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**Town Council:** Ray Burger, Thelma Gillespie, Cynthia Holdren, Joy Marino, Sarah Nock and Maphis Oswald  
**Mayor:** Fletcher Fosque | **Town Manager:** Matt Spuck

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Personnel Committee

March 1, 2022

Town Hall, 3:30pm

Agenda

1. Call to order
2. Distribute Personnel Policy handbook
3. Discuss Police retention
4. Discuss Holiday list
5. Discuss Job Description
6. Items for April 5, 2022 meeting
7. Adjourn

Town of Onancock

Calendar 2022 Town Council and Committee Meeting Schedule

	Planning Commission (First Monday @ 5:30)	Personnel Committee (First Tuesday at 3:30)	Waterfront Committee (Second Tuesday at 5:30)	Town Council (Fourth Monday at 7:00)
January		4	11	24
February		1	8	28
March	7	1	8	28
April	4	5	12	25
May	2	3	10	23
June	6	7	14	27
July	No Meeting - July 4	5	12	25
August	1	2	9	22
September	No Meeting - Labor Day	6	13	26
October	3	4	11	24
November	7	1	8	28
December	5	6	13	19

# Onancock Police Department – VA0010200 – NIBRS Agency Crime Overview

## Law Enforcement Employees

Sworn Male	5
Sworn Female	1
Civilian Male	0
Civilian Female	0
<b>Total</b>	<b>6</b>

## Offense Overview

Incident Total	77
Offense Total	78
Group A Crimes per 100,000 population	6,158.4

## Arrest Overview

Total Arrests	19
Adult Arrests	13
Juvenile Arrests	6
Unknown Age	0
Arrests per 100,000 population	1,568.0

## Group B Arrests

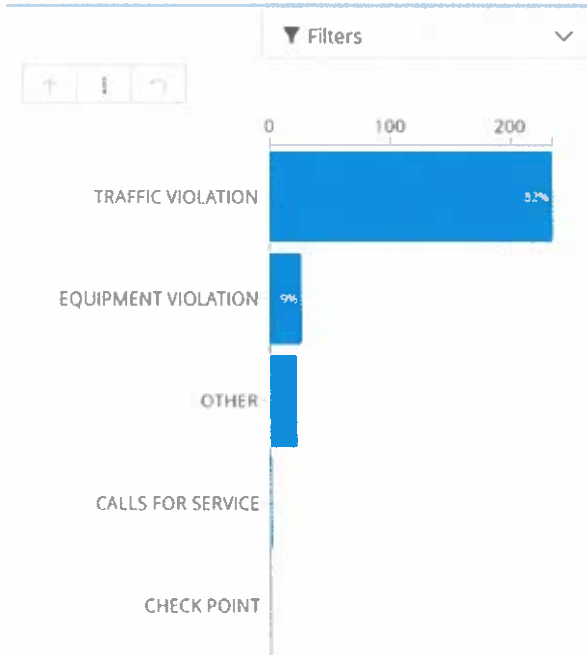
Offense	Adult	Juvenile
Bad Checks	0	0
Curfew/Litering/Vagrancy Violations	0	0
Disorderly Conduct	0	1
Driving Under the Influence	3	0
Drunkenness	2	0
Family Offenses (Nonviolent)	0	0
Liquor Law Violations	0	1
Peeping Tom	0	0
Trespass of Real Property	1	0
All Other Offenses	0	1
<b>Total Group B</b>	<b>6</b>	<b>3</b>

