



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 09/01/11

SECTION	SUBJECT	INDEX
---------	---------	-------

<u>SECTION</u>	<u>SUBJECT</u>	<u>PAGES</u>	<u>EFFECTIVE DATE</u>
<u>100</u>	<u>INTRODUCTION</u>		
100	Change of Department Name from Personnel to Human Resources	100-1	07/02/2004
101	Personnel Policies and Procedures	101-1	04/01/2008
102	Management Rights	102-1	12/01/1989
103	Records Management	103-1	02/01/1990
<u>200</u>	<u>AFFIRMATIVE ACTION</u>		
201	Affirmative Action Policy	201-1-5	05/01/1993
<u>300</u>	<u>EMPLOYMENT/SELECTION</u>		
300	Employment Definitions	300-1-3	02/01/2006
301	Recruiting/Selection Process	301-1-2	09/01/1999
302	Recruiting	302-1-4	09/01/1999
303	Applicant Registers	303-1	09/01/1999
304	Selection Process	304-1-5	02/01/2006
305	Selection Decision/Job Offers	305-1-3	02/01/2006
306	Assignment/Transfer/Reassignment of Employees	306-1-3	04/01/2008
307	Reference Checks	307-1	09/01/1999
308	Criminal Background Checks	308-1-6	03/01/2011
309	Special Employment Policies and Procedures for Drivers	309-1-5	11/16/2003
310	Employment Medical Evaluations	310-1	11/01/1999
311	Employment Processing	311-1	09/01/1999

AMENDS/SUPERSEDES INDEX, 03/01/11	REFERENCES	Approval
--------------------------------------	------------	----------



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 09/01/11

SECTION	SUBJECT	INDEX
---------	---------	--------------

<u>SECTION</u>	<u>SUBJECT</u>	<u>PAGES</u>	<u>EFFECTIVE DATE</u>
-----------------------	-----------------------	---------------------	------------------------------

312	Employment of Minors	312-1-2	09/01/1999
313	Employment of Immediate Family	313-1	11/01/1999
314	Moving Expense Reimbursement	314-1-2	09/01/2007
315	Re-employment of Retired Employees	315-1-2	04/01/2008
316	Residency Requirement for Department Heads	316-1	12/01/2007

400 **EMPLOYEE STATUS**

400	Employee Status References	400-1	10/01/1991
401	Employee Status	401-1-4	10/01/1991
402	Payroll Status	402-1	02/01/1990
403	Probationary Status	403-1-2	09/01/2007
404	Rehired and Reinstated Employees	404-1	04/01/2008
405	Acting Status	405-1-2	07/01/2010
406	CETA Status	406-1	02/01/1990
407	Promotion, Demotion, Transfer	407-1	02/01/1990
408	Underfill Status	408-1	02/01/1990
409	Personal Changes	409-1	02/01/1990

500 **CONDITIONS OF EMPLOYMENT/
TERMINATION**

501	Employment Standards	501-1-2	03/01/1990
502	Termination	502-1,3-5 502-2	04/01/1990 10/01/1991
503	Reduction-In-Force	503-1-2	02/01/2009

AMENDS/SUPERSEDES INDEX, 03/01/11	REFERENCES	Approval
--------------------------------------	------------	----------



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 09/01/11

SECTION	SUBJECT	INDEX
---------	---------	--------------

<u>SECTION</u>	<u>SUBJECT</u>	<u>PAGES</u>	<u>EFFECTIVE DATE</u>
504	Exit Interviews	504-1	03/01/1990
505	Loss of License, Certification or Qualifications	505-1-3	04/01/2008
600	<u>SALARY ADMINISTRATION</u>		
601	Classification and Compensation System	601-1-3	07/01/1992
602	Establishment & Classification of Positions	602-1-3	04/01/2008
603	Job Description Policy	603-1-5	02/01/2006
604	Salary Administration Policies	604-1-9	04/01/2008
604-AI	ATTACHMENT I - Salary Administration Policies - Compensation Philosophy and Guidelines	604AI-1-4	04/01/2008
604-AII	ATTACHMENT II - Salary Administration Policies – Fire/Police Salary Schedule	604AII-1-6	04/01/2008
605	Salary Administration Policies for Temporary and Regular Part-Time Positions	605-1-3	10/01/2005
606	General Payroll Policies and Procedures	606-1-2	04/15/1986
606-AI	ATTACHMENT I - General Payroll Policies & Procedures - Overtime Exempt Employees	606AI-1	08/23/2004
607	Payroll Record Keeping Policies and Procedures	607-1-3	11/01/2006
608	<i>Reserved</i>		
609	City Work Schedules and Schedule Changes	609-1-4	11/01/2006

AMENDS/SUPERSEDES INDEX, 03/01/11	REFERENCES	Approval
--------------------------------------	------------	----------



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 09/01/11

SECTION	SUBJECT	INDEX
---------	---------	--------------

<u>SECTION</u>	<u>SUBJECT</u>	<u>PAGES</u>	<u>EFFECTIVE DATE</u>
609-AI	ATTACHMENT I – Special Provisions For Fire Schedule Changes	609-AI-1-4	08/01/2008
610	Pay Computation and Overtime Policies and Procedures	610-1-12	11/01/2006
611	Emergency Status	611-1-6	09/01/2011
612	Supplemental Pay Policies and Procedures	612-1-3	04/30/1997
613	Standby Authorization and Pay	613-1-2	04/15/1986
614	Secondary City Employment	614-1-3	04/15/1986
615	Call Back Pay	615-1	04/15/1986
616	Holiday Compensation and Holiday Differential Pay	616-1 616-2	10/01/1991 02/01/1990
618	Tool Allowance Policies and Procedures	618-1-2	07/01/2006
619	Salary Incentive for Emergency Operations Center Administrative Management Support Team Members	619-1-3	09/01/2006
<u>700</u>	<u>EMPLOYEE BENEFITS</u>		
700	Benefits Summary	700-1	09/01/1998
701	Paid Personal Leave (PPL) for Regular Full-Time Employees	701-1-4	07/01/2010
702	Paid Medical Leave (PML)	702-1-8	09/01/2010

