

September 11, 2024

TO: TJPDC Finance/Executive Committee

FROM: TJPDC Staff

RE: Employee Handbook revisions

**Purpose:** To consider and approve needed changes to the TJPDC Employee Handbook.

**Background:** The TJPDC Employee Handbook was most recently revised in 2016. During the past eight years, numerous changes in federal and state laws and regulations have occurred that necessitate updates to the Handbook at this time. Also, during that period, the TJPDC has incorporated various practices into the agency operations that should be added to the Handbook.

This proposal is one of two that TJPDC staff plans to bring to the Commission for consideration and adoption. First, the recommended changes herein are 1) deemed necessary due to the aforementioned changes in law or regulation and have been developed in consultation with the agency's insurance provider, Virginia Risk Sharing Association; or 2) proposed by staff to reflect current practice or previous policy approved by the Commission.

Early in 2025, TJPDC staff plans to bring forward additional proposed modifications that could have fiscal budget impacts or that require further analysis by staff prior to Commission consideration.

Attached to this memo are 1) a marked-up version showing proposed additions and deletions to the Handbook, and 2) a clean version incorporating all of the changes being proposed at this time.

**Recommendation:** Staff recommends that the Finance/Executive Committee recommend to the full Commission approval of the proposed changes to the TJPDC Employee Handbook, with the understanding that review by TJPDC legal counsel is forthcoming and with latitude for staff to make additional technical and clarifying changes to the document.

