

COMMONALITY IN PERSONNEL PRACTICES

The Albemarle County Board of Supervisors and School Board believe that their employees are all dependent on Albemarle County taxpayers and thus should be governed, wherever possible, by the same personnel policies, procedures, and practices. To effect this commonality, the Boards have implemented procedures through which communications and decisions regarding personnel matters take place between the local government and the school division.

Adopted: July 1, 1993
Amended: December 8, 1997; August 26, 2004

ADMINISTRATIVE PROCEDURES FOR COMMONALITY IN PERSONNEL POLICIES

1. All personnel policies and procedures that are applicable to both local government and school division employees will be approved by both the Board of Supervisors and School Board.
2. Except when directed by the School Board or Superintendent, ~~a committee comprised of~~ representatives from both the county government and the school division will review all proposed personnel policies and procedures that are applicable to both the local government and school division and make recommendations to both the County Executive and Superintendent. A joint recommendation will be made to the Boards. Should changes be suggested by either Board, the matter will be referred back to the County Executive and Superintendent for resolution subject to final approval by the Boards.
3. The County Executive and Superintendent will make joint recommendations regarding salary and benefit adjustments for inclusion in the next year's budget.
4. The Boards will maintain a common salary schedule*, means of assigning positions to pay ranges, and fringe benefits program for employees in both the local government and school division.

Through the above procedures, it is anticipated that personnel policies, procedures, and practices affecting local government and school division employees shall, whenever possible, be consistently developed and administered.

* excluding teachers

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