

MINUTES OF THE STATE PERSONNEL BOARD

January 15, 2004

Charleston, West Virginia

The State Personnel Board met on January 15, 2004 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. Member Elizabeth Harter was unable to attend. Others in attendance were: Willard M. Farley, Acting Director of the Division of Personnel; Assistant Directors Tim Basford, Tari McClintock Crouse, Evelyn Davis and Jim Wells; and, Shelly Lowery, Secretary to the Board.

APPROVAL OF MINUTES

The minutes of the December 18, 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, Ms. Lynch moved the minutes be accepted, Reverend Gilmer seconded the motion. The December minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS

DEPARTMENT OF MILITARY AFFAIRS

Division of Veterans Affairs

Upon motion of Reverend Gilmer, seconded by Ms. Lynch, the State Personnel Board approved proposal #2246, designating the Spencer Field Office of the Administration Section of the Division of Veterans Affairs, as the organizational unit for a reduction in force due to lack of funds. The reduction is to be effective no sooner than February 1, 2004. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

BUREAU OF COMMERCE

Division of Tourism

Upon motion of Ms. Lynch, seconded by Reverend Gilmer, the State Personnel Board approved proposal #2247 establishing the classification of Director, Information Technology as an exempt, policymaking position for the Division of Tourism. This action is effective March 1, 2004. Jim Wells, Assistant Director for Employee Relations presented the proposal.

DEPARTMENT OF MILITARY AFFAIRS AND PUBLIC SAFETY

Division of Veterans Affairs

The State Personnel Board approved a request by the Department of Military Affairs and Public Safety to defer consideration of proposal #2248 until the February meeting.

DEPARTMENT OF ENVIRONMENTAL PROTECTION

Upon motion of Ms. Lynch, seconded by Reverend Gilmer, the State Personnel Board approved proposal #2249, to establish the classification of Environmental Resources Analyst at pay grade 19 (\$35,736 - \$66,120) effective March 1, 2004. Tim Basford, Assistant Director of Classification and Compensation, presented the

proposal.

FAYETTE COUNTY HEALTH DEPARTMENT

Upon motion of Ms. Lynch, seconded by Reverend Gilmer, the State Personnel Board approved proposal #2250, designating the Division of Administrative Services, Clerical Unit, of the Fayette County Health Department as the organizational unit for a reduction in force due to lack of work and lack of funds. The reduction is to be effective no sooner than February 1, 2004. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

DEPARTMENT OF TRANSPORTATION

Division of Highways, District Ten Headquarters

Upon motion of Reverend Gilmer, seconded by Ms. Lynch, the State Personnel Board approved proposal #2251, designating the District Ten Headquarters of the Division of Highways as the organizational unit for a reduction in force due to a lack of work. The reduction is to be effective retroactive to January 1, 2004 with the stipulation that the retroactive date is an exception for the purpose of complying with the final order issued in Case Number 03-AA-48, Kanawha County Circuit Court. It was noted that this date in no way limits or reduces the due process, grievance and/or appeal rights of any affected employee. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Upon motion of Ms. Lynch, seconded by Reverend Gilmer, the State Personnel Board approved proposal #2253, to establish special hiring rates for the classifications of Physician Director and Physician Specialist (Psychiatrist) at Mildred Mitchell-Bateman Hospital, to be effective February 1, 2004, and at William R. Sharpe, Jr. Hospital, to be effective July 1, 2004. The special hiring rates are as follows:

Physician Specialist (Psychiatrist)	
Board Eligible	\$120,000
Board Certified	\$132,000
Board Eligible + 4 years experience	\$138,000
Board Certified + 4 years experience	\$150,000
Physician Director	\$160,000

It was noted that the request to revise the minimum qualifications would be handled by the Director of Personnel as delegated by the Board. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal.

OTHER BUSINESS

The State Personnel Board granted a request by Mr. Wells to consider the Annual Leave Carry Forward Extension (DOP-PP4) first under other business.

ANNUAL LEAVE CARRY FORWARD EXTENSION (DOP-PP4)

Upon motion of Ms. Lynch, seconded by Reverend Gilmer, the State Personnel Board approved modifications to the pilot program to extend the carry forward deadline from February 29, 2004 to April 30, 2004. The purpose of the pilot program is to provide employees who are engaged in unanticipated and extraordinary emergency relief duty an opportunity to use their excess accumulated annual leave beyond the normal cut-off date of December 31st.

ANNUAL LEAVE CARRY FORWARD REQUEST

Upon motion of Ms. Lynch, seconded by Reverend Gilmer, the State Personnel Board approved a request from the Department of Health and Human Resources to allow five employees to carry forward until February 29, 2004, annual leave in an amount that exceeds the limit imposed by Section 14.3(a) of the Division of Personnel's *Administrative Rule*, in accordance with the pilot "Annual Leave Carry Forward Extension" program.

PHYSICIAN'S STATEMENT REQUIREMENT PILOT PROGRAM

Upon motion of Ms. Lynch, seconded by Reverend Gilmer, the State Personnel Board approved a pilot program which changes the time period after which a physician's statement is required from three consecutive work days to five consecutive work days. The pilot program would be effective January 15, 2004, up to and including February 29, 2004.

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 February 19, 2004, 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