LURAY TOWN COUNCIL
October 15, 2019 - 7:00 p.m.

MEETING AGENDA

I.	**CALL TO ORDER &** **PLEDGE ALLEGIANCE TO THE U.S. FLAG**	Mayor Presgraves
II.	**ROLL CALL**	Danielle Babb
III.	**CONSENT AGENDA**	Mayor Presgraves
IV.	**GENERAL CITIZEN COMMENTS (**other than agenda items**)**	
V.	**PRESENTATIONS**	
VI.	**PUBLIC HEARINGS**	
	A) Code Amendment – Residential Use in B1 District	Steve Burke
VII.	**DEPARTMENTS, TOWN BOARDS AND COMMISSIONS**	
	A) Luray Downtown Initiative	Meredith Dees
VIII.	**ACTION & DISCUSSION ITEMS**	
	A) Personnel Policies Manual & Job Descriptions	Steve Burke
IX.	**OLD BUSINESS**	
X.	**TOWN ATTORNEY'S REPORT**	Jason Botkins
XI.	**MAYOR'S ANNOUNCEMENTS**	Mayor Presgraves
XII.	**RECESS**	Mayor Presgraves
XIII.	**CLOSED MEETING**	
	A) Real Property: Potential Disposition of 36 West Main Street	Mayor Presgraves
XIV.	**ADJOURN**	

Version Date: September 25, 2019 11:00 a.m.

Town of Luray
PO Box 629
45 East Main Street
Luray, VA 22835
www.townofluray.com
540.743.5511

Mayor

Barry Presgraves
bpresgraves@townofluray.com
Term: 2017-2020

Council Members

Leroy Lancaster
llancaster@townofluray.com
Term: 2017-2020

Jerry Schiro
jschiro@townofluray.com
Term: 2014-2022

Joey Sours
jsours@townofluray.com
Term: 2017-2020

Jerry Dofflemyer
jdofflemyer@townofluray.com
Term: 2015-2022

Leah Pence
lpence@townofluray.com
Term: 2017-2020

Ronald Vickers
Rvickers@townofluray.com
Term: 2014-2022

Town Officials:

Town Manager – Steven Burke
Assistant Town Manager- Bryan Chrisman
Town Clerk/ Treasurer- Mary Broyles
Deputy Town Clerk/ Treasurer- Danielle Babb
Chief of Police- Bow Cook
Superintendent of Public Works- Lynn Mathews
Superintendent Parks & Recreation-Dakota Baker

Commissions & Committees:

Luray Planning Commission
Luray-Page County Airport Commission
Luray Tree and Beautification Committee
Luray Board of Zoning Appeals
Luray Downtown Initiative
Luray-Page County Chamber of Commerce

I move to approve the following Consent Agenda (All items must be read):

CONSENT AGENDA

(A) Minutes of the Regular Council Meeting – 9-9-2019
(B) Minutes of the Council Work Session - 9-24-19
(C) Accounts Payable checks totaling-

**Financial Reports will be provided at the close of the Fiscal Year.

Prepared By:

_____
Mary F. Broyles, Treasurer

A REGULAR MEETING OF
THE TOWN COUNCIL
OF
THE TOWN OF LURAY, VIRGINIA

Monday, September 9, 2019

The Luray Town Council met in regular session on Monday, September 9, 2019, at 7:00 p.m. in the Luray Town Council Chambers located at 45 East Main Street, Luray, Virginia at which time there were present the following:

Presiding: Mayor Barry Presgraves

Council Present:
Ron Vickers
Jerry Dofflemyer
Jerry Schiro
Leroy Lancaster

Council Absent:
Joseph Sours
Leah Pence

Also Present:
Steve Burke, Town Manager
Jason Botkins, Litten & Sipe
Mary Broyles, Clerk-Treasurer
Danielle Babb, Deputy Clerk-Treasurer
Chief Carl "Bow" Cook, Luray Police Department
Bill Huffman, Luray Downtown Initiative
Delores Lackovitch, Daughters of the American Revolution

A quorum being present, Mayor Presgraves declared the Council to be in session for the transaction of business. All present stood for a moment of silence. Councilman Vickers led everyone in the United States Pledge of Allegiance. The roll was called with two Council members absent.

CONSENT AGENDA

Motion: Councilman Schiro motioned to approve the Consent Agenda as presented, motion seconded by Councilman Lancaster with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Schiro, Lancaster. **Approved 4-0**

Consent Agenda

(A) Minutes of the Regular Council Meeting – 8-12-2019
(B) Accounts Payable checks totaling- $201,336.14
**Financial Reports will be provided at the close of the Fiscal Year.

CITIZEN COMMENT

There were no members of the public signed up to speak during the Citizen Comment period.

DEPARTMENTS, TOWN BOARDS AND COMMISSIONS

Luray Downtown Initiative

Mr. Bill Huffman said that there was no formal report for the evening. He noted that LDI is continuing preparations for this weekend's Sunflower Festival.

ACTION & DISCUSSION ITEMS

Code Chapter Repeal- 82-46, 48, 49, 50, & 51

Mr. Burke requested that Council consider the repeal of Sections 46,48,49,50 and 51 of Chapter 82 of the Town Code. These sections address the use of vehicle stickers to indicate payment of the vehicle License Fee. The Town discontinued use of the decals years ago, and the repeal is in keeping with current practices.

Motion: Councilman Dofflemyer motioned to repeal Sections 46,48,49,50, and 51 from Chapter 82 of the Town Code to eliminate references to Town stickers issued as proof of payment for Vehicle License Fees. Motion seconded by Councilman Lancaster with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Schiro, Lancaster. **Approved 4-0**

Code Amendment – Single Family Dwelling in B1

Town Manager, Steve Burke, stated that Council had previously requested the Planning Commission look at this area for review. The Planning Commission unanimously approved the amendment to Town Code Section 406 of Article IV to allow existing single-family dwellings in the Business District to be excluded from the Special Use Permit requirement. Mr. Burke said the Public Hearing is set for the October meeting, and no action is required tonight.

Councilman Schiro raised question regarding existing residential use. He asked if the residence was undergoing expansion/addition, would it require the Special Use Permit process. Mr. Burke said that it would not require a Special Use Permit since there would be no change of actual type of use.

Bridge Name Request

Mr. Burke discussed a request from Mr. Douglas Frye to consider supporting the naming of Bixler's Ferry Bridge. Mr. Frye would like to name the bridge in memory of Emmett Dougans, the first Page County resident killed during the Vietnam War. Mr. Burke explained that since the bridge is located within the County, he contacted VDOT regarding the request. VDOT noted that there was no pre-existing name of the bridge, and that the Page County Board of Supervisors had been looking into an application regarding the request. Mr. Burke explained that the Town would be able to offer a Resolution of Support for the request if they so choose.

Constitution Week Proclamation

Town Manager, Steve Burke, discussed the request for Town Council to adopt the Proclamation for Constitution Week as requested by the Daughters of the American Revolution. Ms. Delores Lackovitch was present at the evening's meeting and requested a copy of the Proclamation once it is signed by the Mayor.

Motion: Councilman Vickers motioned to adopt the Proclamation for Constitution Week as presented. Motion seconded by Councilman Lancaster with the vote as follows: YEA: Council Members Vickers, Dofflemyer, Schiro, Lancaster. **Approved 4-0**

OLD BUSINESS

Personnel Policies Manual & Job Descriptions Update

Town Manager, Steve Burke, discussed the update to the Town's Personnel Policies Manual and job descriptions. Mr. Burke noted that Council had requested to review this in more detail in a work session, and the item is for information only at this evening's meeting.

Councilman Vickers asked if there were any controversial matters included in the update. Mr. Burke explained that the updated drug policy may be controversial. He explained that the Town has looked at VML's recommendation and prefers to do testing on an as needed basis. He noted that the industry standard for testing may not be appropriate for a town of our size, and that monthly random testing can be costly and complicated.

Mayor Presgraves asked if the revisions affect the Springsted Study that was previously conducted by the Town. Mr. Burke said that it does provide some updates; especially in the area of job descriptions. Mr. Burke said that regarding salaries, it doesn't appear that we are currently following the study; some of which the Town cannot afford. He added that the study has a low, middle, and high standard, and the revisions seek to create a range rather than set steps. Councilman Schiro stated that the issue with the Springsted Study is the comparison of jurisdictions. He feels that the sample localities are not equally comparable. Mayor Presgraves stated that the Council did adopt the Springsted Study and would like to see a side-by-side comparison of the changes. Council and Staff agreed to discuss this further at the September Work Session Meeting, and Mr. Burke agreed to provide a side-by-side comparison.

Draft Code Amendment- Chapter 98- Parks and Recreation

Mr. Burke said that Chapter 98 of the Town Code is in regards to Parks and Recreation and attempts to address issues identified by Town Staff. No action is needed on this item this evening.

TOWN ATTORNEY

Town Attorney, Jason Botkins, informed Council members of an upcoming Conflict of Interest, in person training session. The session will be held at the Shenandoah County Board of Supervisors room on Tuesday October 7th. The Conflict of Interest training is a mandatory requirement due by calendar year end and can be completed either online or at an in-person training session.

-Recess-

EXECUTIVE SESSION

Real Property: Potential Disposition of Real Property 36 West Main Street,
Section 2.2-3711 (A) (3)

Mayor Presgraves requested a motion to adjourn into Executive Session for the purpose of discussing matters relevant to Section 2.2-3711.A.3 regarding the potential disposition of real property.

Motion: Councilman Schiro motioned to recess the regular meeting and to convene in executive session; Councilman Dofflemyer seconded the motion with the following members voting YEA: Council Members Vickers, Dofflemyer, Schiro, Lancaster. Approved 4-0

-Closed Meeting-

Certification: Mayor Presgraves asked members of Council to certify that to the best of their knowledge only matters covered under Section 2.2-3711.A.3 were heard, discussed, or considered during the closed session. **Motion:** Councilman Schiro motioned to certify the closed session; Councilman Vickers seconded the motion with the following members voting YEA: Mayor Presgraves, Council Members Vickers, Dofflemyer, Schiro, Lancaster.

ANNOUNCEMENTS/ ADJOURN

With no further business, the meeting was adjourned at 8:14 pm.

_____
Barry Presgraves
Mayor

_____
Danielle Babb
Deputy Clerk-Treasurer

MINUTES OF A TOWN COUNCIL
WORK SESSION
TOWN OF LURAY, VIRGINIA
Tuesday, September 24, 2019
5:30pm

The Luray Town Council met in a Work Session Meeting on Tuesday, September 24, 2019 at 5:30 p.m. in the Luray Town Council Chambers located at 45 East Main Street, Luray, Virginia at which time there were the following present:

Presiding: Mayor Presgraves

Council Present: Ron Vickers
Jerry Schiro
Leroy Lancaster
Leah Pence

Council Absent: Ron Vickers
Jerry Dofflemyer

Others Present: Steven Burke, Town Manager
Bryan Chrisman, Assistant Town Manager
Chief Carl "Bow Cook, LPD
Mary Broyles, Treasurer
Danielle Babb, Deputy Clerk Treasurer
Bill Dudley, Bill Dudley and Associates
PCHS Government Students

Mayor Presgraves led members in the United States Pledge of Allegiance.

Motion: Councilman Vickers motioned to add agenda item 4D- Itinerant Vendor Discussion to the meeting agenda. Motion seconded by Councilman Schiro with the vote as follows: YEA: Council Members Vickers, Schiro, Lancaster, Pence. **Approved 4-0**

UPDATES & DISCUSSION ITEMS

PERSONNEL POLICIES MANUAL & JOB DESCRIPTIONS UPDATE DRAFT

Town Manager, Steve Burke, presented revisions to the Town Personnel Policy. Mr. Burke highlighted areas of revision including; exempt employee, no smoking policy, and employee drug testing. Mr. Burke also provided a copy of the revised job descriptions along with the comparison of salary ranges requested by Town Council. The salary results from the Springsted Study provided for a min, mid, max salary range. The proposed version suggests a minimum and maximum salary, and is in keeping with actual

salaries. Councilwoman Pence felt it would be helpful to see the employee actuals compared to the salary ranges. Councilman Schiro complemented Town Staff for their work on the policy revisions and job descriptions. Mayor Presgraves verified that these topics would be action items on the October agenda.

DRAFT CODE AMENDMENT- CHAPTER 98- PARKS AND RECREATION FACILITIES

Mr. Steve Burke requested Council review the draft code amendments for Chapter 98 regarding Parks & Recreation Facilities. The amendments are intended to address all parks facilities and not just waterways. The current code addresses issues at Lake Arrowhead, whereas the proposed amendment would include all park facilities and assist with enforcement issues. Councilwoman Pence would like to suggest section 98-37 regarding music be revised for the exception of special events.

CODE AMENDMENT-RESIDENTIAL USE IN B1 DISTRICT

Mr. Burke discussed the amendment to Town Code Section 406 of Article IV to allow Single-Family Dwellings in the Business B1 District be excluded from the Special Use Permit requirement if the property changes back to residential. This item will be included for action at the October meeting.

ITINERANT VENDOR DISCUSSION

Councilman Lancaster discussed concerns about itinerant vendors obtaining proper licensing.
Specifically food trucks that may not have obtained a town license. Councilman Lancaster suggested some form of a sticker could be placed on the mobile unit, comparable to what the health department uses to illustrate inspections. Staff discussed the yearly itinerant merchant rates versus the event daily rate. A list of businesses currently holding these licenses was provided for Council's information. The Town's Special Event application was also discussed and how it could be used to obtain information about possible licenses needed.

HOMELESS/ LOITERING ENFORCEMENT

Chief Cook gave a report on the homeless shelter and loitering. Chief Cook said that he wanted to provide clarification on loitering enforcement efforts. He stated that his department will begin strictly enforcing the loitering statute. The department has received numerous complaints of persons sleeping in front of businesses, in cars, and parking lots. These loitering complaints are not limited to homeless persons. Chief cook explained that the local shelter provides services to the homeless during the hours of 10am-3pm but is not approved at this time for overnight housing. Despite this, loitering will not be permitted around the shelter or at other locations throughout town.

-Recess-

EXECUTIVE SESSION

Real Property: Potential Disposition of Real Property 36 West Main Street,

Section 2.2-3711 (A) (3)

Mayor Presgraves requested a motion to adjourn into Executive Session for the purpose of discussing matters relevant to Section 2.2-3711.A.3 regarding the potential disposition of real property.

Motion: Councilman Schiro motioned to recess the regular meeting and to convene in executive session; Councilman Vickers seconded the motion with the following members voting YEA: Council Members Vickers, Schiro, Lancaster, Pence. Approved 4-0

-Closed Meeting-

Certification: Mayor Presgraves asked members of Council to certify that to the best of their knowledge only matters covered under Section 2.2-3711.A.3 were heard, discussed, or considered during the closed session. **Motion:** Councilman Schiro motioned to certify the closed session; Councilman Lancaster seconded the motion with the following members voting YEA: Mayor Presgraves, Council Members Vickers, Schiro, Lancaster, Pence.

Announcements and Adjourn

With no further business, Mayor Presgraves adjourned meeting of the Luray Town Council at approximately 6:34 p.m.

_____

Mayor, Barry Presgraves

_____

Deputy Clerk, Danielle Babb

Town of Luray, Virginia

Town Council Agenda Statement

Meeting Date: October 15, 2019

Item No: VI-A

Agenda Item: TOWN COUNCIL PUBLIC HEARING & CONSIDERATION
Item VI-A – Code Amendment – Single-Family Dwelling in B1

Summary: The Town Council is requested to conduct a public hearing to receive public comment and consider a Code Amendment to Town Code Section 406 of Article IV – District Regulations of Appendix A – Zoning to allow existing Single-Family Dwellings in the Business B1 District be excluded from the Special Use Permit requirement if the property experiences a change of use back to residential.

406.1 Uses permitted by right:

(bb) Single-family dwellings constructed prior to October, 1977 when used as a residential single-family dwelling.

406.2 Uses permitted by special permit:

(h) Single-family dwellings not permitted by right in Section 406.1(bb)

The Planning Commission conducted a Public Hearing on the Code Amendment on August 14th and unanimously recommended approval of the Code Amendment presented. Following the Hearing, the Town Attorney modified the language slightly. The Planning Commission unanimously reaffirmed their recommendation for approval of the revised language at their September 11th meeting.

Council Review: September 9, 2019

Fiscal Impact: N/A

Suggested Motion: I move that Town Council adopt the Code Amendment to Town Code Section 406 of Article IV – District Regulations of Appendix A – Zoning to allow existing single-family dwellings in the Business B1 District constructed prior to October, 1977 to be used as residential single-family dwellings as a by-right use as presented.

Town of Luray, Virginia

Town Council Agenda Statement

Item No: VIII-A

Meeting Date: October 15, 2019

Agenda Item: TOWN COUNCIL CONSIDERATION
Item VIII-A – Personnel Policies Manual & Job Descriptions Updates

Summary: The Town Council is requested to consider adopting the draft updates to Town's Personnel Polices Manual and job descriptions.

Personnel Policies Manual
Page 5 – Update Purpose and establish Mission
Page 7 – Include Ethics & Conflicts of Interest Section
Page 9 – Specify that employees are employed at-will by the Town
Page 19 – Remove specific five hour workday for weekend overtime
Page 26 – Employee Liability
Page 33 – Simplify Annual Leave for employee hired before 1981
Page 41 – Document FMLA
Page 45 – Establish Sick Leave Bank
Page 49 – Update Tuition Assistance
Page 55 – Establish Licensure Salary Adjustments
Page 59 – Specify that Department Heads provide 30 day notice to resignation
Page 64 – Update Grievance Procedure
Page 72 – Update Drug & Alcohol Policy

Council Review: August 12, 2019; September 9, 2019; September 24, 2019

Fiscal Impact: N/A

Suggested Motion: I move that Town Council adopt the revised Personnel Policies Manual and the Town Job Descriptions as presented.

TOWN OF LURAY, VIRGINIA

PERSONNEL POLICIES MANUAL

ADOPTED BY

THE LURAY TOWN COUNCIL

October 14, 2019

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Appendix A – Safety Policy and Programs Manual

1.0 MISSION AND ADMINISTRATION

1.1 PURPOSE OF PERSONNEL POLICIES

This document contains the primary employment policies and procedures that provide guidance to effectively manage human resources within the Town of Luray. While no set of written policies can address every possible situation, these policies, when used as a whole, provide overall guidance for reasonable, consistent decision-making. To that end, these policies are established to:

A. To provide equitable conditions of employment for Town employees;
B. To establish and maintain uniform standards of employment; and
C. To provide assistance to Department Heads and supervisors in their administration of personnel matters.

The personnel policies set forth in this manual supersede all previous personnel policies, and serve as the official personnel policies of the Town of Luray, Virginia.

1.2 MISSION

It is the mission of every Town employee to deliver quality service to our residents, customers, and visitors in an efficient, effective, and equitable manner in order to promote pride in our community.

Our core values that guide our actions and decision-making are the following:

Customer Service: Our primary duty is to be accessible and responsible to the community that we serve. To that end we must maintain an organizational reputation for openness, consistency, understanding and active engagement with the stakeholders that we serve.

Honesty: We must demonstrate the highest standards of being true to what we say and do and standing up for our beliefs so that our public activities inspire confidence and trust in our government.

Integrity: The courage to be true to yourself and your position. We value integrity in ourselves and others as we work every day with staff, residents and visitors.

Respect: We honor individual rights in every interaction we have with another person.

Stewardship: We must be diligent to maintain an atmosphere where public resources are always used for the public good. Our organization constantly strives to provide the greatest possible efficiency and effectiveness in the delivery of public services.

Teamwork: It takes teamwork to create success. We work as a team that encourages trust, cooperation and a commitment to communications within the organization. We use our

professional judgment to meet customer needs and exceed customer expectations through behaviors consistent with our values.

1.3 ADMINISTRATION

A. The Town Manager shall be responsible for the administration of the personnel program for all personnel. The Town Manager may delegate responsibility for administering the personnel program to another full-time employee. Decisions made by Department Heads administering these policies may be appealed by the affected employee to the Town Manager or his/her designee.

B. This manual is intended to address most personnel situations and actions for which the Town Manager is responsible. However, those situations not specifically covered shall be interpreted and acted upon by the Town Manager in keeping with the intent of these policies and procedures.

1.4 SCOPE

A. These policies and procedures shall apply to all departments, positions, and employees of the Town except for:

1. Nothing contained herein shall prohibit the Chief of Police, with the approval of the Town Manager, from establishing Policies and Procedures pertaining to the operation of the Police Department; and
2. Certain employees may specifically be exempted by actions of the Town Council.

1.5 COMPLIANCE

Every employee of the Town of Luray is expected to fully comply with the policies and procedures. Department Heads shall take necessary and prompt action to ensure compliance with these policies within their respective departments.

1.6 LIMITATIONS

A. The policies set forth herein are not intended to create a contract, nor are they to be construed to suggest any express or implied contractual obligations of any kind with the Town. The Town retains the right to amend, cancel or otherwise change any of these policies and procedures at any time as circumstances may warrant with the approval of the Town Council.
B. Employment with the Town is voluntarily entered into and the employee is free to resign at any time. Similarly, the Town may terminate the employment relationship and such termination or any other form of discipline shall be a judgment reserved to the Town at its sole discretion.

1.7 ETHICS & CONFLICTS OF INTEREST

The Town expects our employees to hold themselves and their coworkers to the highest ethical standards. Employees are expected to act and make decisions based on public service principles and our organizational values to achieve positive results.

The Town Employee's Guiding Principles are:

- Be efficient, courteous, and impartial in the performance of duties, assuring fair and equal treatment of all persons, claims, and transactions
- Work in full cooperation with other employees in promoting the public welfare, recognizing that private interest must always be subordinate to the public interest
- Make decisions conscientiously in compliance with public law and policies of the Town Council, and subordinate personal views to the requirements of law, duty to office, and the regulations of the Department in which you serve
- Be scrupulously honest in handling public funds and in the conversion of public property, never using any funds or property under your care for private benefit
- Disclose all conflicts of interest with your official duties
- Refrain from disclosing confidential information concerning the Town government
- Refrain from accepting gifts or favors or promise of future benefit which might compromise, or appear to reasonable people to compromise, your independence of judgment or action as a public employee
- Expose corruption wherever discovered

Keeping in mind that how results are achieved is as important as the results themselves, employees are expected to consider an ethical perspective and to seek advice and guidance whenever there is any doubt about whether actions or decisions are appropriate. Such advice and guidance are available from many sources including supervisors, Department Directors or Town Manager.

The Town Code of Ethics is as follows:

In order to ensure that Town employees represent fully the public and Town citizens, maintain the highest trust in their public officials and employees, the Town of Luray hereby adopts the Virginia State and Local Government Conflict of Interests Act for all Town employees.

Employees are agents of public purpose and are employed for the benefit of the public. They are bound to uphold the Constitution of the United States, the Constitution of the Commonwealth of Virginia, and the laws of the nation, state, and municipality to foster respect for all government. They are bound to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their official acts the highest standards of morality and to discharge faithfully the duties of their office regardless of personal consideration, recognizing that the public interest must be their primary concern. Their conduct in both their official and private affairs should be above reproach.

Employees of the Town of Luray should be loyal to the political objectives expressed by the electorate as interpreted by the Council and the programs developed to attain those objectives.

Employees should adhere to the rules of work and performance established as the standard for their positions by the appropriate authority. Employees should not breach the law or ask others to do so, and they should work in full cooperation with other public officials and employees unless prohibited from doing so by law or by officially recognized confidentiality of their work.

Canvassing of members of the Council, directly or indirectly, in order to obtain preferential consideration in connection with any consideration to the municipal service can disqualify the candidate for consideration.

No employee shall request or permit the use of Town-owned vehicles, equipment, materials, or property for personal convenience or profit.

No employee shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.

No employee, whether paid or unpaid, shall engage in any business or transaction or shall have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his/her official duties in the public interest or would tend to impair his/her independence of judgment or action in the performance of his/her official duties. "Personal interest" as distinguished from "financial interest," includes an interest arising from blood or marriage relationships or close business or political association.

When employees have doubt as to the applicability of a provision of this Code of Ethics to a particular situation, they should apply to the Town Manager for an advisory opinion and be guided by that opinion when given.

Violation of any provision of the Code of Ethics should raise conscientious questions for the employee concerned as to whether voluntary resignation or other action is indicated to promote the best interest of the Town. Violation may constitute a cause for suspension, removal from employment, or other disciplinary action.

1.8 AVAILABILITY OF PERSONNEL POLICIES

The Town Manager shall be responsible for maintaining a complete and current set of personnel policies and for bringing these policies to the attention of all employees. In addition, a copy shall be maintained in the office of each department director. The Personnel Policy Manual shall be available for review by any employee or the public during regular business hours. The Personnel Policy Manual shall be made available to all employees on the Town's website and each Department shall have a printed copy available for review.

2.0 EMPLOYMENT

2.1 EMPLOYMENT AT-WILL

Virginia is an "employment at-will" state, and employees of the Town of Luray do not have a contract of employment. Neither these policies nor any other document constitutes an express or implied employment contract or any right to continued employment. These policies are not intended to and do not imply or create a vesting of property rights or a contract entitling Town employees to any specific benefits or policies from the Town. The contents of this manual and the Town's policies and procedures may be changed at any time by Town Council. The term "at-will" means employment with the Town of Luray can terminate voluntarily or be terminated by the Town at will.

2.2 EQUAL EMPLOYMENT OPPORTUNITY

A. The Town shall provide equal opportunity in employment and career development. Employment decisions shall be based on merit, qualifications, and competence. The Town administers its policies without regard to an applicant's or employee's race, color, sex, national origin, marital status, age, religion, political affiliation, disability which is unrelated to a person's occupational qualifications, or any other non-merit factor. The Town shall provide qualified applicants and employees with disabilities, as defined in Title I of The Americans With Disabilities Act, with reasonable accommodations that do not impose an undue hardship.
B. The Town shall provide an environment that is free of unlawful harassment of any kind, including that which is sexual, age-related, or ethnic.
C. The policy of equal opportunity governs all aspects of employment including, but not limited to, the following:
   1. Personnel Selection -Advertisement, recruitment, referral, testing, hiring, transfer, and promotion in all job classifications shall be without regard to race, color, sex, national origin, marital status, age, religion, political affiliation, or disability which is unrelated to a person's occupational qualifications, or other non-merit factor which is not a bona fide occupational qualification.
   2. Other Personnel Actions -All other aspects of employment with the Town such as compensation, benefits, assignment, demotion, dismissal, layoffs, return from layoffs, training, tuition reimbursement, and social and recreational programs are administered without discrimination,
D. The successful achievement of equal opportunity throughout the Town can only be achieved with the maximum support and cooperation of all employees, Specific responsibilities are as follows:
   1. The Town Manager is designated as the Equal Employment Opportunity Officer and is primarily responsible for ensuring that the Town Department Heads are aware of this policy and pertinent Federal, Commonwealth of Virginia and local laws, guidelines, executive orders and regulations directing equal employment opportunity and other anti-discrimination programs.
   2. Department Heads have a responsibility for the observance of this policy. This responsibility includes supporting programs and practices designed to develop

understanding acceptance, commitment, and compliance within the intents and purposes of this policy.

2.3 EMPLOYMENT

A. Authorization from the Town Manager is required prior to initiating any recruitment or appointment.
B. Procedures may be modified by the Town Manager when deemed necessary to best serve the interests of the Town.
C. Employment Notice
   1. The Town Manager shall determine the advertising requirements necessary to attract qualified applicants to fill each vacancy. The Town Manager shall maintain an advertising distribution list which shall be used to maximize the application pool.
   2. When it is determined by the Town Manager that a sufficient number of qualified applicants are currently on file from which to select, advertisement of a position vacancy is not required.
D. Employment Applications
   1. Persons seeking to apply for employment with the Town shall be referred to the Town Manager, except for those groups specified in Section 1.4.
   2. The Town relies upon the completeness and accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the selection process and during Town employment. Therefore, applicants and employees are hereby notified:
      a. All employment information shall be current, accurate, and complete.
      b. Any misrepresentations, falsifications, or material omissions on the Town application may result in the Town's exclusion of the individual from further consideration for employment.
E. Recruitment and Selection
   1. The Town Manager has the primary responsibility for recruitment. All selection methods shall be approved in advance by the Town Manager.
   2. In determining qualified applicants, the Town may use, but shall not be limited to, anyone or a combination of the following selection methods in the pre-and post-employment processes: evaluation of training and experience; written and skills tests; performance tests; psychological tests; driving record, reference and background checks; and post-offer medical examinations.
   3. An applicant who refuses to participate in any phase of the selection process shall be considered withdrawn from the recruitment and shall not be eligible for further consideration.
   4. After department representatives have completed final interviews and given full consideration to the group of qualified candidates, the Department Head shall make a recommendation for a selection to the Town Manager.
   5. In all cases, the offer of employment and discussion of beginning salary, benefits and starting date shall be approved by the Town Manager.
   6. Upon completion of the hiring process, all applications, resumes, and any related test materials shall be returned to and maintained by the Town Manager's office.

2.4 HIRING OF RELATIVES

A. The Virginia State and Local Government Conflict of Interests Act provides that members of an officer's or an employee's immediate family may be employed in the employee's division, department or agency only under the following conditions:
   1. The employee does not participate in the decision to hire the employee's immediate family members.
   2. The employee exercises no control over the employment or the employment activities of his/her immediate family member; or
   3. The employee is not in a position to influence the employment activities of his/her immediate family member.

B. Based on the above criteria, the Town shall not hire an employee's immediate family member, as defined in Section C of the policy, in a supervisor-subordinate relationship.

C. For the purposes of this policy, the following definitions apply:
   1. An officer's or an employee's immediate family is defined to include Spouse; and
   2. Son, daughter, father, mother, brother, sister, grandmother, grandfather, grandson, granddaughter; mother-in-law, father-, son-, daughter-, brother-, and sister-; step-mother; -father,-son,-daughter,-sister,-brother; half-sister or brother and persons living in household.

D. If the relative relationship which violates this policy is established after employment, the two employees involved shall decide who is to seek a change in position, if a position is available for which the individual qualifies, or who is to leave Town employment. If a decision is not made within 30 calendar days, the Town Manager shall make the decision.

E. Department Heads shall ensure that this policy is enforced when making recommendations for employment, promotions, transfers, or demotions. Any concerns or questions regarding an applicant's or employee's eligibility under this policy shall be directed to the Town Manager.

2.5 IMMIGRATION LAW COMPLIANCE

The Town complies with the Immigration Reform and Control Act of 1986 and is committed to employing only United States citizen and aliens who are authorized to work in the United States.

2.6 EMPLOYMENT REFERENCE INVESTIGATIONS

To ensure that individuals who are employed by the Town are well qualified and have a strong potential to be productive and successful, reference checks may be conducted for those applicants being seriously considered for employment.

2.7 EMPLOYEE ORIENTATION

A. Completion of Required Personnel Forms
   1. Employees who are eligible for fringe benefits must complete enrollment forms relating to certain mandatory and elective benefit programs.
   2. Each Department shall be responsible for conducting an on-the-job training program for each new employee which shall cover the employee's work environment, position

responsibilities and duties, work schedule, safety requirements, and application of departmental policies to the position involved.

2.8 PROBATIONARY PERIOD

The probationary period is intended to give employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. This period is considered a trial period or extension of the selection process, which is used to evaluate employee capabilities, work habits, and overall performance.

A. Initial Probationary Period

1. A probationary period of three months is established for all new or re-employed employees appointed to full and part-time positions.
2. Personnel action may be taken against any employee whose performance does not meet the required standards. During the initial probationary period, all employees are subject to personnel action without prior notice or access to the Grievance Procedure.
3. Either the employee or the Town may end the employment relationship at any time during or after the probationary period.

B. Secondary Probation Period

1. An employee who is appointed to another position (through promotion, transfer, or demotion) must complete a secondary probationary period of three months.
2. Each probationary employee who is transferred from one position to a similar position of an equal salary range shall retain the months successfully served in the former position towards earning regular status as well as for the annual merit salary review.
3. Should an employee serve an unsatisfactory probationary period in the newly assigned position, the employee may, with the approval of the Town Manager, be allowed to return to his/her former position or to a comparable position for which the employee is qualified, prior to the end of the probationary period, without prejudice. Such an action is dependent upon the availability of such position and the Town's needs. Where no appropriate vacancy exists, the employee's position with the Town shall be severed.
4. The employee's status as a regular employee is not changed during the secondary probationary period that results from a change in position (promotion, transfer, or demotion) within the Town.

C. Extension of Probationary Period

1. When it is deemed to be in the best interest of the Town, the initial probationary period may be extended up to a maximum of ninety (90) days.

D. Separation During Probationary Period

1. The Department Head shall provide a probationary employee the opportunity to discuss problems involving his/her position at any time during a probationary period, or extension thereof, if it is determined that a probationary employee's work performance, work attitude, or other related work activities are not at an acceptable level of competence expected for the position.
2. Should the employee's performance fail to improve, the Town may elect to terminate employment.
3. If the employee decides that the particular job is not what he/she desires, the employee may resign without harm to his/her employment record.

2.9 SECONDARY (OUTSIDE) EMPLOYMENT

A. Town employees shall not engage in secondary (outside) employment during regularly scheduled work hours, while at the Town's facilities, or when using the Town's supplies, equipment, materials or personnel.
B. Town employees shall not engage in any employment, activity, or enterprise which has been or may be determined to be inconsistent, incompatible, in conflict of interest with, or have the appearance of conflict of interest with the duties, functions, or responsibilities of Town employment.
C. Town employees shall notify their Department Head prior to accepting employment outside of their regular Town employment. The request shall be sent to the Town Manager for approval.
D. Employees found in violation of this policy may be subject to disciplinary action up to and including dismissal.

2.10 ACCESS TO PERSONNEL FILES

A. The Town Treasurer/Clerk's Office shall maintain the official Town personnel files for all employees.
B. The official personnel file shall be defined as the employment file containing personal and job-related information relevant to the individual's employment with the Town.
C. Personnel files are the property of the Town, and the information they contain shall not be disclosed or disseminated except as required by law.
D. Only officials and representatives of the Town who have a legitimate reason to review information in a file are allowed to do so.
E. Employees are required to provide adequate notice to their Department Head of their desire to be released from work to review their personnel file (the employee does not have to disclose the reason for the request.) The employee shall make an appointment with the Town Treasurer/Clerk's Office to review his/her personnel file.
F. With reasonable advance notice, employees may review material in their personnel file but only in the presence of the individual appointed by the Town Manager or Town Clerk/Treasurer to maintain the me.

3.0 POSITION CLASSIFICATION PLAN

3.1 PREPARATION AND PLAN ADMINISTRATION

The position Classification Plan for the authorized positions in the service of the Town (under the supervision of the Town Manager) provides for the grouping of similar position in classes based upon the respective duties, typical tasks, and qualifications. The Plan class descriptions are used to assist with the recruitment, training, career planning, assignment to a salary range, and communication of job requirements to employees.

A. Amendments to the Classification Plan
   Periodic amendments shall be made to maintain plan accuracy.
B. Official Copy of the Classification Plan
   The Town Manager's Office shall maintain and publish a set of descriptions for all classes under the supervision of the Town Manager.

3.2 CLASSIFICATION OF POSITIONS

A. Each position classification shall be classified by the Town Manager and allocated within the Plan according to the appropriate class title, general definition of work, the required knowledge, skills and abilities, desirable training and experience, special licensing or other unique requirements, and additional requirements deemed necessary by the Town Manager. Positions shall be allocated to the same class when their duties are sufficiently similar that:
   1. The same descriptive title may be used to designate each position in the class;
   2. The same level of education, experience, knowledge, skill, ability, and other qualifications may be required of incumbents;
   3. Similar tests of fitness may be used to select incumbents; and
   4. The same salary range shall apply.
B. All classes involving the same character of work, but different as to level of difficulty and responsibility, shall be assembled into the same series. All series of classes within the same broad occupational field shall be assembled together.

3.3 INTERPRETATION OF CLASS DESCRIPTIONS

A. Class Title
   The term "class title" or "title" shall refer to the official title of the class as stated in the class descriptions, shall apply to all positions allocated to the class, and shall be used in all personnel and administrative processes. Department Heads may assign "informal" titles to such positions if they deem this action necessary.
B. Class Descriptions
   The class descriptions shall be considered descriptive rather than restrictive. They shall not be construed as declaring what the duties and responsibilities shall be or as limiting the power of any Department Head to assign duties to, and to direct and control the work of, employees under his/her supervision. The use of a particular expression or illustration as to duties shall not be held to exclude others not mentioned that are of a similar kind or quality.

