milk can be stored in Town designated refrigerators or in an employee's personal cooler/refrigerator.

Employee Responsibilities:

- **Communication with Supervisors:** Employees who wish to pump milk during the work period shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the Town.
- **Maintenance of Milk Pumping Areas:** Breastfeeding employees are responsible for keeping all areas clean and sanitized.
- **Milk Storage:** Each employee is responsible for proper storage of her milk using either the Town provided refrigerator or personal cooler/refrigerator.

Reasonable accommodations are available for known limitations related to pregnancy, childbirth, or related medical conditions per the **ADA and Virginia Human Rights Act (Virginia Code Section 2.2- 3900 et seq.)** The Town will engage in an interactive process to consider appropriate accommodation, if needed for any of these related conditions.



D. Immigration Reform and Control Act

The Immigration Reform and Control Act (IRCA) of 1986 requires the Town to determine an applicant's identity and employability at the time of employment. Each employee must complete the Employment Eligibility and Verification Form (Form 1-9) verifying his or her status of citizenship and furnish documents to establish identity and employability on his or her first day of employment with the Town.

It is unlawful for the Town to knowingly hire "unauthorized aliens." In the United States, employment is limited to U.S. citizens, resident aliens, and individuals with special "work authorized" visas. Therefore, all non-U.S. citizens and citizens will be required to show proof, after hiring, but before starting work, of their right to work in the U.S.

E. Health Insurance Portability and Accountability Act (HIPAA)

In accordance with HIPAA Title I, the Town provides health insurance coverage for eligible employees and their family members who lose or change jobs and ensures that coverage is provided to those eligible regardless of specific disease or pre-existing condition. The Town complies with HIPAA Title II by following national standards for processing healthcare transactions relative to Protected Health Information (PHI).

F. Criminal Convictions

The Town does not discriminate against persons who have been convicted of criminal offenses. A prior conviction does not automatically exclude an applicant from employment with the Town. The nature and recency of the offense and the conviction is weighed and considered in relation to the duties of the position sought. When required by the nature and duties of a position, criminal background checks will normally be completed following a conditional offer of employment.

G. Freedom of Information Act (FOIA)

- A. The Town of Farmville is subject to the provisions of the Virginia Freedom of Information Act (FOIA) which guarantees citizens of the Commonwealth and representatives of the media access to public records held by public bodies, public officials, and public employees.
- B. A public record is any writing or recording, regardless of whether it is a paper record, an electronic file, an audio or video recording, or any other format, that is prepared or owned by, or in the possession of a public body or its officers, employees, or agents in the transaction of public business. All public records are presumed to be open, and may only be withheld if a specific, statutory exemption applies.
- C. Any request pursuant to FOIA for copies of records held by the Town, even if the phrase FOIA is not specifically cited, shall be forwarded to the Town Manager. The Town Manager may forward the request to the appropriate staff member(s) for response. The Town must respond to the request within five working days of the request.



V. POSITION TYPES

- A. Probationary:** A full or part-time position held by an employee during the probationary period of the first six months of their employment.
- B. Full-time:** A position approved and funded by Town Council based on an on-going, full-time service delivery need. Employees work a continuing schedule as it applies to their department's regular work hours, normally 2080 annually, without further limitations as to length of service other than acceptable performance, the continuation of position need and funding. The positions are included in the Town's pay plan and are assigned to a pay grade and range. Employees in full-time positions are eligible for all Town benefits.
- C. Part-Time:** A position approved and funded by Town Council on an on-going service delivery need of less than 40 hours per week. Employees normally have a regular, on-going work schedule and are paid for hours worked. The positions are included in the Town's pay plan and are assigned to a pay grade and range. Employees in part-time positions are not eligible for Town benefits.
- D. Temporary:** A position with limitations as to the length of services. Employees in temporary positions may have irregular schedules, are paid for hours worked and are not eligible for Town benefits.

VI. RECRUITMENT AND SELECTION

- A.** The Human Resources Department, working with Department Directors and the Town Manager, shall develop and maintain effective recruitment processes that attract applicants who are representative of the community and possess the education, knowledge, skills, and abilities to meet the current and future needs of the Town.
- B.** Newly established or vacated positions shall be authorized for filling by the Town Manager. Vacant positions may be filled by recruitment from inside and/or outside sources as determined appropriate by the Town Manager.
- C.** Vacancy listings and/or postings shall be developed and used to attract applicants for Town positions. Normally, vacancies shall be advertised for a minimum of five business days and applications will be accepted only when a position is posted. However, high turnover positions may remain continuously under recruitment to establish pools of qualified candidates and to quickly fill such positions as vacancies occur.
- D.** Typically, application for Town employment requires completion of online employment application forms which provide an opportunity to accurately reflect education, training, skills, and previous work experience as it relates to the position sought. Alternatives to the online application process may be used when it is in the best interest of the Town.
- E.** A screening process shall determine those candidates who meet the minimum qualifications for the position(s) to be filled. Such screenings may include, but are not limited to, a review



Town of Farmville Employment Policies and Procedures

of submitted applications, resumes, education and experience credentials, references, preliminary interviews and other relevant information. Town employment records will be reviewed as a part of the screening process when an applicant is a current or former employee of the Town. Screening may be completed by the Human Resources Department, hiring panel, or outside public/private agencies, as deemed appropriate by the Town Manager. Applicants will be considered, regardless of status protected by law to include disability under the American with Disabilities Act, based on their stated ability to perform the essential functions of the position with or without an accommodation.

- F. From those candidates that meet the minimum qualifications, an appropriate number of applicants determined to be the best suited for the position(s) may be referred to the hiring manager for interview and final selection. Current employees and outside applicants may be referred simultaneously and hiring officials shall place emphasis on internal candidates when filling vacant positions.
- G. Department director shall make recommendations to the Town Manager for hiring decisions. The selection process will normally include interview(s) completed by diverse panels and may include examinations such as skill testing, written examinations, follow-up interviews, assessment centers, and background checks.
- H. Following a conditional offer of employment, medically related examinations such as alcohol and drug testing, medical, physical and/or psychological assessment, as determined appropriate and lawful, may be required. Acceptable background information, such as criminal history, credential checks, verification of employment and schooling, and driving record, as required, are included in the attributes necessary to meet minimum qualifications.

VII. EMPLOYMENT OF SPECIAL CATEGORIES OF INDIVIDUALS

- A. **Non-US Citizens:** Non-US citizens possessing the legal ability to work in the United States shall be considered for selection, promotion, and all other personnel actions on the same basis and under the same processes as US Citizens, except that applicant for sworn law enforcement positions must be US citizens.
- B. **Nepotism:** Members of an employee's immediate family will be considered for employment based on their qualifications. However, immediate family members may not be hired if employment would:
 - Create a supervisor/subordinate relationship with a family member.
 - Have the potential for creating an adverse impact on work performance; or
 - Create either an actual conflict of interest or the appearance of a conflict of interest.
 1. This policy must be considered when assigning, transferring, or promoting an employee. For the purpose of this policy, immediate family members are defined as: spouse, parent, guardian, brother, sister, son, daughter, father-in-law, mother-in-law, grandparent, grandchild, stepparent, stepchild, or any other individual residing within the same household.



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2. Employees who become immediate family members may continue employment if it does not involve any of the above. If one of the conditions outlined above should occur, attempts will be made to find a substitute position within the Town to which one of the employees will transfer. If employees become immediate family members, the Town will make reasonable efforts to assign job duties to minimize problems of supervision, safety, security, or morale. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If the employees cannot decide, the Town will decide at its sole discretion who will remain employed.
3. In certain situations, such as emergency response or weather-related emergencies, employees that do not normally fall within the supervisory chain of command, including family members, may work together and/or supervise one another for the duration of the emergency.

C. VRS Annuitants: An individual receiving a VRS annuity may not be employed in any full-time position after September 1, 2021, unless they agree to suspend the VRS benefit payments for the duration of the employment.

D. Age: Persons under the age of 16 shall not be employed in full or part-time positions. The employment of persons under the age of 18 shall conform to Virginia labor laws governing the employment of minors. Sworn law enforcement employees holding full-time positions must be at least 21 years of age.

VIII. NEW EMPLOYEE ORIENTATION

New employees shall receive a copy of the Handbook, departmental policy information, and complete appropriate payroll and benefit paperwork on or before the first day of employment. Supervisors shall ensure that newly hired employees attend an orientation coordinated by the Human Resources Department within three (3) days of the date of hire.

IX. PROBATIONARY PERIOD

- A. All employees serve a six (6) calendar month probationary period, beginning with the date of hire, except in the case of law enforcement employees who shall begin the probationary period upon completion of certification and field training. This period is an integral part of the hiring process and shall be utilized for observing a new employee's work, for allowing an effective adjustment of a new employee to their position, and for separating any employee whose performance is found to be unsatisfactory.
- B. While employees accrue paid time off during the probationary period, they are not normally eligible to use the time until they have successfully completed the probationary period. Approval of time off may be granted in certain circumstances and must be approved by the Department director.
- C. After consultation with Human Resources, at the supervisor's recommendation, a Department director may request to the Town Manager an extension of their employee's



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probationary period as deemed appropriate, based upon the employee's work contributions. Additionally, in unusual circumstances such as an extended absence during the initial employment period or an inability to assess the employee's performance, the probationary period may be extended by the Town Manager upon written notification to the employee.

- D. Before the probationary period ends, a verbal or written performance evaluation will be conducted by the employee's supervisor and shared with the Department director and Human Resources. An employee remains on probation until the performance evaluation has been completed and reviewed by HR. Supervisors are responsible for the timely delivery of the completed evaluation, notice of an extended probationary period when applicable and official request of release from probation. Upon successful completion of this period, the employee's status will no longer be probationary.
- E. The Town Manager has the final consideration, after referral from the supervisor/Department director and Human Resources, to terminate an employee who is not suited for the position based on their probationary performance. In some circumstances, the Town Manager may provide an opportunity for the employee to resign. Employees released during the probationary period have no appeal or grievance rights.
- F. Both full and part-time employees are subject to the same probationary period. Employees are eligible to receive Cost of Living Adjustment (COLA) salary increases during their probationary period.

X. WORK ENVIRONMENT

The Town of Farmville supports a fair and uniform personnel management system for its employees to insure the most effective provision of services to the citizens of the community. Just and equitable incentives and conditions of employment shall be established and maintained.

The Town of Farmville is committed to providing a workplace that supports high quality employee performance and is free from intimidation or coercion in any form. Discrimination or harassment in any form is NOT acceptable.

XI. SAFETY

The Town of Farmville is committed to protecting the safety and health of Town employees, assisting in preventing accidents and injuries, increasing efficiency of operations, and avoiding the cost of injuries and accidents. In a proactive manner, the Town shall work to effectively eliminate or control work-related hazards by providing management direction and employee involvement in the identification and resolution of hazards, and by providing training and evaluation as an ongoing process. Such measures shall include evaluating work tasks, equipment, and environment, with the objective of making the most efficient use of worker capabilities while reducing the possibility of physical injury.



XII. OPEN DOOR

The Town of Farmville supports open and inclusive communication between employees, supervisors, managers, and the Town Manager. Employees are encouraged to communicate, share concerns and ideas for improvement directly with any level of the organization without fear of reprisal or retaliation. Supervisors and managers will facilitate follow-up, as needed.

XIII. COMMUNICATIONS

The Town employs a variety of communication methods to keep employees informed about important safety practices, benefits, and upcoming changes. All employee emails, direct contact and supervisor briefings communicate important information.

Bulletin Boards are also an important means of communication and are located in various work areas. Required Federal and State posters are displayed in addition to information of interest to employees from the Town Council, Town Manager, and Human Resources. Posting other information requires the approval of the Town Manager.

XIV. SOLICITATIONS

Solicitations, including literature distributions are not permitted on Town property.

Employees and non-employees are prohibited from engaging in individual or group solicitations, sales, or product marketing, except for events specifically authorized by the Town Manager, such as a United Way Drive, Red Cross Blood Drive, and similar public events.

Town employees shall not approach an individual or business to solicit donations of any kind, whether it be money, sponsorships, or donation of prizes for a Town sponsored event without specific approval of the Town Manager.

XV. HOURS OF WORK

- The Town's administrative workweek is seven consecutive calendar days beginning Sunday morning at 12:01 a.m. and ending at midnight the following Saturday. The standard scheduled workweek consists of 40 hours, except for law enforcement personnel who work 84 hours in a 14-day cycle.
- The regular workday, a day in which work is performed or approved leave must be taken, for non-exempt employees is normally eight hours.
- Office and Administrative employees' work schedule will normally correspond to the official business hours of Monday through Friday from 8:00 a.m. to 5:00 p.m.
- Individual departments and work groups may set alternate work schedules, as needed, with the approval of the Town Manager.



XVI. EMERGENCY SERVICE

Emergency response is a primary service delivery responsibility of the Town, and each employee has a responsibility to perform whatever duties may be assigned in emergency situations. As a part of this responsibility, service outside normal working hours or in some capacity other than the normally assigned position may be required. When unusual situations occur and the Town Manager declares a state of emergency, all Town employees may be required to accept special assignments and perform duties as needed to ensure appropriate service delivery. Some employees may be designated as emergency personnel and may be subject to additional responsibilities and policies unique to emergency situations. To efficiently contact employees should they be needed, each employee must provide the Town with up-to-date personal contact information which may include phone numbers and personal email addresses.

XVII. EMERGENCY CLOSINGS

The Town intends to provide maximum services to the public by maintaining normal business hours at all Town facilities. Under normal and safe conditions, employees are expected to arrive at work on time. However, emergencies, including but not limited to, power failure, epidemics, adverse weather conditions or other natural or man-made conditions, may require the temporary closing of all or some departments and facilities in the Town. The Town Manager or their designee shall decide the Town position on closing or delayed opening. The Town Manager or their designee, in consultation with the affected Department Director, shall decide whether to close or delay opening an individual Town facility in cases where conditions such as loss of power affect one or a limited number of sites.

XVIII. SEPARATION FROM EMPLOYMENT

Employees may separate from Town employment due to resignation, retirement, separation without prejudice, separation during the initial employment period, disciplinary termination, or death.

- A. Resignation, a voluntary separation initiated by an employee. Employees who leave their position due to resignation, shall normally provide at least two weeks written notice to their Department Director, verbally or in writing. Supervisors shall document verbal resignations in writing. Once a resignation is submitted by the employee, either verbally or in writing, it may not be withdrawn unless the Department Director agrees to such withdrawal. Two weeks' notice is required for the employee to be paid for unused paid time off.
- B. Retirement, a separation initiated by an eligible employee based on age and length of service, typically in accordance with the provisions of a Town retirement program.
- C. Separation Without Prejudice shall be used to separate an employee who is unable to report to work due to circumstances beyond his or her control such as Reduction in Force; an incapacitating medical condition that is not or cannot be resolved; the loss of a required license; circumstances causing conflict with Town policies, such as the employment of



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relatives' policy; incarceration; or similar situation. Employees shall normally be given seven calendar days advance written notice of the separation without prejudice.

- D.** Termination due to disciplinary action is described in Chapter Seven, "Workplace Expectations and Procedures." Once disciplinary separation has been initiated, an employee may be allowed to resign in lieu of the termination, at the Town Manager's discretion, and the record shall indicate that the employee "resigned in lieu of termination."

E. Reduction in Force

1. There may be times when the Town needs to adjust the size of the workforce. If Town Council decides that an adjustment necessitates a reduction in the number of employees, a layoff will result. Layoffs may be the result of economic conditions, lack of work, programmatic changes, reorganization, or position elimination.
2. Employees will be given advanced notice of any pending layoff and the policies and procedures that will be implemented to affect the layoff. A variety of factors including past performance, ability to satisfactorily perform in newly configured positions and seniority, may be used to determine which employees are selected for layoff.

- F.** An employee may be separated at any time during the Probationary Period if they fail to perform at an acceptable level, fail to demonstrate acceptable dependability, conduct, or suitability for the position and/or needs of the Town.

- G.** An employee is considered to have separated from employment in good standing when the separation is voluntary, appropriate advance notice is provided and the employee is not being evaluated for misconduct, termination or other negative employment action.

- H.** Prior to or at the time of separation, the employee must return all Town-owned materials, including issued uniforms, keys and badges, shared passwords, and equipment to the supervisor. The employee must also provide a forwarding address to receive the final paycheck and W-2 statement of annual earnings.

- I.** The Human Resources Manager may contact the separating employee to discuss benefit options and schedule an exit interview. An exit interview, a meeting between a separating employee and Human Resources, is encouraged in all voluntary separations including retirements. All employees who resign or are terminated from employment will be provided with a Notice to Workers (VEC-B-29), outlining the employee's rights for unemployment.

XIX. PERSONNEL FILES

Personnel files contain written material about an employee's employment. Information related to employment is considered a personnel file regardless of where the record might be physically located. Human Resources maintains the official personnel files for each Town employee and complies with the Government Data Collections and Dissemination Practices Act. All personnel files are located in a locked cabinet in which only the Human Resources Department has access.



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Employees, supervisors, and department managers may identify materials to be included in the personnel files.

Documents that are a part of the personnel file include, but are not limited to, job description, grade or pay range assignment, employment application/resume, enrollment and tax forms, employee pay information, performance evaluations, disciplinary actions, counseling documentation, supervisor's job-related notes, employment agreements, commendations, certifications, and education materials.

All medical information, such as Family Medical Leave certifications, ADA materials including requests for accommodations, results of physicals and drug/alcohol testing, is maintained in a locked cabinet that is physically separated from personnel files.

All personnel and Town records are retained according to the most current Library of Virginia Retention Schedule.

XX. RELEASE OF INFORMATION

- A.** The Town treats information provided to it by employees as confidential. Requests for employment verification and other information directed to individual departments shall be forwarded to the Human Resources Department for appropriate response, in accordance with relevant laws and regulations. Human Resources may release specifically requested information to employees or former employees, other Town departments and local, State, and Federal agencies to allow those departments and agencies to perform their necessary duties as follows.
- B.** Current and former Town employees have the right to review any information in their personnel files, including departmental files. An employee, or designee with the employee's written authorization, may review the contents of his or her official personnel file by visiting the Human Resources Department during normal office hours. Upon the employee or former employee's request, Human Resources staff will obtain departmental files for review. Proof of identity must be provided before the personnel file may be reviewed.
- C.** Routine information such as dates of employment, job title and salary history shall be given to representatives of Town departments for employees of the requesting department. Information requested by another Town department shall normally be provided so long as the requesting department has a valid need for the information, such as when an employee from another department is being interviewed for a position.
- D.** The Town likes to acknowledge employee birthdays; if an employee at any time is in objection to the date of their birthday being shared, they may request this information to be withheld by contacting the Human Resources Department.
- E.** Requests for information concerning Town employees are often received from Federal agencies, credit bureaus, individual employers, and others. The Town provides a neutral reference by providing the following information:



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- A.** Verification of name,
- B.** Verification that the person is employed by the Town and the job title, if currently employed,
- C.** Verification of dates of employment and the job title, not including the reason for separation, if no longer employed,
- D.** Salaries of employees who earn more than \$10,000 annually are a matter of public record and shall be released upon request,
- E.** Employees and former employees may authorize the release of personnel files to an outside party by providing a signed release.



CHAPTER THREE - COMPENSATION

I. COMPENSATION PHILOSOPHY

The Town of Farmville's compensation system, as supported by Town Council, shall:

- Establish and maintain a salary structure that will attract and retain qualified employees.
- Ensure that like jobs are valued with comparable methodology and are treated similarly in terms of base pay.
- Maintain the salary structure in proper relation to competitive pay practices in the local labor market.
- Ensure that each Town employee's performance and salary is reviewed at regular intervals.

II. PAY PLAN

- A. The Town has an established Pay Plan, which is an approved system of grades and pay ranges. Classification is the assignment of a full- or part-time position on the Town's Pay Plan to a pay grade based on an assessment of the duties, scope and nature of work, the degree of responsibility and other factors as determined appropriate. Every job is evaluated according to the kind of work and the degree of responsibility assigned. Employee base pay shall fit within a pay range and shall be at a rate no less than the minimum and no greater than the maximum of the range.
- B. Employee pay shall be in accordance with the scheduled salary ranges as adopted and amended by appropriate action of the Town Council. The salary ranges are determined by periodically surveying the prevailing rates for comparable work in other public employment and relevant businesses and industries in the surrounding area. The current cost of living, responsibilities of the position, and the Town's financial condition and policies are also considered.
- C. The plan is maintained by periodically reviewing job descriptions, considering significant changes to duties and responsibilities, or working conditions.

III. JOB DESCRIPTIONS

- A. A Job Description is the written summary of the most important duties, responsibilities, and qualifications of a job. It is intended as a guide in understanding the general requirements, essential duties, knowledge, skills, and abilities of the position. It does not describe the individual holding the position and is intended to broadly describe duties assigned to individuals in a variety of departments and offices.
- B. Employees are provided a copy of their job description upon hire and will be required to review and sign an acknowledgement of their role and responsibilities. Employees may request a copy of their current description at any time by consulting their supervisor or by contact the Human Resources Department.



