



HUMAN RESOURCE POLICY RECORD

Division of Human Resources

Name of Local Department of Social Services: _____

Effective Date: _____

Listed below is a summary of the personnel policies currently in effect for this local department of social services. I am aware that any request to adopt one or more local policies in the Administrative/Human Resource Manual for Local Departments of Social Services (LDSS) must be submitted for review to VDSS Human Resources on a Local Policy Request Form. All policy area deviations (except grievance procedure) require State Board approval. A copy of all applicable locality policies must be attached.

Human Resource Policy	Check if Following Local Jurisdiction Policy	Check if Following Administrative/Human Resource Manual For LDSS
Performance Evaluation	<input type="checkbox"/>	<input type="checkbox"/>
Standards of Conduct	<input type="checkbox"/>	<input type="checkbox"/>
Leave	<input type="checkbox"/>	<input type="checkbox"/>
Holiday Schedule	<input type="checkbox"/>	<input type="checkbox"/>
Inclement Weather	<input type="checkbox"/>	<input type="checkbox"/>
Classification	<input type="checkbox"/>	<input type="checkbox"/>
Compensation	<input type="checkbox"/>	<input type="checkbox"/>
Affirmative Action	<input type="checkbox"/>	<input type="checkbox"/>
Grievance Procedure	<input type="checkbox"/>	<input type="checkbox"/>
Probationary Period	<input type="checkbox"/>	<input type="checkbox"/>
Layoff	<input type="checkbox"/>	<input type="checkbox"/>
Political Activity	<input type="checkbox"/>	<input type="checkbox"/>

Name of LDSS Director

Signature of LDSS Director

Date

The information provided above is in agreement with VDSS Human Resources records of local policies approved and in current use by this local department of social services.

Name of VDSS – HR Reviewer

Signature of VDSS – HR Reviewer

Date