

VIRGINIA SCHOOL FOR THE DEAF AND THE BLIND

*Title: Office of Human Resources Functions
and Policies*

Policy Number: HR001

POLICY

The Office of Human Resources of the Virginia School for the Deaf and the Blind (VSDB) shall administer the Virginia Personnel Act, appropriate sections of the Code of Virginia, State and Federal laws and regulations, while setting forth the methods of administration relating to the following areas: equal employment opportunity, classification, compensation, employee relations, benefit management, recruitment and selection, training and records management. VSDB complies with policies contained within the Department of Human Resource Management Policies and Procedures Manual except as supplemented by agency policies and procedures which are unique to the school organizational structure.

Virginia Department of Human Resource Management, Policy and
Procedures Manual
Virginia School for the Deaf and the Blind Policy Manual

PROCEDURES

The Office of Human Resources of the VSDB shall set forth policies that address the rights and responsibilities of agency employees and applicants for employment. Agency policies are only developed when necessary to address the unique nature of the school and to establish intra-agency operating procedures. The Office of Human Resources of the VSDB shall act in an advisory capacity to employees and to departments in the areas of classification, compensation, employee selection, equal employment opportunity, benefits, training, and employee relations. The Director of Human Resources shall provide interpretation and administration of all policies and procedures associated with human resource management.

Appeals of Director Action

Employees may appeal an action of the Director of Human Resources of the VSDB by submitting a written appeal of the action to the School Superintendent

Rescission: Original Date: June 2006; Revised: September 2015
BOV Approved: 4/6/16