

COMMONALITY IN PERSONNEL PRACTICES

The Albemarle County Board of Supervisors (Board of Supervisors or Local Government) and School Board (collectively “Boards”) are dependent on Albemarle County taxpayers and therefore, their employees should be governed, wherever possible, by the same personnel policies, procedures, and practices. To affect this commonality, the Boards have implemented procedures through which communications and decisions regarding personnel matters take place between the Local Government and the School Division.

Adopted: July 1, 1993
Amended: December 8, 1997; August 26, 2004; June 13, 2019
Reviewed: October 10, 2013

ADMINISTRATIVE PROCEDURES FOR COMMONALITY IN PERSONNEL POLICIES

1. All personnel policies and procedures that are applicable to both Local Government and Albemarle Public Schools Division employees will be approved by both the Board of Supervisors and School Board.
2. Except when directed by the School Board or Superintendent, representatives from both the Local Government and the School Division will review all proposed personnel policies and procedures that are applicable to both the Local Government and School Division and make recommendations to both the Albemarle County Executive and Superintendent. A joint recommendation will be made to the Boards. Should changes be suggested by either Board, the matter will be referred back to the Albemarle County Executive and Superintendent for resolution subject to final approval by the Boards.
3. The Albemarle County Executive and Superintendent will make joint recommendations regarding salary and benefit adjustments for inclusion in the next budget for the next fiscal year.
4. The Boards will maintain a common salary schedule*, means of assigning positions to pay ranges, and fringe benefits programs for employees of the Local Government and School Division.

Through the above procedures, it is anticipated that personnel policies, procedures, and practices affecting Local Government and School Division employees shall, whenever possible, be consistently developed and administered.

* excluding specialized step scales

Adopted: July 1, 1993

Amended: December 8, 1997; August 26, 2004; October 10, 2013; June 13, 2019
