

June 12, 2003

TO: All Henrico County Supervisors

The *Personnel Rules and Regulations Manual* is being revised effective June 18, 2003 and may be found via the Internet or via the Intranet:

<http://www.co.henrico.va.us/hr/regs/>

<http://virtual.henrico/hr/regs/>

We highly recommend that you bookmark these sites for future use and quick reference.

Employees and Supervisors are also encouraged to use the online Rules and Regulations and to contact the Human Resources Department for policy interpretation.

Some of the policies affected are found in Section 4.5, 7.2, 8.4(I), 8.20, 9.3, 11.1, 14.4, Appendix D and page 23 in the Forms section. The time reporting portion of the Personnel Reference manual will be amended later this year.

If you should have any questions regarding the *Personnel Rules and Regulations Manual*, please contact either Kathy Roach (501-4271 or via e-mail at ROA@co.henrico.va.us), Joyce Shanko (501-4273 or via e-mail at SHA02@co.henrico.va.us) or me at (501-4625 or via e-mail at CAU@co.henrico.va.us).



George H. Cauble, Jr., SPHR
Director of Human Resources

REMINDER

Agency Heads and Key Officials shall insure compliance with these Personnel Rules and Regulations within their respective departments. No departmental policy shall supercede Henrico County's Personnel Rules and Regulations.