3.4 MAINTENANCE OF THE CLASSIFICATION PLAN

A. The Plan shall be kept current by ongoing investigation and review. Position classification studies of individual positions or groups of positions shall be conducted whenever the Town Manager deems it necessary; whenever the duties or responsibilities of existing positions have undergone significant changes; or whenever the Town Manager is notified by a Department Head that new positions need to be created.

B. It shall be the responsibility of each Department Head to promptly notify the Town Manager of each change of duties, responsibilities, or work requirements, and furnish detailed information relative to such changes.

C. When a new class title is established, a class description shall be written and incorporated into the existing Plan and the class title added to the schematic list of titles.

D. All class allocations are subject to the approval of the Town Manager.

3.5 RECLASSIFICATION PROCEDURE

A. When significant changes in position content or prevailing economic conditions warrant a review of a class or classes, the Department Head may submit a written request (outlining all facts supporting the request) to the Town Manager.

B. If a Department Head has facts which indicate that a position, or group of positions, is improperly classified, a request for a review may be made to the Town Manager. All pertinent information relative to the request shall be submitted in writing.

3.6 SALARY ADJUSTMENTS FOR RECLASSIFICATIONS

A. Merit Salary Increase Date

Reclassification shall not change the employee's merit salary increase date.

B. Downward Reclassification/Reallocation

Upon downward reclassification/reallocation of a position, an employee shall be placed in the new range equal to or closest to the current rate of pay. When the employee's rate of pay prior to reclassification exceeds the maximum of the new, lower range, the employee's rate of pay shall be frozen at that existing rate of pay until the pay of the lower range matches or exceeds the employee's rate of pay from the time of reclassification/reallocation.

C. Upward Reclassification/Reallocation

Upon upward reclassification/reallocation of a position, an employee shall receive the greater amount of either the minimum rate for the new salary range or the next higher rate of pay in the new pay range as compared to the rate of pay in the lower range.

D. Salary Inequality Adjustment

When, in the opinion of the Department Head, following this policy results in an inequity, the Town Manager may authorize an adjustment of salary to correct the inequity based on the circumstances involved.

4.0 COMPENSATION

4.1 COMPENSATION PLAN

A. The Town's Compensation Plan shall be designed to achieve the following objectives:
   1. Establish and maintain a salary structure which attracts and retains qualified employees;
   2. Maintain the salary structure in proper relation to competitive pay practices in the local labor market;
   3. Provide a consistent and effective means of recognizing and rewarding valuable employee contributions made through improved and satisfactory or better work performance.

B. When, in the opinion of the Department Head, following this policy results in an inequity or problem, the Town Manager may authorize an adjustment in salary to correct the inequity based on the individual circumstances involved.

C. Except as provided in this policy, anniversary dates shall not be affected by the adoption of any revisions to the Compensation Plan.

D. The Town Council may authorize a periodic cost-of-living adjustment to reflect current market conditions.

4.2 STARTING RATE OF PAY

A. The normal entry level salary for appointment shall be the minimum rate of pay for the classification assigned.

B. Compensation may be established beyond the minimum level of the salary range, upon approval of the Town Manager if any of the following conditions exist:
   1. The qualifications of the applicant exceed the requirements for the class;
   2. The applicant is a former employee in good standing and possesses qualifying experience; or
   3. Difficulty of recruitment requires payment of a higher rate.

4.3 PERFORMANCE EVALUATION

A. The Town's performance evaluation program is designed to help ensure quality services through improving performance. Assigned duties and responsibilities of an employee shall be evaluated by the Department Head, at least annually with a written report that is reviewed with the employee and sign by both the reviewer and employee.

B. Uses of the Performance Evaluation Program

   The formal performance evaluation program shall be used to:
   1. Provide both supervisors and employees with the opportunity to discuss job tasks, identify and correct weaknesses encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals;
   2. Motivate employees to improve work performance;
   3. Increase employee morale through management recognition;
   4. Serve as the basis for salary increase recommendations;
   5. Improve communications between supervisors and employees; and
   6. Serve as part of the justification for recommendations pertaining to personnel actions (promotion, demotion, or dismissal).

C. Confidentiality

The performance evaluation process is strictly confidential. Every effort shall be made by all parties involved to maintain employee confidentiality. Any employee, other than the employee being evaluated, who is found in breach of this confidentiality shall be subject to disciplinary action.

D. Timing of Performance Evaluations

1. Performance evaluations are conducted at the end of all employee's probationary period in a regular full-time or part-time position where the incumbent regularly works a minimum of 20 hours per week.
2. Additional evaluations shall be authorized as needed by the employee's Department Head.
3. A non-probationary employee who receives a less than satisfactory performance rating may receive additional time to improve work performance when it is deemed to be in the best interest of the Town and the employee. The Department Head shall submit a written justification and recommendation for extending the review period to the Town Manager for approval. The maximum period for an extension shall be 60 days.
4. A performance evaluation shall accompany the Department Head's status recommendation to the Town Manager at the conclusion of the extended performance review period.
5. Evaluations for employees outside of their probationary period shall be completed in all respects no later than December 31st.
6. If mid-cycle evaluations are utilized, they shall be completed in all respects no later than June 30th.

4.4 MERIT SALARY INCREASE

A. It is Town policy to provide eligible employees with opportunities for annual merit salary increases based upon receiving a satisfactory performance evaluation provided sufficient Town funds are available. A merit increase is not an entitlement, nor a right of employment, nor an integral part of the pay system to be awarded automatically. Rather, it is an expression of management recognition of the ability, the performance, and the potential worth of the employee to the Town.

B. Annual merit salary increases are based upon an eligible employee receiving a satisfactory or better performance evaluation, positive recommendation by the Department Head, and approval by the Town Manager.

C. Each eligible employee may be advanced through the salary range on the basis of performance within that salary range until the maximum in the range is reached.

D. All submissions for merit salary increases shall be accompanied by the completed performance evaluation.

E. Eligibility

1. The following employees are eligible to be considered for annual merit salary increases based on satisfactory performance in accordance with this policy:
   a. Regular full-time employees; and
   b. Regular part-time employees who work a minimum of 20 hours per week.
2. Eligibility for merit salary increases shall not be affected by:
   a. Salary adjustments due to change in hours of work;
   b. Revisions made to the Compensation Plan;
   c. Promotion, transfer, and demotion; and

d. Satisfactory completion of active military service in accordance with the Military Leave Policy.

4.5 PROMOTION

A promotion is the movement of an employee from one class of position to another of a higher salary range in which the employee meets the minimum qualification requirements.

A. When an employee is promoted, the employee's salary shall be increased to at least the minimum salary of the new higher salary range above the employee's salary prior to promotion.
B. A promotion shall change the employee's anniversary date.
C. All promoted employees are required to serve a probationary period in accordance with Section 2.8.
D. Exceptions may be granted by the Town Manager.

4.6 DEMOTION

A demotion is the movement of an employee from one class of position to another of a lower salary range in which the employee meets the minimum qualification requirements.

A. An employee may be demoted to a position for which he/she qualifies for any of the following reasons, subject to approval of the Town Manager.
   1. When an employee would otherwise be laid off because the position is being abolished, lack of work, lack of funds, or other organizational changes;
   2. When an employee is unable to meet the satisfactory performance standards over a period of time or when removed during probation following a promotion;
   3. When an employee voluntarily requests such demotion; or
   4. For the good of the Town service.
B. When an employee is demoted from a class in which he/she was originally appointed, the salary shall be reduced to the new range of the.
   C. A demotion shall change the employee's anniversary date.
D. All demoted employees are required to serve a probationary period in accordance with Section 2.8.

4.7 TRANSFER

A. There shall be no change in salary as the result of a lateral transfer.
B. When an employee is transferred into any position, other than moving within the same classification and range level, the employee shall be paid within the salary range based on qualifications in the new position.
C. All transferred employees are required to serve a probationary period in accordance with Section 2.8.

4.8 RECLASSIFICATION

A. Upon an upward reclassification/reallocation of a position, an employee shall receive the greater amount of either the minimum rate for the new salary range or the next higher rate of pay in the new salary range as compared to the rate of pay in the lower range.

B. Upon a downward reclassification/reallocation of a position, an employee shall be placed in the new salary range equal to or closest to his/her current rate of pay, so that the employee is not penalized by a reduction in pay. When the employee's rate of pay prior to reclassification exceeds the maximum of the new, lower range, the employee's rate of pay shall be frozen at the existing rate of pay until the pay of the lower range matches or exceeds the employee's rate of pay from the date of reclassification/reallocation.

C. Reclassifications shall not change the employee's anniversary date.

4.9 ACTING CAPACITY

A. When an employee is required to work in the capacity of a higher-level supervisory position due to an anticipated absence over a prolonged period of time, such employee may be paid additionally for assuming the higher-level duties.

B. Requests for "acting pay" shall be made in writing by the Department Head and submitted to the Town Manager for approval.

C. The temporary salary adjustment for the period of assignment to the higher-level position shall be determined by the Town Manager.

D. Retroactive requests shall not be considered.

4.10 OVERTIME PAY AND COMPENSATORY TIME

A. Policy

It is the policy of the Town to adopt and implement the provisions of the Fair Labor Standards Act of 1938 (the "Act"), as amended, as the fundamental wage and hour policy of the Town. Further, it is the policy of the Town that any overtime work necessary to the continued effective operation of the Town shall be managed in the most efficient and economical manner possible. No overtime pay or compensatory time provisions shall be in conflict with what is allowed by law under the Act.

B. Overtime Authorization

1. Overtime work shall be authorized only to cover emergencies, necessary seasonal activity, weather conditions, and unusual working requirements, and may be authorized only by Department Heads or their designees prior to such work being performed. It is the responsibility of each Department Head to determine that overtime pay is administered in the best interest of the Town. In addition, it is equally important for the Department Head to control unauthorized overtime. Unauthorized work by an employee shall be counted as hours worked in accordance with the Act, but shall subject the employee to appropriate disciplinary action, up to and including termination. No employee shall start work before the appointed time, work through lunch, or work past the appointed time without prior authorization from his or her Department Head or supervisor. All overtime and compensatory leave hours must be carefully documented by the employee on their time sheet. At a minimum, this documentation must include:
    - Hours of the day worked
    - Type of hours earned
    - Event/reason for overtime or compensation time
2. It is the responsibility of Department Heads to arrange normal working schedules to minimize the need for overtime work by employees and the consequential overtime pay.

Supervisors are expected to be aware of the number of hours being accumulated by each employee during a given workweek. Where workload allows such action, the supervisor shall require a subordinate to take time off so that overtime compensation is not earned. Where overtime is necessary, the granting of overtime shall be done on a specific case by case basis and not as a general policy.

3. The Town reserves the right to require any employee in any category to take time off from work where it appears that the employee will otherwise have more than 40 hours in the current workweek, and further reserves the right to direct an employee to use accumulated compensatory time.

C. Overtime Compensation for Non-Exempt Employees

1. The provisions of this section apply only to employees who do not fall within any of the exemptions set forth in Section l3(a)(l) of the Act and further described in 29 CFR Part 541.
2. Non-exempt employees shall be eligible for overtime compensation after completing a 40-hour workweek.
3. The employee shall be paid at 150 percent of his or her regular rate of pay for all overtime hours worked.
4. If approved in advance by his or her supervisor, an employee may receive compensatory time in lieu of overtime pay at a rate of one and one-half hours for each hour of overtime worked (except as noted in (v) below), subject to the following limitations:
   (i) Employees engaged in a public safety, emergency response, or seasonal activity may accrue a maximum of 240 hours of compensatory time (not more than 160 hours of overtime hours worked). All other employees may accrue a maximum of 120 hours of compensatory time (not more than 80 hours of actual overtime hours worked).
   (ii) An employee who has accrued the maximum number of hours shall be paid in overtime compensation in cash for any additional overtime hours of work.
   (iii) When utilizing leave approved by the supervisor, an employee shall use compensatory leave prior to annual leave.
   (iv) Payment for accrued compensatory time upon termination or voluntary separation from the Town shall be made at the employee's final regular rate of pay.
   (v) When an employee is called out for work-related duties outside of their normal work schedule, the employee shall be entitled to claim at least two (2) hours minimum of work performed at the compensatory leave accrual rate.

D. On-Call Personnel

1.) Some employees may be periodically or rotationally assigned to on-call duty during weekends or other off-duty hours. The purpose of having employees on call is to provide prompt service to the Town's customers during irregular hours, where such response can prove instrumental to the success of the services provided by the Town. Calls received and time worked by on-call employees must be reported to the employee's supervisor on the next regular workday. The nature and amount of time worked during on-call duty are subject to verification by supervisors. Where discrepancies occur, on-call employees may be required to justify the details of their reports. Any additional hours or additional employees needed for emergency work will be reviewed and approved by the Town Manager.

2.) When an employee is called out for work-related duties outside of their normal work schedule, the employee shall be entitled to claim at least two (2) hours minimum of work performed at their overtime rate.

E. Work Schedules for Department Heads

Department Heads should arrange their work schedule in a manner that averages at least 40 hours per workweek and furnish a record of all hours worked when requested by the Town Manager. Department Heads who fall within any of the exemptions set forth in Section 13(a)(1) of the Act and further described in 29 CFR Part 541 are not eligible for overtime compensation, and include the Town Manager, Assistant Town Manager, Town Treasurer, Police Chief, Parks Recreation Superintendent, Public Works Superintendent, Wastewater Superintendent, and Water Superintendent. The Town recognizes that the position of Department Head carries responsibilities that may require irregular work hours. The Town's policy is to grant a great deal of flexibility to Department Heads in scheduling their work hours so long as the privilege is not abused. While Department Heads are generally expected to work during normal business hours, Department Heads are authorized to take time off during normal business hours so long as there is no detrimental impact on the performance of their duties. Department Heads are expected to notify the Town Manager prior to taking time off during normal business hours to prevent any interruption in the Town's operations.

F. Special Provisions for Law Enforcement Personnel

The Town of Luray has established a work period of 28 consecutive days for the purpose of paying overtime to law enforcement employees. Non-exempt law enforcement personnel shall be entitled to overtime compensation for any hours worked in excess of 171 hours in a 28-day work period. The Police Chief shall keep all records of hours worked by each officer and submit them to the Town Treasurer.

G. Overtime Compensation May Not Be Waived

Overtime compensation requirements may not be waived by agreement between the Town and the employee.

4.11 MISCELLANEOUS

A. Reimbursement/Purchasing of Meals

The Town Manager is authorized to reimburse employees for meals incurred while working overtime in unusual and extreme circumstances involving situations such as: flood, major water or sewer breaks, snow removal, storm damage, etc.

Specific examples of, or questions about, what constitutes an "unusual or emergency situation" will be determined by the Town Manager.

Department Heads are authorized to enable employees to purchase/charge meals during these unusual or emergency situations, but they must do so in advance of the purchase. Department Heads are responsible for ensuring that all meals purchased or reimbursed meet the definition and intent of this section.

When an employee is required to work in support of an unusual or emergency situation through their normal meal time (lunch) during the work day, or their evening meal (dinner) after normal work hours, or on the weekend/holiday, the Department Head may authorize the purchase/charge of a meal, or meals, for the employee commensurate with the time period worked.

The provision of meals to employees during special events, for required travel on Town business, as part of a group meeting event, or other similar situations, must be authorized by the Department Head in advance. Large, or repetitive, expenses related to these situations shall be approved by the Town Manager in advance of the purchases/charges. The Department Head shall use their discretion in authorizing and recommending such expenses from their budget.

An employee who is in the direct, responsible charge of inmate labor may elect to purchase/charge a meal during their meal-time supervision of the inmates.

B. Fringe Benefits

A fringe benefit is a form of pay for the performance of services. The general rule under IRS Regulations is that fringe benefits for employees are taxable wages to the employee unless specifically excluded by an Internal Revenue Code Section. If a fringe benefit is taxable, it must be included as employee wages. Taxable fringe benefits can be in the form of cash or cash equivalents, property, or services. The Town will follow the guidelines set forth by the IRS.

1. Cell Phones

   Town cell phones are provided to employees based upon the recommendations from Department directors. The Town provided cell phone should be used primarily for Town business such that it is necessary for the employer to contact the employee at all times for work related business and in emergency situations. (See also Section 11.9 Conduct Use of Public Property)

2. Uniform Wear

   The following departments are required to wear uniforms: Police, Public Works, Parks and Recreation, Water Treatment, Wastewater Treatment. Work clothing and uniform allowance and reimbursements must meet the following criteria to be non-taxable: I) be required as a condition of employment; 2) not be adaptable to general usage as ordinary clothing; and 3) not worn for general usage. As a general rule, clothing with the Town logo is not considered suitable for general wear and is laundered by the Town; therefore, these items are excludable from taxable income. Generally, uniforms worn by police personnel and safety shoes/equipment are not taxable. (See also Section 7.3 Uniforms, Protective Clothing, and Safety Equipment)

   Note that all Town Provided Uniforms are to be considered Town Property.

3. Town Vehicles

   Town vehicles are excludable from taxable fringe benefits if they are a working condition benefit. The exclusion applies to property provided to an employee so that the employee can perform his or her job. IRS regulations state that any use of a take-home vehicle including the daily commute is considered taxable fringe benefit. Each day of vehicle use to and from work shall constitute a benefit, determined by the IRS, for taxation purposes. Some of the Town's police and some utility vehicles (as defined by the IRS, are EXEMPT from these regulations under certain circumstances. Town vehicles (marked or unmarked) should only be taken home during the course of official Town business, at the direction of the employee's supervisor. Employees who receive a vehicle as a contingency for hiring, shall be considered a taxable benefit and is subject to income tax reporting. Mileage reimbursement for business travel use of an employee's own vehicle is excludable from taxes (See also Section ll.8 and 11.9 Use of Town Vehicles/Equipment)

4. Meals

Employee meals are considered non-taxable when provided at ones working facility for the convenience of the employee and the employer. Occasional meals provided to enable an employee to work overtime are excludable from taxable income. Occasional parties or picnics for employees and their guests are also excluded. To be excludable from income, meals must be all of the following: 1) reasonable in value and not provided regularly or frequently, 2) overtime work necessitates an extension of the normal work schedule, 3) provided to enable the employee to work overtime (See also Section 4.1 O-J. Reimbursement of Meals)

Example: A sewer line breaks in the late afternoon requiring maintenance crews to work past their regular quitting time and late into the night. A dinner meal is provided to allow the utilities crew to complete the repairs. This dinner meal would NOT be taxable.

5. Awards and Prizes

Cash or cash equivalent de minimis awards are always taxable. Some awards are considered de minimis and are not taxable. Examples of non-taxable items are: Nominal gifts, holiday turkey or ham, flowers, plaques, token retirement gift. (See also Section 11.2 Gifts and Gratuities to Town Employees)

4.12 PERSONAL DATA CHANGES AND PAYROLL DEDUCTIONS

A. Persona1 Data Changes

It is the responsibility of each employee to promptly notify the Town Treasurer/Clerk's Office of any changes in personal data. Personal mailing addresses, telephone numbers, dependent information, changes in marital status, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

B. Pay Deductions

The Town is required by law to make certain deductions from every employee's compensation. These mandated deductions include federal and Virginia income taxes, and Social Security taxes. The chapter pertaining to employee benefits provides additional information regarding payroll deductions.

C. Garnishments

1. Garnishments are legal permission of creditors to collect part of an employee's pay from the Town. The Town cannot refuse to honor such levies, as they represent an order from the Court to withhold and pay to the Court a specific amount of an employee's earnings.
2. Upon receipt of an order of garnishment, a written notification of the garnishment shall be sent to the employee. A copy of the garnishment shall be placed in the employee's personnel file,

D. Administrative Pay Corrections

1. The Town takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on scheduled paydays,
2. In the event that an error in pay is detected, the employee shall promptly notify the Department Head or Town Manager's Office of the discrepancy, Payroll errors shall be corrected as soon as possible.
3. Both underpayments and overpayments shall be corrected as soon as possible. If an overpayment results in the employee owing a substantial amount, a schedule of repayments may be arranged with the employee to minimize the inconvenience.

E. Time Reporting

1. Accurately recording time worked is the responsibility of every employee. Time sheets are used to meet federal and Virginia record keeping requirements and serve as the basis for calculating employee pay and benefits. By signing one's timesheet, the employee is acknowledging that the hours reported are accurate.
2. Tampering, altering, or falsifying time sheets, or recording time on another employee's time sheet may result in disciplinary action, up to and including dismissal.

F. Changes to Compensation

1. Employees who receive a pay increase due to obtaining a job-relevant License or Certification, and who lose such license or certification, shall thereby lose the said pay increase at the start of the next pay period.
2. Employees who receive a pay increase due to work duties and/or assignments, etc. as above.

5.0 HOURS OF WORK

5.1 ATTENDANCE AND PUNCTUALITY

A. To maintain a sate and productive work environment, the Town expects employees to be reliable and to be punctual in reporting for scheduled work. Employees are responsible for learning the specific reporting requirements for their department and work unit from their Department Head or Town Manager.
B. Poor attendance and excessive tardiness may lead to disciplinary action up to and including dismissal.

5.2 WORK SCHEDULES

A. The Town Manager shall establish the hours of work for employees. The regular workweek is a seven-day period (12:01 a.m. Monday through 12:00 midnight Sunday). When individual work schedules differ from this, compensation shall be made on a proportionate basis.
B. When a department's normal services necessitate work schedules other than that listed above, work schedules shall be proposed by the Department Head by submitting such request, in writing, to the Town Manager for approval.
C. Other workweeks and hours may exist for specific classes of employees as a condition of employment.
D. With the advance approval of the Town Manager, a Department may establish an alternative workweek.
E. Department Heads shall advise employees of their individual work schedules.
F. Department heads shall advise employees of their duty station (facility or location of base for work operations).

6.0 WORK ENVIRONMENT

6.1 EMPLOYEE LIABILITY

The Town maintains insurance coverage that generally provides coverage to officers and employees for lawsuits arising out of the performance of their duties. Any employee served with a summons, complaint, process, notice, demand, or pleading arising from the performance of their duties should provide a copy to the Town Manager as soon as possible after being served.

6.2 SEXUAL AND OTHER UNLAWFUL HARASSMENT

A. Policy

1. It is the Town policy that sexual and other unlawful harassment of its employees in any form is prohibited and that all employees shall be treated with respect. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, disability, religion; or any other legally-protected characteristic shall not be tolerated.
2. Any employee who engages in or who perpetuates or condones sexual and other unlawful harassment shall be subject to disciplinary action, including dismissal.

B. Definitions

1. Sexual Harassment: Behavior that constitutes sexual harassment, as currently defined in guidelines published by the U.S. Equal Employment Opportunity Commission (EEOC), includes sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
   a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
   b. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; and
   c. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
2. Sexual Discrimination: The EEOC has determined that sexual harassment is a form of sexual discrimination.
3. Employee: An individual employed by the Town on a full-time, part-time, regular, grant, term, or temporary basis is considered to be an employee for the purpose of this policy.

C. Persons Covered

Employees, as defined in Chapter 6.2B-3, are covered by the provisions of this policy.

D. Prohibited Conduct

1. The following types of conduct are examples of sexual or other unlawful harassment and are prohibited. These examples do not necessarily represent all the ways in which sexual harassment may occur and are not intended to limit the definition of sexual harassment.
   a. Verbal comments and gestures of a sexual nature. This includes any type of sexually suggestive remarks, pictures, jokes, and catcalls.
   b. Explicit or implicit promises of career advancement or preferential treatment in return for sexual favors. Such promises or preferential treatment may include, but are not limited to, hiring, promotion, training opportunities, work scheduling and leave

approval, acceptance of a lower standard of performance, providing higher performance evaluations, and lax timekeeping.

c. Explicit or implicit threats that an employee shall be adversely affected if sexual demands are rejected Such threats include, but are not limited to, lower performance evaluations, denial of promotions, punitive transfers, terminations, and altered or increased work assignments.

d. Unsolicited and repeated touching of any kind. This includes the touching, patting, or pinching of another person, and repeated brushing against another person's body.

E. Investigation of Complaints

1. Employees who experience sexual or other unlawful harassment shall notify the Town Manager, in writing, within two working days of the incident. In the event that the Town Manager is involved, the employee shall notify the Mayor. In the event that the Mayor is involved, the employee shall notify at least two council members not involved.
2. Upon receipt of the written complaint, the receiving official(s) shall order an investigation into the matter.

F. Confidentiality

1. Any complaint shall be handled in a confidential manner. Every effort shall be made, by all parties involved, to protect the confidentiality and privacy of all information and documents pertaining to a claim.
2. Persons conducting investigations shall not communicate the fact that an investigation is pending nor shall they communicate the contents and findings of such investigation except to appropriate patties.
3. Breach of confidentiality may result in disciplinary action, including dismissal.

G. Policy Against Retaliation

Reprisal or retaliation is strictly prohibited. This includes both direct retaliation or reprisal, or the encouragement of others to engage in retaliation or reprisal against any person who:

1. Opposes any conduct prohibited by this policy;
2. Complies or encourages others to comply with any provision of this policy;
3. Files a complaint concerning a violation of this policy;
4. Testifies, assists, or pm1icipates in any investigation or hearing resulting from a complaint under this policy; and
5. Exercises or attempts to exercise any right conferred under this policy.

H. Discipline

Any employee found to have engaged in sexual or other unlawful harassment, who is found to have knowingly condoned, encouraged, or perpetuated an act or acts of sexual or other unlawful harassment, or who is found to have in some way participated in retaliation or reprisal, shall be subject to disciplinary action including dismissal.

7.0 WORKER SAFETY

7.1 SAFETY PROGRAM

A. Safety Policy

1. It shall be the policy of the Town of Luray that every employee is entitled to work under the safest conditions possible. To this end, every reasonable effort shall be made to promote accident prevention.
2. Safety is a fundamental responsibility of employees and management. To this end, the primary responsibility for safety in all work activities rests equally between employees and management.

B. Managerial and Employee Responsibility

1. Department Heads

   Department Heads shall:

   a. Assume responsibility for safe work areas for their employees;
   b. Be accountable for preventable injuries, collisions, and liabilities caused by their employees. These items shall be taken into consideration during their performance evaluations;
   c. Ensure that each employee is trained for the job assigned and is familiar with all published work and safety procedures.
   d. Take the initiative in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect safety efforts;
   e. Take appropriate disciplinary action against those who fail to follow safety policy and procedures, and be prompt to give recognition to those who perform well;
   f. Ensure advance planning for new work activities to anticipate requirements for needed safeguards and controls;
   g. Report all accidents, collisions, and injuries involving Town employees, vehicles, or property in accordance with Town reporting procedures (using the ***Incident Investigation Report*** - *as included in this manual);* and
   h. Provide safety instructions and equipment to assigned employees and provide on-the-job supervision to ensure safe working conditions.

2. .Employees

   Employees shall:

   a. Comply with the Town's safety program policies and procedures and directions from their supervisors;
   b. Report all accidents, collisions, and safety hazards to the Department Head as soon as practical after an incident occurs or a hazard is observed. Complete the *Investigation Report as included in this manual* promptly;
   c. Keep work areas clean, neat and orderly;
   d. Avoid engaging in horseplay, and avoid distracting others;
   e. Learn to lift and handle materials properly, and ask for assistance when needed;
   f. Be familiar with the worker's compensation policy; and
   g. Operate assigned vehicles, equipment, and machinery in a safe and responsible manner.

7.2 SAFE OPERATION OF TOWN VEHICLES & EQUIPMENT

A. Employees who use a Town vehicle, whether occasionally or on a daily basis, are expected to follow Town and Virginia safety procedures and traffic laws. In addition, for the protection and safety of Town employees and the public, every employee is required to follow these safety steps:

1. Any operator of a Town vehicle must possess a valid Virginia driver's license. For employees required to operate a Town vehicle the invalidation, revocation, or suspension of the driver's license or any restrictions must be reported to the Department Head within one workday of the occurrence. Employees who do not report these changes as required shall be subject to disciplinary action including dismissal;
2. Safety belts must be properly used by the vehicle operator and any passengers of Town vehicles at all time; the vehicle operator shall be responsible for ensuring that passengers use their safety belts;
3. Employees are responsible at all times for the proper care of Town vehicles and to be alert to any apparent defects or mechanical problems. Any operational problems shall be reported to the employee's Department Head as soon as possible.
4. Employees assigned a Town vehicle are responsible at all times for the proper care, periodic inspection, and maintenance of their vehicle; and
5. Employees observed operating a Town vehicle in an unsafe manner shall be reported to the appropriate Department Head and may be subject to disciplinary action.

B. The personal use of Town vehicles by Town employees is prohibited.

C. Cell phones, smart phones, GPS, or other electronic devices must be operated via a hands-free device or while the vehicle (or equipment) is in park. Any other use such as text messaging or e-mailing is prohibited while the vehicle (or equipment) is in drive and/or in motion. Use of two-way radios and related mission-essential equipment or emergency response vehicles shall be governed by agency policy.

7.3 UNIFORMS, PROTECTIVE CLOTHING, AND SAFETY EQUIPMENT

Uniforms, protective clothing (except safety shoes or boots), and safety equipment shall be provided to employees for their safety. Those positions requiring uniforms and safety equipment shall be identified by Department Heads. The loss or excessive wear does not relieve the employee of the responsibility to wear uniforms and safety equipment. The loss or destruction of uniforms or safety equipment due to the employee's negligence shall be the responsibility of the employee.

A. Uniforms and Protective Clothing

1. Uniforms and protective clothing shall be provided to each employee whose position precludes wearing personal clothing for reasons of safety or prospective damage to normal personal work attire.
2. Town uniforms shall never be worn for any jobs, or at any time, other than Town employment.
3. Uniforms and protective clothing shal1 be replaced when the employee's Department Head determines the uniforms or protective clothing to be non-useable.
4. Employees shall wear Town uniforms during work hours (as provided).
5. High-visibility clothing/vests shall be worn by an employee while working in or within fifteen feet of a street, road, or any right of way edge.

B. Safety Equipment: Footwear

Safety shoes or boots shall be worn by each Town employee whose position or activities requires protective footwear.

C. Safety Equipment: Hard Hats

Hard hats shall be provided to each Town employee whose position requires protective headwear. Hard hats shall be worn by Town employees when working conditions could result in head trauma.

D. Safety Equipment: Gloves

1. Protective gloves shall be provided to each Town employee whose position requires protective gloves. Employees shall wear the proper type of protective gloves during work situations requiring hand protection (e. g. handling sharp objects, chemicals, etc.).
2. Protective gloves shall be replaced as they become non-useable. An employee's Department Head shall determine when the gloves need to be replaced.

E. Safety Equipment: Safety Eyeglasses, Goggles, Full Face Shields

Protective eye equipment (e.g., safety eyeglasses, goggles, hoods, shields, etc.) shall be provided to each employee whose position requires protective eye equipment. Protective eye equipment (eyeglasses or goggles) shall be worn by Town employees during work situations where eye trauma or impairment could occur. Mesh full face shields should be used while using a weed eater or chain saw. Full face shields shall be worn when the employee is engaged in grinding metal (clear), using a cutting torch (tinted), or completing other similar tasks. A welding shield shall be worn when the employee is using a welder.

F. Safety Equipment: Hearing Protection

Proper hearing protection, e.g. ear plugs shall be provided to each employee whose position requires hearing protection. Hearing protection shall be worn by Town employees during work situations where hearing damage or impairment could occur.

G. Safety Equipment: Use and Accessibility

Employees shall use provided safety equipment any time the use is necessary. Safety equipment shall be kept readily accessible by the employee during the work day. Proper safety gear shall be worn by the employee prior to the beginning of any task that requires such safety gear.

H. Safety Equipment: Additional or Replacement Gear

Any employee who needs additional, or replacement, safety gear shall immediately notify their supervisor or department head.

I. Hazardous Duty Procedure

Employees shall work with at least one other employee when engaging in any potentially dangerous job (e.g. operating a chain saw, using the brush chipper, mowing on banks, or working in confined spaces [list not inclusive]).

J. Safe Behavior: General

All employees shall engage in safe behavior and practices at all times. Seat belts shall be worn when available on any equipment, and within any motor vehicle, when the equipment or vehicle is in operation. Only the operator is allowed to ride on any equipment or vehicle, unless the equipment or vehicle is designed to handle one (or more) additional riders.

K. Safety Equipment: Sun and Dehydration Protection

Proper sun protection gear shall be worn by all employees when working outdoors. Such gear shall include, but not be limited to, wide brim hats and appropriate sunscreen. Employees shall make every effort to avoid sunburn, sunstroke, heat exhaustion, or other sun/heat related

illnesses by the use of proper gear and safe working precautions. Employees shall remain well-hydrated when working in adverse conditions.

L. Safe Behavior: Repetitive Motion

Town employees shall take proper precautions when completing tasks that contain, or result in, repetitive motions.

M. Safety Equipment: Respiratory Protection

Town employees shall wear provided proper respiratory protection when working in dusty conditions, or when working at tasks that produce noxious fumes, vapors, or gases. (e. g. welding, using a cutting torch, etc.). The Department Head is responsible to ensure that the appropriate masks are available for each employee whose job function requires one.

N. Safety Policy and Programs

Additional safety policies and procedures that are to be adhered to by all Town employees can be found in the *Town of Luray Safety Policy and Programs Manual* (attached) All Town employees are required to comply.

O. Fire Protection: Training

Employees shall be trained by their supervisor or Department Head in the use of portable fire extinguishers for use on incipient stage fires.

P. Evacuation Training

Department Heads shall ensure posting of evacuation maps in all Town buildings routinely occupied, and conduct an evacuation drill at least annually.

8.0 LEAVE

8.1 LEAVE DEFINED

Leave is any approved absence during regularly scheduled work hours that has been authorized by the proper authority. Leave may be authorized with or without pay. Absence without leave is considered unauthorized leave (AWOL) and is subject to disciplinary action.

8.2 TYPES OF LEAVE

A. Holiday Leave
B. Annual Leave
C. Sick Leave
D. Bereavement Leave
E. Civil Leave
F. Military Leave
G. Leave Without Pay
H. Emergency Closings Policy
I. Administrative Leave
J. Unauthorized Absence (AWOL)

8.3 GENERAL LEAVE PROVISIONS

A. Employees are responsible for obtaining approval from their Department Head before beginning any absence from work. Leave shall be requested and approved in advance in writing on the appropriate form. When circumstances allow (i.e., scheduling doctor appointments, elective surgery), sick leave shall also be requested and approved in advance. Otherwise, a sick leave request shall be completed and submitted for approval immediately upon the employee's return to work.

B. To receive paid annual or sick leave for unscheduled absences, employees must notify their Department Head within two hours of their regular starting time. In cases where the Department Head is unavailable, employees should contact the Town Manager's Office. All departments are required to advise employees of their notification procedures.

C. The calculation of annual and sick leave accrual is based on a standard pay period.

D. Charges for authorized leave shall be made on an actual usage basis and rounded up to the nearest one-half hour.

E. No employee shall use leave that has not been earned. If an employee is off and does not have sufficient leave to cover the balance of the pay period, leave without pay shall be reflected on the employee's time sheet, for approved absence, and unauthorized leave, military leave without pay, or leave without pay as specified within this policy.

F. All employees, including temporary employees, are eligible for leave 'without pay.

G. Leave shall accrue while an employee is on approved paid leave. Leave shall not accrue if an employee is on unauthorized leave, military leave without pay, or leave without pay as specified within this policy.

H. False or fraudulent use of leave, or failure to follow this policy, may be cause for disciplinary action, including dismissal.

8.4 HOLIDAY LEAVE

A. The Town routinely observes the following holidays:

Holiday	Observed
New Year's Day	January 1
Martin Luther King Day	3rd Monday in January
President's Day	3rd Monday in February
Good Friday	Friday before Easter Sunday
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Columbus Day	October 12
Veteran's Day	November 11
Thanksgiving	4th Thursday and 4th Friday of November
Christmas	December 24 – Christmas Eve
	December 25 – Christmas Day
	December 26 – Day after Christmas

If a holiday falls on a Saturday, it will be observed on Friday. If it falls on Sunday, it will be observed on Monday.

