

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

Subject:

**ADMINISTRATION OF
HUMAN RESOURCES SYSTEM**

Regulation No:

2.0

Effective Date:

January 27, 2012

Supersedes: July 6, 2001

I. ESTABLISHMENT OF REGULATIONS

- A. The administrative regulations have been established for information and guidance regarding matters that are not detailed in the Personnel Policy or that are in the Personnel Policy and need further clarification. The regulations apply to all employees of the Town of Vienna who are under the direction of the Town Manager. The Town Manager is responsible for the administration of these regulations and has the authority to take appropriate action in dealing with cases which violate them.
- B. In addition to this set of regulations, employees may be subject to departmental regulations and policies. The Town Manager may also initiate interim rules and guidelines to augment these regulations.

II. DISSEMINATION OF RULES

All departments will be furnished complete copies of the Town's administrative regulations.

III. ORGANIZATION OF PERSONNEL FUNCTION

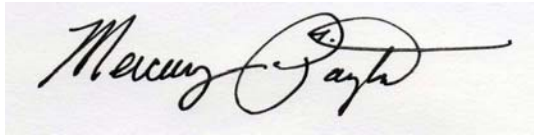
- A. The Town Manager maintains final responsibility for personnel administration within the Town government. The Director of Administrative Services is designated as the Town's Human Resources Director and subject to the direction of the Town Manager, is responsible for administering these rules and regulations.
- B. All official personnel files are maintained in the Administrative Services Department. These files include inquiries and responses, evaluations, attendance records, results of physical examinations, reference checks, disciplinary actions and commendations. All such employee files are confidential. Employees and their supervisors are able to view their personnel file in the Administrative Services Department during normal working hours. Copies of information contained in employees' files will be publicly released only upon written authorization of the individual employee or in compliance with the requirements of Commonwealth and Federal law.

IV. APPLICABLE DOCUMENTS

None

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<i>Signature of Town Manager:</i>	<i>Date:</i>
	1/27/2012