

**PITTSYLVANIA COUNTY  
BOARD  
OF  
SUPERVISORS**



**POLICIES & PROCEDURES**

*August 5, 2013*

# TABLE OF CONTENTS

|       |  |         |
|-------|--|---------|
| I.    | FINANCIAL MANAGEMENT POLICIES<br>I Through XV May 2, 1994 .....                                    | 3-25    |
| II.   | VOLUNTEER FIRE DEPARTMENTS AND RESCUE SQUADS<br>REIMBURSEMENT POLICY .....                         | 26-34   |
| III.  | EMPLOYEE EVALUATION POLICY .....   | 35-49   |
| IV.   | FLEET VEHICLE USE POLICY .....   | 50-70   |
| V.    | ALCOHOL & DRUG TESTING POLICY .....  | 71-78   |
| VI.   | SICK LEAVE BANK POLICY .....   | 79-85   |
| VII.  | TRAVEL, TRAINING & EDUCATION POLICY.....   | 86-92   |
| VIII. | COUNTY CREDIT CARD POLICY .....  | 93-98   |
| IX.   | INCLEMENT WEATHER POLICY .....   | 99-100  |
| X.    | COURTROOM SECURITY POLICY .....  | 101-102 |
| XI.   | OPENING INVOCATIONS BEFORE MEETINGS OF THE PITTSYLVANIA<br>COUNTY BOARD OF SUPERVISORS POLICY..... | 103-106 |
| XII.  | ADMINISTRATION.....  | 107-108 |

**FINANCIAL  
MANAGEMENT  
POLICIES  
I Through XV**

# **FINANCIAL MANAGEMENT POLICIES**

## **PITTSYLVANIA COUNTY, VIRGINIA**

### **THE PITTSYLVANIA COUNTY BOARD OF SUPERVISORS**

**JAMES B. WILLIAMS, CHAIRMAN  
WILLIAM H. PRITCHETT, VICE CHAIRMAN  
HENRY A. DAVIS, JR.  
DALE HYLER  
MICHAEL L. IRBY  
FLOURNOY A. KEATTS  
LIONEL L. REYNOLDS, JR.**

**GEORGE E. SUPENSKY  
COUNTY ADMINISTRATOR**

**ADOPTED: MAY 2, 1994**

# FINANCIAL MANAGEMENT POLICIES

## TABLE OF CONTENTS

|   |       |
|---|-------|
| INTRODUCTION .....                                  | 6     |
| EXECUTIVE SUMMARY .....                             | 7     |
| POLICY I RESERVES.....                              | 10    |
| POLICY II ANNUAL FISCAL PLAN .....                  | 11-12 |
| POLICY III REVENUES.....                            | 13    |
| POLICY IV CAPITAL IMPROVEMENT PROGRAM.....          | 14    |
| POLICY V DEBT MANAGEMENT .....                      | 15    |
| POLICY VI CASH MANAGEMENT .....                     | 16    |
| POLICY VII ASSESSMENTS.....                         | 17    |
| POLICY VIII PROPERTY TAX COLLECTIONS.....           | 18    |
| POLICY IX PROCUREMENT.....                          | 19    |
| POLICY X RISK MANAGEMENT.....                       | 20    |
| POLICY XI ECONOMIC DEVELOPMENT.....                 | 21    |
| POLICY XII ACCOUNTING AND FINANCIAL REPORTING ..... | 22    |
| POLICY XIII AVOIDANCE OF UNSOUND PRACTICES.....     | 23    |
| POLICY XIV POLICY REVIEW.....                       | 9     |
| POLICY XV SCHOOL FUNDING.....                       | 25    |

## INTRODUCTION

As Pittsylvania County continues to grow, it is important to establish and update its financial policies. Accordingly, the primary object of "Financial Management Policies" is for the Pittsylvania County Board of Supervisors to provide guidance to staff when making and recommending financial decisions. By following a consistent and coordinated approach to the resolution of financial issues, the sound financial management of the County's resources will be achieved. Further, by following these policies the County's image and credibility with the public, bond rating agencies and investors will be enhanced in the coming years.

Although Pittsylvania County's tax base has historically grown larger during recent years, three factors make prudent financial planning imperative:

- Public demand for services and facilities, which in a large rural environment tend to escalate at a more rapid rate than population growth;
- State and federal mandates for services and standards, which are too often not accompanied by sufficient funds to provide the services or meet imposed standards; and
- Potential decline in growth due to the impact of adverse national or local economic conditions on the County's revenue base.

Pittsylvania County is currently operating on a sound financial basis, as indicated by its investment grade bond ratings of "A" with both Moody's Investors Service, Inc., and Standard and Poor's Corporation. A municipal bond rating represents the business community's assessment of the investment quality of a local government. The rating serves as a shorthand statement of a locality's economic, financial and managerial condition. The most obvious advantage of a high bond rating is the ability of a locality to successfully market its bonds and borrow money at reduced interest rates. Since bond ratings are based on general managerial competence as well as financial and demographic statistics, high bond ratings also support economic development activities and provide citizens with an indication of the quality of their local government.

The County's long-term financial goal is to achieve and maintain an AA bond rating. Some factors required an AA bond rating (e.g., a stabilized rate of population growth and diversification of the County's tax base) can be influenced, but not controlled by County government. However, the County government should insure that the factors under its control—the quality of its financial and overall management—meet the standards required.

Characteristics of the County's financial operation should not stand in the way of the County's achieving a higher bond rating. The following financial policies contained in this document are consistent with the standards associated with favorable bond ratings.

George E. Suspensky  
County Administrator, 1994

## **Executive Summary**

The following is a summary of the financial management policies recommended by the Finance Committee of the Pittsylvania County Board of Supervisors and adopted by the Pittsylvania County Board of Supervisors at their regular meeting on May 2, 1994.

### **Reserves**

- Establish and maintain a minimum General Fund Balance equal to 10% of the average annual General Fund revenues over the preceding five years; and
- Limit the use of this General Fund Balance to non-recurring operating expenditures of an emergency nature.
- Maintain separate Funds for items restricted to specific use.

### **Annual Fiscal Plan**

- Limit current expenditures to current revenues plus projected turnback;
- Establish a Contingency Appropriation not to exceed 1% of the adopted County General Fund Revenue budget.
- Prepare annual five year projection of General Fund revenues and expenditures.
- Implement a formal budget review process to monitor the status of the current year's fiscal plan.
- Integrate performance measurement and production indicators where possible within the annual budget process.
- Replace capital assets on a cost effective and scheduled basis; and
- Prepare annual budget consistent with guidelines established by the Government Finance Officers Associations.

### **Revenues**

- Maintain a diversified and stable revenue system;
- Recognize the full cost of services provided when establishing user charges and services; and
- Pursue intergovernmental aid for only those programs or activities that address recognized needs and are consistent with the County's long-term objectives.

### **Capital Improvement Program**

- Adopt annually an updated comprehensive multi-year capital improvement program; and
- Dedicate annually a minimum of 5% of General Fund revenues allocated to the County's operating budget to capital improvements.

### **Debt Management**

- Limit debt outstanding to a maximum of 3% of the estimated market value of all taxable real property; and
- Limit General Fund Debt Service expenditures to a maximum of 10% of the General Fund revenues.

### **Cash Management**

- Maximize investment yield only after legal, safety and liquidity criteria are met; and
- Invest a minimum 100% of total book cash balances at all times.

### **Assessments**

- Maintain sound appraisal procedures to keep property values current and equitable; and
- Assess all property at 100% of market value.

### **Property Tax Collection**

- Collect current taxes, delinquent taxes and late penalties at a rate in excess of the current tax levy; and
- Increase tax collection ratios by taking advantage of all available legal enforcement powers.

### **Procurement**

- Achieve economies through the central purchasing of quality goods and services; and
- Maintain a procurement process that guards against fraud, waste and favoritism in the purchase of goods and services.

### **Risk Management**

- Maintain a strong risk management program; and
- Establish and maintain an actuarially determined fund for self-insured loss exposures.

### **Economic Development**

- Expand and diversify the County's economic basis;
- Emphasize attracting industrial and commercial enterprises that will employ the local labor force; and
- Achieve a 22-25% non-residential tax base by increasing the percentage of commercial/industrial tax base by 2% annually.

### **Accounting and Financial Reporting**

- Comply with generally accepted accounting principles (GAAP);
- Prepare annual financial report in compliance with the Government Finance Officers Association's Certificate for Excellence in Financial Reporting; and
- Engage an independent annual audit of major financial reports.

### **School Funding**

- Utilize a 70% of Local Taxes Guideline.

### **Policy Review**

- Update and reaffirm the County's financial policies a minimum of once every two years.
- Provide the Board of County Supervisors an annual status report on the County's compliance with these policies.

## **Policy I Reserves**

Pittsylvania County's General Fund balance provides the County with sufficient working capital and some ability to address emergencies without borrowing. To further provide the stable management of County services, the County's fiscal integrity, a stable and equitable tax rate and a high credit rating to minimize borrowing costs, the County shall establish the following minimum General Fund Balance elements:

- A General Fund Balance of not less than 10% of the average actual General Fund revenues for the preceding five fiscal years to address natural and manmade disasters and to offset budget fluctuations.
- This General Fund Balance shall not be used to support recurring operating expenditures outside of the current budget year and this shall be done only on the basis of a shortfall in revenues. In the ensuing year the County will increase its General Fund revenues or decrease its expenditures to prevent using this General Fund Balance two years in a row to subsidize General Fund Operations.
- Funds in excess of the General Fund Balance "target" at the close of the fiscal year shall be considered to address mid-year request for critical expenditures.

## Policy II Annual Fiscal Plan

The County's annual operating budget must continue to show fiscal restraint with the objective of providing public services at the lowest possible cost. However, delivering services economically is not sufficient; the quality of service delivery is expected to remain high. Therefore, to receive maximum benefit from the dollars spent, the County must integrate performance measurement and productivity indicators where possible within the annual budget process. Duplication of services and inefficiency in delivery should be eliminated wherever they are identified.

The County will fund current expenditures with current revenues and other recurring funding sources such as turnback, which is defined as the projected underexpenditure of current budget appropriations. The County will avoid budgetary procedures that balance current expenditures at the expense of meeting future years' expenses, such as postponing expenditures, accruing future years' revenues or rolling over short-term debt.

If a deficit is subsequently projected during any fiscal year, the County will reduce expenditures or increase revenues to the extent necessary to ensure a balanced budget at the close of the fiscal year.

The County shall establish a Contingency Appropriation as part of the annual General Fund budget process not to exceed 1% of the adopted County budget, excluding transfers, to meet unexpected expenditure increases for General Fund supported agencies.

Equipment (e.g., vehicles) should be replaced on a cost effective basis (i.e., whenever they become unsafe or too expensive to maintain). To address this objective, the County will maintain a comprehensive replacement program comprised of a schedule of capital assets to be replaced and the scheduled expenditures by fiscal year. These scheduled expenditures will be programmed into future budget periods to provide a more consistent approach to the replacement of capital assets; thereby contributing to the stability of the County's tax rate.

In order to assist with financial planning decisions, the County will annually prepare a five year projection of General Fund revenues and expenditures. This projection will use detailed analyses and economic forecasts. These analyses and forecasts will enable the County to focus on the long-range financial impact of proposed program expenditures and future revenue trends that may affect the delivery of services.

To monitor the status of the current years' fiscal plan, a formal budget review process shall be implemented. The objectives of this review are twofold. First, the review shall highlight the expenditure of funds against budget by function and revenue trends. Second, the review shall provide a status report on the major programs and project initiatives contained in the adopted fiscal plan. This report shall be presented at the conclusion of the second, third and fourth quarters of the current fiscal year.

The County will continue to annually prepare a budget consistent with the guidelines established by the Government Finance Officers Association under its Distinguished Budget Award Program. In order to receive this award, a governmental unit must publish a budget document that meets rigorous program standards as a policy document, as an operations guide, as a

financial plan, and as a communication tool. This award, along with the Certificate of Achievement for Excellence in Financial Reporting, would help Pittsylvania County present a quality image.

### **Policy III Revenues**

The County will establish and maintain a diversified and stable revenue base to protect it from short-run fluctuations in any one revenue source. The County will estimate its annual revenues by an objective, analytical process and project revenues for the next five years; updating this projection annually. Each existing and potential revenue source will be re-examined annually as part of this process.

The County will establish all user charges and fees at an appropriate level after recognition of the cost of providing the services. Periodically, the County will recalculate the full costs of activities supported by user fees to identify the impact of inflation and other cost increases. It is recognized that occasionally competing policy objectives will result in user fee levels that recover only a portion of service costs.

Pittsylvania County should pursue intergovernmental aid for only those programs and activities that address a recognized need and are consistent with the County's long-range objectives. Any decision to pursue intergovernmental aid should be preceded by the consideration of the following fiscal consideration:

- Present and future funding requirements;
- Cost of administering the funds; and
- Costs associated with special conditions or regulations attached to the grant award.

The County should attempt to recover all allowable costs – both, direct and indirect – associated with the administration and implementation of programs funded through intergovernmental aid. In the case of State and federally mandated programs, the County should attempt to obtain as much funding as possible from the governmental entity requiring that the service be provided.

## **Policy IV Capital Improvement Program**

The County will adopt an annually updated multi-year capital improvement program that sets forth desired capital improvements and the sources of funding for such improvements. Where general obligation bonds or other types of long-term debt are proposed, their impact on the County's debt ratios and real property tax rate will be examined. The expenses of operating proposed facilities and any new programs associated with them are vital and will be included in the annual capital budgeting process. The revenues necessary to fund these expenditures are to be estimated and provided as part of the overall financial impact of the capital improvement program. The utilization of this process will result in an orderly approach to meeting capital requirements and a manageable schedule for the payment of debt service and operating costs.

A contribution from current revenues to the County's capital improvement program reduces future debt services requirements and provides a safety margin to protect the County from revenue shortfalls. It shall be the County's objective to dedicate a minimum of 5% of the annual General Fund revenues allocated to the County's operating budget to capital improvements for the County government.

## **Policy V Debt Management**

According to nationally recognized financial standards that are recommended by recognized financial advisors, debt ratios must be maintained at the following levels:

- Outstanding General Fund Debt Service as a percentage of the estimated market value of all taxable property (real and personal) in the County should not exceed 3%; and
- Annual debt and lease purchase financing for capital facilities will be used in computing debt ratios for financial planning and reporting purposes.

School debt and lease purchase financing for capital facilities will be used in computing debt ratios for financial planning and reporting purposes.

## **Policy VI Cash Management**

Effective cash management is an essential part of good financial management, particularly at a time when rising costs place mounting pressures on local revenues. Maximization of County investment returns on funds not immediately required for County operations can help offset this pressure. The County investment program must meet four criteria which are listed in the order of their importance: (1) legality, (2) safety, (3) liquidity, and (4) yield. The legality and safety of public investments are crucial. To allow for unforeseen expenditures, it must be possible to liquidate investments quickly without loss of principal. Only after these criteria are met should the maximization of investment yield be pursued.

Investment performance will be based upon the comparison of the County's investment yield to the average yield on the 91 day U. S. Treasury Bill; Donoghue's Money Market Fund Average and the average annual rate of return experienced by other jurisdictions.

Within the constraints of normal trade practices, the County should increase the amount of funds available for investment by rapid collection of money owed to the County and decelerated payment of obligations. At all times total cash invested shall at a minimum equal 100% of total book cash balances.

A timely report of this information should be prepared by the Treasurer and submitted to the Board of Supervisors as of December 31, of each year.

## **Policy VII Assessments**

Through sound appraisal practices, the County will ensure that real property is assessed every four years and personal property is assessed annually on a fair and equitable basis within standards established by the International Association of Assessing Officers regarding the level of assessment and assessment equity. Real and personal property will be enforced to ensure that the tax burden is shared equitably among all taxpayers. The level of assessment on January 1<sup>st</sup> will be the legally mandated ratio of 100% of market value. The achievement of the requirement for real estate shall be measured against the Virginia Department of Taxation's annual study which reports each local government's assessment to sales ratio. The County's goal is to achieve an annual assessment to sales ratio of at least 94%, under current real estate market conditions, when January 1<sup>st</sup> assessment is compared to sales in the succeeding calendar year.

A report on assessment ratios shall be submitted annually to the Board of Supervisors by the Commissioner of Revenue.

## **Policy VIII Property Tax Collection**

The County must continue to strive toward increasing its property tax collection ratio by taking advantage of all available legal enforcement powers (liens on bank accounts, attachment of property, public sale of real property, etc.).

The County's total collections each year of current taxes, delinquent taxes and late penalties should equal the full tax levy for the current year. (Pittsylvania County's total tax collection for FY 1993 was 105% of current tax levy)

## **Policy IX Procurement**

The primary objectives of the County's procurement process center upon economy and efficiency. One objective is to obtain supplies, equipment and services as economically as possible. A second objective is to purchase materials that are best suited to the specific needs of operating departments. Most importantly, needed materials should be available in a timely manner to avoid any interruptions in the delivery of services to the public. To achieve these objectives, five essential components are necessary: (1) sufficient and competent personnel, (2) centralized organization, (3) formal regulations, (4) standardization and specifications, and (5) effective operating procedures.

Finally, the procurement process must guard against fraud, waste and favoritism in the purchase of goods and services.

## **Policy X Risk Management**

Pittsylvania County is to be protected against accidental loss or losses which would significantly affect personnel, property, the budget or the ability of the County to continue to fulfill its responsibilities to taxpayers and the public. Potentially hazardous situations, practices, and conditions will continue to be evaluated and where feasible and cost effective, reduced or eliminated. Since 1992, the County has been self-insured with respect to certain insurance programs. The County must therefore maintain actuarially sound insurance reserves that will indemnify the County and its employees against potential loss. The maintenance of an actuarially determined self-insurance fund serves to further enhance the professional financial management image of the County.