Group A Offenses	Reported
<b>Crimes Against Persons</b>	
Murder and Nonnegligent Manslaughter	0
Negligent Manslaughter	0
Kidnapping/Abduction	1
Forcible Rape	2
Forcible Sodomy	1
Sexual Assault With An Object	1
Forcible Fondling	0
Incest	0
Statutory Rape	0
Aggravated Assault	0
Simple Assault	18
Intimidation	2
Human Trafficking, Commercial Sex Acts	0
Human Trafficking, Involuntary Servitude	0
<b>Crimes Against Property</b>	
Arson	0
Bribery	0
Burglary/Breaking & Entering	10
Counterfeiting/Forgery	2
Destruction/Damage/Vandalism of Property	19
Embezzlement	0
Extortion/Blackmail	0
False Pretenses/Swindle/Confidence Game	1
Credit Card/Automobile Telem Fraud	0
Impersonation	0
Welfare Fraud	0
Wire Fraud	0
Identity Theft	1
Hacking/Computer Invasion	1
Robbery	1
Pocket picking	0
Purse snatching	0
Shoplifting	0
Theft From Building	3
Theft From Coin Operated Machine or Device	0
Theft From Motor Vehicle	0
Theft of Motor Vehicle Parts/Accessories	0
All Other Larceny	13
Motor Vehicle Theft	2
Stolen Property Offenses	0
<b>Crimes Against Society</b>	
Drug/Narcotic Violations	3
Drug Equipment Violations	0
Betting/Wagering	0
Operating/Promoting/Assisting Gambling	0
Gambling Equipment Violations	0
Sports Tampering	0
Pornography/Obscene Material	0
Prostitution	0
Assisting or Promoting Prostitution	0
Purchasing Prostitution	0
Weapon Law Violations	1
Animal Cruelty	1
<b>Total Group A Offenses</b>	<b>78</b>

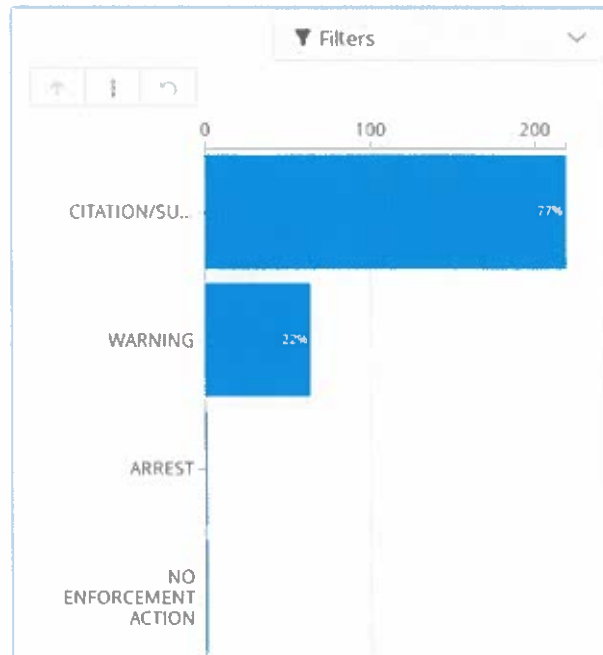
# Onancock Police Department – VA0010200 – Statewide Data – Community Policing

