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## HOUSE BILL NO. 1214

Offered January 15, 2002

A BILL to amend and reenact § 2.2-1201 of the Code of Virginia, relating to a centralized employee suggestion program.

Patrons—Louderback, Landes and Saxman

Referred to Committee on General Laws

**Be it enacted by the General Assembly of Virginia:**

**1. That § 2.2-1201 of the Code of Virginia is amended and reenacted as follows:**

§ 2.2-1201. Duties of Department.

The Department shall have the following duties:

1. Make recommendations to the Governor regarding the establishment and maintenance of a classification plan for the service of the Commonwealth, and recommend necessary amendments thereto.

2. Make recommendations to the Governor regarding the establishment and administration of a compensation plan for all employees, and recommend necessary amendments thereto.

3. Design and maintain a personnel information system that shall support the operational needs of the Department and of state agencies, and that shall provide for the management information needs of the Governor, his secretaries, and the General Assembly. The system shall provide at a minimum a roster of all employees in the service of the Commonwealth, in which there shall be set forth as to each employee, the employing agency, the class title, pay, status and such other data as may be deemed desirable to produce significant facts pertaining to personnel administration.

4. Establish and direct a program of employee-management relations designed to improve communications between employees and agencies of the Commonwealth.

5. Establish and administer a system of performance evaluation for all employees in the service of the Commonwealth, based on the quality of service rendered, related where practicable to specific standards of performance. In no event shall workers' compensation leave affect the total number of hours credited during a performance cycle for purposes of calculating incentive increases in salary based on such performance evaluations.

6. Establish and administer a system of recruitment designed to attract high quality employees to the service of the Commonwealth. In administering this system, applicants shall be rated on the basis of relative merit and classified in accordance with their suitability for the various classes of positions in the service of the Commonwealth, and a record thereof shall be maintained in the open register.

7. Design and utilize an application form which shall include, but not be limited to, information on prior volunteer work performed by the applicant.

8. Establish and administer a comprehensive and integrated program of employee training and management development.

9. Establish and administer a program of evaluation of the effectiveness of performance of the personnel activities of the agencies of the Commonwealth.

10. Establish and administer a program to ensure equal employment opportunity to applicants for state employment and to state employees in all incidents of employment.

11. Establish and administer regulations relating to disciplinary actions; however, no disciplinary action shall include the suspension without pay for more than ten days of any state employee who is under investigation without a hearing conducted either by a level of supervision above the employee's immediate supervisor or by his agency head.

12. Adopt and implement a *centralized* program of ~~meritorious service~~ to provide awards to employees who propose procedures or ideas that are adopted and that will result in eliminating or reducing state expenditures or improving operations, provided such proposals are placed in effect. *The centralized program should be designed to (i) protect the identity of the individual making the proposal while it is being evaluated for implementation by a state agency, (ii) publicize the acceptance of proposals and financial awards to state employees, and (iii) include a reevaluation process that individuals making proposals may access if their proposals are rejected by the evaluating agency. The reevaluation process must include individuals from the private sector. The award program shall equal at least two percent of all savings identified and achieved.*

13. Develop state personnel policies and, after approval by the Governor, disseminate and interpret state personnel policies and procedures to all agencies. Such personnel policies shall permit an employee, with the written approval of his agency head, to substitute (i) up to 33 percent of his accrued paid sick leave, (ii) up to 100 percent of any other paid leave, or (iii) any combination of accrued paid

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59 sick leave and any other paid leave for leave taken pursuant to the Family and Medical Leave Act of  
60 1993 (29 U.S.C. § 2601 et seq.). On and after December 1, 1999, such personnel policy shall include an  
61 acceptable use policy for the international network of computer systems commonly known as the  
62 Internet. At a minimum, the Department's acceptable use policy shall contain provisions that (i) prohibit  
63 use by state employees of the Commonwealth's computer equipment and communications services for  
64 sending, receiving, viewing, or downloading illegal material via the Internet and (ii) establish strict  
65 disciplinary measures for violation of the acceptable use policy. An agency head may supplement the  
66 Department's acceptable use policy with such other terms, conditions, and requirements as he deems  
67 appropriate. The Director of the Department shall have the final authority to establish and interpret  
68 personnel policies and procedures and shall have the authority to ensure full compliance with such  
69 policies. However, unless specifically authorized by law, the Director of the Department shall have no  
70 authority with respect to the state grievance procedures.

71 14. Ascertain and publish on an annual basis, by agency, the number of employees in the service of  
72 the Commonwealth, including permanent full-time and part-time employees, those employed on a  
73 temporary or contractual basis, and constitutional officers and their employees whose salaries are funded  
74 by the Commonwealth. The publication shall contain the net gain or loss to the agency in personnel  
75 from the previous fiscal year and the net gains and losses in personnel for each agency for a three-year  
76 period.

77 15. Submit a report to the General Assembly on or before September 30 of each year showing the  
78 number of employees who voluntarily and involuntarily terminated their employment with each  
79 department, agency or institution in the previous fiscal year.

80 16. Administer the workers' compensation insurance plan for state employees in accordance with  
81 § 2.2-2821.