



Rouss City Hall
15 North Cameron Street
Winchester, VA 22601
Email: hrdept@ci.winchester.va.us

Telephone: (540) 667-1815
FAX: (540) 722-3409
TDD: (540) 722-0782
Website: www.winchesterva.gov

To: Department Heads

From: Joel Davis, Human Resources Director

Re: Administrative Policy Manual

Date: August 6, 2012

Enclosed you will find administrative policies that have been implemented by City Manager Dale Iman, and those that remain in effect from previous city managers Noe and Gerhart. In the future whenever additional administrative policies are implemented you will be forwarded copies of those to be placed in this manual. As per the City Manager, it shall be your responsibility to ensure that the employees in your department are made aware of these and future administrative policies.

Please ensure that you inform your employees as to the location of the departmental copy of this manual so that they may reference these policies as needed.

Thank you all for your cooperation in this endeavor, and please contact me should you have any questions.

Sincerely,


Joel Davis

Rouss City Hall
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Website: www.winchesterva.gov

To: All City Employees

From: Dale Iman, City Manager

Re: Employee Gifts (**Administrative Policy 2012-1**)

Date: August 1, 2012

Everyone, it has been mentioned that from time to time there is duplication occurring in regards to the purchasing of flowers between city departments and Human Resources. In an effort to ensure that there is no such duplication in the future, and to streamline the process, the following policy is hereby implemented.

No Department shall be authorized to utilize City funds for employee gifts, including such items as flowers, donations, party gifts, etc. Departments may, as a group, take a collection for a specific purpose as the need arises outside the scope of this administrative directive.

The Human Resources Department has a line-item that is designated for employee purchases for flowers for an employee who passes away or his/her immediate family member as defined in the Comprehensive Employment Management System (CEMS). Funds for these purchases are derived from money collected from the vending machines. The use of City of Winchester purchasing cards (P-Cards) is specifically prohibited for the purchase of flowers and/or gifts.

The Human Resources Department will remain the single source for sending flowers. Expenditure shall not exceed \$75.00 for a single purchase.


Dale Iman, City Manager

8-1-12
Date



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Administrative Policy 2012-2

August 6, 2012

Dear Fellow Employees,

Candidates began filing their Petitions and Declarations of Candidacy for the Winchester City Council in March and the filing period will end on June 12, 2012. While all citizens enjoy the right to engage in political activities whether running for office or actively supporting one candidate over another, employees are not permitted to suggest or imply that the City has officially endorsed a political party, candidate, or campaign; use their official position in support of or against a political candidate or party; or otherwise engage in political activity while on duty or at the workplace. Similarly, the Winchester CEMS Section 7.9 reflects state law regarding this issue.

Section 7.9 of the CEMS states that City employees may support good government by appropriate means such as casting his or her vote, joining political organizations, attending political meetings, or expressing any political opinion in their private capacity while not on duty or at the workplace. However, such activities are expressly prohibited under State Law and the CEMS in an employee's official capacity, during working hours, and/or at the workplace.

Additionally, City employees are prohibited from soliciting campaign funds from fellow employees or to using City supplies or equipment to aid any campaign for public office. Furthermore, your supervisor cannot coerce campaign contributions or support of a particular candidate or position by implying that doing so is a condition of employment.

In accordance with the law, any violations may result in disciplinary actions against an employee to include dismissal and other penalties.

In addition, it is my policy that information provided to one candidate is to be shared with all. Please keep these guidelines in mind during your interactions with candidates for the office of City Council and/or Mayor of Winchester.

I think it is important that you be well informed about the laws that affect our behavior during the campaign season. I strongly encourage you to err on the side of caution when interacting with candidates for elected office. Should you have any questions, please contact your supervisor or the City Attorney's Office.

Sincerely,

Dale Iman
City Manager

Enclosure

Cc: Anthony C. Williams
City Attorney



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To: Department Heads

From: Dale E. Iman, City Manager

A handwritten signature in black ink, appearing to read "Dale Iman".

Re: Posting of Job Openings (**Administrative Policy 2012-3**)

Date: August 8, 2012

No vacant position in the city government, ultimately responsible to the City Manager, except those in the career services of the Fire and Police Departments (***career service positions are defined as those associated with ranks in both departments***) shall be filled without the position first having been advertised in appropriate publication(s) outside city government suitable to produce an adequate number of qualified applicants

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To: All City Employees

From: Craig S. Gerhart, Interim City Manager

A handwritten signature in black ink, appearing to read "Craig S. Gerhart".