Employees who work irregular shifts and whose schedule requires them to be off on a holiday will receive eight (8) hours of compensatory leave. Employees who work irregular shifts and whose schedule requires them to work a full shift on a holiday shall receive their regular pay plus have the option of receiving eight (8) hours of compensatory leave or (8) hours of overtime pay. All compensatory leave earned must be used prior to annual leave being taken.

Additional holidays may be designated by the Town Council.

B. Appointment or Separation on a Holiday

The appointment or separation of an employee shall not be affected on a holiday unless the employee worked all that day.

8.5 ANNUAL LEAVE

A. Employed Prior to July 1, 1981

Employees hired prior to July 1. 1981

The Town provides annual leave. Annual leave can be used for vacations as well as for other personal reasons. When an employee has been employed with the Town for ten (10) years or longer, he/she is entitled to eighteen (18) days annual/eave, which is accumulated at the rate of one and a half (1 1/2) days per month.

10 years or more	18 days

B. Employees hired after June 30, 1981

All employees hired after June 30, 1981 are eligible for paid annual leave.

1. The Town provides annual leave. Annual leave can be used for vacations as well as for other personal reasons. Employees are entitled to five (5) days of annual leave per year, if an employee has can accumulate annual leave at the rate of one and one fourth (1 1/4) days every third month or five (5) days per year, if an employee has been with the Town less than two (2 years. If an employee has been employed with the Town two (2) through six (6) years, he/she is entitled to ten (10) days annual leave. When an employee has been employed with the Town for seven (7) years or longer, he/she is entitled to fifteen (15) days annual leave.

1 year through 2 years	5 days
2 years through 7 years	10 days
7 years or more	15 days

2. Employees on annual leave shall be paid their prevailing. wage based on the prevailing scheduled work week. All annual leave is earned only upon completion of each full calendar month of employment.
3. Annual leave accrued in one year must be taken by the end of the following year or it will be lost.
4. Annual leave may be taken in a manner mutually agreeable to the employee and his/her immediate supervisor. Employees having seniority status must exercise that status by March 30th. After March 30th annual leave will be scheduled on a first come first served basis. The Town recognizes that there will be times an employee will have to reschedule a vacation due to unforeseen circumstances.
   Except in cases of illness or emergency, annual leave must be approved in advance.
   Upon separation or retirement, a full-time employee shall be paid for all accrued annual leave, up to the maximum allowed.
   An employee will not be permitted to take annual leave until the employee has completed three (3) months of service. Until such time, any annual leave accumulated shall not be considered vested and will not be paid if the employee separates from the Town within such time.

B. Payment of Annual Leave Upon Separation

1. Upon separation an employee shall receive payment for annual leave up to the maximum accrual rate. Payment shall be calculated using the employee's base hourly rate of pay at the time of separation.
2. In the case of the death of an employee, the unused annual leave credit shall be paid to the employee's estate.

8.6 SICK LEAVE

A. Sick Leave Accrual

Regular full-time employees shall accrue 8 hours of sick leave per month or 12 days per year. No employee may accrue more than 120 days of sick leave.

B. Sick Leave Policy

Sick leave shall not be considered a right which may be used at the employee's discretion but is a privilege. Sick leave shall be provided to aid employees in time of need and shall only be used when necessary, and as outlined in this policy.

1. Sick leave shall be granted, in accordance with this policy, to eligible employees for the following:
   a. Sickness or physical incapacity;
   b. Medical, dental, or optical diagnosis or treatment;
   c. When an employee is unable to perform regular duties, as certified by a licensed physician, during pregnancy, childbirth, or related medical conditions associated with birth;
   d. Exposure to a contagious disease when the employee's presence at work jeopardizes the health of others; and
   e. The necessary care and attendance of an employee's spouse, dependent(s), and parents due to sickness or incapacity up to three (3) days per occurrence.
2. Maternity/Pregnancy Related Absences
   a. Employees who are absent because of pregnancy shall have their leave requests handled in the same manner as any other temporary disability and shall be governed by the provisions of this section.
   b. Requests for time off associated with pregnancy and childbirth, once the employee has been medically released to return to work by the employee's physician shall be considered in the same manner as any other request for personal leave.
3. Written Certificate of Sickness or Physical Incapacity
   a. An employee may be required by the Department Head to submit a certificate by a licensed physician confirming the employee's incapacity and his/her inability to report for work.
   b. An employee who is away from work for medical conditions which require absence in excess of three consecutive work days may be required to submit to the Department Head a certificate from a licensed physician outlining the general nature of the medical condition, stating the earliest approximate date of return to duty, and advising on the ability of the employee to perform his/her regular duties.
   c. Sick leave shall not be approved if the employee does not present the necessary physician's certificate(s) when required by the Department Head, or his/her appointed designee.
4. Medical Examination

The Town Manager may require an employee to undergo a medical examination to be performed by a Town authorized, licensed, physician and at Town expense under any of the following conditions:

   a. When there is evidence to support that an employee is having problems related to job performance or safety;
   b. To verify fitness for duty of employees assigned to physically demanding jobs;
   c. When in the judgment of the Department Head, an employee absent on sick leave is falsely or fraudulently using sick leave; or
   d. Upon an employee's return to work after an absence due to sickness or physical incapacity.
5. Confidentiality of Medical Information

All medical information obtained shall be treated as confidential medical records to be maintained by the Town Clerk's Office.

6. Modified Work Assignment – Job-Related Injury

When an employee is found, either through certification from a licensed physician or Town medical examination, to be unable to perform all regular duties and the medical condition appears to be of a temporary, short-term nature, a temporary transfer to modified duty (less strenuous or less hazardous jobs) may be granted. Request must be endorsed by the Department Head and forwarded to the Town Manager. Employees shall not be assigned modified duty without review and approval by the Town Manager.

7. Extended Sickness or Physical Incapacity

Medical information and the staffing needs of the department shall be considered by the Department Head in determining the holding of the employee's position or placement in another position for which the employee qualifies.

C. Investigation and Documentation of Sickness

A Department Head or Town Manager may investigate an employee's alleged sickness and sick leave request. Circumstances which may warrant investigation include, but are not limited to, the following:

1. Sick leave requested before or after a holiday or other scheduled day off;
2. Sick leave requested in excess of five consecutive workdays; or
3. When an employee's sick leave record reflects questionable leave use, repetitious usage of short amounts of sick leave, a pattern of leave use over an extended period of time, or other excessive leave usage.

D. Catastrophic Sick Leave

Under certain circumstances, the nature of an employee's illness or injury may require medical treatment which necessitates leave in excess of the amounts defined by this policy. In the event of a catastrophic illness or injury, a special exception may be requested by the employee in writing and submitted to the Town Manager. The Department Head and Town Manager shall review the case and may grant additional sick leave based on the location and need for the extended treatment. Any leave received in advance must be paid back in full upon return to work by applying all annual and sick leave earned. Should the employee not return to work, or leave Town employment before the leave is repaid, the employee must repay the Town in cash for the unpaid leave balance. If the employee passes away or becomes disabled, this requirement will be waived.

E. False or Fraudulent Use of Sick Leave

Sick leave shall be denied to an employee who is found guilty of making a false statement of sickness or otherwise abuses the sick leave privilege. False or fraudulent use of sick leave shall be cause for disciplinary action, up to and including dismissal.

8.7 BEREAVEMENT LEAVE

Regular full-time employees may be granted up to three consecutive workdays of bereavement leave in the event of the death of an immediate family member as defined in Section 2.3 C 1 and 2. This leave is granted with pay and is not charged against an employee's other leave accruals.

8.8 CIVIL LEAVE

A. Eligibility

1. Regular full-time employees shall be granted leave with pay (without charge against other leave accruals) for any absence necessary when they are required to serve as a juror, or are

subpoenaed as a witness to appear before a court or duly authorized public body or commission.

2. If an employee is summoned to court to appear as a witness for Town related business or to appear as a witness in a case in which the employee is not a party, civil leave is applicable. If, however, the case is one in which the employee is a party and the court decision affects the employee (positively or negatively), the time off from the job is of a personal nature and the employee shall request leave as appropriate. Civil leave shall not be granted when a court appearance is of a personal nature.

B. Amount of Compensation

Any fees received by an employee while on civil leave may be retained by the employee.

C. Requesting Civil Leave

1. The employee shall provide a copy of the court summons or subpoena along with a leave request form to his/her Department Head as soon as possible to allow arrangements to be made to accommodate the employee's absence.
2. Civil leave shall not extend beyond the actual time required. Any additional time off on the same day shall be requested as annual or compensatory leave, or leave without pay, as appropriate.

8.9 MILITARY LEAVE

A. Eligibility

Regular full-time employees, including those serving a probationary period, are eligible for military leave with or without pay. Temporary and part-time employees are not eligible for military leave.

B. Military Leave With Pay

1. Employees who are former members of the armed services or members of the organized reserve forces of any of the armed services of the United States, National Guard, or naval militia shall be entitled to a military leave of absence, with pay, for the purpose of federally funded military duty to include training duty. This leave shall not exceed 15 workdays, equivalent to 120 hours, for FLSA non-exempt employees (whether the time is fragmented or continuous) each federal fiscal year, October 1 - September 30.
2. FLSA non-exempt employees requiring more than 15 workdays shall be granted the time off for the performance of such duty. Such absences shall be without payor, at the option of the employee, may be charged to annual or compensatory leave balances.
3. Employees who are called forth by the Governor pursuant to the Code of Virginia, shall be entitled to leave with pay for the period of the ordered absence.
4. Employees returning from military leave with pay are required to return to work the first regularly scheduled workday after the end of duty, allowing reasonable travel time.

C. Military Leave Without Pay

1. Any eligible employee who leaves Town service as a result of volunteering for active duty or being drafted into the armed services of the United States during time of war or other national emergency, as determined by the Town Council, or when reservists and National Guard members are voluntarily or involuntarily called to active duty, shall be placed on military leave without pay.

2. Leave shall only be granted for active military service for those dates stated on the employee's military orders. Such leave shall extend 90 days after the employee is released from Town service.
3. Status of Benefits for Employees on Leave Without Pay for Active Military Service
   a. *Service Credit* - An employee on extended leave without pay due to active military service shall be treated as though he/she was continuously employed tor purposes of determining benefits based on length of service such as the annual leave accrual.
   b. *Compensatory Leave* Any compensatory leave balance shall be paid in accordance with Chapter 4 at the time the employee is placed on military leave without pay.
4. Reinstatement from Active Military Service
   Conditions - Upon satisfactory completion of active military service, the employee is entitled to reinstatement to his/her former position or to a position of like status and pay, provided that;
   a. The employee makes application to the Town Manager within the proper time frames established under the Federal Veterans Reemployment Rights statute;
   b. The employee presents a certificate showing satisfactory completion of military service; and
   c. The employee is still physically and mentally qualified to perform the duties of his/her position.

D. Employee Notification Requirements
1. Requests for military leave shall be made in writing and submitted with copies of the employee's official military orders to the Department Head. The employee shall notify his/her department head of the military obligation as far in advance as possible. A minimum of two weeks advance notice is required except for an emergency call-up. In the case of emergency call-up, the employee shall notify the department head as soon as possible.
2. The leave request and supporting military orders shall be forwarded to the Town Manager.

8.10 LEAVE WITHOUT PAY

A. A department head may grant leave without pay for an excused absence when the employee does not have sufficient leave credit to cover an absence during a given pay period. The Town Manager shall be notified of all occasions an employee is in a non-pay status in excess of five workdays. The Town Manager may grant leave without pay to employees for periods beyond five consecutive work days, subject to the following conditions;
   1. Leave without pay shall be granted only when it is in the interests of the Town to do so.
   2. All annual, sick and compensatory leave balances must be exhausted before leave without pay can be approved.

B. At the expiration of leave without pay, the employee shall be reinstated in the position vacated or in any other vacant position in the same class, if possible.

C. Annual and sick leave credit shall not accrue during leave without pay.

D. An employee who anticipates being on approved leave without pay for five consecutive days or more shall consult the Town Manager, in advance of the absence when possible.

E. Failure on the part of the employee to report to work at the expiration of leave without pay may be cause for disciplinary action, up to and including dismissal.

8.11 EMERGENCY CLOSINGS POLICY

It is the intent of the Town to provide maximum services to the public by maintaining normal business hours at all Town facilities. Under normal and safe conditions, employees are expected to arrive at work on time.

Adverse weather conditions (generally the result of snow or ice) and conditions which make it unsafe or unsanitary for employees to remain at work are recognized as conditions which could jeopardize the safety of employees and could therefore warrant the closing of Town facilities. The Town Manager shall determine when to announce the closing or delayed opening of Town facilities. Employees shall report to their work station unless otherwise advised by the Town Manager, or his/her designee, under this policy. Please utilize the Town's Inclement Weather Policy.

A. Essential and On-Call Personnel and Operations/Job Sites

For the purposes of this policy, employees who report to an essential job site or occupy an essential position may be regularly scheduled to work regardless of weather conditions. Additionally, certain Town employees are considered on-call for the purpose of responding to emergency situations. The Town Manager shall determine the essential positions and note these in their job descriptions. A list of such positions shall be provided by the Town Manager to all Department Heads and the Town clerk.

B. Employee Responsibility

Employees shall be responsible for reporting as directed. Employees and positions not listed are considered nonessential.

C. Public Service Announcements

Public service announcements shall be announced over several local radio stations, online, or on social media when the Town Manager changes the normal business hours of Town facilities (delayed openings, closing of facilities partially or all day).

8.12 ADMINISTRATIVE LEAVE

A. Administrative leave shall be other paid leave as authorized by the Town Manager. Any paid leave specifically authorized by the Town Council, not otherwise classified by these rules, shall be classified as administrative leave.

B. Illustrative examples of administrative leave include leave authorized by the Town Manager due to severe weather conditions, conditions which make it unsanitary or unsafe for employees to remain at work, suspension of an employee due to investigation of a complaint, breakdown of equipment making it impossible to perform assigned duties, or attendance at meetings.

C. Administrative leave shall not be substituted for any other prior approved leave.

8.13 UNAUTHORIZED ABSENCE (AWOL)

A. An employee who is absent from duty without approval shall:

1. Receive no pay for the duration of the absence; and
2. Be subject to disciplinary action up to and including dismissal.

B. It is recognized that there may be extenuating circumstances for unauthorized absences and due consideration shall be given each case.

C. An employee who fails to report to work at the expiration of an authorized leave of absence or who has not requested and received approval for an extension of such leave, shall be considered and charged as unauthorized absence or absent without leave (AWOL).

8.14 FAMILY AND MEDICAL LEAVE ACT OF 1993

A. In accordance with the federal Family and Medical Leave Act, an eligible employee may take up to 12 weeks of leave ("FMLA leave") upon the occurrence of one of the following events or sets of circumstances:
   1. The birth of a son or daughter of the employee and in order to care for such son or daughter.
   2. The placement of a son or daughter with the employee for adoption or foster care.
   3. In order to care for the spouse, or a son, daughter, or parent, of the employee, if such spouse, son, daughter, or parent has a serious health condition.
   4. Because of a serious health condition that makes the employee unable to perform the functions of the position held by the employee.
   5. Any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of an employee who is on active duty (or has been notified of an impending call to active duty) in the U.S. Armed Forces in support of a contingency operation.
   6. In order to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

B. Extended FMLA Leave
   Additionally, a total of up to twenty-six workweeks of leave during a twelve-month period are available to an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member to care for the service member.

C. Qualification for Leave
   To qualify, an employee must have been employed by the Town for at least 12 months (need not be continuous) and must have worked at least 1,250 hours in the 12 months immediately preceding the commencement of the leave. This determination is made as of the date the leave is to commence. The Town will notify the employee of his/her eligibility, and whether any leave will be designated as FMLA Leave, and if so, how much leave will be designated as FMLA Leave.

D. Definitions
   1. 12-Month Period
      The Town uses a rolling 12-month period, measured backwards from the date the employee takes FMLA leave. Each time an employee uses FMLA leave, the remaining leave entitlement will be the balance of the 12 weeks that has not been used in the previous 12 months.
   2. Continuing Treatment
      Includes multiple treatments by a health care provider or health care service, as well as single treatments that result in a regimen of continuing treatment under the health care provider's supervision. If an employee is incapacitated for more than three days and has been treated by a doctor, even minor illnesses may be covered under FMLA.
   3. Serious Health Condition
      A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves:

a. A period of incapacity or treatment involving inpatient care in a hospital, hospice, or residential medical care facility and any later treatment, or
b. Continuing treatment or supervision by a health care provider for:
   (i) a period of incapacity requiring more than three calendar days absence from work, school, or other regular activity, and later related treatment;
   (ii) prenatal care;
   (iii) a period of incapacity or treatment for a chronic serious health condition (one that requires periodic treatments and lasts an extended period of time, including episodic conditions such as asthma, diabetes and epilepsy);
   (iv) a permanent long-term health condition that is incurable; or
   (v) multiple treatments for restorative surgery after an injury or for a condition that failure to treat would result in more than three days of incapacity (such as cancer or kidney disease).

The definition of "serious injury or illness" for current service members and veterans is distinct from the definition of a "serious health condition".

E. Notice Requirement

An employee is required to provide thirty (30) days' notice to his/her Department Head if the absence is foreseeable. If the leave of absence is not reasonably foreseeable; this notification must be made as soon as practicable. The Town requests that all requests for FMLA leave be in writing.

F. Medical Certification

An employee may be required to provide to the Department Head certification from a health care provider of the serious health condition, which requires the employee to use leave. If required, the employee must provide the certification within 15 days of the leave request or the leave may be delayed or denied. Should the Town disagree with the opinion given by your health care provider, the Town reserves the right to solicit opinions from a second or third health care provider at its expense. Additionally, an employee may be required to furnish to the Department Head reports on the status, intent to return and recertification of the serious health condition at no greater than 30-day intervals. An employee on leave for his or her own serious health condition will be required to provide certification from their physician that they are able to return to work and perform the job duties to which they are returning.

G. Use of Accrued Paid Leave

Employees are required to use all available and applicable accrued leave concurrently with the use of the 12-week FMLA Leave. Usage of accrued leave will be consistent with established leave policies. Under FMLA Leave, earned annual and compensatory leave may be used without restriction; earned sick leave may be used only for the qualified leave necessitated by the serious health condition of the employee, his/her spouse, child or parent. The employee will be paid for the period in which the employee has available paid leave in accordance with the above and the remainder of the 12 weeks of leave will be unpaid.

H. Health Insurance Continuation

During FMLA Leave, the Town will continue paying for health insurance coverage, as provided during active employment status. However, if an employee fails to return from FMLA Leave, the Town may recover the premium(s) paid during the leave period of "leave without pay" status.

I. Benefits

Benefits based on an accrual basis (e.g. vacation, sick leave, etc.) will not accrue during unpaid leave under this policy.

H. Intermittent Leave

If an employee must take FMLA leave on an intermittent or part-time basis, including a reduced work schedule, pursuant to an event described in A(3) or A(4) above, then the employee shall be granted intermittent leave and/or permitted to work a part-time schedule, as necessary to provide care for a family member or receive treatment for a serious medical condition. However, to the extent necessary, the Town may temporarily transfer the employee to another position where the utilization of intermittent or part-time employment can better be accommodated.

J. Return from FMLA Leave

Employees will be returned to their original position or to a substantially similar position with equivalent pay and benefits after FMLA Leave. The Town may require a return to work medical certification and prior notification before the employee may return to work. An employee will not be subjected to any retaliation or adverse action simply because the employee has chosen to exercise rights made available under the FMLA.K. Record Keeping

Department Heads are responsible for keeping records designating FMLA usage and must retain these records for at least three (3) years. All medical certifications and other medical records must be forwarded to the Town Manager, and maintained in a separate file.

L. Enforcement

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, which can be reached at 1-866-4-USWAGE or www.dol.gov/whd, or may bring a private lawsuit against an employer.

L. FMLA Regulations

It is the intent that this policy complies with the Family and Medical Leave Act. Any issue not specifically addressed herein or requiring greater definition will be reviewed with respect to the FMLA Regulations and Guidelines as amended.

M. Contact

If you believe that you might qualify for FMLA leave, contact your supervisor or the Town Manager for more details, determination of eligibility, and, if applicable, FMLA paperwork.

8.15 EMPLOYEE RECOGNITION PROGRAM FOR YEARS OF SERVICE

A. Employees shall be recognized for years of service for those who achieve 5, 10, 15, 20 years of service. At each five-year anniversary of employment, the employee shall receive one additional personal day of leave during the year of achievement.

8.16 SICK LEAVE BANK

The Town supports the sharing of accrued sick leave through a voluntary Sick Leave Bank program that allows members to donate and request sick leave. Leave donation provides access to paid leave for eligible employees unable to work due to an unexpected personal or family illness, injury or catastrophic situation. The Town Manager shall administer the program. Town employees assigned to full-time positions may participate in the Sick Leave Bank. A. The Leave Donation policy establishes guidelines for effective administration of a voluntary program of leave

donation which allows eligible employees to access paid leave when unable to work due to their own non-job-related injury, unexpected temporary disability or illness, or the unexpected illness or incapacity of a family member. Such absence shall be the result of an unforeseen medical emergency of a serious and unplanned nature and, in the opinion of a licensed physician, is expected to last at least ten (10) consecutive working days, or its equivalent, after all accrued paid leave is exhausted. The program is not intended to assist employees with absences due to routine medical problems, treatments or procedures not medically necessary and/or predictable medical events.

A. General Guidelines

1. The Sick Leave Bank program provides a means for employees to help coworkers and their families alleviate the financial hardship that may be brought about by unforeseen illness or injury of significant duration.
2. Participation in the Sick Leave Bank as a donor or as a recipient is completely voluntary and is subject to Department Director approval.
3. Eligible employees may donate accrued sick leave, to the Sick Leave Bank.
4. All donations and receipt of paid leave will be in eight (8) hour increments.
5. Membership in the Leave Bank entitles an employee to apply for donated leave.
6. Decisions regarding requests for donated leave as well as management of the program are the responsibility of the Town Manager.
7. Decisions of the Town Manager are not grievable.

B. Sick Leave Bank Membership

Eligible employees may enroll in the Leave Bank at the beginning of any pay period by completing the "Request for Membership" form and sending it to the Town Manager. By signing and submitting this form, the employee understands and agrees to the following:

1. Membership in the Leave Bank does not guarantee that requested paid leave from the Bank will be approved.
2. Initial enrollment may take place at the beginning of any pay period.
3. An employee must initially, and thereafter at the beginning of each calendar year, donate at least eight (8) hours of sick leave to maintain active membership.
4. Once an employee is enrolled, he/she may donate additional sick leave at the beginning of any pay period. However, leave donation may not exceed 50% of an employee's total paid leave (sick, annual, adjusted hours, compensatory time, personal or banked holiday leave) balance nor reduce the employee's total paid leave balance below 40 hours.
5. Each member may be required on an annual basis to donate additional appropriate leave to the Bank in order to maintain the solvency of the Bank. This provision will be not be necessary if contributions are adequate to maintain the Bank's solvency. Failure to meet donation requirements will result in termination of the employee's membership in the Bank.
6. Leave donated to the Sick Leave Bank becomes the property of the Bank and will not be returned to the employee upon termination of membership from the Bank for any reason, termination of employment, or upon dissolution of the Bank.
7. A member who resigns from the Sick Leave Bank, or whose membership is terminated for failure to meet requirements, must wait at least six (6) months before he/she may apply for re-admission, and must meet all requirements for membership, including the donation of eight (8) hours of appropriate leave and having a minimum balance of forty (40) hours of total paid leave.

C. Requests for Donated Leave

1. Members of the Leave Bank may request donated leave when all paid leave is exhausted or is scheduled to be exhausted and additional time off is needed due to their own non-job-related injury, unexpected temporary disability, serious health condition, or the unexpected illness or serious health condition of a dependent family member.
2. Such absence(s) shall be the result of an unforeseen medical emergency of a serious and unplanned nature that, in the opinion of a licensed physician, is expected to last at least ten (10) consecutive work days, or the equivalent, after all accrued paid leave is exhausted.
3. A serious health condition is an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider that causes the employee to be absent from work for more than a few days.
4. An application must be completed and submitted to the member's immediate department director or designee, who will add his or her recommendation. The completed and endorsed form shall be submitted to the Town Manager.
5. The application may be submitted in anticipation of exhaustion of all paid leave, but no member will actually receive donated leave until all paid leave is exhausted.
6. The application must include medical certification from an attending physician that identifies the medical problem and the estimated time period of incapacity, including any restrictions. No application will be considered unless medical information is included.
7. The application must include a recommendation for approval from the Department Director.
8. Decisions to grant leave under this policy will be made by the Town Manager, based on the recommendations of Department Directors. The Town Manager's decision is final and is not a grievable action

D. Receiving Donated Leave

1. Only current leave bank members are eligible to receive donated leave.
2. All paid leave must be exhausted before a member can receive donated leave.
3. A maximum of 240 hours of donated leave may be granted per request.
4. A member granted donated leave shall not be credited with donated leave in excess of the period of approved absence.
5. Absences due to procedures or treatments not medically necessary (elective), predictable medical events, or absences that are a bridge to retirement are not eligible for donated leave.
6. Members must provide reasonable, written assurance that they intend to return to work.
7. On-going paid leave is funded through the assigned department of the member receiving donated leave.

9.0 BENEFITS

The Town offers a comprehensive benefits program. Employees are encouraged to contact their Department Head or the Town Manager's Office with any questions about the benefits program. It is important that employees advise the Town Manager's Office of any personal status changes (i.e., marriage, divorce, change in dependents or beneficiaries) which could affect their benefits.

The following benefits are offered by the Town.

9.1 HEALTH INSURANCE

Employees are eligible to enroll in the Town's health insurance program (http://www.thelocalchoice.virginia.gov) on the first day of the month following date of employment. The Town pays the total cost of employee only coverage. Where the employee elects dual or family coverage, the Town pays 2/3 of the monthly premium.
It is the responsibility of the employee to submit claims for payment. Participating providers will submit claims automatically; claim forms may be obtained from the Town Manager's Office for the employee to fill out and submit for services by nonparticipating providers.

9.2 RETIREMENT

A. The Town is a member of the Virginia Retirement System (https://www.varetire.org/). All regular full-time employees are required to enroll in VRS. The Town will pay the employer's required contribution. The employee is required by VRS to pay the employee 5% contribution.

B. Amount of Benefit

1. VRS offers several alternative methods of receiving retirement benefit payments (these options are outlined in the Handbook for Members).
2. The amount of the retirement benefit is based on three factors: the employee's average final compensation (average of highest 36 consecutive months of salary), years of service credit, and age.

C. Notice of Retirement

Employees planning retirement should contact the Town Treasurer's Office four months prior to retirement to ensure sufficient time for application of all retirement benefits.

D. Disability Retirement

1. Employees may apply for disability benefits if they become mentally or physically unable to perform their present duties, and the disability is likely to be permanent.
2. Regular disability retirement (for conditions that are not work-related) may be granted if medical conditions warrant and all other qualifications established under the retirement program are met.
3. A work-related disability results from a cause compensable under the Virginia Workers' Compensation Act. The amount of compensation provided by the retirement program is coordinated with any benefits received under Workers' Compensation and Social Security disability benefits.

E. Unused Sick Leave at Retirement

Employees who are vested and eligible for retirement benefits from VRS will be compensated as follows for unused sick leave upon retirement from the Town:

1. For employees with 20 years or more of Town service and at least 600 hours of unused sick leave, a maximum of $5,000.
2. For all other employees, a maximum of $2,500.

Employees who are not vested and eligible for VRS retirement benefits shall not be entitled to any payment under this section.

9.3 GROUP LIFE INSURANCE

The Town is covered under the group life insurance program administered by the Virginia Retirement System (https://www.varetire.org/). All full-time employees are covered. The basic amount of life insurance coverage for each employee is equal to the employee's salary rounded to the next highest thousand, then doubled. The Town pays 100% of the premium for the basic coverage. Optional Life Insurance, in addition to basic coverage, is available at the employee's own expense.

9.4 TUITION ASSISTANCE

A. The Town offers the Tuition Assistance Program (TAP) to eligible employees for coursework toward a college degree, professional certification, or developmental training, to support the Town's goal of attracting and retaining a qualified workforce. TAP encourages and enables employees to increase their knowledge and skill as it relates to their work. The Town encourages learning and development for employees in order to maintain a workforce that is capable of meeting the changing needs of each Department to accomplish its goals.

B. Employee Eligibility:
   1. Full-time classified employees who have completed one year of continuous satisfactory service with the Town may apply for tuition assistance. Part-time classified employees who have completed either two years of continuous service or have worked the equivalent hours of a full-time position (2080 hours) whichever occurs first, may also request tuition assistance.
   2. Any employee that receives less than a "C" in associate or undergraduate courses, less than a "B" in graduate courses, or less than "Pass" in certifications or developmental training will be ineligible for tuition assistance for a period of one semester, unless:
      a. The Town Manager determines that the grade resulted from circumstances beyond the employee's control.
      b. The employee received no reimbursement or has reimbursed the Town the amount that the Town spent on the course.

C. Course Eligibility:
   1. Coursework toward a college degree from an accredited college or university, professional certification, or developmental training, including nontraditional programs such as accelerated courses and accredited correspondence and on-line courses may be eligible for tuition assistance.
   2. Courses must be taken on the employee's own time unless prior supervisory approval is obtained.
   3. Payments for graduate courses may be subject to federal tax withholding in accordance with the "Small Business Job Protection Bill of 1996."

D. Application Procedures:

1. To apply, a summary memorandum must be completed by the employee and submitted to his/her Department Head for their recommendation by January 1 for the upcoming fiscal year. The application and agreement must then be submitted with a copy of the course registration to the Town Manager for review and approval.
2. Applications are accepted throughout the fiscal year upon registration and acceptance by the college, university or course provider. Applications must be submitted prior to the start of any class and must include costs for the course(s).

E. Decision Guidelines:

1. The Town Manager shall review and approve applications. Guidelines for decisions include, but are not limited to: value of the program to the organization, relevance to job, funding availability, program completion status; length of continuous service; performance level; attendance record; date application was received; number of applications received. Applications will be accepted throughout the fiscal year and will be considered on a first-come, first-served basis.
2. If the application is approved, the Town Manager will notify the employee by letter or e-mail.
3. Tuition assistance decisions are not grievable.

F. Funding:

1. Funds for the tuition assistance program are determined annually as a part of the budget approval process.
2. When approved, tuition assistance will pay or reimburse up to one hundred percent (100%) of the cost of tuition, registration and required laboratory fees provided the payment or reimbursement is at least $50. The payment or reimbursement will not exceed $400 per course hour. Other fees and costs such as books and study materials are not covered.
3. No more than four (4) courses may be approved during one fiscal year.
4. Employees, who are eligible for tuition assistance from other sources, such as Veteran benefits, grants, scholarships, etc., must exhaust those sources before applying for tuition assistance through the Town program.

G. Method of Payment:

Tuition Reimbursement provides reimbursement of approved course costs directly to the employee after he/she provides a receipt for payment and evidence of a satisfactory grade for the course as defined above.

H. Employee Obligation:

When the employee requests and receives approval for tuition assistance, he/she agrees to:

1. Complete the course(s) approved.
2. Provide the Town with proof of a satisfactory grade for each course approved.
3. Provide original receipts for approved costs.
4. Continue to work for the Town for one year after completing the course(s).
5. Authorize the Town to recover through payroll deduction, or some other means, all or part of the tuition assistance monies expended if any of the following conditions exist:
   a. The employee does not provide the Town, within 30 working days after completing the course, evidence that he/she received a grade of a “C” or above in associate or undergraduate courses, “B” or above in graduate courses or “Pass” in certifications or developmental training programs.
   b. The employee resigns, retires or is dismissed for cause, before fulfilling the obligations of the Tuition Assistance Agreement.

c. The employee drops an approved course for which payment has been made, regardless of reason, without prior approval from the Town Manager.
d. The employee receives duplicate payment for the same course from any other source (e.g., scholarships, Pell grants, Veterans' educational payments, etc.).

The Town will pay for the employee to take a water or sewer license test and one re-test. All costs for subsequent test for the same license shall be the responsibility of the employee.
The Town will pay for the cost of the CDL DMV license and the Certified Pesticide Applicators and Technician certification test and one re-test, when required by the Town for the performance of the employee's duties.

9.5 WORKERS' COMPENSATION

A. Coverage

1. The Town provides workers' compensation insurance coverage at no cost to employees. This insurance program covers an injury (by accident) or illness (occupational disease) which arises out of and in the course of employment that requires medical, surgical, or hospital treatment. Workers' compensation coverage is provided to all regular and temporary employees, both full and part-time.
2. There are several types of benefits provided by the Virginia Workers' Compensation Act which generally include time-loss benefits after seven (7) calendar days for temporary or permanent partial disability, death benefits, paid medical expenses, and rehabilitation services.

B. Program Administration

1. Notification to the Town Manager's Office shall be within two hours of the first business day following any injury or illness which occurred during emergency or other hours outside the regular business day. The Town Manager shall be notified immediately (at home if after hours) in the event of a fatality.
2. Each department shall establish procedures for notification of appropriate personnel for emergency and after-hours situations, including notification of injury or illness of employees during such times. Departmental procedures shall be communicated to all employees affected.
3. Employee Responsibility
   a. Immediate Notification of Injury/Illness
      It is mandatory that every work-related injury or illness regardless of severity, be reported immediately by the employee to his/her immediate supervisor. In addition, when circumstances allow, the employee is to complete the written incident report at the time of supervisor notification. Failure to report an injury/illness promptly may result in loss of compensation and payment of medical expenses.
   b. Completion of Required Report(s)
      Within the first 2 hours following injury, the employee shall be responsible for completing a report of the incident using forms provided for this purpose. Upon completion, the employee shall give the report to his/her Department Head to review the report. (Attachment A)
4. Immediate Supervisor Responsibility
   a. Town Manager Notification

The Department Head shall contact, or designate someone within the department to contact, the Town Manager's Office to advise of the following:

1) An injury/collision immediately upon receipt of employee notification; and
2) An employee's return to work or change in work status.

b. Completion of Required Report(s)

1) The Department Head shall review the incident report to ensure that it is complete. The Department Head shall assist the employee, when necessary, to complete all required information. In addition, the Department Head shall complete the report if the seriousness of the injury/illness precludes the employee from doing so, and shall later, when able, get a written statement from the incapacitated employee.
2) The incident report shall be forwarded to the Town Manager's Office within three hours of an incident.

C. Amount of Compensation During Incapacity

An employee receiving workers' compensation salary continuation may use accumulated sick leave in order to maintain his/her regular income. Compensatory leave and then annual leave may be used if the employee's sick leave balance is exhausted. However, in no case shall the total wages received be greater than what the employee's base pay would be if he/she were not incapacitated.

D. Use of Leave Pending Claim for Workers' Compensation

If a workers' compensation claim is initially denied by the Virginia Workers' Compensation Commission (VWCC) and later, after a VWCC hearing, the claim is subsequently determined to be compensable under the Act, a leave adjustment shall be made to credit the employee's leave balance(s) for the portion of workers' compensation awarded.

E. Modified Work Assignments

1. The Town actively supports a selective return-to-work program. For claims deemed compensable by the workers' compensation insurance carrier, every effort shall be made within the employee's department to find a suitable modified work assignment for an employee unable to perform1 his/her regular duties. Any return to work action taken by the Town shall be in accordance with Virginia compensation laws.
2. The modified work assignment shall be based upon the treating physician's medical evaluation (including information on required medical treatments, recovery prognosis, work restrictions, and time frames). The Department Head and Town Manager shall carefully consider the medical report(s) and the availability of suitable modified duty prior to initiating a modified work assignment.
3. An injured employee who refuses any suitable employment, shall not be entitled to any compensation at any time during the continuance of such refusal, unless in the opinion of the VWCC the refusal was justified.

9.6 SOCIAL SECURITY

All Town employees are covered under the Federal Old Age, Survivors, and Disability Insurance Program, commonly referred to as Social Security. Federal Insurance Contribution Act (FICA) taxes are paid both by the Town and employee in equal amounts to fund Social Security.

9.7 UNEMPLOYMENT COMPENSATION

All employees are covered under the Virginia Unemployment Compensation Act. Employees who are laid off, dismissed, or otherwise terminated by the Town for reasons other than gross misconduct or improper acts shall be entitled to apply for unemployment compensation under the rules and regulations of the Virginia Employment Commission (VEC). Application eligibility is determined by the VEC on an individual case-by-case basis.