IV. PAY PROCESS

- A. The Town makes every effort to accurately compensate employees and to do so in compliance with all applicable State and Federal laws. Employees are paid twenty-six (26) times per year, no later than the Thursday following the end of the pay period. Payment is made through Direct Deposit and pay statements are normally emailed to employees on pay day.
- B. To ensure that employees are paid properly, each non-exempt employee shall record all time worked and paid time off taken on the bi-weekly timesheet form approved by the Finance office and each exempt employee shall record paid time off taken. Employees in operational departments may be required to record time worked by clocking in and out on a time clock.
- C. The Town processes required deductions for Federal and State income tax, Social Security and those required by court orders, such as garnishments and child support payments. An employee may also authorize other Town approved payroll deductions, such as contributions for medical, dental and vision coverage, supplemental benefits, Flexible Spending Accounts, voluntary child support payments when supported by a written agreement and/or contributions to the Town's Retirement/Deferred Compensation Program.
- D. Each employee is responsible for reviewing his or her pay statement to ensure that the pay and deductions are correct. Occasionally, inadvertent administrative mistakes occur which may be identified through audits or by individual employees. An employee who believes that a mistake has occurred, or an incorrect deduction has been made must immediately notify their supervisor or the Finance Department so that prompt review may be initiated. If a payroll mistake has occurred, regardless of the cause of the error, the employee will normally be reimbursed for underpayments or required to repay overpayments, as appropriate to correct the consequences of the error.
- E. The Town requires Direct Deposit of pay to qualified financial institutions. All employees must participate in Direct Deposit. An employee must notify Human Resources prior to making changes in financial institutions, account numbers or any other change that might affect the Direct Deposit transaction. An employee may make changes to the amounts deposited or to the accounts at his or her discretion by submitting revised information to Human Resources. All changes and forms must be received in Human Resources in accordance with pay processing schedules, typically by the Friday prior to the end of the pay period.
- F. Deposited funds will typically be posted at the financial institution by the start of business on the scheduled pay date. When a Town or banking holiday falls on a scheduled pay date, the direct deposit funds will normally be available to the financial institution on the last banking day before the pay date. Any fees associated with the Direct Deposit service will be paid by the Town. The Town is not responsible for other fees, such as those associated with minimum balances or the use of ATM cards that may be charged to an individual by a financial institution.



V. PAY ACTIONS

- A. A General Wage Increase, a simultaneous increase to higher pay for eligible employees may be awarded. The amount may be recommended by the Town Manager for approval by Town Council, and normally occurs at the beginning of the new fiscal year. General Wage increases are not dependent on an employee's individual performance or job class.
- B. A Pay Plan Adjustment, a simultaneous increase in the minimums, midpoints and maximums of all pay ranges as determined by the Town may be implemented. This adjustment may be an increase in value or a decrease in value. The pay plan may require periodic adjustment to maintain a competitive relationship to the external market and is normally based upon a market analysis, cost-of-living or similar factors. Should a pay plan adjustment result in a higher pay range minimum, employee pay below the new minimum shall be increased to the new minimum.
- C. Newly hired employees are normally hired at the range minimum. Employees may be hired above the minimum when the applicant possesses experience or education above the minimum level needed by the department or in market conditions that make it difficult to recruit and hire individuals with certain skills and abilities. Placement of new employees above the minimum of the range requires the approval of the Town Manager. In no circumstances can a new employee be placed in a salary that exceeds the pay range maximum for the job for which the employee is hired.
- D. Administrative Increases may be awarded within the pay range to an employee displaying outstanding performance, service, or for taking on new duties that do not qualify for a reclassification. A Department Director may recommend to the Town Manager that an employee be given an administrative increase upon completion of a performance evaluation or other evidence demonstrating service over and above the normal expectation for the position.
- E. Reclassification is the reassignment of a position from one pay grade to another resulting from a formal job review requested by the Town Manager. Reclassification may be the result of a significant change in the duties and responsibilities of a position, structural changes, a change in the needs of the organization or other similar situations. Reclassification to a position in a higher pay grade is normally accompanied by a pay adjustment of five (5) percent or increase to the minimum of the new pay range, whichever is greater. When an employee's position is reclassified to a lower pay grade and the current salary is above the maximum for the lower grade, the employee shall be permitted to retain their existing rate of pay in the new position (except in event of general service-wide reductions) but shall not be entitled to a salary increase until their salary is within the pay range to which the position is assigned.
- F. A Promotion is an advancement to a job in a higher pay grade and range. This movement normally occurs through the competitive process and is normally accompanied by five (5) percent pay increase or increase to the minimum of the new pay range, whichever is greater.



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- G. A Demotion is a reduction in the pay grade, range and pay of an employee whose job duties are substantially reduced due to changing needs, disciplinary action, or unsatisfactory performance. A pay reduction of five (5) percent or to the maximum of the new pay range, whichever is lower, normally accompanies a demotion.
- H. A Lateral Transfer from one job to another job in the same pay grade in the same or another department does not normally involve a pay adjustment.
- I. An employee who voluntarily transfers to a job in a lower pay grade within the same department or in another department shall normally have their pay reduced, in an amount determined by the Town Manager.
- J. Acting Appointments are recognized by a temporary pay adjustment of 5% or to the minimum of the range of the temporary position whichever is higher, when individuals are assigned to temporarily perform the duties of a higher, vacant position. The following guidelines apply to Acting Appointments:
 - An "Acting Appointment" is a temporary assignment, normally more than 30 days and less than one-year duration.
 - The department must be actively recruiting or have plans to actively recruit for a permanent replacement in the case of a vacancy.
 - An Acting Appointment is not intended for promotional purposes, as a "trial run", or as a "trainee" position. The acting employee must participate in a competitive process for full-time promotion.
 - An acting appointment must be approved by the Town Manager.
 - At the end of the acting period, the employee's salary will be adjusted to the rate of pay they would be receiving prior to the Acting Appointment assignment. The exception would be if the employee was selected to permanently fill the position through the competitive process. In this case, the salary rate would be based upon the employee's salary prior to the assignment.
 - If the Acting Appointment overlaps a fiscal year, the employee will receive increase, if approved, based upon the pay rate prior to the Acting Appointment status.
 - No additional pay will be provided after the Acting Appointment is completed, even if the employee continues to perform some of the duties during the orientation and probation period of a newly hired employee.

VI. OVERTIME PAY

- A. All Town employees are covered under the Fair Labor Standards Act Amendments of 1985 and are designated as EXEMPT or NON-EXEMPT. Job titles do not determine exempt status. For an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the regulations, determined by the Act's definition. Non-exempt employees are covered by the FLSA and are eligible for overtime compensation (paid one and one-half times their regularly hourly rate) for hours physically worked over 40 in a work week to include a holiday occurring in the work week. Exempt employees are not eligible for overtime and are expected to work at least 40 hours per week and any additional time needed to fulfill the duties of their job. Under the FLSA, exempt employees who are required to be



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paid on a salary basis may not have their pay reduced for variations in the quantity or quality of work performed.

- B. All non-exempt employees, as defined by the Fair Labor Standards Act, are eligible to receive overtime compensation in pay or compensatory time when they work more than forty (40) hours in one administrative work week to include a holiday occurring in the work week. PTO or compensatory hours are excluded from the 40-hour threshold as 40 hours must *physically* (i.e. leave cannot push overtime) be worked prior to overtime or compensatory times is accrued.
- C. No employee shall start work before the authorized starting time or work past the authorized ending time without prior permission from the Department Director or designee. Should an employee work overtime without approval, payment will be made, and the employee may be subject to disciplinary action up to and including termination. Failure by an employee to work scheduled overtime, once notified, may result in disciplinary action, up to and including termination.
- D. Non-exempt employees may earn overtime in the form of compensatory time at one-and one-half hours of time awarded for each hour worked over the appropriate threshold or monetary payment, at management's discretion. In the same manner as overtime pay, an employee earns one and one-half hours of compensatory leave for every hour physically worked over forty hours during the normal workweek (Public Safety personnel shall follow their operational pay periods, which define their normal workweek and overtime thresholds). Approval of the use of compensatory leave is at the sole discretion of the supervisor or Department Director. All compensatory leave earned and used must be recorded on the employee's timesheet; compensatory leave balances will be maintained by the payroll clerk. While employee preferences may be considered, employees may be required to take accrued compensatory time off as paid leave based on departmental procedures. All compensatory time must be used prior to the end of the calendar year, or any remaining balances will be forfeited. Unused compensatory time must be paid promptly upon separation from Town employment or upon promotion or reassignment to an exempt position. Overtime pay or compensatory time will be included in the pay for the pay period in which it is earned.
- E. Exempt employees are not covered by the overtime provisions of the FLSA and are not eligible to receive overtime compensation. They are expected to work at least forty (40) hours per week and may need to work additional hours to complete work responsibilities. They may use reasonable discretion, with the approval of their supervisor, to adjust their regular work schedule following extended periods of work over 40 hours per week or the Town Manager may award comparable time off, as appropriate. While employees in exempt positions are not normally eligible for overtime compensation, the Town may choose to award additional pay, under emergency circumstances, when approved by the Town Manager.
- F. Any employee who feels their pay has been improperly reduced or overpaid should contact Human Resources immediately to request an investigation. If the deduction was improper, the Town will reimburse or deduct the amount to the employee as promptly as



possible (but in no case longer than two pay periods from the identification of the problem).

VII. STAND-BY

Stand-by is time that a designated, non-exempt employee must remain available to report to work during off-duty hours, in accordance with their department's operating procedures, but is not unduly restricted in his or her freedom to conduct personal business. An employee on stand-by is not required to remain at work or home and is free to engage in personal pursuits, with the understanding that he or she must be available by phone or pager to respond and report to work promptly if necessary.

- A. Designated employees are normally assigned to stand-by for a one-week period. Employees assigned to stand-by shall be awarded a lump sum payment for each week they are on stand-by, in an amount determined by the Town Manager.
- B. Employees who are called to duty from stand-by are paid for at least two hours of work or the actual time worked, whichever is greater for each call-out.
- C. Employees who are called in to assist the stand-by employee are paid at their overtime rate for the actual hours worked, including the travel time needed to report to work.

VIII. COMPENSATION DURING EMERGENCY CLOSINGS

- A. Essential Town services must be maintained in emergencies and designated employees are expected to report to or stay at work to provide services. A Department Director, or designee, may cancel or rescind the previously approved paid time off for a designated employee during an emergency situation.
- B. When the Town Manager determines the need to close Town facilities or to alter the schedule, non-essential employees do not report to work. Those employees who are not required to work will not be charged leave for the time the Town offices and facilities are closed.
- C. When Town offices and facilities are closed, essential emergency employees report to work as directed by their supervisor or the Town Manager. Non-exempt employees will receive time off equal to the time of the closure, to be used at a later date. Essential emergency employees typically include public works including water and wastewater, emergency communications, police, fire, and Farmville Area Bus, if operating.
- D. When a delayed opening or early closure is determined, only the time designated is covered by the above policy. Employees shall not normally report prior to the delayed opening time, unless instructed by their supervisor to do so. Any additional time off must be covered by other paid time off. An announced early closing time is the earliest time at which an employee may leave work without being charged leave. Employees who choose to stay at work later than the early closing time shall not receive additional pay or time off.



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- E. If an employee was previously approved for paid time off and a weather closure occurs for the same day, no leave will be charged.
- F. If the day of closure is the employee's regular day off, no additional time will be awarded unless the employee is required to report to work on the day of the closure.
- G. Timesheets must reflect the appropriate designation as follows:
 - The code "weather" is used on timesheets to reflect hours not worked due to closure.
 - The code "comp" is used on timesheet to reflect required hours worked during a closure.
- H. Designated exempt emergency employees may also be required to work and do not normally receive additional pay. At the Town Manager's discretion, exempt employees may be awarded additional time off for performing emergency duties.

IX. MEAL PROVISIONS

Employees required to return to or stay at work to provide service of an unscheduled nature such as weather emergencies, natural disasters, or systems failures may be provided meals appropriate to the time and duration of the unscheduled work. The Department Director will approve the location and timing of the meals.

X. REIMBURSEMENT FOR TRAVEL EXPENSES

Employees required or allowed to travel on official business are normally reimbursed for expenses incurred due to the travel. Eligible travel may include out of town training, professional conferences, seminars, or meetings. Travel must be approved in advance by the Department Director and if budget allocations are available.

- A. **Mileage Reimbursement:** When a Town vehicle is not available for travel, employees will be reimbursed for approved miles driven in a personal vehicle during approved travel at the current Internal Revenue Service (IRS) mileage reimbursement rate. Reimbursed mileage is normally based on the shortest distance required to reach the destination. Employees choosing to use a private vehicle when a Town vehicle is available, will not be reimbursed for mileage.
- B. **Overnight Lodging:** employees must request approval for lodging prior to registering for travel requiring an overnight stay. Requests require Town Manager or Department Director approval. Reimbursement for lodging is limited to the actual cost of the room and does not include incidentals or personal purchases. First consideration for approval will be given to the hosting hotel or facility. Destinations for single day events less than two hours travel time between the Town and the event site are not eligible for lodging reimbursement.
- C. **Meal Reimbursement:** employees may be reimbursed for the cost of meals during official travel that requires an overnight stay. When meals are included in the cost of any conference, seminar, training, or similar event, the cost of an alternate meal will not be reimbursed.



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Receipts must be submitted, and reimbursement is limited to the following per diem maximums:

Breakfast:	\$15.00
Lunch:	\$16.00
Dinner:	\$27.00

D. Expenses that are not reimbursed include, and are not limited to the following:

- Lost or stolen articles
- Alcoholic beverages
- Damage to personal vehicles, clothing or other items
- Services to gain entry to a locked vehicle
- Movies charged to hotel bills
- Any expense related to personal negligence such as fines
- Entertainment expenses
- Travel insurance
- Towing charges
- Expenses for accompanying family members and guests

XI. OTHER PAY ACTIONS

- A.** Other pay actions such as car, uniform or tool allowances, shift differentials, and one-time monetary bonuses, rewards and incentives may be provided in addition to base pay as deemed appropriate and in compliance with the compensation philosophy; Department Directors may request these other pay actions on the behalf of their employee(s) to the Town Manager for approval. Such additional compensation is not part of base pay for VRS creditable compensation purposes or for pay adjustment purposes such as promotion or annual pay increases.

B. Employee Development and Certifications

The Town encourages employees to obtain training designed to develop the employee's values to the organization, enhance their knowledge and skills and to network with other professionals, thus improving the potential for further opportunities and succession planning. The Town recognizes that for development purposes, employees may need to attend seminars, training workshops, professional development activities, and conferences, and/or join professional associations.

Employees may be eligible for a pay increase for a certification or license that is specific to the employee's job and the employee performs the work related to the license or certificate. The pay increase must be agreed upon in advance of earning the certification by the department director and town manager. Certification pay increase is normally removed upon loss of the certification or license.

Please note that this policy is contingent upon annual budgets established for training, development, associations fees, and certifications.



CHAPTER FOUR - BENEFITS

An array of benefits combined with wages establish a total compensation package that supports the Town's goals of attracting, rewarding, and retaining high performing employees. In addition to the benefits outlined within this chapter, paid time-off benefits are outlined in Chapter Five, "Paid Time-Off and Absence from Work."

I. RIGHT TO MAKE CHANGES

From time to time, conditions or circumstances may require that the Town make changes, additions, or deletions in its benefits program for both active employees and retirees as Town Council determines are appropriate. This policy does not grant employees or retirees vested benefits. Employees and retirees are not guaranteed current or future benefits, unless required by Federal or State law. However, the Town strives to provide comprehensive wellness benefits in hopes of promoting a healthy life for all of its employees.

II. MEDICAL, VISION AND DENTAL COVERAGE

- A. Group medical, dental, and vision coverage is currently available for all full-time employees and their eligible dependents. In accordance with the Patient Protection and Affordable Care Act (PPACA) employees who average 30 paid hours per week over a one-year period are eligible for medical and dental coverage for the subsequent plan year.
- B. Enrollment takes place at new hire orientation and coverage begins the first of the month following the date of full-time hire, except that if an employee is hired on the first of the month, coverage begins on that date, and thereafter during open enrollment periods. Employees may make changes in their coverage during open enrollment periods and when a qualifying event occurs that allows changes such as but is not limited to marriage, divorce, and birth or adoption of a child.
- C. The Town currently shares the cost of the coverage with the employee. The employee's share of the coverage is normally determined annually through Council action. Employees may include their eligible dependents at an additional cost. Payments for medical coverage must be made through payroll deductions and are automatically processed on a pre-tax basis unless the employee submits a written waiver of coverage.
- D. The Town of Farmville may provide payment in lieu of coverage when eligible employees waive Town coverage and verify that they are covered by an alternate, qualified group medical plan. The amount of the payment, if approved in the budget, will be determined by Town Council annually and will be pro-rated on a bi-weekly basis and included in the regular paycheck.



III. COBRA

- A. Under the Consolidated Omnibus Budget Reconciliation Act (COBRA) health benefit provisions, the Town provides a temporary continuation of group health coverage in accordance with federal regulations.
- B. The Town normally offers COBRA continuation coverage to covered employees, their spouses, former spouses, and dependent children when group health coverage would otherwise be lost due to separation from employment or reduction in hours such that the employee is no longer eligible for benefits. COBRA continuation coverage is usually more expensive than the amount that active employees are required to pay for group health coverage.
- C. Typically, employees and their dependents are eligible to participate in continued coverage for up to eighteen months at the employee's expense. If an employee is determined to be disabled under the Social Security Act at the time of termination or a reduction of hours occurs, the employee may be eligible for up to thirty-six months of continued coverage.
- D. The Town's medical provider sends COBRA notices following a qualifying event including specific enrollment information, timeline, and costs.

IV. EMPLOYEE ASSISTANCE PROGRAM (EAP)

The EAP provides all employees with the opportunity to seek free counseling, rehabilitation, financial planning, and other assistance with things such as drug and alcohol abuse problems. Employees who have or believe they may have drug or alcohol abuse problems may confidentially and voluntarily seek assistance through the EAP. The EAP is for employees, dependents, and all other household members. The EAP further helps employees and their dependents, manage a variety of personal and family problems including stress, debt management, family issues, child/adolescent issues, and more.

V. GRANDFATHERED BENEFIT OF PAYMENTS AT SEPARATION

On July 1, 2021, the *Medical Compensation for Certain Retirees* policy was terminated and discontinued by Town Council action. However, employees hired before July 1, 2021, will have their years of service frozen on June 30, 2021, for the purposes of this policy, and will normally receive a payment based on years of service as of June 30, 2021, upon separation as follows:

- 1. Full-time employees who voluntarily separate, in good standing, from Town employment will receive payments according to the following schedule for a maximum of ten (10) years

Full Years of Service	Payment Amount
25 or more	\$250 per month + \$10 per month for each full year over 25
20 – 24	\$2,500 per year
15 - 19	\$2,000 per year



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10 - 14	\$1,500 per year
5 - 9	\$1,000 per year
1 - 4	\$500 per year

2. Payments will be made on a quarterly basis and paid within ten days of January 1, April 1, July 1, and October 1 of each year.
3. At the time of separation, an eligible employee may choose a one-time, lump sum payment equal to 80% of the total benefit amount they would have received over 10 years, in lieu of the 10 years of payments.
4. If a former employee receiving the benefit dies prior to the 10-year term, the benefit will cease, and the remaining amount will not be paid.

VI. LIFE INSURANCE

Full-time employees are provided Life Insurance of \$25,000 basic life insurance and \$25,000 additional coverage for accidental death and dismemberment at no cost to the employee. Coverage begins the first of the month following the date of hire. Age reductions begin at age 65 and both policies automatically reduce 65% (to \$16,500) when an employee reaches age 65 and 50% (to \$12,500) at age 70. Both policies terminate at separation from Town employment, regardless of the reason for separation.

VII. RETIREMENT

- A. As of September 1, 2021, the Town participates in the Virginia Retirement System (VRS). All full-time employees hired on or after September 1, 2021, are required to participate in the Virginia Retirement System. Participation in the plan begins on the date of hire if on or before the first business day of the month, or on the first day of the month following the hire date. Coverage normally ends on the last day of the month of separation.
- B. VRS is a State retirement system and all rules and regulations regarding contributions and retirement benefits are made by the General Assembly. The Town, as a member employer, must comply with all regulations as set forth by the legislature.
- C. VRS currently identifies Plan 1, Plan 2 and Hybrid plans based on date of initial enrollment. Sworn public safety and fire employees are enrolled in Plan 1 or Plan 2 based on date of hire and all other employees are enrolled in Plan 1 or Plan 2, if enrolled or hired before January 1, 2014, and are enrolled in the Hybrid Plan if the initial membership in VRS is on or after January 1, 2014.
- D. Newly hired employees with active VRS membership retain their previous Plan enrollment. For example, a newly hired Town employee who has active Plan 1 VRS service retains Plan 1 membership even if hired by the Town of Farmville on or after January 1, 2014.



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- E. The Town currently shares the cost of VRS coverage with employees as dictated by State Code. The Town's contribution is based on a rate determined bi-annually by the VRS Board and the employee's contribution is set by State Code at a minimum of 5% of annual pay.
- F. Retirement benefits are based on three factors: years of service, the average of the highest consecutive 60 months of compensation (36 months for VRS Plan 1), and the applicable plan multiplier. Eligibility for unreduced retirement benefits is based on Plan enrollment and varies for Plan 1, Plan 2, and the Hybrid Plan.
- G. Details of eligibility and other features of the Virginia Retirement System are covered in the Handbook for VRS Members, available in the Human Resources Department and on-line at www.varetire.org
- H. An employee may request a refund of the member contribution portion of retirement contributions upon termination from employment in accordance with VRS regulations.
- I. The Town reserves the right to participate in another retirement system should it deem appropriate.