AMENDS/SUPERSEDES INDEX, 03/01/11	REFERENCES	Approval
--------------------------------------	------------	----------



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 09/01/11

SECTION	SUBJECT	INDEX
---------	---------	-------

<u>SECTION</u>	<u>SUBJECT</u>	<u>PAGES</u>	<u>EFFECTIVE DATE</u>
703	Family Medical Leave Act (FMLA)	703-1-13	09/01/2010
704	Unpaid Leaves of Absence	704-1-5	09/01/2010
705	Jury Duty and Civil Leave	705-1-3	07/01/2009
706	Holidays	706-1-2	06/01/1997
707	Military Leave	707-1-6	07/01/2010
708	Tuition Reimbursement	708-1-4	09/01/2008
709	Paid Funeral Leave	709-1-2	06/01/1997
710	Paid Personal Leave (PPL) for Regular Part-Time Employees	710-1-2	03/01/2010
711	<i>Reserved</i>		
712	Retirement		07/13/2010
713	Additional Benefits	713-1	06/01/1997
714	Employee Assistance Program	714-1 714-2-5	10/01/1991 12/01/1989
800	<u>EMPLOYEE RELATIONS</u>		
801	<i>Reserved</i>		
802	Training	802-1	12/01/1989
900	<u>PERFORMANCE STANDARDS/ EVALUATION</u>		
900	Performance Management	900-1-8	08/01/2010

AMENDS/SUPERSEDES INDEX, 03/01/11	REFERENCES	Approval
--------------------------------------	------------	----------



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 09/01/11

SECTION	SUBJECT	INDEX
---------	---------	-------

<u>SECTION</u>	<u>SUBJECT</u>	<u>PAGES</u>	<u>EFFECTIVE DATE</u>
<u>1000</u>	<u>STANDARDS OF CONDUCT/ ATTENDANCE</u>		
1000	Employee Conduct	1000-1	06/01/1996
1001	Standards of Conduct	1001-1-4	06/01/1996
1002	Misconduct, Misconduct Levels and Disciplinary Actions	1002-1-9	06/01/1996
1003	Disciplinary Procedures	1003-1-3	06/01/1996
1004	Participation in Political Activities	1004-1	05/01/1990
1005	City Council	1005-1	05/01/1990
1006	Workplace Harassment Policy	1006-1-7	09/01/2002
1008	Public Safety Non-Tobacco Use Policy	1008-1-3	10/01/2007
<u>1100</u>	<u>GRIEVANCE PROCEDURE</u>		
1101	Grievance Procedure		08/01/2010
<u>1200</u>	<u>MEDICAL/WORKERS' COMPENSATION</u>		
1200	Medical Standards/Medical Examinations	1200-1-2	08/01/2008
1201	Non Occupational Disabilities Policies, Procedures and Guidelines	1201-1-13	04/01/2008
1202	Occupational Injury and Disease Policies, Procedures and Guidelines	1202-1-20	04/01/2008
1203	<i>Reserved</i>		

AMENDS/SUPERSEDES INDEX, 03/01/11	REFERENCES	Approval
--------------------------------------	------------	----------



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 09/01/11

SECTION	SUBJECT	INDEX
---------	---------	--------------

<u>SECTION</u>	<u>SUBJECT</u>	<u>PAGES</u>	<u>EFFECTIVE DATE</u>
1204	<i>Reserved</i>		
1205	Substance Abuse Policy and Procedures	1205-1-16	06/01/2010
1206	Drug-Free Workplace Act	1206-1	03/18/1989
<u>1300</u>	<u>SAFETY</u>		
1300	Safety and Health	1300-1-4	04/01/1995
1301	Motor Vehicle Accidents	1301-1-2	04/01/2003
1302	Reporting Multiple Injuries or Fatalities	1302-1	04/01/2008
1303	Claims Against the City	1303-1	04/01/2008
<u>1400</u>	<u>MISCELLANEOUS</u>		
1401	Vehicle Use Policy	1401-1-15	03/01/2009
1402	Smoking Policy	1402-1	09/01/2006
1403	<i>Reserved</i>		
1404	Letters of Commendation/Appreciation	1404-1	12/01/1989
1405	Travel Policy	1405-1	09/25/1995
1406	Grievance Procedure for Persons with Disabilities	1406-1-2	01/01/1993
1407	Special Conservator of the Peace	1407-1-6	09/01/2007
1408	Solicitation of City Employees by Outside Vendors	1408-1	09/01/1994
1409	Motor Vehicle Driver Safety Program	1409-1-7	11/16/2003

S:\PAMPAM CURRENT\Index on format-Online.doc

AMENDS/SUPERSEDES INDEX, 03/01/11	REFERENCES	Approval
--------------------------------------	------------	----------