9.8 AFFECT OF EMPLOYMENT STATUS CHANGE OF BENEFITS

A. Termination of Employment

1. Health Insurance
    a. The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Town's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are: termination of employment (i.e., resignation, retirement); death of an employee; a reduction in an employee's hours from full-lime to part-time; an employee's divorce or legal separation; or when a dependent child no longer meets eligibility requirements.
    b. Under COBRA, the employee or beneficiary pays the full cost of coverage at the Town's group rates plus an administration fee.
    c. Employees shall notify the Town Manager's Office of any qualifying events.

9.9 AMENDMENTS OF BENEFITS

Current benefits may be amended, modified, added, or eliminated by the Town Council at any time.

9.10 QUESTIONS CONCERNING BENEFITS

All questions concerning eligibility for various benefits or the proper procedures to be followed to qualify for any benefits discussed in this section should be referred to the Town Clerk/Treasurer's Office.

10.0 EMPLOYEE TRAINING

10.1 TRAINING POLICY

A. Policy

1. It is Town policy to encourage employees to increase their technical and professional skills in order that they may perform their duties to the best of their abilities.
2. Training opportunities shall be made equitably without regard to race, sex, age, marital status, religion, disability, or national origin. In addition, efforts shall be maintained to distribute training assignments to provide maximum benefits to all eligible employees.
3. Approval of any training activity outlined in this policy is dependent upon appropriate budgeted funds being available.

B. Eligibility

Regular full and part-time employees (including probationary employees unless otherwise specified) shall be eligible to participate in any training activity outlined in this policy.

C. Special Training

Employees may be required to successfully complete special training courses as a condition of employment.

D. Criteria

Approval of any training activity shall meet the following criteria:

1. Be of necessary and direct value to the Town and relevant to the employee's general field of work; and
2. Be limited to knowledge and skills which cannot be acquired through available in-service training; and
3. Cover subject matter not sufficiently or recently encompassed in the employee's previous education and experience, or which the employee normally would not be expected to know prior to appointment to his/her present position.

E. Procedures

1. Participation in training activities outlined in this policy shall meet the following conditions and requirements.
   a. A Department Head may assign an employee, and consider for approval an employee's request for training, in accordance with this policy and the administrative regulations of the Town;
   b. All assignments, provisions for reimbursement, and direct payment of registrations and related expenses shall be subject to budget constraints. All approved training-related expenditures shall be charged to the appropriate account within the departmental budget;
   c. Training assignments shall be subject to authorization by the Town Manager prior to enrollment; and
   d. Each employee on approved training assignment, as outlined in this policy, shall maintain continuous satisfactory performance in the prescribed course of study.
   e. Use of an employee's own personal vehicle for travel related to training purposes, shall be reimbursed to the employee based on the rate per mile set forth by the state.
   f. Expenses related to meals shall follow the current state per diem for expenditures and reimbursement of costs.

g. Reimbursement of all training expenses shall be made to the employee, pending the completion of the Town's travel reimbursement voucher, purchase orders, and credit card forms as needed. Prepayment of training expenses is preferred. Use of the Town credit card is preferred. Employee's supervisor should approve and sign off on expenses in advance of training where feasible. Copies of expenditures, reimbursement and credit card forms should be made available to employees, The Town shall provide a copy of the travel per diem rates as defined by the State to all Department Heads, (see Treasurer's office for reimbursement forms)

10.2 LICENSURE SALARY ADJUSTMENTS

As part of the Town's commitment towards developing our workforce, the Town provides the following salary adjustment for those employees who secure and maintain licensure associated with their job duties

	Salary Adjustment
Virginia Commercial Driver's License	
Class B	$250
Class A	$250
Endorsement (Tanker or HazMat)	$250
Certified Pesticide Applicator	$1,000
Certified Pesticide Technician	$250
Water or Wastewater License	
Class 4	$1,000
Class 3	$1,250
Class 2	$1,500
Class 1	$2,000

11.0 CONDUCT

11.1 CONDUCT STANDARDS

A. To ensure orderly operation and provide the best possible work environment. the Town expects employees to follow the conduct standards which are designed to protect the interests and safety of all employees and the Town.
B. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. Examples of infractions of the conduct standards which may result in disciplinary action up to and including suspension or dismissal are listed under Causes for Disciplinary Action.
C. Employment with the Town is the mutual consent of the Town and the employee, and either party may terminate this relationship at any time.

11.2 GIFTS AND GRATUITIES TO TOWN EMPLOYEES

A. Employees shall not solicit or accept any money, loan, gift or gratuity, favor, or service from a contractor, film, consultant, individual, or others which may relate to Town business or services provided, or that reasonably tends to influence the officer or employee in the performance of official duties.
B. No one seeking employment or promotion to a Town position or appointed office shall directly or indirectly give any money, service, or other item to any person in connection with their appointment or proposed appointment.
C. Employees are not prohibited from accepting occasional social courtesies which promote good public relations for the Town, nor to exclude gifts of food which can be shared by all employees or those within a given work area.

11.3 SOLICITATION ON TOWN PROPERTY

Persons not employed by the Town shall not solicit, or distribute literature, in the workplace at any time for any purpose, unless specifically authorized by the Town Manager.

11.4 CONFLICT OF INTERESTS

Employees shall comply with the Virginia State and Local Government Conflict of Interests Act (current version as amended). An employee with questions concerning interpretation or the application of the Act shall contact the Office of the Commonwealth's Attorney or the employee may request, through his/her Department Head, an opinion from the Town Manager.

11.5 POLITICAL ACTIVITY

All Town employees are encouraged to exercise their right to vote and to express private opinions of candidates and issues. To ensure and to maintain employee's individual rights free from interference or solicitation by fellow employees, supervisors, or officials, political activities during working hours or when officially representing the Town are prohibited.

11.6 CONFIDENTIALITY OF RECORDS

A. Many Town employees work in capacities where confidential data is handled. Employees shall not discuss such information with persons not authorized to have access to it.
B. An employee who has worked with confidential information during Town employment shall honor such confidentiality even after separation from Town service.
C. If there is a question as to whether or not the information should be released, the inquirer shall be referred to the Town Manager, who serves as the Town's Information Officer.

11.7 ADMINISTRATIVE INVESTIGATIONS

Employees are required to cooperate with and participate in administrative investigations involving themselves and others. Failure to do so may result in disciplinary action, including dismissal.

11.8 USE OF TOWN VEHICLES & EQUIPMENT

Town vehicles/equipment shall only be used for the direct execution of an employee's specific job duties in support of their job description during the work day. Town vehicles shall be picked up (and left) for daily work use, at the employee's designated Town duty station at the beginning and ending of each work day. Town employees shall utilize personal vehicles when identified as being in an "On-Call" status.
Use of a Town vehicle/equipment outside of corporate limits, other than the following, is prohibited:

1. In-transit to and from Town property as a function of the employee's job
2. In the course of conducting authorized/official Town business
3. Supervisor-approved transit to and from a vendor or training location
4. Supervisor-approved transit for vehicle service

Operators shall comply with all current Virginia traffic laws. Town personnel shall not use Town vehicles as part of their normal job commute, or to/from lunch breaks. The use of hands on cellular devices during the operation of a moving town vehicle, or piece of equipment, is prohibited (unless the town and/or county radio system is inoperable). All other uses of Town vehicles/equipment are prohibited. Violations of this section shall be cause for disciplinary action, up to and including dismissal.

11.9 USE OF PUBLIC PROPERTY

Town property (motorized or non-motorized equipment, devices, computers, phones, FAX machines, scanners, vehicles, software, peripheral equipment, and all Town-owned materials and supplies) shall only be used for the direct execution of' an employee's specific job duties in support of their job description during the work day.
Use of Town equipment outside of corporate limits, other than the following, is prohibited:

1. In-transit to and from Town property as a function of the employee's job
2. In the course of conducting authorized/official Town business
3. Supervisor-approved transit to and from a vendor or training location

4. Supervisor-approved transit for service

Use of Town property for personal or political activities is prohibited. All other uses of Town property are prohibited. Violations of this section shall be cause for disciplinary action, up to and including dismissal.

12.0 SEPARATIONS AND DISCIPLINE

12.1 SEPARATIONS

A. An employee may be separated from Town service by anyone of the following methods:
1. Resignation - Voluntary separation initiated by an employee who chooses to leave Town service.
2. Layoff - A temporary or indefinite reduction in the workforce due to economic conditions, lack of work or funds, Town or department reorganization, or other appropriate reasons, initiated by the Town.
3. Dismissal- Involuntary separation initiated by the Town as a result of an employee's unsatisfactory work performance or misconduct.

B. Regular full-time employees may be eligible to apply for:
1. Retirement - The provisions of the Virginia Retirement System shall apply.
2. Disability Retirement - Separation initiated by the employee or by the Town when an employee is unable, for health reasons, to continue to work. Depending on the circumstances, the employee may be eligible for disability retirement in accordance with the provisions of the Virginia Retirement System.

12.2 RESIGNATION

A. An employee desiring to resign in good standing shall submit a signed written notice, to include the reason for resignation, the effective date and signed by the employee to the employee's supervisor at least fourteen (14) calendar days prior to the effective date of resignation. Department Heads shall be required to give a 30-day notice. The Town Manager and the employee resigning by mutual consent, may waive or modify the advance notice requirements.

B. An employee who has submitted his/her resignation may be continued in his/her position as though the resignation had not be filed, on his/her written request for authorization to withdraw the resignation, filed before the effective date thereof, with the approval of the Town Manager, unless the position has been filled in the meantime.

C. Failure to comply with Section 12.1.A of this policy may be entered on the employee's personnel records and may be grounds for refusal to re-employ the employee.

12.3 RETIREMENT

Eligible employees who are planning to retire from Town service shall submit written notification to their Department Head at least four months prior to the retirement effective date. The written notice shall be forwarded to the Town Manager's Office. Retirement benefits are stipulated in the Town's retirement plan.

12.4 LAYOFF

The Town Manager has the right and obligation to manage the workforce to best serve the interests of the Town and may require implementation of this reduction in workforce procedure. Unless specific instruction is received from the Town Manager, the following shall serve as the general procedure for a reduction in workforce for positions under the control of the Town Manager.

A. When a reduction in the workforce necessitates the actual removal of personnel because of reduced appropriations, lack of sufficient work or funds, or Town wide or departmental reorganization, layoffs may be ordered by the Town Manager in the following order:
   1. The order of the layoffs shall be inverse to the relative value of the employees to the Town as determined by the Town Manager.
   2. No regular full-time employee shall be laid off from any position while any temporary employee's employment is continued in the same position classification.
   3. No regular part-time employee shall be laid off from any position while any temporary part-time employee's employment is continued in the same position classification.

B. The Town Manager's Office is responsible for executing the necessary written notices and notifying employees of layoff decisions and correspondence. Department Heads shall immediately advise the Town Manager's Office of any personnel problems arising from a layoff.

C. Notice of Layoff
   1. Insofar as practical, all employees to be laid off shall be provided a minimum written notice of fourteen (14) calendar days.
   2. Department Heads shall personally meet with each affected employee to inform the employee of the layoff decision.

D. Recall Lists
   1. All employees who are laid off as a result of this policy shall be placed on a Recall List for their position classification and within their department until a job offer is made or for one year from the date of separation, whichever comes first. Once a job offer is made, whether accepted or refused, the laid off employee shall be removed from the Recall List.
   2. Individuals recalled to fill the same position from which they were originally removed shall be restored to regular employment status and not serve a probationary period.

E. Employee Responsibility

Any employee laid off and placed on a Recall List is responsible for notifying the Town Manager of any change in address or telephone number. Employees shall be notified to return to work by registered mail. Any individual who fails to report to work as directed within five workdays following receipt of notification to return to work shall be removed from the Recall List and no additional efforts shall be made to contact the individual.

F. Aid to Employees

Employees who are laid off under a reduction in force directive are eligible to apply to the Virginia Employment Commission for unemployment compensation. Laid off employees shall be paid for accrued annual and compensatory leave.

12.5 SEPARATION DATE

A. When an employee separates from Town service, the effective date must be the last day that such employee is physically on the job. The Town will not be liable for matters affecting the employee following his/her physical absence from the job. It is not permissible to delay the effective date of separation by any amount of accumulated annual or compensatory leave due the separated employee. Pay for any annual and compensatory leave balances due to eligible employees shall be paid in a lump sum basis.

B. If an employee is on approved sick leave, workers' compensation leave, or leave without pay when separated, the effective date of separation shall be the actual date of separation as given by the employee and approved by the Town Manager.
C. When the effective separation date immediately precedes a holiday, the employee shall not be paid for the holiday.

12.6 RETURN OF TOWN PROPERTY

A. Employees are responsible for all property, materials, and written information issued to them or in their possession or control. Employees must return all Town property that is in their possession or control in the event of separation from employment, or immediately upon request to the Department Head or other Town authorized designee.
B. The Town may withhold from the employee's final paycheck the cost of any items that are not returned in proper condition. The Town may also take all action deemed appropriate to recover or protect its property.

12.7 DISCIPLINE

A. Disciplinary action may take the form of an informal counseling session or formal written notice, or other disciplinary action as set forth herein depending upon the severity of the situation. Counseling is not mandatory prior to taking formal disciplinary action, depending on the circumstances.
B. The Department Head shall consult with the Town Manager when considering disciplinary action beyond verbal reprimand.
C. All disciplinary actions beyond verbal reprimand are initiated by the Town Manager based upon the justification(s) and recommendation(s) of the Department Head.
D. All disciplinary actions beyond verbal reprimand shall be documented in writing to the employee with a copy to the employee's personnel file.
E. Disciplinary action includes:
   1. Verbal Reprimand: A discussion between the Department Head and the employee where the employee is advised and cautioned with reference to unsatisfactory work performance or misconduct. The Department Head shall maintain departmental records to document that such discussion took place, when it took place, what was discussed and who was present; depending on the severity of the offense, such documentation may be placed in the employee's personnel file.
   2. Written Reprimand: A reprimand reduced to writing which documents the unsatisfactory work performance or misconduct and recommends specific guidance for corrective action.
   3. Suspension: A temporary removal from duty of an employee for cause where the situation is not sufficiently grave to merit dismissal. The length of time shall depend on the seriousness of the offense.
      a. An employee may be suspended without pay; or
      b. An employee may be suspended with pay for the purpose of completing investigatory and administrative processes concerning allegations against the employee,
      c. For any suspension without pay in excess of seven calendar days, the Department Head shall provide the employee with an explanation of the reason for the Town's action and an opportunity to present his/her side of the story.

d. Where an employee is charged with a criminal act, the outcome of the criminal case shall not necessarily affect the outcome of the administrative investigation. The fact that a person is acquitted of the charge does not necessarily mean the suspension or other disciplinary action will be revoked.

4. Withholding of Merit Salary Increase: The denial or postponement of a merit increase within the pay range of a class which is normally awarded upon the employee's completion of a prescribed period of successful job performance.
5. Administrative Decrease: A reduction within the pay range of a class as a disciplinary action resulting from unsatisfactory job performance, loss of a required license or certification that resulted in a pay increase, not completing additional duties (such as weekend on call duties) that resulted in a pay increase, or misconduct.
6. Disciplinary Demotion: Demotion of an employee, for disciplinary reasons, may occur when it is determined that the employee's work has not been satisfactory after providing the opportunity and guidance for improvement, and the Town wishes to retain the employee. The employee shall meet the qualification requirements of the new, lower pay range, position prior to appointment. If the demotion is specified as temporary, the length of the demotion shall be so stated.
7. Dismissal: An employee may be dismissed from Town service upon the recommendation of the Department Head, subject to the review and approval of the Town Manager. Before any employee may be dismissed, the Department Head shall provide the employee with an explanation of the reason for the Town's action and an opportunity to present his/her side of the story. If the employee is dismissed, such dismissal shall take effect immediately.

F. Causes for Disciplinary Action

The following are examples of unsatisfactory work performance and misconduct which may result in disciplinary action up to and including suspension or dismissal. (list not inclusive)

1. Excessive absenteeism or excessive tardiness;
2. Abuse of leave;
3. Absent without approved leave;
4. Insubordination;
5. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, during hours, or while operating Town-owned vehicles or equipment.
6. Deliberate or grossly negligent or improper conduct endangering the safety of self or others, or which leads to damage of Town-Owned or public property;
7. Theft, unauthorized use, unauthorized removal, possession of or vandalism of Town records or property, or employees' property;
8. Falsification of or damage to Town records (i.e., employment application and supporting documents, timekeeping records, safety records and reports, expense reports);
9. Unauthorized disclosure of Town records and information;
10. Participating in a work slowdown, sit down, or strike;
11. Unlawful conduct, on or off duty, when the conduct impairs the efficiency of the Town service or brings it into public disrepute;
12. Willfully violating safety or health rules where there is a threat to life or health;
13. Boisterous or disruptive activity, fighting, or threatening violence in the workplace;
14. Smoking or vaping in prohibited areas;
15. Sexual or other unlawful harassment;

16. Possession or use of dangerous or unauthorized materials, such as firearms, weapons, or explosives in the workplace.
17. Unauthorized and/or inappropriate use of Town vehicles, equipment, computers, phones, mail system, or other Town-owned property;
18. Violation of Town rules, policies, ordinances, procedures, or applicable federal/state regulations.
19. Improper use of authority or position; and
20. Use of abusive or threatening language toward employees, supervisor(s), or the public.

Dismissals may be warranted in other circumstances where the employee does not meet the conditions of employment for the position, such as unsatisfactory job performance as evidenced by receiving two consecutive unsatisfactory performance evaluations; failure to maintain valid licenses or other qualifications necessary to perform the job; or inability to perform the work required, with or without reasonable accommodation.

13.0 GRIEVANCE PROCEDURE

13.1 GRIEVANCE PROCEDURE

A. Purpose

The purpose of the Town of Luray Grievance Procedure is to afford an immediate and impartial method for the resolution of disputes which may arise between the Town government and Town employees.

B. Coverage

All permanent full-time and part-time Town employees, excluding probationary employees, are eligible to file grievances as provided in this policy with the following exceptions:

1. Any official or current and/or future employee appointed by the Town Council to serve at its pleasure.
2. If any of the people listed above are a party to any grievance filed, or the focus of a written complaint, then the employee shall file their grievance with the Mayor and each Council Member in writing.

C. Definition of Grievance

A grievance shall be a complaint or dispute by a covered employee relating to his/her employment, including but not necessarily limited to:

1. Disciplinary actions - including dismissals, disciplinary demotions and suspensions. Dismissals shall be grievable whenever resulting from formal discipline or unsatisfactory job performance.
2. The application of interpretation of personnel policies, procedures, or rules and regulations.
3. Acts of reprisal as the result of utilization of the Grievance Procedure, or of participation in the grievance of another Town employee.
4. Complaints of discrimination on the basis of race, color, creed, political affiliation, age, marital status, religion, handicap, disability, national origin or sex.
5. Acts of retaliation because the employee has complied with any law of the United States or of the Commonwealth, has reported any violation of such law to a governmental authority, of has sought any change in law before the Congress of the United States or the General Assembly.

D. Management Responsibilities

Management reserves the exclusive right to manage the affairs and operations of the Town government. Accordingly, complaints regarding the following are not grievable:

1. The establishment and revision of wages or salaries, including annual performance evaluations and periodic pay adjustments, position classifications or general benefits.
2. Work activity accepted by the employee as a condition of employment or work activity which may reasonably be expected to be a part of the job content.
3. The contents of ordinances, statutes or established personnel policies, procedures, rules and regulations.
4. Failure to promote except where the employee can show the Town Manager that established promotional policies were not followed or applied fairly.
5. The methods, means and personnel by which such work activities are to be carried on.
6. Termination, layoff, demotion or suspension from duties because of lack of work, reduction in force, or job abolishment.
7. The hiring, promotion, transfer, assignment and retention of employees within the Town service, or a demotion requested by an employee.

8. The relief of employees from duties in emergencies.

E. Standing to Pursue a Grievance

A grievant must be personally and directly affected by an occurrence or condition before he/she shall be permitted to pursue a grievance. No employee may grieve another employee's job performance unless such job performance directly or adversely affects the grievant's own employment. Disputes as to an employee's standing to file a grievance shall be determined as shall any other disputes as to grievability as set forth in Section F.

F. Grievability

1. Decisions regarding whether or not a matter is grievable under this procedure shall be made by the Town Manager as set forth below. Decisions as to grievability shall be made at the request of the grievant or the grievant's Department Head, within ten (10) days of such request. A copy of the ruling shall be sent to the grievant and to the grievant's Department Head. Decisions by the Town Manager that an issue is not grievable may be appealed by the grievant to the Circuit Court for a hearing de novo on the issue of grievability. Proceedings for the review of the decision of the Town Manager shall be instituted by filing a Notice of Appeal with the Town Manager within ten (10) days after the date of the decision as to grievability and by giving a copy of such notice to all other parties to the grievance. Within ten (10) days after receiving notice of appeal, the Town Manager shall transmit to the Clerk of the Circuit Court a copy of his/her decision, a copy of the notice of appeal, and any exhibits which may have been provided in connection with the resolution of the issue of grievability. A list of the evidence furnished to the Court shall also be furnished to the grievant. The failure of the Town Manager to transmit the record within the time allowed shall not prejudice the rights of the grievant. The Circuit Court, on motion of the grievant, may issue a writ of certiorari requiring the Town Manager to transmit the record by a certain date. Within thirty (30) days of receipt by the Clerk of such records, the Court, sitting without a jury, shall hear the appeal on the record transmitted, and such additional evidence as the ends of justice require. The court may affirm, reverse or modify the decision of the Town Manager. The Court's decision shall be rendered no later than the fifteenth day from the date of conclusion of the hearing. The decision of the Court is final and is not appealable.
2. All matters from the institution of a request that the Town Manager determine the issue of grievability, through the notation of appeal of an adverse decision by the Town Manager, shall be recorded on forms provided for those purposes.
3. The issue of grievability may be raised at any step of the Grievance Procedure prior to the panel hearing provided in Section L of this procedure; but once raised, the issue must be resolved before further processing of the grievance. In any event, the issue of grievability must be resolved prior to the panel hearing or it shall be deemed to have been waived by all parties. A request that grievability be determined shall toll the time limits under this procedure. Time limits shall begin to run again the day after the decision that a matter is or is not grievable is made by the Town Manager or the Circuit Court.
4. The classification of a complaint as non-grievable by either the Town Manager or the Circuit Court shall not be construed to restrict any employee's right to seek, or the Town's right to provide, customary administrative review of complaints outside of the scope of the Grievance Procedure.

G. Policy Generally

1. All stages of the Grievance Procedure beyond the First Step shall be reduced to writing on forms supplied by the Town.
2. Once an employee reduces the grievance to writing, the grievant shall specify on the appropriate form the specific relief being sought. When the employee expresses the grievance in writing, the grievant shall utilize forms provided by the Town. The Town shall open a file on the grievance, assign a number, and assist the grievant and the Department Head in ensuring that all papers are transmitted throughout this process in a timely fashion.
3. Time Limits.
   a. Time periods begin to run on the day following the event triggering a required action or filing and include weekends and holidays. If a time period ends on a weekend or holiday, the last day of the time period shall be the next day that is not a weekend or holiday.
   b. Time limits established under this procedure are intended to be strictly construed and enforced. However, time limits may be extended by mutual agreement of all parties.
4. After the initial filing of a written grievance, failure of either party to comply with all substantial procedural requirements of this procedure without just cause shall result in a decision in favor of the other party on any grievable issue, provided the party not in compliance fails to correct the noncompliance within five (5) working days of receipt of written notification by the other party of the compliance violation. Such written notification by the grievant shall be made to the Town Manager. Failure of either party without just cause to comply with all substantial procedural requirements at the grievance panel level shall result in a decision in favor of the other party.
5. The Town Manager may require a clear written explanation of the basis for a just cause extension or exception. The Town Manager shall determine compliance issues. Compliance determinations made by the Town Manager shall be subject to judicial review by filing petition with the Circuit Court within thirty (30) days of the compliance determination. Any decision made by the Circuit Court is final and is not appealable.
6. If any of the management staff listed in this policy are a party noted in the grievance, then the grievant shall file their initial notice with the next highest management level.

H. Consolidation of Grievances

In the event that an employee files more than one grievance, the Town Manager may, at any time prior to a panel hearing, consolidate those grievances for joint processing. If the grievances are consolidated, the processing of the first grievance shall be suspended until such time as the last filed grievance proceeds to the same point in this procedure. Once consolidated, the grievances shall be processed at the same time.

I. First Step Immediate Supervisor Level

1. Within twenty (20) calendar days after the occurrence or condition giving rise to the grievance, the employee affected shall report the grievance verbally to their immediate supervisor. Within five (5) days of such presentation, the immediate supervisor shall give his/her response orally to the employee with respect to the particular grievance, or shall advise the employee that additional time is needed. The immediate supervisor must render a decision verbally within three (3) days after advising the employee of the need for additional time.
2. If the First Step does not result in a satisfactory resolution , the employee shall reduce the grievance to writing, identifying specifically and in detail the nature of the grievance and

the requested remedy, on a form provided for that purpose. Grievants shall be entitled, should they prevail in their grievance, only to the relief specifically requested. Such grievance shall be presented to the immediate supervisor within three (3) days of the supervisor's verbal reply to the oral grievance. The supervisor shall then reply in writing within three (3) days to this written grievance.

3. In the event that an employee's immediate supervisor is the Department Head, the grievant shall pass the First Step of this procedure and proceed immediately to the Second Step.

J. Second Step - Department Head Level

1. If a satisfactory resolution of the grievance is not reached at the First Step, the employee may so initiate on the grievance form provided and submit the grievance to their Department Head within five (5) days. Within five (5) days of such submission, a meeting shall be held with the grievant and the Department Head to review the grievance.
2. At the Second Step meeting, the only persons who may be present are the grievant, one person representing the appropriate management level at which the grievance is being heard, and appropriate witnesses for each side, Witnesses shall be present only while actually providing testimony. The meeting may be adjourned to another time or place by agreement of the parties. The Department Head shall provide the employee with a written reply to the grievance within five (5) days after the meeting.
3. In the event that an employee's Department Head is the Town Manager, then the grievant shall skip the Third Step of this procedure and proceed immediately to Step Four.

K. Third Step -Town Manager Level

If a satisfactory resolution of the grievance has not been reached at the conclusion of the Second Step, the employee may submit the grievance to the Town Manager. Submission to the Town Manager must occur within five (5) days following receipt of the response from the Department Head. The Town Manager shall then meet with the employee within three (3) days or indicate that an extension is necessary. The extension shall not exceed three (3) additional days except by mutual agreement. The employee may have a representative present at the Third Step meeting. If the employee is represented by legal counsel, the Town likewise has the option of being represented by counsel. The Town Manager shall render a written response to the grievance within five (5) days following the Third Step meeting, The Town Manager shall ensure that a recording of such meeting is made and retained by the Town for not less than twelve (12) months. The grievant shall be entitled to a copy of the recording upon payment of a reasonable fee,

L. Fourth Step - The Grievance Panel

1. If a satisfactory resolution to the grievance is not reached at the Third Step, the grievant may submit the grievance to an impartial grievance panel. The request for a hearing before a grievance panel shall be requested by the grievant on a form provided for that purpose and submitted to the Town Manager within five (5) days of receipt of the Third Step response.
2. Composition of Grievance Panel
   a. The Grievance Panel shall be composed of three impartial members who shall be chosen in the following manner: one member shall be appointed by the grievant, one member shall be appointed by the Town Manager, and the third member shall be appointed by the first two. To ensure an impartial panel, such panel shall not be composed of any person having direct involvement with the grievance being heard by the panel, or with the complaint or dispute giving rise to the grievance. Staff members

who are in a direct line of supervision of a grievant and the following relatives of a participant in the grievance process or participant's spouse are prohibited from serving as panel members: Spouse, parent, child, and descendant, of a child, sibling, niece, nephew, and first cousin. No attorney having direct involvement with the subject matter of the grievance nor a partner, associate, employee or co-employee of such attorney shall serve as a panel member. In the event that an agreement cannot be reached as to the final panel member, the Chief Judge of the Circuit Court shall select the third panel member.

b. Both the grievant and the Town Manager shall select the first and second members of the panel within five (5) days after the request for a panel hearing shall have been filed. These members shall, in turn, select the third member within ten (10) days after the request for a panel hearing shall have been filed.
c. In the event that the first two members cannot reach an agreement as to the third member within such ten (10) day period, then the Town Manager shall forward the request for appointment of a third member to the Circuit Court immediately upon notification by the first two members that they are unable to agree.
d. The third member of the grievance panel shall serve as Chairperson, set the time for the hearing, and provide notice thereof to the grievant and the Town Manager. The hearing shall be held within twenty (20) days after selection of the third panel member. Any party may have a representative of their choice present at the hearing. The Town Manager shall ensure that each panel member has copies of all written materials and forms submitted in connection with the grievance. The Town Manager shall appoint an impartial employee who is not a party to the grievance or a spouse or a relative to attend the hearing for the purpose of recording the proceedings.
e. The majority decision of the grievance panel shall be final and binding and shall be consistent with provisions of law and written policies.
f. The grievance panel is constituted solely for the purpose of determining whether a grievance filed by an employee is merited and what remedy, if any, should be provided. The grievance panel shall not formulate or change policy, rules or procedures. The grievance panel shall determine whether the grievant has demonstrated, by a preponderance of the evidence, that the action complained of was without cause, or violated an applicable law, rule, regulation, or other policy.

3. Rules for Grievance Panel Hearings
   a. The grievance panel shall have the discretion to determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing. However, at the request of either party, the hearing shall be private.
   b. The Town Manager shall provide the grievance panel with copies of all documents and records germane to the grievance prior to the hearing and provide the employee with a list of the documents furnished to the grievance panel. The employee and his/her attorney, at least ten (10) days prior to the scheduled panel hearing, shall be allowed access to and copies of all relevant documents intended to be used in the grievance proceeding.
   c. The grievance panel has the authority to determine the admissibility of evidence without regard to the burden of proof, or the order of presentation of evidence, so long as a full and equal opportunity is afforded to all parties for the presentation of their evidence.

d. All evidence shall be presented in the presence of the grievance panel and the parties.
e. Documents, exhibits and lists of witnesses shall be exchanged between the parties in advance of the hearing.

4. Conduct of Grievance Panel Hearings

   The grievance panel shall conduct the hearing as follows:

   a. The grievance panel may at any time ask the parties or their representatives for statements clarifying the issues involved in the grievance.
   b. Exhibits, when offered by the grievant or the Town, may be received in evidence by the panel and when so received shall be marked and made a part of the record.
   c. The parties may offer evidence and cross examine witnesses and shall produce such additional evidence as the panel may deem necessary to form an understanding and determination of the dispute. There shall be no formal rules of evidence for the panel; however, the panel shall be the judge of relevancy and materiality of any evidence offered. The grievant shall proceed first and shall bear the ultimate burden of persuasion.
   d. At the close of the evidence, the Chairperson shall specifically inquire of all parties whether they have any further proof to offer or witnesses to be heard. Upon receiving negative responses, the Chairperson shall permit the parties to summarize their cases and shall then declare the hearing closed.
   e. The hearings may be reopened by the panel on its own motion or upon application of a party for good cause shown at any time before a final decision is made.
   f. In all matters not otherwise covered by this section, the panel shall determine the procedures to be followed.
   g. The Town Manager shall ensure that a recording of the hearing is made and retained by the Town for not less than twelve (12) months. The grievant shall be entitled to a copy of such recording upon payment of a reasonable fee.

5. Decision of Grievance Panel

   a. A written decision of the grievance panel shall be provided by the Chairperson to the Town Manager and the grievant not later than fifteen (15) days after the completion of the hearing. The decision shall summarize the grievance and the evidence, make specific findings of fact, and state in full the reasons for the decision and the remedy granted. The decision shall reflect the majority vote of the panel.
   b. The grievant shall bear any cost involved in employing representation and in preparing their case.
   c. If the panel determines that the grievance is meritorious in whole or part it may (as to that portion which is meritorious):
      a. Order than an employee be reinstated to a former position; award back pay; order expungement of information contained in the employee's personnel files, or other files maintained by the Town; or render opinions as to the application or interpretation of the personnel management system for the Town Of rules and regulations adopted thereunder, as they may relate to the specific facts of the case before it.
      b. Upon a finding that the Town failed to follow established procedures governing promotion, demotion, transfer, hiring or layoff, the panel shall remand the grievance with instructions that the action taken by the Town be rescinded and

identify proper procedures for the matter at issue. In connection with such remand, the panel may make provisional orders governing the case.

c. The panel may affirm or modify any decision reached at any previous stage of the grievance proceedings.

6. The Implementation of Remedy

a. The Town Manager shall implement any remedy which may be ordered by the panel, provided that such decision is consistent with law and written policies.

b. In the event the Town Manager does not implement the remedies ordered by the panel, the grievant may petition the Circuit Court for an order requiring implementation of the decision of the panel.

14.0 DRUG AND ALCOHOL TESTING POLICY

14.1 PURPOSE

In compliance with the Drug-Free Workplace Act of 1988, the Town of Luray has a longstanding commitment to provide a safe, quality-oriented and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of Town employees and to the security of the Town's equipment and facilities. For these reasons, the Town is committed to the elimination of drug and alcohol use and abuse in the workplace.

14.2 POLICIES

A. Whenever employees are working, operating a Town vehicle, present on Town property, or conducting Town-related work offsite, they are prohibited from:
   1. Manufacturing, distributing, dispensing, possessing, or using any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance or illegal drug. Controlled substances are listed in Federal Regulation Schedules I-V of 21 C.F.R. Part 1308, Va. Code § 54.1-3456, and Schedules 1-6 in Va. Code §§ 54.1-3445 to 54.1-3455. Illegal drugs also include any inhalant or substance that has mind-altering affects or properties.
   2. Being under the influence of alcohol or an illegal drug.
   3. Using or taking over-the-counter or prescribed medications in a manner that is contrary to its proper or prescribed use.
   4. Possessing or consuming alcohol.

B. The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body, while performing Town business or while in a Town facility, is prohibited.

C. Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose to the Town underlying medical conditions unless directed to do so.

D. Employees should have no expectation of privacy relating to Town property. The Town reserves the right to inspect all portions of its premises and property for drugs, alcohol, and other contraband. Without limitation, the Town may inspect any Town building, Town vehicle, Town equipment, and all Town-owned property such as offices, desks, lockers, safes, file cabinets, toolboxes, etc. Any illegal drugs or drug paraphernalia discovered will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

E. The Town does not desire to intrude into the private lives of employees, but recognizes that employees' off-the-job involvement with drugs and alcohol may have an impact on the workplace. Therefore, the Town reserves the right to take appropriate disciplinary action up to and including termination for drug use, sale, or distribution while off Town premises. An

employee who pleads guilty to, is convicted of, or sentenced for a crime involving an illegal drug or alcohol is required to report the conviction, plea or sentence to the Town within five (5) days. Failure to comply will result in automatic termination.

F. Each employee agrees to comply with the terms of this policy at all times as a condition of employment and shall sign a form indicating that they have received and read this policy.

14.3 REQUIRED TESTING

A. Pre-employment testing.
   1. All job applicants must pass a drug test if required as a condition of any offer of employment by the Town.
   2. Refusal to submit to testing will result in withdrawal of a conditional job offer and disqualification from further consideration for employment.

B. Reasonable suspicion testing.
   1. "Reasonable suspicion" means a supervisor, based upon objective facts and reasonable inferences drawn from those facts, whether observed firsthand or based upon the reports of others, believes that an employee may be under the influence of a controlled substance or alcohol. By way of example, and without limitation, any of the following conditions, whether alone or in combination, may comprise reasonable suspicion:

      a. Speech: Slurred, slow, distracted mid-thought, inability to verbalize thoughts.
      b. Odors: Smell of alcohol or drugs.
      c. Eyes: Dilated, constructed, watery, involuntary eye movements.
      d. Face: Flushed, sweating, confused or blank look.
      e. Emotions: Argumentative, agitated, irritable, or drowsy.
      f. Movements: Unsteady, fidgety, dizzy, or unusual lack of physical coordination or loss of equilibrium.
      g. Inactions: Sleeping, unconsciousness, lack of reaction to questions.
      h. Unexplained hyperactivity or depression and withdrawal.
      i. Inability to focus, concentrate, or perform normal functions.
      j. Bizarre, unusual, or uncharacteristic behavior.
      k. Unexplained decrease in job performance.
      l. Chronic or unexplained tardiness or absenteeism.
      m. Decline in personal appearance or hygiene.
      n. Possession of alcohol or illegal drugs or the presence of alcohol containers, illegal drug paraphernalia in an area subject to the employee's control.
      o. Evidence or observation provided by a reliable and credible person.

