Virginia Department of Human Resource Management

Policy Type: Administrative
Responsible Office: VCU Human Resources, Division of Administration
Initial Policy Approved: 10/04/2012
Current Revision Approved: 07/05/2018

Policy Statement and Purpose

The purpose of this policy is to detail the Commonwealth’s human resource policies that apply to classified employees employed at VCU.

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

All VCU classified staff are subject to all DHRM state policies, which are available at the DHRM website. VCU university and academic professionals are subject to the Working @VCU: “Great Place” HR Policies policy. VCU classified staff are also subject to three sections of the Working @VCU: “Great Place” HR Policies policy. Those are Section IV. Performance management; Section V. Career development; and Section VI. Leadership development.

Additionally, all VCU employees (includes faculty) are subject to these specific DHRM policies:

- 1.05 – Alcohol and Other Drugs
- 1.35 – Emergency Closings
- 1.50 – Public and Private Employee Interchange
- 1.75 – Use of Electronic Communications and Social Media
- 4.05 – Civil and Work Related Leave
- 4.17 – Emergency Disaster Leave
- 4.37 – Leave to Donate Bone Marrow or Organs
- 4.40 – School Assistance and Volunteer Service Leave
- 4.50 – Military Leave
- 4.52 – Public Health Emergency Leave
In some cases, VCU has policies that supplement DHRM policies to address VCU’s specific needs (e.g., Office Closings). VCU’s policies are in concert with all DHRM requirements.

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 VCU employees (includes faculty) are responsible for knowing this policy and familiarizing themselves with its contents and provisions.

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, Office of Employee Relations.
Policy Specifics and Procedures

See the “Related Documents” section below for relevant policies and procedures

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
2. VCU Policy: Working @VCU: Great Place Policies
3. VCU Policy Library – Human Resources Policies

Revision History

This policy supersedes the following archived policies:

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<thead>
<tr>
<th>Approval/Revision Date</th>
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<tbody>
<tr>
<td>October 04, 2012</td>
<td>Virginia Department of Human Resource Management</td>
</tr>
<tr>
<td>August 06, 2015</td>
<td>Virginia Department of Human Resource Management</td>
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FAQ

There are no FAQ associated with this policy and procedures.