



County of Henrico, Virginia  
**INTEROFFICE MEMORANDUM**

**TO:** Agency Heads and Key Officials      **SUBJECT:** *Personnel Rules and Regulations*  
**FROM:** Director of Human Resources      **DATE:** June 16, 2003

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The *Personnel Rules and Regulations Manual* has been amended effective June 18, 2003 and may be found via the Internet or via the Intranet:

[www.co.henrico.va.us/hr/regs/](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.

You will recall that we issued to you one or more hard copy versions last January, 2003 contained in a new white 3-ring binder. Enclosed you will find replacement pages for the white binder reflecting the new June 18<sup>th</sup> revisions.

We ask that you please replace the following pages in your white binder:

|                    |                                      |
|--------------------|--------------------------------------|
| Table of Contents: | Replace pages 1 and 2 only           |
| Section 1:         | Replace entire section               |
| Section 2:         | Replace entire section               |
| Section 3:         | Replace entire section               |
| Section 4:         | Replace pages 4-1 and 4-7 only       |
| Section 7:         | Replace entire section               |
| Section 8:         | Replace entire section               |
| Section 9:         | Replace entire section               |
| Section 11:        | Replace entire section               |
| Section 12:        | Replace entire section               |
| Section 14:        | Replace pages 14-3 through 14-6 only |
| Appendix D:        | Replace entire section               |
| Appendix E:        | Replace page E-6 only                |

We have also included a cover sheet replacement and a spine replacement for your white notebook as well as an inside coversheet to be placed in front of the Table of Contents.

Agency Heads and Key Officials

June 16, 2003

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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](mailto:ROA@co.henrico.va.us)), Joyce Shanko (501-4273 or via e-mail at [SHA02@co.henrico.va.us](mailto:SHA02@co.henrico.va.us)) or me at (501-4625 or via e-mail at [CAU@co.henrico.va.us](mailto:CAU@co.henrico.va.us)).



George H. Cauble, Jr., SPHR

Enclosures

**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*.