

SUMMARY OF AMENDMENTS

The following is a summary of proposed amendments to the *Administrative Rule* of the West Virginia Division of Personnel (143CSR1). This summary does not include technical amendments which merely correct errors in spelling, grammar, punctuation, and/or other such corrections. There are also many minor revisions reflecting the Division of Personnel's commitment to implementing more efficient means of communicating with applicants (i.e., electronically). Reference is made to the sections of the Rule which have been amended. The reference number reflects the current proposed number, unless otherwise specified.

REFERENCE

SUMMARY

- 2. Amended language to more accurately reflect the purpose of the Division of Personnel. Added language to encompass classified employees of local health departments.
- 3. Added six definitions and deleted four, primarily due to the defined terms not being used in the Rule. This also required renumbering. The referenced changes are listed with their new numbers, unless otherwise specified.
- 3.3. Amended language to provide more precise and easily understood terminology and remove unnecessary verbiage.
- 3.4. Added "Affiliation" definition since term is found throughout the Rule.
- 3.4. (old) Amended the definition "Agency" to make consistent with W. Va. Code § 5F-2-1, *Transfer and incorporation of agencies and boards; funds*.
- 3.7. (old) Amended language to provide more precise and easily understood terminology and clarify that appeals are not limited to instances of injustice or error.
- 3.10. (old) Deleted the definition for "Assembled Examination" and created a more comprehensive definition for "Examination".
- 3.12. Amended language to remove unnecessary verbiage.
- 3.19. Amended language to provide more precise and easily understood terminology.
- 3.21. In consultation with the Higher Education Policy Commission, updated the language to reflect the current composition of the higher education governing bodies.
- 3.24. Replaced the term "pay" with "compensation" to make the terminology consistent throughout the Rule and to accommodate any future revisions to the Division of Personnel classified and classified exempt pay plans. Specific details in regard to a compensation range will be appropriately addressed in policy
- 3.26. In consultation with the Consolidated Public Retirement Board (CPRB), amended language to provide more precise and easily understood terminology, and incorporate language pertaining to workers' compensation. Language

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pertaining to the CPRB and Social Security Administration was also removed - this language was added in the 2012 revisions and had unintended consequences in that an employee may be approved for disability benefits but choose to continue working.

- 3.27. Amended language to provide more precise and easily understood terminology and to make use of the term “physician/practitioner” consistent throughout the Rule.
- 3.28. Amended language to provide more precise and easily understood terminology. Expanded the definition by adding existing language from subsection 11.4 and removing it from that subsection.
- 3.29. (new) Added a new definition for “Department” based upon W. Va. Code § 5F-1-2.
- 3.32. (old) Amended language to provide more precise and easily understood terminology and clarify that the Rule includes specific reasons for dismissal.
- 3.35. (old) Added the term “Eligible” to make the terminology consistent with other relevant sections of the Rule and amended language for consistency with current practices regarding the examination process.
- 3.38. (new) Added a new definition for “Examination” since the term is used frequently throughout the Rule.
- 3.38. (old) Deleted the definition of “Existing Employee” since the term is not used in the Rule.
- 3.50. (old) Replaced the terminology “pay grade” with “compensation range” throughout the Rule. See 3.24 above.
- 3.52. (old) Deleted the definition of “Local Office” since the term is not used in the Rule.
- 3.62. (new) Added a new definition for “Pay Plan” since the term is used frequently throughout the Rule.
- 3.62. (old) Replaced the term “pay” with “compensation” throughout the Rule. See 3.24 above. Added a clarifying sentence to address the move from bi-monthly to bi-weekly pay as part of the implementation of the statewide Enterprise Resource Planning (ERP) system.
- 3.66. (old) Deleted the definition of “Policymaking Positions” since the term is not used in the Rule.
- 3.68. Amended language to remove unnecessary verbiage.
- 3.69. Amended language to remove unnecessary verbiage.
- 3.72. Amended language to clarify that reallocations may occur to address existing misclassifications.