## **Policy XI Economic Development**

Pittsylvania County shall continue to expand and diversify its economic base by attracting industrial and commercial firms to the County. Special emphasis should be given to industrial and commercial enterprises that will employ the local labor force. In addition, the County will continue to utilize a network of public facilities which links planned industrial and commercial areas with its growing residential areas. Further diversification of the County's tax base through industrial and commercial development will serve to provide employment stability in the area and tend to reduce the tax burden of individual taxpayers.

Pittsylvania County shall achieve a 22-25% commercial/industrial tax base by increasing the percentage of commercial/industrial tax base as a proportion of the total tax base by 2% annually.

## **Policy XII Accounting and Financial Reporting**

The County will comply with generally accepted accounting principles (GAAP) in its accounting and financial reporting system, as contained in the following publications:

- Codification of Governmental Accounting and Financial Reporting Standards, issued by the Governmental Accounting Standards Board (GASB).
- Governmental Accounting, Auditing, and Financial Reporting (GAAFR), issued by the Governmental Finance Officers Association of the United States and Canada.
- Uniform Financial Reporting Manual for Virginia Counties and Municipalities, prepared by the Commonwealth of Virginia Auditor of Public Accounts.
- Audits of State and Local Governmental Units, an industry audit guide published by the American Institute of Certified Public Accountants.

The County will annually prepare its financial report in compliance with the principles and guidelines established by the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting Program. The Certificate of Achievement, which is issued for excellence in financial reporting, provides national recognition for jurisdictions that qualify and increases the marketability of their debt offerings. Conformance with the Association's standards also increases the comparability of the County's reports to those of other jurisdictions following the same standards.

The County's annual financial statements, federal grant reports, and Uniform Financial Reports will be audited yearly by a qualified, independent public accounting firm. An independent audit provides objective evidence that the County's financial transactions are properly handled, recorded, and reported. This assurance increases the confidence of third parties (banks, bondholders, bond rating agencies, etc.) and the general public in the County's annual financial reports.

### **Policy XIII    Avoidance of Unsound Practices**

The County must never resort to unsound fiscal practices to achieve a balanced budget or to provide needed capital improvements. Such things as moving tax payment dates forward to produce one-time “windfalls” or using fund balance for recurring expenditures are examples of such unsound financial practices which must be avoided.

## **Policy XIV Policy Review**

## **Policy XV School Funding**

The amount of annual School Funding as evidenced by the Transfer from the General Fund to the School Operating Fund shall be determined as follows:

### A. Local Tax Revenues

Total All Local Taxes (less those legally restricted for specific purposes) times 70%.

This Calculation shall be based on revenue estimates used in the budget process.

At the end of the second quarter of the fiscal year, the amount of allocated School funding will be recomputed using revised revenue estimates. The difference between the Adjusted Transfer allocation based on estimated revenues and the actual transfer for that year will be adjusted to the allocated Transfer amount for the Fiscal Year in February of the current fiscal year.

### B. Standards of Quality

The County shall meet the “Standards of Quality” (SOQ) requirements, as defined by the Commonwealth of Virginia, as the minimum funding requirements for School use

**VOLUNTEER FIRE DEPARTMENTS**

**AND**

**RESCUE SQUADS**

**REIMBURSEMENT**

**POLICY**

**II**

**GUIDELINES AND PROCEDURES**  
**FOR**  
**VOLUNTEER FIRE DEPARTMENTS**  
**AND**  
**RESCUE SQUADS**

Mission of the guidelines is to provide a written guide to carry from year to year and from administration to administration on how the County of Pittsylvania will fund Fire and Rescue service.

- SECTION I. ELIGIBILITY REQUIREMENTS**
- SECTION II. INELIGIBLE COST**
- SECTION III. CAPITAL OPERATING EQUIPMENT**
- SECTION IV. CAPITAL VEHICLE EQUIPMENT**
- SECTION V. CAPITAL COST BUILDINGS**
- SECTION VI. BLOCK FUNDING**
- SECTION VII. GRANT FUNDING**
- SECTION VIII. RETIREMENT REQUIREMENTS**

## **Section I. Items Eligible for Direct Payment or Direct Reimbursement**

1. Insurance for Building and Equipment
2. Oil for Fire Fighting Vehicles
3. Fuel for Fire Fighting Vehicles
4. Electricity
5. Heating Fuel
6. New Tires and Batteries installed on Fire Fighting Vehicles
7. County-Wide Fire Training Programs, held within the County
8. Fax line provided by the County for E-911 Dispatch

### **Section I-A. Procedures for Reimbursement**

1. Departments will submit copy of ORIGINAL invoice to the Office of Central Accounting seven (7) days BEFORE the first Monday of each month.
2. Invoices will follow regular County procedure and be placed on the Bill List for approval by the Board of Supervisors at each regular meeting (the first Monday of each month).
3. Invoices received by the Office of Central Accounting or the Office of the County Administrator after the 25<sup>th</sup> will have to be held for the following month.
4. Only expenses incurred within the fiscal year will be reimbursed.
5. Reimbursements will be made on a monthly basis only. Invoices submitted that are over 60 days old **WILL NOT BE PAID.**
6. Reimbursements will not be made for purposes of inventory built up; only actual expenses.
7. All records kept by each fire department will be subject to audit by the County.

#### Reimbursement Policy – Enforcement on 60 Day Invoice Requirement

Strict enforcement of the sixty (60) day policy on invoices must be adhered to. The Board of Supervisors and the County Administrator have charged the Central Accounting Department with strict compliance to the Board's guidelines on reimbursements to volunteer fire departments.

The Following Examples are to help clarify the process:

Example 1 is where a volunteer fire department incurred a bill and got the goods involved on that same date then sent this to Central Accounting for reimbursement after the sixty (60) day deadline. In the future, Central Accounting **will not** reimburse this, they will send it back to the department marked “**ineligible – 60 day deadline violated**”. If you want to pursue this reimbursement further, you must take it to the Board of Supervisors for special approval.

Example 2 is where a volunteer fire department’s insurance bill is without any policy breakdown on the aspects of coverage. If the County cannot determine that the coverage is within the guidelines, the County will reject reimbursement pending prompt return of the breakdown data. Remember the sixty (60) day deadline will still be in effect. The best way to solve this is to send a copy of the policy with your reimbursement request.

NOTE concerning the sixty (60) day deadline on invoices, several dates that always come into consideration as the County reviews them:

1. Original invoice date from vendor.
2. Date materials were actually received from vendor.
3. Original date of purchase.
4. Date invoice received by volunteer fire department/rescue squad.
5. Date sent to Central Accounting by volunteer fire department/rescue squad.
6. Date received by Central Accounting.
7. Date volunteer fire department/rescue squad paid invoice.

The County will accept only those with the date in item #1 above – the original date of invoice from vendor – as being the prerequisite required for the County’s sixty (60) day timetable. However, if for some explainable reasons (such as back orders, transportation strike, etc.) the volunteer fire department/rescue squad must express this at the time any invoices over sixty (60) days old are submitted. This does not necessarily mean Central Accounting will authorize the reimbursement, however, will give the volunteer fire department/rescue squad due consideration to the reason involved. Again, if rejected for reimbursement, the volunteer fire department can pursue this reimbursement further with the Board of Supervisors. All other dates above (items 2 through 7) will not be considered by Central Accounting in regard to the sixty (60) day deadline.

There are many items which by the policy are classified ineligible, these should not be submitted for reimbursement; however, if grouped in a statement with other eligible items, the County will reimburse only those eligible reimbursable items.

**Section I-B. \$1,500.00 MATCHING MONEY**

1. Matching fund money may be used for any purpose.
2. Itemized evidence of fund raising proceeds equal to or exceeding \$1,500.00 must be submitted before an appropriation of the County matching funds by the Board of Supervisors.
3. Only fully organized and active departments shall be eligible for the matching funds.
4. In the event a department does not offer itemized evidence of matching funds, **NO** appropriation will be made by the Board of Supervisors in any amount to that department.
5. Matching funds must be requested within the current fiscal year (July 1 through June 30). The County will not match funds raised from previous years. The County will not carryover matching funds to allow an agency to build up balances.
6. The volunteer fire department or rescue squad must request the matching funds in writing providing the proper documentation. Matching funds will not be sent without the proper documentation.

**Section II. Items NOT eligible for Direct Payment of Reimbursement**

1. Capital expenditures for maintenance and improvements to buildings and grounds.
2. Vehicle purchases and accessories for those vehicles.
3. Telephone charges (except fax lines provided by the County for E-911 Dispatch).
4. Bookkeeping services.
5. Individual travel or training for individuals.

**Section III. Capital Funding**

A. **Fire & Rescue Equipment Reimbursement**

The County will reimburse for fire and rescue equipment that is purchased within the fiscal year July 1 through June 30. The amount of reimbursement is subject to the appropriation by the Board.

B. Direct Bank Payment on Vehicle Loans

The County will make direct payments to the lending institution for payments on fire and rescue vehicles. The volunteer fire department or rescue squad must provide a copy of the loan payment schedule. Payment must be due within the fiscal year July 1 through June 30. The amount of the payment is subject to appropriation by the Board.

C. Reimbursement on Vehicle Payments

The County will reimburse for payments made on fire and rescue vehicles. A copy of the check must be provided when requesting reimbursement. Payment must be made within the fiscal year July 1 through June 30. The amount of reimbursement is subject to appropriation by the Board.

**Section IV. Procedures and Guidelines for the Pittsylvania County Fire and Rescue Association Vehicle Program**

Subject to annual appropriation by future Board of Supervisors, the Board of Supervisors will budget and appropriate \$250,000.00 for fire and rescue vehicles. The \$250,000.00 may be subject to review based on the annual inflation rate. An inflation factor will be put in place. This money will be used as hereafter described to annually purchase or finance two (2) fire trucks and equipment at \$85,000.00 each and one (1) rescue squad vehicle and equipment at \$70,000.00. In addition, \$10,000.00 will be donated directly by the Board of Supervisors to three (3) rescue squads located outside of Pittsylvania County and to a specialized agency.

A. QUALIFYING DEPARTMENTS

Fire Departments:

|                |                |           |             |
|----------------|----------------|-----------|-------------|
| Bachelors Hall | Blairs         | Brosville | Callands    |
| Cascade        | Chatham        | Climax    | Cool Branch |
| Dry Fork       | Gretna         | Hurt      | Keeling     |
| Kentuck        | Laurel Grove   | Mt. Cross | Mt. Hermon  |
| Renan          | Riceville-Java | Ringgold  | Riverbend   |
| Tunstall       |                |           |             |

Rescue Squads

|         |             |        |            |
|---------|-------------|--------|------------|
| Chatham | Cool Branch | Gretna | 640 Rescue |
|---------|-------------|--------|------------|

Other (Specialized Agencies and Non-County Squads):

Altavista Life Saving Crew  
Angel Search & Rescue  
Axton Life Saving Crew  
Danville Life Saving Crew

Qualifying fire departments and qualifying rescue squads shall participate in the procedure and guidelines for the Pittsylvania County Fire and Rescue Association's Vehicle Program.

The other agencies shall divide a \$10,000.00 annual appropriation with \$3,000.00 going to each of the three (3) rescue squads located outside of Pittsylvania County, but serving residents of Pittsylvania County, being Danville Life Saving Crew, Axton Life Saving Crew and Altavista Life Saving Crew and \$1,000.00 going to Angel Search and Rescue.

B. ANNUAL SELECTION OF RECIPIENTS

In January of each year, each fire department and rescue squad requesting funding in the upcoming year shall submit a detailed request, including evidence of financial need to the Pittsylvania County Fire and Rescue Association. The following procedure shall apply to the selection of each of the fire departments and rescue squad that shall receive funds from the Pittsylvania County Fire and Rescue Association's Vehicle Program:

- a. An annual meeting shall be set for the chiefs of all qualifying fire departments to meet and review all requests for fire fighting vehicles. Each department requesting funding shall be given the opportunity to make a presentation to the chiefs. After the presentations and the requests have been considered, the chiefs shall recommend, by majority vote of chiefs present and voting, funding for the upcoming year. Similarly, an annual meeting shall be set for the captain or chief operating officer of each rescue squad to meet and review all requests for rescue vehicles. Each department requesting funding shall be given the opportunity to make a presentation to the captains. After the presentation and the requests have been considered, the captain shall recommend, by majority vote of the captains present and voting, funding for the upcoming year.
- b. The following criteria shall be considered by the chiefs and captains at the selection meeting:
  1. Eligibility for funding
  2. Adequacy of existing vehicles
  3. Financial need
  4. Call volume, length of call, etc.
  5. Evidence of planning
  6. The applicant's ability to provide such matching funds as may be required pursuant to applicant's request.
  7. Emergency medical transport agencies must apply for grant funding from the Rescue Squad Assistance Fund prior to consideration for local funding.
- c. The fire and rescue recommendations shall be presented by the President of the Pittsylvania County Fire and Rescue Association to the Board of Supervisors at their February meeting, along with a current inventory of all fire and rescue vehicles in the County.
- d. Funding shall be available after July 1 of each year upon receipt of an invoice or contract by the County and subject to budgetary considerations and future appropriations.

- e. No fire and rescue agencies shall receive more than one full share of the amount appropriated until each agency has received a full share. After any fire department or rescue squad has received an allocation from the capital improvements program, they cannot receive another allocation until all other fire and rescue squads have received an allocation. The only exception to this requirement shall be a fire department or rescue squad that loses a vehicle by an accident.

### C. VEHICLE PURCHASE

Specifications for fire and rescue vehicles will be developed by the President of the Fire and Rescue Association; one fire chief and one rescue squad captain, with the help from the County Administrator or his designee.

The specifications will reflect the needs of the fire departments and/or rescue squad that will receive the vehicle.

These specifications, along with the recommended recipient of the vehicle funding, will be given to the Board of Supervisors. If a fire department or rescue squad desires to purchase a vehicle that cost more than the established amount (\$85,000.00 for fire trucks and \$70,000.00 for rescue squads), it will be the responsibility of the fire department or rescue squad to produce the extra funds.

Requests for participation in the vehicle funding program by qualified fire departments and qualified rescue squads may be granted for the purchase of new vehicles and equipment, used vehicles and equipment, or to reduce debt service on vehicles and equipment purchased and financed outside of these procedures and guidelines.

### D. OTHER REQUIREMENTS

1. The Board of Supervisors' staff shall produce and submit a request for proposals for the purchase of the vehicles, based upon the specifications developed, once funding for the purchase has been reasonably identified. The Board of Supervisors shall award the purchase of vehicles and equipment. All requirements for procurement by a local government as mandated by the Code of Virginia shall be complied with.
2. All vehicles and equipment shall be titled in the name of the recipient agency and the County of Pittsylvania, or the appropriate lending institution, if required. No debt shall be incurred by or guaranteed by the County of Pittsylvania.
3. The term rescue vehicle shall include ambulances and crash trucks, as well as all equipment reasonably necessary to outfit and supply the vehicle. The term fire truck shall include pumpers, tankers, mini-pumpers (4x4 utility body, tank and pump), brush truck and first responder vehicles, as well as all equipment reasonably necessary to outfit and supply the vehicle.

(These policies for the Pittsylvania County Fire & Rescue Association tie back to the motion made by Mr. Ingram at the Board of Supervisors meeting on July 6, 1998)

**Section V. Capital Cost Buildings**

1. Start up funding for new departments shall be for new buildings only. Not to exceed \$30,000. Request shall be submitted through the Fire and Rescue Association's budget process.
2. Construction Funds for new buildings for existing department shall be submitted through the Fire and Rescue Association's budget process, not to exceed \$30,000 for a building located within Pittsylvania County.
3. When an existing volunteer fire department begins a rescue squad, which requires the construction of a new bay, that department is eligible for \$30,000 of construction funds.

**Section VI. Block Funding**

Annual block funding is available to agencies that are located outside of Pittsylvania County that provide initial response to areas of Pittsylvania County. The following agencies provide initial response to Pittsylvania County:

|                            |          |
|----------------------------|----------|
| Danville Life Saving Crew  | \$15,000 |
| Altavista Life Saving Crew | \$ 7,500 |
| Axton Life Saving Crew     | \$ 5,000 |
| Smith Mt. Lake Marine VFD  | \$ 7,500 |
| Angel Search & Rescue      | \$ 1,000 |

Funding for those agencies shall be as listed above, pending appropriation of funds by the Board.

**Section VII. Grant Funding**

Fire Programs

Distributed annually from the Department of Fire Programs. Fire Program funds are typically distributed equally among the fire departments in the County.

Two for Life

Two for Life funds are typically divided with one full share going to each County emergency medical transporting agency and one-half share going to each agency outside of Pittsylvania County that responds in the County. The Pittsylvania County Fire & Rescue Association determines how the funds will be divided for appropriation.

**Section VIII. Retirement Requirements**

**EMPLOYEE  
EVALUATION  
POLICY  
III**

**EMPLOYEE  
PERFORMANCE EVALUATION  
  
MANUAL  
  
FOR  
  
MANAGERS AND SUPERVISORS**

**TO:** County Manager and Supervisory Personnel  
**FROM:** George E. Supensky, County Administrator  
**SUBJECT:** **Employee Performance Evaluation**

On January 1, 1995, the Pittsylvania County Board of Supervisors approved a new pay plan for county employees. This pay plan includes an "Employee Performance Evaluation".

This performance Evaluation is an important feature of the county's personnel policy and compensation plan. The ultimate responsibility for promoting or recommending raises to the governing body is the County Administrator's. The employee performance evaluation by the department managers and supervisors is the most important tool that the County Administrator can use to assist in this process.

