



- The purpose of this form is to request and document justification for a local department of social services to deviate from the State Board policies and procedures in the Administrative/Human Resources Manual and adopt the local jurisdiction's entire human resource plan.
- The request must be submitted for review to VDSS HR along with the required supporting documentation and signatures. Jurisdiction wide deviation requests require State Board approval.

**A. LOCAL DEPARTMENT OF SOCIAL SERVICES (LDSS) AND LOCALITY INFORMATION**

<b>FIPS</b>		<b>LDSS NAME</b>		<b>PROPOSED EFFECTIVE DATE</b>	
<b>LDSS CONTACT NAME</b>					
<b>LDSS CONTACT PHONE #</b>					
<b>LDSS CONTACT EMAIL</b>					
<b>LOCALITY HR OFFICER NAME</b>					
<b>LOCALITY HR OFFICER PHONE #</b>					
<b>LOCALITY HR OFFICER EMAIL</b>					

**REQUIREMENTS**

**LOCAL DOCUMENTATION, REFERENCES AND COMMENTS**

**B. CLASSIFICATION AND COMPENSATION APPLICABILITY**

*(Attach additional information if necessary)*

<p><b>1. Does the local Classification and Compensation system apply uniformly to all employees in the locality?</b></p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	
<p><b>2. List all supportive policy/procedures documentation in the local Classification and Compensation system.</b></p> <p><i>Attach copies of supporting documents (i.e. Employee handbook, policies, procedures, etc.).</i></p>	
<p><b>3. What individual in the county or city is responsible for the compliance certification required by federal regulation for a Merit System of Personnel Administration under section 900.604?</b></p> <p><i>(Attach a copy of the most recent certification, if available)</i></p>	

C. CLASSIFICATION	FOR VDSS HR USE	
REQUIREMENTS	√ REVIEW COMPLETE	LOCAL JURISDICTION HR DIRECTOR CERTIFICATIONS/ REVIEW TEAM COMMENTS
<p>1. Does the local jurisdiction's human resource system have a current classification plan that includes class specifications and established procedures for review and maintenance of the plan?  <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p><b>Please include the following documents:</b></p> <p><input type="checkbox"/> A copy of the local jurisdiction's classification policy.</p> <p><input type="checkbox"/> List of all local jurisdiction classifications.</p> <p><input type="checkbox"/> A copy of each classification description applicable to the LDSS</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	
<p><input type="checkbox"/> Local jurisdiction's class specification(s) that will be applicable to the social services employees.</p>	<p><input type="checkbox"/></p>	
<p><input type="checkbox"/> Local jurisdiction classifications identify Non-Exempt or Exempt status from the overtime provisions of the Fair Labor Standards Act.</p>	<p><input type="checkbox"/></p>	
<p><input type="checkbox"/> Classification plan identifies EEO-1 Job Categories.</p>	<p><input type="checkbox"/></p>	
<p>2. How often are positions reviewed to ensure that job duties and responsibilities fall within class specifications?</p>	<p><input type="checkbox"/></p>	
<p>3. Will the local jurisdiction's human resource officer accept responsibility for ensuring that all requests to establish, redefine, reallocate, or abolish positions are reviewed by the local jurisdiction prior to subsequent approval by VDSS HR?  <input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	<p><input type="checkbox"/></p>	
<p>4. <b>The local jurisdiction's human resource officer shall indicate agreement with the following statements by signing in the right column by each procedure:</b></p> <ul style="list-style-type: none"> <li>• The local jurisdiction's classification plan, along with documentation relative to revisions, is submitted to VDSS HR as changes occur and annually with the local LDSS Compensation Plan.</li> <li>• VDSS HR will be notified of local jurisdiction classification studies,</li> </ul>	<p><input type="checkbox"/></p>	<p><b>Local Jurisdiction Human Resource Officer Signature:</b></p>    <p><b>Local Jurisdiction Human Resource Officer Signature:</b></p>

