

MINUTES OF THE STATE PERSONNEL BOARD

October 19, 2006

Charleston, West Virginia

The State Personnel Board met on October 19, 2006 at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were Robert Ferguson, Jr., Chairman, and members, Sharon Lynch and Elizabeth D. Walker. Board member Eugene Stump participated by telephone. Others in attendance were: Managers Tim Basford, Tari Crouse, Evelyn Davis, and Jim Wells; and, Shelly Lowery, Secretary to the Board.

APPROVAL OF MINUTES

The minutes of the September 21, 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, Mr. Stump moved the minutes be accepted. Ms. Walker seconded the motion. The September 21, 2006 minutes were approved by unanimous consent.

CONSIDERATION OF PROPOSALS

TUCKER COUNTY HEALTH DEPARTMENT

Upon motion of Ms. Walker, seconded by Ms. Lynch, the State Personnel Board approved proposal #2378, implementing a one time, non-base building across-the-board salary adjustment of \$1,200 for all current permanent employees of the Tucker County Health Department in accordance with Section 5.4 (f)(4) (Pay Differentials) of the Division of Personnel *Administrative Rule*. The adjustment is effective no later than November 15, 2006. Tari McClintock Crouse, Manager of Employee Communications and Information, presented the proposal.

DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Upon motion of Ms. Lynch, seconded by Ms. Walker, the State Personnel Board approved proposal #2381 as recommended by staff, establishing the job classifications of Public Health Veterinarian Specialist and Public Health Veterinarian Director. The proposal was modified insofar as the new classes will both be assigned to pay grade 97 (\$79,632 - 143,580) of the Physician and Allied Health Executives Salary Schedule. Tim Basford, Manager of Classification and Compensation, presented the proposal.

TAX DEPARTMENT

Upon motion of Ms. Walker, seconded by Ms. Lynch, the State Personnel Board approved proposal #2382, revising the probationary period for Attorney 1 positions in the State Tax Department. The revision allows employees who are admitted to the West Virginia State Bar to be certified permanent after serving a probationary period of at least six months but no more than twelve months. This action is effective immediately, applying in the State Tax Department to every individual hired as an Attorney 1 on or after October 20, 2006 as well as all current probationary employees in the Attorney 1 class. Tim Basford, Manager of Classification and Compensation, presented the proposal.

VETERANS AFFAIRS

Upon motion of Ms. Lynch, seconded by Ms. Walker, the State Personnel Board approved proposal #2384, establishing the following special hiring rates for select direct patient care positions at the West Virginia Veterans Nursing Facility:

Title	Current Minimum Rate	Special Hiring Rate
Nurse 2	\$27,252	\$29,912
Nurse 3	\$29,160	\$34,608
Nurse 4	\$35,736	\$39,108
Licensed Practical Nurse	\$16,932	\$25,804
Health Service Worker	\$14,772	\$17,228

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

DIVISION OF CULTURE & HISTORY

Upon motion of Ms. Walker, seconded by Ms. Lynch, the State Personnel Board approved proposal #2385, designating the Division of Culture and History as the organizational unit for a reduction in force due to a lack of work. The reduction in force is effective no sooner than the close of business on November 15, 2006, allowing at least fifteen days of notice to affected employees. Mr. Frank Ciordia addressed the Board regarding the reduction in force as it relates to his position with the Division of Culture and History. Tari McClintock Crouse, Manager of Employee Communications and Information, presented the proposal.

OTHER BUSINESS

Prohibited Workplace Harassment (DOP-B6)

Upon motion of Ms. Lynch, seconded by Ms. Walker, the State Personnel Board approved revisions to the *Prohibited Workplace Harassment* (DOP-B6) interpretive bulletin. The revision incorporates nondiscriminatory hostile work environment harassment and clarifies that the bulletin applies to independent contractors, volunteers, and employees while engaged in any work-/service-related activity which includes performance of agency business. In addition, the revision provides more precise and easily understood guidance to appointing authorities regarding the complaint and investigation process. The Board generally discussed the revisions.

Other Employment/Volunteer Activity (DOP-P21)

Upon motion of Ms. Walker, seconded by Ms. Lynch, the State Personnel Board approved revisions to the *Other Employment/Volunteer Activity* (DOP-P21). The revisions provide more precise and easily understood guidance to Appointing Authorities regarding the proper procedures to follow when an employee requests approval of proposed secondary employment or certain volunteer activities. The name of the policy has also been changed to *Secondary Employment/Certain Volunteer Activity*.

Both policy revisions are effective December 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>.

Adoption of Procedural Rule, *Appeal of Adverse Suitability Determinations*

Upon motion of Ms. Walker, seconded by Ms. Lynch, the State Personnel Board approved filing a notice of adoption of the procedural rule regarding *Appeal of Adverse Suitability Determinations* (143CSR6) with the Secretary of State's Office in accordance with the provisions of W. V. Code §29A-3-1 et seq.

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

NEXT BOARD MEETING

The next state Personnel Board meeting is scheduled for November 16, 2006, 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