



County of King William, Virginia
Est. 1702

**BOARD OF SUPERVISORS
WORK SESSION MEETING OF MAY 11, 2020 – 7:00 P.M.
KING WILLIAM COUNTY ADMINISTRATION BUILDING
KING WILLIAM, VIRGINIA**

A G E N D A

- 1. Call to Order**
- 2. Roll Call**
- 3. Review and Adoption of Meeting Agenda**
- 4. Work Session Matters:**
 - a. Planning and Zoning Proposed Fee Schedule – *Ron Etter, Director of Community Development*
 - b. Large Scale Power Stations Resolution 20-17 - *Ron Etter, Director of Community Development*
 - c. Virginia Retirement System Enhanced Benefit Election for Fire and EMS Employees Resolution 20-XX – *Nita McInteer, Manager of Human Resources*
 - d. Human Resources Policies and Procedures Manual Update - *Nita McInteer, Manager of Human Resources*
 - e. Fire and EMS Update – *Chief Laura Nunnally, Interim Chief of Fire and Emergency Services*
 - f. Meals Tax Update – *Natasha Jornalien, Director of Financial Services*
 - g. Atlantic Broadband Update – *Edwin Moren, Board of Supervisor*
 - h. Parks and Recreation Program Update – *Jennifer Leleux, Manager of Parks and Recreation*
 - i. Regional Animal Shelter Seizures Report – *Bobbie Tassinari, County Administrator*
 - j. Updated Meeting Schedule – *Bobbie Tassinari, County Administrator*
- 5. Board of Supervisors' Comments**

6. Adjourn or Recess

NOTES REGARDING AGENDA:

This agenda is tentative only and subject to change by the Board of Supervisors.

Agenda Items denoted by asterisk (*) are provided supporting material in the Board Agenda Packet

AGENDA ITEM 4.a.



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Board of Supervisors

Ron W. Etter, Director
Community Development

William L. Hodges, First District
Travis J. Moskalski, Second District
Stephen K. Greenwood, Third District
C. Stewart Garber, Jr., Fourth District
Edwin H. Moren, Jr., Fifth District

DATE: May 11, 2020
TO: King William County Board of Supervisors
FROM: Ron Etter
RE: Proposed Fee Schedule Updates – Planning and Zoning

SUMMARY

Staff reviewed the current fee schedules and determined revisions were needed to address the changes in the type and quantity of development within the County.

BACKGROUND

The recommended revisions to the fee schedules primarily involve basing the fees on the size of the projects and their complexity. The fees reflect the time and expenses incurred for reviews and inspections by staff, as well as, contracted services.

RECOMMENDATIONS

The fee schedule must be approved through ordinance requiring a public hearing. A public hearing is scheduled for May 18, 2020. Upon completion of the public hearing staff recommends approval of the revised Planning and Zoning fee schedules.

ATTACHMENTS

Proposed Planning & Zoning Fee Schedule

p:\fee schedule\bos fee memo(may 5, 2020).doc

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ZONING

<i>Category</i>	<i>Current Fee</i>	<i>Proposed Fee</i>
Comprehensive Plan Amendment	\$2,500	No Change
Zoning Text Amendment	\$2,500	No Change
Rezoning, including amendments	\$2,500	No Change
Conditional Use Permit—Cell Tower	\$3,500	Delete
Conditional Use Permit - Commercial	\$0	\$3,500 + \$50/acre
Conditional Use Permit - Accessory	\$0	2500
Zoning Permit Residential	\$75	No Change
Zoning Permit-Commercial New Construction	\$100	\$150
Zoning Permit-Commercial Existing Change Use	\$50	\$250
Zoning Variance	\$1,000	\$1,300
Appeal Zoning Determination	\$1,000	\$1,300
Defer Public Hearing, By Applicant	Cost of Advertising	No Change

SITE PLAN

<i>Category</i>	<i>Current Fee</i>	<i>Proposed Fee</i>
Site Plan	\$1,500	Delete
Site Plan—Amend After Final Approval	\$300	Delete
Site Plan (1st and 2nd Submittals)	\$0	\$ 750 + \$10/acre
Site Plan (3rd and subsequent submittals)	\$0	\$500 each
Site Plan - Revision Review	\$500	No Change

SUBDIVISIONS

<i>Category</i>	<i>Current Fee</i>	<i>Proposed Fee</i>
Single Lot	\$750	Delete
Minor	\$2,100	Delete
Subdivision	\$0	\$ 500 + \$25/acre
Family Division	\$0	\$300
Subsequent Submittals (After 1st)	\$0	\$2,500 each
Major - Preliminary Plat	\$2,500	No Change
Major - Final Plat	\$500	No Change
Revisions	\$250	\$500
Construction Plan	\$500	Delete
Lot Line Adjustment, Vacation of Lot Line	\$150	No Change
Boundary Survey	\$25	No Change
Subdivision Exception	\$1,000	Delete

LAND DISTURBANCE

<i>Category</i>	<i>Current Fee</i>	<i>Proposed Fee</i>
LD Permit Residential	\$150 + \$20/inspection	\$150 + \$10/acre
LD Permit Commercial	\$1,500	\$750 + \$10/acre
WQIA Minor	\$500	No Change
WQIA Major	\$1,000	No Change
E&S Plan Commercial	\$500	Delete
Wetland Board	\$1,000	No Change
Ches Bay Exception	\$1,000	No Change
Annual Land Disturbance Permit Renewal	Full Fee	No Change
Inspections <5 acres	\$0	\$125
Inspections 5 to <10 acres	\$0	\$225
Inspections 10 to <50 acres	\$0	\$225+\$10/acre over 10 acres
Inspections 50 to <100 acres	\$0	\$625+\$5/acre over 50 acres
Inspections >100 acres	\$0	\$100 + \$5/acre over 100 acres
Annual Land Use permit renewal	\$0	\$750 + \$5/acre

SIGNS

<i>Category</i>	<i>Current Fee</i>	<i>Proposed Fee</i>
Sign Permit	\$150	No Change
Temporary Banner	\$25	No Change
Temp Sign for Charity/Non-profit	No Charge	No Change

MISC

<i>Category</i>	<i>Current Fee</i>	<i>Proposed Fee</i>
Historic Preservation Certificate of Approval	\$1,000	Delete
Zoning Letter	\$150	No Change
Road Sign	Cost of Sign	No Change
<u>PRINTING</u>		
8.5x11, 1-5 pages	No Charge	\$2/page
8.5x11, 6+ pages	\$2/page	\$5/page
11x17, 1-2 pages	No Charge	\$4/page
11x17, 3+ pages	\$5/page	\$5/page
Larger than 11x17	\$0	\$15/page

AGENDA ITEM 4.b.



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DATE: May 11, 2020
TO: King William County Board of Supervisors
FROM: Ron Etter, Director of Community Development
SUBJECT: Resolution for Large-Scale Power Stations

RECOMMENDATION

At the February 26, 2020 Planning Commission work session, the Commissioners unanimously agreed to recommend that the Board of Supervisors review the standards, application procedures, and land use suitability relating to Large-Scale Power stations. The Commission recommends that application reviews and public hearings for new Large-Scale Power Stations be halted until further notice.

The commission feels that this step is necessary to allow for a thorough review of the impact solar facilities have on the County and how Solar fits into the future land use of the County. This review should include recommendations for revisions to the performance standards for Solar or removal of solar facilities as a permitted use in the County.

This resolution is intended to apply to conditional use permit applications for Solar Power Stations as defined in the Code of King William, to wit:

“Solar power station means a system consisting of solar panels, modules, accessory structures and related equipment (e.g., heat exchanger, pipes, inverter, wiring, storage) that collects solar energy and converts it into heat and/or electricity. It is designed to provide service at the utility-scale. This definition is not intended to regulate solar structures on individual residential or business properties primarily serving the energy needs for the subject property, so long as such structures meet applicable requirements of local, state and federal regulation.”

Utility-scale solar facilities are those that sell power to the grid. The DEQ defines Small Renewable Energy Projects (Solar) as solar energy projects as 150 mega-watts or less. For the purposes of this resolution the facility size is not relevant.



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The Planning Commission at their regular meeting of March 12, 2020, determined that the subcommittee Chair, Mr. John Breeden, would solicit individuals from the community to serve on the subcommittee. These individuals will be a cross section of stakeholders in the development community and with general public interests. The subcommittee will be formed over the next two weeks and anticipate having the first meeting in April. The work of the subcommittee should be complete in 3 to 4 months with their results going to the PC for consideration. The subcommittee will be tasked with determining the “pulse” of the County Citizens regarding the use of land for solar facilities in the County and performance standards that may be implemented governing solar development in the County.

RESOLUTION 20-17

Hold on Referrals and Public Hearings on Solar Power Stations

WHEREAS, the Planning Commission voted unanimously on February 26, 2020 to request that the Board of Supervisors review the standards and acceptance of permit applications for solar power stations and further that it does not intend to schedule public hearings on such applications until further notice.

NOW, THEREFORE, BE IT RESOLVED, that the King William County Board of Supervisors wishes to review the ordinances, policies and standards under which applications for solar power stations are considered, and as a result, will not intend to refer such applications to the Planning Commission or schedule public hearings on such applications until further notice.

NOW, BE IT FURTHER RESOLVED, that the King William County Board of Supervisors refers the review of the ordinances, policies and standards under which applications for solar power stations to the Planning Commission for its recommendations.

DRAFT

AGENDA ITEM 4.c.



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DATE: May 11, 2020

TO: King William County Board of Supervisors

FROM: Nita McInteer, Human Resources Manager

SUBJECT: Recommended Adoption of the VRS Enhanced Hazardous Duty Benefit for Fire/EMS Employees

SUMMARY

Resolution 20-XX will provide the same retirement coverage in the Virginia Retirement System (VRS) for hazardous duty positions. The Resolution will provide the same coverage currently offered to our Sheriff's Deputies to our Fire and Emergency Medical Services employees.

The standard retirement age under the enhanced provision is 60 years rather than 65 years. Early retirement is permitted at any time between ages 50 and 60 as long as the employee has at least five years of VRS service credit.

For retirement between age 50 and 60, the actuarial reduction for early retirement is computed from the earlier of (i) age 60, or (ii) the first date on or after his/her fiftieth birthday on which the member would have completed 25 years of creditable service. No reduction is applied if the member has 25 years of credit.

From date of retirement, until the later of either age 65 or the age a member is eligible for unreduced social security benefits, an additional \$1,187 per month is payable as a supplement. To be eligible for the supplement, the member must have been employed on or after July 1, 1974, and have 20 or more years of credited service rendered in a hazardous position. If employed before July 1, 1974, the additional allowance is payable regardless of the years of credited service rendered in a hazardous position.

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The vested termination benefit available after 5 years of service may begin at age 50 or later; however, the additional monthly supplement is payable only if the member had 20 or more years of credited service. If employed on or after July 1, 1974, the member must have 20 or more years in a hazardous position.

