
Americans With Disabilities Act

HR-2

Summary

It is the policy of Loudoun County to fully comply with the Americans With Disabilities Act (ADA) and all related regulations to ensure that no person with a disability is discriminated against regarding employment with the County or accessibility to public services provided by the County.

Highlights

- Role of the Employee
 - It is the responsibility of the employee to request a reasonable accommodation.
- Role of the Supervisor
 - The supervisor is responsible for explaining the process for requesting an accommodation and for providing the employee with an ADA Accommodation Request form.
- Role of Human Resources
 - Human Resources is responsible for reviewing and processing all ADA Accommodation Requests, which may require gathering additional information from the employee, the supervisor, and/or a healthcare provider.
 - Human Resources communicates with the employee and the supervisor when a determination is reached regarding the accommodation request.

Importance

Loudoun County strives to build and sustain a diverse workforce, which reflects the diversity of its residents. By ensuring compliance with the ADA the County demonstrates its commitment to its diverse population and ensures full compliance with applicable federal and state employment laws.

County Resources

Loudoun County provides periodic training programs for managers and supervisors in support of the Americans With Disabilities Act.

Intranet Location Resources Quick Link → Administrative Policies and Procedures → Human Resources → HR-02 Americans With Disabilities Act (ADA) Procedures and Forms

LOUDOUN COUNTY EMPLOYEES CODE OF CONDUCT



Purpose: As a basic condition of employment, all employees have an obligation to conduct their official duties in a manner that serves the public interest, upholds the public trust and protects the County's resources. To this end, all employees have a responsibility to:

1. Perform their duties to the very best of their abilities, and in a manner that is efficient, cost-effective, and meets the needs of the public.
2. Demonstrate integrity, honesty, and ethical behavior in the conduct of all County business.
3. Ensure that their personal interests do not come into conflict with their official duties, resulting in a real conflict of interest or the appearance of a conflict of interest when dealing with vendors, customers, and other individuals doing business or seeking to do business with the County.
4. Ensure that all County resources, including County funds, equipment, vehicles and other property, are used in strict compliance with County policies and solely for the benefit of the County.
5. Conduct all dealings with the public, County employees, and other organizations in a manner that presents a courteous, professional, and service-oriented image of Loudoun County government.
6. Treat the public and other County employees fairly and equitably, without regard to race, sex, age, religion, national origin, disability, or any other factor unrelated to the impartial conduct of County business.
7. Avoid any behavior that could fall under the definitions of misconduct in the Disciplinary sections of the Human Resources Handbook.

Managers and supervisors set an example for other employees and have a responsibility to ensure that their activities and decisions pertaining to community services, personnel actions, and the management of public funds are consistent with County policies and practices.

Code of Conduct

3.0

Summary

As a basic condition of employment, employees have an obligation to conduct their official duties in a manner that serves the public interest, upholds the public trust and protects the County's resources.

Highlights

- Perform their duties to the very best of their abilities, and in a manner that is efficient, cost-effective, and meets the needs of the public and demonstrate integrity, honesty, and ethical behavior in the conduct of all County business.
- Ensure that their personal interests do not come into conflict with their official duties, resulting in a real conflict of interest or the appearance of a conflict of interest when dealing with vendors, clients, and other individuals.
- Ensure that County resources, funds, equipment, vehicles and other property, are used in strict compliance with County policies and solely for the benefit of the County.
- Conduct all dealings with the public, County employees, and other organizations in a manner that presents a courteous, professional, and service-oriented image of Loudoun County government.
- Treat the public and other County employees fairly and equitably, without regard to race, sex, age, religion, national origin, disability, or any other factor unrelated to the impartial conduct of County business.
- Avoid any behavior that could fall under the definitions of misconduct in the Disciplinary sections of the Human Resources Handbook.

Importance

Loudoun County is committed to maintaining high standards of professionalism and to providing excellent service to the residents of the County. Therefore, each employee is expected to demonstrate professional conduct at all times as a public servant and as a representative of the County.

County Resources

The Human Resources Division is available to assist employees who have questions regarding appropriate conduct in the workplace.

Intranet Location Human Resources Quick Link → Human Resources → HR Policy Handbook → Chapter 3 Employee Conduct

Drug Free Workplace

3.1

Summary

In an effort to provide a drug-free workplace, the County prohibits employee consumption of alcohol and the use, distribution, manufacture or possession of illegal controlled substances in the workplace (any County worksite or work location). Violation of this policy may result in immediate dismissal.

