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## HOUSE BILL NO. 1342

Offered January 22, 1996

*A BILL to amend and reenact § 2.1-114.5 of the Code of Virginia, relating to the duties of the Department of Personnel and Training.*

\_\_\_\_\_  
Patron—Moore

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Referred to Committee on General Laws

**Be it enacted by the General Assembly of Virginia:****1. That § 2.1-114.5 of the Code of Virginia is amended and reenacted as follows:**

§ 2.1-114.5. 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 amendments thereto as may be necessary.

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

3. Design and maintain a personnel information system which shall support the operational needs of the Department and of state agencies, and which 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 assure 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 program of meritorious service awards to employees who propose procedures or ideas which are adopted and which will result in eliminating or reducing state expenditures or improving operations, provided such proposals are placed in effect.

13. Develop state personnel policies and, after approval by the Governor, disseminate and interpret state personnel policies and procedures to all agencies. The Director of the Department of Personnel and Training shall have the final authority to establish and interpret personnel policies and procedures and shall have the authority to assure full compliance with such policies. However, unless specifically authorized by law, the Director of the Department of Personnel and Training shall have no authority with respect to the state grievance procedures.

*To promote parents' participation in their children's school activities and to encourage support of local schools, such state personnel policies shall permit employees to take up to twelve hours of paid leave per calendar year to attend school functions, meet with teachers, or perform volunteer work in or*

INTRODUCED

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60 *for local schools.*

61 14. Ascertain and publish on an annual basis, by agency, the number of employees in the service of  
62 the Commonwealth, including permanent full-time and part-time employees, those employed on a  
63 temporary or contractual basis, and constitutional officers and their employees whose salaries are funded  
64 by the Commonwealth. The publication shall contain the net gain or loss to the agency in personnel  
65 from the previous fiscal year. Effective July 1, 1995, the publication shall include net gains and losses  
66 in personnel for each agency for a three-year period.