The additional allowance is not payable in the case of a disability retirement or to an individual receiving a survivor benefit.

Employees who are eligible for the enhanced hazardous duty benefit are ineligible to participate in the Hybrid Plan. Once VRS programs the new elected benefit, employees that are currently participating in the Hybrid Plan prior to the benefit election will be transferred into Plan 2.

CONSIDERATION/OPTION

The staff recommends approval of Resolution 20-XX – Enhanced Hazardous Duty Benefit for Fire/EMS Employees.

ATTACHMENT

Resolution 20-XX.

RESOLUTION 20-XX

**VIRGINIA RETIREMENT SERVICES (VRS) ENHANCED BENEFIT ELECTION
FOR FIRE AND EMS EMPLOYEES**

WHEREAS, subject to the approval of the Virginia Retirement System (“VRS”) Board of Trustees, *Code of Virginia* § 51.1-138 permits a political subdivision of the Commonwealth of Virginia currently participating in VRS to make an irrevocable election to provide enhanced hazardous duty retirement benefits for its eligible employees as outlined in § 51.1-138; and

NOW, THEREFORE, BE IT RESOLVED, that the County of King William (the “Employer”) does hereby elect to have such employees of Employer who are employed in positions as full time Law Enforcement Officers, Firefighters, and Emergency Medical Technicians, and whose tenure is not restricted as to temporary or provisional appointment, become eligible, effective the first day of July 2020 for VRS benefits equivalent to those provided for state police officers of the Department of State Police, as set out in § 51.1-138 including the retirement multiplier of 1.85%, in lieu of the benefits that would otherwise be provided to such employees, and Employer agrees to pay the employer cost for providing such benefits; and

NOW, THEREFORE, the officers of Employer are hereby authorized and directed in the name of Employer to carry out the provisions of this resolution and to pay to the Treasurer of Virginia from time to time such sums as are due to be paid by Employer for this purpose.

AGENDA ITEM 4.d.



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DATE: May 11, 2020

TO: King William County Board of Supervisors

FROM: Nita McInteer, Human Resources Manager

SUBJECT: Recommended Amendments to the King William County Personnel Policies and Procedures Manual

SUMMARY

The following recommendations are being made to update the King William County Personnel Policies and Procedures Manual. Minor work corrections are not identified in the list of updates though they are highlighted in the attachments.

Chapter 4: Benefits

Section 4-4: Life Insurance, Short Term & Long Term Disability Language added to reflect inclusion of long term disability coverage for all employees.

Chapter 5: Annual Leave

Section 5-2: Annual Leave.

- Changing the terms of annual leave payout voluntary separation or retirement to a maximum of the ten year accrual amount.
- Involuntarily separated employees will not be eligible for any payout of accumulated annual leave.

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Section 5-3 Sick Leave.

- c. Added language requiring a doctor's note if more than two consecutive days are missed.
- e. Sick Leave Sharing Pool language amended to include sick leave balances of all employees separating from employment will be added to the Sick Leave Sharing Pool.

Section 5-14: Leave Accruals Paid at Separation

- a. Revise Sick Leave payout policy at separation. Employees separating after July 1, 2020 will not receive payment for accrued sick leave.

Chapter 12: Separation and Termination

Section 12-1: Resignation Remove language for paying sick leave accruals and modify language for paying annual leave accruals without proper separation notice.

RESOLUTION 20-XX

Chapter 4: Benefits

Section 4-1: General

Benefits are a privilege of employment and can be changed or revoked at any time. Benefits are personal to the employee and cannot be assigned to other employees. Benefits are available to regular full-time employees and on a limited basis to regular part-time employees.

Section 4-2: Retirement

The County provides and funds through an agreement with the Virginia Retirement System, a program which provides retirement benefits in addition to Social Security. Participation is mandatory for all regular full-time employees and the requirements and benefits differ depending on the date the employee begins membership in the System. Employees are fully vested in the program after five (5) years of membership.

Section 4-3: Health Insurance

The County currently offers a health insurance program to its employees. The County shares the cost of selected coverage with the employees at a rate authorized by the Board of Supervisors. The County participates in the IRS Section 125 premium conversion plan. The County may at any time modify the cost sharing arrangement, change the available coverage, or eliminate coverage. Employees on leave without pay must pay the full amount (employer and employee share) of the health insurance policy for the months they are on such leave except in the case of approved Family Leave.

Under certain circumstances such as voluntary or involuntary job loss, reduction in hours worked, transition between jobs, death, divorce, and other life events, eligible employees and their covered family members who lose their health benefits have the right to choose to continue group health benefits for limited periods of time under the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA). Qualified individuals are required to pay the entire premium for

31 coverage up to 102 percent of the cost to the plan. Employees who lose coverage due to gross
32 misconduct are not eligible for continuation of such coverage.

33 **Section 4-4: Life Insurance, Short Term & Long Term Disability**

34
35 Regular full-time employees are automatically enrolled in a group term life insurance
36 program. Coverage is mandatory and managed by the Virginia Retirement System life insurance
37 agency. Benefits for natural death are equal to the employee's annual salary rounded up to the
38 next thousand and then doubled; benefits for accidental death are equal to four times the annual
39 salary, rounded up to the next thousand.

40 The County also provides employee's with an option to purchase additional life and
41 accidental death and dismemberment insurance to supplement the basic group insurance
42 provided through VRS. All active employees currently covered by the VRS group life plan are
43 eligible for this optional plan. Employees may purchase this additional insurance coverage for
44 themselves and for their spouse and children.

45 Regular full-time employees are automatically enrolled in a short term **and long term**
46 disability programs currently paid in full by the County. ~~The benefit varies depending on the~~
47 ~~individual employee's status under the Virginia Retirement System.~~

48 **Section 4-5: Worker's Compensation**

49
50 All County employees regardless of their employment category as set forth in Section 2-
51 1 are covered under the Workers' Compensation Act, to the extent required by law, in the event
52 an employee sustains an occupational injury or disease as a result of, or in the course of, work
53 performed for the County. Compensation is paid at the rate specified by the Act and begins when
54 the employee is out of work for more than seven (7) consecutive calendar days.

55 **Section 4-6: Deferred Compensation**

56
57 The County offers a voluntary deferred compensation option. The County does not make
58 or match contributions. Contributions are made with pre-tax dollars by payroll deduction, which

59 lowers gross pay and thus reduces the annual amount of taxes owed to the IRS. Earnings on
60 contributions grow tax-deferred until withdrawals begin.

61 **Section 4-7: Pre-Tax Withholding**

62
63 The County offers a plan, under the guidelines of the Internal Revenue Service, which
64 permits employees to purchase qualifying fringe benefits with pre-tax dollars instead of after tax
65 dollars. The election by employees to voluntarily reduce their gross taxable income results in the
66 employee paying fewer taxes in the area of Federal, State and FICA taxes. Election is made each
67 year during open enrollment. The County offers the following plans:

- 68 ■ Premium Conversion (Pre-Tax Premiums) allows employees to lower their taxable
69 income by having qualified group insurance premiums deducted from their paycheck
70 before taxes are calculated. The County automatically withholds all qualifying group
71 insurance premiums on a pre-tax basis unless the employee signs a waiver.
- 72 ■ Reimbursement Accounts allow employees to set aside a portion of their pay each pay
73 period on a pre-tax basis for one, or both of these accounts:
 - 74 ○ Medical Reimbursement Account to pay for the out-of-pocket medical, dental, and
75 vision care expenses not covered by health benefits plan.
 - 76 ○ Dependent Care Reimbursement Account to pay expenses for the care of a child,
77 disabled spouse, elderly parent, or other dependents who are physically and
78 mentally incapable of self-care so that the employee (and their spouse) can work
79 or actively seek work.

80 **Section 4-8: Unemployment Benefits**

81
82 The County provides unemployment benefits as required by Virginia law at no cost to
83 the employee.

84 **Section 4-9: Leave**

85
86 Leaves of absence for a variety of purposes and reasons are detailed in Chapter 5 of this

87 manual.

88 **Section 4-10: Voluntary Deductions**

89 From time to time the County may offer other optional programs to employees.
90 Participation is voluntary and withholding will be by agreement between the employee and the
91 County. Any such programs may be discontinued by the County at any time.

92 **Section 4-11: Written Benefit Information**

93 Within ten (10) days of being notified by an employee or employee's family member that
94 the employee has a life-threatening health condition, the County will provide in writing,
95 information about relevant benefit options and programs along with appropriate forms, in order
96 for the employee to communicate to the County any election of benefit options the employee may
97 be entitled to as a result of their health condition.
98

100 **Chapter 5: Leave**

101 **Section 5-1: General Provisions**

102 The County provides for Leaves of Absence for a variety of conditions and reasons. Annual
103 leave must be requested in advance and sick leave should be requested in advance, if possible.
104 Requests for leave, for other than personal illness or that of an immediate family member, will be
105 granted if in the opinion of the supervisor such leave is not disruptive to normal operations.
106

107 Employees are required to notify their immediate supervisor in advance of the regular
108 starting time if they are going to be late or absent so that arrangements can be made. An employee
109 not in an approved leave status who fails to report to work for two (2) consecutive workdays may
110 be separated from employment.

111 Immediate family as it pertains to this Chapter is defined as: spouse, parent, children,
112 including step-children and foster children, legal wards, and children placed with an employee
113 for adoption, brother, sister, grandparents, grandchild, guardian, and the same relatives of
114 spouse.

115 Fire and Rescue personnel as it pertains to this Chapter is defined as full-time employees
116 employed to provide firefighting and emergency rescue services to the community. These
117 employees typically work 53-hour work weeks or 212 hours per 28-day cycle.

118 Sheriff's Deputies as it pertains to this Chapter is defined as full-time employees
119 employed to provide public safety services to the community. These employees typically work
120 12-hour workdays or up to 171 hours per 28-day cycle.

121 E-911 Dispatchers as it pertains to this Chapter is defined as full-time employees
122 employed to provide public safety and emergency dispatch services to law enforcement, fire and
123 rescue and citizens. These employees typically work 10-hour work days or 40 hours per week
124 with alternating schedules.

125 **Section 5-2: Annual Leave**

126
127 a. Classified employees are credited with annual leave monthly. New employees
128 who begin work after the 10th working day of the month shall not receive annual leave for that
129 month. Full time and regular part time employees are credited with and accrue annual leave as
130 stated in this Section.

131 b. Probationary employees are not compensated for annual leave if separated from
132 County service during the probationary period. After successful completion of the probationary
133 period (one (1) year), the right to compensation is granted retroactive to the first full month of
134 service.

135 c. Employees may go over their accrual limit during the year, provided that accrued
136 leave shall be reduced to the applicable limit on September 1st of each year. For good cause
137 shown, the County Administrator may approve a written extension of the September 1st deadline
138 for a stated period not to exceed four (4) months. All requests for extension must be received by
139 the County Administrator before September 1st.