Highlights

- As a condition of your employment with Loudoun County, you agree to abide by the terms of this policy and agree to notify your supervisor if convicted of any criminal drug statute for a violation occurring in the workplace no later than five calendar days after such conviction.
- If you are convicted, the County, in accordance with federal regulations, will take appropriate disciplinary action against you up to and including termination and/or requiring your satisfactory participation in a drug abuse assistance or rehabilitation program. Action taken will occur within thirty calendar days of your notice to the County or as soon as is reasonable.

Importance

Loudoun County Values and the Loudoun County Employee Code of Conduct both emphasize the critical importance of providing high quality service to the public. Drug and/or alcohol use or abuse is a serious workplace issue which has a negative effect on the individual employee as well as their co-workers, and the clients whom they serve.

County Resources

Loudoun County provides training to supervisors to assist them in maintaining a Drug-Free Workplace and dealing with situations involving reasonable suspicion of the use of controlled substances or alcohol at work or being impaired at work. The County also provides all staff with an Employee Assistance Program, which offers confidential assistance on a wide variety of issues impacting employees.

Intranet Location Human Resources Quick Link → Human Resources → HR Policy Handbook → Chapter 3 Employee Conduct

Employee Appearance and Dress 3.3

Summary

Employees are representatives of Loudoun County Government. Employee's appearance and dress should be safe, presentable and consistent with job responsibilities.

Highlights

- Individual departments may establish appearance and dress guidelines, which must be reviewed by Human Resources and approved by the County Administrator or designee.
- The County Administrator has the authority to remove or amend any departmental appearance and dress guidelines at any time.

Importance

Loudoun County takes efforts to provide a safe workplace for its employees. Some forms of dress and personal grooming may present a safety risk in certain positions or work environments. In addition, as representatives of the County appearance and dress should be professional and suited to the position.

County Resources

You should check with your supervisor and/or Department Head to determine if your department has established appearance and dress standards for your position. Human Resources is also available to assist employees who have questions regarding appearance and dress.

Intranet Location Human Resources Quick Link → Human Resources → HR Policy Handbook → Chapter 3 Employee Conduct

Equal Employment Opportunity

1.5

Summary

It is the policy of Loudoun County to provide equal opportunity in all aspects of employment, without regard to race, color, sex, religion, national origin, age, disability, marital status, political affiliation or any other protected class under the law. Loudoun County is proud to support Equal Employment Opportunity and to be an Equal Opportunity Employer.

Highlights

- Failing or refusing to hire, discharging, or otherwise discriminating against otherwise qualified individuals with respect to compensation, terms, conditions, or privileges of employment is prohibited.
- Limiting, segregating, or classifying officers and employees, or applicants for employment, in any way which deprives or would tend to deprive otherwise qualified individuals of employment opportunities or which adversely affects an individual's status as an officer or employee is prohibited.
- Discriminating against otherwise qualified individuals in admission to any training program or any other aspect of human resources management is prohibited.

Importance

Loudoun County strives to build and sustain quality community for all of its residents. By promoting the principles of Equal Employment Opportunity, the County demonstrates its commitment to its diverse population and ensures full compliance with applicable federal and state employment laws.

County Resources

Loudoun County provides ongoing training programs for managers and staff in support of Equal Employment Opportunity.

Intranet Location Human Resources Quick Link → Human Resources → HR Policy Handbook → Chapter 1 General Principles and Governing Policies

Nepotism and Conflict of Interest 2.4

Summary

Nepotism, which is favoritism toward family members on the job, conflicts with the County's Code of Conduct and is prohibited. Likewise, County employees are prohibited from engaging in any employment activity that results in a real conflict of interest or the appearance of a conflict of interest.

Highlights

- Nepotism
 - No person will be hired, reinstated, transferred, promoted, rehired or demoted by the County to a position which places him or her in a supervisory or subordinate role with a family member within a department. (The Sheriff's Office shall maintain separate General Orders governing this issue and the Department of Fire Rescue shall maintain a separate SOP).
 - Relationships that involve partiality, preferential treatment, or the improper use of authority or position for personal and/or professional gain are prohibited.
 - The definition of a family member for purposes of this policy shall be the employee's spouse, and either the employee's or employee's spouse's son, daughter, step-child, grandchild, brother, sister, parent, step-parent, grandparent, or guardian.
- Conflict of Interest
 - No employee shall engage in any employment activity or enterprise which is inconsistent, incompatible or in conflict with the duties, functions or responsibilities of the employee's position.