- 3.73. (new) Added a new definition for “Recall” since the term is used throughout the Rule.
- 3.73. (old) Replaced the terminology “pay grade” with “compensation range” throughout the Rule. See 3.24 above.
- 3.74. (old) Amended language to clarify that registers may be created for specific positions and to reflect terminology consistent with current practices regarding the examination process.
- 3.77. (old) Replaced the terminology “pay grade” with “compensation range” throughout the Rule. See 3.24 above.
- 3.78. (old) Amended language to reflect terminology consistent with current practices regarding the compensation process.
- 3.80. (old) Replaced the terminology “pay grade” with “compensation range” throughout the Rule. See 3.24 above.
- 3.82. (old) Amended language to provide more precise and easily understood terminology and clarify that sick leave should only be used for health related reasons.
- 3.83. (old) Amended language to provide more precise and easily understood terminology and clarify that there are both disciplinary and non-disciplinary suspensions and that non-disciplinary suspensions must not be for a set period of time.
- 3.84.b. Removed the term “non-punitive”.
- 3.84. (old) Amended language to reflect statutory changes in W. Va. Code § 29-6-4(c)(11) as a result of passage of House Bill 3028 during the 2013 regular session of the legislature.
- 3.89. (old) Amended language to eliminate unnecessary verbiage by citing, rather than repeating, the statutory language. This will also avoid necessary revisions if the statute is amended in the future.
- 3.90. (old) Moved the struck through language to subdivision 6.6.b since it was more appropriate for the body of the Rule rather than the definition section.
- 3.93. (new) Added a new definition for “Work Day” since the term is used frequently throughout the Rule.
- 4.1. Language amended to provide more precise and easily understood terminology and to remove verbiage on matters covered in other sections of the Rule.
- 4.2. Language amended to clarify and more accurately describe the process.
- 4.3. (old) Language deleted and replaced by a more descriptive and easily understood reference in 4.7 Position Reallocation.
- 4.4. (old) Language reorganized to clarify and more accurately describe the process. The language is now found in new subdivision 4.3.b.

- 4.4.a. (old) Language is now referenced in new subdivision 4.3.c.
- 4.4.b. (old) Modified language on this matter is now referenced in new subsection 4.4.
- 4.4.d. (old) Added language previously found in old subdivision 4.4.a.
- 4.4.e. (old) Amended language to provide more precise and easily understood terminology and to incorporate language previously found in old subdivision 4.4.a.
- 4.4.f. (old) Deleted the language in the first half of the section and added it as new subdivision 4.3.e. Made grammatical revisions to the second half of the subdivision.
- 4.3.e. (new) Added a new section containing the language previously found in old 4.4.f.
- 4.4., a, b, and c (new) Created a new subsection 4.4 to address classification of positions primarily using language previously found in other sections and adding new language to more accurately describe the process.
- 4.5.c. Amended language to provide more precise and easily understood terminology and remove unnecessary verbiage.
- 4.5.g. (new) Falsification addressed separately to emphasize importance.
- 4.6.a. Amended language to provide more precise and easily understood terminology, remove unnecessary verbiage, and incorporate language previously found in subdivision 4.6.b.
- 4.6.b. (old) Language incorporated into to subdivision 4.6.a.
- 4.6.c. (old) Language amended to remove unnecessary verbiage and provide clarifying information consistent with current practice. Added language regarding incumbents who do not meet the minimum qualifications consistent with the language previous found in old subsection 4.3 regarding incumbents of reallocated positions.
- 4.6.d. (old) Amended language to provide more precise and easily understood terminology and remove unnecessary verbiage.
- 4.7. Amended language to provide more precise and easily understood terminology, remove unnecessary verbiage, and add clarifying language consistent with current practice.
- 4.7.a. (new) Created a new subdivision to provide clarifying language regarding temporary assignment of duties consistent with current practice.
- 4.7.b. (new) Created a new subdivision to incorporate language previously found in subsection 4.3.