   2. A supervisor with reasonable suspicion shall contact the Town Manager (or the Mayor if the Town Manager is suspected to be under the influence) to discuss the observations and to determine the appropriate course of action.
   3. All facts constituting reasonable suspicion shall be documented in writing and communicated to the employee.

4. If an employee is to be tested, the Town Manager (or the Mayor) shall make the arrangements with the Town's designated collection center for the necessary tests.
5. A supervisor or manager will transport and accompany the employee to the testing facility and make arrangements for the employee to be transported home.
6. Any employee who refuses to consent to testing is considered subordination and shall be subject to disciplinary action up to and including termination.

C. Post-incident testing.
1. Employees are subject to testing when they cause or contribute to an incident that damages a Town vehicle, machinery, equipment or anyone's property or results in injury to themselves or others.
2. An investigation and subsequent testing should take place as soon as practicable following an incident. A supervisor transport and accompany the employee to the testing facility and make arrangements for the employee to be transported home.
3. An employee refusing to consent to a drug or alcohol test is considered an act of insubordination and will be subject to disciplinary action up to and including termination.

D. Random testing.
1. An employee in a Town position that is critical to the safety and security of employees or citizens may be selected for a random drug screening. "Random" means a method of selection that will result in an equal probability that any employee from a designated group of employees will be selected for testing.
2. The Commercial Driver's License (CDL) Random Drug Testing Program is regulated by the Omnibus Transportation Employee Testing Act of 1991 and regulations of the Federal Highway Administration and may differ from the Town's random drug testing program.

E. Return to work testing.
1. Any employee who is disciplined for a drug or alcohol related offense may be required to undergo drug and alcohol testing prior to being restored to active employment status and referral to an employee assistance program.

14.4 TEST PROCEDURES

A. Alcohol Testing
1. Employees subject to alcohol testing will be driven to a facility designated by the Town and directed to provide breath specimens. Breath specimens will be tested by trained technicians using federally approved breath alcohol testing devices. Alcohol tests may, however, be a breath, blood, or saliva test, at the Town's discretion. Test results generated by law enforcement or medical providers may be used for the purposes of this policy.

B. Drug Testing
1. Applicants and employees subject to drug testing go to a medical facility designated by the Town and provide a urine specimen. Applicants and employees may provide specimens in private unless they appear to be submitting altered, adulterated, or substitute specimens. Collected specimens will be sent to a federally certified laboratory and tested for evidence of drugs. The laboratory will screen all specimens and confirm all positive screens. There

will be a chain of custody from the time specimens are collected through testing and storage.

2. The laboratory will transmit all positive drug test results to the Town Manager, who will offer persons with positive results a reasonable opportunity to rebut or explain the results. Individuals with positive test results may also ask to have their split specimen sent to another federally certified laboratory to be tested at the applicant or employee's own expense. Such requests must be made within 72 hours of notice of the test results. If the second facility fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test.
3. Urine samples that are deemed to be an insufficient specimen, have a temperature that is out of range, or are diluted will be considered a positive drug screen and will not be eligible for split sample testing.
4. A refusal to cooperate or provide a urine specimen shall be deemed to be a positive drug screen.
5. Test results generated by law enforcement or medical providers may be used for the purposes of this policy.

C. Employees will be paid for time spent in alcohol or drug testing and then may be suspended with or without pay pending the results of the drug or alcohol test.
   1. The employee will be notified of the result once the test results are received.
   2. If the test results are negative and the employee was suspended without pay, the employee will receive back pay for the suspension.

14.5 DISCIPLINARY ACTION

Any of the following, alone or in combination, shall subject an employee to discipline up to and including termination:

A. Refusal to cooperate in required testing. "Refusal to cooperate" means to obstruct the collection or testing process; to submit an altered, adulterated, or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an incident/collision without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate.

B. Using, possessing, buying, selling, manufacturing, or dispensing an illegal drug in violation of this policy.

C. Testing positive for alcohol or illegal drug use in violation of this policy.

Once work performance has been affected by drug or alcohol use, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and possible discipline, up to and including termination, will be unavoidable.

14.6 CONFIDENTIALITY

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations should be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim or other legal proceeding initiated by or on behalf of an employee, volunteer or applicant.

15.0 IMPLEMENTATION OF POLICIES

15.1 CONFLICTING POLICIES REPEALED

All policies, ordinances or resolutions that conflict with the provisions of this policy are hereby repealed.

15.2 SEPARABILITY

If any provision of this policy or any rule, regulation or order hereunder of the application of such provision to any person or circumstances is held invalid, the remainder of this policy and the application of such remaining provisions of this policy of such rules, regulations or orders to persons or circumstances other than those held invalid will not be affected thereby.

15.3 VIOLATIONS OF POLICY PROVISIONS

An employee violating any of the provisions of this policy shall be subject to disciplinary action up to and including suspension or dismissal, in addition to any civil or criminal penalty.

15.4 EFFECTIVE DATE

This policy shall become effective upon adoption (the date listed on the cover).

APPENDIX A

SAFETY POLICY AND PROGRAMS MANUAL

Town of Luray

Adopted October 14, 2019

TOWN OF LURAY

EMPLOYEE SIGNATURE SHEET

I have read or had the Safety Policy & Program Manual explained to me, and I understand the Town's Safety Policies as presented. I also am aware of the location of this Manual in my Department and on the Town's website. I further attest that I will comply with the establish Safety Policies as detailed in the Safety Policy & Program Manual to the best of my ability.

Date	Employee Signature
	Employee Name (Printed)
Date	Supervisor's Signature

Original to be filed in Employee's Personnel File

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SAFETY PLAN

OBJECTIVE:

The development and implementation of a safety program to protect and minimize personal injuries on the job, the safety of the general public, the environment, and to reduce work related injuries by a measurable amount. Our goal is a "zero" incident rate. Programs to assist in the implementation of procedures will be developed, and reviewed annually as part of our policy.

STATEMENT OF POLICY:

- It shall be the policy of the Town of Luray that every employee is entitled to work under the safest conditions possible. To this end, every reasonable effort shall be made to promote incident prevention.
- Safety is a fundamental responsibility of employees and management. To this end, the primary responsibility for safety in all work activities rests equally between employees and management.

The "Town" as used in this Policy refers to the TOWN OF LURAY. To support this policy, six basic principles are inherent:

1. A positive belief that all personal injuries can be prevented.
2. An acceptance on the part of management, superintendents and foremen of their responsibilities to prevent personal injuries.
3. A conviction that it is reasonably possible to safeguard all operating exposures, which may result in injuries.
4. Acceptance of the fact that the prevention of personal injuries is good business, both from the standpoint of efficiency and of economy.
5. A recognition that it is necessary to train all employees, including temporary personnel, to work safely and to understand that it is to their advantage, as well as the Towns, to work safely; further, that they have a definite responsibility to do so.
6. An understanding that all sub-contractors are contractually obliged to abide to this Safety Policy, and to adhere to the Town Safety Program; further, that any references to the Town in this statement of policy will be applicable in full to all sub-contractors as well.

SAFETY RESPONSIBILITIES & DUTIES

MANAGEMENT

RESPONSIBILITIES: Town Management, Department Heads, and supervisors have a direct responsibility for the safety of the working group. They will help build safety into the work process and be alert for safety and health problems.

DUTIES:

- Assume responsibility for safe work areas for their employees.
- Be accountable for preventable injuries, collisions, and liabilities caused by their employees. These items shall be taken into consideration during their performance evaluations.
- Ensure that each employee is trained for the job assigned and is familiar with all published work procedures.
- Take the initiative in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect safety efforts.
- Take appropriate disciplinary action against those who fail to follow safety policy and procedures, and be prompt to give recognition to those who perform well.
- Ensure advance planning for new work activities to anticipate requirements for needed safeguards and controls.
- Report all incidents and injuries involving Town employees, vehicles, or property in accordance with Town reporting procedures.
- Provide safety instructions to assigned employees and provide on-the-job supervision to ensure safe working conditions.

EMPLOYEES

RESPONSIBILITIES: Staff must learn the hazards of their jobs and abide by safety rules. The program requires the wholehearted support of those it was designed to protect. Employees are expected to participate to the fullest extent in this safety program.

DUTIES:

- Comply with the Town's Safety Program policies and procedures and directions from their supervisors.
- Report all incidents and safety hazards to the Department Head as soon as practical after an incident occurs or a hazard is observed.
- Keep work areas clean and orderly.
- Avoid engaging in horseplay and avoid distracting others.
- Learn to lift and handle materials properly.
- Be familiar with the worker's compensation policy.
- Operate assigned vehicles, equipment, and machinery in a safe and responsible manner.

SAFETY COORDINATOR

RESPONSIBILITIES: The Safety Coordinator is responsible for the overall safety program.

DUTIES: Although the Safety Coordinator is assigned overall responsibility for the administration of this program, the responsibility for a safe workplace rests with every employee, from the Mayor to the newest hire.

- Develop educational materials, develop and implement training program.
- Arrange for training of employees and supervisors.
- Develop written safety rules.
- Assure compliance with government regulations.
- Arrange for work place inspections.
- Review all incident investigations.
- Analyze reports to identify incident causes.
- Provide First Aid Kits.
- Prepare periodic reports for management.
- Ensure that the resources necessary to implement this program are available using appropriations provided by management.
- Ensure that this safety policy is communicated to all employees of the Town.

SAFE OPERATION OF TOWN VEHICLES

A. Employees who operate a Town vehicle (whether occasionally or on a daily basis) are expected to follow Town and Virginia safety procedures and traffic laws. In addition, for the protection and safety of Town employees and the public, every employee is required to follow these safety steps:
   - Any operator of a Town vehicle must possess a valid Virginia driver's license. For employees required to operate a Town vehicle the invalidation, revocation, or suspension of the driver's license or any restrictions must be reported to the Department Head within one workday of the occurrence. Employees who do not report these changes as required shall be subject to disciplinary action including dismissal.
   - Safety belts must be properly used by the vehicle operator and any passengers of Town vehicles at all times. The vehicle operator shall be responsible for ensuring that passengers use their safety belts.
   - Employees are responsible at all times for the proper care of Town vehicles and to be alert to any apparent defects or mechanical problems. Any operational problems shall be reported to the employee's Department Head as soon as possible.
   - Employees assigned a Town vehicle are responsible at all times for the proper care, periodic inspection, and maintenance of their vehicle.
   - Employees observed operating a Town vehicle in an unsafe manner shall be reported to the appropriate Department Head and may be subject to disciplinary action.

B. The personal use of Town vehicles by Town employees is prohibited.

IMPLEMENTATION: All Town employees, from top management to the newest hire, are to be actively involved in the implementation of this program. Participation of all employees will be monitored by the Safety Coordinator to ensure that all involved are fully participating in the program and each employee is doing his or her part in the implementation of this program.

SAFETY REPORTING

The Town will complete a monthly safety report. The safety report will contain but not necessarily be limited to the minutes of the monthly safety meetings and the attendance roster. Also to be included will be the incident/incident reports pertaining to work performed by the Town.

INCIDENT REPORTING

All incidents regardless of how incidental, will be reported by the employee to his/her supervisor or to the Department Head immediately or within their shift.

1. The Town supervisor will fully investigate all incidents and fill out the appropriate incident report form on the day of the incident. Incidents will be reported as required on First Report of Injury and to the U. S. Department of Labor OSHA Form 300.
2. The supervisor or Department Head will document incidents on an Incident Investigation Form on all incidents that result in an injury or work-related illness. The form will describe in writing the circumstances of the incident and the corrective action taken. The form will be completed within 24 hours of any injury.
3. In the event of a serious injury (see definition below), fatality, property damage incident, or any damaging fire, the Safety Coordinator will be immediately notified regardless of the day or hour. A serious injury is defined as any injury that requires medical treatment beyond First-Aid. (as defined by OSHA in the publication "Recordkeeping Guidelines for Occupational Injuries and illnesses,") any trip to the hospital or doctor's office, or any single incident where two or more employees are injured.
4. The supervisor or Department Head will complete a report outlining details involving any safety-related incident occurring on the job site. The report will describe the circumstances of the incident and the corrective action taken.

REVIEW:

Any injury involving loss of work time and/or any incident involving damage to Town or private property is subject to review. This review is not complete until the case is closed.

In the event of a "loss of time" injury:

1. The injured employees' immediate supervisor shall stay in close contact with the injured employee or family and determine if any unnecessary hardship is being experienced, and if anything can be done by the supervisor or the Town to alleviate that hardship.
2. The Supervisor will follow the medical status of the injured.
3. The main thing to remember is: "The injured employee is still an employee, and all employees are important to the Town". Open, caring communication aids in the recovery process.

SAFETY MEETINGS

The Town will conduct at least one safety meeting each month and document all employees in attendance (all departments should be represented). The monthly safety meeting report will include a brief narrative of the topic(s) discussion.

Supervisors will conduct and document quarterly safety meetings that will meet the provisions of the previous paragraph. Safety meetings should focus upon corrective actions taken upon the daily, weekly and/or monthly safety inspections conducted and the notations of hazardous conditions that existed or were observed. In addition, supervisors will be furnished with safety talk topics on relevant subjects.

MEDICAL

A. On-site First Aid

1. The Town will provide and maintain first aid kits, commensurate with the number of employees on the job site.
2. Medical and non-medical emergency telephone numbers will be posted on the site within view of telephones.
3. Selected employees will be CPR/First Aid Qualified. A list of current qualified employees will be posted.
4. No employee, as a condition of work, is required to provide CPR or First Aid services to an injured person. Such action will be considered Good Samaritan acts only.

B. Emergency Action:
   1. The Town will be responsible for transportation of all non-life-threatening injuries that require medical attention.
   2. For all life-threatening injuries or illnesses, the Town will immediately can for medical assistance by dialing 911.
   3. The Town uses only approved providers for medical attention other than emergencies. Current listings are available by contacting your supervisor or the office.

Please See Your Supervisor for a Current Copy of the Town's
'Workers Compensation Panel of Physicians'

ACCOUNTABILITY

In order for a Safety Program to be effective, there must be a means developed for holding employees accountable for their unsafe work habits or conditions.
The means of holding employees accountable for violations of safe work rules or practices should be made more severe after each consecutive offense.

Examples:
1. First Offense Verbal warning
2. Second Offense - Verbal and written warning with a copy of the written warning becoming a part of the employee's file.
3. Third Offense Suspension without pay based upon the seriousness of the offense (one to three days)
4. Fourth Offense Possible employment termination
5. Serious offenses may result in immediate termination

The purpose of holding employees accountable is to help employees conform to Town policy and to work safely. It is not designed to end employment and; therefore, employees should be given the opportunity to start over with a clean slate periodically. All employees from top management to the newest hire are to be held equally accountable for any safety infractions.

GENERAL SAFETY RULES

A. Follow the safe work procedures established by your supervisor. You are to perform only those jobs you have been assigned and properly instructed to perform.
B. Wear the protective equipment required for your job, as established by your supervisor through job instruction. It is your responsibility to see that protective equipment should be in good repair. Damaged equipment should be reported to your supervisor immediately.
C. Report unsafe acts or unsafe conditions to your supervisor immediately. Your supervisor is responsible for having the condition corrected before proceeding with the job.
D. Report all incidents to your supervisor immediately whether or not anyone is injured. In cases of injury, get first aid as soon as possible.

E. Keep all mechanical safeguards in position during operation.
F. Use only the machinery, equipment and tools you are qualified and authorized to use by the supervisor.
G. HORSEPLAY, such as scuffling, fooling, playing practical jokes, or throwing articles at each other will not be tolerated.
H. No employee is permitted to make repairs on any electrical device or equipment unless authorized to do so. ELECTRICAL EQUIPMENT IS NOT TO BE TAMPERED WITH IN ANYWAY.
I. Covers on switch boxes and fuse stations are to be kept closed at all times.
J. No employee is permitted to remove any guard installed over the point of operation, power transmission, or moving parts without permission from the supervisor and then only after proper safety procedures have been followed.
K. Compressed air must never be used for cleaning clothes, cooling or practical jokes. VIOLATION OF THIS RULE CAN BE DEADLY.
L. Fire extinguishers, sprinklers or fire exits are not to be blocked or used as storage areas at any time.
M. No worker is permitted to use flammable solvents in an open container. FLAMMABLES MUST BE STORED AND HANDLED IN APPROVED SAFETY CONTAINERS.
N. First aid will be administered only by specifically authorized personnel. Under no circumstances shall any employee attempt to remove foreign objects from the eyes or ears of a fellow employee.
O. Riding and hitching rides upon any mobile/motor vehicle in which there is no provision (i.e., a seat with a seat belt) for a passenger shall not permitted.
P. The use of any tools, machinery or equipment for the personal use of any employee, whether on Town time or not, shall not be permitted.
Q. Only qualified maintenance persons authorized by supervision are permitted to repair machinery and equipment.
R. As an employee you are required to wear appropriate work clothing and footwear. Footwear with thin or badly worn soles should not be worn. The wearing of shorts or tennis shoes under specific conditions must be approved by the Department Head. (see Personal Protective Equipment section)
S. Do not stand or walk under suspended loads.
T. Use of alcohol and/or drugs is prohibited and those reporting for work under the influence are subject to appropriate disciplinary action.
U. Good housekeeping should be maintained at all times throughout the work area. All spills should be cleaned up immediately.
V. Air lines, electrical cords, or any other objects that could cause a hazard must be moved to a safe location when not in use.
W. Work stations should be kept free of excess materials.
X. Use only non-flammable solvents in buildings. Flammable solvents are to be stored in approved containers and used only when needed.
Y. Only authorized items, materials, pictures, notices, etc. are to be placed on any wall, bulletin board, etc.
Z. Window sills are not storage areas
AA. Areas on, around, in front of and over electrical controls or panels are to be kept clear at all times.

Each employee will be shown the location of the General Safety Rules upon hire and orientation. The employee will sign off for receipt of his/her copy after the minimum rules are reviewed for understanding.

TRAINING & COMMUNICATION

A. Employees will receive training in the following areas, as applicable:

Safety Policy & Programs Manual	All - Upon hire / Annually

Hazard Communication	All - Upon hire / Annually
General Safety Rules	All - Upon hire / Annually
Confined Space Procedures	Position Dependent – Annually
Personal Protection Equipment (PPE)	Position Dependent – Annually
Eye & Face Protection	Position Dependent – Annually
Fire Extinguisher	All – Annually
Ladders	Position Dependent – Annually
Fall Protection	Position Dependent – Annually
Respirators	Position Dependent – Annually
Bloodborne Pathogen	All – Annually
Hearing Conservation	Position Dependent – Annually
Emergency Action Plan	All – Upon hire / Annually

Refresher training will be conducted as required and when job assignments or conditions change

B. Training will be documented and the documentation retained by the Safety Coordinator.
C. The specific policy or lesson plan to this program may be used a training guide.

INCIDENT INVESTIGATION REPORT – EMPLOYEE

Employee Name:

Position:

Incident Date & Time:

Incident Reported to:
(Supervisor, Police, etc.)

Incident Location:
(Street, Address, etc.)

Describe the Incident:
(Include weather or other contributing conditions)

Witnesses:

Describe Injury/Damage:

Incident Cause:
(Circle All That Apply)

Unsafe Practice Inattention Lack of Skill Horseplay
Defective Equipment Unauthorized Use Weather Lighting
Lack of Training Housekeeping Failure to Follow Procedure
Other:

Corrective Action:

Employee Signature: _____ Date: _____

INCIDENT INVESTIGATION REPORT – SUPERVISOR

Employee Involved: _____

Position: _____

Incident Date & Time: _____

Incident Reported to: _____
(Supervisor, Police, etc.)

Incident Location: _____
(Street, Address, etc.)

Describe the Incident: _____
(Include weather or other contributing conditions)

Witnesses: _____

Describe Injury/Damage: _____

Incident Cause:
(Circle All That Apply)

Unsafe Practice Inattention Lack of Skill Horseplay
Defective Equipment Unauthorized Use Weather Lighting
Lack of Training Housekeeping Failure to Follow Procedure
Other:

Corrective Action: _____

Disciplinary Action: _____

Supervisor Signature: _____ Date: _____

VEHICLE OPERATIONS

POLICY

It is the policy of the Town of Luray to ensure the safe operation of Town vehicles for the protection of Town employees and the general public. In order to achieve that purpose, the following procedures are implemented:

1. An individual DMV record will be acquired for each Town employee who operates a Town vehicle prior to that employee's use of a vehicle and annually thereafter.

2. Any employees with a record indicating two or more violations will be counseled on his/her driving, depending on the seriousness of those violations.

3. Any collision/incident involving a Town vehicle will be reported immediately using the VML supplied documentation placed in each vehicle.

4. The applicable supervisor will investigate the facts surrounding the collision/incident and prepare documentation to present to the Safety Officer.

5. In the event of a serious physical injury or death from the collision/incident, the Safety Officer will be notified immediately.

6. All collisions/incidents will be evaluated during the course of the monthly Safety meeting, where a decision will be made as to any disciplinary action, counseling, or procedural changes that may be required.

7. Educational training updates will be provided on specific equipment, as needed, to those employees affected, as well as general vehicle/traffic safety procedures to all applicable personnel on a regular basis.

8. Any employee driving special equipment, e.g. Bucket Truck, Snow Plows, Street Sweeper, will be specifically trained on that equipment, and the training documented.

IN CASE OF COLLISION/INCIDENT

In the event of any vehicle/equipment collision, the follow procedure shall be followed:

1. Contact 911 and notify them of any accident immediately, or have someone do it for you if you are injured or otherwise unable. Advise them as to whether persons are injured. Give the exact location of the accident. Request a Sheriff's Deputy or State Trooper to investigate the accident.

2. Do NOT move the vehicle unless requested to do so by a law enforcement officer.

3. Do NOT leave the scene unless transported by an ambulance for medical attention.

4. Contact your Supervisor as soon as possible, or if unable, the Town Manager.

5. A Town of Luray Police Officer cannot file the accident report in cases where Town vehicles/equipment are involved.

6. Request that a copy of the any Incident Reports, completed by the law enforcement officers at the scene, be submitted to the Town Office.

7. In situations where an accident report will NOT be filed, be sure to request a copy of the incident report from the investigating officer.

8. Answer all questions by law enforcement truthfully and completely to the best of your knowledge and ability.

9. Avoid discussion with the other persons involved.

10. Never assume responsibility for the accident - allow law enforcement to determine who is at fault.

11. Complete the Town's Incident Investigation Report as soon, and as detailed, as possible.

PERSONAL PROTECTIVE EQUIPMENT

The following list of Personal Protective Safety Equipment will be used, as required by 29 CFR1926.

PROTECTIVE SAFETY EQUIPMENT

A. Safety glasses/eye and face protection
B. Hearing protection when required
C. Respirators when required
D. Hard Hats
E. Foot Protection

PERSONAL PROTECTIVE EQUIPMENT

A. Eye Protection--Safety glasses will be worn when eye protection is required. Safety goggles will be worn when possible eye hazards are present. Full face shields will be worn while grinding, or when possible eye and face hazards are present which will include the usage of protective eyewear when performing "hot work" activities.
B. Hearing protection is required when working in excessively noisy areas. When ambient or local noise levels exceed 85 dba; hearing protection is required to be used. 85 dba is a level at which you must shout to be heard. Always use clean earplugs.
C. Respiratory protection is required when exposed to gas, vapor, or particulate contaminants in the atmosphere.
D. Seat belts will be worn by all equipment operators where rollover protective systems are a part of the unit and/or when operating a motor vehicle.
E. No riders other than the operator are allowed on any piece of mobile equipment.
F. Hard hats will be worn at any time there is a potential for head injury or where specifically required.
G. Protective footwear will be worn at all times. Protective footwear is defined as that footwear to be worn by employee(s) in all operations where there is an exposure to hazardous conditions.
H. Gloves should be worn when work process involves handling of metal, sharp objects, or chemicals.

EYE AND FACE PROTECTION PROGRAM

A. Protective eye and face equipment are required where there is a reasonable probability of injury that can be prevented by such equipment. In such cases, the Town will make conveniently available a type of protector suitable for the work to be performed, and employees will use such protectors. No unprotected person will knowingly be subjected to a hazardous environmental condition. Suitable eye protectors will be provided where machines or operations present the hazard of flying objects, glare, liquids, injurious radiation, or a combination of these hazards.
B. Protectors will meet the following minimum requirements:
   1. They will provide adequate protection against the particular hazards for which they are designed.
   2. They will be reasonably comfortable when worn under the designated conditions.
   3. They will fit snugly and will not unduly interfere with the movements of the wearer.
   4. They will be durable.
   5. They will be capable of being disinfected.
   6. They will be easily cleanable.
   7. Protectors must be kept clean and in good repair.
C. Persons whose vision requires the use of corrective lenses in spectacles, and who are required to wear eye protection, will wear goggles or spectacles of one of the following types:

1. Spectacles whose protective lenses provide optical correction.
2. Goggles that can be worn over corrective spectacles without disturbing the adjustment of the spectacles.
3. Goggles that incorporate corrective lenses mounted behind the protective lenses.

D. Every protector will be distinctly marked to facilitate identification of the manufacturer.

E. When limitations or precautions are indicated by the manufacturer, they will be transmitted to the user and care taken to see that such limitations and precautions are strictly observed.

F. Design, construction, testing, and use of devices for eye and face protection will be in accordance with American National Standard for Occupational and Educational Eye and Face Protection, Z87.l-1968.

FIRE PROTECTION PROGRAM

EQUIPMENT

Management will:

1. Provide fire extinguishers that have a current certification of acceptability, as required by size and type and OSHA Regulations.
2. Conspicuously post necessary action to take in the event of fire.
3. Mark and identify all fire hazard activities and materials.
4. Provide clear access to all areas for firefighting equipment.
5. Provide and maintain clear aisle ways and means of egress.
6. Provide Emergency Telephone Numbers. In the event of an emergency: Dial 911

FIRE PREVENTION

Management will:

1. Continually eliminate hazardous combustible and flammable materials and debris.
2. Clean up rubbish daily.
3. Provide separate storage fur flammable materials.
4. Provide approved, contained storage for flammable and combustible waste materials that provides environmental protection in the event of a spill or leak.
5. Provide regular inspections of internal combustion equipment, heating equipment and wiring.
6. Cans and containers used for the storage or dispensing of flammable liquids will meet OSHA requirements.

Employees will be trained in the use of portable fire extinguishers for use on incipient stage fires.

HAZARD COMMUNICATION PROGRAM

PURPOSE: To communicate the Towns Hazard Communication Program to all personnel.

OBJECTIVES

A. To protect the health of our employees.
B. To provide employees with the necessary information concerning health and physical hazards of the materials used in their operations.
C. To comply with Title 29 Part 1910.1200, Sub-part Z of the Code of Federal Regulation (CFR): OSHA Hazard Communication.
D. To include flexibility in the compliance program so that changes can be made to comply with possible state and local Right-To-Know Laws.

SCOPE

This compliance program provides information to the employees of the Town of the chemical products to which they are exposed. It will be accomplished by the following:

A. Listing of all chemical products on the properties to which employees are exposed.
B. Appropriate labeling on containers of all chemical materials used.
C. Making available Safety Data Sheets (SDSs) for all chemical products on the properties.
D. Employee training to recognize and interpret labels, warnings, color coding, signs, etc. that are affixed to containers so that they can properly protect themselves against potential hazards.
E. Employee training to understand the elements of the SOSs and to recognize possible risks to health and physical harm.
F. If any contractor's work with a hazardous material could affect the safety and health of other Company employees, the Town will coordinate the work with the other Safety Counselling, Inc. contractors to ensure the safety and health of all employees. Contractors will be responsible for the safe storage, use, and disposal of all hazardous material brought onsite.
G. This written Compliance Program will be made available, upon request, to employees, their designated representatives(s), and to all local, state and federal officials who have proper authority.

LISTING OF CHEMICAL PRODUCTS

A. Because we are not a chemical manufacturer, importer or distributor, we are not required to assess the hazards or evaluate chemicals. We will maintain a list of all the chemical products used on site. We will always evaluate to the best of our ability the potential health exposure of a particular chemical product before we decide to use it.
B. We will provide a system under which SDSs will be available from all suppliers of chemical products.

A master list of hazardous chemicals will be maintained for reference. This list will be expanded as new chemicals are ordered and/or received. All new chemical products will be appropriately labeled, and an SDS obtained before receiving material at the Town.

LABELS

A. Material received by the Town will be properly labeled. If labels are not provided, we will contact the supplier. Information contained on labels must not conflict with federal, state or local laws and/or regulations in labeling requirements. These labels will provide the following information:
   1. Product identifier
   2. Signal word
   3. Hazard statement(s)
   4. Pictograms
   5. Precautionary statements
   6. Responsible party
B. The labels must not be removed and will be replaced if illegible.
C. All containers of chemical products, including laboratory bottles, solvent cans and dispensers must be labeled. For smaller containers (less than one gallon or 3.7 liters), labels must be consistent with the standards that are specified above. Only those chemicals that can be classified as "immediate use," which means that the hazardous chemicals under control of and used only by the person who transfers it from the labeled container and only within the work shift in which it is transferred, are exempt from the labeling procedures as described above.

TRAINING

All employees will be given training in the handling of chemical products. There will be an annual review of the training program, and a list of each employee's training schedule will be maintained. The training program will provide instruction in the following areas:

A. The requirements of the Hazard Communications Program;
B. The operations of the work area where chemical products are present, including both routine and non-routine jobs;
C. The location and availability of the SDSs, and the labeling system;
D. Methods and observations that the employee may use to detect the presence or incidental release or spill of chemical products in the work area;
E. Measure(s) that employees can take to protect themselves from these hazards (i.e., work practices, personal protective equipment, and emergency procedures).
F. When a new employee is assigned or transferred to a work area in which chemical products are used, his or her orientation will include all of the above training elements, as well as all specific safety and health training required.

HEALTH, SAFETY AND EMERGENCY PROCEDURES

To ensure that sufficient and required information is available and accessible during emergencies, or in the event of a spill in the work area, the following information will be available to local health and jurisdictional authorities if requested or required:

1. SDSs;
2. The health hazards, including symptoms of exposure and/or any recognizable medical conditions;
3. Environmental hazards, to air and/or water that may result from the release of specific quantities of chemical substance(s)
4. The location of stored chemical products if the amount is equal to 30 gallons or 300 pounds or more; and
5. Special procedures for spill control and/or cleanup for specific chemical substances.

HOUSEKEEPING PROGRAM

Town employees will at all times keep all debris clear from work areas, passageways, stairs and in and around buildings or other structures. The following will be performed to ensure a safe work environment:

1. Continual policing of all work areas.
2. Daily and regular clean-up and waste disposal of non-regulated material.
3. Assignment of personnel to regular clean-up duties and responsibilities.
4. Segregation of hazardous and non-hazardous waste.
5. Documented legal disposal of debris.
6. Leads, hoses, and extension cords will be hung up with a nonconductive material, off all floors, stairways, and walkways.
7. Available material, equipment, etc., are to be orderly stacked out of walkways and from in front of doors, stairways, and ladders.
8. Oil, grease, and other such liquid spills shall be cleaned up at the time of spill and are not to be left unattended.

EMERGENCY ACTION PLAN

EMERGENCY SITUATIONS

In case of an emergency, dial 911 and be prepared to give:

1. Your name and location.
2. Phone numbers and extensions.
3. Nature of the emergency and the assistance you require (Fire Department, Paramedics, Police, Etc.).
4. Location of the incident/injury including the building address, which part of the building and nearby cross streets.
5. Prepare to have someone meet emergency vehicle in front of the building.
6. During business hours, call the Safety Coordinator and provide any information about the emergency. In the event of an injury/illness, he/she will gather the employee's medical records, insurance information and emergency consent.
7. If the event occurs during the hours that the Safety Coordinator is not available, carefully document the event and provide it to the Safety Coordinator as soon as possible.

EMERGENCY EVACUATION

Supervisors and their employees must become familiar with the evacuation routes for their work areas. Part of the supervisor's orientation with new employees should include a discussion of emergency procedures. Supervisors are responsible for the safe evacuation of their department in an emergency.
If evacuation is necessary:

1. If possible, inspect the area to ensure all employees have been safely evacuated.
2. Assemble with your co-workers in the nearest designated assembly areas and verify that all employees are there. Notify employees when it is safe to return to the building.

MEDICAL RESPONSE

The Town will provide and maintain first aid kits, commensurate with the number of employees on the job site and on all Town vehicles as outlined in 29 CFR 1926.23. The Town will ensure that an individual trained in first aid procedures is available at or near the work site.

1. Medical and non-medical emergency telephone numbers will be posted on the sites and in each department office space within view of telephones.
2. Emergency Action:
   a. The Town will be responsible for the transportation of all non-life-threatening injuries that require medical attention.
   b. For all life-threatening injuries or illnesses, any employee will immediately call for medical assistance by dialing 911.
   c. Where there may be a question as to whether an injury/illness is severe enough to be considered life threatening, immediately call 911.

CONFINED SPACE - SAFETY PROGRAM

PURPOSE:

This procedure is designed to protect employees from hazards through recognition, elimination and control of hazards that accompany confined space entry. This procedure is also designed to meet or exceed OSHA regulation 29CFR 1910.146.

SCOPE:

This procedure applies to any Town of Luray department, employee or contractor who may or potentially may work in or around confined spaces. There are several levels of participation according to Town Department functions. Contractors working on behalf of the Town are required to follow OSHA regulation.

Non Entry - This regards departments that may have confined spaces in their work environment, but have made the decision not to enter them. Departments that are not authorized to enter permit-required confined spaces must have a policy defining permit required spaces, and a stipulation that employees are prohibited from entry. Each employee will be educated about permit required confined spaces and department policy not to enter.

Authorized - All employees that participate in permit -required confined space entry must be fully knowledgeable and capable to perform confined space duties in a safe manner.

Support - Support between departments is imperative such as direction from communications or mutual aid agreements between departments for entry.

Rescue - Town of Luray Emergency Medical Services (EMS) and Fire Department are the rescue services for Town confined space entry operations.

IDENTIFICATION OF CONFINED SPACES

Examples of confined spaces include manholes, valve vaults, pretreatment wells, wet wells, meter vaults, tanks, pits, excavations, channels, boilers, ventilation and exhaust ducts, tunnels, vaults, pipelines, incinerators, pretreatment rooms and any space that involves vertical entry.

Confined spaces are listed in the confined space index and more detailed information on frequently visited spaces is in the confined space catalog (both located in the appendix).

Danger signs will be placed on confined spaces where feasible and shall read as the following or equivalent:

Signs are not required for all manholes, but all vertical manholes are permit-required confined spaces.

Confined space training will notify employees of confined spaces and empower employees to evaluate confined spaces for permit-required status.

When there is any doubt a space is permit-required, it is considered permit-required and all procedures apply.

ROLES AND RESPONSIBILITIES

GENERAL REQUIREMENTS (Public Works & Treatment Plants):

A. Identity and maintain a list of confined spaces in the workplace, and ensure that all employees are informed.
B. Designate entry supervisors, attendants and entrants and ensure they are properly trained.
C. Maintain completed job permits for one year.
D. Ensure procedures are followed and periodically observe procedures to provide training through feedback.

ENTRY SUPERVISOR

A. Has responsibility for each confined space operation.
B. Has knowledge about confined space safety procedures; maintains an awareness of current regulatory requirements and good practices.
C. Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure including possible behavioral effects of exposure;
D. Verifies, by checking that the appropriate entries have been made on the permit, that all tests specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin.
E. Terminates the entry and cancels the permit as required.
F. Verifies that rescue services are notified and that the means for summoning them are operable.
G. Removes unauthorized individuals from the work area or who enter or who attempt to enter the space and;
H. Ensures that operations remain consistent with terms of the entry permit and that acceptable safe entry conditions are maintained.
I. Ensures entrants and attendants perform duties as required.
J. Is currently qualified in first aid and CPR.