Grandfathered Retirement Plan

Full-time employees hired before September 1, 2021, may choose to participate in VRS or they may opt out of VRS and continue to participate in a Town sponsored retirement program throughout the term of their employment. Note that a Town employee who opts out of VRS on or before September 1, 2021, will not be able to join VRS at a later date.

1. To continue in the Grandfathered Retirement Plan and receive matching funds, an employee must have elected to make a thrift contribution to the plan by August 31, 2021, of at least 4% of their base pay, not to exceed the maximum contribution allowed by law, and opt out of VRS.
2. When an employee is a member of the Grandfathered Retirement Plan by August 31, 2021, and opts out of VRS, the Town will match the employee's monthly contribution amount up to a maximum of five percent (5%) of the employee's monthly earnings. The Town will not match funds for an employee participating in VRS.
3. Upon termination of service with the Town, an employee will be entitled to withdraw the full amount of the Thrift Account and the full amount of the Employer Contribution Account if they have completed five (5) years of service. Such amounts are determined as of the last day of the previous Plan Year, plus contributions since that date and accumulated interest at the previous year's interest rate on the balance as of the last day of the previous year, and payable as soon as administratively feasible.
4. A full withdrawal prior to the termination of service will result in termination of eligibility for the plan.



VIII. WORKERS' COMPENSATION

Coverage for Workers' Compensation is funded by the Town for all employees and payment for claims will be made in accordance with State Law. All on-the-job injuries are to be reported immediately to the employee's supervisor. Failure to promptly report an injury may result in non-payment. Illness or injury that is not work related is not covered by Workers' Compensation.

Employees are expected to promptly report any job-related injury or disease to their supervisor, if able, and seek the most appropriate form of medical care required for the incident.

To further, the employee should: 1) report it to their immediate supervisor, if able; 2) report the incident to the nurse triage phone line; 3) take whatever steps are suggested for treatment. In case of an emergency situation, the incident should be reported by the supervisor to the nurse triage line preferably ASAP, but in any event within 24 hours.

Contact the nurse triage line, CompCare, OnCall at 1-877-234-0898. A registered nurse will begin the injury reporting process.

IX. UNEMPLOYMENT COMPENSATION

The Town of Farmville fully funds unemployment coverage in accordance with State requirements. Unemployment provides temporary income for workers when they lose their job for a qualifying reason. Eligibility and the amount and duration of unemployment compensation payments are governed by the provisions and laws of the Commonwealth of Virginia. Applications for benefits must be completed through the Virginia Employment Commission (VEC).

X. SHORT AND LONG TERM DISABILITY INSURANCE

The Town provides short term disability insurance for full-time employees, at no cost to the employee. Coverage begins on the date of hire. Payments to qualified employees begin fifteen (15) days after the start of the covered disability. The insurance pays 70% of the employee's pre-disability earnings for up to six (6) months.

For Hybrid VRS employees, following their one-year date-of-hire anniversary, they will be removed from the Town's short term disability insurance policy, as they become fully eligible for short term disability benefits offered by VRS. Further, Hybrid VRS employees who are eligible, may qualify for long term disability benefits once short term disability benefits have been exhausted.

Plan 1 and 2 VRS members are encouraged to speak with Human Resources about long-term disability benefit options.



XI. OTHER BENEFITS

A. Take Home Vehicles

1. In general, there is no absolute need for any Town employee to take a Town-owned vehicle home. The decision to allow a Town employee to take a public vehicle home shall be based on a determination that allowing or requiring the vehicle to be taken home will be clearly beneficial to the delivery of services to the citizens through enhanced visibility, productivity or cost savings. The Town Manager shall have the final authority to determine if an employee may take a Town-owned vehicle home on a regular or intermittent basis.
2. Town employees are not authorized to take Town-owned vehicles home except under the following circumstances:
 - a. The employee is a sworn police officer authorized to take home vehicle.
 - b. The employee is on 24-hour call for emergency response where rapid or immediate response time is required.
 - c. The employee is on call and drives a vehicle specially equipped to fulfill a departmental mission.
 - d. A determination has been made, and approved by the Town Manager, that allowing or requiring a vehicle to be taken home will be demonstrably beneficial to the delivery of services to the citizens of Farmville through enhanced productivity or cost savings.
 - e. The Department Director has determined that approval, required attendance at work functions would be more efficient if the employee could proceed to or from home without having to obtain a Town-owned vehicle from a central location (e.g., evening meetings, travel out of town, job site inspections). Such approval shall end when the specific reason for taking the vehicle home has passed.
 - f. As stipulated in an agreement, pre-approved by the Town Manager.
3. The use of a take home vehicle is subject to the following conditions:
 - a. There shall be no personal use of Town-owned vehicles unless such use is incidental and minimal, such as travel to or from lunch or medical appointments or for personal errands on the way to or from work, or during lunch break, if the errand requires only a minor deviation from the normal route traveled.
 - b. Individuals allowed to take home a Town-owned vehicle shall reside within a 35-mile radius of the Town of Farmville unless there is a clear value of allowing the vehicle to be taken further out of the Town and such use is approved by the Town Manager.
 - c. There shall be regular review of take-home vehicles for emergency response to include the number of times the vehicle was used for emergency response after being taken home.
 - d. An employee utilizing a take home vehicle shall be taxed according to prescribed IRS rules and regulations for any compensatory benefits received from the use of a Town-owned vehicle, if applicable.
 - e. Under no circumstances shall a spouse, dependent or any other person not employed by the Town be permitted to operate a take home vehicle.



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- f. Unless waived by the Town Manager, every take home vehicle shall have decals, markings and other identification as prescribed for Town-owned vehicles.

B. Flexible Spending Accounts (FSA)

1. The Town allows employees to voluntarily have a portion of their pay placed in a health care reimbursement account or a dependent care account as permitted by Section 125 of the Internal Revenue Service (IRS) Code. The portion of pay that is diverted to these accounts is not subject to Federal or State income or Social Security taxes. Flexible Spending Accounts, also known as Flexible Spending Arrangements, help employees defray the costs of eligible medical and childcare expenses by setting aside tax-free dollars for these expenses.
2. Employees in full-time and part-time positions may enroll in an FSA effective on the first of the month following their date of hire. Open enrollment is held each fall for the plan year January 1 – December 31. Enrollment is voluntary and once enrolled participants are bound by IRS regulations that control withdrawal from the program.
3. Each FSA has dollar limits and restrictions regarding expense reimbursement. Please consult the enrollment materials for specific information and restrictions.

C. Supplemental Insurance

At the Town's discretion, other supplemental benefits such as additional life or medical insurance, accidental insurance, short-term disability coverage, long term care, etc. may be available to employees. Supplemental benefits are offered through a third-party vendor and are not a part of the Town's standard benefits program. However, the Town offers the convenience of pre-tax and after-tax payroll deductions, as appropriate, for these supplemental programs.



CHAPTER FIVE – PAID TIME OFF AND OTHER ABSENCES

I. PAID TIME OFF (PTO)

Paid time off, also referred to as personal leave, is an important part of the Town's total compensation package and provides time away from work for rest, relaxation, and personal purposes. Sick and vacation leave benefits are combined as PTO. PTO may be used at the discretion of the employee, subject to supervisory approval.

- A. Full-time employees accrue PTO each pay period, so long as they are in a paid status for the entire pay period.
- B. Total creditable service for full-time paid time off accrual purposes shall be computed from the date of appointment or conversion to a full-time position.
- C. Promotion, demotion, transfers, or reassignment to a different full-time position does not affect the amount of accumulated paid time off.
- D. PTO approval is at the discretion of the supervisor and, may be denied in situations such as when necessary to keep an operation or shift adequately staffed or when an employee has been absent from work for significant periods of time for other reasons. Employees may be called back to work from approved leave for valid service delivery reasons such as an emergency. When this occurs, the employee will be credited back their leave and it may be taken at a later date when approved by their supervisor.
- E. PTO may be used in ½ hour increments. Employees within their probationary period are not normally eligible to use accrued PTO until they complete the probationary period.
- F. Full-time employees accrue Paid Time Off (PTO) according to years of service as follows:

Years of Service	Hours PTO Accrued per pay period	Maximum PTO Hours Per Year	Maximum Hours Carried Over from Year to Year	Maximum Hours Paid Upon Separation
0-1	6	156	156	117
1-10	8	208	416	312
10+	10	260	480	360

- G. Paid time off benefits begin to accrue at the start of employment and may accrue without limit throughout the calendar year. However, the maximum number of hours that may be carried forward into the new calendar year are capped as noted above and unused paid time off hours over the maximum as of December 31 of each calendar year will be forfeited. It is the employee's responsibility to maintain their PTO balances appropriately and take time as deemed appropriate and without abuse of time.
- H. Employees must normally submit a request for PTO two weeks in advance of taking PTO of one week or more duration. PTO requests for less than one week must normally be



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submitted at least three days in advance of the leave to be taken. PTO requests due to sudden or unexpected illness must be reported to the employee's supervisor at least one hour prior to the employee's normal starting time or as soon as possible

- I. Paid time off requests are submitted to the employee's Department director and approval must be granted by them prior to taking the time off.
- J. When Town employment is terminated and minimum of two weeks' notice is provided, the separating employee will receive payment for 75% of their accumulated, unused paid time off at the final hourly rate.
- K. If an employee is called in to work while on approved PTO, they shall be paid at a rate 1½ times their regular hourly rate, regardless of the total hours worked in the workweek and they shall not be charged PTO for the time worked.
- L. A certification of illness or incapacity from a medical provider may be required for PTO usage due to an illness.
- M. Employees who are eligible for retirement through VRS or the Town's Retirement Plan and who have submitted notice of their retirement, may take up to thirty (30) days of their accumulated PTO prior to their retirement. Seventy-five percent of the remaining, unused PTO will be paid at the time of separation.

II. HOLIDAYS

- A. Those holidays adopted by the Commonwealth of Virginia, including additional paid holidays granted during the year by the Governor, shall be observed as official holidays of the Town of Farmville. At its discretion, Town Council may designate additional holidays.
- B. All full-time employees of the Town receive paid holiday benefits. Paid holiday time is 8 hours regardless of the employee's normally scheduled work hours.
- C. An employee who is normally off and is required to work on an observed holiday shall be paid eight hours for the holiday and 1½ times the employee's regular hourly rate for the hours worked, regardless of the total hours worked in the workweek.
- D. Employees assigned to a work schedule that includes holidays as a part of the regular schedule, who work on the holiday, shall earn eight (8) holiday hours to be used at another time, typically within thirty days of the date earned.
- E. A holiday falling within a period of pre-approved paid leave shall not require the use of paid leave for that day and the leave will be credited back to the employee. When a holiday falls within a period of approved leave without pay, or immediately preceding or following such leave, the employee shall not be paid for the holiday.



III. FAMILY AND MEDICAL LEAVE ACT (FMLA)

In accordance with the provisions of the Family and Medical Leave Act (FMLA), as amended, eligible employees are entitled to take up to 12 weeks of paid or unpaid, job protected leave during any 12-month period for specified family and medical reasons. Employees and supervisors shall engage in interactive discussions about the need for FMLA, to coordinate absences, and related matters. In some cases, other employment laws such as the American with Disabilities Act and the Virginia Local Disability Program may work with the FMLA to impact the duration of job protected leave available to an employee.

A. Qualifying FMLA Events:

1. The birth of the employee's child or the placement of a child with the employee for adoption or foster care; or
2. To care for an immediate family member (spouse, child, or parent) with a serious health condition; or
3. To take medical leave when the employee is unable to work because of a serious health condition; or
4. Because of any qualifying exigency as defined below and in applicable Federal regulations arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty in the National Guard or Reserves in support of a contingency operation; or
5. To care for a military family member injured in the line of duty (Note: see section N "Military Caregiver FMLA Leave" below for specific guidelines.)

B. Serious Health Condition - an illness, injury, impairment or physical or mental condition that involved either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents an employee from performing the functions of the employee's job or prevents an employee's qualified family member from participating in school or other daily activities.

C. Qualifying exigencies:

1. Short notice deployment.
2. Military events and related activities.
3. Childcare and school activities.
4. Financial and legal arrangements.
5. Counseling.
6. Rest and recuperation.
7. Post-deployment activities within 90 days of termination of active duty; and
8. Additional activities agreed to by the Town and the employee.

D. Employee Eligibility:

An employee is eligible for FMLA leave when:

1. The employee has worked for at least 12 months for the Town. The twelve months need not have been consecutive so long as no break in service exceeds seven years. (If the



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employee was on the payroll for part of a week, the Town will count the entire week. The Town considers 52 weeks to be equal to twelve months.)

2. The employee has performed at least 1,250 hours of work for the Town over the previous 12 months before the leave would begin, not including paid or unpaid leave.
3. When both spouses are employed by the Town, they are jointly entitled to a combined total of 12 work weeks of family leave for the following events:
 - a. The birth or placement with the employee of a child for adoption or foster care.
 - b. To care for a parent who has a serious health condition.
4. In some cases, an employee who does not meet the eligibility criteria for FMLA may be entitled to paid time off as an accommodation for a qualifying disability (see Section V, ADA, below).

E. Calculation of Leave:

Eligible employees can use up to 12 weeks of the leave described above during a 12-month period. The Town will use a rolling 12-month period measured backward from the date an employee uses FMLA leave. Each time an employee uses leave, the Town computes the amount of leave the employee has taken under this policy, subtracts it from the 12 weeks, and the balance remaining is the amount the employee is entitled to take at that time. For example, if an employee has taken five weeks of leave in the past 12 months, he or she has an additional seven weeks available under this policy. Note that the FMLA also entitles eligible employees to take time off for “Military Caregiver Leave.” The amount of time available for Military Caregiver Leave and the method by which such leave is calculated is described in Section N below.

F. Use of Paid Time Off:

Paid time off must be used concurrently with FMLA. Paid time off includes compensatory time, holiday time and PTO. If an employee has accrued paid time off of less than 12 weeks, the employee must use appropriate paid leave first and take the remainder of the twelve weeks as Family Medical Leave without Pay.

G. Maintenance of Benefits:

Employees on unpaid FMLA leave will continue to receive, if eligible, health, dental, vision, and life insurance benefits up to the maximum 12 workweeks allowed. These benefits will continue on the same basis as an active employee during the 12-week period.

1. While on unpaid FMLA the employee must arrange with the Finance Department to pay applicable member shares of health, dental, and vision costs. Those on unpaid leave must also arrange with the Finance Department to continue other deductions, such as deferred compensation, flexible spending accounts and supplemental benefits. Leave accrual may be suspended during periods of unpaid leave.
2. If the employee informs the Town that he/she does not intend to return to work at the end of the leave period, the employee’s rights to any health care benefits will continue to the extent provided for by the then current health care plan provided by the Town for its employees.



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3. If the employee chooses not to return to work for reasons other than a continued serious health condition, the Town may require the employee to reimburse the amount the Town contributed towards the employee health coverage during the leave period.
4. Paid time off will not accrue during the leave period if the employee is in an unpaid status. The use of family or medical leave will not be considered a break in service for vesting or benefits program purposes.

H. Job Restoration:

An employee who uses family or medical leave under this policy will be restored to the same job or a job with equivalent status, pay, benefits, and other employment terms in accordance with the situation at the start of FMLA. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of the employee's leave. However, use of FMLA will not alter employment decisions, such as disciplinary action or reassignment, made prior to the start of the leave.

I. Intermittent Leave and Reduced Work Schedules:

In certain cases, intermittent use of the 12 weeks of family or medical leave, or a reduced work schedule may be allowed by the Town. The employee may request intermittent leave or reduced work schedule for their own serious health condition or to care for a seriously ill family member, where the need for leave is foreseeable and based on planned medical treatment. Employees are responsible for meeting with their supervisor and scheduling treatments, so they do not unduly disrupt the Town's operations. In some cases, the Town may temporarily transfer an employee who is using intermittent leave or a reduced work schedule to a different job with equivalent pay and benefits if another position would better accommodate the intermittent or reduced work schedule.

J. Procedures for Requesting Leave:

Employees requesting leave under this policy must provide 30 days advance notice to their supervisor if the need for FMLA leave is foreseeable, such as in the case of the expected birth, adoption, or foster care placement of a child, or planned medical treatment for a serious health condition of the employee or a family member. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to the Town's operations. If the need for FMLA leave is not foreseeable, employees must notify the Town of the need for leave as soon as possible, ordinarily within one or two business days. An employee's failure to give timely notice could delay their eligibility for FMLA leave and/or mean approval of leave would not be granted.

K. Regardless of whether an employee requests FMLA leave, the Town normally designates leave as FMLA leave as soon as it becomes apparent that the employee is out of work for a reason that meets the requirements of the law. Typically, an absence will be designated FMLA leave when the employee has been or is anticipated to be absent for 5 or more workdays, or their equivalent, due to a qualifying situation.

L. Upon receiving an employee's request for leave (or upon learning of a need for leave that appears to meet the requirements of the law), the Human Resources Department will provide



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the employee a Notice of Eligibility, and Rights and Responsibilities. The employee must submit an appropriate certification form as noted below:

1. An employee requesting (or determined to need) leave because he/she is unable to work due to a serious health condition must provide, at his or her own expense, a complete and sufficient Certification of Health Care Provider for Employee's Serious Health Condition.
2. An employee requesting (or determined to need) leave to care for an immediate family member with a serious health condition must provide, at his or her own expense, a complete and sufficient Certification of Health Care Provider for Family Member's Serious Health Condition.
3. An employee requesting leave because of a qualifying exigency must submit a complete and sufficient Certification of Qualification Exigency for Military Family leave.
4. The required certification must be provided within 15 calendar days unless the employee provides a reasonable explanation for the delay. If the employee fails to provide complete and sufficient certification, the Town may deny the request for FMLA leave and possibly the request for paid time off. Management, other than the employee's first line supervisor, may request clarification or additional information from the medical provider regarding the medical certification.
5. After the Town has received the required notice and certification, it will inform the employee within 5 business days whether the leave will be designated FMLA leave. The employee will receive a Designation Notice indicating the amount of leave that will be counted against the employee's FMLA entitlement, if determinable at that time.
6. The Human Resources Department will maintain appropriate information including the dates that each employee has taken FMLA leave; the number of hours of FMLA leave taken by each employee if leave is granted in increments smaller than a day; and records of any disputes between the employer and any employee over the designation of leave as FMLA leave. To track FMLA leave hours, payroll clerks will use the appropriate hours' codes when processing payroll to have the leave designated as FMLA leave.
7. Copies of the written notice and certification, and designation, along with all medical information, will be sent to the Human Resources Department.

M. Employee Responsibilities

1. While on FMLA leave, employees are required to keep their supervisor informed regarding their status and their intent to return to work. A recertification of the medical necessity for FMLA may be requested every thirty days or when circumstances change significantly.



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2. Employees are required to give at least two business days' notice if their anticipated date of return-to-work changes.
3. Employees are required to obtain a release to work with or without restrictions from their medical provider prior to returning to work. Reasonable accommodations will be made, if requested and necessary. Further, employees in public safety may be required to provide a Fitness for Duty certification from their medical professional prior to their return to work. Notice of this requirement will be given to employees with the Designation Notice.

N. Military Caregiver FMLA Leave

1. An eligible employee (see Paragraph D) who is the spouse, son, daughter, parent or next of kin of a covered service member or qualifying veteran may take up to 26 weeks of leave in a 12 month period to care for such service member or qualifying veteran with a serious injury or illness incurred in the line of duty on active duty for which the covered service member or qualified veteran is undergoing medical treatment – either inpatient or outpatient – or is otherwise in outpatient status or on the temporary disability retired list. Such leave is designated “Military Caregiver Leave.”
2. Leave is permitted to care for current members of the Regular Armed Forces, National Guard, Reserves, veterans having left active service within the previous five years and those on the temporary disability retired list.
3. The service member or qualified veteran must have a serious injury or illness incurred in the line of duty, as determined by the U S Department of Defense, that may render him/her medically unfit to perform the roles of his office, grade, rank, or rating and for which he/she is undergoing medical treatment, recuperation, therapy or outpatient treatment.
4. In order to care for a covered service member or qualified veteran, an eligible employee must be the spouse, parent, son or daughter or next of kin of the covered service member or qualified veteran. “Next of kin” is defined as the covered service member’s or qualified veteran’s nearest blood relative – other than the service member’s or qualified veteran’s spouse, parent, son, or daughter – in this order of priority:
 - a. Blood relatives who have been granted legal custody
 - b. Brothers and sisters
 - c. Grandparents
 - d. Aunts and uncles
 - e. First cousins
 - f. Another blood relative designated in writing by the service member or qualified veteran as his or her next of kin
5. Employees eligible for Military Caregiver leave may use up to 26 weeks of leave during a single 12-month period. The 12-month period begins on the first day the employee takes leave for this purpose and ends 12 months thereafter.



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6. Policies regarding Maintenance of Benefits, Job Restoration, Use of Paid and Unpaid Leave, and Intermittent Leave and Reduced Work Schedules are the same as other FMLA leave. See paragraphs G, H, I above.
7. As with other FMLA leave, employees must provide 30 days advanced notice if the need for Military Caregiver leave is foreseeable. If the need is not foreseeable, employees must notify their supervisor of the need for leave as soon as possible.
8. Upon receiving the employee's request for leave, the Town will provide the employee with a Notice of Eligibility and Rights and Responsibilities Form.
9. An employee requesting Military Caregiver leave must submit a complete and sufficient Certification for Serious Injury or Illness Leave of Covered Service member or qualified veteran. The required certification must be provided within 15 calendar days, or the employee must provide a reasonable explanation for the delay. If the employee fails to provide complete and sufficient certification, the Town may deny the request for Military Caregiver leave and possibly the request for paid leave for the time off.
10. After the Town has received the required notice and certification, it will inform the employee within five business days whether the leave will be designated Military Caregiver leave. The employee will receive a Designation Notice indicating the amount of leave that will be counted against the employee's FMLA entitlement, if determinable at that time.
11. Employees have the same responsibilities under Military Caregiver leave as they do under other FMLA leave. They are required to keep their supervisor informed regarding their status and their intent to return to work and they are required to give at least two business days' notice if their anticipated date of return to work.

