

MINUTES OF THE STATE PERSONNEL BOARD

June 21, 2018

Charleston, West Virginia

The State Personnel Board (SPB) met on June 21, 2018, at 1:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting: Robert Paulson, General Counsel, Department of Administration acting on behalf of Chair John Myers; SPB members Jay Arceneaux (in person), Rick Wallace, Ross Taylor and Mark Carbone (participating by telephone); Robert Custard and Marty Freeman, Jefferson County Health Department; Judy Vallandingham, Department of Health and Human Resources, Bureau Public Health; Joe Thornton, Betsy Jividen and Mike Coleman, Department of Military Affairs and Public Safety; and Elaine Harris, CWA/WVAFL-CIO.

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

APPROVAL OF MINUTES

The members of the SPB received the minutes from the May 17, 2018, meeting prior to the meeting. Mr. Arceneaux moved to accept the minutes and Mr. Carbone seconded the motion. The Board approved the minutes by unanimous consent.

PROPOSALS

2706-A Department of Administration – Purchasing Division

The Division of Personnel presented proposal SPB 2706-A, submitted by the Purchasing Division, requesting to amend SPB #2706 regarding its Workforce Enhancement Program that was approved by the SPB on February 18, 2016, which provided retention incentives for the Buyer, Buyer Senior and Buyer Supervisor classifications within the Purchasing Division. The proposed modification requested by the Purchasing Division would have provided a retention incentive for service in each classification within the Buyer series. Mr. Carbone made a motion to consider the proposal; however, the proposal failed for the lack of a second on the motion to consider.

2794 Jefferson County Health Department

Upon motion of Mr. Arceneaux, seconded by Mr. Wallace, the SPB approved, as modified, the Jefferson County Health Department's proposal (SPB #2794) to implement a special hiring rate for Sanitarian 1. The Board approved a special hiring rate of up to \$40,000, subject to approval by the Jefferson County Board of Health and the effective date will be the date approved. The retention incentive for Sanitarian 1 and Sanitarian 2 that was approved by the SPB (SPB #2769) effective December 9, 2017, will remain in effect. Additionally, the SPB approved a special plan of implementation for two Sanitarian 1s that were recently hired by the Jefferson County Health Department and their salaries will be increased to the new minimum, effective the date of the Jefferson County Board of Health's approval of the special hiring rate.

2799 Marion County Health Department

Upon motion of Mr. Taylor and seconded by Mr. Arceneaux, the SPB approved the Marion County Health Department's proposal (SPB #2799) to implement a 3% across-the-board base building salary adjustment for all classified employees of the Marion County Health Department, to be effective July 1, 2018.

2800 Mineral County Health Department

Upon motion of Mr. Wallace and seconded by Mr. Arceneaux, the SPB approved the Mineral County Health Department's proposal (SPB #2800) 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 Mineral County Health Department who have been employed three (3) years or more. The policy is effective July 1, 2018, with the first increment payments to occur in July 2018.

2801 Pocahontas County Health Department

Upon motion of Mr. Arceneaux and seconded by Mr. Wallace, the SPB approved the Pocahontas County Health Department's proposal (SPB 2801) 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 Pocahontas County Health Department who have been employed three (3) years or more. The policy is effective July 1, 2018, with the first increment payments to occur in July 2018.

2802 Nicholas County Health Department

Upon motion of Mr. Arceneaux and seconded by Mr. Wallace, the SPB approved the Nicholas County Health Department's proposal (SPB #2802) to implement a 10% across-the-board base building salary adjustment for all permanent employees of the Nicholas County Health Department, to be effective July 1, 2018.

2803 Department of Military Affairs and Public Safety

2804 Department of Administration – Division of Personnel

2805 Department of Administration – Division of Personnel

2806 Department of Military Affairs and Public Safety

With the passage of HB 4142 on March 6, 2018, the West Virginia Legislature appropriated funds to provide employees in the Correctional Officer series with a \$6,000 salary increase to be given in \$2,000 increments over three (3) years. Additionally, during the 2018 Legislative Session, HB 4338 was passed that establishes the Division of Corrections and Rehabilitation (DCR) by consolidating the Division of Corrections (DOC), Regional Jail Authority (RJA) and Division of Juvenile Services (DJS), effective July 1, 2018. As such, the Department of Military Affairs and Public Safety worked with the DOP to standardize classifications across the DCR, reclassify positions, and eliminate obsolete or outdated classifications. In that SPB proposals 2803, 2804, 2805 and 2806 all pertain to the passage of this legislation, the SPB asked that these proposals be presented together. Upon motion of Mr. Arceneaux and seconded by Mr. Carbone, the SPB approved these proposals as detailed below.