ENTRANTS

A. Know the hazards that may be faced during entry, including information on the node, signs or symptoms, and consequences of the exposure including possible behavioral effects of hazard exposure;

B. Use equipment properly and perform all duties in a safe manner and other employees involved do as well.
C. Communicate with the attendant constantly and,
D. Alert the attendant whenever:
   - An entrant recognizes any warning or symptom of exposure to a dangerous situation, or
   - An entrant detects a dangerous or prohibited condition.
E. Exits from the space as quickly as possible whenever:
   - Any warning sign, symptom of exposure or exposure to a dangerous situation develops,
   - An evacuation is activated by an attendant, supervisor, or otherwise.
   - An entrant detects a prohibited condition.
F. Are currently qualified in first aid and CPR.

ATTENDANTS

A. Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure including possible behavioral effects of hazard exposure;
B. Continuously maintain an accurate count of authorized entrants in the permit space;
C. Remains outside the permit space during entry operations until relieved by another attendant;
D. Communicates with entrants to monitor entrant status and to alert entrants if evacuation is needed;
E. Monitors activities inside and outside the space to determine if it is safe for entrants to remain in the space and orders the entrants to evacuate the permit space immediately under any of the following conditions;
   - The attendant detects a prohibited condition;
   - The attendant detects the behavioral effects of hazard exposure in an entrant;
   - The attendant detects a situation outside the space that could endanger entrants; or
   - The attendant cannot effectively and safely perform all the duties required.
F. Does not allow unauthorized individuals in the area of the entry operation or entrance into the space.
G. Performs no duties that might at any time interfere with the attendant's primary duty to monitor and protect the authorized entrants.
H. Make certain that all aspects of the entry procedure are completed, correct and accurate. This includes the permit system, equipment and its integrity, placing emergency rescue services on standby, air monitoring, etc.
I. Summon rescue and other emergency services as soon as the attendant determines that entrants may need assistance to escape from permit space hazards or medical assistance following self-rescue;
J. Performs non-entry rescues if needed and as specified.
K. Will be currently qualified in first aid and CPR.

SUPPORT ATTENDANT

Performs work as needed to ensure the attendant(s) is not diverted from constant entrant monitoring duties.
   - Any operations requiring maintenance require a support attendant to assist the primary attendant.

CONFINED SPACE ENTRY TEAM REQUIREMENTS

Any permit-required confined space entry requires at least two people -one attendant and one entrant.
   - Entry operations requiring maintenance require at least two attendants.
   - In the event there is only one attendant they must also be trained to be the entry supervisor.
   - If there is only one attendant, they will not have other duties that interrupt attendant duties.

All involved personnel will be currently qualified in CPR and first aid,

Any vertical opening more than five (5) feet deep requires a body harness and lifeline.

CONTRACTOR REQUIREMENTS

TOWN OF LURAY SITE SUPERVISORS

A. Inform the contractor of the permit-required confined spaces at the work-site and that permit space entry can only be accomplished with compliance to a program according to OSHA regulation
B. Inform the contractor of hazards and issues experienced with the space that make it a permit-required space.
C. Inform the contractor of procedures and/or precautions the Town has implemented to protect employees.
D. Coordinate any entry operations in which Town personnel and the contractor will both enter.
E. Have a debriefing with the contractor after entry operations are completed to note any hazards encountered in order to update the program.
F. Do not lend equipment to contractors.

CONTRACTOR

The Contractor shall:
A. Obtain information about confined space hazards and operations from the Town.
B. Coordinate any entry operations in which Town personnel and the contractor will both enter.
C. Inform the Town of the permit confined space entry program they will follow.
D. Inform the Town of any hazards encountered or created during operations.
E. Follow all federal, state and county safety regulations.
F. Ensure that all subcontractors follow all federal, state and county safety regulations.

HAZARD IDENTIFICATION, ELIMINATION & CONTROL

There are numerous types of hazards that may be encountered in a confined space. Examples are atmospheric, engulfment, configuration hazards, and any other recognized hazards (refer to the definition of a permit-required confined space).

The first objective of the Town of Luray Confined Space Program is to eliminate hazards to protect employees. When all hazards cannot he eliminated, they will be controlled and employees will be protected.

IDENTIFICATION, ELIMINATION, AND CONTROL OF HAZARDS

Means, procedures, and practices must be implemented as necessary for safe permit space entry operations, including, but not limited to, the following:

- Isolating the permit space through lock out/tag out, or other means if necessary;
- Purging, inerting, flushing, or ventilating the space as necessary to eliminate/control atmospheric hazards;
- Providing pedestrian, vehicle, or other barriers as necessary to protect entrants from external hazards; and
- Ensuring trenching/excavation protection is implemented in order to protect employees;
- Verifying that conditions in the permit space are acceptable for entry throughout the entry.

ATMOSPHERIC HAZARDS & CONTROLS

Confined spaces will be tested before and continuously during entry. In order to accomplish this:

- Air monitors must be properly calibrated and field-tested before each use.
- The air must be monitored at the opening and different levels.
- A monitor is to be worn in the space by at least one entrant in each area where any work is taking place.

Atmospheric monitoring - The following conditions must be tested for according to the criteria and order listed. If any of the criteria below is not met the atmosphere is Immediately Dangerous to Life and Health (IDLH) and will not be entered.

1. The oxygen concentration must be above 19.5% and below 23.5%;
2. Flammable gas, vapor, or mist must be less than 10% of its lower explosive limit (LEL);
3. Toxic atmospheres must be identified:
   - Hydrogen Sulfide (H2S) - must be less than 10ppm.
   - Carbon Monoxide (CO) - must be less than 35 ppm.
   - Any other toxic substances that may potentially exist.
4. If there is any doubt of the IDLH status of the space, it is assumed IDLH and will not be entered.
5. In trenching and excavation operations, atmospheric monitoring will be accomplished, initially and continuously, when the space is 4 or more feet deep and/or conditions present potential for a hazardous atmosphere. Examples include working on waste water lines, vehicles running next to trench, contaminated soil exists, adjacent to hazards such as a landfill etc.

Ventilation to Control Atmospheric Hazards - Continuous forced air ventilation shall be used, as follows:

1. An employee may not enter the space until the forced air ventilation has controlled any hazardous atmosphere (confirmed by documented testing);
2. The forced air ventilation shall be so directed as to ventilate the immediate areas where an employee is or will be present within the space and shall continue until all employees have left the space;
3. The air supply for the forced air ventilation shall be from a clean source and may not increase the hazards in the space.
4. The atmosphere within the space shall be tested to ensure that the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere.

NOTE: Control of atmospheric hazards through forced air ventilation does not constitute elimination of hazards.

ENTRY PROCEDURES

ENTRY PERMIT

A permit will be completed for each permit-required entry.

A. The entry supervisor will review each entry permit and ensure conditions are safe and there is no prohibited condition before entry is made. The entry supervisor will then sign the permit. The permit will not be signed by the entry supervisor where there is an IDLH atmosphere existing.
B. The duration of the permit may not exceed the time required to complete the assigned task or job identified on the permit and no longer than one shift (12 hours maximum).
C. Each effected employee will review and initial the permit (beside their listed name).

D. The permit will remain at the site and be available to all effected personnel.
E. The permit will be canceled when:
   1. Entry has been completed.
   2. A prohibited or unsafe condition arises in or near the space.
F. Permits must be retained for a minimum of one year from the date of issue for review.
G. Confined space entries will be entered on the confined space entry log.

ENTRY PROCEDURES

The primary procedure for entering confined spaces is:
A. Identify the work to be performed, who will be on the entry team and assign roles (entry supervisor, etc.).
B. Eliminate any condition making it unsafe to remove an entrance cover before the cover is removed.
C. Guard the opening of the space to prevent fall and objects from falling on entrants.
D. Determine the types of hazards associated with the space and obtain all necessary equipment for safe entry.
E. Complete the confined space entry permit.
F. Review all hazards and requirements for safe entry with all personnel involved with the entry.
G. Test internal atmosphere in all levels of the space with the approved, calibrated monitor in this order:
   - Oxygen content,
   - Flammable gases and vapors,
   - Toxic contaminates.
   - If any of these factors present an IDLH atmosphere, no entry is permitted. Refer to the Air Monitoring section of the plan.
H. All necessary safety precautions and procedures must be employed to protect employees from engulfment, configuration or any other recognized hazard.
I. Maintain continuous communication between entrants and attendants.
J. Each individual involved in the entry will review and verify the permit for completeness and accuracy.
K. After exiting the space and accounting for all personnel involved, cancel the permit and enter the cancellation into the confined space entry log.
L. Note pertinent comments on conditions that may enhance safety of future entry operations on the permit.
M. Maintain and store equipment properly.

DO NOT ENTER IF ALL REQUIREMENTS ARE NOT MET
OR THE SPACE IS "IDLH"!

ALTERNATE PROCEDURES (1910.146 (c)(5)(i))

Confined spaces can be entered without a permit or attendants provided that the space can be maintained in a safe condition for entry by mechanical ventilation alone as provided by (1910.146 (c) (5) (i)).

A **permit-required space may be entered under alternate procedures** if:

A. It is specified as a candidate for alternate procedure consideration The Town of Luray Safety Officer is authorized to specify candidates.
B. It can be demonstrated that the only hazard posed is the actual or potential hazardous atmosphere and continuous forced air ventilation alone is sufficient to maintain the permit space for entry.

C. This can be documented through a history of monitoring and inspection data. Discretion must be utilized to ensure measurements are taken at peak times, etc.
   - If entry is required to obtain the data, permit-required confined space requirements must be followed.
   - The data must be made available to each employee involved in the entry operation.

Entry requirements for spaces that meet conditions for alternate procedures:

A. The space is verified to be a candidate for alternate procedures and atmospheric history shows no hazardous atmosphere.
B. Conditions making it unsafe to remove an entrance cover shall be eliminated before the cover is removed.
C. Guard the opening of the space to prevent fall and objects from falling on entrants.
D. Before an employee enters the space, the internal atmosphere shall be tested as specified in the entry procedures and air monitoring sections of these procedures.
E. There may be no hazardous atmosphere, within the space whenever any employee is inside.
F. Continuous forced air ventilation shall be used as specified in the air monitoring section of these procedures.
G. The atmosphere within the space shall be tested and continuously monitored to ensure that the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere.
H. Documentation must be completed verifying these measures are completed and the space is safe for entry.
   - This documentation will be completed before entry; available and reviewed with all personnel involved in the operations.

<u>If a Hazardous Atmosphere is detected during entry</u>:

A. Each employee shall leave the space immediately;
B. The space shall be evaluated to determine how the hazardous atmosphere developed; measures shall be implemented to protect employees from the hazardous atmosphere before subsequent entry takes place.

RECLASSIFICATION

A space classified as a permit-required confined space may be reclassified as a non-permit confined space under the following procedures and conditions:

A. The space is a candidate for reclassification consideration. The Town of Luray Public Superintendent and the Town of Luray Safety Officer are authorized to specify candidates.
B. If the permit space poses no actual or potential atmospheric hazards and;
C. If all hazards within the space are eliminated without entry into the space,
   - If it is necessary to enter the permit space to eliminate hazards, entry shall be performed according to permit required confined space entry procedures.
   - NOTE: Control of atmospheric hazards through forced air ventilation does not constitute elimination of the hazards and does not allow for reclassification.
D. If hazards arise within a space that has been reclassified to a non-permit space:
   - Each employee in the space shall exit the space.
   - The space will be evaluated to determine whether it must be reclassified as a permit space.
   - Employees may re-enter only is the appropriate procedures are followed to ensure safety.
E. Documentation will be kept that contains the date, the location of the space, verification determining no atmospheric or other hazards and the signature of the person making the reclassification determination.

F. Reclassification certification shall be made available and reviewed with each employee involved.

RESCUE

A. The Town of Luray authorized entry employees will not perform entry rescues; only non-entry self-rescue.
B. The Town of Luray Volunteer Fire Department is the rescue service for the Town of Luray confined space entry operations.
C. The Town of Luray rescue services will be notified to respond if self-rescue is not possible or if self-rescue requires assistance and/or medical treatment (911 or radio contact).
   - Contact rescue services, as soon as need is determined (prior to beginning or along with self-rescue).
   - Inform the rescue service of hazards they might encounter when called on to perform rescue.
   - If an injured entrant is exposed to a substance, an MSDS or other supporting material must be provided to rescue services.
D. In order to perform self-rescue, retrieval systems or methods shall be used, as specified in this plan unless the retrieval equipment increases the overall risk to entrants, or does not contribute to rescue of entrants.
   - Each authorized entrant shall use a chest of full body harness, with a retrieval line attached at the center of the entrant's back near shoulder level, or above the entrant's head. Wristlets may be used in lieu of the chest or full body harness if the use of a chest or full body harness is unfeasible or creates a greater hazard.
   - The other end of the retrieval line shall be attached to a mechanical device or fixed point outside the permit space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary. A mechanical device shall be available to retrieve personnel from vertical type permit spaces more than 5 feet (1.52m) deep.
E. Each employee on the confined space entry team shall be currently certified and trained in CPR and first aid, procedures for contacting and hosting rescue services and self-rescue procedures.
F. Rescue services will be provided access to all permit spaces from which rescue may be necessary so that they can develop appropriate rescue plans and practice rescue operations. In addition, rescue services will be informed of permit spaces and provided specifications for frequently entered permit-required confined spaces.
G. Confined Space rescue-training sessions will be held with EMS/Fire rescue at least every 12 months.

EDUCATION & TRAINING

The Town shall provide education and training so that all employees whose work is regulated by this section acquire and maintain the understanding, knowledge, and skills necessary for the safe performance of the duties assigned under this section.

A. Education and training shall be provided to each affected employee:
   - Before the employee is assigned duties;
   - Before there is a change in assigned duties;
     Whenever there is a change in permit space operations that presents a hazard about which an employee has not previously been trained;
   - Whenever there is reason to believe either that there are deviations from the permit space entry procedures or that there are inadequacies in the employee's knowledge of confined space entry safety;
   - Annually.
B. Continual training will be provided through feedback from supervisors and associate staff.

Education and training shall establish and maintain employee proficiency and introduce new/revised procedures.

Non-entry departments will provide employees confined space awareness education that covers and identification of confined spaces and department policy.

DOCUMENTATION

Documentation of education/training and authorization for entry operations shall contain the employee's printed name and signature, the printed name and signatures or initials of the trainers, the dates of training and content. Documentation records shall be available for review by any affected employee (refer to the documentation form in the appendix).

PROCEDURE EVALUATION

POST ENTRY
Each entry will be evaluated by the entry operations team following completion of procedures and pertinent comments noted on the permit or attached to the permit.

PROCEDURE EVALUATION
Review entry operations when there is reason to believe that the procedures may not protect employees. Revise the program accordingly before subsequent entries are made.

NOTE: Examples of circumstances requiring the review of the permit space program include:

- any unauthorized entry of a permit space,
- the detection of a permit space hazard not covered by the permit,
- the detection of a condition prohibited by the permit,
- the occurrence of an injury or near-miss during entry,
- a change in the use or configuration of a permit space, and
- employee complaints about the effectiveness of the program.
- Review the permit space program using canceled permits within 1 year after each entry. Revise the program as necessary.
- Rescue services will be kept informed of any changes that regard their operations.

CONFINED SPACE IDENTIFICATION AND HAZARD EVALUATION FORM

Date of evaluation: **Evaluation completed by:**	**Confined space name or number:**	**Permit required?** **Yes** ☐ **No** ☐

Section 1: Confined Space Identification and Location

Location of space (e.g., site, area, room):

Description of space (physical characteristics, configuration, number of entry points, etc.):

Person in charge of space or responsible individual:

Is the space a confined space? Yes ☐ **No** ☐ (*If the answers to questions 1, 2, and 3 are "YES," then the space is a confined space. If YES, complete Sections 2 and 3. If NO, consult other applicable OSHA standards and guidelines.*)	**1. The space can be entered?**	**Yes** ☐	**No** ☐
	2. The space has limited or restricted entry and exit?	**Yes** ☐	**No** ☐
	3. The space is not designed for continuous human occupancy?	**Yes** ☐	**No** ☐

Section 2: Confined Space Hazard Assessment (*potential and existing hazards*)

Are there any conditions making it unsafe to remove an entrance cover? Yes ☐ No ☐
If yes, describe:_____

Note: These conditions must be eliminated before the cover is removed.

Atmospheric Hazards

☐ Oxygen deficiency (less than 19.5% oxygen).	Monitoring results:
☐ Oxygen enrichment (greater than 23.5% oxygen).	Monitoring results:
☐ Flammable gas, vapor, or mist greater than 10% of its LFL.	Substance: Monitoring results:
☐ Combustible dust greater than or equal to its LFL *(when dust obscures vision at a distance of 5 feet or less)*.	Substance: Monitoring results or visual determination:
☐ Toxic gas, vapor, or mist in excess of its PEL, TLV, or other recommended guidelines.	Substance(s): Monitoring results:

☐ Inert or oxygen displacement atmosphere; simple asphyxiant. If yes, specify gas:_____

(*Examples include acetylene, argon, carbon dioxide, ethylene, helium, hydrogen, LPG, methane, neon, nitrogen, and propane. Note that some of these gases are flammable/explosive or have exposure limits (PELs or TLVs).*)

☐ Poor or inadequate ventilation. Explain:

☐ Any other atmospheric condition that is immediately dangerous to life or health. Explain:

Atmospheric hazards summary statement/comments:

Possible Energy Sources Requiring Lockout/Tagout:

☐ Electrical ☐ Mechanical ☐ Hydraulic ☐ Pneumatic ☐ Chemical
☐ Thermal ☐ Radioactive ☐ Gravity (falling objects)

Comments/survey results:

Introduction of Hazardous Materials? If yes, explain:

Possible Content Hazards (e.g., engulfment)? If yes, explain:

Configuration of the Space?

☐ Inwardly converging walls ☐ Downward sloping and tapering floor ☐ Drop offs
☐ Low overhead clearance ☐ Complex layout ☐ Unstable or structural integrity issues

Comments/survey results:

External Space Hazards?

☐ Traffic ☐ Machinery/equipment/processes ☐ External connections to space ☐ Terrain

Comments/survey results:

Other Hazards in the Space?

☐ Slip/trip/fall hazards ☐ Ambient temperature high or low ☐ Surface temperatures high or low
☐ Noise ☐ Vibration (localized/whole body) ☐ Ionizing or non-ionizing radiation
☐ Plants ☐ Microorganisms ☐ Rodents, snakes, spiders, other insects

☐ Other (explain)_____

Comments/survey results:

Section 3: Permit-Required Confined Space Determination (see Text Box 2)

Is the confined space a permit-required confined space (PRCS)?

Yes ☐ **No** ☐

(*If the answers to questions 1, 2, 3, or 4 are "YES," then the space is a PRCS. If YES, complete the rest of Section 3 and post an appropriate danger sign per Section 3.2.1 at the entrance to the space. If NO, the space is a non-permit confined space. Complete Section 5 if entry is required.*

1. Atmospheric hazard(s)?	**Yes** ☐	**No** ☐
2. Potential for engulfment?	**Yes** ☐	**No** ☐
3. Internal configuration hazard?	**Yes** ☐	**No** ☐
4. Other serious safety hazard?	**Yes** ☐	**No** ☐

Will the PRCS be entered by any personnel? **Yes** ☐ **No** ☐

If no, what measures have been taken to prevent entry?
☐ Posted danger signs
☐ Blocked, barricaded, or locked entrance
☐ Informed exposed employees

If yes, complete a PRCS entry permit (Appendix I) for all entries.

What are the rescue options for the PRCS?

☐ Self-rescue ☐ Non-entry vertical rescue ☐ Non-entry horizontal rescue ☐ Entry rescue

Rescue considerations? If yes, explain:_____
_____
_____
_____

Section 4: Alternate Entry Procedures (see Section 3.13.3)

The OSHA Confined Space standard allows a PRCS to be entered without the need for a written permit or an attendant under two conditions:

- The **only** hazard in the PRCS is an atmospheric hazard and the PRCS can be **maintained** in a condition safe for entry by using mechanical ventilation alone.
- All hazards within the PRCS have been **eliminated** and the space has been reclassified as a non-permit confined space.

1. Is the **only** hazard an actual/potential atmospheric hazard that can be safely controlled by continuous forced air ventilation alone? Yes ☐ No ☐

   If yes, describe:_____
   _____
   _____
   _____
   _____
   ____

   If entry will occur, **certify** that the space is safe for entry and that appropriate pre-entry measures have been taken according to the requirements of Section 3.13.3.1.

   If no, the space must be entered using a PRCS entry permit and attendant (Appendix H).
   (Note: If an initial entry of the PRCS is necessary to obtain the required air monitoring data, the entry must be performed utilizing a PRCS entry permit and attendant.)

2. Can the PRCS be reclassified as a non-permit space (i.e., there are no actual/potential atmospheric hazards and ALL hazards within the space are eliminated without entry into the space)? Yes ☐ No ☐

   If yes, **certify** that all hazards within the space have been eliminated according to the requirements of Section 3.13.3.2.

   If no, the space must be entered using a PRCS entry permit and attendant (Appendix I).

Section 5: Non-Permit Confined Space Entry

No action is necessary for non-permit confined spaces unless personnel are entering non-permit spaces and there are changes within these spaces that may increase or create a hazard to entrants. If such a situation occurs, the space must be reevaluated, and if necessary, reclassified as a PRCS.

If personnel will enter this non-permit confined space, complete the following and post at the entrance to the space:

Date:_____

Location of space:_____

The following conditions and precautions are required for safe entry into this non-permit confined space:_____

_____
_____
_____
_____
_____
_____
_____
_____

The following changes within this non-permit confined space constitute a "change in conditions" and require a re-evaluation of the space prior to entry:

1._____
2._____
3._____
4._____
5._____

In all cases, if hazards arise during non-permit confined space entry, all personnel must leave the space immediately. Confined spaces must be re-evaluated whenever there are changes in the use or configuration of the space or when hazards change or arise.

Signature of certifying individual:_____

Note: Retain this form in site files for the confined space safety program evaluation.

TOWN OF LURAY
CONFINED SPACE ENTRY PERMIT

Confined Space Location/Description/ID Number: Date: _____

_____

Purpose of Entry: _____

_____

Time In: _____ Permit Cancelled Time/Reason _____
Time Out: _____ _____
Supervisor: _____ Entrant: _____
Attendant: _____ Contractor: _____

Rescue & Emergency Services

Hazards of Confined Space	Yes	No	Special Requirements	Yes	No
Oxygen Deficiency			Lockout/Tagout		
Combustible Gas/Vapor			Lines Broken, Capped, or Blanked		
Combustible Dust			Purge-Flush & Vent		
Carbon Monoxide			Secure Area-Post & Flag		
Hydrogen Sulfide			Ventilation		
Toxic Gas/Vapor			Other -		
Toxic Fumes					
Skin – Chemical Hazards			**Special Equipment**		
Electrical Hazard			Breathing Apparatus / Respirator		
Mechanical Hazard			Escape Harness Required		
Engulfment Hazard			Tripod Emergency Escape Unit		
Entrapment Hazard			Lifelines		
Thermal Hazard			PPE – Goggles, Gloves, Clothing, etc		
Hot Work Permit Required			Fire Extinguisher		

Communication Procedures:_____

DO NOT ENTER IF PERMISSIBLE ENTRY LEVELS ARE EXCEEDED		Test Start and Stop Time: Start	Stop
	Permissible Entry Level		
% of Oxygen	19.5% to 23.5%		
% of LEL	Less than 10%		
Carbon Monoxide	35 PPM (8hr)		
Hydrogen Sulfide	10 PPM (8hr)		
Other			

Person(s) Testing: _____
Test Equipment: _____

CFM-Ventilation	Size-Cubic Feet	Pre-Entry Time	Central Notified Before Entrance	☐	Time:
			Central Notified After Exit	☐	Time:

Authorized Entrants

_____
_____
_____
_____

Authorized Attendants

_____
_____
_____
_____

HEARING CONSERVATION PROGRAM

It is the policy of the Town of Luray to fully support the requirements set forth by OSHA Standard 29 CFR 1910.95, pertaining to NOISE and an occupational hearing conservation program.

The sole purpose of this program is to protect the hearing of the employee.

The Safety Officer is responsible for assuring implementation of company policy concerning hearing conservation.

IDENTIFICATION OF NOISE HAZARD AREAS

A. Noise Survey
   1. Identity of surveyor Safety Counselling, Inc.
   2. Date of survey - 26 September 2001
   3. Method of survey An Audio Dynamics Sound Level Meter, Model SLM-IOO,SN 7011505 was used to establish Noise Exposure.
   4. Results of survey - locations were found to exceed 90 dBA :
      - Sludge Press building.
      - Mechanical Building

HEARING PROTECTION (PERSONAL PROTECTIVE EQUIPMENT-PPE)

A. Provision and use of hearing protection is required as a condition of employment for all employees who work in areas or at operations in which their noise exposure exceeds 90 dBA as an eight-hour average. Employees performing their duties in the Sludge Press building will use supplied PPE to protect their hearing. Failure to wear required PPE will be handled as a violation of the Town Safety Program and penalties will be assigned as established in that Plan, up to and including dismissal.
   The Mechanical building is normally only occupied for short periods. In the event extended operations are required in the Mechanical building with equipment running, hearing protection will also be required.
B. Currently, no areas exist with Time Weighted Averages between 85dBA and 90 dBA. In the event future changes in equipment lead to noise levels in that range, employees will be offered Personal Protective equipment to be used at their discretion.
C. Provision of PPE
   1. A choice of several types of hearing protectors is provided to allow employees to select the most comfortable hearing protection.
   2. Hearing protectors are available in the Waste Water office for self-service. Earmuff style protectors may be acquired from the Safety Officer.
   3. Hearing protectors have been selected because they are capable of providing attenuation to at least 90 dBA. A choice of several types of hearing protectors is provided to allow employees to select the most comfortable style or type. Employees are encouraged to try different types.

AUDIOMETRIC TESTING

a. Audiometric testing is required annually for all employees with noise exposure at or above 85 dBA as an eight-hour average.
   1. Baseline testing-must be provided within 6 months of initial employment at noise levels equal to or greater than 85 dBA as an eight-hour average.
   2. Annual Audiograms-repeat audiograms must be obtained at least annually after the establishment of valid baseline audiograms for all employees who are exposed to noise at or above 85 dBA as an eight-hour average.
   3. Evaluation of Audiograms
      a. Annual audiograms must be compared to the baseline audiogram to determine if a standard threshold shift has occurred. A standard threshold shift is defined as a change in hearing threshold relative to the baseline threshold of an average of 10 dB or more at 2000Hz, 3000Hz, and 4000 Hz.
      b. Comparison of an annual audiogram to an audiogram from the preceding year is not acceptable unless the audiogram of the preceding year is the baseline audiogram.
      c. Retesting may be done within thirty days after the annual audiogram to determine if the annual audiogram should be regarded as valid. If the follow up audiogram shows an improvement, it may be used as the annual audiogram.
      d. An evaluation of problem audiograms by a physician, audiologist, or otolaryngologist is required to determine if there is a need for further evaluation. Provide the evaluator with the following information:
         - A copy of the hearing conservation amendments to the noise standard.
         - The baseline audiogram and the most recent audiograms of the affected employee.
         - Measurements of the background sound pressure levels in the audiometric testing room or chamber
         - The record of audiometer calibration as prescribed in the noise standard.

TRAINING AND EDUCATION

A. A training program is provided for all employees who are exposed to noise at or above an eight-hour average of 85 dBA.
B. The training program will be repeated annually for all employees exposed to noise at or above an eight-hour average of 85 dBA.
C. Training includes the following:
   1. The effects of noise.
   2. The purpose of hearing protectors, the advantages, disadvantages, and attenuation of various types, and instructions on selection, fitting and care.
   3. The purpose of audiometric testing, and an explanation of the test procedures.
D. Access to information is required. Any employee having questions regarding this program or their own hearing test results, or information regarding the OSHA standards, should contact the Safety Officer.

RECORD KEEPING

A. Audiometric test records must be maintained and available for 30 years in accordance with 1910.20.
B. Noise exposure measurements shall be maintained for two years.
C. The record of audiometric testing must include the following:
   1. The name and job classification of the employee.
   2. Date of the audiogram.

3. The examiner's name.
4. The date of the last acoustic or exhaustive calibration of the audiometer.
5. The employee's most recent noise assessment.
6. An accurate record of the background measurements in the testing room or chamber.
7. Consider including the employee's social security number as a part of the record.

RECORDABILITY ON OSHA 300 LOG AND SUMMARY

A. In accord with VOSH Administrative Regulations Manual hearing loss must be recorded on Incident and Injury Logs and Summaries.
   1. Hearing loss must be recorded when there is an average threshold shift of25 dB shift or greater at 2000,3000, and 4000 hertz (Hz) in either ear with respect to the baseline audiogram.
   2. Employers must record such hearing loss within six days of the time they become aware of its existence. If at a later date, such as after follow-up testing, it is determined that the hearing loss was not persistent, then the entry may be lined out.
B. Hearing loss will be recorded as an "other occupational illness" unless it occurred from an instantaneous event or incident, such as an explosion.

TOWN OF LURAY
JOB DESCRIPTION

POSITION: Administrative Assistant
SALARY RANGE: Part-time (Hourly) **FSLA**: Non-exempt

JOB SUMMARY
This position performs clerical work involving customer service, billing, collection, and record keeping. Work is performed under the general guidance of the Town Clerk/Treasurer.

ESSENTIAL JOB FUNCTIONS
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position is the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Assists with frontline interaction with residents to receive payments and address/direct inquiries about Town services.
- Assists with tax and utility payments in person and by mail; completes transaction receipts.
- Receives and directs license and permit inquires.
- Receives and directs utility service requests and issues.
- Posts, checks, balances, updates and adjusts routine financial accounts.
- Checks invoices, maintains varied financial and statistical records and complies reports.
- Accounts for checks and cash received daily and balances against receipts; produces reports to close daily and monthly records.
- Prepares a variety of correspondence and reports

KNOWLEDGE, SKILLS, AND ABILITIES
- General knowledge of bookkeeping terminology, methods, procedures, and equipment.
- General knowledge of municipal finance and accounting practices and procedures.
- General knowledge of municipal utility service procedures.
- Ability to process payment information and reconcile accounts through mathematical computations with speed and accuracy.
- Ability to express ideas effectively both verbally and in writing.

EDUCATION AND EXPERIENCE
Any combination of education and experience equivalent to graduation from high school, supplemented by one (1) year of experience in general office work.

WORKING CONDITIONS
Tasks typically require sedentary work with occasional lifting of up to ten (10) pounds in an office environment.

SPECIAL REQUIREMENTS
Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required.

TOWN OF LURAY
JOB DESCRIPTION

POSITION: Assistant Town Manager
SALARY RANGE: $65,000 to $125,000 **FSLA**: Exempt

JOB SUMMARY
This supervisory position assists with the management, direction, and coordination of all operations of the Town government. Work is performed under the general guidance of the Town Manager.

ESSENTIAL JOB FUNCTIONS
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position is the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Coordinates, monitors, and control departmental functions to complete necessary work.
- Assists the Town Manager with meeting agenda preparation and attends all Council meetings.
- Assists with the Zoning Administrator duties for the Town to review and approve development; assists with agenda preparation for Planning Commission review of development applications.
- Assists with preparation annual budget to Town Council and its administration after adoption.
- Provides timely updates to Council on Town activities and budget status.
- Assists with the maintenance of all real property, easements, and rights-of-way owned by or leased to the Town.
- Assists with administration of Town personnel.
- Assists with staff work schedules to ensure adequate coverage and control of work completion.
- Coordinates training and staff development to ensure efficient and safe completion of work.
- Addresses staff concerns and problems through counseling or recommended disciplinary action.
- Interviews potential candidates for employment and assists with hiring decisions.
- Assists with establishing operating policies, procedures, goals, and objectives.
- Responds to public inquiries related to Town operations.
- Coordinates with outside agency inspections of Town projects and initiatives.
- Serves as primary manager of major Town capital projects

KNOWLEDGE, SKILLS, AND ABILITIES
- Thorough knowledge of Town Charter, Town Code, Personnel Policies Manual, Zoning Ordinance Comprehensive Plan, and pertinent rules and regulations of the Commonwealth of Virginia.
- Thorough knowledge of the principals and practices of public administration and local government administration.
- Thorough knowledge of municipal finance practices and procedures.
- Ability to coordinate, monitor, control, plan, and direct the operations of the Town government.
- Ability to express ideas effectively both verbally and in writing.

EDUCATION AND EXPERIENCE
Any combination of education and experience equivalent to graduation from an accredited college or university with a bachelor's degree (master's degree preferred), supplemented by three (3) years progressively responsible experience in public administration.

WORKING CONDITIONS
Tasks typically require sedentary work with occasional lifting of up to ten (10) pounds in an office environment.

SPECIAL REQUIREMENTS
Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required.

TOWN OF LURAY
JOB DESCRIPTION

POSITION: Assistant Town Clerk/Treasurer
SALARY RANGE: $40,000 to $75,000 **FSLA**: Non-exempt

JOB SUMMARY
This supervisory position assists with the management, direction, and coordination of all operations of the Town's financial affairs and records management. Work is performed under the general guidance of the Town Clerk/Treasurer.

ESSENTIAL JOB FUNCTIONS
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position is the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Assists with coordinating, monitoring, and controlling financial management functions to complete necessary work.
- Attends all Council meetings, transcribes all minutes, and assists with maintaining the Official Minute Book.
- Assists with maintaining the Town Ordinance Book and Resolution Book. Maintenance includes official printed and online versions.
- Assists with preparation annual budget to Town Council and its administration after adoption.
- Provides timely updates to Council on Town finances and budget status.
- Assists with preparing accounts payable checks and produces related reports; files accounts payable invoices.
- Assists with preparing payroll checks and maintains appropriate records.
- Assists with reconciling bank statements.
- Assists with administration of Town finance personnel.
- Assists with staff work schedules to ensure adequate coverage and control of work completion.
- Assists with coordinating training and staff development to ensure efficient and safe completion of work.
- Assists with addressing staff concerns and problems through counseling or recommended disciplinary action.
- Assists with interviewing potential candidates for employment and assists with hiring decisions.
- Assists with establishing operating policies, procedures, goals, and objectives.
- Responds to public inquiries related to Town operations.
- Assists with preparing street maintenance funds report for submission to the State.

KNOWLEDGE, SKILLS, AND ABILITIES
- General knowledge of Town Charter, Town Code, Personnel Policies Manual, and pertinent financial and records management rules and regulations of the Commonwealth of Virginia.
- General knowledge of municipal finance and accounting practices and procedures.
- Ability to coordinate, monitor, control, plan, and direct the operations of the Town's financial management.
- Ability to express ideas effectively both verbally and in writing.

EDUCATION AND EXPERIENCE
Any combination of education and experience equivalent to graduation from high school, supplemented by two (2) years progressively responsible experience in public financial administration and records management.

WORKING CONDITIONS
Tasks typically require sedentary work with occasional lifting of up to ten (10) pounds in an office environment.

SPECIAL REQUIREMENTS
Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required.

TOWN OF LURAY
JOB DESCRIPTION

POSITION: Customer Service Clerk
SALARY RANGE: $30,000 to $50,000 **FSLA**: Non-exempt

JOB SUMMARY
This position performs clerical work involving customer service, billing, collection, and record keeping. Work is performed under the general guidance of the Town Clerk/Treasurer.

ESSENTIAL JOB FUNCTIONS
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position is the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Provides frontline interaction with residents to receive payments and address/direct inquiries about Town services.
- Processes tax and utility payments in person and by mail; completes transaction receipts.
- Receives and directs license and permit inquires.
- Receives and directs utility service requests and issues.
- Posts, checks, balances, updates and adjusts routine financial accounts.
- Checks invoices, maintains varied financial and statistical records and complies reports.
- Accounts for checks and cash received daily and balances against receipts; produces reports to close daily and monthly records.
- Prepares a variety of correspondence and reports

KNOWLEDGE, SKILLS, AND ABILITIES
- General knowledge of bookkeeping terminology, methods, procedures, and equipment.
- General knowledge of municipal finance and accounting practices and procedures.
- General knowledge of municipal utility service procedures.
- Ability to process payment information and reconcile accounts through mathematical computations with speed and accuracy.
- Ability to express ideas effectively both verbally and in writing.

EDUCATION AND EXPERIENCE
Any combination of education and experience equivalent to graduation from high school, supplemented by two (2) years of experience in general office work.

WORKING CONDITIONS
Tasks typically require sedentary work with occasional lifting of up to ten (10) pounds in an office environment.

SPECIAL REQUIREMENTS
Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required.