<p>findings and recommendations 90 days prior to implementation of the study results.</p> <ul style="list-style-type: none"> <li>Periodic or scheduled reviews of position descriptions through on-site audits and/or paper review at the request of the Virginia Department of Social Services is a cooperative effort of VDSS HR, the local jurisdiction's human resource officer, and the local agency director.</li> </ul>		<p><b>Local Jurisdiction Human Resource Officer Signature:</b></p>
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D. COMPENSATION	FOR VDSS HR USE	
REQUIREMENTS	√ REVIEW COMPLETE	LOCAL JURISDICTION HR OFFICER CERTIFICATIONS/ REVIEW TEAM NOTES
<p>1. Does the local human resource system have a current compensation plan that provides for equitable and adequate compensation and includes a pay scale for all the classes in the classification plan?  <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>Include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A copy of the local jurisdiction's compensation policy.</li> <li><input type="checkbox"/> Current local jurisdiction compensation schedule.</li> <li><input type="checkbox"/> Current local jurisdiction classification bands/grades.</li> </ul>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	
<p>2. Does the local jurisdiction's compensation system provide for fair and equitable treatment of employees?  <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>Include specific policies with regard to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Appointments/Starting Pay/Competitive Salary Offers</li> <li><input type="checkbox"/> End of Probation Increases/Trainee Increases/Adjustments for Attainment or Use of Critical Skill</li> <li><input type="checkbox"/> Transfers</li> <li><input type="checkbox"/> Promotions</li> <li><input type="checkbox"/> Demotions</li> <li><input type="checkbox"/> Reinstatements</li> <li><input type="checkbox"/> Pay increases for merit</li> <li><input type="checkbox"/> Pay increases for cost-of-living</li> <li><input type="checkbox"/> Internal alignments</li> <li><input type="checkbox"/> Redefinition of duties</li> <li><input type="checkbox"/> Temporary/Acting Pay</li> <li><input type="checkbox"/> Competitive Salary Offer</li> <li><input type="checkbox"/> Overtime Pay</li> </ul>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	

<input type="checkbox"/> Overtime Leave	<input type="checkbox"/>	
<input type="checkbox"/> Compensatory Leave	<input type="checkbox"/>	
<input type="checkbox"/> On Call Pay	<input type="checkbox"/>	
<p>3. What is the local jurisdiction's approved method for determining the relative value of classifications and/or positions within the total compensation plan (Point Factor, Whole Job, Blended, Other)?</p> <p><input type="checkbox"/> Include any forms or tools for the method/procedure used.</p>	<input type="checkbox"/>	
<p>4. How often are compensation studies conducted to ensure that local jurisdiction salaries are competitive in the labor market and comparable to other local and/or state governments?</p>	<input type="checkbox"/>	
<p>5. What is the methodology for converting individual salaries to the local jurisdiction salary structure?</p> <p>What is the conversion cost to the local agency, if applicable?</p> <p><b>The local jurisdiction's human resource officer shall indicate agreement with the following statements by signing in the right column by each statement:</b></p> <ul style="list-style-type: none"> <li>Employees of the local social services agency are not allowed to receive less compensation than the state established comparable minimum salary rate for that classification.</li> <li>With the approval of the State Board of Social Services and the local governing body, the local board may provide the local director and other employees compensation in excess of the maximums permitted in the State Compensation Plan. Compensation above the state established maximum salary rate must be paid from county or city funds and/or any federal funds that are available and appropriate for such use. The local jurisdiction will not be reimbursed for more than the state established comparable maximum salary rate.</li> <li>The local jurisdiction's classification plan, along with documentation relative to revisions, is submitted to VDSS HR as changes occur and annually with the local LDSS Compensation Plan.</li> </ul>	<input type="checkbox"/>	<p><b>Local Jurisdiction Human Resource Officer Signature:</b></p> <p><b>Local Jurisdiction Human Resource Officer Signature:</b></p> <p><b>Local Jurisdiction Human Resource Officer Signature:</b></p>

E. EMPLOYMENT	FOR VDSS HR USE	
REQUIREMENTS	✓ REVIEW COMPLETE	REVIEW TEAM NOTES
<p><b><i>The local jurisdiction's human resource officer shall indicate agreement with the following policies by signing in the right column by each statement:</i></b></p> <p>1. Equal Employment Opportunity (EEO) shall be applied during all employment practices and programs including, but not limited to recruitment, selection, promotion, demotion, transfer, compensation benefits, training and termination.</p> <p><input type="checkbox"/> Include a copy of the EEO policy.</p>	<input type="checkbox"/>	<p><b>Local Jurisdiction Human Resource Officer Signature:</b></p>
<p>2. All aspects of human resource management shall be conducted without regard to race, sex, color, national origin, religion, age, veteran status, political affiliation, genetics, or against otherwise qualified persons with disabilities.</p>	<input type="checkbox"/>	
<p>3. Is there a policy that states the local jurisdiction's objectives with regard to Equal Employment Opportunity?  <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p><input type="checkbox"/> Include a copy of the specific policy.</p>	<input type="checkbox"/>	
<p>4. Are the recruitment, selection and advancement of employees based upon their knowledge, skills and abilities (KSAs), experience and education including open consideration of qualified applicants for initial appointment?  <input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	<input type="checkbox"/>	
<p>5. Does the local jurisdiction have an affirmative action plan that provides a planned, aggressive, coherent management program for equal employment opportunity to all its employees and applicants for employment?  <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p><input type="checkbox"/> If so, attach a copy of the affirmative action plan and the utilization analysis used by the local jurisdiction. The local utilization analysis must be submitted annually to VDSS HR.</p>	<input type="checkbox"/>	
<p>6. Are recruitment and job advertisement policies and procedures in the local human resource system consistent with the local governing body's equal employment opportunity policy and affirmative action plan?  <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>Are the hiring goals of the local agency based upon the local agency's utilization analysis?  <input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	<input type="checkbox"/>  <input type="checkbox"/>	