IV. BEREAVEMENT LEAVE

- A. An employee shall be granted up to three (3) consecutive workdays bereavement leave upon the death of a member of the employee's immediate family defined as their spouse, mother, father, child, stepchild, brother, sister, mother-in-law or father-in-law and grandparents. Family may also include other relationships established by blood, marriage, intimate cohabitation, or other legal actions and is determined at the discretion of the Department Director or Town Managers to whether any other relationship qualifies for bereavement leave.
- B. In the event of multiple deaths in the employee's immediate family, each death shall be treated separately, and bereavement leave may be granted accordingly.
- C. Employees must notify their Department Director of their need for bereavement leave, prior to taking time off. If additional time is needed, or if leave is requested for a death other than



those listed above, the employee must use paid time off subject to Department Director approval.

V. LEAVE WITHOUT PAY

- A.** When all paid leave is exhausted, an employee may be granted, for reasonable cause, leave of absence without pay for a specified period of time. Department Directors may grant up to two (2) days leave without pay. The Town Manager may approve additional leave without pay, at their discretion. Regardless of the situation, time sheets must be completed for the period of absence.
- B.** An employee on leave without pay at any time during the pay period, does not accrue paid time off for that pay period and does not earn paid holidays. Other benefits continue so long as the employee pays the employee portion of benefit cost. It is the employee's responsibility to contact the Finance Department to make payment arrangements for benefits. If the employee fails to return to work, their employment and benefits will be terminated.

VI. UNAUTHORIZED ABSENCE

- A.** An absence from the job during a scheduled work period when the employee has not received prior approval for the absence from his/her supervisor will be considered an unauthorized absence. Employees will not be paid for unauthorized absences and will not earn paid time off for the pay period in which the absence occurs. In addition, the employee may be subject to disciplinary action up to and including termination.
- B.** An employee in an unauthorized absence status who fails to contact his or her supervisor for three consecutive workdays shall be deemed to have abandoned his or her position and to have voluntarily resigned.
- C.** When emergency conditions exist during a period other than the normal work period, for example, before or after the normal work shift, and the emergency has been communicated to employees, any employee who leaves the work site or fails to return to the work site without the approval of his or her supervisor or Department Director shall be in an unauthorized absence status.

VII. CIVIL LEAVE

- A.** An employee's absence from work for jury duty or for attending court as a witness shall be considered Civil Leave. The employee must submit a copy of the official summons for jury duty or witness subpoena to their supervisor or department director prior to the beginning date of such service. Any employee appearing in court either as a defendant or plaintiff in a case shall not be eligible for Civil Leave.
- B.** An employee having been granted civil leave shall be compensated at their regular rate of pay during jury duty or court appearances and may retain compensation received from the court.



- C. Employees summoned by a court for the purpose of qualifying for jury duty are entitled to civil leave for the actual period of absence, whether they are selected to serve or not. If the employee's presence is required for less than a full workday, the employee must contact their department director concerning return to work. Any employee who fails to contact their department risks the loss of pay for that day.

VIII. MILITARY LEAVE

- A. Military Leave is an employee's approved absence from work due to the performance of military duty on a commission or non-commission status, on a voluntary or involuntary basis in a uniformed service, including active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, funeral honors duty by National Guard or reserve members, or for an examination to determine a person's fitness for any of the above forms of duty.
- B. Employees shall notify their supervisor immediately when they learn of an upcoming need for military leave and shall provide a copy of the official military orders as soon as possible.
- C. In accordance with State law, paid leaves of absence for federally funded military duty, to include training duty, shall not exceed 21 workdays per federal fiscal year (October 1 – September 30), except that no officers or employees shall receive paid leave for more than 21 workdays per federally funded tour of active military duty. Employees called to military duty may use accrued paid time off at their discretion and are not bound by the usual Town policy that requires use of all appropriate paid leave prior to approved for "leave without pay."
- D. For the purposes of paid military leave, a "workday" is defined as 1/260 of the total working hours an employee would be scheduled to work during an entire federal fiscal year. For full-time employees, 21 "workdays" equals 168 hours per year; fire personnel assigned to a 24-hour shift are eligible for up to 388 hours per year. Weekends are included to the extent that they are part of an employee's regularly scheduled work time. Whenever possible employees shall try to schedule their military leave at those times that have the least impact on the departments' service delivery needs.
- E. Employees may take other appropriate paid leave when paid Military Leave is exhausted, at the employee's discretion.
- F. Military leave will be taken without loss of seniority or leave accruals.
- G. An employee whose absence does not exceed five years and is released from service under honorable conditions is eligible for reemployment rights and employment benefits as described under the "Uniformed Services Employment and Reemployment Rights Act of 1994."



CHAPTER SIX - DEVELOPING EMPLOYEES

I. TRAINING AND DEVELOPMENT

- A. The Town supports enhancing the employee's ability to perform their job. Attendance will be required at safety training sessions. Hourly employees will be reimbursed for time required by their attendance beyond scheduled working hours.
- B. With the approval of the Town Manager, the employee may receive authorized absence during duty hours to attend training sessions sponsored or participated in by the Town. Likewise, with the Town Manager's approval, reimbursement may be provided for reasonable expenses incurred in the participation in short courses, seminars, conference, meeting, etc., pertaining to the employee's responsibility with the Town.
- C. The pursuit of other educational courses of a formal nature is encouraged. Employees are encouraged to discuss their plans to take courses related to the work being performed or any potential responsibility in the Town's growth plan. The Town Manager, at their discretion, may award time off to pursue the course or reimbursement of costs after successful completion of the course.

II. PERFORMANCE MANAGEMENT

- A. Performance management is a process of identifying, evaluating and further developing the performance of employees so that the goals and objectives of the Town Council are achieved. At the same time, effective performance feedback promotes employees' job satisfaction and morale by supporting their progress and development as well as providing regular, constructive feedback.
- B. Evaluation processes and tools are developed and implemented by the Town Manager to provide the methods and means of identifying what the organization expects of employees, of communicating the expectations to employees, and of holding employees accountable for meeting the expectations.
- C. Regular performance feedback and evaluation serve the purpose of informing the employees about how well they are performing their work and how they can improve work performance.
- D. An evaluation shall be prepared by the immediate supervisor of each employee, reviewed by the appropriate Department Director, and discussed with the employee. A written report and/or copy of the signed evaluation will be filed in Human Resources. All employees are entitled to a copy of their evaluation.
- E. A formal evaluation must be completed at the end of the six-month probationary period and after one year of employment. Thereafter, formal evaluations will be conducted annually.



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- F. Employees are encouraged to discuss their work performance with their immediate supervisor at any time. Should an employee feel that their evaluation is unfair, the employee may prepare comments to be attached to the formal report and will be reviewed by the Human Resources Department and Town Manager if warranted.



CHAPTER SEVEN – WORKPLACE EXPECTATIONS AND PROCEDURES

Effective and efficient service to the citizens relies on employees and management working together for the good of the community. Individual responsibility is critical to maintaining an effective working relationship. The following information complies with State Code and outlines the guidelines for employee behavior and the procedures for addressing problems that might arise. These guidelines also support the Town's core values including personal responsibility.

I. CODE OF CONDUCT

- A.** To ensure orderly operation and provide a positive work environment, the Town expects employees to follow standards of conduct designed to protect the interests and safety of all employees and the Town. The following standards may be described in more detail elsewhere in these policies. They are not all-inclusive and are illustrative of the minimum expectations for acceptable work performance and workplace behavior:
 - 1. Report to work as scheduled
 - 2. Complete assigned and apparent duties in a satisfactory or better manner
 - 3. Report circumstances that affect work performance and safety
 - 4. Comply with all Town and departmental policies
 - 5. Follow prescribed workplace safety practices
 - 6. Demonstrate the Town's Core Values on a continual basis
- B.** Employment with the Town is at the mutual consent of the Town and the employee, and either party may terminate this relationship at any time.

II. CONFLICT OF INTEREST

- A.** Employees are in a position of public trust; therefore, they may not engage in any activity, either privately or officially, where a conflict of interest may exist. Employees are not allowed to accept gifts, gratuities, or rewards for any services which they perform in their jobs. Additionally, Town employees are prohibited from using information gained while performing their job to influence or further their own personal interests.
- B.** All employees are subject to the Virginia Conflict of Interest Act, § 2.2-3100 et. seq. of the Code of Virginia, which prohibits an employee from engaging in a transaction or a contract in which the employee has a financial interest which comes to him or her directly or through an immediate family member.
- C.** No person seeking employment with, or promotion in the Town's service shall either directly or indirectly give any money, thing, or service of value to any person for or in connection with his appointment, proposed appointment, promotion, or proposed promotion.



III. POLITICAL ACTIVITY

All Town employees are encouraged to exercise their right to vote and may privately support candidates. To ensure and to maintain employees' individual rights free from interference or solicitation by fellow employees, supervisors, or officials, political activities during working hours or when officially representing the Town are expressly prohibited as follows:

1. An employee shall not be asked or coerced to support a political activity.
2. An employee shall not engage in political activity on work premises during work hours.
3. An employee shall not use Town-owned equipment, supplies or resources, and other related material (technology storage devices, paper, computer, social media) when engaged in political activities.
4. An employee shall not use, discriminate in favor of or against, any person or applicant for employment based on political activities.
5. An employee shall not use their title or position while engaging in political activities.
6. No employee shall seek or attempt to use any political endorsement in connection with appointment to preference or advantage in connection with a position in the Town service, except as permitted and provided by State law.
7. Any harassing behavior regarding political activities or candidates will be considered as applicable to the Town's Harassment policies.

IV. SECONDARY EMPLOYMENT

- A. No employee shall engage in any other employment, or in a private business, or in the conduct of a profession during the hours they are employed to work for the Town. The employee shall not engage in other employment outside of such hours to an extent that their efficiency as a Town employee will be affected or that such employment will likely be in violation of the Virginia Conflict of Interest Act. An employee may take occasional part-time jobs elsewhere if in the opinion of the Department Director there is no conflict with working hours or conflict with interests of the Town.
- B. An employee can work a second job if approved by their Department Director. However, the employee's primary obligation shall be to their Town job and scheduled work assignments.
- C. Any employee having approval for a second job has the responsibility of informing the secondary employer that they must respond to the Town of Farmville first in the event of an emergency.

V. PERSONAL APPEARANCE

- A. The Town recognizes that appropriate work attire may vary among departments, job positions, and nature of work performed. Each Department Director shall be responsible for determining the appropriate dress standards for their department and informing employees as to those standards. Employees shall consult their immediate supervisor or Department Director if they have questions as to what constitutes appropriate work attire and appearance. However, standards of attire shall, at a minimum, meet the following guidelines.



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- B.** During work hours, employees are expected to:
 - 1. Support a professional work environment,
 - 2. Present a non-distractive, clean, and positive appearance,
 - 3. Not wear clothing, hairstyles or accessories that present a safety hazard to the employee,
 - 4. Not wear tank tops, tee shirts, or clothing and/or accessories that include partisan political or profane messages.
 - 5. Avoid extreme hair color, excessive visible piercings, or tattooed images that include partisan politics or profanity.
 - 6. Employees who are provided Town uniforms shall wear them during work hours and shall not alter the uniforms in any way.
- C.** Employees who arrive to work inappropriately dressed shall be sent home and directed to return to work in proper attire. Under such circumstances, employees shall not be paid for time away from work.

VI. CONFIDENTIALITY

- A.** In the course of their employment, an employee may have access to confidential Town information or activities that have not been released to the public. Such knowledge must not be released, divulged, or discussed with any person other than during the performance of official Town duties.
- B.** Employees must safeguard Town information used or accessed while performing their duties and must follow all applicable security procedures to ensure confidentiality and security of data.

VII. SMOKING, VAPING, AND TOBACCO USE

Smoking and tobacco use, including vaping, is not allowed in any Town building, including administrative offices, Farmville Area Bus building, Water Treatment Plant, Wastewater Treatment Plant, and any Town owned buildings (train station, etc.). Smoking, vaping, and use of tobacco is allowed in designated, outdoor areas only and during their approved break times

VIII. COMPUTER, INTERNET, E-MAIL, AND FAX USE

- A.** The computer, internet, e-mail, and fax facilities are Town property restricted to providing, documenting, and transmitting Town business and information using technological systems. Employees must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property and on-line activity.
- B.** Security of certain computer systems is essential to maintain confidentiality of financial records and personnel information. A special access code to view or search these systems must be provided and approved by the Department Director.



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- C. A confidential e-mail transmission should have a copy made, if retention for filing is needed and the information is to be deleted from the computer.
- D. For a fax transmission to be confidential, it must be stated on the cover sheet. Likewise, the receipt of a confidential fax will be indicated on the cover sheet. In both situations, the fax message is intended only for use by the individual or entity named on the fax
- E. The Town has the right to monitor all aspects of the computer, internet, e-mail, and fax systems. Any violation of the confidentiality, personal misuse, or sabotage of the facilities are considered a serious offense, and may result in withdrawal of access privileges, disciplinary action up to and including termination or even legal action, depending on the nature of the offense.

IX. PERSONAL USE OF SOCIAL MEDIA AND PUBLIC SPEECH

- A. The Town respects and honors the First Amendment rights of its employees to speak out as citizens on matters of public concern and to post personal comments on the Internet (such as, but not limited to, an employee's own website, blog, Facebook, Instagram, Twitter or similar social networking site). However, Town employees are advised that content posted, on-duty or off-duty, on social media pursuant to their official jobs duties may not in all cases be protected by the First Amendment and may result in disciplinary action, up to and including termination.
- B. Employees must be mindful of these responsibilities and their potential identification as a Town employee, even when engaging in personal activities such as blogging and posting on websites and social media. Employees are encouraged to use discretion and courtesy when communicating through electronic mail and other social media. Improper use of e-mail or social media (i.e., creating disruption among co-workers, spreading offensive or derogatory remarks, jokes, or discriminatory references) is prohibited. Examples of inappropriate remarks would include racist or sexual language, obscenities, or comments referring to a person's age, religious beliefs, national origin, sexual orientation, gender, color, public assistance, or physical or intellectual disability.
- C. When using electronic communications and social media, users should be clear that their communication or posting is personal and is not a communication of the Town when using electronic communications or social media for personal use, including personal use of social media outside of the work environment. For example:
 - 1. Users should use their personal e-mail addresses and not those related to their positions with the Town when communicating or posting information for personal use.
 - 2. Users may use a disclaimer when posting opinions or views for personal use such as, "The views expressed on this (website, blog, social media site) are my own and do not reflect the views of my employer, the Town of Farmville," when appropriate to ensure these views are not viewed as official Town communications.
 - 3. Employees shall not post confidential, sensitive, or copyrighted information to which they have access because of their position with the Town.



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4. Like any other activity deemed to be abuse of Town time, employees should refrain from utilizing social media during their workday except when necessary to perform their job responsibilities.

X. TELEPHONE CALLS/PERSONAL MAIL

- A. Town telephones are for conducting Town business. Personal calls must be kept to a minimum and as short as possible. If there is an emergency need to reach an employee, calls may be directed to the director's office of the department the employee works or the Town Manager's office. Immediate communication will be made with the employee involved.
- B. An employee's personal mail shall not normally be directed to the employee's work site.
- C. Use of Personal Cell Phones During Working Hours
Employees' use of personal cell phones must be kept to a minimum during work hours and shall not distract an employee from their duties.

XI. HARASSMENT AND BULLYING

- A. The Town of Farmville will not tolerate any form of harassment or bullying of its employees. This policy applies to all employees of the Town, customers, vendors, third parties and any other persons with whom the Town conducts business. Allegations of harassment or bullying shall be thoroughly investigated, and disciplinary or corrective action taken as warranted, including discipline up to termination. The Town shall make efforts to protect the legitimate interests of all parties concerned in a dispute involving allegations of harassment.
- B. Harassment is verbal and/or physical conduct based on but not limited to race, color, religion, sex, national origin, age, physical or mental disability, military status, status as a veteran, marital status, pregnancy, childbirth or related medical conditions (including lactation), sexual orientation, gender identity, or any other class protected against discrimination under Federal or State law when such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- C. Sexual harassment is any unwelcome sexual advance, request for sexual favors and/or other verbal or physical conduct of a sexual nature when:
 1. Submission to such conduct is made either explicitly or implicitly, a term or condition of an individual's employment,
 2. Submission to or rejection of such conduct upon an individual is used as a basis for employment decisions affecting such individual, or
 3. Such conduct has a purpose or effect of substantially interfering with an individual's work performance or creating an intimidating hostile or offensive working environment.



- D.** Bullying is any repeated inappropriate behavior, either direct or indirect, conducted by one or more persons against another or others, at the place of work and/or in the course of employment including the following:
1. Verbal Bullying: slandering, ridiculing, or maligning a person or their family; persistent name calling which is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
 2. Physical Bullying: pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault, damage to a person's work area or property.
 3. Gesture Bullying: non-verbal threatening gestures, glances which can convey threatening messages.
 4. Exclusion: socially or physically excluding or disregarding a person in work-related activities.
- E.** The Town strives to provide employees with a positive working environment based on trust and mutual respect. At any time, employees who feel they have been subjected to harassment or bullying are expected to report the behavior to a supervisor, Department Director, Human Resources, or the Town Manager. Likewise, any employee witnessing harassing or bullying behavior are expected to report such behavior to a supervisor, Department Director, Human Resources, or the Town Manager. An employee may also use the formal grievance procedure in resolving complaints of sexual harassment.
- F.** Individuals who experience harassment or bullying must make it clear to the offending person that such behavior is offensive to them. Should such behavior continue or reoccur, the offended employee should bring the matter to the appropriate supervisor's attention or to the attention of the Department Director.
- G.** Management shall take immediate action when they become aware of any act of harassment or bullying. Supervisors have an obligation as well to act upon any knowledge of harassment in the workplace and to take prompt, corrective action up to termination, when necessary to maintain a place of employment that is free of harassing, abusive or disruptive conduct. In addressing harassment complaints, the rights of all parties will be protected. Reprisals against employees who file complaints of harassment are prohibited; however, the Town shall not condone unfounded or vindictive accusations of others.

XII. SUSPECTED THEFT AND FRAUDULENT TRANSACTIONS

- A.** Fraud is an act which is characterized by deceit, concealment, or violation of trust perpetrated to obtain money, property or services, to avoid payment or loss of services or to secure personal or business advantage or other benefit.
- B.** An employee who has knowledge of an occurrence of work-related fraud or has reason to suspect that a fraudulent action has occurred at work, shall notify their Department Director as soon as possible and shall not discuss the alleged fraud with others. Upon receipt of an allegation, the Department Director will notify appropriate authorities, develop an action plan and coordinate all investigative processes.



- C. Confidentiality is critically important in handling fraud allegations and all participants shall keep the details and results of the investigation as well as the identities of involved employees confidential to the extent permitted by law. Information will only be shared on a need-to-know basis. The alleged fraud and investigation shall not be discussed with the media. If the investigation concludes that the allegations of fraudulent activity by an employee are founded, the employee is subject to disciplinary action and/or legal action.
- D. Retaliation against individuals reporting suspected fraud or for cooperating, giving testimony, or participating in any manner in an investigation, proceeding, or hearing is unacceptable and will not be tolerated; however, such protection shall not condone unfounded or vindictive accusation of others.
- E. Department Directors, with the assistance of the Town Manager, shall promptly investigate any suspicions or allegations of the following prohibited behaviors:
 - Theft, unauthorized use, unauthorized removal, possession of or vandalism of Town records or property, or employees' property.
 - Falsification of or damage to Town records (i.e., employment application and supporting documents, timekeeping records, safety records and reports, and expense reports).
- F. Employees found to have committed these acts are normally subject to termination from Town employment with the first occurrence.

XIII. USE OF TOWN OWNED MOTOR VEHICLES

Effective service to the citizens and efficient use of Town resources requires safe, accident-free operation of the motor vehicles used to perform official duties. This policy establishes the guidelines and procedures that govern vehicle use and operation, including driving record review, as well as the disciplinary and rehabilitative measures that may be implemented.

A. Appropriate Use of Vehicles

1. Town vehicles must be used for official Town business only and cannot be used for pleasure or private business.
2. Only those employees who are subject to 24-hour call-in duty (stand-by) are allowed to take vehicles home.
3. The driver or operator of Town motor equipment, including vehicles must inspect the conditions of the vehicle daily. The driver or operator of motor equipment, both heavy and light, must report any defect in the operation or equipment when it occurs and must use every precaution to prevent additional property loss, expense, or recurrence of the condition.
4. Employees must notify their supervisor of any prescribed medication taken that may affect their ability to drive safely.