TOWN OF LURAY
JOB DESCRIPTION

POSITION: Planning & Zoning Assistant
SALARY RANGE: Part-time Hourly **FSLA**: Non-Exempt

JOB SUMMARY
This position assists with the planning functions related to zoning regulation, Code compliance, subdivision and development review, and planning for the Town government. Work is performed under the general guidance of the Town Planner, Assistant Town Manager, and Town Manager.

ESSENTIAL JOB FUNCTIONS
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position is the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Assists with necessary work for planning and zoning efforts.
- Assists the Zoning Administrator to review and approve zoning permits and development plans.
- Assists with agenda preparation for Planning Commission review of development applications.
- Assists with establishing operating policies, procedures, goals, and objectives.
- Assists with maintaining currency of Town's Comprehensive Plan and of the Town's planning and zoning regulations.
- Assists with preparing the Planning Commission's Annual Report.
- Assists with interpretation and administration of Town's planning and zoning regulations.
- Assists with presentation material for Planning Commission and Town Council on planning and zoning issues.
- Responds to public inquiries related to Town planning and zoning regulations.
- Assists with maintaining currency of the Town's website

KNOWLEDGE, SKILLS, AND ABILITIES
- General knowledge of Town Charter, Town Code, Zoning Ordinance Comprehensive Plan, and pertinent rules and regulations of the Commonwealth of Virginia.
- General knowledge of the principals and practices of planning and zoning related to local government administration.
- General knowledge of municipal planning, urban design, zoning regulations, and site plan review.
- Ability to develop application summaries and charts for project impact.
- Ability to express ideas effectively both verbally and in writing.

EDUCATION AND EXPERIENCE
Any combination of education and experience equivalent to graduation from high school, supplemented by two (2) years of experience in general office work.

WORKING CONDITIONS
Tasks typically require sedentary work with occasional lifting of up to ten (10) pounds in an office environment.

SPECIAL REQUIREMENTS
Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required.

TOWN OF LURAY
JOB DESCRIPTION

POSITION: Town Manager
SALARY RANGE: Contract **FSLA**: Exempt

JOB SUMMARY
This supervisory position manages, directs, and coordinates all operations of the Town government outlined in the Town Charter, Town Code, and as directed by the Mayor and Town Council. Work is performed through the oversight of the Police Department, Public Works Department, Utilities Departments, Parks & Recreation Department, and Administrative Staff. This is an appointed position by the Town Council, and work is performed under the general guidance of the Mayor and Town Council.

ESSENTIAL JOB FUNCTIONS
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position is the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Coordinates, monitors, and control department functions to complete necessary work.
- Assists the Mayor with meeting agenda preparation and attends all Council meetings.
- Serves as the Zoning Administrator for the Town to review and approve development; coordinates agenda preparation for Planning Commission review of development applications.
- Prepares and submits annual budget to Town Council and is responsible for its administration after adoption.
- Provides timely updates to Council on Town activities and budget status.
- Responsible for the maintenance of all real property, easements, and rights-of-way owned by or leased to the Town.
- Serves as the Town's personnel officer to include administration of the Town's classification and pay plan, appointing or removing all Town employees with the exception of the Town Treasurer, Town Clerk, and Town Attorney.
- Develops and oversees staff work schedules to ensure adequate coverage and control of work completion.
- Coordinates training and staff development to ensure efficient and safe completion of work.
- Addresses staff concerns and problems through counseling or recommended disciplinary action.
- Interviews potential candidates for employment and makes hiring decisions.
- Establishes operating policies, procedures, goals, and objectives.
- Responds to public inquiries related to Town operations.
- Coordinates with outside agency inspections of Town projects and initiatives.

KNOWLEDGE, SKILLS, AND ABILITIES
- Thorough knowledge of Town Charter, Town Code, Personnel Policies Manual, Zoning Ordinance Comprehensive Plan, and pertinent rules and regulations of the Commonwealth of Virginia.
- Thorough knowledge of the principals and practices of public administration and local government administration.
- Thorough knowledge of municipal finance practices and procedures.
- Ability to coordinate, monitor, control, plan, and direct the operations of the Town government.
- Ability to express ideas effectively both verbally and in writing.

EDUCATION AND EXPERIENCE
Any combination of education and experience equivalent to graduation from an accredited college or university with a bachelor's degree (master's degree preferred), supplemented by ten (10) years progressively responsible experience in public administration.

WORKING CONDITIONS
Tasks typically require sedentary work with occasional lifting of up to ten (10) pounds in an office environment.

SPECIAL REQUIREMENTS
Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required.

TOWN OF LURAY
JOB DESCRIPTION

POSITION: Town Clerk/Treasurer
SALARY RANGE: $65,000 to $125,000 **FSLA**: Exempt

JOB SUMMARY
This supervisory position manages, directs, and coordinates of all operations of the Town's financial affairs and records management. Work is performed under the general guidance of the Mayor and Town Council.

ESSENTIAL JOB FUNCTIONS
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position is the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Coordinates, monitors, and controls financial management functions to complete necessary work.
- Attends all Council meetings, transcribes all minutes, and maintains the Official Minute Book.
- Maintains the Town Ordinance Book and Resolution Book. Maintenance includes official printed and online versions.
- Assists with preparation annual budget to Town Council and its administration after adoption.
- Provides timely updates to Council on Town finances and budget status.
- Prepares accounts payable checks and produces related reports; files accounts payable invoices.
- Prepares payroll checks and maintains appropriate records.
- Reconciles bank statements.
- Assists with administration of Town finance personnel.
- Assists with staff work schedules to ensure adequate coverage and control of work completion.
- Coordinates training and staff development to ensure efficient and safe completion of work.
- Addresses staff concerns and problems through counseling or recommended disciplinary action.
- Interviews potential candidates for employment and assists with hiring decisions.
- Assists with establishing operating policies, procedures, goals, and objectives.
- Responds to public inquiries related to Town operations.
- Prepares street maintenance funds report for submission to the State.

KNOWLEDGE, SKILLS, AND ABILITIES
- General knowledge of Town Charter, Town Code, Personnel Policies Manual, and pertinent financial and records management rules and regulations of the Commonwealth of Virginia.
- Thorough knowledge of municipal finance and accounting practices and procedures.
- Ability to coordinate, monitor, control, plan, and direct the operations of the Town's financial management.
- Ability to express ideas effectively both verbally and in writing.

EDUCATION AND EXPERIENCE
Any combination of education and experience equivalent to graduation from an accredited community college, supplemented by three (3) years progressively responsible experience in public financial administration and records management.

WORKING CONDITIONS
Tasks typically require sedentary work with occasional lifting of up to ten (10) pounds in an office environment.

SPECIAL REQUIREMENTS
Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required.

TOWN OF LURAY
JOB DESCRIPTION

POSITION: Utility Account Specialist
SALARY RANGE: $34,000 to $55,000 **FSLA**: Non-exempt

JOB SUMMARY
This position performs advanced clerical work involving customer service, billing, collection, and record keeping. Work is performed under the general guidance of the Town Clerk/Treasurer.

ESSENTIAL JOB FUNCTIONS
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position is the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Calculates, prepares, and prints monthly utility bills.
- Maintains daily meter readings equipment to collect necessary data to process utility usage and billing.
- Reviews utility billing to identify possible problem accounts.
- Assigns new service, disconnects, and re-checks to meter readers.
- Maintains customer records and resolves delinquent accounts.
- Provides frontline interaction with residents to receive payments and address/direct inquiries about Town services.
- Processes tax and utility payments in person and by mail; completes transaction receipts.
- Receives and directs license and permit inquires.
- Receives and directs utility service requests and issues.
- Posts, checks, balances, updates and adjusts routine financial accounts.
- Checks invoices, maintains varied financial and statistical records and complies reports.
- Accounts for checks and cash received daily and balances against receipts; produces reports to close daily and monthly records.
- Prepares a variety of correspondence and reports

KNOWLEDGE, SKILLS, AND ABILITIES
- General knowledge of bookkeeping terminology, methods, procedures, and equipment.
- General knowledge of municipal finance and accounting practices and procedures.
- Extensive knowledge of municipal utility service procedures.
- Ability to process payment information and reconcile accounts through mathematical computations with speed and accuracy.
- Ability to express ideas effectively both verbally and in writing.

EDUCATION AND EXPERIENCE
Any combination of education and experience equivalent to graduation from high school, supplemented by two (2) years of experience in general office work.

WORKING CONDITIONS
Tasks typically require sedentary work with occasional lifting of up to ten (10) pounds in an office environment.

SPECIAL REQUIREMENTS
Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required.

TOWN OF LURAY
JOB DESCRIPTION

POSITION: Assistant Superintendent of Parks & Recreation
SALARY RANGE: $37,500 to $75,000 **FSLA**: Non-Exempt

JOB SUMMARY
This supervisory position assists the Superintendent with managing, directing, and coordinating the development, construction of improvements to and maintenance of parks, trails, and public areas within the Parks & Recreation Department. Work is performed under the general guidance of the Superintendent of Parks & Recreation.

ESSENTIAL JOB FUNCTIONS
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position is the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Assists with assessing and prioritizing necessary work for Department.
- Supervises, directs, and evaluates assigned staff to complete necessary work.
- Assists with developing and oversing staff work schedules to ensure adequate coverage and control of work completion.
- Assist with coordinating training and staff development to ensure efficient and safe completion of work.
- Assists with addressing staff concerns and problems through counseling or recommended disciplinary action.
- Interviews potential candidates for employment and makes hiring recommendations.
- Plans, directs, and participates in parks and trail maintenance, as well as snow removal.
- Assists with establishing operating policies, procedures, goals, and objectives.
- Assists with reviews of capital project design plans.
- Inspects in-house and contractor work for progress and conformity to standards.
- Assists with the preparation of Department operating budget.
- Assists with management of weekly timesheet and activity reporting
- Assists with oversight of purchasing for Department operations.
- Responds to public inquiries related to Parks & Recreation operations.
- Assists with preparation of project activity reports and grant applications.
- Coordinates with outside agency inspections of Town projects.
- Serves as Department's primary administrator in the temporary absence of the Superintendent
- Subject to after-hours response to emergency situations

KNOWLEDGE, SKILLS, AND ABILITIES
- Thorough knowledge of current construction practices and equipment used in park development, construction, and maintenance activities.
- Thorough knowledge of current regulations for forestry, landscaping, horticulture, and safety (VOSH, OSHA, etc.) regulations.
- Ability to develop and communicate work plans and schedules to staff (verbal and written).
- Ability to operate hand tools and heavy equipment.

EDUCATION AND EXPERIENCE
Any combination of education and experience equivalent to graduation from an accredited college with major course work in horticulture or park planning, supplemented by seven (7) years progressively responsible experience in parks and recreation operations and administration.

WORKING CONDITIONS
Tasks require the regular and at times sustained performance of physically demanding work typically including walking, climbing, kneeling, and carrying heavy objects in excess of 50 pounds. Tasks routinely require the ability to communicate verbally. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen,

humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens.

SPECIAL REQUIREMENTS
Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. A Virginia CDL Class A or B is preferred. Certified Sports Field Manager or Environmental Facility Certification accreditation or certification as an Arborist within twelve (12) months assuming the position is required.

Position is determined to be **ESSENTIAL PERSONNEL**

TOWN OF LURAY
JOB DESCRIPTION

POSITION: Park Attendant (Part-time or Seasonal)
SALARY RANGE: $7.25 to $12.00 per hour **FSLA**: Non-Exempt

JOB SUMMARY
This non-supervisory position performs manual work in the operation and maintenance of parks, trails, and public areas within the Parks & Recreation Department. Work is performed under the general guidance of the Superintendent, Assistant Superintendent, or Crew Leader.

ESSENTIAL JOB FUNCTIONS
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position is the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Coordinates park activities at athletic fields and beach
- Coordinates park point of sales and rentals
- Conducts vegetative planting and maintenance on park properties.
- Conducts removal of discarded debris from on park properties to include dead animals.
- Conducts preparation and maintenance of athletic fields, playgrounds, tennis courts, and other recreational amenities.
- Installs and maintains fencing and boardwalks.
- Serves as a lifeguard at Lake Arrowhead Beach (Job Specific Requirement)
- Performs buildings and grounds maintenance to include custodial services as needed.
- Assists with snow and ice removal

KNOWLEDGE, SKILLS, AND ABILITIES
- Knowledge of current construction practices and equipment used in construction and maintenance activities.
- Ability to safely operate hand tools.
- Ability to perform manual labor for extended periods, often under unfavorable weather conditions
- Ability to swim and perform rescue operations as Lifeguard (Job Specific Requirement)

EDUCATION AND EXPERIENCE
Any combination of education and experience equivalent to graduation from high school, supplemented by some experience in parks operations. Certification as Lifeguard or other first aid training may be required for certain positions.

WORKING CONDITIONS
Tasks require the regular and at times sustained performance of physically demanding work typically including walking, climbing, kneeling, and carrying heavy objects in excess of 25 pounds. Tasks routinely require the ability to communicate verbally. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens.

SPECIAL REQUIREMENTS
Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. A Virginia CDL Class A or B is preferred. Certification as CPR and emergency medical provider desired. Certification as Lifeguard by a recognized source of training (Job Specific Requirement) desired.

TOWN OF LURAY
JOB DESCRIPTION

POSITION: Crew Leader
SALARY RANGE: $36,000 to $67,000 **FSLA**: Non-Exempt

JOB SUMMARY
This supervisory position assists the Superintendent and Assistant Superintendent with field coordination of the construction of improvements to and maintenance of parks, trails, and public areas within the Parks & Recreation Department. Work is performed under the general guidance of the Superintendent or Assistant Superintendent.

ESSENTIAL JOB FUNCTIONS
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position is the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Supervises and directs assigned field staff to complete necessary work.
- Safely operates heavy construction equipment to include dump truck, back-hoe, loader, bush hog, and similar equipment in construction and repair of infrastructure.
- Operates light equipment to include mowers, tractors, and similar equipment.
- Assist with training and staff development to ensure efficient and safe completion of work.
- Assists with addressing staff concerns and problems through counseling or recommended disciplinary action.
- Interviews potential candidates for employment and makes hiring recommendations.
- Directs and participates in parks and trail maintenance, as well as snow removal.
- Places asphalt, concrete, or stone to pave, resurface, and patch street and path surfaces.
- Conducts vegetative planting and maintenance on park properties.
- Conducts removal of discarded debris from on park properties to include dead animals.
- Conducts preparation and maintenance of athletic fields, playgrounds, tennis courts, and other recreational amenities.
- Installs and maintains fencing and boardwalks.
- Performs buildings and grounds maintenance to include custodial services as needed.
- Assists with establishing operating policies, procedures, goals, and objectives.
- Inspects in-house and contractor work for progress and conformity to standards.
- Assists with management of weekly timesheet and activity reporting
- Subject to after-hours response to emergency situations

KNOWLEDGE, SKILLS, AND ABILITIES
- Knowledge of current construction practices and equipment used in park construction and maintenance activities.
- Knowledge of current regulations for safety (VOSH, OSHA, etc.) regulations.
- Ability to communicate work plans and schedules to staff (verbal).
- Ability to operate hand tools and heavy equipment.

EDUCATION AND EXPERIENCE
Any combination of education and experience equivalent to graduation from high school, supplemented by four (4) years progressively responsible experience in public works and utilities operations and administration.

WORKING CONDITIONS
Tasks require the regular and at times sustained performance of physically demanding work typically including walking, climbing, kneeling, and carrying heavy objects in excess of 50 pounds. Tasks routinely require the ability to communicate verbally. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens.

SPECIAL REQUIREMENTS
Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. A Virginia CDL Class A or B is preferred. CDL Class must be obtained within eighteen (18) months of employment in position.

Position is determined to be **ESSENTIAL PERSONNEL.**

TOWN OF LURAY
JOB DESCRIPTION

POSITION: Equipment Operator
SALARY RANGE: $34,000 to $64,000 **FSLA**: Non-Exempt

JOB SUMMARY
This non-supervisory position performs manual work through the operation of heavy equipment in the construction of improvements to and maintenance of parks, trails, and public areas within the Parks & Recreation Department. Work is performed under the general guidance of the Superintendent, Assistant Superintendent, or Crew Leader.

ESSENTIAL JOB FUNCTIONS
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position is the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Safely operates heavy construction equipment to include dump truck, back-hoe, loader, bush hog, and similar equipment in construction and repair of infrastructure.
- Operates light equipment to include mowers, tractors, sewer jets, and similar equipment.
- Excavates ditches with heavy equipment or hand tools.
- Places asphalt, concrete, or stone to pave, resurface, and patch street and path surfaces.
- Conducts vegetative planting and maintenance on park properties.
- Conducts removal of discarded debris from on park properties to include dead animals.
- Conducts preparation and maintenance of athletic fields, playgrounds, tennis courts, and other recreational amenities.
- Installs and maintains fencing and boardwalks.
- Performs buildings and grounds maintenance to include custodial services as needed.
- Assists with snow and ice removal
- May assist with vehicle and equipment maintenance.
- Subject to after-hours response to emergency situations

KNOWLEDGE, SKILLS, AND ABILITIES
- Knowledge of current construction practices and equipment used in park construction and maintenance activities.
- Ability to safely operate hand tools and heavy equipment.
- Ability to perform manual labor for extended periods, often under unfavorable weather conditions

EDUCATION AND EXPERIENCE
Any combination of education and experience equivalent to graduation from high school, supplemented by two (2) years progressively responsible experience in construction and/or maintenance operations.

WORKING CONDITIONS
Tasks require the regular and at times sustained performance of physically demanding work typically including walking, climbing, kneeling, and carrying heavy objects in excess of 50 pounds. Tasks routinely require the ability to communicate verbally. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens.

SPECIAL REQUIREMENTS
Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. A Virginia CDL Class A or B is preferred. CDL Class B must be obtained within eighteen (18) months of employment in position.

TOWN OF LURAY
JOB DESCRIPTION

POSITION: Maintenance Worker
SALARY RANGE: $28,000 to $58,000 **FSLA**: Non-Exempt

JOB SUMMARY
This non-supervisory position performs manual work in the construction of improvements to and maintenance of parks, trails, and public areas within the Parks & Recreation Department. Work is performed under the general guidance of the Superintendent, Assistant Superintendent, or Crew Leader.

ESSENTIAL JOB FUNCTIONS
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Operates light equipment to include mowers, tractors, and similar equipment and hand tools.
- Occasionally operates heavy construction equipment to include dump truck, back-hoe, loader, bush hog, and similar equipment in construction and repair of infrastructure.
- Excavates trenches and ditches with hand tools
- Places asphalt, concrete, stone, or mulch to pave, resurface, and patch roads, parking areas, and path surfaces.
- Conducts vegetative planting and maintenance on park properties.
- Conducts removal of discarded debris from on park properties to include dead animals.
- Conducts preparation and maintenance of athletic fields, playgrounds, tennis courts, and other recreational amenities.
- Installs and maintains fencing and boardwalks.
- Performs buildings and grounds maintenance to include custodial services as needed, including attending to park trash and restrooms.
- May assist with vehicle and equipment maintenance.
- Subject to after-hours response to emergency situations

KNOWLEDGE, SKILLS, AND ABILITIES
- Knowledge of current construction practices and equipment used in construction and maintenance activities.
- Ability to safely operate hand tools.
- Ability to perform manual labor for extended periods, often under unfavorable weather conditions
- Ability to work weekends, evenings, holidays, special events, and overtime as needed.

EDUCATION AND EXPERIENCE
Any combination of education and experience equivalent to graduation from high school, supplemented by some experience in parks, public works, or utilities operations.

WORKING CONDITIONS
Tasks require the regular and at times sustained performance of physically demanding work typically including walking, climbing, kneeling, and carrying heavy objects in excess of 50 pounds. Tasks routinely require the ability to communicate verbally. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens.

SPECIAL REQUIREMENTS
Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. A Virginia CDL Class A or B is preferred. CDL Class B must be obtained within eighteen (18) months of employment in position. Preference given to those who possess or are willing to obtain upon hire, within eighteen (18) months, a Commercial Applicator License for herbicide application.

TOWN OF LURAY
JOB DESCRIPTION

POSITION: Superintendent of Parks & Recreation
SALARY RANGE: $55,000 to $95,000 **FSLA**: Exempt

JOB SUMMARY
This supervisory position manages, directs, and coordinates the development and construction of improvements to and maintenance of parks, trails, and public areas within the Parks & Recreation Department. Work is performed under the general guidance of the Town Manager.

ESSENTIAL JOB FUNCTIONS
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position is the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Assesses and prioritizes necessary work for Department.
- Supervises, directs, and evaluates assigned staff to complete necessary work.
- Develops and oversees staff work schedules to ensure adequate coverage and control of work completion.
- Coordinates training and staff development to ensure efficient and safe completion of work.
- Addresses staff concerns and problems through counseling or recommended disciplinary action.
- Interviews potential candidates for employment and makes hiring recommendations.
- Plans, directs, and participates in parks and trail maintenance, as well as snow removal.
- Establishes operating policies, procedures, goals, and objectives.
- Reviews and recommends approval of capital project design plans.
- Inspects in-house and contractor work for progress and conformity to standards.
- Prepares operating budget.
- Manages weekly timesheet and activity reporting
- Manages purchasing for Department operations.
- Responds to public inquiries related to Parks & Recreation operations.
- Assists with preparation of project activity reports and grant applications.
- Coordinates with outside agency inspections of Town projects.

KNOWLEDGE, SKILLS, AND ABILITIES
- Thorough knowledge of current construction practices and equipment used in park development, construction, and maintenance activities.
- Thorough knowledge of current regulations for forestry, landscaping, horticulture, and safety (VOSH, OSHA, etc.) regulations.
- Ability to develop and communicate work plans and schedules to staff (verbal and written).
- Ability to operate hand tools and heavy equipment.

EDUCATION AND EXPERIENCE
Any combination of education and experience equivalent to graduation from an accredited college with major course work in horticulture or park planning, supplemented by ten (10) years progressively responsible experience in parks and recreation operations and administration.

WORKING CONDITIONS
Tasks require the regular and at times sustained performance of physically demanding work typically including walking, climbing, kneeling, and carrying heavy objects in excess of 50 pounds. Tasks routinely require the ability to communicate verbally. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. A Virginia CDL Class A or B is preferred. Certified Sports Field Manager or Environmental Facility Certification accreditation or certification as an Arborist within twelve (12) months assuming the position is required.

TOWN OF LURAY
JOB DESCRIPTION

POSITION: Assistant Superintendent of Public Works
SALARY RANGE: $37,500 to $75,000 **FSLA**: Non-Exempt

JOB SUMMARY
This supervisory position assists the Superintendent with managing, directing, and coordinating the construction of improvements to and maintenance of roads, public Rights-of-Way, water distribution, sewer collection, building and grounds, and solid waste collection within the Public Works Department. Work is performed under the general guidance of the Superintendent of Public Works.

ESSENTIAL JOB FUNCTIONS
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position is the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Assists with assessing and prioritizing necessary work for Department.
- Supervises, directs, and evaluates assigned staff to complete necessary work.
- Assists with developing and oversing staff work schedules to ensure adequate coverage and control of work completion.
- Assist with coordinating training and staff development to ensure efficient and safe completion of work.
- Assists with addressing staff concerns and problems through counseling or recommended disciplinary action.
- Interviews potential candidates for employment and makes hiring recommendations.
- Plans, directs, and participates in street and Right-of-Way maintenance, as well as snow removal.
- Plans, directs, and participates in water line installation and repair, and installation of water services.
- Plans, directs, and participates in sewer line installation and repair
- Assists with establishing operating policies, procedures, goals, and objectives.
- Assists with reviews of capital project design plans.
- Inspects in-house and contractor work for progress and conformity to standards.
- Assists with the preparation of Department operating budget.
- Assists with management of weekly timesheet and activity reporting
- Assists with oversight of purchasing for Department operations.
- Responds to public inquiries related to Public Works operations.
- Assists with preparation of project activity reports and grant applications.
- Coordinates with outside agency inspections of Town projects.
- Serves as Department's primary administrator in the temporary absence of the Superintendent
- Subject to after-hours response to emergency situations

KNOWLEDGE, SKILLS, AND ABILITIES
- Thorough knowledge of current construction practices and equipment used in construction and maintenance activities.
- Thorough knowledge of current regulations for water distribution system installation, sewer collection installation, road construction, maintenance of traffic, and safety (VOSH, OSHA, etc.) regulations.
- Ability to develop and communicate work plans and schedules to staff (verbal and written).
- Ability to operate hand tools and heavy equipment.

EDUCATION AND EXPERIENCE
Any combination of education and experience equivalent to graduation from high school, supplemented by seven (7) years progressively responsible experience in public works and utilities operations and administration.

WORKING CONDITIONS
Tasks require the regular and at times sustained performance of physically demanding work typically including walking, climbing, kneeling, and carrying heavy objects in excess of 50 pounds. Tasks routinely require the ability to communicate

verbally. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens.

SPECIAL REQUIREMENTS
Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. A Virginia CDL Class A or B is preferred. VDOT Intermediate Work Zone Traffic Control certification.

Position is determined to be **ESSENTIAL PERSONNEL.**

TOWN OF LURAY
JOB DESCRIPTION

POSITION: Crew Leader
SALARY RANGE: $36,000 to $67,000 **FSLA**: Non-Exempt

JOB SUMMARY
This supervisory position assists the Superintendent and Assistant Superintendent with field coordination of the construction of improvements to and maintenance of roads, public Rights-of-Way, water distribution, sewer collection, building and grounds, and solid waste collection within the Public Works Department. Work is performed under the general guidance of the Superintendent or Assistant Superintendent.

ESSENTIAL JOB FUNCTIONS
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position is the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Supervises and directs assigned field staff to complete necessary work.
- Safely operates heavy construction equipment to include dump truck, back-hoe, loader, sweeper, bucket truck, roller, milling apparatus, and similar equipment in construction and repair of infrastructure.
- Operates light equipment to include mowers, tractors, sewer jets, and similar equipment.
- Assist with training and staff development to ensure efficient and safe completion of work.
- Assists with addressing staff concerns and problems through counseling or recommended disciplinary action.
- Interviews potential candidates for employment and makes hiring recommendations.
- Directs and participates in street and Right-of-Way maintenance, as well as snow removal.
- Directs and participates in water line installation and repair, and installation of water services.
- Directs and participates in sewer line installation and repair
- Installs roadway and building signage.
- Installs pavement markings, curb paint, and other traffic related installations.
- Performs buildings and grounds maintenance to include custodial services as needed.
- Performs maintenance of traffic as needed for street repairs.
- Assists with establishing operating policies, procedures, goals, and objectives.
- Inspects in-house and contractor work for progress and conformity to standards.
- Assists with management of weekly timesheet and activity reporting
- Subject to after-hours response to emergency situations

KNOWLEDGE, SKILLS, AND ABILITIES
- Knowledge of current construction practices and equipment used in construction and maintenance activities.
- Knowledge of current regulations for water distribution system installation, sewer collection installation, road construction, maintenance of traffic, and safety (VOSH, OSHA, etc.) regulations.
- Ability to communicate work plans and schedules to staff (verbal).
- Ability to operate hand tools and heavy equipment.

EDUCATION AND EXPERIENCE
Any combination of education and experience equivalent to graduation from high school, supplemented by four (4) years progressively responsible experience in public works and utilities operations and administration.

WORKING CONDITIONS
Tasks require the regular and at times sustained performance of physically demanding work typically including walking, climbing, kneeling, and carrying heavy objects in excess of 50 pounds. Tasks routinely require the ability to communicate verbally. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens.

SPECIAL REQUIREMENTS
Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. A Virginia CDL Class A or B is preferred. CDL Class must be obtained within twelve (12) months of employment in position. VDOT Basic Work Zone Traffic Control certification.

Position is determined to be **ESSENTIAL PERSONNEL.**

TOWN OF LURAY
JOB DESCRIPTION

POSITION: Equipment Operator
SALARY RANGE: $34,000 to $64,000 **FSLA**: Non-Exempt

JOB SUMMARY
This non-supervisory position performs manual work through the operation of heavy equipment in the construction of improvements to and maintenance of roads, public Rights-of-Way, water distribution, sewer collection, building and grounds, and solid waste collection within the Public Works Department. Work is performed under the general guidance of the Superintendent, Assistant Superintendent, or Crew Leader.

ESSENTIAL JOB FUNCTIONS
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position is the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Safely operates heavy construction equipment to include dump truck, back-hoe, loader, sweeper, bucket truck, roller, milling apparatus, and similar equipment in construction and repair of infrastructure.
- Operates light equipment to include mowers, tractors, sewer jets, and similar equipment.
- Excavates trenches and ditches with heavy equipment
- Clears storm sewer facilities and sanitary sewer facilities.
- Installs and maintains storm sewer facilities, sanitary sewer facilities, and water facilities.
- Places asphalt to pave, resurface, and patch street surfaces.
- Conducts vegetative maintenance in Rights-of-Way and on Town properties.
- Conducts removal of discarded debris from Rights-of-Way and on Town properties to include dead animals.
- Installs roadway and building signage.
- Installs pavement markings, curb paint, and other traffic related installations.
- Performs buildings and grounds maintenance to include custodial services as needed.
- Performs maintenance of traffic as needed for street repairs.
- Assists with snow and ice removal from roads and sidewalks
- May assist with meter reading duties.
- May assist with vehicle and equipment maintenance.
- Paints fire hydrants.
- Subject to after-hours response to emergency situations

KNOWLEDGE, SKILLS, AND ABILITIES
- Knowledge of current construction practices and equipment used in construction and maintenance activities.
- Ability to safely operate hand tools and heavy equipment.
- Ability to perform manual labor for extended periods, often under unfavorable weather conditions

EDUCATION AND EXPERIENCE
Any combination of education and experience equivalent to graduation from high school, supplemented by two (2) years progressively responsible experience in public works and utilities operations.

WORKING CONDITIONS
Tasks require the regular and at times sustained performance of physically demanding work typically including walking, climbing, kneeling, and carrying heavy objects in excess of 50 pounds. Tasks routinely require the ability to communicate verbally. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. A Virginia CDL Class A or B is preferred. CDL Class B must be obtained within twelve (12) months of employment in position.

Position is determined to be **ESSENTIAL PERSONNEL.**

TOWN OF LURAY
JOB DESCRIPTION

POSITION: Maintenance Worker
SALARY RANGE: $28,000 to $58,000 **FSLA**: Non-Exempt

JOB SUMMARY
This non-supervisory position performs manual work in the construction of improvements to and maintenance of roads, public Rights-of-Way, water distribution, sewer collection, building and grounds, and solid waste collection within the Public Works Department. Work is performed under the general guidance of the Superintendent, Assistant Superintendent, or Crew Leader.

ESSENTIAL JOB FUNCTIONS
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position is the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Operates light equipment to include mowers, tractors, sewer jets, and similar equipment and hand tools.
- Occasionally operates heavy construction equipment to include dump truck, back-hoe, loader, sweeper, bucket truck, roller, milling apparatus, and similar equipment in construction and repair of infrastructure.
- Excavates trenches and ditches with hand tools
- Clears storm sewer facilities and sanitary sewer facilities.
- Installs and maintains storm sewer facilities, sanitary sewer facilities, and water facilities.
- Places asphalt to pave, resurface, and patch street surfaces.
- Conducts vegetative maintenance in Rights-of-Way and on Town properties.
- Conducts removal of discarded debris from Rights-of-Way and on Town properties to include dead animals.
- Installs roadway and building signage.
- Installs pavement markings, curb paint, and other traffic related installations.
- Performs buildings and grounds maintenance to include custodial services as needed.
- Performs maintenance of traffic as needed for street repairs.
- Assists with snow and ice removal from roads and sidewalks
- May assist with meter reading duties.
- May assist with vehicle and equipment maintenance.
- Paints fire hydrants.
- Subject to after-hours response to emergency situations

KNOWLEDGE, SKILLS, AND ABILITIES
- Knowledge of current construction practices and equipment used in construction and maintenance activities.
- Ability to safely operate hand tools.
- Ability to perform manual labor for extended periods, often under unfavorable weather conditions

EDUCATION AND EXPERIENCE
Any combination of education and experience equivalent to graduation from high school, supplemented by some experience in public works and utilities operations.

WORKING CONDITIONS
Tasks require the regular and at times sustained performance of physically demanding work typically including walking, climbing, kneeling, and carrying heavy objects in excess of 50 pounds. Tasks routinely require the ability to communicate verbally. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. A Virginia CDL Class A or B is preferred. CDL Class B must be obtained within twelve (12) months of employment in position.

Position is determined to be **ESSENTIAL PERSONNEL.**

TOWN OF LURAY
JOB DESCRIPTION

POSITION: Meter Reader
SALARY RANGE: $30,000 to $60,000 **FSLA**: Non-Exempt

JOB SUMMARY
This non-supervisory position performs manual work in the locating and reading of water meters. Work is performed under the general guidance of the Superintendent, Assistant Superintendent, or Town Treasurer.

ESSENTIAL JOB FUNCTIONS
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position is the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Locates and reads water meters on assigned routes to record consumption.
- Transfers meter reading data to consumption recording devices
- Assesses operation of water meters; reports identified defects for repairs.
- Conducts water meter cutoffs as requested.
- Interacts with water customers and politely addresses inquiries.
- Operates light equipment to include mowers, tractors, sewer jets, and similar equipment and hand tools.
- Conducts vegetative maintenance in Rights-of-Way and on Town properties.
- Conducts removal of discarded debris from Rights-of-Way and on Town properties to include dead animals.
- Performs buildings and grounds maintenance to include custodial services as needed.
- Performs maintenance of traffic as needed for street repairs.
- Assists with snow and ice removal from roads and sidewalks
- May assist with vehicle and equipment maintenance.
- Paints fire hydrants.
- Subject to after-hours response to emergency situations

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of methods and procedures in reading of water meters and recording consumption.
- Basic land navigation ability.
- Knowledge of current construction practices and equipment used in construction and maintenance activities.
- Ability to safely operate hand tools.
- Ability to perform manual labor for extended periods, often under unfavorable weather conditions

EDUCATION AND EXPERIENCE
Any combination of education and experience equivalent to graduation from high school.

WORKING CONDITIONS
Tasks require the regular and at times sustained performance of physically demanding work typically including walking, climbing, kneeling, and carrying heavy objects in excess of 50 pounds. Tasks routinely require the ability to communicate verbally. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens.

SPECIAL REQUIREMENTS
Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. A Virginia CDL Class A or B is preferred. CDL Class B must be obtained within twelve (12) months of employment in position.

Position is determined to be **ESSENTIAL PERSONNEL.**

TOWN OF LURAY
JOB DESCRIPTION

POSITION: Superintendent of Public Works
SALARY RANGE: $55,000 to $95,000 **FSLA**: Exempt

JOB SUMMARY
This supervisory position manages, directs, and coordinates the construction of improvements to and maintenance of roads, public Rights-of-Way, water distribution, sewer collection, building and grounds, and solid waste collection within the Public Works Department. Work is performed under the general guidance of the Town Manager.

ESSENTIAL JOB FUNCTIONS
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position is the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Assesses and prioritizes necessary work for Department.
- Supervises, directs, and evaluates assigned staff to complete necessary work.
- Develops and oversees staff work schedules to ensure adequate coverage and control of work completion.
- Coordinates training and staff development to ensure efficient and safe completion of work.
- Addresses staff concerns and problems through counseling or recommended disciplinary action.
- Interviews potential candidates for employment and makes hiring recommendations.
- Plans, directs, and participates in street and Right-of-Way maintenance, as well as snow removal.
- Plans, directs, and participates in water line installation and repair, and installation of water services.
- Plans, directs, and participates in sewer line installation and repair
- Establishes operating policies, procedures, goals, and objectives.
- Reviews and recommends approval of capital project design plans.
- Inspects in-house and contractor work for progress and conformity to standards.
- Prepares operating budget.
- Manages weekly timesheet and activity reporting
- Manages purchasing for Department operations.
- Responds to public inquiries related to Public Works operations.
- Assists with preparation of project activity reports and grant applications.
- Coordinates with outside agency inspections of Town projects.

KNOWLEDGE, SKILLS, AND ABILITIES
- Thorough knowledge of current construction practices and equipment used in construction and maintenance activities.
- Thorough knowledge of current regulations for water distribution system installation, sewer collection installation, road construction, maintenance of traffic, and safety (VOSH, OSHA, etc.) regulations.
- Ability to develop and communicate work plans and schedules to staff (verbal and written).
- Ability to operate hand tools and heavy equipment.