- 4.8. Replaced the terminology “pay grade” with “compensation range” throughout the Rule. See 3.24 above.
- 4.8.a and b. (new) Divided subsection 4.8 into subdivisions for clarification and added language regarding temporary upgrade and classified status.
- 4.8.c. (new) Divided subsection 4.8 into subdivisions, added clarifying language consistent with current practice, and removed unnecessary verbiage.
- 4.8.d. (new) Divided subsection 4.8 into subdivisions and added clarifying language consistent with current practice.
- 4.9. In consultation with the Higher Education Policy Commission, updated the language to reflect the current composition of the higher education governing bodies.
- 4.9.a. Removed unnecessary verbiage as a result of the revisions to subdivision 4.9.c.
- 4.9.c. Amended the language to clarify current practices and remove unnecessary verbiage.
- 4.9.d. Amended language to provide more precise and easily understood terminology and remove unnecessary verbiage.
- 4.9.e. Amended language to provide more precise and easily understood terminology and remove unnecessary verbiage.
- 5. Added policy implementation language to the introductory statement for emphasis.
- 5.1. Reworded to simplify and improve form and grammar.
- 5.2. Reworded to simplify, improve form and grammar, and to remove language limiting the data used for market rate determination to that which applies to southeastern state governments only.
- 5.3. Language added to accommodate any possible revisions.
- 5.4. Added language to describe which Plan is referenced.
- 5.4.a. Replaced the terminology “pay grade” with “compensation range” (See 3.24 above) and amended language to reflect terminology consistent with current practices regarding the compensation process.
- 5.4.b. Reworded to simplify, improve form and grammar, and remove language regarding pay increments and months of experience from the Rule in order to address them more specifically in the Pay Plan Implementation Policy.
- 5.4.c. Reworded to simplify, improve form and grammar, and remove unnecessary verbiage.

- 5.4.d. Reworded to simplify, improve form and grammar, and remove unnecessary verbiage.
- 5.4.e. Reworded to simplify and improve form and grammar.
- 5.4.f.1. Added language to more clearly describe the purpose of the section.
- 5.4.f.1.A. Added language to clarify and to reflect terminology consistent with industry standard regarding the compensation process
- 5.4.f.1.B. Replaced the terminology “pay grade” with “compensation range” throughout the Rule. See 3.24 above.
- 5.4.f.1.C. Replaced the terminology “pay grade” with “compensation range” throughout the Rule (see 3.24 above) and removed unnecessary verbiage.
- 5.4.f.2.A. (old) Removed verbiage no longer needed as a result of revisions to the remainder of the section.
- 5.4.f.2.A.1. (old) Amended to incorporate language previously found in the old subdivisions 5.4.f.2.A.2, 5.4.f.2.B.1, and 5.4.f.2.B.2.
- 5.4.f.2.A.2. (old) Language moved to the new 5.4.f.2.A.
- 5.4.f.2.B. (old) Removed verbiage no longer needed as a result of revisions to the old 5.4.f.2.A.1.
- 5.4.f.2.B.1 and 2. (old) Language moved to the new 5.4.f.2.A.
- 5.4.f.2.C. (old) Reworded to simplify, improve form and grammar, and remove unnecessary verbiage.
- 5.4.f.3. Replaced general reference to “salary regulations” with more specific reference regarding provisions of the Rule.
- 5.4.f.4. Reworded to simplify, improve form and grammar, and remove unnecessary verbiage citing examples.
- 5.4.f.5. Reworded to simplify, improve form and grammar, and remove unnecessary verbiage.
- 5.5.a. Reworded to simplify, improve form and grammar, and remove limiting language from the Rule to allow more flexibility; more specific guidelines are established in the Pay Plan Implementation Policy
- 5.5.b.1. Replaced the terminology “pay grade” with “compensation range” throughout the Rule. See 3.24 above.
- 5.5.b.2. Replaced the terminology “pay grade” with “compensation range” throughout the Rule (See 3.24 above) and incorporated reallocation into the section.

- 5.5.b.3. Added language to address situations which may result in employees receiving compensation above the maximum in the compensation range.
- 5.5.c. More accurately described authorization for additional increase and removed six month limitation on experience requirement
- 5.6.a. Reworded to clarify that a pay reduction is discretionary for demotion without prejudice
- 5.6.b. Reworded to require at least a one increment pay reduction for demotion with prejudice and remove language to be addressed more specifically in the Pay Plan Implementation Policy.
- 5.7. Replaced the terminology “pay grade” with “compensation range” throughout the Rule. See 3.24 above.
- 5.8. Referenced 5.4.b of the Rule regarding entry salary to eliminate unnecessary repetition.
- 5.9. Summarized language found in subdivisions for clarification.
- 5.9.a, b, c, d, and e. (old) Removed language from the Rule to be addressed more specifically in the Pay Plan Implementation Policy.
- 5.10. Amended language to provide more precise and easily understood terminology. Removed the terminology “by formal action” to make terminology consistent throughout the Rule..
- 6.1.a. Amended language to provide more precise and easily understood terminology.
- 6.1.b. Amended language to provide more precise and easily understood terminology and to reaffirm the Division of Personnel’s commitment to merit principles.
- 6.2.a. (old) Amended language to eliminate unnecessary verbiage and achieve consistency with terminology. Moved the language to subsection 6.2 rather than leaving it as subdivision 6.2.a since there was no subdivision 6.2.b.
- 6.3.a. Amended language to achieve consistency with current practices regarding the application process. The majority of applications are now received online through the web site.
- 6.4.a. Amended the language to clarify that disqualifications may be temporary and that such disqualifications apply to multiple types of appointments consistent with current practice.
- 6.4.a.1. Amended language to eliminate unnecessary verbiage and achieve consistency with terminology.
- 6.4.a.3. Removed constrictive and ambiguous terminology.
- 6.4.a.4. Added language to clarify that false statements may also be made by omission.

