

MEMORANDUM

DATE: November 13, 2018

TO: The Board of Supervisors

FROM: Patrick O. Teague, Director of Human Resources

SUBJECT: Revisions to Chapter 5 of the James City County Personnel Policies and Procedures Manual

Volunteering is an important activity both to improve the community and to provide team building activities to staff.

Staff proposes revisions to Chapter 5 of the James City County Personnel Policies and Procedures Manual to revise Section 5.4 B Number 7 to add 8 hours of Annual Volunteer Leave to the 8 hours of School Leave currently provided. This is an annual allotment and does not pay out nor carry over year to year.

A copy of the proposed changes is attached.

Staff recommends approval of the proposed changes.

POT/md
JCCCh5Revisions-mem

Attachments