Re: Administrative Directive-2011-01-Use of City Equipment/City Auction/City Phone Use

Date: August 29, 2011

The purpose of this directive is to update an existing directive that prohibits the use of City equipment for personal use unless permission is granted by the City Manager. I do not believe the City Manager should have or use the authority to permit employees to use City equipment for personal use. As stewards of taxpayer dollars it is very important that we maintain the highest degree of integrity to ensure that every dollar is spent wisely and for the intended purposes.

The following administrative directive is needed to clarify and expand existing CEMS policies and procedures. This directive is effective immediately.

Employees shall not be permitted to use city property or equipment for **personal** use other than as required within the scope and performance of their individual job function. In addition, no City employee shall be permitted to bid on any item at the City's surplus auction. Lastly, the City's phone system shall not be used to make personal long-distance phone calls at the City's expense. However, it is recognized that there may be instances when a personal emergency may require such use, but **only** in those instances should a long distance call be made.

All employees are hereby notified that should violations to this administrative directive occur they will be subject to disciplinary action in accordance with the CEMS.

Thank you all in advance for your assistance.

CITY OF WINCHESTER, VIRGINIA



Rouss City Hall
15 North Cameron Street
Winchester, VA 22601
540-667-1815
TDD 540-722-0782
www.winchesterva.gov

DATE: September 28, 2009

TO: Department Directors

FROM: Interim City Manager

RE: Administration Regulation 1

No person shall be added to or deleted from the City's payroll, and no employees' pay and/or job status shall be changed without the completion of a Personnel Action Form with a recommendation regarding such action by the Director originating the request, the Director of Administration, the Finance Director, and approved by the City Manager or his designee.

APPROVED

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CITY OF WINCHESTER, VIRGINIA



Rouss City Hall
15 North Cameron Street
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DATE: November 9, 2009

TO: Department Directors

FROM: Interim City Manager *mmoe*

RE: Administration Regulation 3

All City employees who wish to take annual leave shall first have the leave approved by the department director or his designee. All department directors shall have annual leave use approved in advance by the City Manager or his designee. Sick leave requests may be submitted in advance when appropriate or after the fact, but all sick and annual leave must be documented and approved by the appropriate authority.

APPROVED

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To: All City Employees

From: Dale Iman, City Manager

Re: Smoking Policy (**Administrative Policy 2013-1**)

Date: February 6, 2013

It is a well-documented fact that smoking tobacco products does not contribute to good health. Smoking also contributes to increased use of sick leave; excessive breaks away from the work place and higher insurance rates.

The City of Winchester has established a "Wellness Plan" to encourage employees to take steps to live healthier lifestyles. We want to do as much as we can to encourage staff to take steps to improve and maintain good health. To learn more information about how harmful smoking is to your health and the benefits of quitting smoking please visit the American Cancer Society website at www.cancer.org, the American Heart Association website at www.heart.org and the American Lung Association website at www.lung.org.

As part of our "Wellness Plan" the City supports and promotes a smoke-free working environment. Smoking is currently prohibited in City owned/leased buildings and in all City vehicles.

Effective ***Monday, February 11***, the "Rouss City Hall Campus" to include all property within fifty (50 feet) of the Rouss City Hall property shall be a "Smoke Free" zone. The general public and all City of Winchester employees are prohibited from smoking on the grounds, during or after working hours.

Employees who violate this policy may be subject to disciplinary action in accordance with the Comprehensive Employee Management System.

Approved:

A handwritten signature in black ink, appearing to read "Dale Iman", with a long horizontal flourish extending to the right.

Dale Iman, City Manager

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To: All City Employees

From: Dale Iman, City Manager

Re: Exempt Employees Work Schedule (**Administrative Policy 2013-2**)

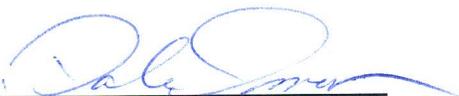
Date: February 5, 2013

The intent of this policy is to provide exempt employees a degree of flexibility in regards to their work schedule as a result of having to often times work hours outside of the normal 40 hour administrative work week.

