The Virginia Department of Human Resource Management (DHRM) is the central human resource (HR) agency for the Commonwealth of Virginia.

All VCU classified employees are subject to DHRM state policies, which are available at the DHRM website. VCU faculty are also covered by specific DHRM policies:

- 1.05 – Alcohol and Other Drugs
- 1.50 – Public and Private Employee Interchange
- 1.75 – Use of Electronic Communications and Social Media
- 4.52 – Public Health Emergency Leave
- 4.60 – Workers’ Compensation
- 6.05 – Personnel Records Disclosure
- 6.10 – Personnel Records Management

In some cases, VCU has policies that supplement DHRM policies to address agency specific needs (e.g., Office Closings). VCU’s policies are in concert with all DHRM requirements.

All employees (faculty and staff) must refer to the DHRM website for state policies regarding the following subject areas:

- General Policies
- Equal Opportunity and Employment Practices
- Compensation Management
- Benefits Management
- Management Development and Training
- Records Management

Noncompliance with this policy may result in disciplinary action up to and including termination of employment. VCU supports an environment free from retaliation. Retaliation is prohibited against any
employee who brings forth a good faith concern, asks a clarifying question or participates in an investigation.

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Who Should Know This Policy

All employees (faculty and staff).

Definitions

There are no definitions associated with this policy.

Contacts

VCU Human Resources officially interprets this policy and is responsible for obtaining approval for any revisions as required by the policy Creating and Maintaining Policies and Procedures through the appropriate governance structures. Please direct policy questions to VCU Human Resources.

Policy Specifics and Procedures

(See the “Related Documents” section below.)

Forms

There are no forms associated with this policy and procedures.
Related Documents

1. State Policies at the Virginia Department of Human Resource Management (DHRM)
   http://www.dhrm.virginia.gov/hrpolicies

Revision History

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<td>None – new policy</td>
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<td>October 4, 2012</td>
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FAQs

There are no FAQs associated with this policy and procedures.