- 6.4.a.11. Reduced the threshold for disqualification from three (3) to two (2) statements from former employers regarding reemployment or performance.
- 6.4.a.12. Amended language to provide more precise and easily understood terminology.
- 6.4.b. Removed unnecessary verbiage and clarified that such applicants may be disqualified for other reason.
- 6.4.c. (old) Removed language permitting applicants who lack qualifications to be certified to a register.
- 6.4.d. (old) Removed unnecessary verbiage.
- 6.4.e. (old) Consolidated the language into old subdivision 6.4.d and removed language permitting a disqualified applicant to participate in an examination pending the results of an appeal.
- 6.4.f. (old) Consolidated the language into old subdivision 6.4.d.
- 6.6.b.1 and 2. Moved part of the language in subsection 6.6.b into a new subdivision 6.6.b.1 and incorporated language previously found in the definition of “Veterans’ Preference Points” into a new subdivision 6.6.b.2.
- 6.6.c. Amended language to reflect terminology consistent with current practices regarding the examination process.
- 6.7. Amended language to reflect terminology consistent with current practices regarding the examination process.
- 7.1.b. Amended language to reflect terminology consistent with current practices regarding layoff.
- 7.2.b. Added language clarifying the period of preference register eligibility.
- 7.3.c. Amended language to reflect terminology consistent with current practices regarding the examination process.
- 7.3.e. Extended the appeal response time to accommodate the monthly meeting schedule of the State Personnel Board.
- 8.2.a.1. Added language to clarify current practices regarding the certification process.
- 8.2.a.3. Reworded to simplify, improve form and grammar, and remove unnecessary verbiage.
- 8.2.b. Amended language to more accurately reflect current practices regarding the certification process.
- 8.2.c. Amended language to more accurately reflect current practices regarding the certification process.

- 8.2.d. Reworded to simplify, improve form and grammar, and remove unnecessary verbiage.
- 8.4.a. Amended language to more accurately reflect current practices regarding the certification process, clarify existing language, and to require appointing authorities to make only conditional offers of employment pending approvals.
- 8.4.b., b.1, and b.2. Amended language to clarify current practices regarding the certification process.
- 8.4.c. Amended language to clarify current practices regarding the certification process and to ensure that unqualified employees may not remain in a position if he or she constitutes an undue risk or has been otherwise disqualified as provided in the Rule.
- 9.1.a. Amended language to clarify current practices regarding the addition of positions to the classified service.
- 9.1.c. Amended language requiring only incumbents employed in his or her position for less than six (6) months to submit to a qualifying examination.
- 9.1.d. Removed language no longer needed based on revisions to 9.1.c and incorporated existing language from old subdivision 9.1.e.
- 9.4. Added language clarifying that temporary employees may be retained during periods in which he or she is received workers' compensation benefits connected to their state employment.
- 9.5.a. Added language clarifying the type of demotion and removed unnecessary verbiage pertaining to matters addressed in subdivision 9.5.f.
- 9.5.f. Amended language to clarify current practices regarding vacancy posting requirements.
- 9.5.g. Amended language to clarify current practices regarding vacancy posting requirements.
- 10.1.c. Amended language to clarify current practices regarding extension of the probationary period.
- 10.4. Removed language permitting transfer of an employee during his or her probationary period.
- 11.2.a. Amended language to more accurately reflect current practices regarding the promotional examination process.
- 11.2.c. Removed unnecessary verbiage.

