



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

TO:	Department Heads, HR Managers and Payroll Contacts	DATE:	August 11, 2017
FROM:	Catherine Spage, Human Resources Director		
SUBJECT:	Personnel Regulations Update		
TRANSMITTAL NO.:	1-2017	BOARD APPROVAL DATE:	July 25, 2017 Revisions to Chapters 2, 4, 16 and 17

On July 25, 2017, The Board of Supervisors approved revisions to the Fairfax County Personnel Regulations. These changes ensure alignment with federal laws and include administrative changes and clarifications. All changes are effective immediately.

The following summarizes the changes, by chapter:

Chapter 2

- Added a definition of bullying
- Updated the pay grade under the definition of *FLSA Eligible* and *Straight Pay Eligible* with approved changes
- Changed language from “Animal Control Officers” to “Animal Protection Police Officers”
- Corrected the classification of Animal Protection Police Officers under the definition of *Law Enforcement Personnel* and *Overtime (FLSA)*

Chapter 4

- Section 4.8-clarified and corrected how to determine promotional pay increase amounts for public safety employees by updating the language from minimum 6% increase to 5% minimum increase as well as removing the cap of 15% max increase
- Section 4.3.2.b-updated to reflect removal of the two year hold for public safety employees
- Sections 4.13 and 4.15.1- changed language from “Animal Control Officers” to “Animal Protection Police Officers”

Chapter 16

- Section 16.4.2.c-Clarified investigation roles and responsibilities
- Section 16.4.3.e-added “the outcome of bullying investigations”
- Incorporated information pertaining to anti-bullying in the Standards of Conduct

Chapter 17

- Section 17.1-clarified the purpose of the grievance process as it pertains to an individual employee’s concern by adding the following language: “The purpose of the grievance procedure is to provide a fair, detailed process whereby employees may voice complaints concerning issues related to their personal employment experience and/or circumstance with the County.”
- Clarified procedural roles and responsibilities when soliciting input outside the complainant’s department in order to address a Third Step Complaint submission