## Vehicle Stops

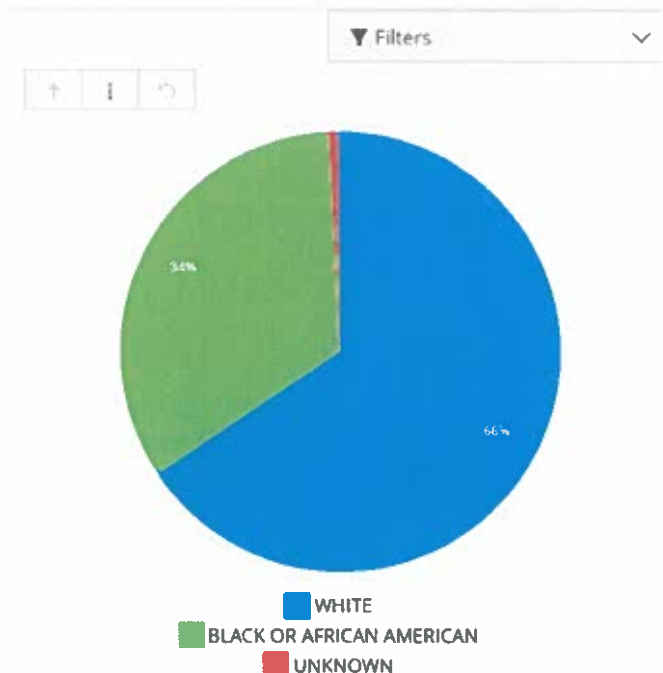
### Initial Reason for Stop



### Result of Stop

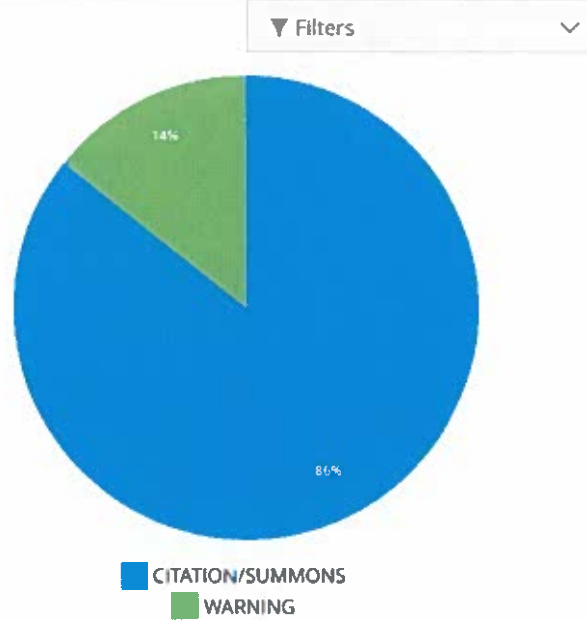


### Stops by Race



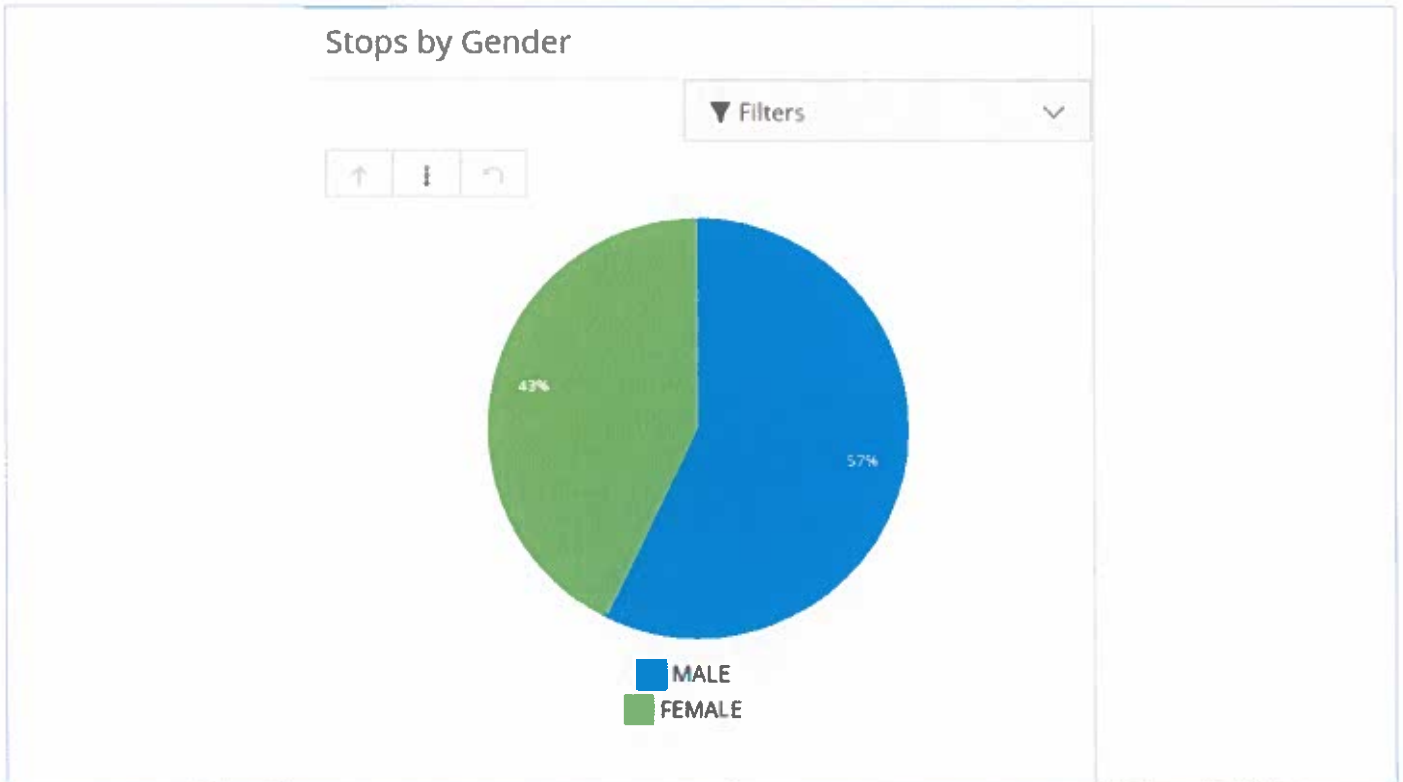
### Stops by Ethnicity- Hispanic Specific

