
THE HUMAN RESOURCES MANAGEMENT SYSTEM

General Principles

It is the fundamental policy of the City of Chesapeake that a fair and uniform human resources management system be established for its employees in order to ensure the most effective provision of services to the citizens of the community. This policy is supported by the following philosophies:

Employment shall be based on merit and fitness, without regard to sex, race, religion, national origin, disability, age or political affiliation.

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 that performance shall be a major factor in justifying salary adjustments and increases.

Objectives and Scope

The compensation philosophy is:

The City of Chesapeake is committed to recruiting, retaining and motivating an exceptional workforce by providing a competitive compensation structure, competitive benefits program, and a challenging and enriched work environment.

The specific objectives of the City's Human Resources Management System shall include the following:

- Establish and maintain a salary structure, which will attract and retain qualified employees.
- Establish and maintain salary ranges, which will assure internal equity of compensation, based on a systematic evaluation of each job.
- Maintain the salary structure in proper relation to competitive pay practices in the labor markets in which the City competes.
- Assure each City employee a performance and salary review at specified intervals.
- Provide an effective control of salary payments on a uniform basis and to furnish City management with a consistent and effective means of recognizing and rewarding improved and outstanding performance.

Installation and Administration

Section 1.1 AUTHORITY

The City Manager has been empowered by the City Council through appropriate ordinances for overall administration of the City's Classification and Pay Plan. The City Manager may adopt administrative regulations which supplement the policies expressed herein and establish procedures for their administration. Under the direction of the City Manager, the Director of Human Resources is responsible for the daily administration of the Classification and Pay Plan.

Section 1.2 DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF HUMAN RESOURCES

The Director of Human Resources shall have the immediate direction and control of the Department of Human Resources and these human resources policies, subject to specific directions relating to his/her duties and responsibilities contained in the City Code and to the general supervision of the City Manager. The Director of Human Resources is further required:

- a. To develop and maintain a classification plan containing job descriptions for each position in the classified service of the City, such plan to be reviewed no less frequently than biennially. Any revisions to such plan to be completed and approved as provided in this section.
- b. To review the pay schedule for each position in the classified service of the City annually. Changes to the plan to be prepared and submitted to the City Manager for consideration in the preparation of his recommended annual budget for the City Council's consideration.
- c. To determine vacancies in the classified service of the City, and to give wide publicity of such vacancies through channels appropriate to each case and to organize plans for the recruitment of competent personnel for the City's service, and to receive applications for such employment.
- d. To develop and provide criteria and guidelines which will reasonably and fairly predict and rate job performance capabilities of applicants for specific vacancies in the classified service of the City.
- e. To keep and maintain a current personnel file on each employee of each department, office and agency of the City, excluding employees of the School Board. Each such department, office and agency shall provide the necessary current personnel information to the Department of Human Resources.
- f. To maintain a roster of all persons in the classified service, except School Board employees, which shall specify as to each such person (1) the class title of the position held, (2) the salary or pay, (3) any changes in class title, salary or pay, and (4) such other data as may be deemed useful or significant.

- g. To certify all payroll changes except those of the School Board. No payment for personal services shall be made to any person in the classified service, except employees of the School Board, unless it shall be certified by the Director of Human Resources or designee that such person has been appointed and employed in accordance with the provisions of this chapter.
- h. To develop and provide criteria and guidelines consistent with and in conformity to the provisions of paragraph d. of this section by which members of the classified service may be qualified for advancement in the service of the City.
- i. To seek to resolve impartially and/or adjust difficulties arising out of or relating to the employment relationship, and to that end, shall have free and unencumbered access to all data relating to any specific difficulty.
- j. To obtain, either personally or through designee(s) authorized by the Director, criminal history record information from the Central Criminal Records Exchange of the Department of State Police on each applicant selected for City employment, each applicant selected for employment under contract with any City agency, and each applicant selected for City volunteer service whose anticipated duties or responsibilities will involve (i) access to public records or to personal information as defined in Code of Virginia Section 2.1-379, (ii) accountability for public funds, (iii) access to City supplies, (iv) entry into secured areas outside of working hours, (v) right of entry onto private property, or (vi) child care or assistance to the elderly or disabled.
 - (i) Criminal history information considered in accordance with this section shall include outstanding warrants, pending criminal charges, and records of conviction. Records of dispositions which occurred while an applicant was considered a juvenile shall not be referenced unless such dissemination is authorized by court order, federal regulation or State statute.
 - (ii) The criminal history information provided in accordance with this section shall be used solely to assess eligibility for public employment or service, and shall not be disseminated to any person not involved in the assessment process.