140 The Full-time and Part-time Annual Leave Schedules listed below applies to all full time

141 and regular part time classified employees with the exception of Fire and Rescue staff, Sheriff's
142 Deputies and E-911 Dispatchers. Fire and Rescue staff, Sheriff's Deputies and E-911 Dispatchers
143 Annual Leave Schedules are displayed separately. Employees hired before January 1, 2016 who
144 have a leave earned or accrual schedule that is greater than that shown below will continue to
145 receive annual leave at the same rate they are receiving such leave on December 31, 2015 until
146 their years of service qualify them for a higher earned and accrual rate in accordance with the
147 schedule listed below. On and after such date they shall receive annual leave in accordance with
148 said schedule.

FULL-TIME ANNUAL LEAVE SCHEDULE

Years of Service	Hours Month	Earned Per	Hours Earned Per Year	Accrual Limit
Less than 5	8		96	192
5 but less than 10	10		120	240
10 but less than 15	12		144	288
15 but less than 25	14		168	336
25 and Over	16		192	384

PART-TIME ANNUAL LEAVE SCHEDULE

Years of Service	Hours Month	Earned Per	Hours Earned Per Year	Accrual Limit
Less than 5	4		48	96
5 but less than 10	5		60	120
10 but less than 15	6		72	144
15 but less than 25	7		84	168
25 and Over	8		96	192

156
157
158

FULL-TIME ANNUAL LEAVE SCHEDULE (FIRE AND EMERGENCY)

159

<i>Years of Service</i>	<i>Hours Earned per Month</i>	<i>Hours Earned per Year</i>	<i>Accrual Limit</i>
<i>Less than 5</i>	11.2	134.4	274.4
<i>5 but less than 10</i>	14	168	336
<i>10 but less than 15</i>	16.8	201.6	403.2
<i>15 but less than 25</i>	19.6	235.2	470.4
<i>25 and over</i>	22.4	268.8	537.6

160

161

FULL-TIME ANNUAL LEAVE SCHEDULE (SHERIFF'S DEPUTIES)

162

<i>Years of Service</i>	<i>Hours Earned per Month</i>	<i>Hours Earned per Year</i>	<i>Accrual Limit</i>
<i>Less than 5</i>	12	144	288
<i>5 but less than 10</i>	14	168	336
<i>10 but less than 15</i>	16	192	384
<i>15 but less than 25</i>	18	216	432
<i>25 and over</i>	20	240	480

163

164

FULL-TIME ANNUAL LEAVE SCHEDULE (E-911 DISPATCHERS)

165

<i>Years of Service</i>	<i>Hours Earned per Month</i>	<i>Hours Earned per Year</i>	<i>Accrual Limit</i>
<i>Less than 5</i>	10	120	240
<i>5 but less than 10</i>	12	144	288
<i>10 but less than 15</i>	14	168	336
<i>15 but less than 25</i>	16	192	384
<i>25 and over</i>	18	216	432

166

167

168 Classified employees on annual leave shall be paid their prevailing wage based on the
169 prevailing scheduled work period. Annual leave is earned only upon completion of a full month
170 of employment and may not be used until earned. Annual leave may not be taken in less than
171 .5-hour increments. It is not the intent of this policy to allow the employee to receive additional
172 compensation through the use of annual leave, but to insure the employee's regular salary.
173 Employees retain all benefits and seniority while on approved annual leave.

174 Annual leave schedules shall be planned and approved by the immediate supervisor so as
175 to minimize the need for a temporary increase in personnel. Upon **voluntary** separation or
176 retirement, full-time and part-time employees shall be paid for accrued annual leave up to the
177 **ten (10) year** accrual limit **based upon their annual leave schedule. Involuntarily separated**
178 **employees may not be paid for accrued annual leave.** In the event of death of the employee, the
179 employee's estate will be paid any amount due under this policy. Should a part-time position be
180 made a full-time position, the incumbent will receive leave benefits at a prorated accrual rate for
181 longevity purposes (e.g. 10 years of 20-hour part-time service = 5 years full-time service, 10
182 hours annual leave earned per month).

183 **Section 5-3: Sick Leave**

184
185 a. Sick leave shall be defined as leave with pay granted for a bodily injury resulting
186 in temporary disability, medically required confinement, medical or dental appointment, or
187 illness of the employee or member of the immediate family requiring the presence of the
188 employee.

189 b. Sick leave is accrued at the rate of eight (8) hours per full month worked for all
190 full-time employees, four (4) hours per full month worked for regular part time employees. An
191 employee cannot use the present month's accrual during that month, as it is not earned until the
192 end of the month. Sick leave, if not exhausted in the year in which it accrues, may be carried over
193 from year to year without limit. Employees retain all benefits and seniority while on approved

194 sick leave.

195 c. Sick leave may not be taken in less than .5-hour increments. Sick leave may be
196 used for visits to health providers during working hours only with the permission of the
197 employee's supervisor. Employees must keep their supervisor informed of any absence from
198 work and the anticipated duration due to illness. Employees ~~may be~~ **are** required to present a
199 physician's statement to verify the illness or appointment **if more than two consecutive work**
200 **days are missed**. Whenever possible, requests for sick leave should be made in advance. In the
201 case of personal illness, or unanticipated circumstances, the employee's supervisor must be
202 notified no later than the beginning of the workday or as soon thereafter as is practical. After
203 three consecutive workdays of absence by an employee on sick leave, the Department Head must
204 notify the designated personnel officer to insure compliance with Family and Medical Leave Act
205 provisions.

206 d. Notwithstanding any other provisions of this policy manual, employees who are
207 absent from work for more than twelve (12) weeks (such that the provisions of the Family and
208 Medical Leave Act are no longer applicable) for causes that qualify for sick leave, are not
209 guaranteed continued employment. The status of such employees will be reviewed on a case- by-
210 case basis to determine whether the operational needs of the County require that the vacancy
211 caused by the employee's absence be filled. If the County Administrator determines that the
212 vacancy will be filled, the employee will be separated from County service. At the time of
213 separation any unused leave will be paid in accordance with the provisions of Section 5-14 of this
214 Chapter.

215 e. Sick Leave Sharing Pool

216 (1) The purpose of establishing a Sick Leave Sharing Pool which provides
217 income for those County employees who, due to illness or injury, have exhausted all of their
218 accrued sick leave, annual leave and compensatory time, and are not eligible for Workers'
219

220 Compensation or retirement benefits. The Sick Leave Sharing Pool is populated through
221 donations of sick leave by existing employees and the sick leave remaining in employee accruals
222 upon separation. The leave may be used by employees for personal illness, or injury, and for a
223 family member's illness or injury for which the employee is using Family Medical Leave.

224 (2) Donors to the Sick Leave Sharing Pool may authorize donations of accrued
225 sick leave in minimum increments of 8 hours by completing a Donor Form and submitting it to
226 the Finance Office. Donors do not have to retain any minimum leave balances, nor is there a limit
227 on the number of sick leave hours they may donate.

228 (3) Full-time and regular part-time employees who have completed one year
229 of service are eligible to participate. The Sick Leave Sharing Pool is not designed to provide
230 coverage for brief illnesses or injuries. Employees must exhaust all personal leave balances
231 (annual, sick, compensatory, and overtime) and be designated in a leave without pay (LWOP)
232 status before becoming eligible for Sick Leave Sharing Pool donations. A Sick Leave Sharing
233 Pool recipient will not accrue annual leave or sick leave while receiving pay through the pool.
234 While an employee is receiving Sick Leave Sharing donations for personal illness or injury and
235 absences due to FMLA family reasons, the County will continue to pay its portion of the health
236 care premium for the period covered by FMLA or a maximum of 12 weeks. ~~Virginia Retirement~~
237 ~~System (VRS) contributions will be discontinued when an employee is receiving Sick Leave~~
238 ~~Sharing donations.~~

239 (4) To be eligible to receive Sick Leave Sharing donations, the employee must
240 provide the County with a physician's certification of his/her medical condition including the date
241 it began and its' probably duration. For family illness or injuries, normal documentation under
242 FMLA is required. Employees may only receive Sick Leave Sharing donations for period of
243 absences that are covered by personal or family FMLA medical certification. All medical
244 documentation will be maintained confidentially and in a location that is separate from the

245 employee's official personnel file.

246 (5) Employees seeking to access the Sick Leave Sharing Pool must fill out a
247 Request Form and submit with a physician's certification of a qualifying medical condition to the
248 Review Committee. The Review Committee will have ten (10) working days to review and act on
249 the request following the receipt of the Request Form and physician's certification. Employees
250 requesting Sick Leave Sharing benefits agree to permit the Review Committee to review leave
251 records and all pertinent medical information with the understanding the Review Committee will
252 treat all documents as confidential.

253 (a) Employees are not entitled to draw more than 30 work days for
254 one absence from work during a twelve-month period.

255 (b) The maximum number of work days which can be drawn by an
256 employee from the Sick Leave Sharing Pool during his/her career with King William County is 60
257 work days.

258 (c) The maximum number of Sick Leave Sharing Pool benefits
259 cannot at any time exceed the balance of available hours donated to the Sick Leave Sharing Pool.

260 (6) The Sick Leaving Sharing Pool is administered by the Financial Services
261 – Payroll Department. The Finance Department may recommend such rules and policies, not in
262 conflict with those provided herein, considered appropriate for the operation of the pool. Any
263 additional rules or policies so developed must be agreed upon by the Review Committee and the
264 County Administrator. The Sick Leave Sharing Pool policy will be reviewed and approved
265 annually by the Board of Supervisors as part of the King William County Personnel Policies and
266 Procedures Manual.

267 (a) A seven (7) member Review Committee is established. A member
268 from each of the following departments of the County will be by each department represented.
269 In addition, one member from the combined participants of the remaining Constitutional Officers
270

271 (Office of the Treasurer, Office of the Commissioner of Revenue, Office of the Clerk of the Courts,
272 and Office of the Commonwealth's Attorney).

273 (b) Members of the Review Committee shall serve two-year terms.

274 (c) The Financial Services – Payroll Department shall review the
275 decision of the Review Committee to assure consistency with County leave policy. Final approval
276 of Sick Leave Sharing Pool benefits to be granted will be monitored and verified by the Financial
277 Services – Payroll Department.
278

279 (d) The Financial Services – Payroll Department shall report the
280 status of the Sick Leave Sharing Pool at any time upon the request of the Review Committee and
281 provide information to the Committee with respect to donated hours, prior use of pool benefits,
282 etc.

283 (7) Medical conditions of the employee will be excluded from eligibility for
284 Sick Leave Sharing benefits if they result from:

285 (a) Any occupational related accident or illness for the period for
286 which Workers' Compensation benefits have been awarded or could have been awarded, if the
287 employee had cooperated with Workers' Compensation Program requirements;

288 (b) Intentionally self-inflicted injuries, except as a result of conditions
289 that qualify under ADAAA (both employees and family members);

290 (c) Cosmetic surgery or treatment, or surgery or treatment not
291 deemed necessary by a physician (elective surgery); or

292 (d) Injuries occurring in the course of violating a law (both employees
293 and family members).

