

MINUTES OF THE STATE PERSONNEL BOARD**November 21, 2002****Charleston, West Virginia**

The State Personnel Board met on November 21, 2002 at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were Board members Eugene Stump, Sharon Lynch, Elizabeth Harter, and Reverend Paul J. Gilmer. Assistant Directors Tari McClintock Crouse, Tim Basford, Jim Wells, and Evelyn Davis; and Brenda Brooks, Interim Secretary to the Board, attended the meeting.

APPROVAL OF MINUTES

The minutes of the October 17, 2002 meeting were mailed to members of the Board prior to the meeting. Chairman Stump asked for any additions or corrections. There being none, Reverend Gilmer moved the minutes be accepted as presented, Ms. Lynch seconded the motion. Motion carried. The October minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS**DEPARTMENT OF HEALTH AND HUMAN RESOURCES**

Upon motion of Ms. Lynch, seconded by Ms. Harter, the State Personnel Board approved proposal #2199, to establish the classifications of Epidemiologist 3 at pay grade 22 to include a special hiring rate of \$45,996 and Epidemiologist 4 at pay grade 24, effective December 1, 2002. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

DEPARTMENT OF ENVIRONMENTAL PROTECTION

Upon motion of Ms. Harter, seconded by Reverend Gilmer, the State Personnel Board approved a staff modification to the proposal from the Department of Environmental Protection to provide a salary adjustment for any Technical Analyst who, as a result of becoming licensed, is reallocated to an Engineer classification. The approved modification increases the pay grades for the Engineer 1 through 5 classifications as shown below. The plan of implementation provides that salaries of incumbents below the minimum rate for the new pay grades shall be adjusted to the new minimum and salaries within the range of the new pay grades shall remain the same.

<u>Title</u>	<u>Current Grade</u>	<u>Proposed Grade</u>
Engineer 1	19	20
Engineer 2	20	21
Engineer 3	21	22
Engineer 4	22	23
Engineer 5	23	24

In order to maintain equity in the related professional engineer classes the Board also approved the

recommendation to increase the pay grades for the Highway Engineer 1-4 series as shown below.

<u>Title</u>	<u>Current Grade</u>	<u>Proposed Grade</u>
Highway Engineer 1	19	20
Highway Engineer 2	20	21
Highway Engineer 3	21	22
Highway Engineer 4	22	23

Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

OTHER BUSINESS

DIVISION OF PERSONNEL

Upon motion of Ms. Lynch, seconded by Reverend Gilmer, the State Personnel Board approved the proposed revisions to the Agency Dress Codes Policy (DOP-P3) with modifications as proposed by Board members. Motion carried. Jim Wells, Assistant Director of Employee Relations, presented the proposal.

DIVISION OF PERSONNEL

Upon motion of Ms. Harter, seconded by Ms. Lynch, the State Personnel Board approved the proposed revisions to the Drug-Free Workplace Policy (DOP-P2) with modifications as proposed by Board members. Motion carried. Jim Wells, Assistant Director of Employee Relations, presented the proposal.

DIVISION OF PERSONNEL

Upon motion of Ms. Harter, seconded by Reverend Gilmer, the State Personnel Board approved the proposed Return to Work Policy with modifications as proposed by Board members. Motion carried. Jim Wells, Assistant Director of Employee Relations, presented the proposal.

With no further business, Chairman Stump entertained the motion to adjourn the meeting. Ms. Harter so moved, Ms. Lynch seconded the motion. Motion carried.

NEXT BOARD MEETING

The next State Personnel Board meeting is scheduled for December 19, 2002, at 2:00 p.m. in Building 6, Room B-425, State Capitol Complex, Charleston, West Virginia.

Eugene Stump, Chairman
State Personnel Board

Brenda Brooks, Interim Secretary
State Personnel Board