B. Driver's License Requirements

1. Town employees who drive Town vehicles or motor equipment must possess a valid Virginia motor vehicle operator's license and possess an acceptable driving record as verified by the Virginia Department of Motor Vehicles (DMV). Employees must immediately notify their supervisor concerning any change in the status of their driver's license.
2. Driving Record reviews for current Town employees whose job requires them to drive a Town vehicle include pre-employment, annual review, for-cause review, periodic review, and when an employee seeks reassignment to a position that requires driving a Town vehicle.
3. Management completes annual driving record reviews for all employees assigned to positions that require driving a Town vehicle or to routinely drive a personal vehicle to perform the essential functions of their job. Employees must complete the DMV Information Request form when requested.
4. For-cause reviews may be required at the Town Manager's discretion in situations when an employee is involved in a vehicle accident or receives a traffic citation while operating a Town vehicle. Employees applying for or seeking reassignment to a position covered by the Driving Policy shall meet all the requirements of applicants.
5. Periodic Driving Record reviews may be required, at the Town Manager's discretion, on a case-by-case basis, following notice of violations, citations, or suspensions.
6. An employee who drives as a part of his or her job must notify his or her supervisor and the Risk Manager within 24 hours if they receive any on- or off-duty citations that might affect their ability to retain a valid driver's license or has their license suspended or revoked for any reason.
7. A minimally acceptable driving record for a current employee includes the following components:
 - -4 or fewer demerit points
 - No DWI/DUI convictions within the last three years.
 - An overall pattern of safe vehicle operation and driving habits
8. The following conditions are unacceptable and normally prevent an employee from operating a Town vehicle until the driving record improves to a minimally acceptable level or they meet other specific requirements established by the Town Manager:
 - -5 or more demerit points
 - DWI/DUI conviction within the last three years, subject to Risk Management review
 - A suspended license due to driving violations, or accidents, unless the employee has completed two full years with no subsequent moving violations, at-fault accidents, or penalties.



C. Consequences

1. An employee charged with an on- or off-duty DWI/DUI is normally prohibited from driving a Town vehicle, or a personal vehicle in lieu of a Town vehicle, until a decision regarding the charge is rendered by the Courts. Assignment to a non-driving position, if available, is at the discretion of departmental management. If a non-driving position is not available, the employee may be required to take appropriate leave or be placed on administrative leave without pay pending the outcome of court proceedings.
2. An employee that drives or is found to have knowingly driven a Town vehicle, or a personal vehicle to perform essential functions of the job, with a suspended or revoked driver's license is subject to appropriate disciplinary action. In addition, the employee may be subject to quarterly Driving Record review for a period of one year.
3. Disciplinary action, up to and including termination from employment with the Town, may be initiated in the event that an employee has an unacceptable driving record and/or loses his or her driver's license or driving privileges. Disciplinary action may also be taken if an employee engages in misconduct or demonstrates poor performance relative to operating a Town vehicle as determined by their supervisor.

D. Accident Reporting

1. All accidents involving municipal owned vehicles or equipment, regardless of the amount of damage, must be reported to your immediate supervisor and/or Department Director .
2. If the accident involves the towing of one or more vehicles from the accident, results in injuries requiring transportation to a medical facility, results in a fatality, or the employee receives a citation for a moving traffic violation; then the employee must be tested for drugs and alcohol as soon as possible following the accident. The testing may not exceed 8 hours for alcohol and 32 hours for drugs.
3. The accident shall be investigated by the Farmville Police Department and the report submitted to the risk manager and Town Manager.
4. All employee injuries resulting from any accident shall be reported to their immediate supervisor immediately. The report shall be filed no later than 24 hours after the accident. The supervisor will fill out the accident/injury report, retain one copy and forward a copy to the risk manager and Town Manager.
5. Failure of the employee to report an accident immediately, as described in the above policy, may result in termination. If it is determined the accident was due to gross negligence on the part of the employee, the employee may be responsible for paying the damages.



XIV. DRUG-FREE WORKPLACE AND DRUG AND ALCOHOL TESTING

- A.** The Town of Farmville is committed to the safety and well-being of its employees, volunteers, and the public it serves. It is the Town's intent to establish and maintain a work environment free from the adverse effects of drugs, alcohol and other controlled substances. Employees reporting to work must be able to perform their assigned duties safely and competently; free from impairment due to drugs, alcohol or controlled substances, which influence judgment and job performance and may result in accident or injury to self, other employees, or the public.
- B.** This policy applies to all applicants, employees, volunteers, contractors, subcontractors, suppliers and vendors. Its provisions are required as a condition of employment, continued employment, and/or a condition of doing business with the Town of Farmville. It establishes guidelines and procedures for drug and alcohol screening, as well as rehabilitative measures and potential disciplinary actions. All employees are responsible for ensuring that the Town's work environment is drug and alcohol-free.
- C.** With the Town Manager's approval, individual departments may establish additional procedures to further support and maintain a drug and alcohol-free workplace and to comply with department-specific laws and regulations.
- D.** The Town seeks to:
- ensure that employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner.
 - create a workplace environment free from the adverse effects of drug abuse and alcohol misuse.
 - prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances. A "controlled substance" is any illegal drug, or any controlled substance listed in Schedule I through V of Section 202 of the Controlled Substances Act (21 U.S.C. § 801).
 - encourage employees to seek professional assistance anytime personal problems, including alcohol or drug dependency, adversely affect their ability to perform their assigned duties.
 - comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs including The Federal Transit Administration (FTA), the U.S. Department of Transportation (DOT) standards for Commercial Drivers' License (CDL) holders, and the Federal government's "The Drug-Free Workplace Act of 1988", as amended.
- E. Medical Marijuana Cardholders**
Applicants, volunteers, and employees who are in non-critical safety sensitive positions and have a written certification for the use of Medical Cannabis by a registered physician through the Commonwealth of Virginia Cannabis Control Authority must provide Human Resources with a copy of their validated card. Upon receipt of the certification, Human Resources will provide the employee with a notice of eligibility, informing the employee of their protections.



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NOTICE: All applicants, volunteers, and employees shall be aware that violations of the policy may result in discipline, up to and including termination. The Town retains the right to search, without employee consent, all areas and property in which it maintains either joint control with the employee or full control, including all Town vehicles.

F. Drug testing of employees may take place under any of the following conditions:

- 1. Initial employment:** pre-employment testing is required, following a conditional offer of employment, for applicants for law enforcement, sworn fire marshal, other public safety personnel, CDL holders and other safety sensitive positions, as determined by the Town Manager. Administrative employees (i.e. general employees) with non-safety sensitive job duties are not required to test.
 - These positions are defined as and include but are not limited to:
 - a. Critical Safety Sensitive Positions: Sworn law enforcement personnel to include Fire Marshals, Bus Drivers, and CDL holders.
 - b. Safety Sensitive Positions: Fire & Rescue personnel, Emergency Communications personnel, Public Work's personnel, any positions requiring the regular operation of Town vehicles, other motorized equipment, chemicals, and/or the use of maintenance and repair tools and equipment.
 - Human Resources shall obtain an applicant's DOT testing history, using the Federal Clearinghouse.
 - Employees seeking transfers, promotions, or demotions into critical safety and safety sensitive positions will require a drug and alcohol screen prior to moving into the position.
- 2. Reasonable Suspicion:** Testing is required if any employee's work performance is impaired and/or workplace behavior indicates that an employee is under the influence of drugs or alcohol. Such behavior, as witnessed and determined by at least one supervisor, includes and is not limited to:
 - Direct observation of drug or alcohol use
 - Red eyes, odor of alcohol or cannabis, or paraphernalia found in the workplace
 - Delayed or decreased reaction time
 - Decreased short-term memory
 - Poor hand-eye coordination
 - Lack of concentration
 - Decreased perception of time and distance
 - Increased appetite
 - changes in the employee's speech
 - irrational or unusual behaviors
 - carelessness that results in an injury
 - negligence or carelessness in operating safety equipment

It is the responsibility of the supervisor to conduct a non-bias Reasonable Suspicion Testing Determination Form immediately following the observed suspicious behavior; if



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there is a secondary witness, it is suggested that they also sign the form. This form will serve as the referral for reasonable suspicion testing and a copy shall be sent to Human Resources. If the employee meets any of the indicators listed on the form, please send the employee for drug and alcohol testing within 2 hours or as soon as possible following the reasonable suspicion determination.

Positive test results following reasonable suspicion with impairment will result in progressive disciplinary action to include and up to termination, and mandatory referral to the EAP and a retest following a certain period of time determined by the severity of the intoxication and/or substance level. The employee may be placed on administrative leave or leave without pay and referred to the Employee Assistance Program (EAP), Substance Abuse Professional (SAP) for assessment, and/or for a Fit for Duty Test.

Employees with Medical Marijuana Cards are held to the same standards as all employees and impairment while on duty for work is intolerable and will result in disciplinary actions.

Refusal of drug and/or alcohol testing will be considered the same as a positive result; this also applies to Medical Marijuana Cardholders.

3. **Post-Accident:** testing is required following any on-duty accident resulting in any of the following:
 - results in the death of a person involved in the accident.
 - property damage resulting in the towing of either of the vehicles and/or the employee receives a moving traffic citation.
 - personal injury resulting in one or more of the parties being transported from the scene to receive medical treatment and/or the employee receives a moving vehicle traffic citation.
 - when the employee's supervisor or law enforcement has reasonable suspicion to believe that the involved employee(s) is under the influence of, has been using, or is in possession of alcohol or controlled substances in violation of this policy.
4. **Random:** Town employees assigned to critical safety and safety sensitive positions are subject to randomized drug and alcohol testing. Employees in critical safety sensitive positions required to possess a Commercial Driver's License will be required to participate in random drug/alcohol testing as prescribed by the Department of Transportation (DOT) or Federal Transit Administration (FTA).
 - Employees who test positive for drugs, alcohol, or are in violation of DOT guidelines, are considered in violation of the Drug Free Workplace policy and are subject to disciplinary action as outlined in this policy.
 - Medical Marijuana Cardholders who have previously provided Human Resources with their valid certification and have meet the eligibility requirements and test positive for cannabis oil following a randomized test without impairment will not be subject to disciplinary action.



F. Prohibited Substances: Any illegal drug or any substance identified in Schedules I through V Section 202 of the Controlled Substances Act (21 U.S. C 812), as amended, and as further defined by 21 CFR 1300.11 through 1300.15. This includes, but is not limited to the following: marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine, as well as any other drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and the use of illegally obtained prescription drugs.

G. Legal Drugs Consumption Ingestion or Use:

- The appropriate consumption, ingestion or use of legally prescribed drugs and nonprescription medications is not prohibited. However, the consumption, ingestion or use of any substance which carries a warning label that indicates that mental functions, motor skills, or judgment may be adversely affected must be reported to supervisory personnel and medical advice must be sought by the employee, as appropriate, before performing work-related duties.
- A legally prescribed drug means that the individual has a prescription or other written approval from a physician for the use of a drug in the course of medical treatment. It must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization. The misuse or abuse of legal drugs while performing Town services is prohibited.

H. Alcohol Consumption, Ingestion or Use: The consumption, use or ingestion of beverages containing alcohol or substances including any medication, mouthwash, food, candy, or any substance such that alcohol is present in the body while performing Town services is prohibited. The concentration of alcohol is expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath testing device.

I. Prohibited Behavior:

1. Use of illegal drugs, as defined by Federal law, is always prohibited. All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body at or above the minimum thresholds defined in 49 CRR Part 40.
2. **Manufacture, Trafficking, Possession and Use**
Town employees covered by this policy are prohibited from engaging in unlawful manufacturing, distribution, dispensing, possession or use of prohibited substances while on Town business. Employees who violate this provision will be subject to disciplinary action up to and including termination of employment. Law enforcement shall be notified, as appropriate, where the activity is suspected.
3. **Intoxication/Under the Influence**
Impairment of any kind is intolerable. Any employee who is reasonably suspected of being intoxicated, impaired, under the influence of a prohibited substance, or not fit for duty shall be suspended from the job duties pending an investigation and verification of condition. Employees found to be under the influence of a prohibited substance or who fail to pass a drug or alcohol test shall be removed from duty and are subject to



disciplinary action up to and including termination of employment. A drug or alcohol test is considered positive if the individual is found to have a quantifiable presence of a prohibited substance in the body above the minimum threshold defined in 49 CFR Part 40, as amended.

4. Alcohol Use

No employee should report to duty or remain on duty when his/her ability to perform any assigned function is adversely affected by alcohol. No employee shall use alcohol while on duty, in uniform, while performing services for the Town, or just before or just after performing any such function. No employee shall use alcohol within four hours of reporting for duty, or during the hours that they are on call. Violation of these provisions is prohibited and is punishable by disciplinary action up to and including termination of employment. All covered employees are prohibited from consuming alcohol while performing their job functions or while on stand-by to perform their job functions.

5. Prescription Drugs

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a supervisor or department director. Medical advice should be sought, as appropriate, while taking such medication and before performing critical safety and safety sensitive duties.

J. Compliance with Testing Requirements

All employees will be subject to urine drug testing and breath alcohol testing. Any employee who refuses to comply with a request for testing shall be removed from duty and their employment terminated. Any employee who is suspected of providing false information in connection with a test, or who is suspected of falsifying test results through tampering, contamination, adulteration, or substitution will be required to undergo an observed collection. Verification of these actions will result in the employee's removal from duty and their employment terminated. Refusal can include an inability to provide a sufficient amount of urine specimen or breath sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test.

K. Procedures for Completing Drug or Alcohol Testing

1. At all times, the supervisor will proceed with sensitivity to minimize embarrassment to the employee and to protect confidentiality and privacy. The supervisor will consult his or her supervisor and the Department Director prior to requesting a drug or alcohol screen.
2. The supervisor will confidentially and privately explain to the employee the reason(s) for requesting a drug/alcohol screen. If the reason(s) for requesting a screen are based in any part on information received from a third party, the name of that third party will not be disclosed to the employee, without the third party's permission.



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3. The employee will be given an opportunity during the meeting with the supervisor to respond to the supervisor's assertions concerning the reasons for requesting the drug/alcohol screen. If the supervisor still believes the screen is necessary or if the screen is pursuant to the random testing program or any follow-up testing at random intervals, the supervisor will direct the employee to follow the e-screen procedures for performing the test.
4. Analytical urine testing and breath testing for alcohol may be conducted when circumstances warrant or as required by Federal regulations.
5. Testing shall be conducted in a manner to ensure a high accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Services (DHHS). All testing will be conducted consistently with the procedures put forth in 49 CFR Part 40, as amended.
6. The drugs that will be tested for include marijuana, cocaine, opiates, amphetamines and phencyclidine. An initial drug screen will be conducted on each urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts present are above the minimum thresholds established in 49 CFR Part 40, as amended. In instances where there is a reason to believe an employee is abusing a substance other than the five drugs listed above, the Town reserves the right to test for additional drugs under the system's own authority using standard laboratory testing protocols.
7. Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Administration (NHTSA) approved evidential breath testing device (EBT) operated by a trained breath alcohol technician (BAT). If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. An employee who has a confirmed alcohol concentration of greater than 0.02 but less than 0.04 will be removed from his/her position for eight hours unless a retest results in a concentration measure of less 0.02. The inability to perform assigned duties due to an alcohol test result of greater than 0.02 but less than 0.04 will be considered a no show subject to Town disciplinary procedures. An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy and a violation of the requirements set forth in 49 CFR Part 654 for employees of those responsibilities.
8. The Medical Review Officer will review all positives. Employees who test positive will be interviewed by the MRO to assess and determine whether alternate medical explanations could account for the positive test result. Only then will the MRO report out either a negative or positive test result. Test results will be reported confidentially by Human Resources to the Farmville Town Manager who has responsibility for all personnel policies and procedures. The MRO will refer the individual to a Substance Abuse Professional for assessment.



9. Employee Requested Testing

Any employee who questions the results of a required drug test may request that an additional test be conducted. This test must be conducted at a different DHHS-certified laboratory. The test will be conducted on the split sample that was provided by the employee at the same time as the original sample. All costs for such testing are paid by the employee unless the result of the split sample test invalidates the result of the original test. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted due to documentable facts that were beyond the control of the employee.

10. Employees who engage in prohibited drug or alcohol conduct and/or tests positive for the presence of illegal drugs or alcohol above the minimum thresholds set forth in 49 CFR Part 40, as amended, may be immediately removed from their position. The employee may be placed on administrative leave or leave without pay. Should the Town decide to retain the employee, the employee may not return to their duties until the employee can provide a negative test. The employee may be referred to the Employee Assistance Program (EAP) and/or a Substance Abuse Professional (SAP) for evaluation; the employee must follow the recommendations suggested, such as compliance with any treatment recommendations, and has a negative result on a return-to-duty alcohol and/or drug test.
11. Assessment by a SAP or participation in the EAP does not shield an employee from disciplinary action or guarantee employment or reinstatement with the Town. The Town Employee Handbook should be consulted to determine the penalty for performance-based infractions and violations of policy provisions.
12. If an employee is allowed to return-to-duty, he/she must properly follow the recommendations or rehabilitation program prescribed by the SAP, the employee must have negative return-to-duty drug and alcohol tests, and be subject to unannounced, follow-up tests for a period of one to five years. The cost of any treatment of rehabilitation services will be paid directly by the employee or their insurance carrier.
13. Employees will be allowed to take accumulated paid time off to participate in the prescribed rehabilitation program. Should an employee not have sufficient accumulated leave time, the employee will be placed on a leave without pay status.
14. Employees who re-enter the workforce, after completing a rehabilitation program, must agree to a re-entry contract. That contract may include (but is not limited to):
 - A release to work statement from the Substance Abuse Professional.
 - A negative test result for drug and/or alcohol obtained immediately prior to a return or re-entry to work.
 - An agreement to unannounced frequent follow-up testing for a period of one to five years with at least six tests performed in the first year.



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- A statement of expected work-related behaviors.
- An agreement to follow specified after care requirements with the understanding that violation of the re-entry contract is grounds for termination of employment.
- Employees returning to duty shall be subject to additional alcohol and/or drug tests over a 12-month period, as determined by the SAP.

15. The results of any drug or alcohol testing will be considered a confidential record, maintained in a separate file from the employee's official personnel file. The Town of Farmville reserves the right to cooperate with any state or federal officials or law enforcement in the release of such information as may be legally required.

16. Off-The-Job Drug, Alcohol, Substance Use and Activity

- a. Off-the-job drug, alcohol or substance use adversely affects the public trust in the ability of Town to carry out its responsibilities, and could affect job performance or jeopardize safety standards, and therefore may also be cause for disciplinary action, up to and including termination.
- b. Employees may be placed in social settings outside of normal working hours when they are conducting Town business or representing the Town in a situation where alcoholic beverages are served. Discretionary use of a moderate amount of alcohol under the circumstances described in this section is not a violation of this policy, if employees minimize their consumption of alcoholic beverages and do not operate a Town-owned motor vehicle within eight hours of having consumed any alcohol. Off-duty employees are never restricted from participating in Town-related events where alcohol is present. Employees shall follow all laws of the Commonwealth related to alcohol consumption in public places licensed for on-premises alcohol consumption. Employees shall also be aware that engaging in on-duty or off-duty, including while wearing a Town uniform or logo, conduct which harms the reputation or integrity of the Town in the community is a violation of the Town's Employee Standards of Conduct, which may result in disciplinary action, up to and including termination.
- c. Employees who are arrested for off-the-job activity must notify their Department Director as soon as possible but no more than 3 days following the arrest and may be considered in violation of this policy. In deciding what action to take, the Town will consider the nature of the charges, the employee's present assignment, employment record, and other factors relevant to the impact of the employee's arrest upon the conduct of Town business. However, arrest alone may serve as cause for termination at the Town Manager's discretion.
- d. Proactively coming forward to request treatment or a leave of absence for treatment will not result in disciplinary action. Employees may not, however, escape discipline after violating Town policies by seeking treatment. All requests for voluntary treatment and related matters will be kept in confidence. Any employee who believes he or she may have a substance abuse problem is urged to contact a reputable treatment facility. The



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Town recognizes the value of proactive treatment and will not retaliate against an employee who voluntarily seeks to address a substance abuse problem.

Contacts: Questions regarding this policy or any other aspects of this drug-free and alcohol-free program should contact the Human Resources Department or the Department Director responsible for the operations of those employees covered under this policy.

XV. WORKPLACE VIOLENCE

- A. The Town of Farmville prohibits any acts or threats of violence in the workplace against the Town's employees, customers or visitors while engaged in business with or on behalf of the Town, on or off the Town's premises. The Town is committed to:
- Providing a safe and healthy work environment in accordance with policies described herein,
 - Proactively training employees on the philosophies and tenets of this policy, conflict resolution, and prevention awareness,
 - Taking prompt remedial action up to and including termination of any employee who engages in threatening behavior, acts of violence, or uses obscene, abusive, or threatening language or gestures,
 - Taking appropriate action when dealing with customers, former employees or visitors to the Town's facilities who engage in the above behavior, including notifying appropriate law enforcement officials and prosecution of offenders,
 - Prohibiting customers and visitors from bringing onto Town premises firearms that are unauthorized by law,
 - Enforcing the Weapons in the Workplace policy.
- B. Any employee who recognizes a potential threat is required to report the incident or situation to their supervisor immediately. If the threat is coming from the employee's supervisor, the employee must report the situation to Human Resources or the Town Manager.
- C. In the case of an emergency, employees must immediately dial 911 to alert law enforcement. Any reported possibility of violence will be promptly investigated with action taken to resolve or diffuse the situation. Consequences may include disciplinary action and/or criminal prosecution. The Town prohibits any form of retaliation against any employee for making a report under this policy.