If no data is shown when filtered by agency, none of the persons stopped were in...

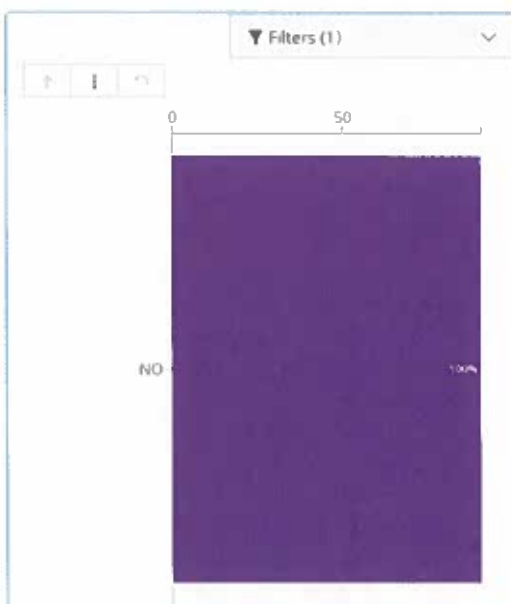


# Onancock Police Department – VA0010200 – Statewide Data – Community Policing

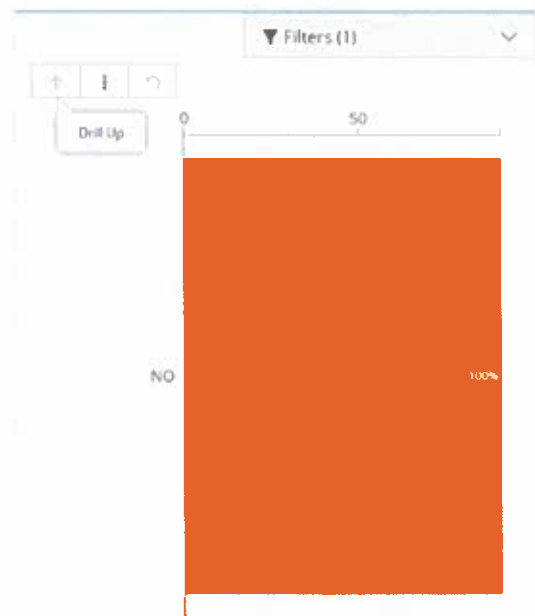
## Vehicle Stops



### Physical Force Used by Officer



### Physical Force Used by Subject

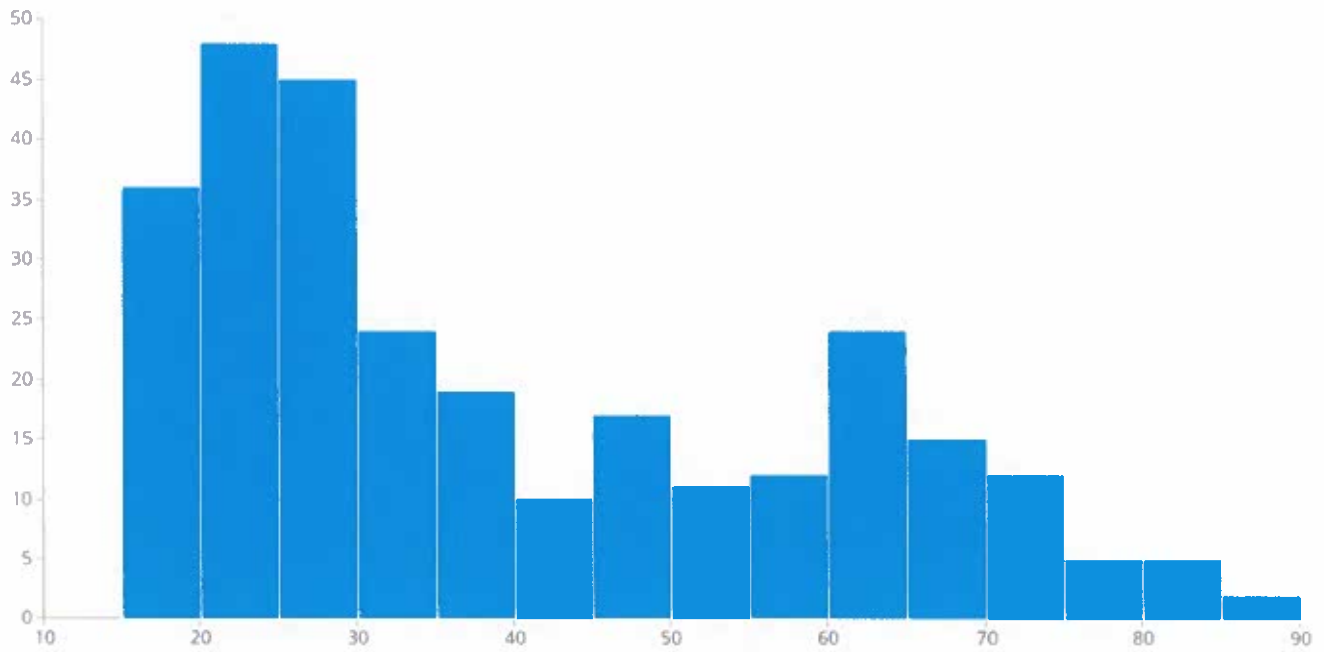


# Onancock Police Department – VA0010200 – Statewide Data – Community Policing

## Vehicle Stops

Stops by Age of Driver or Individual

▼ Filters



Exempt employees who are required to work beyond normal hours or on weekends and holidays may be given compensatory time off at the discretion of the Town Manager.

Police Department employees will be paid at the rate of time and a half for all hours worked in excess of eighty (80) hours bi-weekly. Unless authorized to do so beforehand, employees should not work over eighty (80) hours during a biweekly pay period.

**D. Bonuses and non-monetary awards**

The Town Manager may grant a bonus or non-monetary award (e.g., award time off, lunch "on the town") to an employee to recognize superior service to the Town.

**E. Retirement**

The Town participates in the Virginia Retirement System for all employees eligible for retirement benefits pursuant to the rules and policies of VRS.

**VI. HOLIDAYS AND LEAVE**

**A. Holidays**

The following holidays are observed by the Town. Full-time and part-time salaried employees shall be granted time off for these days without charging the time against leave balances:

✓ New Year's Day	January 1
✓ Martin Luther King Jr Day	Third Monday in January
✓ President's Day	Third Monday in February
✓ Memorial Day	Last Monday in May
✓ Independence Day	July 4