Whereas employees classified as Exempt are not eligible for compensatory or overtime as per Section 3.9 Overtime Pay and Compensatory Time of the Comprehensive Employee Management System (CEMS) unlike non-exempt employees. It is recognized that Exempt employees often times are required to work in excess of 40 hours per administrative work week. In recognition of this we are implementing this policy, which provides authorization for Exempt employees, to on occasion and with the approval of their supervisor, to adjust their daily work schedule without having to take annual, floater or sick leave so long as the period of time does not exceed 4 hours on any given day. If the time period is in excess of 4 hours, then annual, floater or sick leave must be used.

Abuse of this policy will result in loss of the privilege to utilize it and/or possibly result in disciplinary action.

Approved:

A blue ink signature of Dale Iman, written in a cursive style.

Dale Iman, City Manager



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To: All City Employees

From: Dale Iman, City Manager

Re: Employee Break Policy (**Administrative Policy 2013-3**)

Date: February 12, 2013

The City currently does not have a policy in place that governs employee breaks during the workday aside from all employees being given at least a 30 minute lunch period each day. It is important to note that per the Fair Labor Standards Act, the City is not obligated to provide any specific break periods during the workday.

City management, however, recognizes break periods are a benefit to the employee as they promote employee efficiency and allow the employee to take time to recharge and refresh themselves, reduce stress and help guard against fatigue. As such, we are implementing the following policy in an effort to contribute to the well being of all employees.

Employees will be permitted to take two 10-minute breaks during the workday which will be taken in accordance with a schedule as determined by each individual department head based on departmental operational needs. These break periods must be taken in full 10-minute increments. They may not be taken in the first or last hour of the workday, nor may they be added to the employees lunch period. Employees will receive normal compensation during break periods.

It is the responsibility of each department head to monitor the actions of their employees. Employees who violate this policy will be subject to disciplinary action in accordance with the Comprehensive Employee Management System.

Approved:


Dale Iman, City Manager

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TO: ALL CITY OF WINCHESTER EMPLOYEES

FROM: EDEN FREEMAN, CITY MANAGER 

RE: USAGE OF CITY-ISSUED CELLULAR PHONES AND MOBILE DEVICES (REF: CEMS 7.12)

DATE: OCTOBER 21, 2015

As a reminder and per Section 7.12 of the Comprehensive Employee Management System (CEMS), *"Cellular phones are issued to employees in order to provide more efficient methods of customer service and increased communication for safety purposes. It is important that users of City supplied cellular phones understand it is a privilege."*

Please remember that a City-issued cellular telephone or mobile device shall only be used for appropriate business purposes when a safe, convenient, and less costly alternative is not available. Personal use of a City cellular telephone or mobile device is prohibited, except in cases of personal emergency, extended work hours, unexpected travel, or when unanticipated changes in job-related circumstance require the employee to contact family members, teachers, doctors, daycare centers, or others affected by the change.

It shall be the responsibility of each department head or his/her designee on a monthly basis to document any allowable personal use by each of their employees on City-issued cellular telephones or mobile devices and to ensure reimbursement is received by the City for any such usage.

Use of a City-issued cellular telephone or mobile device is a privilege and failure to adhere to Section 7.12 of CEMS will result in your City-issued cellular telephone or mobile device being revoked and may lead to disciplinary action.

Please let me know if you have any questions or concerns.



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TO: ALL CITY OF WINCHESTER EMPLOYEES
FROM: EDEN FREEMAN, CITY MANAGER *Eden Freeman*
RE: ROUSS CITY HALL ROOM RESERVATION POLICY
DATE: AUGUST 5, 2016

PURPOSE AND SCOPE

This policy is hereby enacted to provide direction to City of Winchester employees regarding the booking and reservation of rooms within Rouss City Hall and supersedes any existing City of Winchester policy pertaining to the aforementioned directive.

Effective immediately, all City employees are hereby prohibited from reserving or booking rooms within Rouss City Hall to be used by private organizations for non-City staffed functions.

Supervisors and directors are responsible for enforcing this administrative policy. This includes documenting incidents related to violations, monitoring situations to spot abuses, taking appropriate disciplinary action and counseling employees who violate this directive. Violations of this directive may result in disciplinary action up to and including termination. Disciplinary action for violations of this policy should be issued in accordance with the City of Winchester's Comprehensive Employment Management System Section 35 – Causes for Disciplinary Action.

Any questions or complaints that cannot be handled by the employee's supervisor or Department Director should be referred to the Director of Human Resources or their designee for guidance.