

MINUTES OF THE STATE PERSONNEL BOARD

June 23, 2005

Charleston, West Virginia

The State Personnel Board held an emergency meeting on June 23, 2005 at 2:00 p.m. to conduct business and to consider other administrative matters. The Board attempted to hold its regular monthly meeting on June 16, 2005 as scheduled but was unable to achieve a quorum due to an unexpected absence of one of the members. Present at the meeting were Board members Robert Ferguson, Jr., Chairman, Eugene Stump and Elizabeth D. Walker (formerly Harter). Absent was Board member Reverend Paul J. Gilmer. Member Sharon Lynch participated by telephone. Others in attendance were: Willard M. (Max) 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 May 19, 2005 meeting had been sent to the members of the Board prior to the meeting. Chairman Ferguson asked for any additions or corrections. There being none, Mr. Stump moved the minutes be accepted. Ms. Walker seconded the motion. The May 19, 2005 minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS

DEPARTMENT OF TRANSPORTATION

Division of Highways

Upon motion of Ms. Walker, seconded by Ms. Lynch, the State Personnel Board approved proposal #2307 as recommended by staff to: (1) establish hiring rates of 25% above the minimum pay rates for Transportation Worker 1, 2 and 3, Transportation Crew Supervisor 1 and 2, and Transportation Crew Chief in Berkeley, Jefferson and Morgan counties; and (2) upon implementation of the new hiring rates, grant a salary adjustment of 15% or to the new minimum, whichever is greater, for employees in these classifications. These actions are effective July 1, 2005. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal

DEPARTMENT OF TRANSPORTATION

Division of Highways

Upon motion of Mr. Stump, seconded by Ms. Walker, the State Personnel Board approved proposal #2309 establishing the classification of Highway District Engineer/Manager in pay grade 24 (\$50,172 - 92,808) with the positions to be exempt as policymaking. This action is effective July 1, 2005. The plan of implementation calls for incumbent employees to retain their classified status and for vacancies to be filled as classified-exempt. Chairman Ferguson requested that the Division of Highways report back to the Board when the vacant positions are filled. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal

DEPARTMENT OF ADMINISTRATION

Aviation Division

Upon motion of Ms. Walker, seconded by Ms. Lynch, the State Personnel Board approved proposal #2313 establishing the classifications of Aircraft Mechanic 1 at pay grade 12 (\$22,224 - 41,112), Aircraft Mechanic 2 at pay grade 14 (\$25,452 - 47,088) and Aircraft Mechanic 3 at pay grade 16 (\$29,160 - 53,952). This action is effective July 1, 2005. Tim Basford, Assistant Director of Classification and Compensation, presented the proposal

DEPARTMENT OF REVENUE

Tax Department

Upon motion of Ms. Lynch, seconded by Ms. Walker, the State Personnel Board approved proposal #2304 establishing an exempt Programmer/Analyst position to maintain an information system for real and personal property taxes until completion of the transition to a new system. This action is authorized under the provisions of W. Va. Code §29-6-4(c)(9) and effective through December 31, 2005. Tari McClintock Crouse, Assistant Director of Employee Communications and Information presented the proposal.

BERKELEY COUNTY HEALTH DEPARTMENT

Upon motion of Ms. Walker, seconded by Mr. Stump, the State Personnel Board approved proposal #2308 implementing an across-the-board salary adjustment of \$960 per year for full-time employees of the Berkeley County Health Department in accordance with Section 5.4 (f)(4) (Pay Differentials) of the Division of Personnel *Administrative Rule*. The adjustment is subject to the restrictions and conditions noted in the proposal and is effective July 1, 2005. Tari McClintock Crouse, Assistant Director of Employee Communications and Information presented the proposal.

BARBOUR COUNTY HEALTH DEPARTMENT

Upon motion of Ms. Walker, seconded by Mr. Stump, the State Personnel Board approved proposal #2310, designating the Right From the Start Program of the Barbour County Health Department as the organizational unit for a reduction in force due to a lack of funds. The reduction in force can be effective no sooner than fifteen days after notification of the affected employee. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

MONONGALIA COUNTY HEALTH DEPARTMENT

Upon motion of Mr. Stump, seconded by Ms. Walker, the State Personnel Board approved proposal #2311, implementing an across-the-board salary adjustment of 4% per year for full-time employees of the Monongalia County Health Department in accordance with Section 5.4 (f)(4) (Pay Differentials) of the Division of Personnel *Administrative Rule*. The adjustment is subject to the restrictions and conditions noted in the proposal and is effective July 1, 2005. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

GRANT COUNTY HEALTH DEPARTMENT

Upon motion of Ms. Walker, seconded by Ms. Lynch, the State Personnel Board approved proposal #2312, granting a one-time, non-base building payment of \$630 for eligible employees of the Grant County Health Department in accordance with Section 5.4 (f)(4) (Pay Differentials) of the Division of Personnel *Administrative Rule*. The payments are subject to the restrictions and conditions noted in the proposal with an effective date retroactive to January 2005. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

DEPARTMENT OF MILITARY AFFAIRS AND PUBLIC SAFETY

Division of Homeland Security and Emergency Management

Upon motion of Ms. Walker, seconded by Mr. Stump, the State Personnel Board approved proposal #2314, designating the Flood Warning Unit of the Division of Homeland Security and Emergency Management as the organizational unit for a reduction in force to permit reinstatement of an employee released from military service in the armed forces of the United States. The reduction in force can be effective no sooner than fifteen days after notification of the affected employee. Tari McClintock Crouse, Assistant Director of Employee Communications and Information, presented the proposal.

DEPARTMENT OF ADMINISTRATION

Office of Technology

Upon motion of Mr. Stump, seconded by Ms. Walker, the State Personnel Board approved proposal #2316, adding to the classified service positions within the Office of Technology with the exception of those positions specifically exempted from coverage as provided by *West Virginia Code* §29-6-4. This action is contingent on issuance of an Executive Order by the Governor. Max Farley, Acting Director, Division of Personnel, presented the proposal.

OTHER BUSINESS

EDUCATIONAL EXPENSE REIMBURSEMENT/LEAVE PROGRAM (DOP-P16)

Upon motion of Ms. Walker, seconded by Mr. Stump, the State Personnel Board voted to revise the policy to provide more precise guidance and discretion to appointing authorities in the development and implementation of their individual policies and procedures regarding tuition reimbursement and educational leave. The policy revisions are effective August 1, 2005 and will soon be posted to the Division of Personnel web site. James Wells, Assistant Director for Employee Relations presented the proposal.

The Board members generally discussed the Educational Expense Reimbursement procedures.

With no further business, Chairman Ferguson entertained the motion to adjourn the meeting. Ms. Walker moved, Mr. Stump seconded the motion. Motion carried.

NEXT BOARD MEETING

The next state Personnel Board meeting is scheduled for July 21, 2005, at 2:00 p.m. in Building 6, Room B-425, State Capitol Complex, Charleston, West Virginia.

Robert Ferguson, Jr., Chairman
State Personnel Board

Shelly Lowery, Secretary
State Personnel Board