PURPOSE: The purpose of this guide is to assist agencies in processing personnel transactions. The following scenarios <u>do not</u> cover every possible situation but will address the most common or unusual hire and transfer circumstances.

Scenario 1: Employee's first time ever hired into state government (**ORIGL**)

- Effective date can be any future day during the pay period
- Refer to *wv*OASIS Personnel Action and Personnel Action Reason Codes (PACT/PART guide) for appropriate PART code

Scenario 2: Employee was a previous state employee (of affiliated local health department employee), but no history in OASIS (**ORIGR**)

- Effective date can be any future day during the pay period
- Refer to *wv*OASIS PACT/PART guide for appropriate PART code

Scenario 3: Employee is rehired as a permanent employee

Scenario 3a: Employee has prior employment either as a temporary employee or a previous permanent employee, but has separated and is being rehired (**REHIR**) **if employee was not previously certified permanent, employee MUST be on a competitive register**

- Effective date can be any future day during the pay period
- Refer to *wv*OASIS PACT/PART guide for appropriate PART code

Scenario 3b: Employee has NOT completed probationary period, but accepts new position **employee MUST be on a competitive register**

Scenario 3b-1: With the same agency (**REHIR-PPE**)

- Effective date can be any future day during the pay period

Scenario 3b-2: With a different agency (**TRANI-PPE**)

- Effective date must be on the 1st day of a future open pay period

Scenario 3c: Employee has completed probationary period, but accepts a new position in which the agency requires a new (additional) probationary period to be served
employee MUST be on a competitive register

   Scenario 3c-1: With the same agency (**REHIR-NPP**)

   ● Effective date can be any future day during the pay period

   Scenario 3c-2: With a different agency (**TRANI-NPP**)

   ● Effective date must be on the 1st day of a future open pay period

Scenario 4: Employee is currently in an exempt position and accepts a covered position

   Scenario 4a: with the same agency (**REHIR-COV**)

   ● Effective date on the 1st day of a future open pay period

   Scenario 4b: with a different agency – this includes employees currently employed by the Department of Transportation (**TRANI-COV**)

   ● Effective date must be on the 1st day of a future open pay period

Scenario 5: Employee is currently in a covered position and accepts a classified exempt position (this also applies to employees currently in a non-classified exempt position OR classified exempt position and accepts another classified exempt position).

   Scenario 5a: with the same agency, increasing in pay grades (**PROMT-CLE**)

   ● Effective date must be on the 1st day of a future open pay period

   Scenario 5b: with the same agency, decreasing in pay grades (**DEMOT-CLE**)

   ● Effective date must be on the 1st day of a future open pay period

   Scenario 5c: with the same agency, no change in pay grades (**LATRL-CLE**)

   ● Effective date must be on the 1st day of a future open pay period

   Scenario 5d: with a different agency (**TRANI-CLE**)

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- Effective date must be on the 1ˢᵗ day of a future open pay period

Scenario 6: Employee is currently in a covered position and accepts a non-classified exempt position (this also applies to employees currently in a classified exempt position OR non-classified exempt position and accepts another non-classified exempt position).

Scenario 6a: with the same agency, increasing in pay grades (**PROMT-NCE**)

- Effective date must be on the 1ˢᵗ day of a future open pay period

Scenario 6b: with the same agency, decreasing in pay grades (**DEMOT-NCE**)

- Effective date must be on the 1ˢᵗ day of a future open pay period

Scenario 6c: with the same agency, no change in pay grades (**LATRL-NCE**)

- Effective date must be on the 1ˢᵗ day of a future open pay period

Scenario 6d: with a different agency (**TRANI-NCE**)

- Effective date must be on the 1ˢᵗ day of a future open pay period

Scenario 7: Employee is working as a temporary employee and is being hired as a permanent employee

Scenario 7a: Employee has never been a permanent employee (**TMPOR**) **employee MUST be on a competitive register**

- Effective date must be on the 1ˢᵗ day of a future open pay period
  - Effective date *CANNOT* be amended
  - NO PART code should be used for TMPOR (if employee has never been a permanent employee previously)

Scenario 7b: Employee has prior permanent employment (**TMPOR-REH**) **if employee did not certify permanent; employee MUST be on a competitive register**

- Effective date must be on the 1ˢᵗ day of a future open pay period
  - Effective date *CANNOT* be amended
  - PART code REH must be included when the employee has prior permanent service

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Scenario 8: Employee has completed probationary period and has accepted a promotion

