

MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL

PERSONNEL COMPLEMENT

POLICY NO.	3.2	EFFECTIVE:	01/02/2024
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A. The Personnel Complement is a listing of all authorized positions. An "authorized position" is a permanent job position that has been approved by the Board of Supervisors and for which funding has been provided in the County's budget. There are three categories of permanent positions, based upon funding sources:

Category I: County funded

Category II: funded by a mix of County and non-County sources

Category III: non-County funded

B. The County Administrator shall maintain the official historical and current Personnel Complement.

C. Each Department head shall similarly maintain a record of established positions for their respective departments.

D. Additional authorized positions funded in whole or in part by the County may be established only with the approval of the Board of Supervisors. However, the County Administrator may reallocate and redistribute existing positions within and between departmental complements in her sole discretion.

E. The County Administrator shall maintain the County's official record, both current and historical, of all authorized positions contained in the personnel complement and established under the provisions of these Policies and Procedures. Agency heads shall also maintain a record of authorized positions for their respective agencies.