

MEMORANDUM

DATE: June 8, 2004

TO: The Board of Supervisors

FROM: Carol M. Luckam, Human Resources Manager

SUBJECT: Revisions to Chapter 3, Drug Free Workplace Policy; Section 5.4, Employee Benefits - Leave; and Chapter 8, Grievance Procedure; of the James City County Personnel Policies and Procedures Manual

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The attached revisions to the Drug Free Workplace Policy, the Employee Benefits - Leave Policy, and the Grievance Procedure were the subject of a May 25 Work Session. The proposed changes and their rationale, which were discussed at that time, are proposed for adoption at this Board Meeting. The Employee Development Policy and the change to the method of tracking Family and Medical Leave, which were also discussed, are undergoing further review and are not proposed for adoption at this time.

Since the Work Session, several additional changes have been made to the policies. These changes are not substantial, but are highlighted in red to facilitate review. The changes are based on Board and employee comments and the Department of Transportation (DOT) training attended by staff the Thursday and Friday before the Work Session. Those elements of the Drug Free Workplace Policy that are not part of the DOT regulations are now bolded as recommended by the trainers.

I recommend the adoption of the attached resolution.

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Carol M. Luckam

CML/gs  
polirev.mem

Attachments