✓ Labor Day	1 <sup>st</sup> Monday in September
✓ Veteran's Day	November 11
✓ Thanksgiving Day	4 <sup>th</sup> Thursday in November
✓ Day after Thanksgiving	4 <sup>th</sup> Friday in November
◦ Christmas Eve	December 24
✓ Christmas Day	December 25

When an employee is required to work on one of these holidays, compensatory time off will be given on an hour for hour basis for the hours worked on the holiday OR employees who are not exempt under the Fair Labor Standards Act (non-exempt) will be paid at the rate of time and a half for all hours worked. Holidays falling on Saturday or Sunday shall be taken on the Friday or the Monday, respectively, as announced by the Town. Each non- exempt employee of the police department shall be paid the equivalent of one (1) shift per holiday. (e.g. Each non-exempt police officer will be paid for ten (10) hours worked per holiday)

**The state code lists state holidays in §2.2-3300.**

**B. Inclement Weather Policy**

It may be necessary delay opening of the Town Office, close the Town office early or close the Town Office due to weather conditions. This decision will be made by the Town Manager, or in his or her absence, the Mayor. The Town Manager will notify all department heads, and, in turn, department heads will notify their employees. The closings and delays

Code of Virginia  
Title 2.2. Administration of Government  
Subtitle II. Administration of State Government  
Part A. General Provisions  
Chapter 33. State Holidays and Other Special Days

## § 2.2-3300. Legal holidays

It is the policy of the Commonwealth to fix and set aside certain days in the calendar year as legal holidays for the people of Virginia. In each year, the following days are designated as legal holidays:

January 1 — New Year's Day.