XVI. WEAPONS IN THE WORKPLACE

While in or at a Town workplace or worksite, employees are prohibited from using, threatening to use, or displaying a weapon of any kind or any other object that is used for the purpose of injury or intimidation, unless required by official job duties, such as police officers. Employees have a right to store a lawfully possessed firearm and/or ammunition in a locked private motor vehicle.



XVII. EMPLOYEE ACCIDENTS/INCIDENTS

- A.** Each employee must work safely to protect themselves, co-workers, and the property and equipment of the Town. All employees are personally responsible for observing all stated and apparent safety practices, utilizing all personal protective equipment required for the job and using good judgement as it pertains to operations under their control.
- B.** Employees shall report all accidents and safety hazards to their immediate supervisor as soon as practical after an accident occurs, or a hazard is observed. Employees must keep work areas clean and orderly, avoid engaging in horseplay and avoid distracting others, learn to lift and handle materials properly; and operate equipment, and machinery in a safe and responsible manner.
- C.** Supervisors shall properly attend to each accident or injury and provide the necessary information for proper care of injuries and insurance claims information to the individual designated for handling those situations.
- D.** Disregard of safety rules, regulations, and “common sense” safety practices may result in disciplinary action, up to and including termination. An employee who causes or contributes to a preventable accident is subject to disciplinary action. An employee who is found to have been negligent shall be subject to disciplinary action up to and including termination.

XVIII. WORKPLACE EXPECTATIONS AND DISCIPLINE

In most circumstances, employees perform at an acceptable or better level and demonstrate conduct that reflects credit upon themselves, their co-workers, and the Town of Farmville. When employees fail to conduct themselves in such a manner, it may become necessary to formally intervene to correct the behavior or end the employment relationship. The Town supports developing and implementing solutions to problems as quickly and effectively as possible so that attention is focused on providing quality service to the citizens and creating a positive work environment for all.

- A.** The Town distinguishes between misconduct and unsatisfactory performance, except for acts of gross negligence, by defining unsatisfactory performance as the inability to meet performance expectations due to lack of skills, training, education or other similar circumstances. Unsatisfactory performance is typically addressed through the Town’s performance management program which identifies the specific actions required when an employee demonstrates overall unsatisfactory performance. Misconduct is generally defined as intentional and/or willful disregard for the Town’s standards of conduct and/or departmental rules. Employee misconduct is typically addressed through a progressive discipline approach.
- B.** A progressive discipline approach establishes a set of guidelines rather than fixed disciplinary requirements. Progressive discipline encourages employees to become more productive and to adjust their behavior to Town expectations and standards. In most cases, an employee will have the opportunity to correct problems before more serious disciplinary



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actions are necessary. The level of disciplinary action is dependent upon the unacceptable behavior and the circumstances surrounding the behavior. It is not necessary that a progression of disciplinary actions, from less stringent to more stringent, be followed. The Town reserves the right to administer disciplinary action appropriate to the behavior and will consider the overall situation before a decision is made.

- C. The following actions describe the system established to address employee misconduct. The Human Resources Department shall assist supervisors, managers, and employees in developing approaches to problems which first and foremost serve the Town's interest and meet the overall policy objective.
1. **Verbal Warning:** A formal face-to-face conference between a supervisor or manager and an employee to discuss an incident of misconduct and the corrective action expected. The manager shall document the warning in writing, provide a copy to the employee and maintain the documentation within the department.
 2. **Written Warning:** A letter or other written notice from a supervisor or manager to an employee identifying uncorrected misconduct. Such letters are used for behavior or violations deemed serious by a supervisor or where a warning has not helped to change the unacceptable behavior. A copy of such reprimand shall be made a part of the employee's official personnel file maintained by the Human Resources Department
 3. **Suspension:** Formal action that places an employee in a non-pay, non-duty status for a specific length of time, expressed in working days. Suspensions from duty and pay for employees exempt from the Fair Labor Standards Act (FLSA) must be in full workweek increments. Suspension seriously impacts departmental productivity and the employee's pay and shall only be imposed when a lesser penalty is not appropriate or has not helped to correct the unacceptable behavior and when termination is too stringent.
 4. **Termination:** An action taken by a Department Director to separate an employee from employment for cause as a last resort when serious misconduct remains uncorrected or when initial misconduct is so significant that the employment relationship must end.
 5. **Resignation while charges are pending to dismiss:** An employee who wishes to resign from his/her position during the termination process may request to do so by submitting a letter of resignation to the Department Director. The Department Director may accept the resignation or choose not to accept the resignation and proceed with the termination. If a resignation is accepted in lieu of termination, appropriate documentation to that effect shall be included in the employee's official personnel file. The Department Director may elect to include additional information at his or her discretion.
 6. In the case of terminations which take place during the employee's probationary period, progressive discipline is not required. In these cases, the employee shall receive a letter notifying the employee of the separation and giving the reason(s) for the action.



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- D. Actions Required for Suspension:** Suspensions shall be expressed in working days and shall place the employee in non-pay, non-duty status. A face-to-face meeting between the employees and the Department Director and/or Town Manager shall take place and the employee shall receive written notice of the intent to suspend, including the reasons for the proposed suspension in advance of the proposed suspension. Employees shall be given an opportunity to respond either verbally or in writing to show cause why the action should not be taken. The employee's response to the intended action does not constitute a grievance. The employee may be eligible to grieve should the action take place. The employee shall receive a letter of final determination at least 24 hours prior to the onset of the suspension.
- E. Actions Required for Demotion for Cause:** A face-to-face meeting between the employee and the Department Director and/or Town Manager shall take place and the employee shall receive written notice of the intent to demote, including the reasons for the proposed demotion, in advance of the proposed demotion. The employee shall be given the opportunity to respond either verbally or in writing to explain why the action should not be taken. The employee's response to the intended action does not constitute a grievance. The employee may be eligible to grieve should the action take place. The employee shall receive a letter of final determination at least 24 hours prior to the effective date of demotion.
- F. Actions Required for Termination:** A face-to-face meeting between the employee and the Department Director and/or Town Manager shall take place and the employee shall receive written notice of the intent to dismiss, including the reasons for the proposed termination, in advance of the proposed termination. In cases where the Department Director feels the employee's continued presence on the job during the notice period represents a hazard to himself or herself or others, adversely affects service delivery, morale or the image of the Town, the employee may be suspended from duty and placed on administrative leave, typically with pay, pending the proposed termination. The employee shall be given the opportunity to respond either verbally or in writing to show cause why the action should not be taken. The employee's response to the intended action does not constitute a grievance. The employee may be eligible to grieve should the action take place. The employee shall receive a letter of final determination at least 24 hours prior to the effective date of termination.

Example: A Department Director completes an investigation and determines the intent to dismiss an employee for major misconduct. Prior to the date of termination, the director, or designee, meets with the employee and provides the reasons for the intended termination. The employee is given a reasonable amount of time, usually one to three days, to respond to the reasons and provide information as to why he or she should not be dismissed. The director considers the response and makes a final determination to dismiss or take another action in lieu of termination. The director does not have to wait a full five days if the employee's response is completed within a shorter timeframe. The director provides the employee with a written determination at least 24 hours prior to the actual termination.

- G. Behavior and conduct deemed unacceptable for Town employees are listed below. The list has two sections, neither of which is all-inclusive nor in order of severity, but which are intended as guidelines to help supervisors, managers and Department Directors administer discipline in a fair**



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and consistent manner. The specific circumstances of each case shall be considered prior to determining appropriate action.

H. Examples of Less Serious Infractions: The following infractions include, but are not limited to, examples of those typically addressed using the progressive disciplinary system:

- Fighting or attempting bodily injury to another employee on Town property or in the performance of Town work or services.
- Engaging in horseplay or practical jokes.
- Making derogatory remarks or gestures and/or excessive swearing or foul language.
- Failure to report immediately a personal accident or injury involving work or use of a Town vehicle or equipment.
- Failure to report to work or tardiness.
- Defacement of Town property.
- Removal of any Town equipment or material from Town property without permission of the Town Manager or Department Director.
- Leaving work area, walking off job, or leaving work site without authorization of supervisor.
- Improper use of time, falsification of timesheet reporting, or abuse of leave, including the completion of timesheet for another, unless by an immediate supervisor, Department Director, Payroll Clerk, or Human Resources.
- Violating or disregarding safety rules and common safety practices contributing to unsanitary, unhealthy, or unsafe conditions in the performance of Town work and services.
- Careless or reckless driving of Town vehicles.
- Failure to wear personal protective devices and use proper equipment when safety conditions require them.
- Unsafe conduct on Town property.
- Performance of unacceptable work in quantity and/or quality after being instructed in proper job expectancy.
- Distribution of literature of any kind, unauthorized posting of literature, or solicitations of any kind on Town property and/or work site.

I. The following infractions include, but are not limited to, examples of those typically so significant, disruptive, or dangerous that they may require action outside of the progressive disciplinary system such as immediate suspension or termination:

- Conviction in a court of law of any offense which would make the person an undesirable fellow employee or poor employee risk in the conducting of work and services for the Town.
- Falsifying any Town record or revealing Town information of a confidential nature to unauthorized persons.
- Refusal to carry out definite assignments and instructions as ordered by the Supervisor - insubordination.
- Stealing, willfully damaging, or maliciously hiding any property of another employee of the Town.



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- Immoral or indecent conduct on Town property or in the performance of Town work or services.
- Consumption, under the influence, or selling of alcohol, drugs, controlled substances on Town property or during the working schedule.
- Bringing firearms or concealed weapons of any kind to work or on Town property, unless a weapon is required to fulfill job responsibilities or is lawfully possessed firearm and/or ammunition in a locked private motor vehicle with proper concealment endorsements.
- Habitual tardiness and/or absenteeism.
- Smoking, vaping, or striking an open flame in any area where flammable materials are used.
- Sleeping or habitual loafing on the job during working hours.
- Off-duty misconduct of such major significance that the employee is unable to fulfill job responsibilities, or of such significance that there is a significant adverse impact on Town operations.



CHAPTER EIGHT - GRIEVANCE PROCEDURE

I. GENERAL INFORMATION

Employees are encouraged to resolve problems and complaints through informal means by discussing concerns with their immediate supervisors and upper management. However, to the extent such concerns cannot be resolved informally, the Town has a grievance procedure that affords an immediate and fair method for the resolution of disputes which may arise between the Town and its employees. In compliance with Section 15.2-1506 and 1507 of the Code of Virginia, the Town of Farmville establishes the following procedures for the hearings of grievances of eligible Town employees.

II. COVERAGE OF PERSONNEL

- A.** All non-probationary permanent full-time and part-time employees are eligible to file grievances with the following exceptions:
 - 1. Appointees of Town Council or elected individuals provided that employees of constitutional officers may be included if such constitutional officers and the Town concurred in the use of the procedure.
 - 2. Officials and employees who serve at the will or pleasure of the Council.
 - 3. Deputies and executive assistants to the Town Manager.
 - 4. Agency heads.
 - 5. Employees whose terms of employment are limited by law.
 - 6. Temporary, limited term and seasonal employees.
 - 7. Any employee electing to proceed pursuant to any other existing procedure in the resolution of their grievance such as law enforcement officers as defined in Chapter 5 (§ 9.1-500 et seq.) of Title 9.1 whose grievance may fall within the procedure but have elected to proceed pursuant to provisions Virginia Code § 15.2-1507(A)(3)(a)(7).
- B.** The Town Manager shall determine the officers and employees excluded from the grievance procedure and shall be responsible for maintaining an up-to-date list of the affected positions.

III. DEFINITION OF GRIEVANCE

A grievance is a complaint or dispute relative to an employee's employment including:

- 1. Disciplinary actions including terminations, disciplinary demotions, and suspensions, provided that terminations shall be grievable whenever resulting from formal discipline or unsatisfactory job performance.



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2. The application of personnel policies, procedures, rules and regulations.
3. Discrimination on the basis of race, color, creed, religion, political affiliation, age, disability, national origin or sex.
4. Acts of retaliation as the result of the use of or participation in the grievance procedure or 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 governmental authority, has sought any change in law before the Congress of the United States or the General Assembly, or has reported an incidence of fraud, abuse, or gross mismanagement. There is a rebuttal presumption that increasing the penalty that is the subject of the grievance at any level of the grievance shall be an act of retaliation.

IV. NON-GRIEVABLE MATTERS

The Town government shall retain the exclusive right to manage the affairs and operations of the Town. Accordingly, the following complaints are not grievable:

- A. Establishment and revision of wages or salaries, position classifications, or benefits.
- B. Work activity accepted by the employee as a condition of employment or work activity which may reasonably be expected to be a part of the job.
- C. The contents of ordinances, statutes or established personnel policies, procedures, rules, and regulations.
- D. Failure to promote except where the employee can show that established promotional policies or procedures were not followed or applied fairly.
- E. The methods, means, and personnel by which such work activities are to be carried on.
- F. Termination, layoff, demotion or suspension from duties because of lack of work, reduction in work force, or job abolition. An exception is for an employee who has been reinstated within the previous six months as the result of the final determination of a grievance, in which case the action shall be upheld upon a showing by the Town that:
 - there was a valid business reason for the action and
 - the employee was notified of the reason in writing prior to the effective date of the action.
- G. The hiring, promotion, transfer, assignment, and retention of employees within the Town.
- H. The relief of employees from duties of the Town in emergencies.



V. GRIEVABILITY

- A.** Decisions regarding grievability and access to the procedure shall be made by the Town Manager at any time prior to the panel hearing, on his own or at the request of the person who is the subject of the grievance or the grievant, within 10 calendar days of the request. The Town attorney shall not be authorized to decide the question of grievability. A copy of the ruling shall be sent to the grievant. Decisions of the Town Manager may be appealed to the circuit court for a hearing on the issue of whether the grievance qualifies for a panel hearing. Proceedings for review of the decision of the Town Manager shall be instituted by the grievant by filing a notice of appeal with the Town Manager within 10 calendar days from the date of receipt of the decision. Within 10 calendar days thereafter, the Town Manager shall transmit to the clerk of the circuit court 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 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.
- B.** Within 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 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 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.

VI. PROCEDURE

A grievance shall be processed in the following manner:

Step 1 - Supervisor level.

An employee who has a grievance shall initially discuss the complaint or dispute directly with his immediate supervisor. The employee shall state that he is initiating Step 1 of the grievance procedure at the beginning of the conversation. The employee may not have witnesses and/or representatives at this step.

The grievance need not be reduced to writing at this time; however, the grievance must be reported to the employee's immediate supervisor within 20 calendar days of the event giving rise to the grievance. The supervisor shall give the employee an oral reply or answer within 5 calendar days after the employee reports the grievance to the supervisor. Failure to initiate the grievance within the 20-day period may result in the grievance being denied.



Step 2 - Town Manager level

If the reply or answer of the supervisor does not resolve the grievance, the grievant may file a written grievance statement with the Town Manager by completing a grievance form within 5 days after the supervisor's oral reply. Such grievance shall include a description of the complaint or dispute which constitutes the grievance, a description of the attempts that have been made to resolve the grievance, and the specific relief which the grievant expects to obtain.

The Town Manager shall meet with the grievant within 5 days of receipt of the written grievance. The grievant may have one representative of his choice present at this meeting. If such representative is an attorney, the Town attorney may also be present. Witnesses shall be present only while providing testimony. A written reply shall be sent or delivered to the grievant within 5 calendar days following the meeting.

Step 3 - Panel hearing

If the reply or answer of the Town Manager does not resolve the grievance, the grievant may request a panel hearing. The panel shall consist of one person appointed by the grievant, one person appointed by the Town Manager, and a third member selected by the first two. In the event that agreement cannot be reached as to the final panel member, the chief judge of the circuit court shall select the third panel member. The third member shall be the chairperson of the panel. The panel shall not be 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. Managers who are in a direct line of supervision of a grievant, persons residing in the same household as the grievant and the following relatives of a participant in the grievance process or a 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 a grievance, nor a partner, associate, employee or co-employee of the attorney shall serve as a panel member.

VII. RULES FOR PANEL HEARINGS

Both the grievant and the Town may call upon appropriate witnesses and be represented by legal counsel or other representatives at the hearing. Such representatives may cross-examine, question and present evidence on behalf of the grievant and the Town without being in violation of Section 54.1-3904 of the Code of Virginia. The panel hearing is not intended to be conducted like proceedings in court, and the rules of evidence do not apply.

The panel has 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. The panel has 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. All evidence shall be presented in the presence of the panel, except by mutual consent of the parties. Documents, exhibits and lists of witnesses shall be exchanged between the parties at least 5 days in advance of the panel hearing.



Town of Farmville Employment Policies and Procedures

The Town shall provide the panel with copies of the grievance record prior to the hearing and shall provide the grievant with a list of the documents furnished to the panel. The grievant and his attorney, at least 10 days prior to the scheduled hearing, shall be allowed access to and copies of all relevant files intended to be used in the grievance proceeding.

The panel shall give both parties a written decision within 30 days of the conclusion of the hearing. The decision shall be final and binding, subject to and consistent with existing written policies, procedures and law. The panel does not have the authority to formulate policies or procedures or to alter existing policies or procedures.

Either party may petition the circuit court for an order requiring implementation of the hearing decision.

VIII. ADDITIONAL PROVISIONS

- A. Time frames can be extended by mutual agreement of the Town and the grievant.
- B. After the initial filing of a written grievance, failure of either party to comply with all substantial procedural requirements of the grievance procedure, including the panel, without just cause shall result in a decision in favor of the other party on any grievable issue, provided the party not in compliance fails to correct the noncompliance within 5 workdays of receipt of written notification by the other party of the compliance violation. Such written notification by the grievant shall be made to the Town Manager.
- C. The Town Manager may require a clear written explanation of the basis for just cause extensions or exceptions. The Town Manager shall determine compliance issues. Compliance determinations made by the Town Manager shall be subject to judicial review by filing a petition with the circuit court within 30 days of the compliance determination.
- D. All time frames refer to calendar days unless specifically stated otherwise. In the event the last day of any time frame falls on a Saturday, Sunday, holiday observed by the Town or a day the Town offices are closed, the time frame shall be extended until the next day the Town offices are open.



Appendix A

RECEIPT OF EMPLOYMENT POLICIES AND PROCEDURES HANDBOOK

EMPLOYEE ACKNOWLEDGMENT FORM

The Employment Policies and Procedures Handbook contains important employment information about the Town of Farmville, and I agree that I will consult my supervisor, the Town Manager, or Human Resources regarding questions not answered in the Handbook.

I have entered my employment relationship with the Town of Farmville voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the Town of Farmville can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

The information, policies, and benefits described here are subject to change and I acknowledge that revisions to the Handbook may occur, except to the Town's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Town Manager of the Town of Farmville can adopt revisions to the policies in this Handbook.

I understand that the Town will engage in an interaction discussion about a reasonable accommodation for me if I need that accommodation because of a disability.

I acknowledge that this Policies and Procedures Handbook is neither a contract of employment nor a legal document. I have received the manual, and I understand it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it.

Employee Signature

Date

Employee's Name (typed or printed)



Appendix B

ACCEPTABLE USE POLICY

1. Overview

The Town of Farmville's Acceptable Use Policy is designed to support the Town's culture of openness, trust, and integrity while protecting employees, partners, and the Town from illegal or damaging actions by individuals, knowingly or unknowingly. Effective security is a team effort, requiring the participation and support of all Town personnel who use information and/or information systems.

Internet, intranet, and extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, and network accounts providing electronic mail, web browsing, and file transfer, are the property of the Town of Farmville. These systems are to be used for business purposes to serve the interests of the Town and its citizens in the course of normal operations. Please review the Employee Handbook for further details.

2. Purpose

The purpose of this policy is to outline the acceptable use of Town-owned computer equipment. These rules are in place to protect the Town and its employees. Inappropriate use exposes the Town to risks, including virus attacks, compromise of network systems, legal issues, and data breaches.

3. Scope

This policy applies to all use of information, electronic and computing devices, and network resources to conduct Town business or interact with internal networks, whether owned or leased by the Town, the employee, or a third party. All Town employees, contractors, consultants, and workers must use good judgment regarding the appropriate use of information technology in accordance with Town policies, standards, and local laws.

4. Acceptable Use Policy

4.1 Ownership and General

4.1.1 Proprietary Information

Town proprietary information stored on electronic devices, whether owned or leased by the Town, remains the sole property of the Town. All personnel must ensure that proprietary information is protected according to the Media Protection Policy.

4.1.2 Reporting Unauthorized Disclosure

All personnel are responsible for promptly reporting the theft, loss, or unauthorized disclosure of Town proprietary information.



4.1.3 Authorized Use

Personnel may only access or share Town proprietary information to the extent authorized and necessary to fulfill their assigned job duties.

4.1.4 Personal Use of Systems

Employees must use good judgment regarding the reasonable use of Town systems for personal purposes. Individual departments may create specific guidelines for personal use. In the absence of such guidelines, employees should consult their supervisor.

4.1.5 Network Monitoring

Authorized personnel may monitor equipment, systems, and network traffic at any time for security and network maintenance purposes.

4.1.6 Network Auditing

The Town reserves the right to periodically audit networks and systems to ensure compliance with this policy.

4.2 Security and Proprietary Information

4.2.1 Mobile Devices

All mobile and computing devices that connect to the Town's network must comply with the Town's Access Control Policy.

4.2.2 Passwords

System-level and user-level passwords must comply with the Town's Password Protection Policy. Sharing passwords or allowing access to others is prohibited.

