

# Virginia Department of Human Resource Management Announces Changes to Policy 1.60 Standards of Conduct

Virginia's Standards of Conduct Policy 1.60's intent is to help employees become fully contributing members of the organization. The policy allows agencies to progressively administer corrective actions or discipline to improve performance or conduct of its employees. This policy further allows for termination of employees whose conduct and/or performance doesn't improve through progressive discipline.

## Important updates and changes to this policy effective January 2025:

**Addition:** Employees are required to notify their supervisors and Human Resources of criminal charges and convictions within 3 business days. Additionally, supervisors are accountable for reporting an employee's criminal charges or convictions to Human Resources.

**Addition:** Instruction for agencies to conduct a fact-finding review and/or an administrative investigation into the alleged misconduct, criminal charges or other violations of the policy.

**Revision:** Clarifies that the administrative notice (letter of intent) must be provided to allow a reasonable opportunity for the employee to respond to the allegations. This minimum is one full-business day. For example, if you issue the letter of intent on Tuesday morning, then the full-business day would be Wednesday, and the written notice issued on Thursday (or later).

View the full DHRM Policy, 1.60 Standards of Conduct and additional changes



**NOTE:** JMU's Policy 1317, Standards of Conduct mirrors the state's policy with only minor differences specific to JMU. This policy is in the process of being updated.