The third Monday in January — Martin Luther King, Jr., Day to honor Martin Luther King, Jr., (1929-1968), defender of causes.

The third Monday in February — George Washington Day to honor George Washington (1732-1799), the first President of the United States.

The last Monday in May — Memorial Day to honor all persons who made the supreme sacrifice in giving their lives in defense of Virginia and the United States in the following wars and engagements and otherwise: Indian Uprising (1622), French and Indian Wars (1754-1763), Revolutionary War (1775-1783), War of 1812 (1812-1815), Mexican War (1846-1848), Civil War (1861-1865), Spanish-American War (1898), World War I (1917-1918), World War II (1941-1945), Korean War (1950-1953), Vietnam War (1965-1973), Operation Desert Shield-Desert Storm (1990-1991), Global War on Terrorism (2000- ), Operation Enduring Freedom (2001- ), and Operation Iraqi Freedom (2003- ). On this day all flags, national, state, and local, shall be flown at half-staff or half-mast to honor and acknowledge respect for those who made the supreme sacrifice.

- June 19 — Juneteenth to commemorate the announcement of the abolition of slavery in Texas, the last of the former Confederate States of America to abolish slavery, and to recognize the significant roles and many contributions of African Americans to the Commonwealth and the nation.

July 4 — Independence Day to honor the signing of the Declaration of Independence.

The first Monday in September — Labor Day to honor all people who work in Virginia.

- The second Monday in October — Columbus Day and Yorktown Victory Day to honor Christopher Columbus (1451-1506), a discoverer of the Americas, and the final victory at Yorktown on October 19, 1781, in the Revolutionary War.
- The Tuesday following the first Monday in November — Election Day for the right of citizens of a free society to exercise the right to vote.

November 11 — Veterans Day to honor all persons who served in the Armed Forces of Virginia and the United States in the following wars and engagements and otherwise: Indian Uprising (1622), French and Indian Wars (1754-1763), Revolutionary War (1775-1783), War of 1812 (1812-1815), Mexican War (1846-1848), Civil War (1861-1865), Spanish American War (1898), World



War I (1917-1918), World War II (1941-1945), Korean War (1950-1953), Vietnam War (1965-1973), Operation Desert Shield-Desert Storm (1990-1991), Global War on Terrorism (2000- ), Operation Enduring Freedom (2001- ), and Operation Iraqi Freedom (2003- ).

The fourth Thursday in November and the Friday next following — Thanksgiving Day to honor and give thanks in each person's own manner for the blessings bestowed upon the people of Virginia and honoring the first Thanksgiving in 1619.

December 25 — Christmas Day.

Whenever any of such days falls on Saturday, the Friday next preceding such day, or whenever any of such days falls on Sunday, the Monday next following such day, and any day so appointed by the Governor of the Commonwealth or the President of the United States, shall be a legal holiday as to the transaction of all business.

Code 1950, § 2-19; 1954, c. 328; 1958, c. 167; 1966, c. 677, § 2.1-21; 1970, c. 682; 1972, c. 114; 1973, c. 421; 1978, c. 7; 1982, c. 325; 1984, c. 671; 1989, c. 190; 1992, c. 622; 1993, cc. 177, 872; 2000, cc. 392, 454; 2001, c. 844; 2010, c. 860; 2020, cc. 417, 418; 2020, Sp. Sess. I, cc. 4, 5.

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

## **Director of Administration**

### **GENERAL DESCRIPTION OF WORK:**

Leads all aspects of town administration including financial system oversight, billing and payroll preparation, purchasing, payroll and human resources, computer systems and network administration, Town Council meeting minutes and clerk responsibilities, grant management and administration, and any other administrative task as required by your direct supervisor, the Town Manager.

