



**Administrative Regulations Manual  
Office of the Mayor  
Table of Contents**

***Section/Regulation Title***

**Introduction/Table of Contents**

**I. General Regulations**

- 1.1 Code of Ethics
- 1.2 Political Activity of Solicitations on City Premises
- 1.3 Customer Service Policy
- 1.4 Use of Council Chambers
- 1.5 Emergencies and Closings
- 1.6 Business Conduct
- 1.7 Media Relations Policy
- 1.8 Confidentiality and Non-Disclosure Policy

**II. Technology Regulations**

- 2.1 Telecommunications Service
- 2.2 Cellular Telecommunication Services and Devices
- 2.3 Telework
- 2.4 Disposal of Surplus Computer Equipment
- 2.5 Electronic Media Systems (Internet/Intranet)
- 2.6 Electronic Information Security
- 2.7 Use of Computer Equipment
- 2.8 Electronic Systems – User Passwords
- 2.9 Use of Computer Software
- 2.10 Electronic Access by Third Party
- 2.11 Alternative Work Schedule

**III. Ordinance & Code Enforcement Regulations**

- 3.1 Virginia Freedom of Information Policy
- 3.2 Procedures for Requesting the Preparation of an Ordinance or Resolution
- 3.3 Employee Statements Concerning Claims Against the City
- 3.4 Alternative Strategies and Systems for Handling Performance and Misconduct Issues

**IV. Employment Administration Regulations**

- 4.1 American with Disabilities Act (ADA)
- 4.2 Disability Procedures
- 4.3 Family Medical Leave Act (FMLA)
- 4.4 Insurance Coverage



- 4.5 Overtime and Compensatory Time
- 4.6 Anti-Harassment
- 4.7 On-Call Duty
- 4.8 Leave Policy
- 4.9 City Facilities Identification Card and Security Procedures
- 4.10 Violence in the Workplace
- 4.11 Background Investigations
- 4.12 Leave Status Pending Disciplinary Review and/or Investigation
- 4.13 Volunteer Worker Applicant Process
- 4.14 Americans With Disabilities Act (ADA) – Title II
- 4.15 Return to Duty Program (RTD)
- 4.16 Anti-Retaliation Policy
- 4.17 Anti-Discrimination
- 4.18 Investigation (Compliant) Policy
- 4.19 COVID-19 Public Health and Safety Precautions – Immunization/Vaccination

#### **V. Employment Practices – Regulations**

- 5.1 Workers’ Compensation
- 5.2 Holiday Policy
- 5.3 Meal Allowance
- 5.4 Smoking Policy
- 5.5 Outside Employment
- 5.6 Paycheck Distribution and Early Release of Paychecks
- 5.7 Performance Evaluations
- 5.8 Reclaiming City Property or Monies Owed Upon Employee Separation
- 5.9 Personal Appearance
- 5.10 Privacy of Protected Health Information
- 5.11 Religious Activities in the Workplace
- 5.12 Restrictions on Certain Activities with Former Employees
- 5.13 Time and Attendance Policy
- 5.14 Over Hire Policy
- 5.15 Language Differential Pay
- 5.16 Recruitment and Hiring Policy
- 5.17 Employment of Relatives Policy
- 5.18 Discipline Policy
- 5.19 Grievance Policy for Classified Service
- 5.20 Personnel Board
- 5.21 Reassignment, Transfer, Separation, and Reinstatement Policy
- 5.22 Pay Policy
- 5.23 Language Access Policy
- 5.24 Relocation Assistance Policy



- 5.25 Flexible Working Arrangement
- 5.26 Director of the Department of Human Resources Duties and Responsibilities
- 5.27 First-Time Home Buyer's Assistance
- 5.28 Employee Referral Incentive Policy



## **VI. Vehicle & Travel Regulations**

- 6.1 Employee Transportation Benefits
- 6.2 Motor Pool and City Vehicle Usage
- 6.3 Ticketing of City Vehicles
- 6.4 Travel Policy
- 6.5 Employee Rideshare
- 6.6 Anti-Idling Policy: Vehicles & Equipment
- 6.7 Use of Global Positioning System (GPS) Data

## **VII. Miscellaneous**

- 7.1 Environmental Policy
- 7.2 Virginia Public Records Policy
- 7.3 Managed Competition Policy
- 7.4 Service Request Tracking System
- 7.5 City Internship Program
- 7.6 Tuition Assistance
- 7.7 Maintenance and Release of Personnel Information

### **Substance Abuse Policy**

The City of Richmond is committed to establishing and maintaining a safe and healthy workplace that is free from alcohol abuse and illegal drug use for its employees and to protect the safety of its citizens by providing the highest quality of services. To that end, the city is committed to a policy of non-tolerance for its applicants and employees to be free from alcohol abuse and illegal drug use.

The purpose of this policy is to establish guidelines and procedures for the detection of alcohol abuse and illegal drug use within the workplace.