The most practical method of accomplishing these evaluations is through systematic interviews, recording the information gained on a standard form, "The Employee Performance Evaluation Form". Evaluation interviews are made easier, fairness is insured and relations between supervisors and employees is improved when a standard interview procedure is used.

This updated manual contains the county's interview procedure and form. This manual and the forms have been updated and adapted to meet the needs of Pittsylvania County and are similar to the procedures often used by many governmental agencies. These forms and procedures are to be used with our new payroll system when you evaluate the county employees.

I shall be happy to answer any questions concerning the procedures, forms or their use.

# **EMPLOYEE PERFORMANCE EVALUATION**

## **PURPOSE**

Employee performance evaluation is designed to encourage improvement and development of the employees within the Pittsylvania County government. A more efficient working organization can be developed by a common understanding that employees and managers/supervisors are working together for a common purpose. Further, periodic personnel reviews or ratings will tend to improve supervisory practices with county management by bringing supervisors and employees into closer contact and producing a mutual understanding.

Each employee will be reviewed during the period immediately preceding his/her established annual review date. The performance evaluation will be made and reported to the County Administrator and should cover the entire preceding review period. Evaluation of employees from the beginning salary step to the maximum shall be made according to satisfactory completion of the requirements of the position in which the employee being evaluated is functioning. No employee who receives a rating that includes a rating of "Unsatisfactory" or "Fair" will be allowed to move from his/her present salary step to the next higher step. Employees receiving "Satisfactory", "Good" or "Excellent" ratings will be evaluated to the next higher salary step effective on the payday following the annual review date.

Employees receiving "Unsatisfactory" or "Fair" rating will be reviewed again within three (3) months, but will not be granted increases until they have completed six (6) months of "Satisfactory" or higher rated service.

The significance of employee performance evaluation will depend upon the employee's supervisors' understanding that the primary purpose of the ratings is to improve employee efficiency and to provide employee career path opportunities and not merely to be a salary increase device.

## **CONDUCTING THE PERFORMANCE EVALUATION**

The following information is suggested for the use of managers and supervisors conducting the rating process:

Performance evaluations should be conducted in three (3) phases:

- The initial evaluation rating
- The interview with the employee
- The final evaluation

In preparing the initial evaluation rating, the supervisor should consider the employee's overall performance during the entire period since the last evaluation. Consideration should be given to whether the employee's performance has improved, degenerated or remained the same and the rating should be reflective of any trends evidenced. Much of this will be based on the supervisor's personal memory and documentation. (Documentation may include work notes on specific tasks, letters from the public, documents, letters and/or reports prepared by the

employee, etc.) After careful consideration of the employee's performance during the rating period, an initial assessment should be made and an initial evaluation rating completed.

For the convenience of the rater, a numerical rating system is included on the rating form. The factors of Quantity and Quality of work are given heavier weights than other factors. The Average employee who performs his task in a "Satisfactory" manner will score a numerical rating range of 55 to 70 points. Caution should be used not to overrate an employee or to underrate if actual performance does not dictate such action. The point rating scale is provided merely for convenience of supervisory comparisons and must be evaluated in light of actual rating of each element.

In evaluating employees, the ranking of "Satisfactory" is designed to be used to rate an employee who is performing his duties in a generally acceptable manner. Care should be taken not to utilize the rankings of "Good" or "Excellent" except on occasions when an employee demonstrates unusual performance in the elements being rated. The rating of "Satisfactory" is designed to denote the acceptable, satisfactory employee.

Upon the completion of the initial rating, an interview should be conducted with the employee. This is the most important phase in the performance evaluation for this is the time when the employee is afforded an opportunity to upgrade his performance and the supervisor has an opportunity to gain understanding of the individual employee and how to best exercise supervision. The success or failure of the interview to take advantage of these opportunities is usually dependent on the supervisor as he/she sets up and conducts the interview.

The following points are suggested to assist the supervisor in conducting a productive and usually beneficial performance rating interview.

### **SCHEDULE THE INTERVIEW**

- Pick the right day, time and place. Do not conduct the interview too soon after a disciplinary action or reprimand. Pick a time when you are in a good mood and when you have reason to believe the employee feels likewise.
- Plan to meet in private. If this is the employee's first evaluation interview, anticipate curiosity, tension or anxiety and be prepared to minimize these.

### **PREPARE FOR THE INTERVIEW**

- Review your initial evaluation of the employee's performance and consider why you evaluated his/her work as you did.\
- Determine what you want to accomplish in the interview and plan your discussion accordingly. You should have as your main objectives an improvement in the employee's performance and will to work. If these are already superior, the objective shifts to one of commendation and maintenance of excellence.

## **SET A POSITIVE TONE**

- Create the impression that you have time for the interview and that you consider it highly important.
- Make the employee feel that the interview is a constructive, cooperative one by placing primary interest upon his/her development and growth. Avoid any implication that the meeting was arranged for warning or reprimanding the employee. Any programmatic issues to be discussed with the employee should be done at another time.

## **STRIVE FOR AN OPEN AND PRODUCTIVE DISCUSSION**

- Talk about the employee's strengths first, covering each point in some detail. This helps start the interview off on the right foot. Remember that the aim is to encourage or sustain high quality performance, not to "bawl out" the employee.
- While building upon the employee's strengths, do not fail to discuss his/her weakness or failures and how he/she can prevent or curtail them in the future. Here introduce your suggestions for a specific improvement program. You may want to ask the employee to list his/her strengths and weaknesses and the reasons for his/her assessment.
- Be open-minded to the opinions and facts presented by the employee. Be willing to learn about him/her. Do not dominate or cross-examine. Avoid argument. Remember that the employee must do most of the talking at some points of the interview:
  - a. In bringing his/her opinions and feelings to the surface and to your attention.
  - b. In gaining a better understanding of himself/herself.
  - c. In identifying his/her own areas of needed or potential improvement and in making plans for their accomplishment.

## **CLOSE THE INTERVIEW BUT NOT THE DOOR**

- You should close when you have made clear whatever points you intended to cover; when the employee has had a chance to review his/her problems and release any emotional tensions that may exist; when plans of action have cooperatively developed; and when you and the employee are at a natural stopping point.
- Be sure the employee understands that you are recommending or not recommending that his merit increase be given.
- Always reassure the employee of your interest in his/her progress and indicate willingness to take up the discussion again at any time.

Following the interview, the supervisor should finalize his/her evaluation and complete the rating form. Prepare the rating form after you have had time to digest the interview, but

before impressions are forgotten. As a rule of thumb, the form should not be filled out on the same day as the interview, but should not be filled out more than three (3) days later.

### **Performance Factor Definitions and Guides For Use**

Performance factors are defined below and guideline questions are given for each factor provided. Each factor should be checked in relation to the individual employee's duties and amount of responsibility. Raters should not assume that all of the factors are of equal importance. Rating values are set forth for each factor with weight given as to importance. The numerical values are shown in parentheses. These factors are used to fill out the rating forms, a sample of which is appended to this manual.

1. **JOB PRODUCTIVITY** Quantitative (**Maximum 22**): Refers to the amount of satisfactory work turned out during a given period of time. Does the employee consistently accomplish a day's work for a day's pay? Does he/she produce enough work so that he/she is clearly a net asset to the department? Supervisors should not make undue allowances for such reasons as the employee's poor health, home problems, age or length of service. While short-term exceptions to the quantity standard can sometimes be made, care should be exercised to see that proper warnings are issued when indicated.

|                       |  |
|-----------------------|--|
| <b>UNSATISFACTORY</b> | <b>(0) – Output consistently low on most operations; a slow worker.</b>                            |
| <b>FAIR</b>           | <b>(7) – Frequently turns out less than normal on many assignments.</b>                            |
| <b>SATISFACTORY</b>   | <b>(14) – Consistently turns out satisfactory amounts work.</b>                                    |
| <b>GOOD</b>           | <b>(18) – Frequently turns out more than normal assignments; a fast worker.</b>                    |
| <b>EXCELLENT</b>      | <b>(22) – Output outstanding high; consistently turns out exceptionally large amounts of work.</b> |

2. **JOB PERFORMANCE** Qualitative (**Maximum 22**): The degree of excellence of the work performed over the entire rating period is measured here. In rating this factor, attention should be paid to the consequences poor quality work. Is the employee's work neat, accurate, thorough and acceptable? Must the work be redone, thus reducing the potential volume of acceptable work which could have been produced? Do errors in the employee's work affect the efforts of others? Does poor work too often reflect adversely upon the department or county?

|                       |  |
|-----------------------|--|
| <b>UNSATISFACTORY</b> | <b>(0) – Work seldom meets specified quality, many errors, rejections or rework.</b>                 |
| <b>FAIR</b>           | <b>(7) – Work frequently below specified quality, apt to make mistakes, moderate amount of work.</b> |
| <b>SATISFACTORY</b>   | <b>(14) – Work meets normal standard; a careful worker; minor amount of rework.</b>                  |
| <b>GOOD</b>           | <b>(18) – Work consistently meets specified quality; an accurate worker with negligible errors.</b>  |
| <b>EXCELLENT</b>      | <b>(22) – Work consistently meets specific quality; an accurate worker with negligible errors.</b>   |

3. **COOPERATION** (**Maximum 10**): Refer to the degree of willingness an employee exhibits when given responsibility and the manner in which he/she relates to other personnel in carrying out that responsibility. Does the employee demonstrate that he/she accepts instructions by performing his/her duties to the best of his/her ability? Does the employee chronically challenge supervision, instructions or orders? Is the employee resentful of direction or supervision? Does the employee readily accept responsibility or does he/she avoid it? Does the employee accept direction, but complain about it to fellow employees? Does the employee voluntarily assist others and maintain cooperative relationships?

|                       |   |
|-----------------------|---|
| <b>UNSATISFACTORY</b> | <b>(0) – Undesirable or unsatisfactory working relationship with others.</b>                              |
| <b>FAIR</b>           | <b>(3) – Tends to be uncooperative in normal relationships with co-workers and supervisory personnel.</b> |
| <b>SATISFACTORY</b>   | <b>(6) – Work meets normal standard; a careful worker; minor amount of rework.</b>                        |
| <b>GOOD</b>           | <b>(8) – Work consistently meets specified quality; an accurate worker with negligible errors.</b>        |
| <b>EXCELLENT</b>      | <b>(10) – Work consistently meets specific quality; an accurate worker with negligible errors.</b>        |

4. **JOB KNOWLEDGE (Maximum 12):** This factor should not be restricted to the technical knowledge an employee is required to bring to a specialized job. It is much broader and includes, particularly, the range of pertinent policies, regulations and procedures relating to his/her assignment. It does relate to the mental and/or physical skills required in a given position. A craftsman's basic skills are readily identified, while many office occupations include job skills which are relatively obscure. Does the employee consistently demonstrate at a proper level the job knowledge prerequisite in the job classification? Has the probationary employee acquired an acceptable level of job knowledge? Is the permanent employee keeping up to date with changed policies and procedures and with technological advances in this occupational field?

- |                       |   |
|-----------------------|---|
| <b>UNSATISFACTORY</b> | <b>(0) – Inept or incompetent within his/her own classification.</b>  |
| <b>FAIR</b>           | <b>(4) – Limited to selected duties or assignments within his/her classifications; has fair working knowledge of related work.</b>                                  |
| <b>SATISFACTORY</b>   | <b>(7) – Performs most of the duties within his/her classification; has good working knowledge of related work.</b>   |
| <b>GOOD</b>           | <b>(10) – Performs all of the duties within his/her classification; has good working knowledge of related work.</b>   |
| <b>EXCELLENT</b>      | <b>(12) – Excellent knowledge of all his/her duties or assignments within his/her classifications; <u>exceptionally good</u> working knowledge of related work.</b> |

5. **INITIATIVE (Maximum 16):** Measure the manner and method in which an employee approaches his/her assigned duties and how successful his/her planning and organizing are in achieving desired results. Does the employee take time to plan the sequence of steps required in carrying out his/her tasks? Does the employee attack the job thoughtlessly or without enthusiasm which ultimately results in lost time or needless mistakes? Does the employee take opportunities to exercise initiative or must the employee be prodded into action? Is the employee alert to operating efficiency and cost cutting? Is the employee inventive? Does he offer practical constructive criticism?

- |                       |  |
|-----------------------|--|
| <b>UNSATISFACTORY</b> | <b>(0) – Lacks confidence and ability to proceed alone.</b>  |
| <b>FAIR</b>           | <b>(5) – Needs guidance or direction in the performance of majority of duties of assignment.</b>               |
| <b>SATISFACTORY</b>   | <b>(10) – Able to proceed alone in the performance of routine duties or assignments.</b>                       |
| <b>GOOD</b>           | <b>(13) – Resourceful and alert; shows constructive thinking in the performance of duties and assignments.</b> |
| <b>EXCELLENT</b>      | <b>(16) – Highly creative and constructive; plans suggests improvements in assigned or related duties.</b>     |

6. **HABITS OF WORK** (Maximum 18): This factor refers to the employee's attendance, appearance and utilization of time. Does the employee appear indifferent to his work and responsibilities? Does he/she spend a good deal of time loitering around the office or otherwise wasting time? Does the employee present an appearance consistent with that desired for a representative of the department and county?

**UNSATISFACTORY**

(0) – Undesirable habits of work exemplified by indifference, tardiness and inefficient use of time.

**FAIR**

(6) – Tends to seek easy and avoid difficult tasks; performs some tasks willingly, but occasionally wastes time.

**SATISFACTORY**

(11) – Usually displays work habits that conform to office guidelines.

**GOOD**

(14) – Applies self in such a manner as to not raise any question about wasting time.

**EXCELLENT**

(18) – Demonstrates work habits that should serve as a model for all employees.

**Intangible qualities such as integrity, patience and courage usually refer to character and personality traits, not to employee's performance and should be avoided as evaluation factors unless a direct relationship can be demonstrated.**

#### **ALWAYS REMEMBER**

**The primary purpose of a performance evaluation is to improve performance.  
The secondary purpose is to impact the rates of the pay of the person evaluated.**

# EMPLOYMENT AGREEMENT

**THIS AGREEMENT**, to become effective the 1<sup>st</sup> day of March, 2004, by and between the Board of Supervisors, the governing body of the County of Pittsylvania, Commonwealth of Virginia, hereinafter called the "Board" as party of the first part, and William D. Sleeper, hereinafter called "Employee" as party of the second part, both of whom understands as follows:

## WITNESSETH:

**WHEREAS**, the Board of Supervisors desires to appoint William D. Sleeper as County Administrator and Clerk of the Board of the County of Pittsylvania, pursuant and subject to Sections 15.2-1538, 15.2-1540, 15.2-1541 and 15.2-1543 of the Code of Virginia, 1950, as amended; and

**WHEREAS**, it is the desire of the Board of Supervisors to provide certain benefits, establish certain conditions of employment, and to set working conditions of said Employee; and

**WHEREAS**, it is the desire of the Board of Supervisors to (1) secure and retain services of the Employee and to provide inducement for him to remain in such employment, (2) to make possible full work productivity by assuring employee's morale and peace of mind with respect to future security, (3) to act as a deterrent against malfeasance or dishonesty for personal gain on the part of the Employee and (4) to provide a just means for terminating Employee's services at such time as he may be unable to fully discharge his duties due to age or disability or when County may desire to otherwise terminate his employ; and

**WHEREAS**, Employee desires to accept the appointment as County Administrator of said County; and

**NOW THEREFORE**, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

### Section 1. Duties

Board of Supervisors hereby appoints said William D. Sleeper as County Administrator and Clerk of the Board of said County to perform the functions and duties specified in said 15.2-1539, 15.2-1541 and 15.2-1543 of the Code of Virginia, 1950, as amended, and to perform such other legally permissible and proper duties and functions as the Board of Supervisors shall from time to time assign.

### Section 2. Termination and Resignation

- A. The obligations under this agreement shall commence on March 1, 2004, and except, as hereinafter provided, and shall terminate on February 28, 2005. In addition, all duties and obligations of the parties shall terminate pursuant to the provisions of Section 2, Paragraphs B, C and D.
- B. Nothing in this agreement shall prevent, limit or otherwise interfere with the right of the Board of Supervisors to terminate the services of Employee at any time, subject only to the provisions set forth in Section 3, Paragraphs A and B, of this agreement.

- C. Nothing in this agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign at any time from his position with the County subject only to the provision set forth in Section 3, Paragraph C, of this agreement.
- D. In the event written notice of termination is not given by either party to this agreement to the other 90 days prior to the termination date of this agreement, then this contract shall automatically renew for a term of twelve (12) months and shall automatically renew at the end of each successive term thereafter, unless such notice is given.

### **Section 3. Severance Provisions**

- A. Except in the event Employee is involuntarily terminated by the Board of Supervisors pursuant to the provisions of Section 2C, or Section 3C, for any reason and during such time that Employee is willing and able to perform the duties of County Administrator, then in the event the County agrees to pay Employee a lump sum cash payment equal to four (4) months base salary at current aggregate salary; and provided however in the event the Employee is terminated because of his conviction of any felony or crime involving moral turpitude, then, in the event, the County shall have no obligation to pay the aggregate/severance sum designated in this paragraph.
- B. In the event the County at any time during the employment term reduces the salary or other financial benefits of employee in a greater percentage than an applicable across-the-board reduction for all County employees, or in the event the County refuses, following written notice, to comply with any other provision benefiting employee herein, or the employee resigns following a formal suggestion by the Board of Supervisors that he resign, then, in that event, the Employee may at his option, be deemed to be "terminated" at the date of such reduction or such refusal to comply within the meaning and context of the herein severance pay provision. The County, by act of executing this Employment Agreement, authorizes payment of said severance pay upon request by the Employee in accordance and subject to Paragraph 3A above, and hereby authorizes a check to be drawn upon General Fund, County Administrator Department of the current Pittsylvania County appropriation and also orders the County Treasurer to issue said check.
- C. In the event employee voluntarily resigns his position with the County, the Employee shall give the County two months notice in advance. No severance payment, as described in Section 3, Item A, shall be made in this event.