4.2.3 Password-Protected Screensaver

All computing devices must be secured with a password-protected screensaver that activates automatically after no more than 10 minutes of inactivity. Employees must lock their screens or log off when leaving their devices unattended.

4.2.4 Employee Postings

Postings by employees from a Town email address to newsgroups should include a disclaimer stating that the opinions expressed are their own and not necessarily those of the Town unless posted as part of their job duties.

4.2.5 Email Caution

Employees must use caution when opening email attachments from unknown senders, as they may contain malware.

4.3 Unacceptable Use



4.3.1 Prohibited Activities

Employees must not engage in activities that are illegal under local, state, federal, or international law while using Town resources. The following activities are strictly prohibited:

- Violating intellectual property rights, including unauthorized copying of copyrighted material.
- Introducing malicious programs into the network or server (e.g., viruses, worms, Trojan horses).
- Sharing account passwords or allowing others to use their account.
- Engaging in fraudulent offers or making unauthorized warranties.
- Circumventing user authentication or security of any network or system.
- Using Town resources to engage in activities that violate harassment or workplace laws.

4.3.2 Network Activities

Network monitoring or scanning without authorization is prohibited, as is introducing honeypots or honeynets without permission.

4.4 Blogging and Social Media

4.4.1 Blogging and Social Media Use

Limited and occasional use of Town systems for blogging or social media is permitted, provided it is done professionally and does not interfere with an employee's job duties or violate Town policies. Employees are prohibited from disclosing confidential information or making statements that could harm the Town's reputation.

4.4.2 Intellectual Property

Employees may not use the Town's logos, trademarks, or intellectual property in any social media activity without prior approval.

4.5 Return of Equipment and Data Upon Termination

Upon the termination of employment, all employees are required to return any Town-issued equipment, data, or proprietary information, whether stored electronically or physically, to the Town of Farmville. Employees are prohibited from retaining any Town data or proprietary information on their personal devices or accounts. Failure to return Town-owned equipment or remove proprietary information from personal devices may result in legal action.



5. Policy Compliance

5.1 Compliance Measurement

Town management will verify compliance with this policy through various methods, including audits and feedback.

5.2 Non-Compliance

Failure to comply with this policy may result in disciplinary action, including termination of employment.

6. Risks

This policy aims to mitigate risks associated with the illegal or harmful use of Town technology, which could lead to legal liability, security breaches, or other damages.

7. Exceptions

Town Manager must approve all exceptions to this policy in writing and in advance. Exceptions made for convenience will not be approved.

8. Related Standards, Controls, Policies, and Processes

- Access Control Policy
- Ethics Policy
- Password Protection Policy



Appendix C

ACCESS CONTROL POLICY

Purpose

This Access Control Policy regulates access to the Town of Farmville's information systems and resources to manage risks to infrastructure and ensure the appropriate flow of information.

Scope

This policy covers all information technology resources owned or operated by the Town of Farmville. It applies to all Town personnel, contractors, vendors, and third parties who access these resources.

Framework

The Access Control Policy is designed to ensure that only authorized individuals access specific information on a clear need-to-know basis. Access should be tiered, with higher-priority users having more restricted access to necessary areas. In emergencies, broader access can be temporarily granted to high-priority administrators.

1. Access Control User Policy

The access control policy specifies who has access to certain information and systems and the order in which access should be granted.

1.1 Email and Restricted Access Machines

Passwords for emails and restricted-access machines must not be shared.

1.2 Password Updates

A systematic protocol for creating and updating passwords must be in place, requiring a specific format (e.g., alphanumeric characters and symbols).

1.3 Password Expiration

Passwords must be set to expire after a defined period (e.g., every three months).

1.4 Password Safeguarding

Personnel should be advised not to write down their passwords.

1.5 Password Sharing

End-user passwords must be communicated securely and not shared or transmitted via email.



1.6 Default Passwords

Users must change default or initial passwords to comply with policy and create a password known only to them.

1.7 Additional Password Controls

When appropriate, passwords must be supplemented with additional access controls, such as smart cards or tokens.

1.8 Authentication Procedure

To enhance security, multi-step authentication (e.g., two—or three-step verification) should be implemented when necessary.

1.9 Authorization

Authorized users must protect their login credentials and passwords, even from family members.

1.10 Password Protection

Passwords and sensitive information must be protected using encryption at rest and in transit.

1.11 Password Storage

Passwords must not be stored on computers or other unsecured hardware devices.

2. Wireless Access

Before accessing information systems via wireless platforms, users must obtain permission from the system administrators. New user accounts must be established with unique login credentials distinct from any other regular user accounts.

3. Permitted Actions without Authorization

Certain access actions may be permitted without prior authorization but must be clearly specified and parameters defined.

4. User Access Procedures

Formal procedures for user access control must be documented, implemented, and maintained for each system or application. These procedures must cover the full lifecycle of user access, from registration to de-registration, and ensure authorized access while preventing unauthorized access. Access rights and permissions must:

- Be appropriate for the tasks the user is expected to perform.
- Be associated with a unique login, not shared with any other user.
- Require a unique password for each login.



5. Remote Access Authentication Procedure

Users accessing systems remotely must follow authentication procedures and ensure they are using up-to-date antivirus software.

6. Access for Mobile Devices

When accessing Town information from mobile devices, the same security precautions as for remote access must be followed.

7. Publicly Accessible Content

When creating publicly accessible content, any non-public or sensitive information must be removed or made inaccessible.

8. Review of Access Rights

User access rights must be reviewed regularly to ensure they are appropriate. System administration accounts must be granted only to personnel who require them for their job functions.

9. Review of Access Options

As new access technologies and methods become available, the Town must be flexible in adopting them. Two- or three-step authentication procedures should be implemented as needed, replacing older, less secure methods.



Appendix D

AWARENESS TRAINING POLICY

Purpose

This policy ensures a systematic approach to security awareness training for all Town personnel. The training protects the Town's networks, hardware, software, and other vulnerable assets from malicious actions.

Definitions

- **Security Awareness:** The knowledge individuals accumulate regarding securing themselves, their workspace, and external communication devices from malicious actions to compromise personal, private, or proprietary data.
- **Training:** The dissemination of information in formal or informal settings (classrooms, seminars, briefings, self-study) to enhance personnel's understanding of security threats.

Scope

This policy applies to all Town personnel involved in security, including contractors, third parties, vendors, and others who require training. This may include:

- End users
- Vendors and third-party partners
- Departmental heads
- Supervisors
- Other personnel as needed

The Town encourages security awareness training for all personnel, making the scope of training broad and inclusive.

1. Awareness Training Policy

1.1 Recommended Training Duration

Ad hoc training sessions, ranging from five minutes to one hour, can be conducted informally. These sessions may include pop quizzes, quick tutoring, or reinforcing best practices.

1.2 Longer Training

For more formal training lasting longer than one hour, sessions should be conducted in a designated training space such as a conference or meeting room. These sessions may range from forty-minute classes to full-day seminars and be led by instructors.



1.3 Forms of Training

Awareness training may include:

- Instructor-led sessions (webinars or classrooms)
- Self-learning (self-paced classes)
- Instructional videos and guides
- Morale-boosting exercises
- Volunteer surveys
- Pop quizzes
- Hands-on experience with potential threats
- Reward-based incentives for participation or completion

1.4 Policy Training

Training must cover organizational policies related to safeguarding software, networks, hardware, and sensitive data. It should emphasize best practices such as proper storage, username and password configuration, and compartmentalization. New policy changes or identified weak areas should be the focus, avoiding redundant material.

1.5 Threat Prevention and Detection

Training must include prevention and detection techniques to minimize the risk of security incidents. Personnel should maintain situational awareness, practice secure habits like changing passwords regularly, and adhere to best practices.

1.6 Types of Intrusions

Personnel should be familiarized with various intrusion methods, including but not limited to:

- Phishing attacks
- Trojan Horses
- Viruses
- Spyware
- Fake websites
- Other deceptive attacks targeting end users

1.7 Advanced User Training

Advanced training should be specific to the user's expertise and areas where their knowledge is deficient. General training may not be effective for advanced users and should be reserved for new employees or personnel not directly involved in security functions.

1.8 Documentation of Training

To ensure compliance, all training sessions must be documented. Documentation may include electronic databases recording trainee attendance, courses taken, progress made, certifications, or internal awards earned.



Appendix E

BRING YOUR OWN DEVICE POLICY

Overview

The Town of Farmville grants its employees the privilege of using personally owned smartphones and tablets for work purposes to enhance convenience and flexibility. The Town reserves the right to revoke this privilege if employees do not comply with the policies and procedures outlined below.

This policy protects the security and integrity of the Town of Farmville's data and technology infrastructure. Limited exceptions to the policy may occur due to variations in devices and platforms.

To connect their devices to the town's network, employees must agree to the terms and conditions outlined in this policy.

1. Acceptable Use

Personally owned devices used for work-related purposes must adhere to the Town of Farmville's Acceptable Use Policy.

2. Allowed Devices

The Town of Farmville will allow the use of the following devices:

2.1 Smartphones

Smartphones, including iPhone, Android, and Windows phones, are allowed. The specific models and operating system versions permitted will be determined and updated as necessary by Computer Exchange (CXE).

2.2 Tablets

Tablets, including iPad and Android tablets, are allowed. CXE will identify specific models and versions.

3. Support of Devices

3.1 Connectivity

Computer Exchange (CXE) will support connectivity issues. Employees should contact their device manufacturer or carrier for operating system or hardware-related issues.

3.2 Provisioning and Configuration

Devices must be presented to CXE for proper provisioning and configuration of standard apps (such as browsers, office productivity software, and security tools) before they can access the Town's network.

4. Reimbursement

The Town of Farmville will not reimburse employees for the cost of personal devices or associated plans. Any allowances or contributions to employee device costs must be approved by the Town Manager.



5. Device Security

5.1 Unauthorized Access

To prevent unauthorized access, all devices must be password protected, and a strong password is required to access the Town network.

5.2 Password Policy

Use of the device for work purposes must comply with the Town of Farmville's Password Policy.

5.3 Locking of Device

Devices must lock automatically after five minutes of inactivity.

5.4 Rooted/Jailbroken Devices

Rooted (Android) or jailbroken (iOS) devices are strictly prohibited from accessing the Town's network.

5.5 Application Use

Employees are prohibited from downloading or installing any app not on the approved app list provided by CXE. This list has been created and approved by the town manager.

5.6 Unsupported Devices

Devices not supported by CXE may not be connected to the Town network.

5.7 Data Access

Access to the Town's data will be limited based on user profiles defined by CXE and enforced automatically.

5.8 Remote Wiping of Device

The Town reserves the right, in coordination with CXE, to remotely wipe any employee device if it is lost, if the employee terminates employment, or if a policy breach or security threat is detected.

6. Risks/Liabilities/Disclaimers

6.1 Data Loss

While CXE will take precautions to prevent data loss, it is the employee's responsibility to back up personal data.

6.2 Disconnection of Device

The Town, in coordination with CXE, reserves the right to disconnect any device or disable services without prior notice.

6.3 Lost or Stolen Devices

Lost or stolen devices must be reported to the Town and CXE within 24 hours.

Employees must also notify their mobile carrier immediately.

6.4 Employee Liability

Employees assume full liability for risks, including data loss, device crashes, viruses, or malware that could render the device unusable.

6.5 Disciplinary Measures

The Town of Farmville reserves the right to take disciplinary action, up to and including termination, for non-compliance with this policy.

Appendix F



CLEAN DESK POLICY

1. Overview

A clean desk policy ensures that all sensitive and confidential materials are removed from an end-user's workspace and securely locked away when the items are not in use or if an employee leaves their workstation. This policy applies to all work areas, including but not limited to workstations, copiers, printers, work rooms, desks, and conference rooms.

This policy ensures that all sensitive and confidential information, regardless of the medium on which it is being stored or displayed, is properly secured or disposed of when it is not in use. It is designed to eliminate the risk of unauthorized access, loss, or damage to information during and outside of normal business hours or when work areas are left unattended.

The policy aims to reduce the risk of security breaches in the workplace and increase employee awareness about protecting sensitive information.

2. Purpose

This policy establishes the minimum requirements for maintaining a "clean desk" where sensitive or critical information about employees, intellectual property, customers, and vendors is secured in locked areas and out of sight. The Clean Desk policy aligns with privacy controls and complies with the NIST Cybersecurity Framework (CSF).

3. Scope

This policy applies to all Town of Farmville employees, contractors, third parties, and third-party service providers who use or have authorized access to the Town's information assets and data.

4. Policy

4.1 Electronic Files

Employees must secure all sensitive or confidential information, whether in hardcopy or electronic form, at the end of the day or when they leave for an extended period.

4.2 Workstations

Computer workstations must be locked when the workspace is unoccupied.

4.3 End of Day

Employees must log out of their computer workstations at the end of the workday. Workstations should remain on to allow Computer Exchange (CXE) to perform maintenance and security updates.



4.4 Sensitive Information

Any restricted or sensitive information must be removed from desks and locked in a drawer when the desk is unoccupied or at the end of the workday.

4.5 Physical Files

File cabinets containing restricted or sensitive information must be closed and locked when not in use or unattended.

4.6 Access Keys

Keys used to access restricted or sensitive information must not be left unattended.

4.7 Laptops

Laptops must be stored in the locked department when not in use to ensure they are securely protected.

4.8 Passwords

Passwords must not be written down or left on sticky notes around or under a computer, nor in any accessible location.

4.9 Printouts

Printouts containing restricted or sensitive information must be immediately removed from the printer.

4.10 Disposal

Restricted or sensitive documents must be shredded using the official shredder bins or placed in the locked, confidential disposal bins.

4.11 Whiteboards

Whiteboards containing restricted or sensitive information must be erased after use.

4.12 Portable Devices

Portable computing devices such as laptops and tablets must be locked away when not in use.

4.13 Mass Storage Devices

Treat mass storage devices such as USB drives as sensitive and secure them in a locked drawer.

4.14 Printers and Fax Machines

To prevent unauthorized access to sensitive documents, all printers and fax machines should be cleared of papers as soon as they are printed.

5. Policy Compliance



5.1 Compliance Measurement

The Town Manager, along with the assistance of CXE, will verify compliance with this policy through periodic walk-throughs, business tool reports, and audits.

5.2 Exceptions

Any exceptions to the policy must be approved by the Town Manager in advance.

5.3 Non-Compliance

Employees found to be in violation of this policy may face disciplinary action up to and including termination of employment.

Appendix G



ETHICS POLICY

1. Overview

The Town of Farmville is committed to protecting its employees, partners, vendors, and the Town from illegal or damaging actions, whether performed knowingly or unknowingly. Addressing ethical issues proactively and using sound judgment helps set the Town apart.

The Town of Farmville will not tolerate any wrongdoing or impropriety at any time. If the ethical code is broken, the town will take appropriate measures to act quickly to correct the issue.

2. Purpose

The purpose of this policy is to establish a culture of openness and trust. It also emphasizes the expectation of both employees and the public to be treated fairly and in accordance with sound business practices. This policy guides business behavior to ensure ethical conduct, and all employees should familiarize themselves with the following guidelines.

3. Scope

This policy applies to all employees, contractors, consultants, temporary workers, and any personnel affiliated with third parties working with the Town of Farmville.

4. Policy

4.1 Executive Commitment to Ethics

4.1.1 Leadership Behavior

Senior leaders within the Town must set an example. Honesty and integrity must be a top priority for all executives in any business practice.

4.1.2 Open Door Policy

Directors must have an open-door policy, welcoming suggestions and concerns from employees. This approach will create a comfortable environment for employees to discuss issues and alert executives to concerns within the Town.

4.1.3 Conflict of Interest

Directors must disclose any conflict of interest in their role within the Town of Farmville.

4.2 Employee Commitment to Ethics

4.2.1 Work Environment

Town employees are expected to treat everyone fairly, foster mutual respect, promote teamwork, and avoid unethical or compromising practices.



4.2.2 Maintenance of Ethics Standards

All employees must actively contribute to upholding the Town's ethics standards through their actions and decisions.

4.2.3 Conflict of Interest

Employees must disclose any conflict of interest related to their position within the Town of Farmville.

4.2.4 Vendors and Clients

Employees are expected to help the Town increase public and vendor satisfaction by providing high-quality services and timely responses to inquiries.

4.2.5 Considerations

When faced with questionable behavior or circumstances, employees should consider the following:

- Is the behavior legal?
- Does it comply with the Town's policies?
- Does it align with the Town's values and culture?
- Could it negatively affect the Town's stakeholders?
- Would the behavior raise concern if reported in the news?
- Could it harm the Town if everyone acted in the same way?

4.3 Company Awareness

4.3.1 Interpersonal Communications

Ethical conduct in interpersonal communications between employees will be encouraged and rewarded.

4.3.2 Company Atmosphere

The Town will foster a trustworthy and honest atmosphere to reinforce its commitment to ethics.

4.4 Maintaining Ethical Practices

4.4.1 Ethics Across the Organization

Integrity must be upheld by all senior management and directors. Employees at every level must maintain an ethical stance and support ethical behavior.

4.4.2 Open Dialogue

Employees are encouraged to engage in open dialogue, provide honest feedback, and treat others with fairness, honesty, and objectivity.

4.4.3 Best Practices

The Town has established a best practice disclosure process to ensure the ethical code is communicated to all employees and any concerns about the code are addressed.



4.4.4 Re-Certification

Employees must recertify their compliance with the Ethics Policy on an annual basis.

4.5 Unethical Behavior

4.5.1 Compromising Practices

The Town will avoid unethical or compromising practices in all relationships, actions, and communications.

4.5.2 Harassment or Discrimination

Harassment or discrimination will not be tolerated within the Town of Farmville.

4.5.3 Unauthorized Use of Town Resources

The unauthorized use of the Town's marketing materials, operational materials, personnel information, financial information, and other critical resources will not be tolerated.

4.5.4 Impropriety

The Town will not permit any form of impropriety and will act ethically and responsibly in accordance with federal, state, and local laws.

4.5.5 Corporate Assets

Employees may not use the Town's assets or business relationships for personal gain.

5. Policy Compliance

5.1 Compliance Measurement

The Town's compliance with this policy will be verified through various methods, including business tool reports, audits, and feedback.

5.2 Exceptions

No exceptions to this policy are allowed.

5.3 Non-Compliance

Employees found to have violated this policy may face disciplinary action, up to and including termination of employment.

Appendix H



PASSWORD CONSTRUCTION POLICY

1. Overview

Passwords are a critical component of information security. A strong password helps protect user accounts, whereas a poorly constructed password could compromise individual systems, data, or the network. This guideline provides best practices for creating secure passwords.

2. Purpose

The purpose of this guideline is to provide best practices for creating strong passwords.

3. Scope

This guideline applies to all Town of Farmville employees, contractors, consultants, temporary workers, and other personnel, including third-party service providers. It applies to all types of passwords, including but not limited to user-level accounts, system-level accounts, web accounts, email accounts, screen saver protection, voicemail, and local router logins.

4. Statement of Guidelines

Strong passwords are long; the more characters you have, the stronger the password. We recommend a minimum of 14 characters. Additionally, the use of passphrases is highly encouraged. Passphrases are combinations of multiple words, such as "It's time for vacation" or "block-curious-sunny-leaves." Passphrases are both easy to remember and strong enough to meet security requirements.

Avoid using weak passwords that:

- Contain fewer than 14 characters.
- Include personal information such as birthdates, addresses, phone numbers, or names of family members, pets, or friends.
- Use predictable patterns, such as "123456" or "qwerty."
- Are variations of "Welcome123" or "Password123."

Additionally, every work account should have a unique password. We highly encourage the use of password manager software that is authorized and provided by Computer Exchange (CXE). Whenever possible, enable multi-factor authentication for additional security.

This guideline is mandatory for all Town employees unless the enforcement of these measures is determined to be too disruptive to operations, in which case alternative security protocols may be implemented at the discretion of the Town Manager.

5. Policy Compliance



5.1 Compliance Measurement

The Town Manager will verify compliance with this policy through methods such as periodic walk-throughs, business tool reports, and audits.

5.2 Exceptions

Any exceptions to the policy must be approved by the Town Manager in advance.

5.3 Non-Compliance

Any employee found to have violated this policy may be subject to disciplinary action up to and including termination of employment.

Appendix I



PASSWORD PROTECTION POLICY

1. Overview

Passwords are a crucial aspect of computer security. A poorly chosen password can lead to unauthorized access and exploitation of Town resources. All staff, including contractors and vendors with access to the Town of Farmville systems, are responsible for taking appropriate steps, as outlined below, to create and secure their passwords.

2. Purpose

The purpose of this policy is to establish a standard for the creation and protection of strong passwords.

3. Scope

This policy applies to all personnel who have or are responsible for an account (or any form of access requiring a password) on any system that resides at any Town of Farmville facility, has access to the Town network, or stores any non-public Town information.

4. Policy

4.1 Password Creation

4.1.1 System-Level Passwords

All user-level and system-level passwords must conform to the Password Construction Guidelines.

4.1.2 Work-Related Accounts

Users must use a separate, unique password for each work-related account. Work-related passwords must not be used for personal accounts.

4.1.3 User Accounts

User accounts with system-level privileges, such as administrators of software, must have a unique password different from other accounts held by that user. It is highly recommended that multi-factor authentication be used for any privileged accounts.

4.2 Password Change

4.2.1 Password Change Timeline

Passwords should be changed only when there is reason to believe a password has been compromised.