<p>Do the policies and procedures support the connection between affirmative action and the selection process?  <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p><input type="checkbox"/> Include a sample job announcement.</p>	<input type="checkbox"/>   <input type="checkbox"/>	
<p>7. Does the local employment application form conform to current Federal and State regulations with regard to Equal Employment Opportunity (age, discrimination, handicap, etc.)?  <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>When and how often is the application form reviewed and/or revised?</p> <p><input type="checkbox"/> Include a copy of the application form used by the local jurisdiction.</p>	<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>	
<p>8. How does the local jurisdiction's human resource system provide for the referral of applicants deemed the most qualified after a formal evaluation of their knowledge, skills and abilities (KSAs), experience and education?</p>	<input type="checkbox"/>	
<p>9. Are selection criteria based on KSAs, experience and education developed for each classification and/or position and validated in accordance with 29 CFR Part 1607 - Uniform Guidelines on Employee Selection?  <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If yes, indicate the validation method used.</p>	<input type="checkbox"/>   <input type="checkbox"/>	
<p>10. If validated selection criteria have not been developed:</p> <p><input type="checkbox"/> VDSS-HR developed selection criteria shall be used until local selection criteria are developed and validated.</p> <p><input type="checkbox"/> Include a detailed timetable for development and validation of selection criteria for the classes used by the LDSS.</p>	<input type="checkbox"/>	
<p>11. How are the local jurisdiction's departments informed of their responsibilities with regard to the final selection process?</p>	<input type="checkbox"/>	
<p>12. What plan does the local jurisdiction's human resource officer have for ensuring that fair and equitable consideration is given to all applicants?</p>	<input type="checkbox"/>	

<p>13. The local human resource officer shall be responsible for ensuring that all aspects of recruitment, screening and selection are thoroughly documented. Such documentation shall be available upon request.</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	<input type="checkbox"/>	<p><b>Local Jurisdiction Human Resource Officer Signature:</b></p>
<p>14. Does the local jurisdiction's human resource system provide for an employee's status (permanency) in the system and establish a relationship between the employee and other areas of human resources such as performance evaluation, grievance policy, and benefits policy?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	<input type="checkbox"/>	
<p>What types of employees are subject to probationary periods?</p>	<input type="checkbox"/>	
<p>For each type of employee listed above, indicate the length of the probationary period?</p> <p><input type="checkbox"/> Include a copy of the specific policy and procedures.</p>	<input type="checkbox"/>	
<p>15. Will the local jurisdiction's human resource officer and the local social services agency agree to provide to VDSS HR the information necessary to continue accurate reimbursement, including all records for employees in the local agency on a current basis through the Local Employee Tracking System (LETS)?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	<input type="checkbox"/>	

F. BENEFITS	FOR VDSS HR USE	
REQUIREMENTS	√ REVIEW COMPLETE	REVIEW TEAM NOTES
<p>1. Do the local jurisdiction's human resource policies apply uniformly to all employees in the local jurisdiction?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	<input type="checkbox"/>	
<p>Work hours    <input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	<input type="checkbox"/>	
<p>Attendance    <input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	<input type="checkbox"/>	
<p>Leave          <input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	<input type="checkbox"/>	
<p>Benefits      <input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	<input type="checkbox"/>	
<p>Does the type of employee affect the application of these policies?</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	<input type="checkbox"/>	
<p><input type="checkbox"/> If so, include the specific policy defining the types of employees, i.e. temporary, regular, etc. and how the policy applies to them.</p>	<input type="checkbox"/>	
<p>2. Provide the information that is available to employees relative to the following:</p>	<input type="checkbox"/>	