294 (8) The County retains the right to discontinue or modify the Sick Leave
295 Sharing Pool, if for any reason it becomes necessary, and to make such termination or
296 modification unilaterally and without prior notice. However, all approved existing and pending

297 withdrawal will be continued to the extent that the Sick Leave Sharing Pool hours remain
298 available. Should the Sick Leave Sharing Pool be terminated, unused hours will be dissolved.

299
300 **Section 5-4: Discretionary Leave**

301 a. Discretionary leave for employees exempt from the FLSA overtime provisions, is
302 not earned or accumulated. Reasonable amounts of discretionary leave may be provided by the
303 County Administrator or the Department Head, as appropriate, for exempt employees, if
304 extended periods of work are necessitated by the requirements of the position.
305

306 (1) Unlike non-exempt employees, the work week of an exempt employee is
307 not specifically defined as 35 hours per week. On the contrary, the general rule of thumb is that
308 such employees work the number of hours required to “get the job done”, and these need not be
309 associated with any concept of a “normal” work week. This is taken into account when
310 compensation is determined for these positions.

311 (2) Discretionary leave is provided to meet professional and personal needs
312 during normal working hours and is not designed to compensate hour for hour for extended
313 hours of work.

314 (3) Discretionary leave for exempt employees should be viewed in the same
315 context and in the same spirit as the “get the job done” character of time worked. Both employees
316 and their supervisors are expected to use and administer an unstructured concept of
317 discretionary time off in a fashion that is in keeping with generally accepted standards of
318 employee performance and not in terms of hourly entitlement.

319 (4) Discretionary leave may not be used in lieu of sick leave.

320 **Section 5-5: Leave of Absence Without Pay**

321 Leaves of absence without pay for personal reasons, such as lengthy illness beyond sick
322 leave accrual, personal business, or travel must be requested in advance and in writing by the
324

325 employee. If an individual qualifies for Family and Medical Leave, the policy requires additional
326 steps and it is therefore necessary to refer to Section 5-13 for specific information regarding this
327 type of leave without pay status.

328 For reasons other than those qualifying under Family and Medical Leave, the request
329 must state the reason, and the starting and probable date of return. Leave without pay is at the
330 discretion of the County and may be refused at any time.

331 Department Heads may approve leave without pay for a period of up to ten (10) workdays
332 if conditions warrant. An employee is required to request in writing the reason(s) for leave
333 without pay status. Leaves of absence in excess of ten (10) workdays and not to exceed twelve
334 (12) calendar months require the County Administrator's approval. Leave without pay is granted
335 only when all annual leave has been exhausted.

336 Employees on leave of absence without pay for 30 calendar days or less remain on active
337 employment status and service towards accumulation of benefits continues; those on such leave
338 in excess of 30 calendar days are placed on temporary non-pay, inactive status and the period of
339 absence is not considered as service toward accumulation of benefits.

340 When leave without pay occurs immediately before or after a holiday, no pay is given for
341 the holiday. Holidays that occur during such absences are likewise not credited to the employee
342 for pay.

343 **Section 5-6: Funeral Leave**

344
345 Funeral leave is defined as leave with pay granted to regular employees upon the death
346 of an immediate family member as defined in Section 5-1 of this Chapter. The purpose of such
347 leave is to allow employees a period of adjustment and sufficient time to travel if necessary or to
348 put family affairs in order when work would interfere with such activities.

349 Funeral leave shall be granted by the Department Head upon the request of the employee.
350 Funeral leave shall not exceed three (3) consecutive workdays per death. Leave commences upon

351 notification and approval by the Department Head. Funeral leave is not charged to sick or annual
352 leave. If more than three (3) days is required, the employee may use accrued sick or annual leave.
353 If leave is desired for a death other than an immediate family member, the employee at the
354 discretion of the supervisor may use annual leave or leave without pay. The County Administrator
355 may approve administrative leave for employees or groups of employees to attend funerals when
356 warranted in special circumstances.

357 **Section 5-7: Administrative Leave**

358
359 Administrative leave is leave with pay and may be granted for any valid reason when it is
360 deemed in the best interest of the County and approved by the County Administrator. When
361 administrative leave is granted, employees who are in any other prior approved leave status (e.g.,
362 annual, sick, military, etc.) will remain in that status.

363 **Section 5-8: Military Leave**

364
365 Employees who are former members of the armed services or a member of an organized
366 reserve force of any of the armed services of the United States, National Guard, naval militia, or
367 other employees who are called to active military service will have their job status protected in
368 full compliance with current federal and state regulations.

369 Employees officially engaged in training duty or called to a tour of active duty are entitled
370 to a leave of absence from their respective duties, without loss of seniority, accrued leave, or
371 performance rating.

372 Employees officially engaged or called to service as noted above receive up to fifteen
373 (15) paid workdays of military leave in each federal fiscal year (October 1 to September 30),
374 except that no employee shall receive paid leave for more than fifteen workdays per federally
375 funded tour of active military duty. For purposes of this section, a workday shall mean 1/260 of
376 the total working hours an employee is scheduled to work for the county during the entire federal
377 fiscal year.
378

379 Employees are required to provide documentation of orders for required military
380 training or active duty to their Department Head and the designated personnel officer prior to
381 commencement of duty.

382
383 **Section 5-9: Court Leave**

384 Court leave is leave with pay and is defined as an employee's absence from work to serve
385 on jury duty or attend court as a subpoenaed witness, and any compensation the employee
386 receives for such service may be retained by the employee. An employee, who is a victim of a
387 crime, but is not a subpoenaed witness, is not eligible for court leave, but shall be allowed to leave
388 work to be present at all criminal proceedings relating to the crime, if such leave does not create
389 undue hardship to the County's business. The employee, who is a victim of a crime, may take leave
390 without pay or use accrued annual leave to exercise his or her right to attend the criminal
391 proceedings. An employee appearing in court as either a defendant or plaintiff in a case is not
392 eligible for court leave, but may take leave without pay or use annual leave for such purpose at
393 the employee's option.
394

395 An employee summoned or subpoenaed for jury duty or witness service must submit a
396 copy of the official summons or other satisfactory documentation (such as witness recognition)
397 to the Department Head prior to the beginning date of such service.

398 If court leave requires the employee's absence for their full workday the employee will
399 be paid their regular rate of pay for that day. If court leave requires the employee's absence for
400 less than their full workday, the employee must contact their supervisor concerning their return
401 to work in order to be paid for any part of the workday.

402 An employee who is summoned and appears for jury duty for four or more hours,
403 including travel time, in one day shall not be required to start any shift that begins on or after
404 5:00 p.m. on the day of such duty, or that begins before 3:00 a.m. on the day following the day of

405 such duty.

406 **Section 5-10: Workers Compensation Leave**

407
408 Any employee who sustains an on-the-job illness or injury, which is deemed compensable
409 by the County's workers compensation insurance carrier, shall be placed on workers
410 compensation leave for the duration of related absence as long as medical certification indicates
411 the employee is unable to perform the assigned work or until it is determined the employee is
412 eligible for disability retirement, or is separated from County service due to continued inability
413 to perform the assigned work. Workers compensation leave runs concurrently with Family and
414 Medical Leave. (See section 5-14)

415 Employees are not compensated for the first seven (7) calendar days of workers
416 compensation leave unless the employee elects to use accrued leave. This seven-day period
417 coincides with the 'waiting period' of the Virginia Workers Compensation Act in which an
418 employee is not entitled to compensation from the County's worker's compensation insurance
419 carrier.

420 If a compensable illness or injury results in an absence that exceeds seven (7) calendar
421 days the employee receives replacement income paid by the workers compensation carrier at the
422 rate of 66 2/3 % of his or her average weekly gross wages at the time of the disability, subject to
423 the minimums and maximums allowed by the Workers Compensation Commission.

424 In instances where the maximum compensation allowed by law is less than 66 2/3% of
425 the employee's average weekly gross wages, the employee may use accrued sick leave until
426 exhausted and then annual leave to supplement their weekly compensation up to 66 2/3% of
427 their average weekly gross wage and to cover any desired fringe benefits. This supplement will
428 be treated as taxable wages and will cease when worker's compensation payments are
429 terminated for any reason or, if the employee separates from County employment.

430 The employee's benefits, medical report, and employment status are reviewed within 30

431 days of the beginning of workers compensation leave to determine whether the employee
432 remains on workers compensation leave or some other action is indicated. Employment
433 decisions regarding workers compensation may be made at any time sufficient information is
434 available. With the approval of medical authorities, the County may require the employee to
435 return to light duty assignment.

436
437 Employees in workers compensation leave status exceeding 30 calendar days do not
438 accrue annual or sick leave, or receive holiday pay. If workers compensation leave status exceeds
439 six consecutive months, the employees' performance review date (PRD) will be adjusted to reflect
440 the period of workers compensation leave which exceeds six months.

441 **Section 5-11: Emergency Conditions Leave**

442
443 Should the County Administrator authorize the closing of County Offices because of an
444 emergency, such as inclement weather conditions, classified employees will not suffer a loss in
445 compensation and will be paid their regularly scheduled hours for that day. Should emergency
446 conditions necessitate the early closing or late opening of County Offices, classified employees will be
447 paid for their regularly scheduled hours regardless of the hours worked or missed during the period.
448 Work as Required employees will not be considered as having been scheduled to work during the
449 period of authorized closing and are therefore not entitled to any compensation for these hours. Non-
450 exempt essential personnel required to work are compensated as set forth in Section 3-16.
451 Employees in any other approved leave status (i.e., annual, sick, military etc.) will remain in that
452 status.

453 **Section 5-12: Volunteer Fire and Rescue Leave**

454
455 Employees who are members of the any Volunteer Fire & Rescue Companies serving King
456 William will be granted paid leave to answer calls on their shift during normal working hours (8:30
457 A.M. to 4:30 P.M.). This time will not be charged against annual or sick leave.
458

Section 5-13: Family and Medical Leave

This section implements the Family and Medical Leave Act of 1993, the "Act" (FMLA) which became effective on August 5, 1993. This section is intended to summarize the Act, and is not intended to change or alter any rights of employees under the Act.

As provided by the FMLA, all eligible employees shall be entitled to take up to 12 weeks of job-protected family and medical leave during any twelve (12) month period for specified family and medical reasons. The County defines the twelve (12) month period as that twelve (12) month period measured forward from the date an employee's first FMLA leave begins.

Family and medical leave may be either paid or unpaid and runs concurrently with sick and annual leave if the absence qualifies under the FMLA. An eligible employee on FMLA leave must first use all available sick, then annual leave before going into an unpaid leave status. An employee on FMLA leave to bond with a child must first use all available annual leave (but not sick leave) before going into an unpaid leave status.