### **Section 4. Salary**

- A. The County agrees to compensate employee for services rendered pursuant hereto an annualized base salary of **\$94,283.00** commencing on March 1, 2004. **02-06-2006**  
**\$101,530.**
- B. Said annual base salary may be modified by agreement of the parties, subject to the provisions of Section 3, Paragraph B, by the lawful adoption of the County's Annual Budget, said salary modification being effective at the beginning of the fiscal year for

which the budget has been adopted. The parties hereto agree that the employee's annualized salary shall be increased no less than the annual percentage approved by the Board of Supervisors for other county employees as a whole, beginning July 1, 2004.

- C. Employee salaries are payable in semi-monthly installments.
- D. The County shall provide on-going job performance evaluations, at a minimum of once per term as provided for herein. The County may approve the same merit increases as approved for other employees of the County.

#### **Section 5. Hours of Work**

- A. Normal office hours are considered to be 8:00 a.m. – 5:00 p.m., Monday through Friday.
- B. It is recognized that Employee must devote a great deal of his time outside normal office hours to business of the County, and to that end, Employee will be allowed to take reasonable compensatory time off during said normal office hours.

#### **Section 6. General Expenses and Travel**

The Employee shall be entitled to reimbursement for such of his actual expenses, as are necessary and ordinarily incidental to his duties and travel on County business, upon receipt, statements or personal affidavits subject to review and approval of the Board.

In addition, Employee shall have the use of a County vehicle at his discretion for travel pursuant to his job as County Administrator and Emergency Services Coordinator, including to and from home, and for such emergency calls, as well as other official County business as defined by the Internal Revenue Code.

#### **Section 7. Dues and Subscriptions**

County agrees to budget and to pay the professional dues and subscriptions of Employee necessary for his continuation and full participation in national, regional, state and local associations and organizations necessary and desirable for this continued professional participation, growth, and advancement, and for the good of the County.

#### **Section 8. Professional Development**

- A. County hereby agrees to budget and to pay the travel and subsistence expenses of Employee for professional and official travel, meetings, and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official and other functions for County. National level conferences shall be limited to not more than one per fiscal year without specific approval of the Board of Supervisors.

- B. County also agrees to budget and to pay for the travel and subsistence expenses of Employee for short courses, institutes, and seminars that are necessary for his professional development and for the good of the County.

#### **Section 9. Vacation and Sick Leave**

The Employee shall accrue, and have credited to his personal account, vacation and sick leave at the same rate as other general employees of the County. At the Employee's termination of employment with the County, the Employee shall be reimbursed all accumulated vacation (in accordance with established County policy) at his then current level of salary in addition to any severance provisions provided herein.

#### **Section 10. Retirement and Health and Life Insurance**

- A. County agrees to put into force and to make required premium payments for Employee for the Retirement Program and insurance policies for life, and disability income benefits, through the Virginia Supplemental Retirement System as any other employee of the County.
- B. The County agrees to provide hospitalization, surgical, and comprehensive medical insurance for Employee and to pay the premiums thereon equal to that which will provide full family plan coverage.

#### **Section 11. Other Terms and Conditions of Employment**

- A. The County Board of Supervisors shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this agreement, the Code of Virginia or any other law.
- B. All provisions of the Code, and regulations and rules of the County relating to vacation, military leave, and sick leave, retirement and pension system contributions, holidays, and other fringe benefits and working conditions as they now exist or hereafter may be amended, also shall apply to Employee as they would to any other employees of the County in addition to said benefits enumerated specifically for the benefit of Employee, except as herein provided.

#### **Section 12. General Provisions**

- A. The text herein shall constitute the entire agreement between the parties.
- B. This agreement shall be binding upon and insure to the benefit of the heirs at law and personal representatives of Employee.
- C. This agreement shall become effective commencing March 1, 2004 and end in accordance with Section 3 of this contract.

D. If any provision, or any portion thereof, contained in this agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this agreement, or portion thereof, shall not be affected, and shall remain in full force and effect.

**IN WITNESS WHEREOF**, the County of Pittsylvania has caused this agreement to be signed and executed in its behalf by its Chairman of the Board of Supervisors, and duly attested by the Chairman of the Personnel Committee of the Board of Supervisors and the Employee has signed and executed this agreement, both in duplicate, the day and year first above written.

\_\_\_\_\_  
Chairman of the Board of Supervisors  
Pittsylvania County, Virginia

**ATTEST:**

\_\_\_\_\_  
Chairman, Personnel Committee

**APPROVED AS TO FORM:**

\_\_\_\_\_  
County Attorney

\_\_\_\_\_  
Employee

**FLEET**  
**VEHICLE USE**  
**POLICY**  
**IV**

# WASHINGTON UPDATE

CONTACT: Ruth Wallick  
Cathie Eitelberg  
(202) 429-2750

August 25, 1989

## EXPLANATION OF FINAL REGULATIONS ON THE TAXATION OF EMPLOYER-PROVIDED VEHICLE FRINGE BENEFITS

On July 6, 1989, the Internal Revenue Service published final regulations on the Taxation of Fringe Benefits, including taxation of personal use of an employer-provided vehicle. They can be found in the Federal Register for July 6, 1989, pages 28576-28620.

On February 14, 1986, GFOA published a Washington Update which explained the rules of the taxation and valuation of employer-provided vehicle fringe benefits, substantiation and recordkeeping rules for business and personal use of vehicles, which vehicles are exempted from the recordkeeping and taxation requirements, and employers' withholding options and requirements. The explanation was based on temporary regulations issued on January 7, 1985, February 20, 1985, November 6, 1985, and December 23, 1985.

The July 6, 1989, final regulations cover only taxation and valuation of fringe benefits. This Washington Update incorporates the portions of the February 14, 1986, GFOA document which are still governed by the temporary regulations and related IRS rulings and news releases. The following explanations of valuation and taxation of employer-provided vehicle fringe benefits are based on the July 6 final regulations.

### GENERAL RULE

The personal use of an employer-provided vehicle is taxable to the employee. "Personal use" includes commuting, as well as local and out-of-town personal travel. Employees are expected to keep accurate records to substantiate both the business and personal miles driven in employer-provided vehicles.

### RECORDKEEPING REQUIREMENTS

The standard for recordkeeping is that there be adequate records or sufficient evidence to support any credit or deduction claimed for business use of an employer-provided vehicle. Examples of acceptable substantiation would be account books, diaries, logs, receipts, bills, trip sheets, expense forms or statements by disinterested witnesses. Records must substantiate the time, date, place, purpose and cost of travel. Written records made at or near the time the expense was incurred have more probative value than oral substantiation.

#### Exceptions to Recordkeeping Requirement

- a) If a governmental unit has a written policy that vehicles cannot be used for personal use except for commuting purposes, the substantiation requirement is satisfied if the following conditions are met: (1) the vehicle is owned or leased by the employer and is provided to one or more employees; (2) the employer requires the employee to commute to and/or from work in the vehicle; (3) the employer reasonably believes that the employee does not use the vehicle for any personal purpose other than commuting; (4)

- the employer accounts for the commuting use by including the value of the benefit in the employee's gross pay; and (5) there is sufficient evidence that would enable the IRS to determine whether the use of the vehicle met the four preceding conditions.
- b) Vehicles used entirely for an employer's business with only de minimis personal use, e.g. stopping for lunch between business calls.
  - c) Vehicles considered as used entirely for personal purposes. When an employer includes the value of all the employee use of an employer-provided vehicle in the employee's compensation, the employer is excepted from the recordkeeping requirements. Employees, however, must maintain proper records to substantiate business use in support of deductions claimed for income tax purposes filed on Form 2106.
  - d) Qualified non-personal use vehicles. The following types of vehicles are exempted from both the recordkeeping and taxation requirement: (a) clearly marked police and fire vehicles; (b) unmarked law enforcement vehicles when used for authorization purposes and operated by a full-time law enforcement officer; (3) delivery trucks with seating only for the driver, or only for the driver plus a folding jump seat; (4) flatbed trucks; (5) cargo carrier with over a 14,000-pound capacity; (6) school and passenger buses with over a 20-person capacity; (7) ambulances; (8) hearses; (9) bucket trucks; (10) cranes and derricks; (11) forklifts; (12) cement mixers; (13) dump trucks; (14) garbage trucks; (15) specialized utility repair trucks; (16) tractors; and (17) certain pickup trucks and vans not over 14,000 pounds loaded gross vehicle weight. To be exempt, pickup trucks and vans must be clearly marked with permanently affixed decals or special painting or other advertising. Pickup trucks must be equipped with at least one of the following: a hydraulic lift gate, permanently installed tanks or drums, permanently installed side boards or panels materially raising the level of the sides of the bed of the truck, or other heavy equipment such as an electric generator, welder, boom, or crane. A van must have a seat only for the driver or the driver and one other person, and either permanent shelving has been installed that fills most of the cargo area, or the cargo area is open and the van constantly carries merchandise, material, or equipment used in the employer's trade, business or function. (See Definitions.)

### **WITHHOLDING REQUIREMENTS**

Employers have the option not to withhold income taxes (but they must withhold social security taxes) on the imputed value of an employee's personal use of an employer-provided vehicle if the employer meets two criteria: (1) the employee must be notified of the decision not to withhold by January 31 of the taxable year; and (2) the employer must include the value of the employee's personal use of the vehicle in the gross pay recorded on the worker's W-2 form at the end of the year. Social security taxes, which must be withheld, and income taxes, which may be withheld, can be withheld and remitted on a pay period, quarterly, semi-annual or annual basis.

Employers may use a special accounting rule under which the value of the benefit for the last two months of the year is treated as received in the following tax year.

## VALUATION OF PERSONAL USE OF EMPLOYER-PROVIDED VEHICLE

There are three special valuation rules that can be used to determine the value of vehicle use: annual lease value rule; vehicle cents per mile rule; and commuting valuation rule. Use of these rules is governed by the July 6, 1989 final regulations. They apply as of January 1, 1989. For benefits received in 1985 through 1988, the previously issued temporary regulations apply.

### Notification

Employers are required to notify employees of (1) the special valuation rule or rules they intend to use, (2) the applicable substantiation requirements, and (3) the effect of failing to comply with the substantiation requirements. The notice must be provided in a manner reasonably expected to come to the attention of all affected employees, e.g., a mailing or with employees' paychecks.

Notification to employees must be made by the later of January 31 of the calendar year the rule is to apply, October 31 for 1989, or 30 days after the benefit is first provided to the employee. Employers who provide adequate notification to employees need not notify employees of their intention to continue using a particular valuation rule in a subsequent year.

An employer who fails to provide the requisite notice may use a special valuation rule only if the employer receives a statement from the non-notified employee by January 31 of the year following the year for which the notice was not provided. The statement must indicate that the employee knows (1) that the employer intends to use a particular valuation rule for that year, (2) the applicable substantiation requirements, and (3) the effect of a failure to comply with such requirements. Employees should use the same valuation rule that the employer uses unless an employee wants to determine the value by using general facts and circumstance.

### Commuting Valuation Rule

Under this rule, a flat \$1.50 each way (\$3.00 per round-trip commute) can be charged to employees if the following criteria are met: (1) the vehicle is used in connection with the employer's business; (2) the employer requires the employee to commute to and/or from work in the vehicle; (3) the employer has a written policy prohibiting personal use other than commuting and de minimis personal use and the employee does not use the vehicle for any other personal use and (4) the employee is not a "control employee".

A "control employee" is an elected official or an employee whose compensation equals or exceeds the compensation paid to a federal government employee holding a position at Executive Level V. Presently, this compensation amount is \$75,500 per year. It may go up if Administration-proposed salary increases are adopted.

If more than one employee commutes in a vehicle, each rider is to be charged the \$1.50 each way. A vehicle that is generally used each workday to transport at least three employees to and/or from work in an employer-sponsored commuting pool is deemed to meet the business use requirements described above.

Annual Lease Value Rule

Personal use of automobile made available for more than commuting purposes can be computed using this rule. It is a four-step process. First, the fair market value (FMV) as of the date the automobile is first made available for personal use must be established. If the governmental unit owns the vehicle, the purchase price, which includes sales tax, if any is paid, and title fees associated with the purchase, is the FMV. The FMV of a leased automobile is either the retail value that is reported by a nationally recognized pricing source or the manufacturer's suggested retail price less eight percent. The FMV of an automobile provided to an employee prior to January 1, 1985, is determined as of January 1 of the first year the Annual Lease Value Rule is applied to the automobile. Once the FMV is established, the following table can be used to establish the annual lease value (ALV). This ALV is to be used for a four-year period.

| ANNUAL LEASE VALUE TABLE     |                    |                              |                    |
|------------------------------|--------------------|------------------------------|--------------------|
| Automobile Fair Market Value | Annual Lease Value | Automobile Fair Market Value | Annual Lease Value |
| \$0 to 999                   | \$ 600             | 22,000 to 22,999             | \$ 6,100           |
| 1,000 to 1,999               | 850                | 23,000 to 23,999             | 6,350              |
| 2,000 to 2,999               | 1,100              | 24,000 to 24,999             | 6,600              |
| 3,000 to 3,999               | 1,350              | 25,000 to 25,999             | 6,850              |
| 4,000 to 4,999               | 1,600              | 26,000 to 27,999             | 7,250              |
| 5,000 to 5,999               | 1,850              | 28,000 to 29,999             | 7,750              |
| 6,000 to 6,999               | 2,100              | 30,000 to 31,999             | 8,250              |
| 7,000 to 7,999               | 2,350              | 32,000 to 33,999             | 8,750              |
| 8,000 to 8,999               | 2,600              | 34,000 to 35,999             | 9,250              |
| 9,000 to 9,999               | 2,850              | 36,000 to 37,999             | 9,750              |
| 10,000 to 10,999             | 3,100              | 38,000 to 39,999             | 10,250             |
| 11,000 to 11,999             | 3,350              | 40,000 to 41,999             | 10,750             |
| 12,000 to 12,999             | 3,600              | 42,000 to 43,999             | 11,250             |
| 13,000 to 13,999             | 3,850              | 44,000 to 45,999             | 11,750             |
| 14,000 to 14,999             | 4,100              | 46,000 to 47,999             | 12,250             |
| 15,000 to 15,999             | 4,350              | 48,000 to 49,999             | 12,750             |
| 16,000 to 16,999             | 4,600              | 50,000 to 51,999             | 13,250             |
| 17,000 to 17,999             | 4,850              | 52,000 to 53,999             | 13,750             |
| 18,000 to 18,999             | 5,100              | 54,000 to 55,999             | 14,250             |
| 19,000 to 19,999             | 5,350              | 56,000 to 57,999             | 14,750             |
| 20,000 to 20,999             | 5,600              | 58,000 to 59,999             | 15,250             |
| 21,000 to 21,999             | 5,850              |                              |                    |

\*For vehicles having a fair market value in excess of \$59,999, the Annual Lease Value is equal to: (.25 x the fair market value of the automobile) + \$500.

Step two is to calculate the difference between personal and business mileage and to create a fraction that represents business use. The difference between the total miles and the personal miles driven by the employee is the numerator. The denominator is the total miles driven by the employee. Step three determines the value of business use by multiplying the ALV by the mileage fraction. Step four is to calculate the value of the benefit to be included in the gross pay of the employee by subtracting the business use from the ALV.

### Example

1. ALV: Employee A is provided an automobile with a FMV of \$17,500 and a corresponding ALV (using chart) of \$4,850.
2. Fraction: Employee A drove a total of 10,000 miles, 2,000 of which were for personal use.  
Numerator:  $10,000 - 2,000 = 8,000$  business miles  
Denominator: 10,000 total miles driven
3. Business Use:  $ALV \times \text{mileage fraction}$   
 $\$4,850 \times \frac{8,000}{10,000} = \$3,880$
4. Value of the benefit to be included in gross income:  
ALV – Business Use  
 $\$4,850 - \$3,880 = \$970$

The ALV includes maintenance and insurance but not gasoline. If the employer pays for gasoline used to drive personal miles, the value must be added to the value of the vehicle benefit included in the employee's gross income. The gasoline value is an additional 5.5 cents per mile if the gasoline is provided in kind, or the actual cost if the employee is reimbursed for the cost of gasoline.

### Revaluation

The Annual Lease Value of automobiles under this rule must be recalculated every four years, using the Annual Lease Value Table corresponding to the appropriate dollar range in the Fair Market Value column. The four-year period is determined from the date the special valuation rule is applied by the employer to December 31 of the fourth full calendar year following that date. Each subsequent four-year period for the automobile runs from January 1 following the end of the previous period to December 31 of the following fourth full year. For automobiles that are being revalued or were provided to employees prior to January 1, 1985, the FMV is the value as reported by a nationally recognized pricing source as the date of the vehicle is first available for personal use.

### Vehicle Cents-per-Mile Valuation Rule

The vehicle cents-per-mile rule allows the value of personal use to be calculated by multiplying the number of personal miles driven by the standard mileage allowance. The standard mileage rate is provided by the Internal Revenue Service in a Revenue Ruling or Procedure and is to be applied prospectively to the taxable year following the date of publication of the Ruling or Procedure. Presently the rate is 24 cents per mile for the first 15,000 miles and 11 cents per mile thereafter. The figures were announced in an IRS Ruling of October 1988. This standard rate includes gasoline, insurance and maintenance. If the employer does not supply gasoline, the rate is 18.5 cents per mile.

