

Table of Contents

Section/Regulation Title

Introduction/Table of Contents

I. General Regulations

- 1.1 Code of Ethics
- 1.2 Political Activity or Solicitations on City Premises
- 1.3 Customer Service Policy
- 1.4 Use of Council Chambers
- 1.5 Emergencies and Closings
- 1.6 Business Conduct
- 1.7 Media Relations Policy
- 1.8 Confidentiality and Non-Disclosure Policy

II. Technology Regulations

- 2.1 Telecommunications Service
- 2.2 Cellular Communications Devices Usage
- 2.3 Telecommuting
- 2.4 Disposal of Surplus Computer Equipment
- 2.5 Electronic Media Systems (Internet/Intranet)
- 2.6 Electronic Information Security
- 2.7 Use of Computer Equipment
- 2.8 Electronic Systems - User Passwords
- 2.9 Use of Computer Software
- 2.11 Electronic Access by Third Party

III. Ordinance & Code Enforcement Regulations

- 3.1 Virginia Freedom of Information Policy
- 3.2 Procedure for Requesting the Preparation of an Ordinance or Resolution
- 3.3 Employee Statements Concerning Claims against the City
- 3.4 Alternative Strategies and Systems for Handling Performance and Misconduct Issues

IV. Employment Administration Regulations

- 4.1 Americans with Disabilities Act (ADA)
- 4.2 Disability Procedures
- 4.3 Family Medical Leave Act (FMLA)
- 4.4 Insurance Coverage
- 4.5 Overtime, Compensatory Time, and Deduction in Pay for Exempt Employees Insurance Coverage
- 4.6 Anti-Harassment
- 4.7 On-Call Duty
- 4.8 Leave for Employees
- 4.9 Benefits and Compensation Program for Executives and Unclassified City Employees
- 4.10 Discipline Guidelines for Classified Employees
- 4.11 Discipline Guidelines for Unclassified and Probationary Employees
- 4.12 City Facilities Identification Card and Security Procedures
- 4.13 Violence in the Workplace
- 4.14 Background Investigations
- 4.15 Leave Status Pending Disciplinary Review and/or Investigation
- 4.16 Volunteer Worker Program
- 4.17 Americans with Disabilities Act (ADA) Title II – Public Accommodations
- 4.18 Return to Duty Program (RTD)
- 4.19 Initial Compensation, Promotions, and Transfers
- 4.20 Furlough Policy
- 4.21 Anti-Retaliation Policy
- 4.22 Anti-Discrimination
- 4.23 Investigation (Complaint) Policy

V. Employment Practices Regulations

- 5.1 Workers' Compensation
- 5.2 Holiday Policy
- 5.3 Meal Allowance
- 5.4 Smoking Policy
- 5.5 Outside Employment
- 5.6 Paycheck Distribution and Early Release of Paychecks
- 5.7 Performance Evaluation System
- 5.8 Reclaiming City Property or Monies Owed Upon Employee Separation
- 5.9 Personal Appearance
- 5.10 Privacy of Protected Health Information
- 5.11 Religious Activities in the Workplace
- 5.12 Restrictions on Certain Activities with Former Employees
- 5.13 Time and Attendance Policy

VI. Vehicle & Travel Regulations

- 6.1 Employee Parking Space
- 6.2 Motor Pool and City Vehicle Usage
- 6.3 Ticketing of City Vehicles
- 6.4 Travel Policy
- 6.5 Employee Rideshare
- 6.6 Anti-Idling Policy: Vehicles & Equipment
- 6.7 Use of Global Positioning System (GPS) Data

VII. Miscellaneous

- 7.1 Environmental Policy
- 7.2 Virginia Public Records Policy
- 7.3 Managed Competition Policy
- 7.4 Service Request Tracking System
- 7.5 City Internship Program
- 7.6 Tuition Assistance
- 7.7 Maintenance and Release of Personnel Information