EDUCATION AND EXPERIENCE
Any combination of education and experience equivalent to graduation from high school, supplemented by ten (10) years progressively responsible experience in public works and utilities operations and administration.

WORKING CONDITIONS
Tasks require the regular and at times sustained performance of physically demanding work typically including walking, climbing, kneeling, and carrying heavy objects in excess of 50 pounds. Tasks routinely require the ability to communicate verbally. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens.

SPECIAL REQUIREMENTS
Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. A Virginia CDL Class A or B is preferred. VDOT Intermediate Work Zone Traffic Control certification.

Position is determined to be **ESSENTIAL PERSONNEL.**

TOWN OF LURAY
JOB DESCRIPTION

POSITION: Assistant Superintendent of Utilities
SALARY RANGE: $40,000 to $75,000 **FSLA**: Non-Exempt

JOB SUMMARY
This supervisory position manages, directs, and coordinates the operation of, construction of improvements to, and maintenance of the treatment plant (either water or wastewater). Work is performed under the general guidance of the Superintendent.

ESSENTIAL JOB FUNCTIONS
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position is the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Assists with assessing and prioritizing necessary work for treatment plant operations.
- Assists with supervising, directing, and evaluating assigned staff to complete necessary work.
- Assists with developing and overseeing staff work schedules to ensure adequate coverage and control of plant operations and work completion.
- Assists with coordinating training and staff development to ensure efficient and safe completion of operations and work.
- Assists with addressing staff concerns and problems through counseling or recommended disciplinary action.
- Interviews potential candidates for employment and assists with hiring recommendations.
- Assists with planning, directing, and participating in plant operation to include storage facilities, as well as all system pumping facilities.
- Assists with planning, directing, and participating in plant maintenance, as well as snow removal.
- Assists with planning, directing, and participating in future plant expansion.
- Assists in diagnosing collection/transmission system issues with the Department of Public Works.
- Assists with establishing operating policies, procedures, goals, and objectives.
- Assists with review and approval of capital project design plans.
- Inspects in-house and contractor work for progress and conformity to standards.
- Assists with preparation of operating budgets.
- Manages weekly timesheet and activity reporting
- Assists with managing purchasing for plant operations.
- Responds to public inquiries related to plant operations.
- Assists with preparation of project activity reports and grant applications.
- Coordinates with outside agency inspections of Town projects.

KNOWLEDGE, SKILLS, AND ABILITIES
- Thorough knowledge of current construction practices and equipment used in plant operation, construction, and maintenance activities to include possession of the necessary operator's license issued by the Commonwealth of Virginia.
- Thorough knowledge of current regulations for plant operations and safety (VOSH, OSHA, etc.) regulations.
- Ability to develop and communicate work plans and schedules to staff (verbal and written).
- Ability to operate hand tools and heavy equipment.

EDUCATION AND EXPERIENCE
Any combination of education and experience equivalent to graduation from high school, supplemented by two (2) years progressively responsible experience in utilities operations and administration.

WORKING CONDITIONS
Tasks require the regular and at times sustained performance of physically demanding work typically including walking, climbing, kneeling, and carrying heavy objects in excess of 50 pounds. Tasks routinely require the ability to communicate

verbally. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. A Virginia CDL Class A or B is preferred. A Class 2 operator's license for the plant supervised issued by the Commonwealth of Virginia is required; a Class 1 license is preferred. A Class 2 operator's license shall be obtained with twelve (12) months of assuming the position.

Position is determined to be **ESSENTIAL PERSONNEL.**

TOWN OF LURAY
JOB DESCRIPTION

POSITION: Maintenance Worker
SALARY RANGE: $28,000 to $58,000 **FSLA**: Non-Exempt

JOB SUMMARY
This non-supervisory position performs manual work in the construction of improvements to and maintenance of the treatment plant (either water or wastewater). Work is performed under the general guidance of the Superintendent or Assistant Superintendent.

ESSENTIAL JOB FUNCTIONS
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position is the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Operates light equipment to include mowers, tractors, sewer jets, and similar equipment and hand tools.
- Occasionally operates heavy construction equipment to include dump truck, back-hoe, loader, sweeper, bucket truck, roller, and similar equipment in construction and repair of infrastructure.
- Performs routine preventative maintenance on plant equipment to include: operating adjustments and calibrations on equipment, basic mechanical and electrical work, and cleaning, lubricating, and replacing equipment parts.
- Performs building and grounds maintenance as needed, including mowing, painting, cleaning, etc.
- Assist Safety Officer with regular safety inspections of plant equipment, facilities, and vehicles; identify potential hazards, record any violations, and take proactive corrective actions.
- Assists with snow and ice removal from roads and sidewalks
- May assist with vehicle and equipment maintenance.
- Subject to after-hours response to emergency situations

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of current construction practices and equipment used in construction and maintenance activities.
- Ability to safely operate hand tools.
- Ability to perform manual labor for extended periods, often under unfavorable weather conditions

EDUCATION AND EXPERIENCE
Any combination of education and experience equivalent to graduation from high school, supplemented by some experience in public works and utilities operations.

WORKING CONDITIONS
Tasks require the regular and at times sustained performance of physically demanding work typically including walking, climbing, kneeling, and carrying heavy objects in excess of 50 pounds. Tasks routinely require the ability to communicate verbally. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens.

SPECIAL REQUIREMENTS
Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. A Virginia CDL Class A or B is preferred. CDL Class B must be obtained within twelve (12) months of employment in position.

Position is determined to be **ESSENTIAL PERSONNEL.**

TOWN OF LURAY
JOB DESCRIPTION

POSITION: Utility Plant Operator
SALARY RANGE: $30,000 to $60,000 **FSLA**: Non-Exempt

JOB SUMMARY
This non-supervisory position conducts the operation and maintenance of the treatment plant (either water or wastewater). Work is performed under the general guidance of the Superintendent or Assistant Superintendent.

ESSENTIAL JOB FUNCTIONS
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position is the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Conducts plant operation to include storage facilities, as well as all system pumping facilities.
- Monitor all plant operations and ensures operations are within accepted standards.
- Ensures all necessary readings are recorded to report plant operations to supervisors and appropriated reporting agencies.
- Understand treatment theory/technology appropriate to the plants treatment processes.
- Obtain all required sampling and conduct necessary on-site testing per established procedures and protocols.
- Conducts plant maintenance, as well as snow removal.
- Performs routine preventative maintenance on plant equipment to include: operating adjustments and calibrations on equipment, basic mechanical and electrical work, and cleaning, lubricating, and replacing equipment parts.
- Performs building and grounds maintenance as needed, including mowing, painting, cleaning, etc.
- Assist Safety Officer with regular safety inspections of plant equipment, facilities, and vehicles; identify potential hazards, record any violations, and take proactive corrective actions.
- Assists with preparation of project activity reports and grant applications.

KNOWLEDGE, SKILLS, AND ABILITIES
- Thorough knowledge of current construction practices and equipment used in plant operation, construction, and maintenance activities to include possession of the necessary operator's license issued by the Commonwealth of Virginia.
- Thorough knowledge of current regulations for plant operations and safety (VOSH, OSHA, etc.) regulations.
- Ability to develop and communicate work plans and schedules to staff (verbal and written).
- Ability to operate hand tools and heavy equipment.

EDUCATION AND EXPERIENCE
Any combination of education and experience equivalent to graduation from high school, supplemented by two (2) years progressively responsible experience in utilities operations.

WORKING CONDITIONS
Tasks require the regular and at times sustained performance of physically demanding work typically including walking, climbing, kneeling, and carrying heavy objects in excess of 50 pounds. Tasks routinely require the ability to communicate verbally. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens.

SPECIAL REQUIREMENTS
Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. A Virginia CDL Class A or B shall be obtained within twelve (12) months of assuming the position. A Class 2 operator's license for the plant issued by the Commonwealth of Virginia is preferred. Employee shall demonstrate progression to obtaining a

Class 2 license by obtaining the next higher license within eighteen (18) months of achieving the previous class of operator's license.

Position is determined to be **ESSENTIAL PERSONNEL.**

TOWN OF LURAY
JOB DESCRIPTION

POSITION: Superintendent of Utilities
SALARY RANGE: $55,000 to $95,000 **FSLA**: Exempt

JOB SUMMARY
This supervisory position manages, directs, and coordinates the operation of, construction of improvements to, and maintenance of the treatment plant (either water or wastewater). Work is performed under the general guidance of the Town Manager.

ESSENTIAL JOB FUNCTIONS
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position is the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Assesses and prioritizes necessary work for treatment plant operations.
- Supervises, directs, and evaluates assigned staff to complete necessary work.
- Develops and oversees staff work schedules to ensure adequate coverage and control of plant operations and work completion.
- Coordinates training and staff development to ensure efficient and safe completion of operations and work.
- Addresses staff concerns and problems through counseling or recommended disciplinary action.
- Interviews potential candidates for employment and makes hiring recommendations.
- Plans, directs, and participates in plant operation to include storage facilities, as well as all system pumping facilities.
- Plans, directs, and participates in plant maintenance, as well as snow removal.
- Plans, directs, and participates in future plant expansion.
- Assists in diagnosing collection/transmission system issues with the Department of Public Works.
- Establishes operating policies, procedures, goals, and objectives.
- Reviews and recommends approval of capital project design plans.
- Inspects in-house and contractor work for progress and conformity to standards.
- Prepares operating budget.
- Manages weekly timesheet and activity reporting
- Manages purchasing for plant operations.
- Responds to public inquiries related to plant operations.
- Assists with preparation of project activity reports and grant applications.
- Coordinates with outside agency inspections of Town projects.

KNOWLEDGE, SKILLS, AND ABILITIES
- Thorough knowledge of current construction practices and equipment used in plant operation, construction, and maintenance activities to include possession of the necessary operator's license issued by the Commonwealth of Virginia.
- Thorough knowledge of current regulations for plant operations and safety (VOSH, OSHA, etc.) regulations.
- Ability to develop and communicate work plans and schedules to staff (verbal and written).
- Ability to operate hand tools and heavy equipment.

EDUCATION AND EXPERIENCE
Any combination of education and experience equivalent to graduation from high school, supplemented by ten (10) years progressively responsible experience in utilities operations and administration.

WORKING CONDITIONS
Tasks require the regular and at times sustained performance of physically demanding work typically including walking, climbing, kneeling, and carrying heavy objects in excess of 50 pounds. Tasks routinely require the ability to communicate verbally. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or

signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens.

SPECIAL REQUIREMENTS
Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. A Virginia CDL Class A or B is preferred. A Class 2 operator's license for the plant supervised issued by the Commonwealth of Virginia is required; a Class 1 license is preferred.

Position is determined to be **ESSENTIAL PERSONNEL.**

TOWN OF LURAY
JOB DESCRIPTION

POSITION: Administrative Assistant/Chief Dispatcher
SALARY RANGE: $31,000 to $50,000 **FSLA**: Non-Exempt

JOB SUMMARY
Performs general administrative and communication functions to assist with the protection of life, property, and general order. Work normally consists of communicating with citizens and relaying information to Officers in the field, preparation of purchasing, payroll, budget, and activity reports under the direction of the Chief of Police.

ESSENTIAL JOB FUNCTIONS
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position is the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- General typing or reports and correspondence from the Chief of Police, supervisors, detectives, and Officers when necessary
- Keep and maintain adult and juvenile records in accordance with laws pertaining to such documents
- Keep and maintain motor vehicle incident reports
- Keep and maintain records of Department expenditures
- Keep and maintain records and reports to all agencies and internal Town communication
- Performs related tasks as required

KNOWLEDGE, SKILLS, AND ABILITIES
- General knowledge of office work and operation of Microsoft Office software
- General knowledge of police methods, practices, and procedures
- General knowledge of geography of the Town and surrounding County
- General knowledge of the rules and regulations of the Luray Police Department
- Ability to deal courteously but firmly with the public
- Ability to understand and carry out oral and written instruction
- Ability to establish and maintain effective working relationship with co-workers

EDUCATION AND EXPERIENCE
Any combination of education and experience equivalent to graduation from high school, supplemented by one (1) year of experience in general office work.

WORKING CONDITIONS
Tasks typically require sedentary work with occasional lifting of up to ten (10) pounds in an office environment

SPECIAL REQUIREMENTS
Possession and maintenance of a valid operator's license issued by the Commonwealth of Virginia is desired. Obtain and maintain First Aid certification.

TOWN OF LURAY
JOB DESCRIPTION

POSITION: Captain
SALARY RANGE: $60,000 to $100,000 **FSLA**: Exempt

JOB SUMMARY
Performs complex administrative work in planning and directing the activities of the Police Department. Work normally consists of reviewing previous days incident reports, coordination with the Police Chief, and conveying daily responsibilities and activities to Lieutenants for implementation. Work is performed under the direction of the Chief of Police.

ESSENTIAL JOB FUNCTIONS
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position is the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Acts on behalf of or in the absence of the Chief of Police
- Researches, develops, and assists with implementation of policies, procedures, and strategic initiatives
- Consults with Commonwealth Attorney's Office for legal guidance on significant internal and external issues
- Coordinates and oversees incident support services
- Provides counseling and guidance to Officers on various tactical, operational, administrative and personnel matters
- Assists with the development and implementation of the Department's strategic goals
- Advises and assists in solving highly complex police problems
- Manages the performances of supervisors and staff in their charge to include disciplinary recommendations
- Ensures the Department maintains a state of readiness for response to all critical incidents and that proper training and exercises occur
- Participates in the preparation of the budget and pursues grant opportunities
- Handles media appearances/press releases as needed; serves as an executive-level representative for the Chief of Police
- Works collaboratively with other laws enforcement agencies, government agencies, private businesses, and the greater community in an effort to solve community problems
- Makes arrests and testifies in court; prepares reports
- Participates in a variety of in-service and special training programs
- Participates in after-hours emergency response operations as required
- Performs related tasks as required

KNOWLEDGE, SKILLS, AND ABILITIES
- Thorough knowledge of police methods, practices, and procedures
- Thorough knowledge of the principles and practices of leadership and supervisory techniques
- Thorough knowledge of geography of the Town and surrounding County
- Thorough knowledge of the rules and regulations of the Luray Police Department
- Ability to delegate and assign duties to fulfill mission of the Department
- Ability to deal courteously but firmly with the public and staff
- Ability to understand and carry out oral and written instruction and to prepare clear reports
- Ability to analyze situations and to adopt quick, effective, and reasonable response with due regard to surrounding hazards and circumstances
- Skill in the use of firearms and the operation of an automobile
- Ability to establish and maintain effective working relationship with co-workers
- Ability to assign, instruct, review and supervise the work of subordinate Officers

EDUCATION AND EXPERIENCE
High school diploma or GED; must be at least 21 years of age prior to completion of the training academy. A minimum of ten years of law enforcement experience. College-level coursework or prior work experience in law enforcement, corrections or armed services preferred. Successful applicants must pass a written and a physical agility test; possess or be eligible for a valid driver's license issued by the Commonwealth of Virginia; be a U.S. citizen; have no conviction of felonies and/or habitual misdemeanors; and pass an extensive background investigation which can include a polygraph,

psychological, medical and drug screening. Must also successfully complete appropriate training prescribed by the Commonwealth of Virginia for this level of position.

WORKING CONDITIONS

Tasks require the regular and at times sustained performance of physically demanding work typically including walking, running, climbing, kneeling, and manipulating heavy objects in excess of 50 pounds. Tasks include the ability to physically subdue and restrain an individual. Tasks routinely require the ability to communicate verbally and in writing. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens. Tasks are scheduled on varying work schedules to include nights and holidays. Tasks include exposure to stressful and sometimes life-threatening conditions. Potential exposure to bloodborne pathogens. Wears the required uniform and safety equipment.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. Must carry a firearm and qualify annually through skill assessment. Ability to complete required training prescribed by the Luray Police Department and the Commonwealth of Virginia within twelve (12) months of hire. Maintain required certification as prescribed by the Luray Police Department and the Commonwealth of Virginia. Obtain and maintain First Aid certification.

TOWN OF LURAY
JOB DESCRIPTION

POSITION: Chief of Police
SALARY RANGE: $65,000 to $125,000 **FSLA**: Exempt

JOB SUMMARY
Performs complex administrative work in planning and directing all activities of the Police Department. Work normally consists of reviewing previous days incident reports, establishing policies and goals for implementation. Work is performed under the direction of the Town Manager.

ESSENTIAL JOB FUNCTIONS
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position is the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Plans, programs, directs, and evaluates the operation of the Police Department
- Researches, develops, and implements the policies, procedures, and strategic initiatives
- Develops and manages the annual operating budget
- Consults with Commonwealth Attorney's Office for legal guidance on significant internal and external issues
- Provides counseling and guidance to Officers on various tactical, operational, administrative and personnel matters
- Ensures the Department maintains a state of readiness for response to all critical incidents and that proper training and exercises occur
- Coordinate and recommends hiring and promotion of Officers to the Town Manager
- Handles media appearances/press releases as needed
- Works collaboratively with other laws enforcement agencies, government agencies, private businesses, and the greater community in an effort to solve community problems
- Attends Town Council Meeting
- Makes arrests and testifies in court; prepares reports
- Participates in a variety of in-service and special training programs
- Participates in after-hours emergency response operations as required
- Performs related tasks as required

KNOWLEDGE, SKILLS, AND ABILITIES
- Thorough knowledge of police methods, practices, and procedures
- Thorough knowledge of the principles and practices of leadership and supervisory techniques
- Thorough knowledge of geography of the Town and surrounding County
- Thorough knowledge of the rules and regulations of the Luray Police Department
- Ability to delegate and assign duties to fulfill mission of the Department
- Ability to deal courteously but firmly with the public and staff
- Ability to understand and carry out oral and written instruction and to prepare clear reports
- Ability to analyze situations and to adopt quick, effective, and reasonable response with due regard to surrounding hazards and circumstances
- Skill in the use of firearms and the operation of an automobile
- Ability to establish and maintain effective working relationship with co-workers
- Ability to assign, instruct, review and supervise the work of subordinate Officers

EDUCATION AND EXPERIENCE
High school diploma or GED; must be at least 21 years of age prior to completion of the training academy. A minimum of ten years of law enforcement experience. College-level coursework or prior work experience in law enforcement, corrections or armed services preferred. Successful applicants must pass a written and a physical agility test; possess or be eligible for a valid driver's license issued by the Commonwealth of Virginia; be a U.S. citizen; have no conviction of felonies and/or habitual misdemeanors; and pass an extensive background investigation which can include a polygraph, psychological, medical and drug screening. Must also successfully complete appropriate training prescribed by the Commonwealth of Virginia for this level of position.

WORKING CONDITIONS

Tasks require the regular and at times sustained performance of physically demanding work typically including walking, running, climbing, kneeling, and manipulating heavy objects in excess of 50 pounds. Tasks include the ability to physically subdue and restrain an individual. Tasks routinely require the ability to communicate verbally and in writing. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens. Tasks are scheduled on varying work schedules to include nights and holidays. Tasks include exposure to stressful and sometimes life-threatening conditions. Potential exposure to bloodborne pathogens. Wears the required uniform and safety equipment.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. Must carry a firearm and qualify annually through skill assessment. Ability to complete required training prescribed by the Luray Police Department and the Commonwealth of Virginia within twelve (12) months of hire. Maintain required certification as prescribed by the Luray Police Department and the Commonwealth of Virginia. Obtain and maintain First Aid certification.

TOWN OF LURAY
JOB DESCRIPTION

POSITION: Detective Sergeant
SALARY RANGE: $45,000 to $75,000 **FSLA**: Non-Exempt

JOB SUMMARY
Performs intermediate community-oriented police work in the protection of life, property, and general order through the enforcement of laws and ordinances. Work normally consists of investigating incidents to conclusion, normally closing with the preparation of a case for prosecution, gathering of intelligence of ongoing criminal activity, outside agency coordination, case preparation, and other specialized activities. Work can also include routine patrol and traffic control duties in a designated area on an assigned shift. Work is performed under the direction of the Chief of Police through the ranking officer on duty.

ESSENTIAL JOB FUNCTIONS
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position is the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Investigates all assigned cases to the standard established by the Department
- Demonstrates skills in interviewing and interrogating, properly observing legal safeguards, and prepares depositions
- Testifies in various state and federal courts, presenting a professional and competent image of the Department
- Develops and maintains case files and other paperwork appropriate to investigative matters. Knowledgeable about relevant legal processes such as grand juries and obtaining warrants
- Gathers and safeguards evidence
- Gathers intelligence related to criminal activities, analyzes information, and makes available for investigation or other purposes
- Informs the Chief of Police about all investigative responsibilities and particularly the status of cases
- Maintains liaison with detectives/investigators of other agencies, court personnel, and correctional officers on matters of mutual concern
- Actively promotes crime-prevention strategies and methods. Knowledgeably advises citizens and businesses on crime prevention
- Performs all duties required of Patrol Officers
- Participates in a variety of in-service and special training programs
- May serve as field training officer
- Participates in after-hours emergency response operations as required
- Performs related tasks as required

KNOWLEDGE, SKILLS, AND ABILITIES
- Thorough knowledge of police methods, practices, and procedures
- Thorough knowledge of police investigative methods and techniques of identification
- Thorough knowledge of rules and evidence and the law of interrogation and search and seizure
- Thorough knowledge of geography of the Town and surrounding County
- Thorough knowledge of the rules and regulations of the Luray Police Department
- Ability to question and interview skillfully
- Ability to organize and prepare clear and concise reports
- Ability to deal courteously but firmly with the public
- Ability to understand and carry out oral and written instruction and to prepare clear reports
- Ability to analyze situations and to adopt quick, effective, and reasonable response with due regard to surrounding hazards and circumstances
- Skill in the use of firearms and the operation of an automobile
- Ability to establish and maintain effective working relationship with co-workers

EDUCATION AND EXPERIENCE

High school diploma or GED; must be at least 21 years of age prior to completion of the training academy. A minimum of three years of law enforcement experience. College-level coursework or prior work experience in law enforcement, corrections or armed services preferred. Successful applicants must pass a written and a physical agility test; possess or be eligible for a valid driver's license issued by the Commonwealth of Virginia; be a U.S. citizen; have no conviction of felonies and/or habitual misdemeanors; and pass an extensive background investigation which can include a polygraph, psychological, medical and drug screening. Must also successfully complete appropriate training prescribed by the Commonwealth of Virginia for this level of position.

WORKING CONDITIONS

Tasks require the regular and at times sustained performance of physically demanding work typically including walking, running, climbing, kneeling, and manipulating heavy objects in excess of 50 pounds. Tasks include the ability to physically subdue and restrain an individual. Tasks routinely require the ability to communicate verbally and in writing. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens. Tasks are scheduled on varying work schedules to include nights and holidays. Tasks include exposure to stressful and sometimes life-threatening conditions. Potential exposure to bloodborne pathogens. Wears the required uniform and safety equipment.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. Must carry a firearm and qualify annually through skill assessment. Ability to complete required training prescribed by the Luray Police Department and the Commonwealth of Virginia within twelve (12) months of hire. Maintain required certification as prescribed by the Luray Police Department and the Commonwealth of Virginia. Obtain and maintain First Aid certification.

TOWN OF LURAY
JOB DESCRIPTION

POSITION: Lieutenant
SALARY RANGE: $50,000 to $80,000 **FSLA**: Non-Exempt

JOB SUMMARY
Performs complex administrative work in planning and directing the activities of the Police Department. Work normally consists reviewing previous days incident reports, developing operational plans for duty Patrol Officers, coordination with the Police Chief, and conveying daily responsibilities and activities to Duty Sergeants for implementation. Work is performed under the direction of the Chief of Police.

ESSENTIAL JOB FUNCTIONS
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position is the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Responsible for training, coaching, and mentoring Police Officers
- Review of incident reports
- Responds to major criminal and civil incidents to direct the response of Officers
- Provides oversight of the property and evidence control functions
- Researches, develops, and assists with implementation of policies, procedures, and strategic initiatives
- Consults with Commonwealth Attorney's Office for legal guidance on significant internal and external issues
- Coordinates and oversees incident support services
- Advises and assists in solving highly complex police problems
- Manages the performances of supervisors and staff in their charge to include disciplinary recommendations
- Ensures the Department maintains a state of readiness for response to all critical incidents and that proper training and exercises occur
- Participates in the preparation of the budget and pursues grant opportunities
- Assists with developing and implementing Operational Orders (Action Plans) and After Action Reports that support problem solving activities and special enforcement activities
- Performs liaison activities with community leaders and citizen groups within the framework of Community Policing
- Helps investigate crimes; helps collect evidence; conducts searches; investigates traffic accidents
- Responds to radio dispatches and answers calls and complaints
- Makes arrests and testifies in court; prepares reports
- Provides police escorts, directs traffic; performs residential and commercial checks
- Participates in a variety of in-service and special training programs
- Participates in after-hours emergency response operations as required
- Performs related tasks as required

KNOWLEDGE, SKILLS, AND ABILITIES
- Thorough knowledge of police methods, practices, and procedures
- Thorough knowledge of the principles and practices of leadership and supervisory techniques
- Thorough knowledge of geography of the Town and surrounding County
- Thorough knowledge of the rules and regulations of the Luray Police Department
- Ability to delegate and assign duties to fulfill mission of the Department
- Ability to deal courteously but firmly with the public and staff
- Ability to understand and carry out oral and written instruction and to prepare clear reports
- Ability to analyze situations and to adopt quick, effective, and reasonable response with due regard to surrounding hazards and circumstances
- Skill in the use of firearms and the operation of an automobile
- Ability to establish and maintain effective working relationship with co-workers
- Ability to assign, instruct, review and supervise the work of subordinate Officers

EDUCATION AND EXPERIENCE

High school diploma or GED; must be at least 21 years of age prior to completion of the training academy. A minimum of five years of law enforcement experience. College-level coursework or prior work experience in law enforcement, corrections or armed services preferred. Successful applicants must pass a written and a physical agility test; possess or be eligible for a valid driver's license issued by the Commonwealth of Virginia; be a U.S. citizen; have no conviction of felonies and/or habitual misdemeanors; and pass an extensive background investigation which can include a polygraph, psychological, medical and drug screening. Must also successfully complete appropriate training prescribed by the Commonwealth of Virginia for this level of position.

WORKING CONDITIONS

Tasks require the regular and at times sustained performance of physically demanding work typically including walking, running, climbing, kneeling, and manipulating heavy objects in excess of 50 pounds. Tasks include the ability to physically subdue and restrain an individual. Tasks routinely require the ability to communicate verbally and in writing. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens. Tasks are scheduled on varying work schedules to include nights and holidays. Tasks include exposure to stressful and sometimes life-threatening conditions. Potential exposure to bloodborne pathogens. Wears the required uniform and safety equipment.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. Must carry a firearm and qualify annually through skill assessment. Ability to complete required training prescribed by the Luray Police Department and the Commonwealth of Virginia within twelve (12) months of hire. Maintain required certification as prescribed by the Luray Police Department and the Commonwealth of Virginia. Obtain and maintain First Aid certification.

TOWN OF LURAY
JOB DESCRIPTION

POSITION: Patrol Officer
SALARY RANGE: $36,000 to $58,000 **FSLA**: Non-Exempt

JOB SUMMARY
Performs general community-oriented police work in the protection of life, property, and general order through the enforcement of laws and ordinances. Work normally consists of routine patrol, preliminary investigation and traffic control duties in a designated area on an assigned shift. Patrol may be performed in motor vehicles, on bicycle or on foot. Police Officer duties involve an element of personal danger, and employees must be able to act without immediate supervision and exercise independent judgment in meeting emergencies. Work is performed under the direction of the Chief of Police through the ranking officer on duty.

ESSENTIAL JOB FUNCTIONS
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position is the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- On an assigned shift, operates a patrol vehicle or walks to observe for violations of traffic laws, suspicious activities or persons, Code Enforcement violations, and disturbances of law and order
- Interviews victims and witnesses to obtain additional necessary information regarding crime, accident, violation, etc.
- Helps investigate crimes; helps collect evidence; conducts searches; investigates traffic accidents
- Responds to radio dispatches and answers calls and complaints
- Issues traffic citations; serves warrants, summons, etc.; completes arrest records
- Makes arrests and testifies in court; prepares reports
- Provides police escorts, directs traffic; performs residential and commercial checks
- Participates in a variety of in-service and special training programs
- Responds to and investigates domestic disputes; assists other law enforcement agencies when requested or assigned;
- May serve as field training officer as qualified
- May be assigned to investigation, crime prevention, community service or other technical or special support operations;
- Participates in after-hours emergency response operations as required
- Performs related tasks as required

KNOWLEDGE, SKILLS, AND ABILITIES
- Knowledge of police methods, practices, and procedures
- Thorough knowledge of geography of the Town and surrounding County
- Thorough knowledge of the rules and regulations of the Luray Police Department
- Ability to deal courteously but firmly with the public
- Ability to understand and carry out oral and written instruction and to prepare clear reports
- Ability to analyze situations and to adopt quick, effective, and reasonable response with due regard to surrounding hazards and circumstances
- Skill in the use of firearms and the operation of an automobile
- Ability to establish and maintain effective working relationship with co-workers

EDUCATION AND EXPERIENCE
High school diploma or GED; must be at least 21 years of age prior to completion of the training academy. College-level coursework or prior work experience in law enforcement, corrections or armed services preferred. Successful applicants must pass a written and a physical agility test; possess or be eligible for a valid driver's license issued by the Commonwealth of Virginia; be a U.S. citizen; have no conviction of felonies and/or habitual misdemeanors; and pass an extensive background investigation which includes a polygraph, psychological, medical and drug screening. Must also successfully complete appropriate training prescribed by the Commonwealth of Virginia for this level of position.

WORKING CONDITIONS

Tasks require the regular and at times sustained performance of physically demanding work typically including walking, running, climbing, kneeling, and manipulating heavy objects in excess of 50 pounds. Tasks include the ability to physically subdue and restrain an individual. Tasks routinely require the ability to communicate verbally and in writing. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens. Tasks are scheduled on varying work schedules to include nights and holidays. Tasks include exposure to stressful and sometimes life-threatening conditions. Potential exposure to bloodborne pathogens. Wears the required uniform and safety equipment.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. Must carry a firearm and qualify annually through skill assessment. Ability to complete required training prescribed by the Luray Police Department and the Commonwealth of Virginia within twelve (12) months of hire. Maintain required certification as prescribed by the Luray Police Department and the Commonwealth of Virginia. Obtain and maintain First Aid certification.

TOWN OF LURAY
JOB DESCRIPTION

POSITION: Sergeant
SALARY RANGE: $45,000 to $75,000 **FSLA**: Non-Exempt

JOB SUMMARY
Performs intermediate community-oriented police work in the protection of life, property, and general order through the enforcement of laws and ordinances. Work normally consists of routine patrol, preliminary investigation, traffic control duties in a designated area on an assigned shift, and supervision of shift Officers. Patrol may be performed in motor vehicles, on bicycle or on foot. Police Officer duties involve an element of personal danger, and employees must be able to act without immediate supervision and exercise independent judgment in meeting emergencies. Supervisory work includes assignment of shift staff duties, review of shift work performed, and oversight of crime scenes as needed. Work is performed under the direction of the Chief of Police through the ranking officer on duty.

ESSENTIAL JOB FUNCTIONS
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position is the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Responsible for training, coaching, and mentoring Police Officers
- Assists and review preparation of incident reports
- Assists with roll call briefing at the beginning of shift
- Responds to major criminal and civil incidents to direct the response of Officers in the absence of the Lieutenant
- Develops and implements Operational Orders (Action Plans) and After Action Reports that support problem solving activities and special enforcement activities
- Performs liaison activities with community leaders and citizen groups within the framework of Community Policing
- On an assigned shift, operates a patrol vehicle or walks to observe for violations of traffic laws, suspicious activities or persons, Code Enforcement violations, and disturbances of law and order
- Interviews victims and witnesses to obtain additional necessary information regarding crime, accident, violation, etc.
- Helps investigate crimes; helps collect evidence; conducts searches; investigates traffic accidents
- Responds to radio dispatches and answers calls and complaints
- Issues traffic citations; serves warrants, summons, etc.; completes arrest records
- Makes arrests and testifies in court; prepares reports
- Provides police escorts, directs traffic; performs residential and commercial checks
- Participates in a variety of in-service and special training programs
- Responds to and investigates domestic disputes; assists other law enforcement agencies when requested or assigned;
- May serve as field training officer
- May be assigned to investigation, crime prevention, community service or other technical or special support operations;
- Participates in after-hours emergency response operations as required
- Performs related tasks as required

KNOWLEDGE, SKILLS, AND ABILITIES
- Thorough knowledge of police methods, practices, and procedures
- Thorough knowledge of the principles and practices of leadership and supervisory techniques
- Thorough knowledge of geography of the Town and surrounding County
- Thorough knowledge of the rules and regulations of the Luray Police Department
- Ability to deal courteously but firmly with the public
- Ability to understand and carry out oral and written instruction and to prepare clear reports
- Ability to analyze situations and to adopt quick, effective, and reasonable response with due regard to surrounding hazards and circumstances
- Skill in the use of firearms and the operation of an automobile
- Ability to establish and maintain effective working relationship with co-workers
- Ability to assign, instruct, review and supervise the work of subordinate Officers

EDUCATION AND EXPERIENCE

High school diploma or GED; must be at least 21 years of age prior to completion of the training academy. A minimum of three years of law enforcement experience. College-level coursework or prior work experience in law enforcement, corrections or armed services preferred. Successful applicants must pass a written and a physical agility test; possess or be eligible for a valid driver's license issued by the Commonwealth of Virginia; be a U.S. citizen; have no conviction of felonies and/or habitual misdemeanors; and pass an extensive background investigation which can include a polygraph, psychological, medical and drug screening. Must also successfully complete appropriate training prescribed by the Commonwealth of Virginia for this level of position.

WORKING CONDITIONS

Tasks require the regular and at times sustained performance of physically demanding work typically including walking, running, climbing, kneeling, and manipulating heavy objects in excess of 50 pounds. Tasks include the ability to physically subdue and restrain an individual. Tasks routinely require the ability to communicate verbally and in writing. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen, humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens. Tasks are scheduled on varying work schedules to include nights and holidays. Tasks include exposure to stressful and sometimes life-threatening conditions. Potential exposure to bloodborne pathogens. Wears the required uniform and safety equipment.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. Must carry a firearm and qualify annually through skill assessment. Ability to complete required training prescribed by the Luray Police Department and the Commonwealth of Virginia within twelve (12) months of hire. Maintain required certification as prescribed by the Luray Police Department and the Commonwealth of Virginia. Obtain and maintain First Aid certification.

Town of Luray, Virginia

Council Agenda Statement

Item No: XIII-A

Meeting Date: October 15, 2019

Agenda Item: CLOSED MEETING
Item XIII-A – Real Property: Potential Disposition of 36 West Main Street

Summary: Council is requested to go into Closed Meeting for the purpose of discussion of the disposition of publicly held real property where discussion in an open meeting would adversely affect the Town's bargaining position or negotiating strategy, as authorized by Section 2.2-3711(A)(3) of the Code of Virginia. The subject matter is the possible disposition of publicly held real property, specifically 36 West Main Street.

Council Review: N/A

Fiscal Impact: N/A

Motion to Go Into Closed Meeting

I move that Town Council convene and go into Closed Meeting for the purpose of discussion or consideration of the disposition of publicly held real property where discussion in an open meeting would adversely affect the Town's bargaining position or negotiating strategy, as authorized by Section 2.2-3711 (A) (3) of the Code of Virginia. The subject matter is the possible disposition of publicly held real property, specifically 36 West Main Street.
A roll call vote shall be taken to certify the vote to convene in Closed Meeting.

Motion to Adjourn Closed Meeting and Reconvene in Open Session

At the conclusion of the Closed Meeting, immediately reconvene in open session.

I move the closed meeting be adjourned and the Luray Town Council reconvene in open session.

A roll call vote shall be taken to adjourn the Closed Meeting.

Certification Resolution

Upon reconvening in open session, Council shall certify the Close Meeting discussion.

I move that with respect to the just-completed closed session and to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act, and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the Town Council.

A roll call vote shall be taken to certify the Closed Meeting discussion.

***NOTE**: Any member who does not intend to vote "aye" should state so prior to the vote and indicate the substance of the departure that, in his/her judgement, has taken place. This statement shall be recorded in the minutes.*