

**CITY OF CHESAPEAKE, VIRGINIA**

**NUMBER: 2.50**

**ADMINISTRATIVE REGULATION**

**EFFECTIVE DATE: 12/01/08**

**SUBJECT: DEPARTMENT OF HUMAN RESOURCES -  
ENCORE PROGRAM**

**SUPERCEDES: 12/05/05**

**I. PURPOSE**

The purpose of this Administrative Regulation is to establish a policy and procedure for the placement of City of Chesapeake retirees in temporary, part-time assignments within the organization.

**II. DEFINITION**

**Encore registrant** – An individual who worked for and retired from the City of Chesapeake with creditable years of service through the Virginia Retirement System; has completed the registration requirements for retirees who participate in the Encore Program; and has been certified by the Department of Human Resources as eligible to participate in the Program.

**Encore participant** – A City of Chesapeake retiree who is employed by the City through the Encore Program in a temporary, part-time capacity.

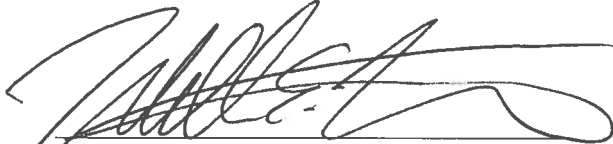
**III. APPLICABILITY**

This Policy applies to the placement of Encore registrants in departments/agencies operating under the direction of the City Manager. This does not preclude voluntary participation by constitutional officers.

**IV. ADMINISTRATION**

- A. The retiree must meet the City's screening requirements in order to be certified as an Encore registrant, including verification that the retiree is eligible for rehire and has met the 30-calendar day separation requirement.
- B. Registration with the Encore Program does not imply or guarantee placement in any position or department and does not imply any contractual agreement.
- C. The established rate of pay for an Encore participant shall be 5% above the entry-level hourly rate for the assigned position. Exceptions to this pay practice shall require the prior approval of the Director of Human Resources or designee.
- D. The cost associated with the employment of an Encore participant shall be the responsibility of the employing department.

- E. The work schedule of an Encore participant shall not exceed 20 hours per week, 80 hours per month.
- F. The Director of Human Resources shall develop and publish procedures for implementation of the Encore Program. See "Supplement to AR # 2.50, Guide to Employing Encore Workers."
- G. The Encore participant shall be subject to all background checks and post-conditional offer screenings associated with the position assigned.



William E. Harrell, City Manager

12/1/08  
Date

Related policies and documents include:

- Administrative Regulation 1.20 City Manager – City Driving Standards
- Administrative Regulation 2.17 Human Resources – Reduction-in-force Policy
- Administrative Regulation 2.44 Human Resources – Substance Abuse Policy
- Administrative Regulation 2.52 Human Resources – Criminal History Record Check Policy
- Supplement to AR # 2.50, Guide to Employing Encore Workers