

Chapter 11 of the Town Code covers Personnel Issues, many of which are not common in the actual code. Some polices need to stay in the code and some can come out and be handled by Town Management in Administrative Regulations.

For consideration in a Work Session

Topic	Keep In Town Code	Remove from Code; Addressed in Admin Regulation
Article 1 – General		
Sec 11-1 Purpose	X	
Sec 11-2 Equal Employment Opportunity	X	
Sec 11-3 Definitions	X, modify (remove terms that appear in newly removed sections)	
Sec 11-3.1 Criminal history record check; sensitive positions	X, Modify (refer to Town of Herndon code)	
Sec 11-4 Application of Chapter	X	
Sec 11-5 Responsibility and authority of Town Manager	X	
Article 2 – Compensation		
Sec 11-6 Pay Plan		X AR 2.8 Overtime and Comp Time AR 2.9 Leave, Holidays and FMLA AR 2.33 Promotions AR 2.35 Career Path AR XX Move other Pay Plan provisions to a new Admin Reg
11-7 Separation		X AR 2.15 Disciplinary Actions AR 2.18 Grievance Procedures AR 2.19 Retiree Health Insurance
11-8 Benefits		X AR 2.17 Employee Benefits
11-9 Cash Awards and Incentive Programs		X AR 2.28 Employee Awards and Incentives

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Article 3 - Leave		
11-10 Leave	Add paragraph to follow FMLA	X AR 2.9 Leave, Holidays and FMLA
Article 4 – Grievance Procedures		
11-11 through 11-13 Grievance Policy	X	
Article 5 – Outside Employment		
11-14 through 11-15		X A.R 2.29 Conduct of Employees