

ADOPTION OF COMPREHENSIVE EMPLOYEE MANAGEMENT SYSTEM

POLICY NUMBER: CEMS-001

INTRODUCTION:

The City of Winchester, Virginia, Comprehensive Employee Management System set forth herewith supersedes all previous personnel policies and procedures and, having been approved by the City Manager and adopted by the City Council effective July 1, 1979, as revised, serves as the Comprehensive Employee Management System governing all City employees except those specifically exempted.

Constitutional Officers may elect to consent to the application of the CEMS to their respective employees by written agreement executed by the City Manager, and may limit the application of any portions of this policy or exclude their employees altogether in accordance with the terms of such Agreements. Nothing contained in this Policy shall be construed to limit the authority of a Constitutional Officer to manage his or her respective office.

POLICY:

It shall be the policy of the City of Winchester that:

- employment shall be based on merit and fitness, without regard to race, color, religion, national origin, political affiliation, disability, gender, or age;
- just and equitable incentives and conditions of employment shall be established and maintained;
- City employees shall be paid in relation to the value of the work they perform, and performance shall be a major factor in justifying salary adjustments and increases.

OBJECTIVE/PROCEDURE:

The specific objectives of the City's Comprehensive Employee Management System shall be:

- To provide uniform standards for a comprehensive employee management system;
- To provide standards of expected behavior and performance;
- To provide a fair and equitable mechanism to resolve employee relations issues;
- To establish and maintain a salary and benefits structure that will attract and retain qualified employees;
- To establish and maintain salary ranges which will assure internal equity of compensation based on the systematic evaluation of each job;
- To maintain the salary structure in a proper relationship with competitive pay practices in the labor market in which the City competes;
- To assure each City employee a performance review at specified intervals;
- To outline safety and health standards, policies, procedures, and expectations;
- To provide effective procedures for salary payments in a uniform manner;
- To furnish City management with a consistent and effective means of recognizing and rewarding improved and outstanding performance.

LIMITATIONS:

The City's Comprehensive Employee Management System is not intended to set forth or suggest any expressed or implied contractual obligations of the City. The City retains the right to change any of the provisions and policies reflected herein, at any time as circumstances may warrant. The employment of any employee by the City is terminable at any time at the will of the City, and the existence of cause for such termination or any other form of discipline shall be a judgment reserved to the City at its sole discretion.

All references to the male gender (i.e. he, his, him, himself) in the Comprehensive Employee Management System shall be interpreted to include the female gender (i.e. she, her, hers, herself).

AUTHORITY AND SCOPE:

The City Council and the City Manager are empowered under the Code of Virginia and the City Charter to establish departments, to employ personnel and to set salaries.

The City Manager is the City's Chief Human Resources Officer and is responsible for administering the Comprehensive Employee management System (CEMS). The City Manager may delegate to the Human Resources (HR) Director and to others such of his duties as may be deemed appropriate in connection with the administration of these policies.

The City Manager has the authority to amend CEMS policies. However, certain CEMS and Pay Plan amendments must be approved through Council before they are implemented.

Those amendments that require City Council approval are:

1. CEMS policy changes that involve the amending of any paid leave benefit program.
2. CEMS policy changes that involve supplemental appropriations to implement.
3. Pay Plan changes that involve adding funded full-time positions(s) to the total number of approved positions.
4. Pay Plan changes that involve salary scale changes resulting in supplemental appropriations to implement.

All other CEMS and Pay Plan changes would be at the City Manager and/or Deputy City Manager's approval.

City employees are divided into the classified and the non-classified services.

The non-classified service shall be exempt from most provisions of these regulations except that the general standards of conduct as defined in the Comprehensive Employee Management System shall apply. The non-classified service shall include the following:

- All elected officials and their employees, except the employees of the Commissioner of the Revenue, Sheriff, Treasurer, Commonwealth Attorney, and Clerk of the Court;
- Volunteer personnel and personnel appointed to serve without pay;
- Consultants and counsel rendering professional service;
- Non-classified part-time and seasonal temporary positions;
- Student interns and work-study employees; and
- Such other positions as may be designated by the City Council.

All other employees shall be in the classified service and shall be subject to the provisions of these regulations unless herein otherwise provided.