

**Staff Report:** Updated Personnel Manual

The updated Personnel Manual for your review, this copy has the changes highlighted with the validation noted for your consideration.

The Personnel Manual has been reviewed by Tina Stevens the Director; Human Resources Services for the Virginia Municipal League and her recommendations have been included, additional changes were the result of the Springsted Study, Council's direction, and Staff recommendations.

The Council requested a copy of the Personnel Manual with noted changes at the March Work Session for review prior to the Council's consideration for approval.