SPB #2803 - Established a special hiring rate for the Correctional Officer series as follows:

<u>Classification</u>	<u>Pay Grade</u>	<u>Hiring Rate 7/1/18</u>	<u>Hiring Rate 7/1/19</u>	<u>Hiring Rate 7/1/20</u>
Correctional Officer 1	9	\$26,664 Currently \$24,664	\$28,664	\$30,664
Correctional Officer 2	10 (7%)	\$28,530 None Currently	\$30,670	\$32,810
Correctional Officer 3	11 (7%)	\$30,527 None Currently	\$32,817	\$35,106
Correctional Officer 4	12 (7%)	\$32,664 None Currently	\$35,114	\$39,319
Correctional Officer 5	13 (12%)	\$36,584 None Currently	\$39,328	\$44,037
Correctional Officer 6	14 (12%)	\$40,974 None Currently	\$44,047	\$49,321
Correctional Officer 7	15 (12%)	\$45,890 None Currently	\$49,333	\$55,239

Further, the SPB approved a higher pay increment of 12% upon reallocation or promotion from Correctional Officer 4 to Correctional Officer 5, and Correctional Officer 5 to Correctional Officer 6. Lastly, to combat the pay compression at the Correctional Officer 7 class, a pay differential of 12% upon reallocation or promotion from Correctional Officer 6 to Correctional Officer 7 was approved.

SPB #2804 - Created the Corrections Superintendent classification series, effective July 1, 2018, as follows:

<u>Pay Grade</u>	<u>Title</u>
21	Corrections Superintendent 2 (Exempt from classified service by HB 4338)
20	Corrections Superintendent 1 (Exempt from classified service by HB 4338)
19	Corrections Deputy Superintendent 2
18	Corrections Deputy Superintendent 1
17	Corrections Associate Superintendent 2
16	Corrections Associate Superintendent 1

Employees currently performing the duties encompassed in these new classifications are in the classifications below and are now required to submit Position Description Forms to the Division of Personnel in order that they can be properly classified. The reclassification is to be effective November 10, 2018.

<u>Pay Grade</u>	<u>Title</u>
19	Corrections Deputy Warden
16	Corrections Program Manager 1
18	Corrections Program Manager 2
21	Corrections Program Manager 3
20	Corrections Warden
15	Juvenile Correctional Facility Deputy Superintendent

18	Juvenile Correctional Facility Superintendent
15	Juvenile Facility Director
20	Regional Jail Administrator

The class specifications of Corrections Deputy Warden, Corrections Warden, Juvenile Correctional Facility Deputy Superintendent, Juvenile Correctional Facility Superintendent, Juvenile Facility Director, and Regional Jail Administrator will be abolished effective November 10, 2018.

SPB #2805 - Created the class specification Corrections Program Manager 4 at pay grade 23, effective July 1, 2018. Further, the SPB approved pay grade modifications for the Corrections Program Manager series, effective July 1, 2018, as follows:

Classification	Current Pay Grade	Pay Grade Effective 7-1-18
Corrections Program Manager 1	16	17
Corrections Program Manager 2	18	19
Corrections Program Manager 3	21	21
Corrections Program Manager 4		23

The affected employees are required to complete and submit to the DOP a Position Description Form. The reclassification of positions into the appropriate class in the series will be effective November 10, 2018.

SPB #2806 - Created the policy-making classified-exempt position of Administrative Services Manager 4, effective July 1, 2018, for the newly formed Division of Corrections and Rehabilitation.

OTHER BUSINESS

Department of Administration – Division of Personnel

Upon motion of Mr. Arceneaux, seconded by Mr. Carbone, the SPB approved the DOP’s request to revise the *Workplace Security* policy (DOP-P15), to be effective July 1, 2018. It was necessary to revise this policy to correct an error in the policy revision approved by the State Personnel Board at the regular May 2018 meeting. Due to a drafting error, subsection III.E.6 of the policy is being revised as follows:

“Each departing employee shall surrender his or her ~~proximity card~~ ID Badge even if he or she is transferring to another agency in the same office building.”

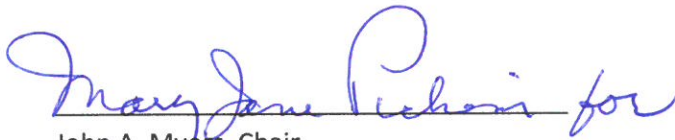
Department of Administration – Division of Personnel

Upon motion of Mr. Wallace, seconded by Mr. Arceneaux, the SPB approved the creation of the DOP *Settlement Agreements* policy (DOP-P24), effective July 1, 2018. Unless exempted by statute, agencies entering into settlement agreements with current or former classified employees must only do so with the DOP’s review and approval. Pursuant to W. Va. Code R. § 143-1-21.1, all settlements affecting current or former classified employees must be forwarded to DOP for review and signature prior to becoming

effective. This policy ensures that the terms of the settlement agreement comply with DOP law, rules, and policies and that DOP maintains current and accurate personnel transaction records.

NEXT BOARD MEETING

The next regular meeting of the SPB is scheduled for Thursday, July 19, 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