The cents-per-mile valuation rule can be used if the vehicle is regularly used for governmental purposes or is primarily used by employees and is driven at least 10,000 miles in a year. Regular use for governmental purposes is satisfied if at least 50 percent of the vehicle's total annual mileage is for governmental business, or the vehicle is generally used each workday to transport at least three employees to and from work in an employer-sponsored commuting

vehicle pool. Primary use by employees is satisfied if employees use the vehicle on a consistent basis for commuting.

The cents-per-mile rule may only be used for automobiles whose fair market value is not more than \$12,800 for vehicles placed in service before January 1, 1989, and \$12,800 adjusted by the automobile price inflation adjustment for vehicles placed in service in and after 1989. The IRS has not yet announced this adjustment figure. Once adopted, both the employer and the employee must use this valuation technique for all subsequent periods in which the vehicle qualifies for use of the rule. Employees must nevertheless comply with the recordkeeping requirements described above even if the cents-per-mile valuation rule is used.

#### Fleet Average Valuation Rule

If a governmental unit has an automobile fleet of 20 or more vehicles and the vehicles are regularly used for government business, a special fleet-average rule may be used for calculating the Annual Lease Values of the automobiles in the fleet. This rule may be used only if no automobile in the fleet has a fair market value in excess of \$16,500, adjusted beginning in calendar 1989 by the automobile price inflation adjustment figure. The regular business use requirement is the same as for the cents-per-mile rule. A government unit may set up separate fleets for lesser and more expensive vehicles as long as the regular business use and \$16,500 value requirements are met. Under this rule, if gasoline is provided, it may be valued at 5.5 cents per mile if determining actual fuel costs would impose an unreasonable administrative burden.

#### Shared Vehicle Usage

If an employer provides a vehicle to employees for use by more than one employee at the same time, such as an employer-sponsored commuting pool, the employer may use any of the special valuation rules that may be applicable. The employer must use the same special valuation rule for each employee who shares such use and must allocate the value among the employees who share use of the vehicle including the employee who drives the vehicle, unless the employee does not perform other services for the employer.

#### Miscellaneous

The final regulations also contain rules governing employer-provided chauffeur services, aircraft, commercial and non-commercial airplane flights, meals at an employer-provided eating facility and employee reimbursements. For these rules, and for more detail in the rules governing the subjects discussed in the Washington Update, public officials are urged to consult the July 6, 1989, Federal Register, pages 28576-28620.

### **DEFINITIONS**

Automobiles – Any four-wheeled vehicle manufactured primarily for use on public streets, roads, and highways.

Clearly marked police and fire vehicle – A vehicle owned or leased by a governmental unit that is required to be commuted in by a police officer or firefighter who is on call when not working.

The vehicle is clearly marked if “through a painted insignia or words it is readily apparent that the vehicle is a police or fire vehicle.” Governmental license plates alone will not satisfy this requirement.

Law enforcement officer – An individual who is employed on a full-time basis by a governmental unit that is responsible for the prevention or investigation of crime involving injury to persons or property (including apprehension or detention of persons for such crimes), who is authorized by law to carry firearms, execute search warrants, and to make arrests (other than merely a citizen’s arrest), and who regularly carries firearms (except when it is not possible to do so because of the requirements of undercover work). The term “law enforcement officer” may include an arson investigator who also meets the requirements of this definition.

Qualified specialized utility repair truck – Any truck (not including a van or pickup truck) specifically designed and used to carry heavy tools, testing equipment, or parts if—

- (i) the shelves, racks, or other permanent interior construction which has been installed to carry and store heavy items is such that it is unlikely that the truck will be used more than a de minimis amount for personal purposes, and
- (ii) the employer requires the employee to drive the truck home in order to be able to respond in emergency situations or for purposes of restoring or maintaining electricity, gas, telephone, water, sewer, or steam utility services.

Qualified non-personal use pickup truck – A pickup truck with a loaded gross vehicle weight not over 14,000 pounds if it is clearly marked with permanently affixed decals or special painting or other advertising associated with the employer’s trade, business, or functions and is –

- (i) equipped with at least one of the following: a hydraulic lift gate, permanently installed tanks or drums, permanently installed side boards or panels materially raising the level of the sides of the bed of the pickup truck, or other heavy equipment, such as an electric generator, welder, boom, or crane used to tow automobiles and other vehicles; or
- (ii) actually used primarily for transporting a particular type of load other than over the public highway in connection with a construction, manufacturing, processing, farming, mining, drilling, timbering, or other similar operation, and has been specially designed or modified to a significant degree for such use.

Qualified non-personal use van – A van with a loaded gross vehicle weight not over 14,000 pounds that is clearly marked with permanently affixed decals or with special painting or other advertising associated with the employer’s trade, business, or function, and has a seat only for the driver and one other person, and either permanent shelving has been installed that fills most of the cargo area or the cargo area is open and the van constantly (during both working and non-working hours) carries merchandise, material, or equipment used in the employer’s trade, business, or function.

Control employee – government employee

- (i) an elected official, or
- (ii) an employee whose compensation equals or exceeds the compensation paid to a Federal Government employee holding a position at Executive Level V, determined under Chapter 11 of Title 2, United States Code, as adjusted by section 5318 of Title 5 United States Code (currently \$75,500).

This report was prepared by Ruth M. Wallick, a consultant with GFOA's Federal Liaison Center, and reviewed by Annette J. Guarisco, a tax attorney with the law firm of Dewey, Ballantine, Bushby, Palmer & Wood. It may be reprinted as long as credit is given to the Government Finance Officers Association.

# PITTSYLVANIA COUNTY

## VIRGINIA

William D. Sleeper  
County Administrator  
P.O. Box 426  
Chatham, Virginia 24531  
dan.sleeper@pittgov.org



Phone (434) 432-7710  
Fax (434) 432-7714  
Gretna/Hurt (434) 656-6211  
Bachelors Hall/Whitmell (434) 797-9550

### Memorandum

**To:** All Departments under the County Administrator

**From:** William D. Sleeper, County Administrator

**Date:** February 24, 2006

**Subject:** Pittsylvania County Personnel Policy –  
Pittsylvania County Fleet Vehicle Use Policy

---

Attached hereto, you will find the new Pittsylvania County Fleet Vehicle Use Policy to be implemented April 1, 2006. This is a mandatory policy covering all vehicles owned by Pittsylvania County under the management and direction of the County Administrator.

WS/dc

Attachment

Cc: Honorable Members of the Pittsylvania County Board of Supervisors  
Kathy Yeatts, Payroll  
Personnel File

## PITTSYLVANIA COUNTY FLEET VEHICLE USE POLICY IV

**IN ACCORDANCE WITH THE PITTSYLVANIA COUNTY PERSONNEL POLICIES the following policy shall apply to all vehicles in the County Fleet for County employees working directly under the County Administrator. This Vehicle Policy will become effective on April 1, 2006.**

The County Administrator hereby designates the Assistant County Administrator of Operations as the Fleet Manager for Pittsylvania County.

**PROCEDURE PURPOSE:** To provide consistent guidelines for the assignment and use of Pittsylvania County Fleet vehicles by County employees.

**OVERVIEW:** In a specified time frame, on a regular basis, or for identified job categories, County Fleet vehicles will be made available for current employees to use while conducting County business.

A County Fleet vehicle shall be any vehicle owned by the County of Pittsylvania, except as provided by separate contract.

A County Fleet vehicle will be returned to the Fleet Manager with all personal items and/or food items removed. The County will not be responsible for personal items left in the vehicle.

It will be the responsibility of the Fleet Manager to plan for budgetary items to maintain all vehicles and budget through the Capital Improvement budget for replacement vehicles to the Fleet. It will be the responsibility of the Fleet Manager to determine and provide justification for the type of vehicle needed, taking in consideration the type of use the various departments require. Consideration examples would be the type and size of loads, weather conditions in the case of snow removal equipment, the necessity to respond to emergencies and assist in national, state or localized emergencies such as hurricanes, tornados, flooding, etc.

Temporary assignment of County vehicles for a period not exceeding seven (7) days can be authorized by the Fleet Manager when written justification for such use is submitted by the requesting department's Head. Any assignment beyond a seven (7) day period will require written justification from the Department Head, concurrence with the Fleet Manager, and approval of the County Administrator.

The Fleet Manager will submit to the Director of Finance and the Purchasing Manager a complete list of all County vehicles with recommendations for insurance requirements. The Director of Finance will be notified of any changes in the fleet, or requirements for an addition or reduction of insurance requirements. Any changes will be reported within five (5) business days to assure the County capitalizes on any cost savings.

The Fleet Manager will be responsible of insuring vehicles are properly equipped to perform assigned functions. Vehicles will be sized to be as economically efficient and standardized as possible. All purchases of County vehicles will be under the State contract when possible unless

the Purchasing Department determines purchases or sealed bids from private vendors could provide an additional cost benefit to the County.

Each department requiring use of a County vehicle will be responsible to budget for fuel and any requirements for normal vehicle operation.

No County employee will be assigned a vehicle by right or job status. Vehicles will only be assigned when assigned duties justify vehicle assignment. All assignments exceeding seven (7) days, at a minimum will be reviewed by the Fleet Manager annually or at such time the duties of the employee changes. Any new assignment of a vehicle by the Fleet Manager for over a thirty (30) day period will require justification and approval by the County Administrator.

Any specialized equipment (snowbladed, towing package, Public Works radios) will be identified and budgeted for by the Fleet Manager prior to the purchase of said vehicle.

## **PROCEDURES**

### Use of County Fleet Vehicles

#### A. Permitted Uses

1. Only Pittsylvania County employees or drivers authorized by the department director may drive or operate County vehicles or equipment.
2. County Fleet vehicles shall be used for official County business with reasonable consideration for use for meals, etc., while in the course of performing business on behalf of the County.
3. Each County Fleet vehicle shall display proper decals and identifications as directed by the Fleet Manager. The only exceptions are vehicles assigned to the County Manager and to the Sheriff Department. Any deviation from use of the proper decals and identifications must be authorized by the Fleet Manager.

#### B. Driver Requirements

1. Each driver of any County Fleet vehicle must have a valid Virginia drivers/operator's license. Should an employee who drives a County Fleet vehicle be involved in an incident, on or off the job, where their license is suspended or revoked, the employee is obligated to inform their immediate supervisor and the Fleet Manager within 24 hours of the incident. Failure to inform the County of a suspended or revoked license may result in immediate dismissal.
2. Driver qualifications are as follows:
  - a. Authorized employee of county.
  - b. Must be at least 21 years of age.
  - c. Must have at least one year of experience in the class of vehicle operated.
  - d. Must meet licensing requirements.

- e. Will not qualify for a County vehicle, if during the last 36 months, the driver had any of the following experiences:
- Been convicted of a felony
  - Been convicted of sale, handling or use of drugs
  - Has automobile insurances cancelled, declined or not renewed
  - Had driver's license suspended or revoked
  - Been convicted of three or more speeding violations or one or more other serious violations
  - Been involved in two or more chargeable accidents.
3. Class A. license if required by law.
  4. Employees authorized to drive or assigned a Fleet vehicle are subject to an annual review of their motor vehicle driving record with the Commonwealth of Virginia. Those employees found to be of high risk or who have failed to report violations and/or accidents to the County will have their vehicle privileges revoked; thus, resulting in dismissal for employees in positions where vehicular transportation is deemed an essential job function. See Item F. Motor Vehicle Record Policy
  5. Employees are responsible for any vehicle or equipment assigned to them such as reporting unsafe operations or working conditions via a "Vehicle Repair Request" form available in each department (see sample form attached).
  6. Employees driving Fleet vehicles are required to obey all traffic laws including obeying the speed limit and employees and passengers are required to wear available personal restraints.
  7. A Fleet vehicle is not to be driven while under the influence of alcohol or any controlled substance.
  8. Possession, transportation or consumption of alcohol or illegal drugs by anyone in the vehicle is not allowed.
  9. Personal trailers, including boat and recreational vehicles, are not to be pulled.
  10. Pittsylvania County will not pay traffic tickets or parking fines of employees driving County Fleet vehicles, nor will the County pay if the employee is authorized to use their personal vehicle on County business. Employees found guilty of moving violations may be subject to disciplinary action.
  11. An employee receiving a moving violation while driving a Fleet vehicle has an obligation to immediately (within 24 hours) inform their department director and the Fleet Manager. Fines for moving or parking violations are the personal responsibility of the assigned operator. The County will not condone nor excuse ignorance of traffic citations that result in the court summons being directed to itself as owner of the vehicle.

12. County employees authorized to use their personal vehicles for periodic County business are reimbursed for mileage at the rate established by the Internal Revenue Service.

### C. Vehicle Assignment

1. Fleet vehicles are normally assigned to an individual at the start of their work period and are the employee's responsibility until the completion of their assigned work period when the vehicle is returned. It is understood due to the nature of some County employee's duties a vehicle is required on a daily basis. Therefore to insure proficiency and continuity, the Fleet Manager will make every effort to assign to the employee the same vehicle each day to prevent confusion and delays in changing out equipment needed to performance of jobs.
2. A Fleet vehicle may be assigned to an employee who regularly requires vehicular transportation in the performance of his/her assigned duties and requires the use of the vehicle during off duty time for frequent on-call or call in for emergency purposes. The assignment may be regular and on going or for a specific period of time such as weekly or annually on-call duty.
3. During a vacation period or leaves of absence, an employee who is assigned a vehicle on a periodic basis, must turn in to their department.

### D. Personal and Take-Home Use of Fleet Vehicles

1. No employee may use the vehicle assigned to him/her for personal business except to occasionally complete a personal errand on a direct route home (classified as de minimis personal use under IRS regulations).
2. No employee without written authorization by the County Administrator, or written authorization for temporary assignment by the Fleet Manager shall take a vehicle home overnight. Any violation of this requirement will be in violation of the County's Fleet Vehicle Use Policy and subject to disciplinary action as determined by the County Administrator.
3. Only the following employees will be authorized to drive County Fleet vehicles to their homes. Positions deemed appropriate by the County Administrator utilizing, but not limited to, the following criteria:
  - Response time is critical for the protection of the citizens
  - Employees assigned an "on-call" status either on-going or on a rotating basis
  - Frequency of business travel before, during, and after normal work hours
  - Efficiency of reporting directly to the work site versus a centralized office location, or
  - Due to market competitiveness when provided as a perquisite for recruiting purposes

4. In making assignments of take-home vehicles, the County Administrator will take into consideration employees that are:
  - On-call for critical operations of the County,
  - Respond to and direct operations in a national, state or local emergency,
  - Required to represent the County on a Regional or State level with little or no notice,
  - And where such employee is exempt from the Fair Labor Standards and generally works in excess of forty (40) hours per week without additional compensation and duties require meetings that are late night and contrary to the normal working hours of the County and without regard to the specific day of the week and/or holiday.

E. Accident Procedure – *NOTE: A card describing “What To do In Case of An Accident” (see sample form attached) is maintained in the glove box of all County owned vehicles.*

Regardless of the situation, the following procedure **MUST** be followed in the event of an accident while in a County Fleet vehicle:

1. Immediate notification of the proper law enforcement agency for accident investigation and report.
2. Immediate notification of the employee’s supervisor or department director.
3. Notification of the Fleet Manager within 24 hours of the accident. (This could be done through E911 Dispatch).
4. Prepare a County Fleet Vehicle Accident report (see sample form attached). This report along with one copy of the law enforcement report should be submitted to the Fleet Manager.
5. If necessary, an injury report must be completed and submitted to the Fleet Manager as soon as possible or within 24 hours in order to file a workers’ compensation claim within 24 hours of the accident on the next business day.
6. Securing accident repair estimates and approval of actual repair work is the responsibility of the Director of Facilities.
7. In the event of an accident:
  - Do not admit negligence or liability.
  - Do not attempt settlement, regardless of how minor.
  - Get name, address and phone number of injured person and witness if possible
  - Exchange vehicle identification, county insurance name and policy numbers with the other driver.
  - Take a photograph of the scene of the accident if possible.
  - Call law enforcement.
  - Call rescue if injuries are involved.
  - Complete the accident report in your vehicle.
  - Turn all information over to your immediate supervisor and the Fleet Manager within 24 hours or the next business day.
8. Post Accident Substance Abuse Testing  
An employee involved in the accident or who has engaged in unsafe activity, whether directly or indirectly, may be required to submit a urine specimen,

breath/blood sample, and/or saliva sample for testing purpose. If the employee is too seriously injured to provide the specimen or sample, the employee must authorize the County to obtain and review hospital records or other documents that would indicate whether there were any prohibited drugs or alcohol in the employee's system at the time of the accident or unsafe activity.

9. Preventable Accidents

A preventable accident is defined as any accident involving a Fleet vehicle or any vehicle while being used on County business that results in property damage and/or personal injury, and in which the driver in question failed to exercise every reasonable precaution to prevent the accident. Classifications of preventable accidents are:

- Following too close
- Driving too fast for conditions
- Failure to observe clearances
- Failure to obey signs
- Improper turns
- Failure to observe signals from other drivers
- Failure to reduce speed
- Improper parking
- Improper passing
- Failure to yield
- Improper backing
- Failure to obey traffic signals or directions
- Exceeding the posted speed limit
- Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) or similar charges.

F. Motor Vehicle Record Policy

It is a Pittsylvania County policy and requirement for employment that every employee position with driving duties requires a motor vehicle record (MVR) meeting the grading requirements stated below. This MVR policy applies both to the drivers of County Fleet vehicles as well as employees using personal vehicles in the course of County business. MVRs will be examined prior to the start of employment and may be examined annually thereafter. Any job offer made to an employee-candidate for a position with driving duties shall be contingent upon an MVR meeting the required standards outline below.