<input type="checkbox"/> Hours of operation and/or work hours of the employees;	<input type="checkbox"/>	
<input type="checkbox"/> Regulations on attendance and leave;	<input type="checkbox"/>	
<input type="checkbox"/> Classification;	<input type="checkbox"/>	
<input type="checkbox"/> Compensation;	<input type="checkbox"/>	
<input type="checkbox"/> Inclement weather;	<input type="checkbox"/>	
<input type="checkbox"/> Reduction in hours/layoffs;	<input type="checkbox"/>	
<input type="checkbox"/> Holiday schedule;	<input type="checkbox"/>	
<input type="checkbox"/> Retirement;	<input type="checkbox"/>	
<input type="checkbox"/> Insurance (life, health, etc.);	<input type="checkbox"/>	
<input type="checkbox"/> Unemployment compensation;	<input type="checkbox"/>	
<input type="checkbox"/> Worker's compensation; and	<input type="checkbox"/>	
<input type="checkbox"/> Grievance procedure.	<input type="checkbox"/>	

G. COMPLIANCE	FOR VDSS HR USE	
REQUIREMENTS	√ REVIEW COMPLETE	REVIEW TEAM NOTES
<p>1. Does the local jurisdiction have Standards of Conduct to establish a fair and objective process for correcting and treating unacceptable conduct?  <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p><input type="checkbox"/> Include a copy of the Standards of Conduct used by the local jurisdiction or the policy and procedures used in dealing with unacceptable conduct.</p>	<input type="checkbox"/>	
<p>2. Does the local jurisdiction human resource system provide an effective means by which employee grievances may be addressed fairly and objectively?  <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>Will all the employees of the LDSS be included in the jurisdiction's grievance procedure (including Director)?  <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p><input type="checkbox"/> Include a copy of the local jurisdiction's grievance policy and procedures.</p>	<input type="checkbox"/>	
<p>3. Does the local jurisdiction have a policy with regard to political activity that is consistent with the Federal Hatch Act?  <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p><input type="checkbox"/> Include a copy of the local jurisdiction's political activity policy.</p>	<input type="checkbox"/>	
<p>4. Does the local jurisdiction have a policy to ensure that all employees who seek employment outside of their department obtain appropriate authorization(s) prior to acceptance of such employment?  <input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	<input type="checkbox"/>	
<p>5. Does the local jurisdiction have a plan for evaluating employee performance?  <input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	<input type="checkbox"/>	



<input type="checkbox"/> Include the specific policy, procedures and evaluation form.		
6. What is the schedule for evaluation of employee performance?	<input type="checkbox"/>	
7. What is the schedule for evaluation of the local director?	<input type="checkbox"/>	

## H. CERTIFICATION BY THE CHIEF EXECUTIVE

- A letter that certifies the locality's agreement to maintain a compensation system in conformance with the "Standards for a Merit System of Personnel Administration" (5CFR §900.603 and §900.604) must be signed by the Chief Executive of the local jurisdiction and submitted along with the other documentation (See attached sample letter).

## I. CERTIFICATION OF AGREEMENT

### LDSS Local Board Chair

As Chairman of the Local Board of Social Services, I certify the local board's approval of this request to adopt all of the local jurisdiction's human resources policies and the local board's agreement with all of the provisions of the human resource system contained herein. The LDSS will biennially re-submit the Jurisdiction Wide Self-Analysis Form to the Virginia Department of Social Services Division of Human Resources (VDSS-HR) for purposes of satisfying federal auditing requirements.

Name of LDSS:

LDSS Local Board Chair Signature:

Name of Local Board Chair:

Date:

### Local Jurisdiction Human Resource Officer

As the Human Resource Officer for the local jurisdiction, I certify that the information provided herein accurately represents this local jurisdiction's human resource system.

Name of Local Jurisdiction:

Local Jurisdiction Human Resource Officer Signature:

Name of Local Jurisdiction Human Resource Officer:

Date:

### LDSS Local Director

I agree that it will be the responsibility of this LDSS to notify VDSS HR of any changes or revisions in the jurisdiction-wide human resource plan prior to implementation.

Name of LDSS:

LDSS Local Director Signature:

Name of Local Director:

Date:

## VDSS - HR Use Only

Name of VDSS - HR Reviewer:

Signature of VDSS - HR Reviewer:

Role/Job Title:

Date:

State Board Approval  Yes  No

Date: