

## **Number 1.0 - POLICY MANUAL ADMINISTRATION**

Revised: August 4, 2008

Supersedes Policy 1.0 Dated March 1, 1996

Applicable To: All classified employees, as well as exempt, appointed, temporary, of and contractual, with the Executive Branch of the State of Vermont.

Issued By: Department of Human Resources

Approved By: Michael K. Smith, Secretary of Administration

### **PURPOSE:**

The State of Vermont (SOV) Personnel Policies and Procedures Manual is designed to set forth the human resources policies and procedures currently in effect in State government, and to establish the requirements for initiating changes and revising such policies.

3 V.S.A. §309 Duties of Commissioner of Human Resources states: "*... it shall be his duty (13) To compile and publish a manual, which shall be kept current, containing the pertinent statutes, rules and regulations of the department of personnel and its rules and procedure and forms prescribed for use by rule or regulation.*"

This manual is designed to further the following goals:

- To provide a uniform system of human resource administration throughout State government.
- To assist managers in the development of sound management practices and procedures, and to make effective consistent use of human resources throughout State government.
- To promote effective communication among managers, supervisors and employees.
- To ensure, protect, and clarify the rights and responsibilities of both the employer and employees.

### **POLICY STATEMENT:**

These policies and procedures are intended to serve as guidelines to assist in the uniform and consistent management of personnel. This policy manual provides essential information on how to accomplish the agency/department mission within the administrative framework of Vermont State Government.

This manual is not, nor are any of its provisions intended to be, part of a contract between the State and any of its employees. None of these provisions shall be deemed to create a vested contractual right in any employee and the State reserves the right to repeal or modify its personnel policies or procedures. State personnel policies and procedures are not to be interpreted as promises of specific treatment. They provide general guidance with respect to the practice and procedure which has developed pursuant to the collective bargaining agreements, rules and regulations, and statutes governing employment matters. In the final analysis, however, the legal rights of employees are those which are created by the agreements, regulations, and statutes, and this manual is intended not to expand nor diminish those rights.

## **DEFINITIONS:**

**POLICY** - A written directive that is a broad statement of principles.

**PROCEDURE** - A written directive that is a guideline for carrying out agency/department policies.

## **General Guidelines**

Each agency/department has its own Human Resources (HR) Administrator who **must be consulted** by managers and supervisors **prior to taking any action** if there are any questions regarding State personnel policies and procedures. The HR Administrator may also direct questions to the Department of Human Resources (DHR) Labor Relations Division at (802) 828-3454, or (802) 828-2972 for further clarification.

Individual departments may expand State personnel policies to fit their operating needs. However, departments should adhere to the Work Rules Article in the Agreements between the State of Vermont and the Vermont State Employees' Association, Inc. when expanding any work rules. In addition, any department policies should be reviewed and approved by the DHR Labor Relations Division **prior to implementation**.

## **Policy Content and Format**

The first page of every policy will contain the following information:

- Policy Number
- Effective Date
- Subject of the Policy
- Information to Whom the Policy Applies
- Distribution by the Department of Human Resources
- Approval by the Secretary of Administration

Generally, all policies will contain a statement of purpose, a policy statement, as well as any definitions and general guidelines.

## **Responsibility**

It is the responsibility of all agency/department heads to ensure that all supervisors are made aware of personnel policies and procedures. Where so directed by a particular policy, copies of that policy must be posted in conspicuous places for all employees to see, and if a policy states that a copy must be provided to each employee, it is the responsibility of the agency/department head to ensure that this occurs.

In order to fulfill duties as a manager, supervisor, or HR Administrator, it is necessary to be familiar with personnel policies and remain up-to-date by periodically reviewing them.

In addition, the policies and procedures contained in this manual should be made accessible to all employees.

## **Policy Development**

Drafting of new policies and revision of existing policies will be coordinated by the DHR Labor Relations Division.

Changes to or creation of policies and procedures may be proposed by agency/department heads or HR Administrators. Drafts should be forwarded to the DHR Labor Relations Division, which will coordinate the review, discussion, approval, and distribution process.

The Secretary of Administration is the sole and final authority for all decisions related to the approval, revision, or elimination of statewide personnel policies.

## **Maintenance of Policy Manual**

All original policies and procedures will be maintained by the Department of Human Resources.

Periodically, the Labor Relations Division will review all current policies and procedures for validity and update and revise them as necessary. Notice of revision, addition, or deletion of a personnel policy will be provided to all agency/department heads and/or HR Administrators for dissemination as required.

## **Distribution**

Personnel policies are available on the DHR website and through agency/department HR Administrator(s). The manual can be accessed via the DHR website.

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Michael K. Smith, Secretary

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Date

Agency of Administration