

MINUTES OF THE STATE PERSONNEL BOARD

April 19, 2018

Charleston, West Virginia

The State Personnel Board (SPB) met on April 19, 2018, at 1:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting: Chair John Myers; SPB members Ross Taylor (in person), Mark Carbone, Rick Wallace and Jay Arceneaux (participating by telephone); Jill Newman, Jonathan Storage, Drema Smith, Aaron Gillispie and Brenda C. Ellis of the Division of Highways; Mischelle Williams, Lynn Huddleston, and Pam Holt, Department of Health and Human Resources; Diane Holley-Brown, James Meadows and Mike Sheets, Purchasing Division; Mike Todorovich, Department of Homeland Security and Emergency Management; and, Mike Coleman, Division of Corrections were also in attendance.

Division of Personnel (DOP) staff members attending were: Sheryl Webb, Director; Joe Thomas, Deputy Director; Teresa Morgan, Kelly Turner, Wendy Elswick, Carrie Sizemore, Laura Mann, Lisa Collins, Elisabeth Arthur and Board Secretary, Drema Gibson.

APPROVAL OF MINUTES

The members of the SPB received the minutes from the March 15, 2018, meeting (no quorum) and the March 20, 2018, emergency meeting, prior to the meeting. Mr. Carbone moved to accept the minutes and Mr. Arceneaux seconded the motion. The Board approved the minutes by unanimous consent.

PROPOSALS

2778-A Department of Health and Human Resources

Upon motion of Mr. Arceneaux, seconded by Mr. Wallace, the SPB approved the Department of Health and Human Resources' proposal (SPB #2778-A) to clarify the intent of SPB proposal #2778 to establish a twelve-month probationary period for the classification Economic Service Worker Trainee for any employees hired in this classification from an original appointment. This is the same probationary period as the other classifications within the series. The seven (7) Economic Service Worker Trainees hired by DHHR between the effective date of the creation of the Economic Service Worker Trainee class specification (January 6, 2018) and the effective date of this amended proposal (April 19, 2018) will have a 6-month probationary period.

2785 Grant County Health Department

Upon motion of Mr. Taylor, seconded by Mr. Arceneaux, the SPB approved the Grant County Health Department's (GCHD) proposal (SPB 2785) to establish an Annual Increment Policy that provides for an annual across-the-board, non-base building increment payment of \$60.00 times the employee's years of service. The annual increment payment will be issued in July, to eligible employees of the GCHD who have been employed three (3) years or more for the GCHD. The policy is effective July 1, 2018, with the first increment payments to occur in July 2018. This policy was approved based upon the minutes of the Grant County Board of Health's March 14, 2018 meeting.

2786 Berkeley County Health Department

Upon motion of Mr. Wallace, seconded by Mr. Carbone, the SPB approved the Berkeley County Health Department's proposal (SPB #2786) to implement a 5% across-the-board base building salary adjustment for all permanent employees to be effective May 1, 2018. This salary adjustment was approved based upon the minutes of the Berkeley County Board of Health's March 5, 2018 meeting.

2787 Boone County Health Department

Upon motion of Mr. Arceneaux, seconded by Mr. Taylor, the SPB approved the Boone County Health Department's proposal (SPB #2787) to implement a 10% across-the-board base building salary adjustment for all employees to be effective May 1, 2018. This salary adjustment was approved based upon the minutes of the Boone County Board of Health's November 2, 2017 meeting.

2788 Department of Administration – Division of Personnel

Upon motion of Mr. Wallace, seconded by Mr. Taylor, the SPB approved the Division of Personnel's proposal (SPB #2788) to create the class specification Paralegal 1 (9499) at pay grade 9 (\$22,584 - \$41,784) and add it to the State of West Virginia's Classification and Compensation Plan. Further, the Paralegal (9500) classification (pay grade 10 \$23,724 - \$43,896) was title changed to Paralegal 2. Other revisions were made to the proposed Paralegal 2 class specification that did not require the SPB's approval; it will remain at a pay grade 10. These changes are effective April 28, 2018.