(1) To be eligible for FMLA leave an employee must have been employed for at least 12 months, which need not be consecutive, and worked at least 1250 hours during the twelve (12) month period before the leave begins. When both spouses are employed by the County, they are limited to an aggregate of 12 weeks when FMLA leave is for the birth, adoption, or foster care of a child, or to care for a sick parent.

(2) FMLA leave, with the approval of the designated personnel officer, may be granted for any of the following reasons:

- 488 (a) The birth or placement of a child for adoption or foster care;
- 489
- 490 (b) To care for a spouse, child, or parent with a serious health
- 491 condition;
- 492
- 493 (c) A serious health condition, as defined by the FMLA regulations,

494 which makes the employee unable to work. In general, a serious health condition is
495 defined as an illness, impairment, or physical or mental condition that involves
496 inpatient care in a hospital, hospice, or residential medical care facility, or continuing
497 treatment by a health care provider.

498 (3) FMLA may be taken consecutively for twelve weeks or on an
499 intermittent basis or part of a reduced workweek whenever it is medically necessary.
500 When an employee's need for FMLA is foreseeable, the employee must give at least
501 thirty (30) days written notice and must make a reasonable effort to minimize
502 disruption of County operations. When the need for FMLA is unforeseeable the
503 employee must give notice as soon as practicable (within 1-2 working days) of learning
504 of the need for leave. The County may temporarily transfer an employee using
505 intermittent or reduced workweek to a different job with equivalent pay and benefits
506 if another position would better accommodate the intermittent or reduced schedule.

507 (4) Employees on FMLA leave must contact the designated
508 personnel officer within 1-2 working days, if practicable, anytime there is a change in
509 medical condition or requested leave dates. While on FMLA leave the employee must
510 contact the designated personnel officer on the first and third Monday of each month
511 regarding medical status and their intent to return to work.

512 (5) The County may require certification from a "health care
513 provider" as provided by the Family and Medical Leave Act. Employees will be notified
514 when certification is required and forms will be provided for this purpose along with
515 instruction for completion and due dates.

516 (6) The County may require a second opinion when it is not satisfied
517 with the certification. If the two health care providers disagree, the County may require
518 the opinion of a third jointly approved health care provider who shall be the final authority
519 on the question. These second and third opinions are at the County's expense. The County

520 may also require the employee to obtain subsequent recertification on a reasonable basis.

521 (7) While on FMLA leave, the County must maintain the employee's
522 group health insurance coverage at the same level and under the same conditions of
523 coverage as existed before the employee took FMLA leave. The County will continue to
524 pay its portion of the group health insurance coverage. It is the responsibility of the
525 employee to maintain his/her portion of the health premium either through payroll
526 deduction if on paid leave status or by submitting a check payable to the County to the
527 Designated personnel officer no later than the twenty-fifth of the month prior to the
528 month for which payment is due if on unpaid FMLA leave. If the employee fails to return
529 from leave, the County may elect to recover the premium paid during the leave period
530 in a manner consistent with the law. Likewise, the County will not make any payments
531 for voluntary benefits on behalf of the employee while on FMLA unless the employee
532 has sufficient funds through payroll deduction to cover the premiums or the employee
533 submits payment directly to the designated personnel officer. Other benefits such as
534 the accrual of seniority will not continue during Family and Medical Leave Act.
535 Anniversary and evaluation dates will be adjusted to reflect any unpaid leave of
536 absence of over thirty days.

537 (8) An employee will be returned to his or her original position or to
538 a position with equivalent pay and benefits upon return from family leave. The County
539 may require a fitness for return certification from an employee who has been on family
540 leave for medically related reasons before the employee returns to work.

541 (9) The County may choose to exempt certain highly compensated,
542 "key" employees from this job restoration requirement and not return them to the
543 same or similar position at the completion of FMLA leave. Employees who may be
544 exempted will be informed of this status when they request leave. If the County deems
545 it necessary to deny job restoration for a key employee on FMLA leave, the County will

546 inform the employee of its intention and will offer the employee the opportunity to
547 return to work immediately.

548 (10) Special provisions related to the application of FMLA leave to
549 members of the armed Forces, National Guard, or Reserves and their families will be
550 implemented in accordance with federal and state law.

551 **Section 5-14: Leave Accruals Paid at Separation**

552 Employees are paid for accrued leave as set forth below at the time of
553 retirement, resignation, termination or death:
554

555 a. Sick Leave

556 ~~(1) Effective July 1, 2020, employees will not be paid for any accrued sick~~
557 ~~leave upon separation. Upon separation, any unused sick leave will be added to the Sick~~
558 ~~Leave Sharing Pool. January 1, 2016, eligible employees will be paid at separation for sick~~
559 ~~leave accrued in the following manner. If separation occurs during the first sixty (60)~~
560 ~~months of employment, the employee will not be paid for accumulated sick leave. For~~
561 ~~a length of service between sixty one (61) and one hundred twenty (120) months,~~
562 ~~accumulated sick leave will be~~
563 ~~paid at \$2.00 per hour. For a length of service between one hundred twenty one (121)~~
564 ~~and one hundred eighty (180) months, accumulated sick leave will be paid at \$3.00 per~~
565 ~~hour. For a length of service between one hundred eighty one (181) and two hundred~~
566 ~~forty (240) months, accumulated sick leave will be paid at \$4.00 per hour. For a length~~
567 ~~of service beyond two hundred forty (240) months, accumulated sick leave will be paid~~
568 ~~at \$5.00 per hour.~~

570 ~~(2) Employees who are terminated for disciplinary reasons or who fail~~
571 ~~to give proper notice of intent to resign from County service as required in these~~
572 ~~policies are not eligible and do not receive compensation for any sick leave balance.~~

573

602 **Section 12-3: Death**

603 When an employee dies while in the service of the County, all compensation due
604 is paid to the legal representative of the employee's estate or any other properly
605 designated individual.
606 Assistance and benefit counseling is provided to survivors of the employee by the
607 designated personnel office. Pay and benefits accrue to the last day of actual service
608 provided to the County.

609
610 **Section 12-4: Termination**

611
612 Termination is defined as a separation for disciplinary reasons. The process for
613 termination is as set forth below:

614 a. If termination of a non-probationary employee is warranted, the
615 Department Head shall provide the employee with a written notice of proposed
616 termination. In situations when it is not possible to personally deliver a written notice to
617 an employee, the notice may be sent as provide in paragraph (d) of this section. Such
618 notice shall set forth the following:

619 (1) A statement of the reasons for which the dismissal of the
620 employee is being considered, in sufficient detail to enable the employee to understand
621 fully the violation, infraction, conduct or offense for which dismissal is being considered.

622 (2) That the employee's past performance, including any prior
623 disciplinary records, has been considered;

624 (3) The effective date of the proposed dismissal, which should be no
625 sooner than seventy-two (72) hours from the employee's receipt of the notice;

626 (4) That the employee is suspended, generally with pay, but for no
627 longer than five (5) work days from the date of the notice of proposed dismissal or until a
628 final decision is made, whichever occurs sooner.

629 (5) That the employee has the right to respond either in writing or in
630 person, at the option of the employee, within two (2) working days of receipt of the notice;

631 (6) That the employee has the right to file a grievance pursuant to the
632 County's grievance policy, if termination is imposed;

633 b. If the employee requests the right to respond in person, the Department
634 Head should immediately schedule an informal hearing.

635 (1) The employee should be afforded an opportunity to explain his or
636 her side of the story, to present any documentary evidence on his or her behalf, and to
637 argue his or her side of the case.

638 (2) Such hearings are intended to be informal and legal representatives
639 are not permitted.
640

641 c. If, after the hearing or consideration of the employee's written response,
642 the Department Head finds that the charge or charges against the employee are valid and
643 support the dismissal, a written notice of such dismissal shall be given to the employee.

644 d. After reasonable attempts have been made to deliver in person a written
645 notice of proposed termination or notice of termination to an employee, delivery may be
646 made by sending notice by certified mail to the last known address of the employee. For
647 purposes of this section, such notice shall be deemed to have been received either on the
648 actual day it was received, or, five

649 (5) days after it was mailed, whichever date is earlier.
650

651 **Section 12-5: Employee Separation Procedures**
652

653 All pay and benefits accrue to the last day of actual service provided to the County
654 and employees cannot expect to receive any compensation or benefits for periods of time
655 beyond the last day of actual service, including pay for holidays, sick or vacation days, etc.,
656 that occur or accrue after the last day of actual service. Since benefit accruals occur on the
657 last day of the month, the employee must have actual service on the last day of the month
658 in order to receive this accrual. For purposes of this section, actual service shall mean the

659 last day the employee actually worked or was on approved leave.

660 **Section 12-6: Layoffs**

661
662 Any involuntary separation other than for disciplinary reasons is considered a
663 layoff.

664 Layoffs occur when in the opinion of the County Administrator proper
665 management requires a reduction or change in the work force or the elimination of
666 certain positions or programs. Employees to be laid off are, at a minimum, given the same
667 notice as that required when an employee resigns.
668

669 **Section 12-7: Clearing Debt and Property Accounts**

670 Employees who separate from County service must clear all debts to the County
671 and account for and turn in all County equipment or other property in their possession or
672 for which they are responsible, including keys, uniforms, tools, equipment, credit cards,
673 identification cards, books, manuscripts, papers, etc. to the Department Head. It is the
674 responsibility of the Department Head to forward a list to the designated personnel office
675 of any property held by the separating employee or a statement that all such property has
676 been returned. The value of the unreturned property may be deducted from the
677 employee's final paycheck in accordance to FLSA regulations.
678

679 Failure to clear all debts and turn in all County property will result in the initiation
680 of lawful collection procedures to recover any losses.

681 **Section 12-8: Separation Pay**

682 Generally, all compensation due and any settlement for accrued leave is
683 included in the paycheck due on the next regularly scheduled payday.
684

685 **Section 12-9: Post-Separation Benefits**

686 The designated personnel office will provide information and counseling to
687 separate employees regarding the availability of post separation benefits such as
688 health insurance, life insurance, and retirement account options.
689

690

691 **Section 12-10: Severance Pay**

692
693 Severance pay may be approved by the County Administrator for separations that
694 do not involve gross misconduct if deemed to be in the best interest of the County. When
695 approved, the amount of severance pay shall not be more than 1/12th of the terminating
696 employee's annual salary rate.

697 **Section 12-11: Exit Interviews**

698
699 The designated personnel office may conduct exit interviews of separating
700 employees when it deems necessary. An exit interview properly conducted often corrects
701 misinformation, modifies negative attitudes, and provides valuable information to the
702 employer. Such interviews become a part of the employee's official personnel file and the
703 employee's signature is required to acknowledge the correctness of the information on the
704 interview form. When required by the designated personnel office, the exit interview is a
705 prerequisite to final payment of any sums due the employee.