Importance

Loudoun County is entrusted with public funds and thereby granted the public's trust. To maintain the public's trust the County prohibits favoritism in the workplace and prohibits employees from engaging in conflicts of interest.

County Resources

The Human Resources Division is available to assist employees who have questions regarding nepotism or conflicts of interest.

Intranet Location Human Resources Quick Link → Human Resources → HR Policy Handbook → Chapter 2 Employment

Probation/

2.7

Probationary Employees

10.6

Summary

The probationary period is the final stage of the selection process during which job performance and suitability for employment is evaluated. All regular employees of Loudoun County serve a twelve (12) month probationary period. The appointment of probationary employees may be terminated by the County at any time during their employment.

(See Chapter 2.7 of the Human Resources Handbook for detailed policy information regarding probationary periods for sworn employees of the Sheriff's Office and employees who transfer into sworn positions.)

Highlights

- Only regular employees serve a probationary period.
- The probationary period is automatically extended (for the length of time absent) if the employee is absent for thirty calendar days or longer.
- Employees are on probation only once. However, employees who transfer into sworn fire or law enforcement positions must complete a total of twelve months probation in the sworn fire or law enforcement position.
- A Department Head may terminate a probationary employee's employment with no notice or reason.
- Probationary employees do not have grievance rights.

Importance

The probationary period allows the County to determine the employee's suitability for long-term employment and the County's long-term need for the employee's services.

County Resources

Human Resources is available to assist employees who have questions regarding this policy.

Intranet Location Human Resources Quick Link → Human Resources → HR Policy Handbook → Chapter 2 Employment or Chapter 10 Discipline and Disciplinary Terminations

Sexual Harassment

3.9

Summary

Harassment on the basis of sex is a violation of Title VII of the 1964 Civil Rights Act and is prohibited by the Loudoun County Board of Supervisors. Sexual harassment is prohibited, viewed as misconduct and subject to disciplinary action, up to and including termination. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature may constitute sexual harassment.

Highlights

- If an employee has a complaint of sexual harassment, the employee should tell the offender to stop the inappropriate behavior and report the complaint without delay or fear of reprisal to his/her supervisor, Human Resources, or any member of management.
- If a supervisor receives a sexual harassment complaint, he/she should listen and document facts relayed by the employee and immediately contact Human Resources.
- Sexual harassment complaints shall be fully investigated, typically by Human Resources.
- Department Heads should ensure that supervisors understand, actively enforce and communicate to employees this sexual harassment policy and immediately report sexual harassment complaints.

Importance

All employees have a right to work in an environment free from sexual harassment.

County Resources

Loudoun County offers ongoing training programs to teach supervisors how to prevent sexual harassment in the workplace. The Human Resources Division is available to assist employees who have questions regarding this policy.

Intranet Location Human Resources Quick Link → Human Resources → HR Policy Handbook → Chapter 3 Employee Conduct

Vehicle Safety and Driving

3.8

Summary

The Vehicle Safety and Driving Policy provides guidelines for the County and its employees in an effort to protect the safety of County employees and citizens. This policy covers areas such as requirements for driving on County business, reporting moving violations, reporting accidents, being relieved of driving privileges, restoring driving privileges, and participating in the annual driving record check.

Highlights

- Employees in positions designated as regular or occasional drivers must provide their immediate supervisor with a copy of their current, valid driver's license prior to driving on County business.
- All employees who drive on County business must report any conviction for a moving violation (whether on or off the job), a charge of Driving Under the Influence (DUI), and/or any action that affects the status of a valid driver's license.
- All employees involved in an accident while driving on County business must report the accident to their immediate supervisor as soon as reasonably possible.
- Certain employees who drive on County business are required to participate in the annual driving record check conducted by Human Resources.

Importance

Part of Loudoun County's mission is to protect and enhance the safety and well-being of its residents. The Vehicle Safety and Driving policy is an effort to ensure that the employees who drive on County business are safe drivers who adhere to driving regulations.

County Resources

Human Resources is available to assist employees who have questions regarding this policy.

Intranet Location Human Resources Quick Link → Human Resources → HR Policy Handbook → Chapter 3 Employee Conduct