

MINUTES OF THE STATE PERSONNEL BOARD
April 17, 2003
Charleston, West Virginia

The State Personnel Board met on April 17, 2003 at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were Board members Eugene Stump, Chairman, Sharon Lynch and Reverend Paul J. Gilmer. Board member Elizabeth Harter was unable to attend. Others in attendance were: Nichelle D. Perkins, Director of the Division of Personnel; Assistant Directors Tari McClintock Crouse, Tim Basford, Max Farley and James Wells; and, Shelly Lowery, Secretary to the Board.

APPROVAL OF MINUTES

The minutes of the March 20, 2003 meeting had been sent to the 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, Ms. Lynch seconded the motion. The March minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS

DEPARTMENT OF MILITARY AFFAIRS AND PUBLIC SAFETY

State Fire Marshal

Upon motion of Ms. Lynch, seconded by Reverend Gilmer, the State Personnel Board approved proposal #2214, to establish the classifications of Assistant Fire Marshal-in-Training at pay grade 11 (\$20,760 - \$38,400) and Assistant Fire Marshal III at pay grade 14 (\$25,452 - \$47,088) effective July 1, 2003, and to change the pay grades for the Assistant Fire Marshal series as follows:

<u>Title</u>	<u>Current Pay Grade/ Annual Salary Range</u>	<u>Proposed Pay Grade/ Annual Salary Range</u>
Assistant Fire Marshal I	11 - 20,760 - 38,400	12 - 22,224 - 41,112
Assistant Fire Marshal II	12 - 22,224 - 41,112	13 - 23,784 - 43,992
Field Deputy Fire Marshal	13 - 23,784 - 43,992	15 - 27,252 - 50,400

The changes in pay grades will be effective July 1, 2003 with a standard plan of implementation. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

WEST VIRGINIA DEVELOPMENT OFFICE

Upon motion of Ms. Lynch, seconded by Reverend Gilmer, the State Personnel Board approved proposal #2215, adding to the classified service the positions of Program Manager and/or Financial Analyst existing within the Small Business Development section of the West Virginia Development Office contingent on issuance of an Executive Order by the Governor. The proposed date for the addition is October 1, 2003. James Wells, Assistant Director for Employee Relations, presented the proposal.

MONONGALIA COUNTY HEALTH DEPARTMENT

Upon motion of Ms. Lynch, seconded by Reverend Gilmer, the State Personnel Board approved proposal #2216, designating the Home Health Program of the Monongalia County Health Department as the organizational unit for a reduction in force due to a lack of funds. The reduction is to be effective no sooner than close of business May 31,

2003. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

BUREAU OF COMMERCE

Division of Labor

Upon motion of Reverend Gilmer, seconded by Ms. Lynch, the State Personnel Board approved proposal #2217, designating the Commissioner's Office of the Division of Labor as the organizational unit for a reduction in force due to a lack of work and funds. The reduction is to be effective no sooner than close of business June 30, 2003. Tari McClintock Crouse, Assistant Director of Employee Communications and Information presented the proposal.

BUREAU OF EMPLOYMENT PROGRAMS

Workers' Compensation Division

Upon motion of Ms. Lynch, seconded by Reverend Gilmer, the State Personnel Board approved the staff recommendation on proposal #2218 establishing the following exempt, policymaking positions: Deputy Executive Director (Policy), Deputy Executive Director (Operations), Medical Director, General Counsel, General Counsel (Claims), and Actuary. The request to establish the position of Communications Director as policymaking was denied.

The approved positions will be effective immediately. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

OTHER BUSINESS

Changing the Date From December 31 to June 30 for Carry-Forward of Annual Leave Hours by Employees of the West Virginia Division of Highways

Upon motion of Ms. Lynch, seconded by Reverend Gilmer, the State Personnel Board approved a one year pilot program (DOP-PP5) authorizing a change of date from December 31 to

June 30, for carry-forward of annual leave hours by employees of the West Virginia Division of Highways. The program is effective July 1, 2003.

Carry Forward of Excess Annual Leave by State Employees Who Are Involved in Work-Related Emergency Relief Activities

Upon motion of Reverend Gilmer, seconded by Ms. Lynch, the State Personnel Board approved a one year pilot program (DOP-PP4) authorizing carry-forward of excess annual leave until February 29, 2004, by state employees who are involved in work related emergency relief activities. The program is effective July 1, 2003.

Annual Increment Policy

Upon motion of Ms. Lynch, seconded by Reverend Gilmer, the State Personnel Board approved a revised Annual Increment Policy (DOP-P5) which removes the 20-year cap and provides for \$50 per year of service, without limit. The revised Policy also provides that the agency which employs the employee on July 1 will be responsible for the annual increment payment for that fiscal year.

Tari McClintock Crouse, Assistant Director of Employee Communications and Information notified the Board that the amended Administrative Rule submitted to the Legislative Rule-Making Review Committee on December 5, 2002, had been approved and the final version would be filed no later than May 1, 2003 with an effective date of July 1, 2003.

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

NEXT BOARD MEETING

The next state Personnel Board meeting is scheduled for May 15, 2003, at 2:00 p.m. in Building 6, Room B-425, State Capitol Complex, Charleston, West Virginia.

Eugene Stump, Chairman
State Personnel Board

Shelly Lowery, Secretary
State Personnel Board

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