AGENDA ITEM 4.e.
Fire and EMS
Update



Laura Nunnally, Interim Fire Chief

King William Fire & Emergency Services
Department Report
March 12th-May 5, 2020

Staffing

- Filled 1 of the 3 FF/EMT full-time position starting 6/1/2020.
- To date no other counties have pulled part-time employment.
- All of our full-time employees have gone above and beyond pulling extra shifts to ensure the county has coverage.
- The part-time employees who are able to work have also increased shifts.

Apparatus

- The 2018 Ambulance is scheduled for tire replacement this month.
- The new ambulance has arrived in Virginia final inspection was done by BC Reaves and Chief Laura Nunnally. It is currently at the radio shop having the radio equipment installed. Once this is complete it will be brought home to King William stocked and put in service.

Station 1

- Working with Broadband and Travis Wolf to bring the station online.
- Station 1 is still closed to the public due to the COVID-19 Pandemic.

Equipment

- PPE is in supply for our responders.
- Cleaning supplies and decon protocols have been put in place for COVID-19.
- The department will be N95/SCBA fit tested over the next 3 weeks. This will give every opportunity to allow full and part-time to be tested.

AGENDA ITEM 4.f.



King William County
Est. 1702

Board of Supervisors

Natasha L. Joranlien
Director of Financial Services

William L. Hodges, First District
Travis J. Moskalski, Second District
Stephen K. Greenwood, Third District
C. Steward Garber, Jr., Fourth District
Edwin H. Moren, Jr., Fifth District

TO: King William County Board of Supervisors

FROM: Natasha Joranlien, Director of Financial Services

RE: Meals Tax Update

DATE: May 11, 2020

Summary

In an effort to assist business owners within the county, we have reached out to our County Attorney to find out the specifics on what the County is able to provide. The primary questions being if it is possible to amnesty payments for the monthly meals tax submittals. Unfortunately, there does not seem to be a way to amnesty the meals tax as it is considered a Trust Tax. A Trust Tax is one that is collected by businesses from the customers at point of sale and are held separately until the due date to be submitted to the locality. In King William County's instance this is the 20th of each month. The Board may by Ordinance 58.1-3916 push back the due date for 30, 60, or 90 days but the funds would eventually have to be paid to the County. The only other option would be to repeal the Meals Tax. To reinstate the Meals Tax would require a Referendum vote by the citizens.

Attached for your information is the Calendar Year to Date Meals Tax Collected compiled by our Special Projects Assistant using information collected from the Bright financial software.

Recommendation

The County Administrator recommendation is to allow the Commissioner of Revenue to waive the penalties and interest initially for late filing and continue to seek other avenues to assist businesses.

180 Horse Landing Road #4 • King William, Virginia 23086

Phone: 804-769-4929 • Fax: 804-769-4964
www.kingwilliamcounty.us

AGENDA ITEM 4.g.
Atlantic
Broadband
Update
No Attachment

AGENDA ITEM 4.h.



**King William County
Recreation and Parks
Spring / Summer
Update 2020**

Parks and Recreation Presentation Outline

TOPICS FOR TODAY

- **Park Update**
- **Special Events**
- **Play It Forward**
- **Scavenger Hunt**
- **Summer 2020**
- **Fall 2020**
- **Survey Results**

Parks Update

CONCESSION

WALKING TRAILS

STEPS

DOG PARK

FIELDS

PROJECTS PUSHED TO 2022

PARKING LOT

DRAINAGE



Before

After





New Walking Trails

**Dog park payment submitting
in next 2 weeks**

**Nestle Update:
Community support**



New Steps for walking trail and new handrails for bridge





**Special
Events**
Summer / Fall
2020

**Cruise In:
Friday nights at
King William High School**

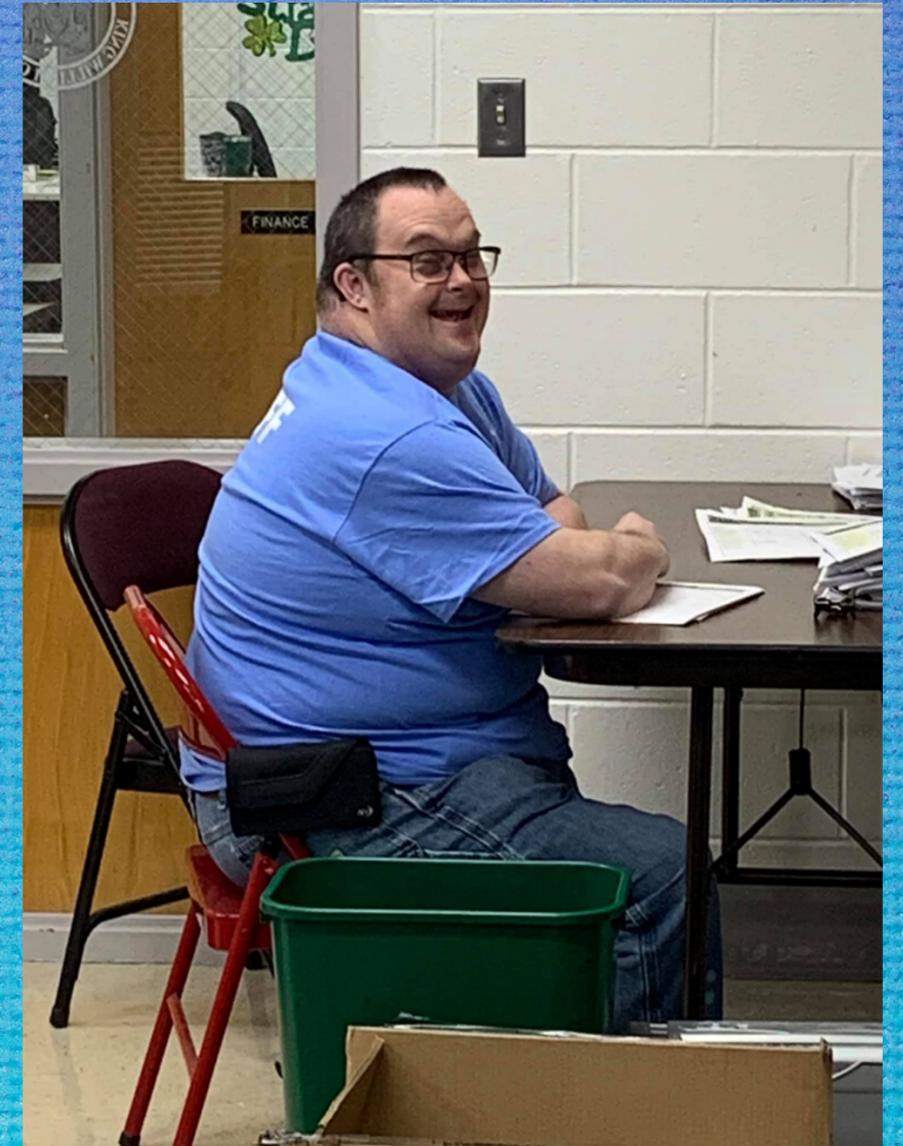
**Movies in the Park:
2 Saturdays in
June and July**

**Music in the Park:
2 Saturdays in the
Late summer / Fall**

PLAY IT FORWARD



Our friend Kelly...



Received another applicant right before COVID-19

Community Scavenger Hunt

Families will have an opportunity to travel throughout the county with the guidance of a free downloaded APP

Once the player arrives at a location, they will scan a QR code with their phone. The clues will guide them to the next location



Actionbound APP

Summer 2020

- *Waiting for the quarantine lift
- *Will follow all CDC guidelines
- *Partner with schools to offer Summer Refresher program

*We will work with kids on social and emotional challenges that are a direct result of the COVID-19

*We will utilize play, music and art to allow children to express their fears, relationships and what the new school year will look like

*Applying for Grants

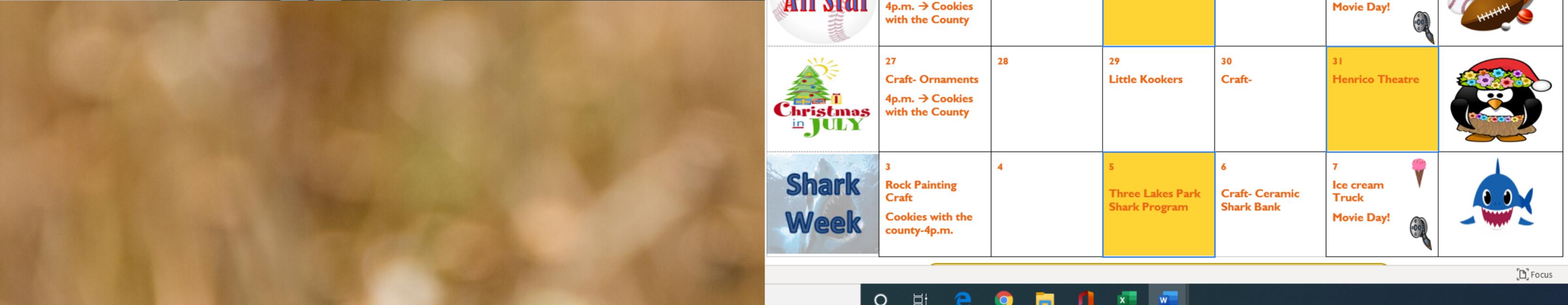


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Racing into Summer	Contact Supervisors for questions JoAnn Dungee Brandon Walsh		10 Craft → Color your own Matchbox Car Car Race	11 K-2 nd → Short Pump Spray Park 3 rd -6 th → Richmond Raceway	12 Ice cream Truck Movie Day!	
Animal Planet	15 Craft → Farm Animal Sun Catcher 4p.m. → Cookies with the County	16 Craft → Paper Bag animal puppets Puppet Show Competition	17 Little Kookers	18 Maymont Park	19 Petting zoo Ice cream Truck Movie Day!	
Splish Splash	22 Craft → DIY Pinwheels 4p.m. → Cookies with the County	23 Craft → Flower Pots	24 2-4p.m. → Virginia Farm Bureau Lesson	25 Pocahontas State Park	26 Fear Factor Ice cream Truck Movie Day!	
Stars & Stripes	29 Crafts → Fuzzy Magnets 4p.m. → Cookies with the County	30 Craft → July 4 th Magic Color VADGIF → Officer Dan	1 Little Kookers	2 Water Day at The Park	3 Ice cream Truck Movie Day!	
Life as a Circus	6 Rock Painting Craft 4p.m. → Cookies	7 1:30-4:30 → Abrakadoodle	8 2 p.m. → Mrs. Sherri the Clown	9 K-2 → Meadow Farm 3 rd -6 th → Federal	10 Ice cream Truck	

*The ice cream truck comes every Friday at 2:30 pm unless told otherwise. If your child wishes to have ice cream you must send money (\$1.50-\$3.50) with them.
*Snacks will be available for purchase

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Under the Sea	13 Craft- Wood Seahorse Magnet 4p.m. → Cookies with the County	14	15 Little Kookers Craft- Sea life Keychains	16 Westmoreland State Park	17 Ice cream Truck Movie Day!	
All Star	20 Craft- Sports Suncatcher 4p.m. → Cookies with the County	21	22 Flying Squirrels Field Trip	23 Craft- Sports Keychain	24 Ice cream Truck Movie Day!	
Christmas in July	27 Craft- Ornaments 4p.m. → Cookies with the County	28	29 Little Kookers	30 Craft-	31 Henrico Theatre	
Shark Week	3 Rock Painting Craft Cookies with the county-4p.m.	4	5 Three Lakes Park Shark Program	6 Craft- Ceramic Shark Bank	7 Ice cream Truck Movie Day!	