The standards for MVRs are as follows:

1. All operators must have a valid driver's license for at least three years.
2. No new driver will be hired with a "borderline" or poor MVR. MVRs will be graded based on the table below as minimum requirements.
3. Driving records must remain "acceptable" or "clear" as graded on the table below for continued employment in the positions with driving duties.

Any exceptions to these guidelines must be referred to the County Administrator for written approval. The auto insurance carrier will be consulted on any/all MVRs not meeting the minimum criteria.

## Motor Vehicle Grading Criteria (last three years)

*Table 1*

| Number of Minor Violations | Number of at-fault accidents |            |            |      |
|----------------------------|------------------------------|------------|------------|------|
|                            | 0                            | 1          | 2          | 3    |
| 0                          | Clear                        | Acceptable | Borderline | Poor |
| 1                          | Acceptable                   | Acceptable | Borderline | Poor |
| 2                          | Acceptable                   | Borderline | Poor       | Poor |
| 3                          | Borderline                   | Poor       | Poor       | Poor |
| 4                          | Poor                         | Poor       | Poor       | Poor |
| Any major violation        | Poor                         | Poor       | Poor       | Poor |

*Table 2*

| Minor Violation:<br>Any minor violation other than a<br>Major except?   | Major Violations  |
|---|---|
| <ul style="list-style-type: none"> <li>• Motor vehicle equipment, load or size requirement</li> <li>• Improper/failure to display license plate</li> <li>• Failure to sign or display registration</li> <li>• Failure to have driver's license in possession (if valid license exists)</li> </ul> | <ul style="list-style-type: none"> <li>• Driving under the influence of alcohol/drugs</li> <li>• Failure to stop/report an accident</li> <li>• Reckless driving/speeding contest</li> <li>• Driving while impaired</li> <li>• Making a false accident report</li> <li>• Homicide, manslaughter or assault arising out of use of a vehicle</li> <li>• Driving while license is suspended/revoked</li> <li>• Careless Driving</li> <li>• Attempting to elude law enforcement</li> </ul> |

### WHAT TO DO IN CASE OF AN ACCIDENT

1. **Stop at Once!** Check for personal injuries and send for ambulance, if needed. Do not leave the scene, but ask for the assistance of bystanders.
2. **If Fire or Smoke Is Present**, evaluate vehicle occupants to a safe location. If stalled on a railroad track, evacuate occupants to a safe location away and at a right angle from the tracks.
3. **If Fire, Smoke or Spilled Fuel is Present**, send for the fire department. Do not leave the scene; as a bystander to call the fire department. If possible, use a spill kit to absorb the spill.
4. **Protect the Scene.** Set emergency warning devices to prevent further injury or damage. Secure your vehicle and its contents from theft.
5. **Secure Assistance** of law enforcement whenever possible. Record names and badge numbers.

6. **Record Names, Addresses and Phone Numbers** of all witnesses, injured and driver(s) and their passengers. Record vehicle license numbers.
7. **Do Not Argue!** Make no statement except to the proper authorities. Sign only official law enforcement reports. Do not make statements regarding the operating condition of your vehicle and do not admit fault.
8. **Report The Incident to Your Dispatcher/Supervisor IMMEDIATELY** after first aid has been given, authorities have been notified, the scene has been protected and you are able to do so.
9. **Complete The Vehicle Accident Report** at the scene as thoroughly as possible. Exchange insurance information only with other involved driver(s).
10. **If You Strike An Unattended Vehicle** and cannot locate the owner, leave a note with your name and the County's address and phone number, get the vehicle descriptions, VIN number and license plate number.

# PITTSYLVANIA COUNTY FLEET VEHICLE ACCIDENT REPORT

Complete those sections that only apply to you. Report should be completed and turned in the same day as accident, or the following business day.

**SECTION EMPLOYEE:** Complete and turn in to supervisor immediately (or next business day).

1. Name: \_\_\_\_\_ Dept: \_\_\_\_\_

2. Date & Time of Accident: \_\_\_\_\_

3. Vehicle Make, Model & Fleet Number: \_\_\_\_\_

4. Location of Accident: (Street, City, State): \_\_\_\_\_

5. Number of persons injured and extent of injury: \_\_\_\_\_

\_\_\_\_\_

6. Description of accident (State in detail what occurred just before, and at the time of the accident)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Describe any unsafe conditions (faulty brakes, lights, etc.), if any, that contributed to the accident:

\_\_\_\_\_

I certify that to the best of my knowledge the information stated above is truthful:

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date

**SECTION II – SUPERVISOR:** Complete and turn in to Fleet Manager. Attach copy of Sheriff Report and/or EMS Report if called.

Current Status of Injured: \_\_\_\_\_

Extent of damage to vehicle(s) or property: \_\_\_\_\_

Action taken to prevent future accidents: \_\_\_\_\_

Disciplinary Action (if any): \_\_\_\_\_

\_\_\_\_\_

Signature of Supervisor/Department Head

\_\_\_\_\_

Date

# VEHICLE REPAIR REPORT

Vehicle Number: \_\_\_\_\_

Driver: \_\_\_\_\_

Reason For Report:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Mileage: \_\_\_\_\_

\_\_\_\_\_  
Signature of Driver

\_\_\_\_\_  
Date

**PITTSYLVANIA COUNTY**  
**VIRGINIA**

William D. Sleeper  
County Administrator  
P.O. Box 426  
Chatham, Virginia 24531  
dan.sleeper@pittgov.org



Phone (434) 432-7710  
Fax (434) 432-7714  
Gretna/Hurt (434) 656-6211  
Bachelors Hall/Whitmell (434) 797-9550

**Memorandum**

**To:** Kathy Yeatts, Payroll  
**From:** William D. Sleeper, County Administrator  
**Date:** March 9, 2006  
**Subject:** **Taxation of Employer Provided Vehicle Fringe Benefit**

---

In accordance with the Pittsylvania County Fleet Vehicle Use Policy, effective April 1, 2006, the following individuals will be taxed on Employer Provided Vehicles for Fringe Benefits.

1. County Administrator
2. Assistant County Administrator
3. Director of Building Facilities

Other employees that will be driving a vehicle in accordance with the Pittsylvania County Fleet Vehicle Use Policy that are not taxed for the Employer Provided Vehicle Fringe Benefits are as follows:

1. Animal Wardens
2. Director of Public Safety
3. Fire Marshal

The vehicles for the employees listed above fall under the exemption for recordkeeping requirements under Sub Section D of the Internal Revenue Service ruling on taxation of Employer Provided Vehicle Fringe Benefits.

If you should have any questions on any of the policy matters listed above, please do not hesitate to contact my office.

WS/br

Cc: The Honorable Members of the Board of Supervisors  
The Honorable John P. Light, Legal Counsel  
Otis Hawker, Fleet Manager

**ALCOHOL**  
**&**  
**DRUG TESTING**  
**POLICY**  
**V**

**COUNTY OF PITTSYLVANIA**  
**Addendum to Policy V**  
**On Use of Drugs & Alcohol**  
**By County Employee**  
**January 16, 1996**

**Alcohol/Drug Testing: CDL Drivers/Others**

**A. GENERALLY**

The Omnibus Transportation Employee Testing Act of 1991 requires alcohol and drug testing of safety-sensitive employees in the aviation, motor carrier, railroad, and mass transit industries. The Department of Transportation (DOT) published rules mandating alcohol misuse and anti-drug prevention programs in February 1994. The 1994 rules generally require implementation beginning on January 1, 1995 for large employers (50 or more safety-sensitive employees) and January 1, 1996 for small employers (49 or fewer safety-sensitive employees).

**B. APPLICABILITY**

Applicants and employees who must be tested are those who are required to have a Commercial Driver's License (CDL) to perform their jobs to include: truck foreman, drivers of landfill trucks with weight over 26,000 pounds, mechanics, temporary drivers, and such other employees assigned safety-sensitive functions as recommended by the County Administrator.

**EDITOR'S NOTE**

"Safety-Sensitive Function" means any of those on duty functions including, but not limited to, waiting to be dispatched; inspecting, servicing or conditioning a commercial motor vehicle; all driving time, all time in or upon any commercial motor vehicle; all time loading or unloading a vehicle; and all time repairing, obtaining assistance or remaining in attendance upon a disabled vehicle.

**C. ALCOHOL TESTING PROGRAM**

**1. Prohibited Use**

Performance of safety-sensitive functions is prohibited:

- a. While having a breath alcohol concentration of 0.04 percent or greater as indicated by an alcohol breath test.
- b. While using alcohol.
- c. Within four (4) hours after using alcohol.
- d. For refusing to submit to an alcohol test and using alcohol within eight (8) hours after an accident or until tested.

### C. ALCOHOL TESTING PROGRAM (continued)

#### 2. Required Alcohol Tests/Exception

##### a. Required Tests

1. Pre-employment – conducted before applicants are hired or after an offer to hire, but before actually performing safety-sensitive functions for the first time, also required when employees transfer to a safety-sensitive position.
2. Post-accident – conducted after accidents on employees whose performance could have contributed to the accident.
3. Reasonable suspicion – conducted when a trained supervisor observes behavior or appearance that is characteristic of alcohol misuse.
4. Random – conducted on a random unannounced basis just before, during, or just after performance of safety-sensitive functions.
5. Return-to-duty and follow-up – conducted when an individual who has violated the prohibited alcohol conduct standards returns to performing safety-sensitive duties. Follow-up tests are unannounced and at least six (6) tests must be conducted in the first twelve (12) months after an employee returns to duty. Follow-up testing may be extended for up to sixty (60) months following return to duty.

##### b. Exception

If a covered employee reports a dependence on or addiction to alcohol to his-her supervisor in advance of a test the following shall apply:

1. the test requirement will be waived;
2. the employee shall perform no safety-sensitive duties;
3. the employee will be placed on sick leave (and/or leave without pay if sick leave is not available) if employee enters into an approved rehabilitation program);
4. the County's obligation for the rehabilitation program shall be limited to the degree of treatment provided within its employee benefit plan;
5. upon satisfactory completion of the rehabilitation program return-to-duty tests will be conducted and a sequence of follow-up tests established.

**C. ALCOHOL TESTING PROGRAM (continued)**

3. Alcohol Testing Procedures

a. Test Devices

Evidential breath testing (EBT) devices approved by the National Highway Traffic Safety Administration (NHTSA) shall be used to determine if a person has a prohibited alcohol concentration.

b. Screening Test

A screening test shall be conducted first. Any result less than 0.02 alcohol concentration will be considered a “negative test”. If the alcohol concentration is 0.02 or greater a confirmation test shall be conducted.

c. Confirmation Test/Dispositions

1. If the confirmation test shows an alcohol concentration of 0.02 or greater but less than 0.04:

- a. For job applicants, the hiring process will terminate;
- b. Employees shall not perform safety-sensitive functions (i) until the next scheduled duty period – 24 hours, or (ii) a retest shows the alcohol concentration has fallen below 0.02.

2. If the confirmation test shows an alcohol concentration of 0.04 or greater:

- a. For job applicants, the hiring process will terminate;
- b. Employees shall not perform a safety-sensitive function until (i) evaluated by the medical review officer (MRO), (II) treated (if required) by a substance abuse professional (SAP), and (III) retested with an alcohol concentration result below 0.02.

Failure to achieve the below 0.02 concentration will result in termination of employment in the safety-sensitive position.

Work days lost must be taken as sick leave (if available) or leave without pay.

**D. DRUG TESTING PROGRAM**

1. Applicability/Required Tests

The federal drug testing rules cover the same categories of safety-sensitive employees as those enumerated in subsection B of this policy.

EDITOR’S NOTE

For required tests see subsection C2 of this policy

## 2. Prohibited Use of Drugs

The illicit use of the following drugs by safety-sensitive employees, on or off duty, is prohibited:

- a. Marijuana (THC metabolite)
- b. Cocaine
- c. Amphetamines
- d. Opiates (including heroin)
- e. Phencyclidine (PCP)

### EDITOR'S NOTE

For all the listed drugs, except PCP, there are some limited medical uses for the drugs that may explain a positive test result. If the medical review officer's investigation validates appropriate medical use, a negative test will be reported.

## 3. Testing Procedure

### a. Urinalysis/Split-Sample Testing

Drug testing will be conducted by analyzing a safety-sensitive employee's urine specimen (45 ml. – 30 ml. for the primary specimen and 15 ml. for the split specimen). The analysis will be performed at laboratories certified and monitored by the Department of Health and Human Services (DHHS).

Only the primary specimen will be opened and used for the urinalysis. The split specimen bottle remains sealed and stored at the laboratory.

### b. Medical Review Offer (MRO)

The County shall retain the services of a licensed physician with knowledge of substance abuse disorders, and no affiliation with laboratories analyzing the division's drug tests, as its medical review officer (MRO). All tests shall be reviewed and interpreted by the MRO prior to being reported to the County Administrators.

### c. Test Results/Dispositions

1. If the MRO reports a positive result from the primary specimen, the hiring process will terminate for job applicants. Employees must be removed from safety-sensitive duty. Within 72 hours after being notified of a positive test by the MRO, the employee may request the split specimen be sent to another DHHS certified laboratory for analysis. Until such time as the MRO reports the results of the split specimen testing, the employee will be assigned other than safety-sensitive duties, required to take sick leave (if available) or placed on leave without pay at his/her supervisor's discretion. If no such request for a confirmation test is made, employment shall be terminated.

2. If the MRO reports a positive test of the split specimen, employment shall be terminated.

**E. EDUCATION AND TRAINING**

The County shall provide an on-going training program to make safety-sensitive employees and their supervisors aware of the dangers of alcohol and drug abuse and provide then an opportunity to seek assistance. This program shall include such elements as:

1. A pre-testing orientation meeting to review this policy and its implementing regulations;
2. Discussions on alcohol and drugs in the workplace;
3. Information on dealing with alcohol and drug abuse;
4. Opportunity for confidential assessment;
5. Reference materials for employees and supervisors;
6. Training for supervisors in early detection and referral procedures;

**F. RECORDS: MAINTENANCE/CONFIDENTIALITY**

1. Maintenance/Reports

The Director of Transportation shall maintain those alcohol/drug testing documents as are required by the U.S. Department of Transportation and compile such reports as directed by that agency.

2. Confidentiality

To preserve employee confidentiality, federal regulations generally prohibit the division from releasing information pertaining to an alcohol or drug test of a covered employee except as required by law. The regulations provide, however, that a covered employee is entitled, upon written request, to obtain copies of any records concerning the employee's use of alcohol/drugs, including test records.

**G. PROGRAM AFFILIATIONS**

The County Administrator or his designee is authorized to negotiate agreements for services by a medical review officer, substance abuse professional, and such other persons as may be required by the alcohol/drug testing programs.

The County Administrator or his designee is further authorized to negotiate with other divisions to create a regional consortium for the purpose of reducing costs in program implementation.

All such agreements must be approved by the County Administrator.

## **H. SEPARABILITY**

Nothing in this policy shall prohibit the dismissal or other disciplinary action against any employee pursuant to any other County policy, division regulation, or law. This policy is intended to supplement, and not supplant, any such policy, regulation, or law.

Whenever a County policy or regulation conflicts with State and/or Federal regulations or law, the regulations and law from the higher jurisdiction shall prevail.

### Legal References:

#### The Omnibus Transportation Employee Testing Act of 1991

U.S. Department of Transportation (DOT), Office of the Secretary, Final Rule, "Procedures for Transportation Workplace Drug and Alcohol Testing Programs," Federal Register/Vol.59, No. 160, August 19, 1994.

## ALCOHOL/DRUG TESTING AUTHORIZATION

By my signature below, I voluntarily and knowingly agree to the following:

- A. Following a tentative job offer, I consent to take a breath test for alcohol use and/or an urinalysis test for illegal drugs. I understand refusal to submit to such tests constitutes withdrawal of my candidacy for employment.
- B. I understand that during the term of my employment I may be requested to take breath tests for alcohol use and urinalysis tests for illegal or legal drugs at any time. I understand that refusal to submit to such tests requested by the County Administrator is grounds for disciplinary action, up to and including dismissal.
- C. I have taken the following over-the-counter and prescription drugs within the last thirty (30) days:

DRUG NAME, AMOUNT, DATE(S) USED:

---

---

---

---

- D. I understand that information obtained through the above stated tests may be retained by the County Administrator and is exclusively the County's property. I also understand that the examinations will be performed by medical personnel, clinics, or laboratories qualified to perform the necessary work, and the costs for such examinations will be borne by the County.
- E. I consent to submit to and cooperate in any questioning, any searches of my assigned vehicle, locker, or storage area, or bags or other belongings on or in the County's property. I understand that the refusal to submit to or cooperate in these procedures is grounds for disciplinary action, up to and including dismissal.
- F. I acknowledge I have read, understand, and will abide by the above notice, that a copy has been furnished to me, and another copy is made a part of my personnel file.

---

SIGNATURE

---

DATE

**SICK LEAVE**

**BANK**

**POLICY**

**VI**

## **PITTSYLVANIA COUNTY SICK LEAVE BANK POLICY VI**

The purpose of the Sick Leave Bank is to provide additional sick leave for those eligible employees who have prolonged, catastrophic or long term illness or injury and who have exhausted their sick leave.

The Bank will be maintained as long as at least one-third (1/3) of the eligible employees agree to participate and will be declared inoperative at a specific time to be determined by the Sick Leave Bank Committee.

### **Membership Eligibility**

Eligible employees are those who are members of the Virginia Retirement System (VRS) and who earn sick leave benefits according to division policy.

Membership shall be voluntary on the part of the employee.

