



HUMAN RESOURCES POLICY RECORD
Division of Human Resources

Local Department of Social Services (LDSS): _____

Effective Date: _____

Instructions: Please select the appropriate box below to indicate the status of the human resources (HR) policies currently in effect for this LDSS (i.e., the agency is following the policy in the LDSS Administrative/HR Manual or is approved to deviate to a local HR policy).

HR Policy Deviation Requests: LDSS' have the authority to deviate from one or more State Board-approved human resources (HR) policies in the LDSS Administrative/HR Manual by formally requesting the adoption of specific locality HR policies. Adoption of the locality's HR policies becomes effective upon State Board approval. Requests to adopt one or more local HR policies should be submitted to VDSS HR on a Local Policy Request Form (LPRF) for review in advance of the State Board meeting when final approval is sought. When submitting the LPRF, it is advisable to attach a copy of the applicable locality HR policies to prevent delays in the review process.

Table with 3 columns: Human Resource Policy, Check if Approved to Follow Local Jurisdiction Policy, Check if Following Administrative/Human Resource Manual For LDSS. Rows include Performance Evaluation, Standards of Conduct, Leave, Holiday Schedule, Inclement Weather, Classification, Compensation, Affirmative Action, Grievance Procedure, Probationary Period, Layoff, Political Activity.

Name of LDSS Director

Signature of LDSS Director

Date

The information provided above is consistent with VDSS Human Resources' records of local policies approved and in current use by this LDSS.

Name of VDSS HR Reviewer

Signature of VDSS HR Reviewer

Date