



## **Policy No. 3-9**

### **Subject: General Conditions of Employment**

Last Revised:

Historical Status:

Division	Policy Manager	Administrative Supervisor	Reference
Human Resources	Human Resources	College President	DHRM Policy 1.25, 2.10, 1.60, 1.75, 6.05

#### **I. POLICY**

It is the policy of Virginia Highlands Community College (VHCC) to operate in accordance with the applicable Virginia Department of Human Resource Management (DHRM) policies, which may be found here:

<https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/policy-1-25-hours-of-work-5-15-19889824C01024.pdf?sfvrsn=0>

[https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol2-10-hiring-effective-july-1-2023.pdf?sfvrsn=c7f5b948\\_4](https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol2-10-hiring-effective-july-1-2023.pdf?sfvrsn=c7f5b948_4)

[https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol1-60--standards-of-conduct-eff-1-1-2025.pdf?sfvrsn=7c0d724e\\_0](https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol1-60--standards-of-conduct-eff-1-1-2025.pdf?sfvrsn=7c0d724e_0)

<https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol-1-75-electronic-communications-and-social-media.pdf>

<https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol6-05-personnel-records-disclosure.pdf>

#### **II. PERTINENT INFORMATION**

#### **III. DEFINITIONS**

#### **IV. GENERAL GUIDELINES**

#### **V. DELEGATION OF AUTHORITY**

### **APPENDIX**

**VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS**

**VII. OPERATING REQUIREMENTS**