- 11.4., a, b, and c. Amended the language to relocate verbiage to the definition of “Demotion” and reformat the language into subdivisions consistent with subdivision 12.2.a pertaining to dismissal.
- 11.5. Replaced the terminology “pay grade” with “compensation range” throughout the Rule. See 3.24 above.
- 11.6.a. Amended language to reflect changes made to subsection 10.4 and to clarify that posting requirements apply.
- 12.1.b. Removed language repeated in old subdivision 12.1.c.
- 12.1.c. Incorporated language into subdivision 12.1.b and added language clarifying the process pertaining to resignation in lieu of dismissal.
- 12.2.a, a.1, and a.3. Amended the language to relocate verbiage previously found in the unnumbered, dangling paragraph beneath subdivision 12.2.a.3.
- 12.2.b. Added language to clarify eligibility for severance pay when notice is withheld.
- 12.2.c. Amended the language to address employees absent without approval and added language clarifying that a predetermination conference is not required as job abandonment is synonymous with resignation.
- 12.2.d. Amended the language to limit reference obligations to State government entities to reduce liability which may result from providing negative employment references.
- 12.3.a, a.1 and a.3. (new) Amended language to provide more precise and easily understood terminology and clarify that there are both disciplinary and non-disciplinary suspensions. Also amended the language to relocate verbiage previously found in the unnumbered, dangling paragraph beneath old subdivision 12.3.c.
- 12.3.b. (new) Added new language to clarify that there are both disciplinary and non-disciplinary suspensions, clarify that non-disciplinary suspensions must not be for a set period of time, permit use of annual leaving during non-disciplinary suspension, and provide specific procedural language pertaining to the conclusion of the non-disciplinary suspension.
- 12.3.b. Amended the language to relocate proposed verbiage previously found in the unnumbered, dangling paragraph beneath new subdivision 12.3.b.2.
- 12.4.b. Amended terminology to more accurately reflect current practices regarding structure of organizational units.
- 12.4.f. Amended language to more accurately reflect current practices regarding layoff and to clarify that reduction in work hours is considered a reduction in force.
- 12.4.f.1. Added language to permit employees to volunteer to be laid off in the place of another employee.

- 12.4.f.2. Added statutory language to clarify current practices regarding layoff.
- 12.4.g. Amended language to more accurately reflect current practices regarding layoff and to clarify that reduction in work hours is considered a reduction in force.
- 12.4.i. Amended language to more accurately reflect current practices regarding layoff and to clarify that reduction in work hours is considered a reduction in force.
- 12.4.j. Amended language to provide more precise and easily understood terminology.
- 12.6.a. Added language to limit reinstatement based on prior employment in the occupational group and to require reinstated employees to serve a probationary period.
- 12.6.b and c. Added the term “classified” to address classified employees not employed by the State.
- 14. Removed specific State code citations to avoid unintended omission of relevant citations and need for future revision based on legislative action.
- 14.1.a. Amended language to address inconsistency with statutory language and provide more precise and easily understood terminology.
- 14.1.b. Amended language to more accurately reflect current practices regarding holiday eligibility and observance.
- 14.1.d. Amended language to more accurately reflect current practices regarding holiday eligibility and to add language to address employees who fail to report to work on a holiday as scheduled.
- 14.3.a. Amended language to clarify current practices regarding annual leave accrual. Added a clarifying sentence to address the move from bi-monthly to bi-weekly accrual as part of the implementation of the ERP system.
- 14.3.c. Amended language to remove unnecessary verbiage and to address unplanned annual leave.
- 14.3.d.4. Added the term “permanent” to achieve consistency in terminology throughout the Rule.
- 14.3.e. Added language to address proration of annual leave as provided in subdivision 14.3.a..
- 14.3.f.1. Modified language to address reference to semi-monthly pay and remove the last sentence pertaining to the withholding of retirement contributions as it conflicted with Consolidated Public Retirement Board law, rule, and policy.
- 14.3.f.3. (old) Amended language to more accurately reflect current practices and to address incremental changes regarding retirement benefits based on date of employment.

