

## MINUTES OF THE STATE PERSONNEL BOARD

June 15, 2006

Charleston, West Virginia

The State Personnel Board met on June 15, 2006 at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were Board members Robert Ferguson, Jr., Chairman, Eugene Stump and Elizabeth D. Walker. Board member Sharon Lynch participated by telephone. Others in attendance were: Tari Crouse, Acting Director of the Division of Personnel; Managers Tim Basford, Evelyn Davis and Jim Wells; and, Shelly Lowery, Secretary to the Board.

### **APPROVAL OF MINUTES**

The minutes of the May 18, 2006 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, Ms. Walker moved the minutes be accepted. Mr. Stump seconded the motion. The May 18, 2006 minutes were approved by unanimous consent.

### **CONSIDERATION OF PROPOSALS**

#### **HARDY COUNTY HEALTH DEPARTMENT**

Upon motion of Mr. Stump, seconded by Ms. Walker, the State Personnel Board approved proposal #2354, implementing an across-the-board salary adjustment of 5% for full-time classified employees of the Hardy County Health Department in accordance with Section 5.4 (f)(4) (Pay Differentials) of the Division of Personnel *Administrative Rule*. The adjustment is effective on or after July 1, 2006. Tari McClintock Crouse, Acting Director of the Division of Personnel presented the proposal.

#### **MARION COUNTY HEALTH DEPARTMENT**

Upon motion of Ms. Walker, seconded by Ms. Lynch, the State Personnel Board approved proposal #2355, designating the Marion County Health Department as the organizational unit for a reduction in force due to lack of funds. The reduction in force is effective no sooner than close of business on June 30, 2006. Tari McClintock Crouse, Acting Director of the Division of Personnel presented the proposal.

#### **DEPARTMENT OF ADMINISTRATION**

##### **General Services Division**

Upon motion of Ms. Walker, seconded by Mr. Stump, the State Personnel Board approved proposal #2357, establishing the following classifications with corresponding pay grades and hiring rates.

<u>Title</u>	<u>Pay Grade</u>	<u>Hiring Rate</u>
Building and Engineering Construction Manager (GSD)	22 (\$43,800 - 81,036)	\$53,904
Building Engineer (GSD)	20 (\$38,244 - 70,752)	\$44,508
Building Project Manager Specialist	16 (\$29,160 - 53,952)	\$33,828
Building Project Manager (GSD)	19 (\$35,736 - 66,120)	\$41,660
HVAC Technician (GSD)	14 (\$25,452 - 47,088)	\$26,808
Electrician, Master (GSD)	15 (\$27,252 - 50,400)	\$29,400

These actions are effective July 1, 2006. Tim Basford, Manager of Classification and Compensation, presented the proposal.

## **DEPARTMENT OF ADMINISTRATION**

Upon motion of Ms. Lynch, seconded by Ms. Walker, the State Personnel Board approved proposal #2358, establishing “*The Man/Woman in the Arena*” semi-annual award program for employees of the Department of Administration. The program will serve a public purpose with a nominal use of public funds. This action is effective July 1, 2006. Jim Wells, Manager of Employee Relations, presented the proposal.

## **OTHER BUSINESS**

### **Employee Performance Appraisal (DOP-P17)**

Upon motion of Mr. Stump, seconded by Ms. Lynch, the State Personnel Board approved a revision to the Division of Personnel policy, *Employee Performance Appraisal* (DOP-P17). The revision permits appointing authorities to develop agency-specific forms providing they contain all information included in the Division of Personnel forms and have been submitted to the Director of the Division of Personnel for approval. The reviewing manager’s process was amended to require that the EPA-3 form be initialed by the manager indicating it was reviewed and approved prior to discussion with the employee. Jim Wells, Manager of Employee Relations, presented the proposal.

### **Smoking Restrictions in the Workplace (DOP-P1)**

Upon motion of Ms. Walker, seconded by Mr. Stump, the State Personnel Board approved revisions to the policy regarding *Smoking Restrictions in the Workplace* (DOP-P1). The revisions include the definitions of workplace “entrances and exits” and “places of employment.” The policy requires appointing authorities to implement progressive and non-discriminatory discipline for violations of the policy and allows employers to restrict smoking for employees while engaged in outdoor work activities. State government jobs that may require work in an environment where an employee may be subjected to secondhand or side stream smoke are addressed, and appointing authorities are authorized to impose additional or stricter guidelines provided these guidelines are approved by the Director of the Division of Personnel. Jim Wells, Manager of Employee Relations, presented the proposal.

Both policy revisions are effective August 1, 2006 and will be posted to the Division of Personnel web site at <http://www.state.wv.us/admin/personnel/emprel/POLICIES/Policies.htm>.

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 20, 2006, at 2:00 p.m. in Building 6, Room B-425, State Capitol Complex, Charleston, West Virginia.

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Robert Ferguson, Jr., Chairman  
State Personnel Board

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Shelly Lowery, Secretary  
State Personnel Board