### **Enrollment Period**

1. An eligible employee becomes a member of the Sick Leave Bank by submitting the Sick Leave Bank Enrollment Form. By completing this form, the employee donates two (2) days of his/her sick leave to the Sick Leave Bank and one day thereafter an assessment is required.
2. An employee may enroll within the first thirty (30) days of employment.
3. An employee who does not enroll when first eligible may do so between any subsequent August 20<sup>th</sup> to September 20<sup>th</sup> by completing a Sick Leave Bank Enrollment Form.
4. Membership in the Bank shall be continuous unless the employee informs the Sick Leave Bank Committee in writing of his/her intent to discontinue participation at the time that an additional assessment is required in order to maintain the Sick Leave Bank.

### **Procedures Concerning Use**

1. Sick Leave Bank members must exhaust their own sick leave prior to drawing from the Sick Leave Bank.
2. A member must make application for the use of the Sick Leave Bank entitlement by completing a Sick Leave Utilization Application.
3. For the participating member to be eligible to receive sick leave benefits, a doctor's certificate is required. This certificate is to be submitted to the committee and must contain the nature of illness or disability, a statement that the member is totally unable to work as a result of the illness or disability and the approximate length of absence.
4. The payroll clerk shall maintain a current list of Bank members.

5. A “day” in each case refers to eight (8) hours.
6. For first-time employees to Pittsylvania County, the first thirty (30) consecutive days of illness or disability will not be covered by the Bank but must be covered by the employee’s own accumulated sick leave or leave without pay.
7. Employees on Worker’s Compensation shall not be permitted to draw from the Bank.
8. A member may discontinue participation by giving written notice to the committee within ten (10) calendar days from the date of notification of any additional assessment to be made.
9. An individual member may draw thirty (30) contract days from the Bank during any one fiscal year. Any period of eligibility must be consecutive except as provided below. If the member suffers a recurrence of the same illness, disability or condition that resulted in the initial utilization of Sick Leave Bank benefits and if the member has not drawn the maximum number of days (thirty (30) for one (1) fiscal year), then the member will not be required to complete an additional eligibility period of thirty (30) consecutive days prior to being eligible for continuation of Sick Leave Bank benefits.
10. Any Sick Leave Bank days not used at the end of one (1) fiscal year will carry over to the next fiscal year. The committee shall make an annual audit with a report to all members of the Board of Supervisors.
11. Upon termination of employment or withdrawal of membership from the Bank, a participating employee shall not be permitted to withdraw his/her contributed day (s).
12. Sick Leave Bank days are for employee use only and do not apply to absence due to family illness.

### **Additional Assessment**

1. Members of the Bank shall be assessed a maximum of one (1) day of sick leave per year if the Bank falls below ninety (90) days. A member may withdraw from the Bank if he/she does not accept the additional assessment but shall lose all contributed days to that point. Members who do not have leave to contribute will be assessed this day from the first sick leave subsequently accumulated.
2. Notification of such assessment shall be sent to each member at the time is determined to be necessary, and the assessment shall be made unless the participant chooses to cease membership in the Bank. A member not wishing the assessment may terminate membership in the Bank by notifying the committee, in writing, within ten (10) work days from the date of the notice.

**Records**

1. The Sick Leave Bank will be administered by the County Administrator through a five-member advisory committee whose membership shall be comprised of three Pittsylvania County Board of Supervisor Personnel Committee Members (the Chairman of the Personnel Committee shall also Chair this Sick Leave Bank Advisory Committee), the County Administrator and the Payroll Clerk. The committee will be responsible for reviewing and recommending appropriate procedures (with subject to review by the Pittsylvania County Board of Supervisors) for the operation and maintenance of the Bank.
2. The payroll clerk has the responsibility for notifying the committee when additional Bank assessments are needed.
3. The payroll clerk shall maintain the Sick Leave Bank records.
4. If the Sick Leave Bank shall become inoperative for any reason, the balance of days shall first be distributed to those members receiving benefits. From the remaining balance, the committee will determine distribution of days to participating members.

**Adopted**

-----  
\_\_\_\_\_

**Legal Refs:**

**Cross Refs:**

**PITTSYLVANIA COUNTY  
SICK LEAVE BANK ENROLLMENT FORM**

Please review the Pittsylvania County Board of Supervisors Policy for terms and conditions of participation in this program. After reviewing this information, please complete and return this form to the Payroll Clerk's Office. **Please note that once you have enrolled, you do not have to re-enroll on an annual basis. Members will be notified whenever an assessment is required.**

(PLEASE PRINT)

Name

\_\_\_\_\_

|      |       |                |
|------|-------|----------------|
| Last | First | Middle Initial |
|------|-------|----------------|

Social Security \_\_\_\_\_

Department \_\_\_\_\_

\_\_\_\_\_ I will participate in the Sick Leave Bank and agree to comply with the terms and conditions specified in the Policy.

\_\_\_\_\_ I will not participate in the Sick Leave Bank.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Employee

**PITTSYLVANIA COUNTY  
SICK LEAVE BANK UTILIZATION APPLICATION**

Employee \_\_\_\_\_ Department \_\_\_\_\_

Address \_\_\_\_\_

Reason for Utilization \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Beginning Date of Absence \_\_\_\_\_ Probable Length of Absence \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Application **MUST** Include:

- Physician's Certificate
- Supervisor's Signature of Verification

-----  
**COMPLETE BY SUPERVISOR:**

Date Sick Leave Began \_\_\_\_\_ Probable Date of Return \_\_\_\_\_

-----  
**COMMITTEE USE ONLY:**

1. \_\_\_\_\_ Employee is a member of the Sick Leave Bank.
2. \_\_\_\_\_ Physician's Certificate Includes:
  - \_\_\_\_\_ a. Length of Absence
  - \_\_\_\_\_ b. Description of Illness
  - \_\_\_\_\_ c. Statement that Member is Totally Unable to Work
3. \_\_\_\_\_ Employee has used all Available Sick Leave Benefits

\_\_\_\_\_ **Approved**                      \_\_\_\_\_ **Not Approved**                      **Date** \_\_\_\_\_

**PLEASE RETURN THIS FORM TO THE PAYROLL CLERK'S OFFICE**

AS AMENDED BY BOARD OF SUPERVISORS

(Actual motion passed as recorded in the minutes) 1-6-81

Existing policy for determining sick leave for employees employed from February, 1975 through December, 1980.

- (1) We recommend against paying any sick leave prior to 1975.
- (2) We recommend paying according to our personnel policies from February, 1975 through April, 1979 and from April through December, 1980.
- (3) We recommend a study by the personnel committee of the feasibility of collecting any overpayments made in error.
- (4) We also recommend that any sick leave paid for from 1975 to December 31, 1980 be based on provable days of sick leave eligibility. (Records required) (Payment based on 25% of provable days.)
- (5) We recommend an amendment to our sick leave policy that we delete Section IV, page 10, last paragraph and Section IV, page 11, first paragraph. These two (2) paragraphs deal with paying for sick leave upon termination of employment.
- (6) We also recommend that we pay all employees covered by our sick leave policy from 1975 through December 31, 1980 for all their accumulated sick leave based on their salary as of December 31, 1980 and that we pay it upon their retirement or voluntary or involuntary termination of employment (disabling injury, etc.), and to be paid without any interest. Payment based on 25% of provable days.

**TRAVEL, TRAINING**

**&**

**EDUCATION**

**POLICY**

**VII**

# PITTSYLVANIA COUNTY

## VIRGINIA

William D. Sleeper  
County Administrator  
P.O. Box 426  
Chatham, Virginia 24531  
dan.sleeper@pittgov.org



Phone (434) 432-7710  
Fax (434) 432-7714  
Gretna/Hurt (434) 656-6211  
Bachelors Hall/Whitmell (434) 797-9550

### Memorandum

**To:** All Pittsylvania County boards, Agencies and Commissions

**From:** William D. Sleeper, County Administrator

**Date:** October 5, 2005

**Subject:** **Amendments to the Travel, Training & Education Policy –  
Pittsylvania County Board of Supervisors**

---

Attached hereto, you will find the updated Travel, Training & Education Policy for Pittsylvania County as adopted by the Board of Supervisors on October 3, 2005. Please note that travel outside of the Commonwealth of Virginia requires the approval of the Board of Supervisors with the exception of extradition of prisoners, which is by a court order. In addition the mileage has been amended to insure that annually it will meet the current IRS mileage rate.

If you should have any questions concerning any of the elements of this Travel, Training & Education Policy, should be directed to the county Administrator's office. The County requires that all Boards, Agencies and Commissions receiving funding from the Board of Supervisors adhere to the requirements of the Policy.

Your attention in this matter is greatly appreciated.

WS/dc

Attachment

# PITTSYLVANIA COUNTY

## TRAVEL, TRAINING & EDUCATION POLICY VII – 2005

### Section 1 – Purpose

This policy defines the rules Pittsylvania County follows to allow and reimburse County employees, board and commission members, and approved volunteers utilizing County funds for travel expenses, training and continued education classes that are related to the performance of official County business. This policy applies to all County employees, with **no exceptions**.

Employees are expected to minimize costs by utilizing prudent business practices. Employees are reminded that travel expenses are open to scrutiny by the news media, the public and the Pittsylvania County Board of Supervisors.

### Section 2 – Travel Authorization

Expenses for travel outside of Pittsylvania County shall not be incurred without the prior approval of the appropriate department head and/or County Administrator. Prior approval must be obtained to assure that the funds are available in the budget. **All travel outside of the Commonwealth of Virginia, except extradition of prisoners must be approved by the Board of Supervisors.**

### Section 3 – Use of County Credit Cards

The County encourages the use of County credit cards when traveling on County business. The credit cards can be used for registration, rooms, meals, gasoline and other expenses. The use of County credit cards helps eliminate the need for cash advancements and allows expenses to be charged directly to the County. Requests to use a County credit card should be made as early in advance as possible. Credit cards can be picked up from the Purchasing Manager.

### Section 4 – Cash Advances

Cash advances are discouraged! However, if a cash advance is necessary, it must be requested on the Travel/Training Request Form and approved by the Department Head and/or County Administrator. After approval is received, a copy of the form must be submitted to the Accounting Department not less than three (3) working days prior to the date needed. All requests must include the account number the funds are to be charged against. Cash advances must be accounted for on the Travel/Training Expense/Reimbursement Form and documented with receipts. Any unexpected funds from cash advance must be refunded to the Accounting Department within five (5) working days of the employee's return.

### Section 5 – Registration Fees

Requests for payment of registration fees shall be submitted as far in advance as possible. The County will pay registration fees by credit card or check. In the event an employee pays a registration fee, reimbursement shall be made to the employee. The registration fee shall be submitted on the Travel/Training Expense/Reimbursement Form with a receipt or copy of a cancelled check attached.

### Section 6 – Mileage Reimbursement for use of Personal Vehicle

The County has a fleet of vehicles available for use. Employees needing to use a County vehicle should make a request to their Department Head. In turn the department head shall coordinate the use of the vehicle with the County Administrator's Office staff. Every effort will be made to provide employees the needed transportation. If a County vehicle cannot be provided, the County will reimburse the employee for mileage expenses incurred on their personal vehicle at the current IRS mileage rate per mile. The employee must document the number of miles traveled and record those on the Travel/Training Expense/Reimbursement Form. All mileage records should be accurate and are subject to review and approval.

The County's mileage rate will change to conform to the IRS regulations as amended without Board action. The effective date of change will be the same as the State's effective date of change.

### Section 7 – Overnight Lodging

Employees should submit requests for hotel accommodations to the Purchasing Department as far in advance as possible so the Purchasing staff can make the reservations and confirm that the County is being charged at the government rate. Hotel accommodations are typically charged to the County's credit card. Generally, the reservation will be made at the hotel where County business/training is being conducted. This saves the employee travel time and parking fees. In the event there are no vacancies at the hotel where the business/training is being conducted, care will be used in the selection of another lodging facility to ensure the County is receiving the best possible rate.

### Section 8 – Meals

Employees should not spend more than a total of \$40.00 per day on food for three meals. The County Administrator must approve any variation from this.

Meals expenses must be reported on the Travel/Training Expense/Reimbursement Form and receipts attached. **The receipt must show the breakdown of the food and beverage purchased.**

**There will be no reimbursement for meals within the jurisdiction boundaries of Pittsylvania County with the exception of County sponsored events.**

### Section 9 – Air Travel

**Air travel requires the advanced approval of the County Administrator.** All employees are expected to travel economy class and reservations should be made as far in advance as possible. Air travel charges may be paid by the County credit card or check. In the event an employee pays air travel charges, reimbursement shall be made to the employee. Air travel expenses must be reported on the Travel/Training Expense/Reimbursement Form with a receipt.

### Section 10 – Car Rental

Car rentals should be arranged in advance and should be at the government rate. Car rental charges will be paid by the County credit card or check. In the event an employee pays car rental charges, reimbursement shall be made to the employee. Car rental expenses must be reported on the Travel/Training Expense/Reimbursement Form with the car rental contract and/or receipt attached.

### Section 11 – Other Expenses

While traveling on official business for the County, employees may incur expenses for parking, tolls and gratuities. A receipt is only required if the expense exceeds \$5.00. These expenses must be reported on the Travel/Training Expense/Reimbursement Form with receipts, if required.

### Section 12 – Continuing Education Classes

The County will pay the cost of tuition and books for classes that a full time, permanent County employee enrolls in that are related to the job responsibilities of the employee's current position or a position to which it is anticipated the employee may be promoted, provided the employee successfully completes the course with a grade of at least a "C" average.

Upon completion of the class the employee must submit proof of completion and/or a copy of their grade to the Payroll Clerk in the Accounting Department. This information will be placed in the employee's personnel file. If the grade is less than a "C" average, the employee may be required to make reimbursement to the County for the tuition and cost of any books.

The employee shall submit a County requisition with a copy of the registration form attached, **signed and approved by the Department Head and County Administrator**, to the Purchasing Department. Requests for books shall also be submitted on a County requisition. The County will pay the tuition and cost of any books. In the event an employee pays the tuition or cost of books for a class that has been approved by the Department Head and County Administrator, the County will reimburse the employee. A copy of the registration form and a receipt must be provided.

### Section 13 – Expense Reports

# PITTSYLVANIA COUNTY VIRGINIA

William D. Sleeper  
County Administrator  
P.O. Box 426  
Chatham, Virginia 24531  
dan.sleeper@pittgov.org



Phone (434) 432-7710  
Fax (434) 432-7714  
Gretna/Hurt (434) 656-6211  
Bachelors Hall/Whitmell (434) 797-9550

## Memorandum

**To:** All Pittsylvania County boards, Agencies and Commissions

**From:** William D. Sleeper, County Administrator

**Date:** October 13, 2005

**Subject:** **Travel, Training, & Education Policy**

---

Several questions have arisen concerning the changes in the Travel, Training, & Education Policy, particularly in reference to travel outside of the Commonwealth of Virginia. The intent of the Travel, Training, & Education Policy was specially to cover travel dealing with education classes, seminars, or training necessary for employees to benefit the performance of their job with the County of Pittsylvania. It was not the intent of the travel authorization policy guidelines to interfere with the day-to-day requirements of an employee carrying out their job, which may require them to cross the North Carolina line as an example to reach other areas of Pittsylvania County and/or carry out the requirements of investigations, such as the Sheriff's Department and Animal Control Officers that may have to travel to North Carolina.

Constitutional Officers themselves are not employees of the County of Pittsylvania. They are identified separately by the code and by the General Assembly for funding of the actual officer. Therefore, the County Employee designation under the Travel, Training, & Education Policy does not restrict the Constitutional Officers from taking qualified trips that they feel necessary to carry out the functions of their jobs. The Board of Supervisors request that Constitutional Officers adhere as closely as possible to the requirements of the County's Travel, Training, & Education Policy to insure consistency in their general operation of reimbursements and funding by the County.

Therefore, by the memorandum, I am designating that the Travel, Training, & Education Policy is designed specifically for travel and training dealing with conferences, seminars, educational training, and association with meetings and annual meetings. The travel necessary to carry out the functions of a daily job, such as investigations by the Sheriff's Office, investigations by

Animal Control, and Building Inspections that may require that they travel into North Carolina or other States in order to complete the tasks of their daily job are not the intent of this Travel, Training & Education Policy. Therefore daily work requirements of the Department of Solid Waste, Animal Control, Building Inspections, Planning and the Sheriff's Office traveling across the North Carolina line in order to carry out the functions of their duties are exempt from the requirements of this Travel, Training & Education Policy. However, as designated all other training outside of the Commonwealth of Virginia, it is not a requirement of a daily job activity of the individuals and departments identified in this memorandum are required to get prior approval from the Board of Supervisors for travel outside of the Commonwealth of Virginia.

If you should have any questions concerning the designation and clarification of this memorandum, please do not hesitate to contact my office.

WS/dc

Cc: Honorable Members of the Board of Supervisors  
John P. Light, Legal Counsel

**COUNTY**  
**CREDIT CARD**  
**POLICY**  
**VIII**

## PITTSYLVANIA COUNTY CREDIT CARD POLICY VIII

### I. Purpose:

The purpose of this policy is to establish guidelines for Pittsylvania County to be able to issue credit cards to officers and employees for the purpose of covering expenses related to authorized travel and other authorized purchases. This policy will provide guidance to enable a cost effective, convenient and streamlined method of purchasing items for Pittsylvania County. Reports on cardholder activity will enable the County of Pittsylvania to capture information necessary to better manage Pittsylvania County purchasing activities. This policy replaces Section 3 of the Travel, Training and Education Policy adopted by the Board of Supervisors on October 3, 2005.

### II. General Requirements to Use the Credit Card:

A.) Under this policy a credit card may be issued to an individual who is:

- i.) An employee or elected constitutional officer for the County of Pittsylvania who demonstrates a need to use a County credit card either for authorized travel or an authorized purchase or
- ii.) A member of the Board of Supervisors only for travel outside of the County of Pittsylvania on an "as needed" basis.