2789 Department of Military Affairs & Public Safety

Upon motion of Mr. Arceneaux and seconded by Mr. Wallace, the SPB approved the Department of Military Affairs and Public Safety's proposal (SPB #2789), as modified, (correcting a typographical error), to establish a policy allowing a pay differential for employees who are not classified in the Correctional Officer series and are assigned to a security post. The employee would be compensated based on the higher of their hourly base pay or the hourly base pay for a Correctional Officer 1. This policy is effective April 28, 2018, and will apply to all employees of the Division of Corrections, Division of Juvenile Services, and Regional Jail and Correctional Facility Authority.

2790 Department of Military Affairs & Public Safety

Upon motion of Mr. Arceneaux and seconded by Mr. Taylor, the SPB approved the Department of Military Affairs and Public Safety's (DMAPS) proposal (SPB #2790) to add into the classified service nine (9) currently exempt positions from the DMAPS Cabinet Secretary's Office to the Division of Homeland Security and Emergency Management, contingent upon the issuance of a supporting Executive Order by the Governor. These positions are currently housed under the Cabinet Secretary's Office and are involved in managing grants related to emergency management and homeland security. DMAPS stated the duties of these positions will not change.

2791 Department of Administration – Division of Personnel

Upon motion of Mr. Carbone and seconded by Mr. Wallace, the SPB approved the Division of Personnel's proposal (SPB #2791) to create the class specification Child Protective Service Case Coordinator (9683) at a pay grade 10 (\$23,724 - \$43,896), effective April 28, 2018. This classification will have a 12-month probationary period for employees hired from an original appointment on or after the effective date of the new classification.

2792 Department of Transportation – Division of Highways

Upon motion of Mr. Arceneaux, seconded by Mr. Carbone, the SPB approved the Division of Highways' proposal (SPB #2792) to establish its own Salary Pay Plan, Hourly Pay Plan, Pay Plan Policy and Salary Pay Plan Implementation, effective August 1, 2018.

This proposal was submitted as a result of Senate Bill 2003, which passed during the 2017 Second Extraordinary Session of the West Virginia Legislature and provides "§ 17-2A-24. Special employment procedures for Division of Highways personnel". The bill was effective upon passage with an internal effective date of December 1, 2017. This proposal was presented to the SPB by Jonathan Storage, General Counsel, Division of Highways.

OTHER BUSINESS

**Department of Administration – Division of Personnel
Pilot Temporary Classification Transition Policy**

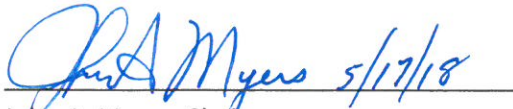
Upon motion of Mr. Wallace, seconded by Mr. Carbone, the SPB approved, as modified, (language regarding lapse in certification or licensure was removed), a Pilot Temporary Classification Transition Policy allowing agencies to temporarily transition an employee into a lower classification when the employee is returning to work on limited duty and cannot perform the essential functions of the position, or if an employee in a professional classification is retiring or resigning and is needed to train the incoming employee. The temporary classification shall be limited to a minimum of thirty (30) days and a maximum of six (6) months and may be effectuated without a change in pay so long as the employee is making the minimum of the new pay grade. For limited duty, the timeframe may be extended for up to one additional six (6) month period. The purpose of the pilot policy is to provide agencies not only flexibility in returning individuals to work, but also allow an extended period of training for professional positions. The policy was approved as a pilot program effective May 1, 2018, for a twelve-month period. The Division of Personnel will monitor the pilot policy to determine if it meets the needs of the agencies.

**Department of Administration – Purchasing Division
Requested an Interpretation of SPB Proposal #2706 (approved February 18, 2016)**

Upon motion of Mr. Arceneaux, and seconded by Mr. Carbone, the SPB tabled the Purchasing Division's request for an interpretation of SPB proposal #2706, approved February 18, 2016, which provided for a Retention and Workforce Enhancement Program for buying staff, until such time that the Division of Personnel staff can audit the affected employees' salary histories.

NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for Thursday, May 17, 2018, at 1:00 p.m. in Building 3, Suite 500, State Capitol Complex, Charleston, West Virginia.



John A. Myers, Chair
State Personnel Board



Drema Gibson, Secretary
State Personnel Board