- 14.3.h. Amended language to provide more precise and easily understood terminology and make terminology consistent with other relevant sections of the Rule.
- 14.4.a. Amended language to clarify current practices regarding sick leave accrual. Also added a clarifying sentence to address the move from bi-monthly to bi-weekly accrual as part of the implementation of the ERP system.
- 14.4.c. Added language to address proration of sick leave as provided in subdivision 14.4.a.
- 14.4.d. Amended language to clarify current practices regarding exhaustion of sick leave entitlement.
- 14.4.f. Amended language to provide more precise and easily understood terminology, make terminology consistent with other relevant sections of the Rule, and address unplanned sick leave.
- 14.4.f.2. Amended language to clarify current practices regarding leave used for death in the immediate family and to make terminology consistent with other relevant sections of the Rule.
- 14.4.f.5. Amended language to clarify current practices regarding travel time for dental and medical appointments consistent with 14.4.f.6.
- 14.4.f.6. Amended language to increase family sick leave allowance from 40 to 80 hours per year and to address proration of leave for part-time employees.
- 14.4.g.1. Added language to provide caution regarding certification and recertification restrictions in the federal Family and Medical Leave Act (FMLA) as the Act is more restrictive than the provisions found in the Rule.
- 14.4.g.2. Amended language to clarify current practices regarding physician's/practitioner's statements and to require that such statements be provided immediately upon return to work.
- 14.4.g.3. Amended language to clarify that pay must be docked even if not in the following pay period and to make terminology consistent with other relevant sections of the Rule.
- 14.4.h.2. (new) Added language authorizing an appointing authority to require an employee to return at less than full duty in connection with a workers' compensation injury.
- 14.4.h.2. (old) Amended language to remove the necessity for the Director of Personnel to approve denial of an employee to return at less than full duty or with restrictions. The Division of Personnel believes it should not substitute its judgment for that of an appointing authority with more comprehensive knowledge of the requirements of the position and the employee's capabilities.
- 14.4.h.3. (old) Amended language to clarify that return to work with restrictions may be denied and to make terminology consistent with other relevant sections of the Rule.

- 14.4.j. Reworded to simplify, improve form and grammar, and remove the requirement for hospitalization.
- 14.5. Amended language to clarify current practices pertaining to misuse of leave and to provide additional examples.
- 14.6. Amended language to clarify that pay must be docked even if not in the following pay period.
- 14.8.a. Amended language to clarify current practices pertaining to personal leave and to remove unnecessary verbiage.
- 14.8.b. Removed the terminology “by formal action” to make terminology consistent throughout the Rule.
- 14.8.c.1.A.1. Amended language to limit consideration of paid leave to that used for military service or while receiving temporary total disability benefits when calculating hours of work for medical leave of absence eligibility determination. This recommendation is being made in an effort to achieve consistency with FMLA regulations.
- 14.8.c.1.D. Removed language requiring the verification be made on the prescribed form and to provide caution regarding FMLA eligibility.
- 14.8.c.3. Added language to clarify when medical leave of absence may be taken intermittently.
- 14.8.c.4. Added language to clarify current practices pertaining to approval of medical leave for employees receiving temporary total disability benefits.
- 14.8.d.3. Added language to clarify current practices pertaining to payment of severance pay to employees who are dismissed for failure to return from leave.
- 14.9.a and b. Removed reference to statutory provisions to eliminate possibility of inconsistency and necessity for revision based on legislative action. Added county and municipal government consistent with statutory language and made terminology consistent with other relevant sections of the Rule.
- 14.9.c.1. Language removed to reflect the statutory changes in W. Va. Code § 15-1F-1 (a) and (b) enacted in the 2011 regular session of the legislature providing that temporary employees are not eligible for paid military leave as provided in the Rule.
- 14.10.c. Added language to address employees required to report to jury or witness service prior to the beginning of the scheduled work day consistent with existing language regarding release prior to the end of the work day.
- 14.13. Changed the term “regulations” and “rules” to “policies” as most classified agencies lack authority to promulgate leave regulations.

- 14.15. Amended language to clarify current practices pertaining to verification of the accuracy of leave records.
- 16.2. Added language as a result of passage of the Hatch Act Modernization Act of 2012.
18. Amended language to address individuals in the classified service not employed by the State and to clarify current practices pertaining to payroll.
- 19.2. Added language to address individuals in the classified service not employed by the State.
- 21 and 21.1. Added language to address individuals in the classified service not employed by the State.
- 21.3.b. Added language to address individuals in the classified service not employed by the State.
22. Amended language to make it consistent with statutory language.
- 23.2.a and b. Amended language to clarify current practices pertaining to training and development.