4.2.2 Password Cracking



Computer Exchange (CXE) or its delegates may perform password cracking or guessing periodically or randomly. If a password is cracked during one of these scans, the user will be required to change it to comply with the Password Construction Guidelines.

4.3 Password Protection

4.3.1 Password Sharing

Passwords must not be shared with anyone, including supervisors and coworkers. All passwords must be treated as sensitive and confidential Town information.

4.3.2 Emails and Passwords

Passwords must not be inserted into email messages, documents, or other forms of electronic communication, nor should they be revealed over the phone.

4.3.3 Storing Passwords

Passwords may only be stored using password managers authorized by the Town Manager.

4.3.4 Password Storage in Applications

The "Remember Password" feature of applications (e.g., web browsers) must not be used.

4.3.5 Compromised Passwords

Any user suspecting their password has been compromised must report the incident to Computer Exchange (CXE) and change all passwords immediately.

4.4 Application Development

4.4.1 Application Authentication

Applications must support the authentication of individual users, not groups.

4.4.2 Application Password Storage

Applications must not store passwords in clear text or any easily reversible form.

4.4.3 Network Password Transmission

Applications must not transmit passwords in clear text over the network.

4.4.4 Role Management

Applications must provide role management so that one user can take over the functions of another without knowing the other user's password.

4.5 Multi-Factor Authentication

4.5.1 Multi-Factor Authentication Use

Multi-factor authentication is highly encouraged and should be used whenever possible for work-related and personal accounts.



5. Policy Compliance

5.1 Compliance Measurement

The Town Manager, along with the assistance of Computer Exchange (CXE), will verify compliance with this policy through various methods, including periodic walk-throughs, business tool reports, and audits.

5.2 Exceptions

Any exceptions to this policy must be approved by the Town Manager in advance.

5.3 Non-Compliance

Any employee found to be in violation of this policy may face disciplinary action, up to and including termination of employment.

6. Related Standards, Policies, and Processes

This policy aligns with, but is not limited to, the following related standards, policies, and processes:

- **NIST Cybersecurity Framework (NIST CSF):** Provides guidelines for password security and broader cybersecurity measures.
- **NIST SP 800-63:** Specifies digital identity guidelines, including password creation and management.
- **CJIS Security Policy:** Applicable to municipalities handling criminal justice information, outlining strict password and data security requirements.
- **ISO/IEC 27001:** International standard for information security management, addressing password and access controls as part of broader cybersecurity measures.
- **Virginia Information Technologies Agency (VITA):** Provides best practices and security guidelines tailored for local governments in Virginia, including password policies.
- **Cybersecurity & Infrastructure Security Agency (CISA) Guidelines:** Federal guidelines on safeguarding information systems, including password protection and multi-factor authentication.

Appendix J



PHYSICAL FACILITY ACCESS POLICY

Purpose

This policy establishes guidelines, rules, and procedures for accessing the Town of Farmville's physical grounds or facilities.

Scope

This policy covers all town personnel who require access to the Town's physical facilities.

Definitions

Physical access refers to organizational personnel being allowed a physical presence (i.e., not digital, virtual, or remote) in specific Town premises that require enhanced security protocols due to the handling, management, or storage of sensitive data or other information.

1. Policy

Access to all areas designated as sensitive, restricted, or otherwise requiring specific security protocols must be approved by designated Town personnel.

1.1 Formal Review

A formal review will involve the personnel requesting access and their direct supervisor(s). The review will document the reason access is needed and include an examination of the candidate's past work history.

1.2 Background Check

A formal background check of the individual requesting access will be conducted. This check may include civil and criminal history covering a period specified by Town policy.

1.3 Facility Access

Access is determined on a need-to-access basis. This process may include informal reviews based on current workflow requirements and responsibilities.

1.4 Monitoring Period

Once access is granted, personnel with access to restricted areas must be monitored before, during, and after their time in the restricted space. Unauthorized personnel found in secure areas will be removed immediately, and security protocols will be enacted.

1.5 Personnel Identification

All authorized personnel must wear identification, such as a badge, or account for their presence in restricted areas via a log. Personnel not following this policy will be asked to leave the area until they comply with identification requirements.

1.6 Movement Monitoring



Movement within restricted areas may be monitored through video recording, audio recording, physical observation, or other methods. These recordings will be stored securely for an unspecified time and may be made available to the recorded personnel under certain circumstances.

1.7 Personnel Supervision

An authorized supervisor must be in the same facility and monitor personnel working in restricted areas. If personnel violate access policies, their work will be immediately halted, and they will be escorted from the restricted area.

1.8 Visitors

Visitors to restricted areas must be escorted at all times by authorized personnel, and a log must record the visitor's name, date, and purpose. Visitors may also be required to wear identification badges, which must be surrendered upon leaving.

1.9 Electronic Access

Electronic access control systems, such as access cards or codes, should be used to manage access to controlled spaces. These systems must be reviewed periodically, and passwords or codes should be updated regularly.

1.9.1 Access Systems

Handheld access systems, such as cards or keys, are designated for specific personnel and must not be shared.

1.9.2 Access Cards

To protect personnel privacy, access cards, key cards, or other devices must not contain identifying information, such as a name or address.

1.9.3 Lost Access Cards

Lost or stolen access control devices must be reported immediately to supervisors.

1.10 Asset Tracking

All physical and digital assets within sensitive or restricted areas must be recorded, documented, and reviewed periodically. Assets found outside secure areas must be relocated to prevent tampering, damage, theft, or unauthorized access.

1.11 Termination

Upon termination of employment or a relationship with the Town, personnel must relinquish all access control systems (keys, cards, remote access systems) and return any Town assets in their possession to their supervisor.

Appendix K



REMOTE ACCESS POLICY

1. Overview

Remote access to the Town of Farmville's town network is essential to maintain productivity. However, in many cases, remote access may originate from networks that are less secure than the Town's network. While these external networks are beyond the Town's control, this policy aims to mitigate external risks to the best of our ability.

2. Purpose

This policy defines the rules and requirements for connecting to the Town of Farmville's network from any host. These rules are designed to minimize potential exposure to unauthorized use of Town resources, including loss of sensitive or confidential data, damage to the Town's public image, internal system damage, and fines or financial liabilities resulting from such losses.

3. Scope

This policy applies to all Town of Farmville employees, contractors, vendors, and agents using Town-owned or personally owned computers or workstations to connect to the Town network. It applies to all remote access connections, including accessing email, intranet resources, or any other work conducted on behalf of the Town.

4. Policy

It is the responsibility of Town of Farmville employees, contractors, vendors, and agents with remote access privileges to the Town's network to ensure that their remote access connection is treated with the same level of security as their on-site connection.

General access to the Internet for recreational use through the Town of Farmville's network is strictly limited to authorized users, including employees, contractors, vendors, and agents (referred to as "Authorized Users"). When accessing the Town's network from a personal computer, Authorized Users are responsible for preventing access to any Town computer resources or data by non-Authorized Users. Any illegal activities performed through the Town's network by any user (Authorized or otherwise) are strictly prohibited. The Authorized User bears full responsibility for the misuse of their access. For further information and definitions, refer to the Acceptable Use Policy.

Authorized Users may not use the Town's network to access the Internet for outside business interests.

Authorized users should contact Computer Exchange (CXE) for additional information about remote access connection options, such as how to obtain a remote access login, access to anti-virus software, troubleshooting, etc.

4.1 Requirements



4.1.1 Secure Remote Access

Remote access must be strictly controlled through encryption (e.g., Virtual Private Networks (VPNs)) and strong passphrases. For more details, see the Password Policy.

4.1.2 Authorized Users

Authorized users must protect their login credentials and passwords, ensuring they are not shared with anyone, including family members.

4.1.3 Remote Connection

While using a Town-owned device to connect to the Town of Farmville's network remotely, users must ensure the remote host is not connected to any other network simultaneously, except personal networks under the user's complete control.

4.1.4 External Resources

The use of external resources to conduct Town business must be approved in advance by the Town Manager.

4.1.5 Hosts Connected to Internal Networks

All hosts connected to the Town's network via remote access must use the latest anti-virus software. This requirement applies to both Town-owned and personal computers. Third-party connections must comply with requirements outlined in the Third-Party Agreement.

4.1.6 Personal Equipment

Any personal equipment connected to the Town's network must meet the same security standards for remote access as town-owned equipment, as outlined in the Hardware and Software Configuration Standards.

5. Policy Compliance

5.1 Compliance Measurement

The Town Manager, along with the assistance of Computer Exchange (CXE), will verify compliance with this policy through various methods, including periodic walk-throughs, audits, and inspections. Feedback will be provided to the policy owner and the appropriate business unit manager.

5.2 Exceptions

Any exceptions to this policy must be approved by the Town Manager.

5.3 Non-Compliance

Employees found to be in violation of this policy may face disciplinary action, up to and including termination of employment.

6. Related Standards, Policies, and Processes



Town of Farmville Employment Policies and Procedures

For more information about protecting Town resources via remote access and acceptable use, please refer to the following policies:

- Acceptable Use Policy
- Password Policy



Town of Farmville

Agenda Item Summary

MEETING DATE: December 11, 2024

ITEM NUMBER: 14.c. – Request Approval of Updated Pay and Classification Plan

BACKGROUND: The Town Manager provided a review of the proposed updates at the December 4, 2024, Work Session.

RECOMMENDATION: Approve the Updated Pay and Classification Plan

FISCAL IMPACT:

ATTACHMENTS:

1. Position Schematic By Grade FY25 - Final PDF

**Town of Farmville Pay and Classification Plan
FY25 Pay and Classification Plan**

Grade	Position	Job Number	FLSA	Annual Minimum	Annual Midpt	Annual Max	Existing Employee Annual Maximum	Hourly Min	Hourly Mid	Hourly Max	Existing EE Hourly Max
F01	AIRPORT TECHNICIAN	1006	N	\$28,460	\$39,198	\$45,536	\$49,936.00	\$13.68	\$18.85	\$21.89	\$24.01
F01	BUS OPERATIONS AIDE	2303	N	\$28,460	\$39,198	\$45,536	\$49,936.00	\$13.68	\$18.85	\$21.89	\$24.01
F01	CUSTODIAN	1701	N	\$28,460	\$39,198	\$45,536	\$49,936.00	\$13.68	\$18.85	\$21.89	\$24.01
F01	WATER/SEWER PLANT TRAINEE	2005	N	\$28,460	\$39,198	\$45,536	\$49,936.00	\$13.68	\$18.85	\$21.89	\$24.01
F02	BUS DRIVER (PART-TIME)	2302	N	\$29,728	\$40,846	\$47,565	\$51,964.80	\$14.29	\$19.64	\$22.87	\$24.98
										\$0.00	
F03	LABORER I	1709	N	\$31,695	\$43,404	\$50,712	\$55,112.00	\$15.24	\$20.87	\$24.38	\$26.50
F03	WATER METER READER/TECHNICIAN	1003	N	\$31,695	\$43,404	\$50,712	\$55,112.00	\$15.24	\$20.87	\$24.38	\$26.50
F04	ADMINISTRATIVE ASSISTANT I	1108	N	\$33,810	\$46,153	\$54,096	\$58,496.00	\$16.25	\$22.19	\$26.01	\$28.12
F04	LABORER II	1503	N	\$33,810	\$46,153	\$54,096	\$58,496.00	\$16.25	\$22.19	\$26.01	\$28.12
F04	MECHANIC I	1715	N	\$33,810	\$46,153	\$54,096	\$58,496.00	\$16.25	\$22.19	\$26.01	\$28.12
F04	RECREATION TECHNICIAN (PART-TIME)	1014	N	\$33,810	\$46,153	\$54,096	\$58,496.00	\$16.25	\$22.19	\$26.01	\$28.12
F04	SUPPLY ROOM TECHNICIAN	1714	N	\$33,810	\$46,153	\$54,096	\$58,496.00	\$16.25	\$22.19	\$26.01	\$28.12
F05	ADMINISTRATIVE ASSISTANT II	1109	N	\$36,083	\$49,108	\$57,733	\$62,132.80	\$17.35	\$23.61	\$27.76	\$29.87
F05	EMERGENCY COMMUNICATIONS OPERATOR I	1204	N	\$36,083	\$49,108	\$57,733	\$62,132.80	\$17.35	\$23.61	\$27.76	\$29.87
F05	MECHANIC II	1716	N	\$36,083	\$49,108	\$57,733	\$62,132.80	\$17.35	\$23.61	\$27.76	\$29.87
F05	RECREATION SPECIALIST	2301	N	\$36,083	\$49,108	\$57,733	\$62,132.80	\$17.35	\$23.61	\$27.76	\$29.87
F05	WATER PLANT OPERATOR	2002	N	\$36,083	\$49,108	\$57,733	\$62,132.80	\$17.35	\$23.61	\$27.76	\$29.87
F05	WWTP OPERATOR	2202	N	\$36,083	\$49,108	\$57,733	\$62,132.80	\$17.35	\$23.61	\$27.76	\$29.87
F06	ACCOUNT CLERK I	1103	N	\$38,527	\$52,285	\$61,643	\$66,043.20	\$18.52	\$25.14	\$29.64	\$31.75
F06	EQUIPMENT OPERATOR	1505	N	\$38,527	\$52,285	\$61,643	\$66,043.20	\$18.52	\$25.14	\$29.64	\$31.75
F07	EMERGENCY COMMUNICATIONS OPERATOR II	1203	N	\$41,154	\$55,700	\$65,846	\$70,246.40	\$19.79	\$26.78	\$31.66	\$33.77
F08	ACCOUNT CLERK II	1103	N	\$43,978	\$59,371	\$70,365	\$74,764.80	\$21.14	\$28.54	\$33.83	\$35.94
F08	ACCREDITATION COORDINATOR	1211	N	\$43,978	\$59,371	\$70,365	\$74,764.80	\$21.14	\$28.54	\$33.83	\$35.94
F08	GIS ANALYST	1802	E	\$43,978	\$59,371	\$70,365	\$74,764.80	\$21.14	\$28.54	\$33.83	\$35.94
F08	RESIDENTIAL CODE INSPECTOR	1400	N	\$43,978	\$59,371	\$70,365	\$74,764.80	\$21.14	\$28.54	\$33.83	\$35.94
F09	CLERK OF COUNCIL	1022	E	\$47,014	\$63,318	\$75,222	\$79,622.40	\$22.60	\$30.44	\$36.16	\$38.28
F09	EXECUTIVE SECRETARY	1012	N	\$47,014	\$63,318	\$75,222	\$79,622.40	\$22.60	\$30.44	\$36.16	\$38.28
F09	FIREFIGHTER	1010	N	\$47,014	\$63,318	\$75,222	\$79,622.40	\$22.60	\$30.44	\$36.16	\$38.28
F09	POLICE OFFICER	1207	N	\$47,014	\$63,318	\$75,222	\$79,622.40	\$22.60	\$30.44	\$36.16	\$38.28
F09	PURCHASING AGENT	1023	N	\$47,014	\$63,318	\$75,222	\$79,622.40	\$22.60	\$30.44	\$36.16	\$38.28
F09	TRANSIT COORDINATOR	2305	N	\$47,014	\$63,318	\$75,222	\$79,622.40	\$22.60	\$30.44	\$36.16	\$38.28

F10	ADMINISTRATIVE STAFF OFFICER	1209	N	\$50,278	\$67,561	\$80,445	\$84,844.80	\$24.17	\$32.48	\$38.68	\$40.79
F10	BUILDING OFFICIAL	1401	N	\$47,014	\$63,318	\$75,222	\$79,622.40	\$22.60	\$30.44	\$36.16	\$38.28
F10	EMERGENCY COMMUNICATIONS SUPERVISOR	1214	N	\$50,278	\$67,561	\$80,445	\$84,844.80	\$24.17	\$32.48	\$38.68	\$40.79
F10	FOREMAN	1705	N	\$50,278	\$67,561	\$80,445	\$84,844.80	\$24.17	\$32.48	\$38.68	\$40.79
F10	HORTICULTURIST	1015	N	\$47,014	\$63,318	\$75,222	\$79,622.40	\$22.60	\$30.44	\$36.16	\$38.28
F10	POLICE CORPORAL	1210	N	\$50,278	\$67,561	\$80,445	\$84,844.80	\$24.17	\$32.48	\$38.68	\$40.79
F11	CRIMINAL INVESTIGATOR	1205	N	\$53,786	\$72,122	\$86,058	\$90,457.60	\$25.86	\$34.67	\$41.37	\$43.49
F11	POLICE SERGEANT	1208	N	\$53,786	\$72,122	\$86,058	\$90,457.60	\$25.86	\$34.67	\$41.37	\$43.49
F11	NARCOTICS INVESTIGATOR	2501	N	\$53,786	\$72,122	\$86,058	\$90,457.60	\$25.86	\$34.67	\$41.37	\$43.49
F11	TOWN PLANNER	1801	E	\$53,786	\$72,122	\$86,058	\$90,457.60	\$25.86	\$34.67	\$41.37	\$43.49
F12	HUMAN RESOURCES MANAGER	1105	E	\$57,557	\$77,024	\$92,091	\$96,491.20	\$27.67	\$37.03	\$44.27	\$46.39
F12	SUPERINTENDENT	1506	N	\$57,557	\$77,024	\$92,091	\$96,491.20	\$27.67	\$37.03	\$44.27	\$46.39
F12	TRANSIT MANAGER	2300	E	\$57,557	\$77,024	\$92,091	\$96,491.20	\$27.67	\$37.03	\$44.27	\$46.39
F13	EMERGENCY COMMUNICATIONS MANAGER	1201	E	\$61,612	\$82,296	\$98,579	\$102,979.20	\$29.62	\$39.57	\$47.39	\$49.51
F13	POLICE LIEUTENANT	1212	N	\$61,612	\$82,296	\$98,579	\$102,979.20	\$29.62	\$39.57	\$47.39	\$49.51
F14	IT MANAGER	1106	E	\$65,970	\$87,961	\$105,552	\$109,952.00	\$31.72	\$42.29	\$50.75	\$52.86
F15	ASSISTANT DIRECTOR OF PUBLIC WORKS	1702	N	\$70,655	\$94,052	\$113,048	\$117,448.00	\$33.97	\$45.22	\$54.35	\$56.47
F15	DEPUTY DIRECTOR FINANCE	1101	E	\$70,655	\$94,052	\$113,048	\$117,448.00	\$33.97	\$45.22	\$54.35	\$56.47
F15	POLICE CAPTAIN	1020	E	\$70,655	\$94,052	\$113,048	\$117,448.00	\$33.97	\$45.22	\$54.35	\$56.47
F16	DIRECTOR OF COMMUNITY DEVELOPMENT	1107	E	\$75,692	\$100,600	\$121,107	\$125,507.20	\$36.39	\$48.37	\$58.22	\$60.34
F16	DIRECTOR OF RECREATION	2510	E	\$75,692	\$100,600	\$121,107	\$125,507.20	\$36.39	\$48.37	\$58.22	\$60.34
F16	FIRE CHIEF	1100	E	\$75,692	\$100,600	\$121,107	\$125,507.20	\$36.39	\$48.37	\$58.22	\$60.34
F17	CHIEF OF POLICE	1206	E	\$81,106	\$107,638	\$129,770	\$134,169.60	\$38.99	\$51.75	\$62.39	\$64.50
F17	DIRECTOR OF FINANCE	1104	E	\$81,106	\$107,638	\$129,770	\$134,169.60	\$38.99	\$51.75	\$62.39	\$64.50
F17	DIRECTOR OF PUBLIC WORKS	1703	E	\$81,106	\$107,638	\$129,770	\$134,169.60	\$38.99	\$51.75	\$62.39	\$64.50
F18			E	\$86,927	\$115,205	\$139,083	\$143,483.00	\$41.79	\$55.39	\$66.87	\$68.98
F19			E	\$93,184	\$123,339	\$149,094	\$153,494.00	\$44.80	\$59.30	\$71.68	\$73.80
F20	TOWN MANAGER	1021	E	\$99,910	\$132,083	\$159,856	\$164,256.00	\$48.03	\$63.50	\$76.85	\$78.97

12/1/2024



Town of Farmville

Agenda Item Summary

MEETING DATE: December 11, 2024

ITEM NUMBER: 14.d. – Request Authorization to Advertise 2025 Town Council Meeting Dates

BACKGROUND:

RECOMMENDATION: Authorize the advertisement of the 2025 Town Council Meeting Dates

FISCAL IMPACT:

ATTACHMENTS:

1. 2025 Meeting Dates

Brian R. Vincent
Mayor

Mary H. McKay
Clerk of Council



COUNCIL
A. D. "Chuckie" Reid
Adam B. Yoelin
Daniel E. Dwyer
Donald L. Hunter
John Hardy
Sallie O. Amos
Tommy Pairet

Farmville Town Council Meeting Dates

Farmville Town Council will hold their regular monthly Council meetings for 2025 on the following dates:

January 8, 2025

February 12, 2025

March 12, 2025

April 9, 2025

May 14, 2025

June 11, 2025

July 9, 2025

August 13, 2025

September 10, 2025

October 8, 2025

November 12, 2025

December 10, 2025

Council meetings are held in the Council Chamber on the second floor of the Town Hall, at 116 North Main Street, Farmville, Virginia, at 6:00 PM, unless otherwise scheduled.

Council Work Sessions are held the first Wednesday of each month in the Council Chamber of the Town Hall at 6:00 PM – Town Hall address listed above.

This list does not include any special meetings which may be called from time to time.

To verify meeting dates, contact the Clerk of Council.

Mary H. McKay – Clerk of Council