B.) Authorized employees or elected officials may use a county credit card to purchase merchandise or services required as a function of his/her duties for Pittsylvania County. Unauthorized and/or inappropriate credit card use is addressed in Section V of this policy. Disciplinary actions related to unauthorized and/or inappropriate credit card use is addressed in Section VI of this policy.

C.) An authorized credit card purchase may be made in-store, by telephone, fax, internet or U.S. mail.

### III. Card Issuance:

Credit cards for the County are maintained by the Purchasing Manager. Employees or elected county officials who have been authorized to utilize a County credit card must check out a credit card from the Purchasing Manager and sign an employee agreement concerning credit card purchases. Only one agreement is necessary per employee not per card use. A sample of the employee agreement form is attached. Cards must be returned to the Purchasing Manager within five (5) business days of the employee's return to work for authorized travel and within one (1) business day when the card is used for other authorized purchases.

### IV. Security:

Authorized use of the credit card is limited to the employee or elected official whom the credit card was issued to. The credit card shall not be loaned to another employee or elected official but should first be returned to the Purchasing Manager to be reissued.

It is the responsibility of authorized credit card user to safeguard the credit card and the credit card account number at all times by keeping the card in a secure location at all times. **Lost or stolen credit cards must be reported immediately to the Finance Director of Pittsylvania County.** The Finance Director will notify the County Administrator and the credit card agency of this lost or stolen card.

V. Unauthorized and/or Inappropriate Credit Card Use:

Credit cards must never be used to purchase items for personal use, **even if the employee or elected official intends to reimburse the County of Pittsylvania.** Purchases for non-Pittsylvania County purposes include but are not limited to cash advances, food not previously authorized, alcoholic beverages, recreation, entertainment and any other expense considered personal.

VI. Disciplinary Action:

A.) An employee or elected official who makes unauthorized or inappropriate purchases with the county credit care will be subject to disciplinary action including but not limited to restitution to the County of Pittsylvania for the unauthorized or inappropriate purchase, possible inability to utilize county credit cards in the future, possible termination of employment at Pittsylvania County and possible criminal prosecution. Restitution for unauthorized/inappropriate purchases shall be paid by the employee or elected official by check or salary deduction.

B.) Unacceptable or unauthorized purchases **MUST** be reported immediately to the County Administrator. The Board of Supervisors will subsequently be made aware of these charges by the County Administrator even if the affected employee/elected official has made arrangements to make restitution for these unauthorized/unacceptable purchases.

C.) Improper use of the issued credit card may result in prosecution of embezzlement under section 18.2-112 of the Code of Virginia.

VII. General Requirements to Use the Credit Card:

In order for spending limits to be monitored and purchasing activity reconciled to the monthly charge card statements, authorized credit cards users must maintain a separate log of purchases made with the credit card. A Credit Card Log Sheet (see attached) should be established with each credit card issuance and submitted to the Accountant in the Finance Department when the card has been turned in to the Purchasing Manager. This must be done within five (5) business days after the employee returns to work for authorized travel and after one (1) business day when the card is used for authorized purchases. To use the card, the authorized user must:

A.) Identify the vendor that accepts VISA and sells the required goods and services.

B.) Call or go to the vendor's place of business and place an order.

C.) Give the vendor the account number and expiration date of the credit card. The vendor will verify the account number with VISA. The spending limit will be

checked electronically for compliance with applicable limits. Inform the vendor that the County is tax exempt.

D.) Be sure there is NO SALES TAX applied to any purchases. Pittsylvania County is tax exempt from sales tax, but must pay meals tax.

E.) Retain all documents pertaining to the purchase. When the vendor delivers the order, documentation of the purchase, such as sales receipt or packing slip should accompany the order. Detailed receipts must be retained for ALL purchases including meals. Detailed receipts will list individual items purchased. This documentation must be attached to the credit card log sheet and submitted to the Accountant in the Finance Department so that these charges can be reconciled to the monthly credit card statement.

VIII. Documentation, Reconciliation, and Payment Procedures:

A.) **Documentation:** Any time a purchase is made with the credit card, the authorized user must obtain a customer copy of the charge slip, which will become the accountable document (make sure all carbons are destroyed). The charge slip **MUST** provide a detailed list of each item purchased including cost. When used to pay for meals, employees may have to specifically request detailed receipts that list each item purchased.

B.) **Telephone Orders:** The authorized user must obtain an invoice from the vendor after the order is placed.

C.) **Missing Documentation:** If the authorized user does not have documentation of the transaction to send with the credit card transaction log (sample log attached) for any transaction other than telephone orders as described above, he or she **MUST** contact the vendor to get a duplicate receipt. **If the purchase cannot be documented you will be responsible for paying the purchase from your own personal funds.** Recurring abuse of this provision may result in an employee/elected official's inability to utilize County credit cards in the future.

IX. Periodic Review:

The credit card statement will be audited monthly and reconciled with the credit card log sheets and receipts received by the Accountant in the Finance Department. Monthly reports will also be submitted to the Board of Supervisors for review. This report will show the item purchased, amount spent and the name of the individual making the purchase.

*Adopted by the Board of Supervisors on 08-05-2013. This policy cannot be changed except by majority vote of the Board of Supervisors.*

**Pittsylvania County  
Credit Card  
Employee Agreement**

I, \_\_\_\_\_, hereby request the use of a credit card from Pittsylvania County. As an authorized credit card user, I agree to comply with the following terms and conditions regarding the use of the County charge card:

1. I understand that I am being entrusted with a valuable purchasing tool and will be making financial commitments on behalf of the County and will strive to obtain the best value for Pittsylvania County.
2. I understand that all purchases made with this card must comply with the County's purchasing policy.
3. I agree to use this card for approved purchases only and agree not to charge personal purchases or use the card for cash advances. I further understand that the County will review the use of this card and related management reports and take appropriate action on any discrepancies.
4. I will follow the established procedures for the use of the card. Failure to do so may result in either revocation of the privilege of using the County credit card in the future or other disciplinary actions, and may include termination of employment.
5. I agree to return the credit card along with the credit card log sheet with attached receipts within five (5) business days after returning to work for authorized travel and after one (1) business day when the card is used for authorized purchases. Any unauthorized amounts on the statement may be withheld from my paycheck.
6. If the Card is lost or stolen, I agree to immediately notify the Finance Director.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department



**PITTSYLVANIA COUNTY**

**INCLEMENT**

**WEATHER**

**POLICY**

**IX**

**PITTSYLVANIA COUNTY**  
VIRGINIA

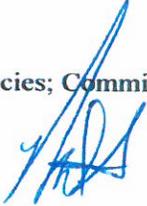
William D. Sleeper  
County Administrator  
P.O. Box 426  
Chatham, Virginia 24531  
dan.sleeper@pittgov.org



Phone (434) 432-7710  
Fax (434) 432-7714  
Gretna/Hurt (434) 656-6211  
Bachelors Hall/Whitmell (434) 797-9550

**Memorandum**

**To:** All Pittsylvania County Departments; Agencies; Committees; and Commissions

**From:** William D. Sleeper, County Administrator 

**Date:** February 4, 2010

**Subject:** Amendment to Inclement Weather Policy

---

On March 2, 2009, upon a motion made by Marshall Ecker, seconded by Tim Barber, the Board of Supervisors amended the County's Inclement Weather Policy to the following:

*When the County offices are closed due to inclement weather then there will be no further governmental actions, activities, or hearings that day. Public Hearings will have to be re-scheduled and re-advertised.*

*If the County has a delayed opening, all actions, activities and/or public hearings scheduled to occur after the opening will continue on as regular business activities.*

This supersedes all other inclement weather notifications and policies prior to 02-04-2010.

WDS/rf

**PITTSYLVANIA COUNTY**  
**COURTROOM SECURITY**  
**POLICY**  
**X**

## PITTSYLVANIA COUNTY COURTROOM SECURITY POLICY X

To ensure that the activities are consistent, the Board of Supervisors recommend the following requirements for the bailiff for security during the Board of Supervisors' meetings:

1. The bailiff is in charge of unlocking and locking the courtroom door. He is the first one in and the last one out. (Pending any prior set up by County Staff).
2. The bailiff is required to turn the lights on and off, before and after the meeting.
3. The bailiff is required to keep order in the room as advised by the Chairman of the Board of Supervisors.
4. When the Board of Supervisors votes to go into a Closed Session in the existing General District Courtroom, it is the bailiff's requirements to clear out all of the citizens and staff that are not required to be in the Closed Session meeting. In addition, it is the bailiff's requirements to ensure that the people actually leave the courtroom, including the adjoining witness rooms. The bailiff check each of the witness rooms and turn off the lights and close those doors when the Board of Supervisors enter into Closed Sessions and all the citizens and staff that are removed from the courtroom are required to be in the hallway or outside of the building during the Closed Session.
5. The bailiff will provide visual security by reviewing citizens and individuals, including camera crews, who come into the courtroom for any suspicious packages or weapons. The bailiff's job would be to remove those weapons if found from the courtroom.
6. When the Board of Supervisors votes to go into Closed Session;
  - (a) The County Administrator will announce that everyone clearing the courtroom are to remove all electronic devices/cell phones/recording equipment when leaving the courtroom; and
  - (b) The Bailiff will check for all electronic devices/cell phones/recording equipment left in the seating areas of the courtroom after the citizens clear the courtroom for Closed Session.

**OPENING INVOCATIONS  
BEFORE MEETINGS OF THE  
PITTSYLVANIA COUNTY  
BOARD OF SUPERVISORS  
POLICY  
XI**

**POLICY REGARDING OPENING INVOCATIONS  
BEFORE MEETINGS OF THE BOARD OF SUPERVISORS OF  
PITTSYLVANIA COUNTY, VIRGINIA  
RESOLUTION  
#2011-09-05**

**WHEREAS**, the Board of Supervisors of Pittsylvania County, Virginia (“Board of Supervisors”), is an elected legislative and deliberative public body, serving the citizens of Pittsylvania County, Virginia; and

**WHEREAS**, legislative bodies in America have long maintained a tradition of solemnizing proceedings by allowing for an opening prayer before each meeting, for the benefit and blessing of the Board of Supervisors; and

**WHEREAS**, the Board of Supervisors now desires to adopt this formal, written policy to clarify and codify its invocation practices; and

**WHEREAS**, such prayer before deliberative public bodies has been consistently upheld as constitutional by American courts, including the United States Supreme Court; and

**WHEREAS**, in *Marsh v. Chambers*, 463 U.S. 783 (1983), the United States Supreme Court rejected a challenge to the Nebraska Legislature’s practice of opening each day of its sessions with a prayer by a chaplain paid with taxpayer dollars, and specifically concluded, “The opening of sessions of legislative and other deliberative public bodies with prayer is deeply embedded in the history and tradition of this country. From colonial times through the founding of the Republic and ever since, the practice of legislative prayer has coexisted with the principles of disestablishment and religious freedom.” *Id.*, at 786; and

**WHEREAS**, the Supreme Court further held, “To invoke divine guidance on a public body. . . is not, in these circumstances, an ‘establishment’ of religion or a step toward establishment; it is simply a tolerable acknowledgment of beliefs widely held among the people of this country.” *Id.* at 792; and

**WHEREAS**, the Supreme Court affirmed in *Lynch v. Donnelly*, 465 U.S. 668 (1984), “Our history is replete with official references to the value and invocation of Divine guidance in deliberations and pronouncements of the Founding Fathers and contemporary leaders.” *Id.*, at 675; and

**WHEREAS**, the Supreme Court further stated, “Those government acknowledgments of religion serve, in the only ways reasonably possible in our culture, the legitimate secular purposes of solemnizing public occasions, expressing confidence in the future, and encouraging the recognition of what is worthy of appreciation in society. For that reason, and because of their history and ubiquity, those practices are not understood as conveying government approval of particular religious beliefs.” *Id.*, at 693 (O’Connor, J., concurring); and

**WHEREAS**, the Supreme Court also famously observed in *Zorach v. Clauson*, 343 U.S. 306, (1952), “We are a religious people whose institutions presuppose a Supreme Being.” *Id.*, at 313-14; and

**WHEREAS**, the Supreme Court acknowledged in *Holy Trinity Church v. United States*, 143 U.S. 457 (1892), that the American people have long followed a “custom of opening sessions of all deliberative bodies and most conventions with prayer...,” *Id.* at 471; and

**WHEREAS**, the Supreme Court has determined, “The content of [such] prayer is not of concern to judges where . . . there is no indication that the prayer opportunity has been exploited to proselytize or advance any one, or to disparage any other, faith or belief.” *Marsh*, 463 U.S. at 794-795; and

**WHEREAS**, the Supreme Court also proclaimed that it should not be the job of the courts or deliberative public bodies “to embark on a sensitive evaluation or to parse the content of a particular prayer” offered before a deliberative public body. *Id.*; and

**WHEREAS**, the Supreme Court has counseled against the efforts of government officials to affirmatively screen, censor, prescribe and/or proscribe the specific content of public prayers offered by private speakers, as such government efforts would violate the First Amendment rights of those speakers. *See, e.g., Lee v. Weisman*, 505 U.S. 577, 588-589 (1992); and

**WHEREAS**, the Board of Supervisors intends to adopt a policy that does not proselytize or advance any particular faith, or show any purposeful preference of one religious view to the exclusion of others; and

**WHEREAS**, the Board of Supervisors recognizes its constitutional duty to interpret, construe, and amend its policies and ordinances to comply with constitutional requirements as they are announced; and

**WHEREAS**, the Board of Supervisors accepts as binding the applicability of general principles of law and all the rights and obligations afforded under the United States and Virginia statutes.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of Pittsylvania County, Virginia, that it hereby adopts the following written policy regarding opening invocations before meetings of the Board of Supervisors to wit:

1. In order to solemnize proceedings of the Board of Supervisors it is the policy of the Board of Supervisors to allow for an invocation or prayer to be offered before its meetings for the benefit of the Board of Supervisors.
2. The prayer shall not be listed or recognized as an agenda item for the meeting or as part of the public business.
3. No member or employee of Pittsylvania County or the Board of Supervisors or any other person in attendance at the meeting shall be required to participate in any prayer that is offered.
4. The prayer shall be voluntarily delivered by a single member of the Board of Supervisors, scheduled on a rotating basis among all Board of Supervisors members who voluntarily choose to participate in the rotational list.
5. The designated member of the Board of Supervisors shall deliver the prayer or invocation in his or her capacity as a private citizen, and according to the dictates of his or her own conscience.

6. No guidelines or limitations shall be issued regarding an invocation's content, except that the Board of Supervisors shall request by the language of this policy that no prayer should proselytize or advance any faith, or disparage the religious faith or non-religious views of others.

7. No member of the Board of Supervisors shall receive supplemental compensation of any kind for providing the prayer or invocation.

8. No member of the Board of Supervisors shall be scheduled to offer a prayer at consecutive meetings of the Board of Supervisors or at more than four (4) Board of Supervisors meetings in any calendar year.

9. No other member(s) of the Board of Supervisors shall engage in any prior inquiry, review of, or involvement in, the content of any prayer to be offered by the scheduled member of the Board of Supervisors.

10. Shortly before the opening gavel that officially begins the meeting and the agenda/business of the public, the Chairperson of the Board of Supervisors shall introduce the invitational speaker, and invite only those who wish to do so to stand for those observances of and for the Board of Supervisors.

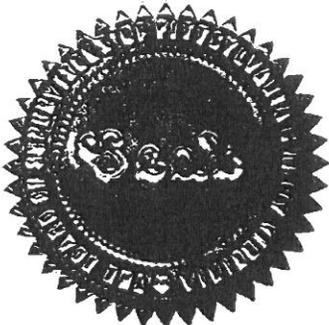
11. This policy is not intended, and shall not be implemented or construed in any way, to affiliate the Board of Supervisors with, nor express the Board of Supervisors' preference for, any faith or religious denomination. Rather, this policy is intended to acknowledge and express the Board of Supervisors' respect for the diversity of religious denominations and faiths represented and practiced among the citizens of Pittsylvania County, Virginia.

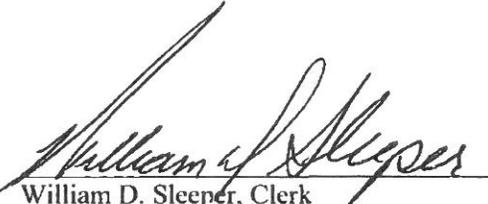
**NOW, THEREFORE, BE IT FURTHER RESOLVED** that this policy shall become effective immediately upon adoption by the Board of Supervisors.

**THUS INTRODUCED** at the regular meeting of the Board of Supervisors of Pittsylvania County, Virginia, on September 6, 2011.

For: 7  
Against: 0

**THUS ADOPTED** at the regular meeting of the Board of Supervisors of Pittsylvania County, Virginia, on September 6, 2011.



  
William D. Sleeper, Clerk  
Pittsylvania County Board of Supervisors

# **PITTSYLVANIA COUNTY**

## **ADMINISTRATION**

### **POLICY XII**

## **PITTSYLVANIA COUNTY ADMINISTRATION POLICY XII**

(Actual motion passed as recorded in the minutes) B.O.S. 9-04-2012

1. At the request of a member of the Board of Supervisors, the County Administrator's Office shall provide Pittsylvania County letterhead for the use of said supervisor. The letterhead will be designed separately for each supervisor's use with the individual name of the requesting supervisor and the name of their respective district. No other supervisor's names shall appear on the letterhead of each individual supervisor.
  
2. A supervisor may be authorized to utilize their individual county business card in advertisements for non-profit organizations which shall include a disclaimer saying that the supervisor paid for the advertisement and that they are personally providing the sponsorship/advertisement. Suggested disclaimers at the bottom of the ad may read: *"Not Paid for At Taxpayers' Expense"* or *"Paid for and Authorized by (the name of the supervisor)"*.