Contact Supervisors for questions
JoAnn Dungee
Brandon Walsh



**New programs for the
summer:**

***Inclusion Services**

***CIT program: already 2
applicants**



**Outdoor Junior Ranger
Program**

**Mystery Dinner
Theater**

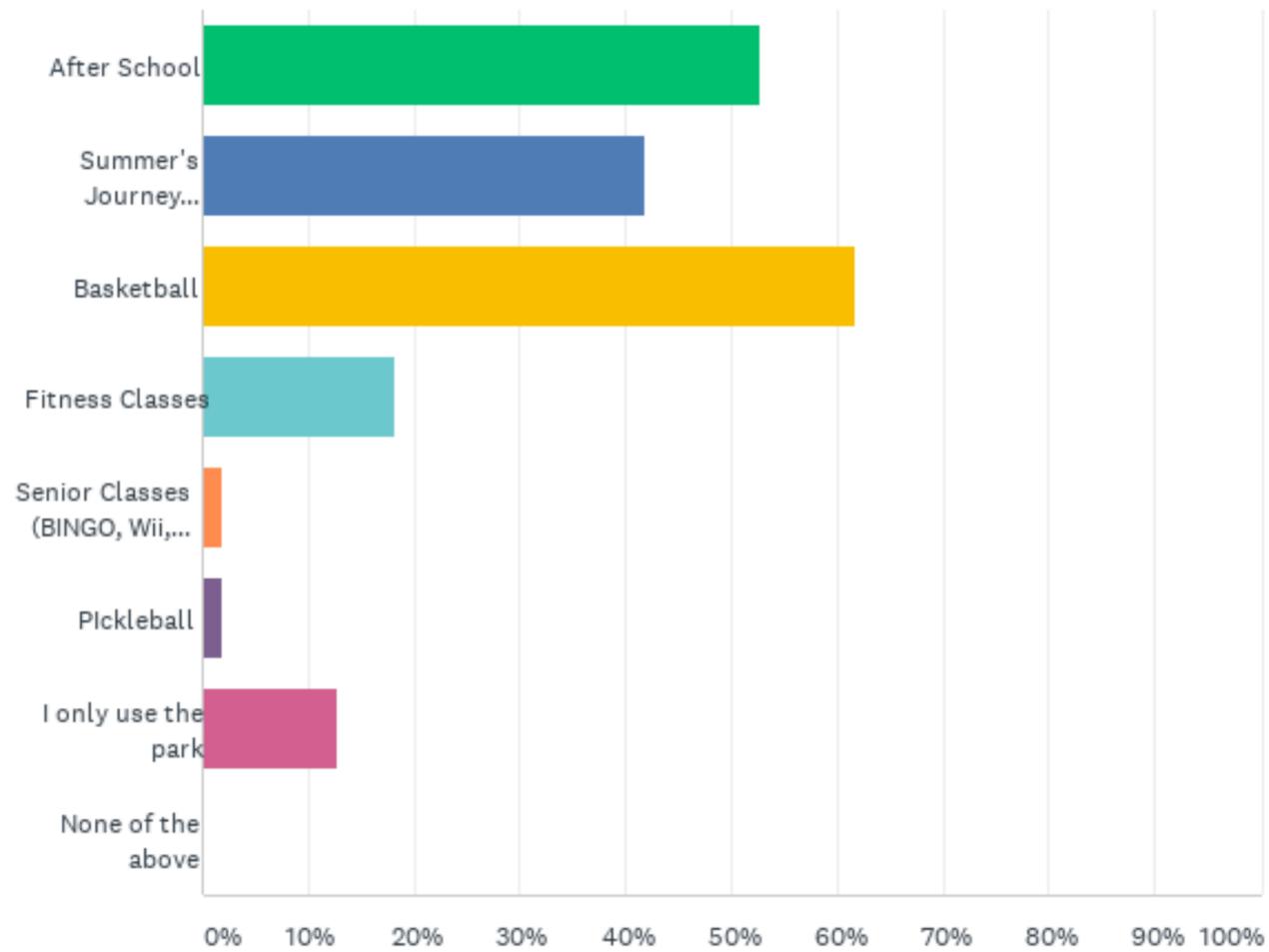
NEW CLASSES FALL 2020

Escape Room

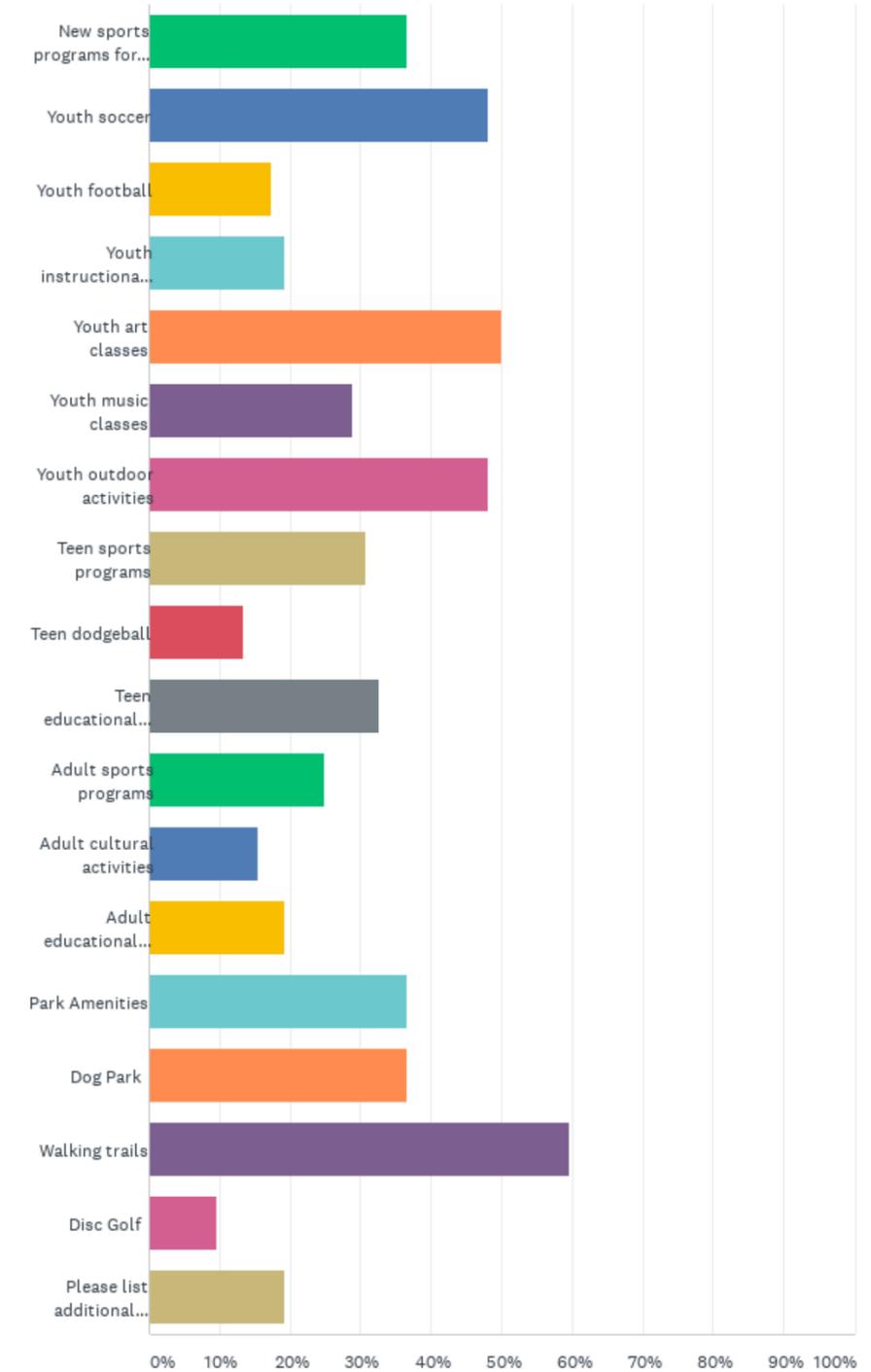
**Pumpkin Patch and
Haunted Forest**

Survey Results

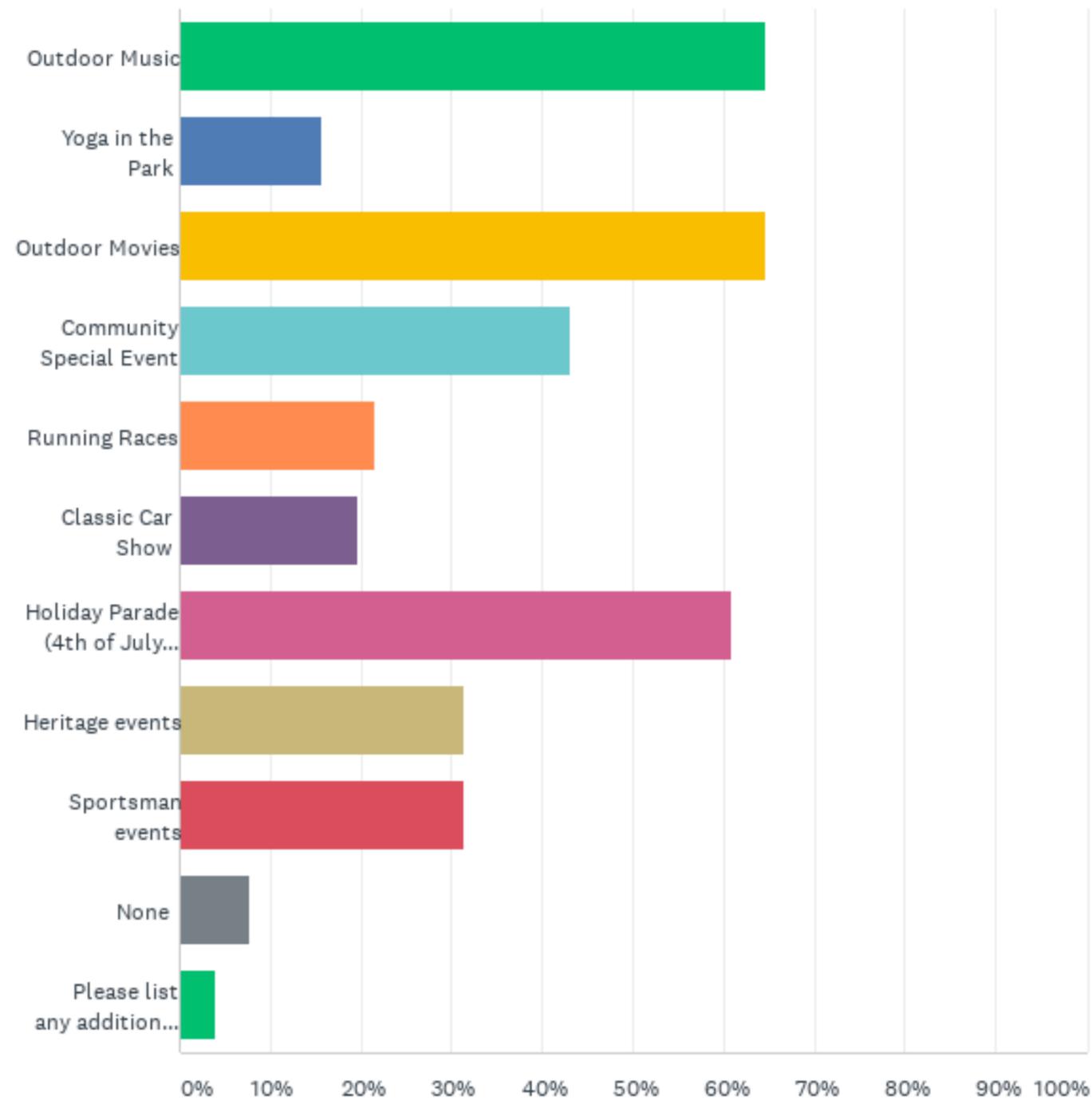
2 Which of the following programs have you participated in from King William Parks and Recreation ? (Please select all that apply.)