### **TYPICAL TASKS:**

- Receive and process all invoices, secure approval for payment, ensure policy adherence, purchase items when required, and process payment.
- Prepare town bills (utility, tax, fees, etc.) and receive payments from all sources, including in-person, via mail, ACH and wire, and online.
- Administer all computer systems and serve as primary contact for upgrades, maintenance, and training.
- Responsible for organizing all records aligning Commonwealth record retention.
- Prepare bank reconciliation.
- Responsible to administrate all payroll and benefit functions.
- Takes meeting minutes, types and distributes to appropriate individuals.
- Administer grants after received to ensure compliance.
- Event coordination.
- Oversee administrative assistant.
- Other tasks as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong knowledge of business processes and systems.
- Exceptional Microsoft Office skills.
- Accounting and bookkeeping knowledge and demonstrated experience.
- Independent and collaborative work ethic.
- Communication skills and demeanor to deal with our diverse community.
- Strong familiarity with cloud-based banking, insurance, payroll, and human resource platforms.
- Accurate, organized, and planful.
- A high degree of confidentiality.

### **EDUCATION AND EXPERIENCE:**

Bachelor's Degree from an accredited college or university. A minimum of four years of experience in positions with similar skill requirements.

## ADA COMPLIANCE

### Physical Ability:

Tasks involve the ability to exert light physical effort in sedentary to light work. Tasks may involve some lifting, carrying, pushing and/or pulling of object and materials of light weight (up to 20 pounds). Tasks may involve extended periods at a keyboard or work station.

### Dexterity:

Requires the ability to perform skilled coordinated movements, such as keyboarding, using a calculator and operating office equipment and a cash register.

### Sensory Requirements:

Some tasks require visual perception and discrimination. Some tasks require clear, oral communications ability.

### Environmental Factors:

Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease or pathogenic substances.

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(This job description is in draft form and requires adoption of the Town Council for inclusion in the Town of Onancock Personnel Handbook)

# TOWN OF ONANCOCK PERSONNEL POLICIES<sup>1</sup>

## I. PURPOSE

The objective of these Personnel Policies ("Policy") is to provide a uniform system of personnel administration for the staff of The Town of Onancock ("Town"), based on merit principles, equitable compensation, open competition in hiring and advancement, and equal employment opportunities.

It is the policy of the Member to establish reasonable rules of employment conduct (i.e., guidelines for management and employees to follow) and to ensure compliance with these rules through a program consistent with the best interests of the Member and its employees. THIS MANUAL IS NOT, AND SHALL NOT BE CONSTRUED AS AN EXPLICIT OR IMPLIED CONTRACT; SHALL NOT MODIFY ANY EXISTING AT-WILL STATUS OF ANY TOWN EMPLOYEE; AND SHALL NOT CREATE ANY DUE PROCESS REQUIREMENT IN EXCESS OF FEDERAL OR STATE CONSTITUTIONAL OR STATUTORY REQUIREMENTS. THE TERM AT-WILL MEANS EMPLOYEES CAN TERMINATE VOLUNTARILY OR BE TERMINATED AT WILL. EXCEPTIONS ARE EMPLOYEES HAVING WRITTEN CONTRACTS SIGNED BY THE CAO.

Additionally, it is the policy of the Town to strive for safety in all activities and operations, and to carry out the commitment of compliance with health and safety laws applicable to the Town by enlisting the help of all employees to ensure that public and work areas are free of hazardous conditions.

## II. DEFINITIONS

Whenever responsibilities fall to the Town Manager under these Policies, he or she may designate another to fulfill his or her responsibilities.

- A. **Exempt Employee** – a salaried employee who performs executive, administrative or professional duties as defined under the Fair Labor Standards Act and its regulations. Full-time, part-time, and temporary employees may be exempt.
- B. **Full-time Employee** – an individual hired on either a salary or wage basis for an established position for an indefinite term who is expected to work a minimum of 32 hours a week.
- C. **Part-time Employee** – an individual hired on either a salary or wage basis for an established position for an indefinite term who is expected to work an established period of time that is less than 32 hours per week.

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<sup>1</sup> The Town of Onancock reserves the right to modify, amend, or rescind these policies in whole or in part without prior notice. See Section XIII.