

MEMORANDUM

DATE: September 11, 2001

TO: The Board of Supervisors

FROM: Carol M. Luckam, Human Resource Manager

SUBJECT: Revisions to Chapter 4, Compensation Plan, of the James City County Personnel Policies and Procedures Manual

---

Attached is a resolution to revise Chapter 4, Compensation Plan, of the James City County Personnel Policies and Procedures Manual. The changes are of a housekeeping nature to reflect changes in the Code of Virginia regarding overtime compensation for fire protection employees, a change to the salary structure approved in the FY 02 Budget, and to make the Chapter easier to read.

The most significant changes are:

1. The addition of language in Section 4.11, Item E.3., resulting from a change in the Code of Virginia. This change requires the payment of time and 1/2 overtime for certain hours worked in a 21-day cycle even if the employee has taken paid time off during the work cycle. Previously, if an employee took paid time off during the work cycle, these particular hours were compensated at straight time, rather than time and 1/2.
2. The elimination of language in Section 4.1, Item C., thus providing that all salary ranges in the salary structure are treated in the same manner in relation to the labor market.

Staff recommends adoption of the attached resolution.

---

Carol M. Luckam

CML/adw  
changes.mem

Attachments