3 If we could offer new programs / amenities, what would you like to see?(Press Ctrl and check boxes if multiple answers are not registering)



What Special Events would you participate in within the county?(Press Control and check boxes if multiple answers are not registering.)





Thank you

AGENDA ITEM 4.i.



King William County
Est. 1702

Board of Supervisors

County Administrator

William L. Hodges, First District
Travis J. Moskalski, Second District
Stephen K. Greenwood, Third District
C. Stewart Garber, Jr., Fourth District
Edwin H. Moren, Jr., Fifth District

MEMO

DATE: May 11, 2020

TO: King William County Board of Supervisors

FROM: Bobbie Tassinari, County Administrator

RE: Regional Animal Shelter Activities and Seizure Cases 2019-2020

The Regional Animal Shelter serves both King William and King & Queen counties. The Shelter receives the majority of its financial support from both King & Queen and King William counties. The Animal Friendly license plate revenue, distributed by the State, provides approximately \$500 per year in support, private citizens and businesses provide donations both monetarily and in-kind, and various veterinarians provide their services at minimal costs. In calendar year 2019, the Shelter received \$18,596 in cash donations specific for spay neuter donations, medical care donations and animal enrichment. The Shelter also received \$11,051 in in-kind donations. As of February 2020, the monetary donations totaled \$1,007 and the in-kind donations \$1,540.

Calendar Year 2019 the Shelter cared for 511 dogs, 247 cats, 52 of those cats being feral and 7 rabbits. These animals were either reclaimed by their owners, surrendered, euthanized or transferred to rescue groups. As of February 2020, the Shelter had cared for a total of 98 dogs, 30 cats with 9 of those cats being feral.

The Regional Animal Shelter operates under the oversight authority of the Virginia Departments of Agriculture and Consumer Services, Division of Animal & Food Industry Services - Office of Animal Care & Emergency Response. Site visits occur annually to ensure the Shelter is operating per compliance with State Code. The Shelter staff currently have agreements with 52 active Releasing Agencies or Rescue Groups to transfer animals for adoption into their programs. The Shelter also offers low-cost spay/neuter and vaccination clinics through partnership with Indian Rivers Humane Society. They host rabies clinics, transport animals to clinics, and work closely with veterinarians to address the medical needs of the animal in their care while striving to keep medical costs down.



King William County
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Board of Supervisors

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The Shelter cares for the animals with 3 full-time positions, 5 part-time positions, and 3 part-time volunteers that are consistent. Care is required 24/7, and the requirements for operating and caring for the animals, especially when medicine must be dispensed, requires trained staff. The Shelter does receive assistance from volunteers and volunteer organizations though these volunteers can generally only provide support in general activities.

Over the past nine months, the Shelter has received animals from five separate seizure cases all in King & Queen County. This is in addition to the animals that are brought in through regular means such as Animal Control and citizens.

On June 12, 2019, a total of 41 animals were seized and brought to the Shelter. This included 34 dogs (25 Husky and 9 Samoyed), 6 Lionhead rabbits, and 1 domestic shorthair cat. The health issues included filthy coats, severe fly strike on the ears, intestinal parasites, long curled nails, URI and chest infections. Because seizure situations require a court hearing(s) the animals can be in care for several days to weeks. Of these animals seized, 32 dogs were held for 10 days and released to a rescue group. Two dogs were held for 120 days while the owner attempted to retain ownership. These two animals were eventually released to a rescue group. The rabbits were retained for 10 days and released to a rescue group, and the domestic shorthair cat was adopted. Staff participated in court hearings on two separate occasions in King & Queen County and received a restitution authorization of \$6,521.87, which has been collected.

On July 15, 2019, 21 animals were seized with flea infestations, hot spots on bodies, filthy ears, intestinal parasites, and some with parvovirus. Of the 21 animals; the 15 dogs included a Blue Heeler, 4 Hounds, 8 Chihuahuas and 2 Beagles. In addition to the dogs, there were 6 domestic shorthair cats. All animals were held for 5 days with one court hearing. All 21 animals were released to a rescue group and the restitution authorized of \$1,127.75 has been collected.

On August 27, 2019, 32 dogs were seized. The 32 dogs were all Great Danes and most were severely emaciated, had eye infections, internal parasites, filthy ears, dehydrated and many were deaf. Of the 32 dogs, 30 were held for 26 days and 2 for a total of 68 days. There were four court hearings and eventually the Danes were released to rescue groups. The Shelter was authorized restitution of \$7,478.66, but no funds have been collected to date.



King William County
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Board of Supervisors

County Administrator

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On November 25, 2019, 5 dogs, all Pit Bulls, were seized with minor health issues. The seizure was associated with living conditions and dog fighting paraphernalia that was present. The 5 dogs very quickly multiplied to 25 with three litters being born at the shelter. The animals were held for 79 days with three court hearings. The 25 dogs were released to a rescue group and the restitution amount of \$13,644.06 has not been collected.

On March, 14, 2020, 10 dogs, all hounds were seized. The animals were infested with hookworms and whipworms, one had coccidiosis, all had fleas and ticks, 4 had ear mites and 9 of the 10 were positive for Heartworms. The court case was to be continued to June and due to the limited space at the Shelter to kennel the dogs for that length of time the Shelter Manager worked with the King & Queen Commonwealth's Attorney to seek the owner's relinquishment. The owner relinquished the dogs on March 29, 2020. When the criminal case is heard in the summer of 2020 there will be a request for restitution by the Shelter totaling \$2,381.88. In the interim, because the majority of dogs are heartworm positive the Shelter Manager is soliciting medical donations to specifically treat these animals to aid with their adoption process.

The Regional Animal Shelter staff works to educate and train the community while rehoming animals that have been surrendered, considered strays, or seized.

The following images represent a brief view of the conditions of the some of the dogs seized.



King William County
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Board of Supervisors

County Administrator

William L. Hodges, First District
Travis J. Moskalski, Second District
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HUSKY WITH FLY STRIKES





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Board of Supervisors

County Administrator

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CHIHUAHUAS WITH SORES AND INFECTIONS





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Board of Supervisors

County Administrator

William L. Hodges, First District
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GREAT DANES EMACIATED





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Board of Supervisors

County Administrator

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King William County
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Board of Supervisors

County Administrator

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PITS BULLS – LIVING CONDITIONS AND FIGHTING





King William County
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Board of Supervisors

County Administrator

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AGENDA ITEM 4.j.



King William County
Est. 1702

Board of Supervisors

Olivia Lawrence
Administration

William L. Hodges, First District
Travis J. Moskalski, Second District
Stephen K. Greenwood, Third District
C. Stewart Garber, Jr., Fourth District
Edwin H. Moren, Jr., Fifth District

DATE: May 11, 2020
TO: King William County Board of Supervisors
FROM: Olivia Lawrence, Clerk to the Board
SUBJECT: Proposed Meeting Date Changes

SUMMARY

Meeting dates of May 25th, October 5th and November 16th are currently under question.

CONSIDERATION/OPTION

I'd like to recommend the meeting date of May 25, 2020 be changed to May 18th as May 25th is Memorial Day and all County Offices are closed. As for the other dates in question, the October 5th meeting is scheduled a week earlier than normal due to Columbus Day falling on the following Monday and the November 16th meeting is scheduled on a week later than normal due to the VACo Annual Conference being scheduled on the week prior.

ATTACHMENT

The proposed updated Board of Supervisors meeting schedule for 2020.



**BOARD OF SUPERVISORS OF
KING WILLIAM COUNTY, VIRGINIA
UPDATED MEETING SCHEDULE FOR 2020**

<u>Month</u>	<u>Time</u>	<u>Date</u>	<u>Meeting Type</u>
January	7:00 p.m.	Monday, January 13	Work Session
	7:00 p.m.	Monday, January 27	Regular Meeting
February	7:00 p.m.	Monday, February 10	Work Session
	7:00 p.m.	Monday February 24	Regular Meeting
March	6:30 p.m.	Monday, March 9	Work Session
	7:00 p.m.	Tuesday, March 10	Joint School Board Meeting
	7:00 p.m.	Monday, March 23	Regular Meeting
April	7:00 p.m.	Monday, April 6	Public Hearing
	7:00 p.m.	Monday, April 13	Work Session
	9:00 a.m.	Friday, April 17	Daylong Budget Work
	7:00 p.m.	Monday, April 27	Regular Meeting
May	7:00 p.m.	Monday, May 11	Work Session
	7:00 p.m.	Monday, May 18	Regular Meeting
June	7:00 p.m.	Monday, June 8	Work Session
	7:00 p.m.	Monday, June 22	Regular Meeting
July	7:00 p.m.	Monday, July 13	Work Session
	7:00 p.m.	Monday, July 27	Regular Meeting
August	7:00 p.m.	Monday, August 10	Work Session
	7:00 p.m.	Monday, August 24	Regular Meeting
September	7:00 p.m.	Monday, September 14	Work Session
	7:00 p.m.	Monday, September 28	Regular Meeting
October	7:00 p.m.	Monday, October 5	Work Session
	7:00 p.m.	Monday, October 26	Regular Meeting
November	7:00 p.m.	Monday, November 16	Work Session
	7:00 p.m.	Monday, November 23	Regular Meeting
December	7:00 p.m.	Monday, December 14	Work Session
	7:00 p.m.	Monday, December 28	Regular Meeting