

MINUTES OF THE STATE PERSONNEL BOARD

May 18, 2000

Charleston, West Virginia

The State Personnel Board met on May 18, 2000 at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were Chairman Roger Morgan and Board member Eugene Stump. Present by conference call was Elizabeth Harter. Board members Rev. Paul J. Gilmer and Sharon Lynch were unable to attend the meeting. Joe E. Smith, Acting Director, Division of Personnel, Assistant Directors Tim Basford, Tari McClintock Crouse and Mary Murphy, and Alma M. Legg, Secretary to Board, attended the meeting.

The minutes of the April 20, 2000, meeting had been sent to the members of the Board prior to the meeting. Chairman Morgan asked for any additions or corrections. There being none, the April minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS

DEPARTMENT OF ADMINISTRATION

Upon motion of Mr. Stump, seconded by Ms. Harter, the State Personnel Board approved proposal #2073, to reestablish the position of Director of Purchasing within the classified service, since it no longer satisfied the criteria for exemption as a policymaking position. This action is effective June 15, 2000. Tim Basford, Assistant Director, Classification and Compensation Section, briefed the Board on the proposal.

DEPARTMENT OF HEALTH and HUMAN RESOURCES

Upon motion of Ms. Harter, seconded by Mr. Stump, the State Personnel Board approved proposal #2071, to grant a salary adjustment to \$33,000, upon passing the examination for admission to the West Virginia State Bar, for each employee classified as an Attorney 1. The plan of implementation is as follows:

For current Attorney 1 employees who have already passed the State Bar examination:

- 1) if the employee's salary is less than \$33,000, the agency shall adjust the salary to \$33,000 effective June 1, 2000; or,
- 2) if the employee's salary is greater than or equal to \$33,000, the salary shall remain the same.

For current and future Attorney 1 employees who pass the State Bar examination after June 1, 2000:

- 1) if the employee's salary is less than \$33,000, the agency shall adjust the salary to \$33,000 effective the pay period following the next full pay period after the employee passes the State Bar examination; or,
- 2) if the employee's salary is greater than or equal to \$33,000, the salary shall remain the same.

The above action applies to the following agencies: Division of Corrections, Bureau of Employment Programs, Division of Environment Protection, Department of Health and Human Resources, Health Care Authority, Division of Highways, Division of Insurance, Division of Labor, Division of Motor Vehicles, Public Service Commission and Division of Tax. Tim Basford, Assistant Director, Classification and Compensation Section, presented the proposal.

OTHER BUSINESS

Upon motion of Mr. Stump, seconded by Ms. Harter, the State Personnel Board gave approval for a public hearing on amendments to the pay plan for classified employees on Thursday, June 15, 2000 at 2:00 p.m. in Building 6, Room 425, State Capitol Complex, Charleston, West Virginia. Tari McClintock Crouse, Assistant Director, Employee Communication Section, presented the request.

Upon motion of Ms. Harter, seconded by Mr. Stump, the State Personnel Board gave approval for final filing with the Secretary of State's Office of amendments to the Administrative Rule of the Division of Personnel and the new Workers' Compensation Temporary Total Disability Rule. Tari McClintock Crouse, Assistant Director, Employee Communication Section, presented the notices to the Board.

The State Personnel Board approved the inclusion of a memorandum to clarify, for the record, details of proposal #2065 acted on by the Board on April 20, 2000. The Division of Juvenile Services requested to title change Youth Facility Director to Juvenile Facility Director and revise the pay grade from pay grade 15 (\$25,944-\$42,204) to pay grade 16 (\$27,768-\$45,168). The request should have indicated from pay grade 14 to pay grade 15.

With no further business to discuss, Chairman Morgan entertained the motion to adjourn the meeting. The motion was seconded and passed.

NEXT BOARD MEETING

The next State Personnel Board meeting is scheduled for Thursday, June 15, 2000, immediately following the 2:00 p.m. public hearing in Building 6, Room B-425, State Capitol Complex, Charleston, West Virginia.

Roger Morgan, Chairman
State Personnel Board

Alma M. Legg, Secretary
State Personnel Board

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