    Scenario 8a: with the same agency, getting the standard promotional increase (**PROMT-STD**)

- Effective date must be on the 1st day of a future open pay period

    Scenario 8b: with the same agency, getting an increase above the standard promotional increase (**PROMT-ABV**)

- Effective date must be on the 1st day of a future open pay period

    Scenario 8c: with the same agency, getting less than the standard promotional increase (**PROMT-PRS**)

- Effective date must be on the 1st day of a future open pay period

    Scenario 8d: with the same agency, no change in pay (**PROMT-TCO**)

- Effective date must be on the 1st day of a future open pay period

    Scenario 8e: with a different agency, getting standard promotional increase (**TRANI-PRO**)

- Effective date must be on the 1st day of a future open pay period

    Scenario 8f: with a different agency, getting more or less than standard promotional increase (**TRANI-PRS**)

- Effective date must be on the 1st day of a future open pay period

Scenario 9: Employee has completed probationary period and accepts a position in a lower pay grade

    Scenario 9a: with the same agency, no loss in pay (**DEMOT-VOL**)

- Effective date must be on the 1st day of a future open pay period

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Scenario 9b: with the same agency, pay reduced not due to disciplinary action (**DEMOT-DMS**)

- Effective date must be on the 1st day of a future open pay period

Scenario 9c: with a different agency, no loss in pay (**TRANI-DEM**)

- Effective date must be on the 1st day of a future open pay period

Scenario 9d: with a different agency, pay is changing (**TRANI-DMS**)

- Effective date must be on the 1st day of a future open pay period

Scenario 10: Employee has completed probationary period and accepts a position with the same pay grade

Scenario 10a: with the same agency, different facility or district, different title, no change in pay (**LATRL**)

- Effective date must be on the 1st day of a future open pay period
- Home Unit <u>may</u> change

Scenario 10b: with the same agency, different facility or district, different title, with increase in pay (**LATRL-SAU**)

- Effective date must be on the 1st day of a future open pay period
- Home Unit <u>may</u> change

Scenario 10c: with the same agency, different facility or district, different title, with decrease in pay (**LATRL-SAD**)

- Effective date must be on the 1st day of a future open pay period
- Home Unit <u>may</u> change

Scenario 10d: with the same agency, different facility or district, same title (**UNITC-POS**)

- Effective date must be on the 1st day of a future open pay period
- Title and salary will not change
- Home Unit must be changing

Scenario 10e: with the same agency, same facility or district but changing sections/area, same title (**LATRL-SEC**)

- Effective date must be on the 1ˢᵗ day of a future open pay period
- Title, money, and home unit will not change

Scenario 10f: with a different agency, no change in pay (**TRANI-LAT**)

- Effective date must be on the 1ˢᵗ day of a future open pay period

Scenario 10g: with a different agency, pay is increasing with new title (**TRANI-LSA**)

- Effective date must be on the 1ˢᵗ day of a future open pay period

Scenario 11: Employee has completed probationary period and is transferring in from a Local Health Department

Scenario 11a: no history in *wv*OASIS (**ORIGR-LHD**)

- Effective date can be any future day during the pay period

Scenario 11b: prior history in *wv*OASIS (**REHIR-LHD**)

- Effective date can be any future day during the pay period

Scenario 12: Current employee in a classified position with an agency who has their own established pay plan or is statutorily exempted from the DOP Pay Plan transfers to an agency covered under the DOP Pay Plan (**TRANI-OAR**)

- Effective date must be on the 1ˢᵗ day of a future open pay period
- Pay will be determined following original appointment rules
- *Applies to employees of the Tax Department and employees that fall under the Public Service Commission (PSC) General Order*

Scenario 13: Current employee in a classified position has their position reallocated to a new classification (this is only done after a Position Description Form is reviewed by Class & Comp)

Scenario 13a: Title, pay grade, and money are changing (**REALL**)

- Effective date must be on the 1st day of a future open pay period

Scenario 13b: Title is changing, but money remain the same (**REALL-TCO**)

- Effective date must be on the 1st day of a future open pay period

Scenario 14: Current employee in a classified position has their position reclassified due to a State Personnel Board action

Scenario 14a: Title only change, money remains the same (**RECLS**)

- Effective date must be on the 1st day of a future open pay period

Scenario 14b: Special plan of implementation is approved, and employee receives a pay increase (**RECLS-SAU**)

- Effective date must be on the 1st day of a future open pay period

Scenario 14c: Employee's pay is below the minimum for the new classification and a pay increase is required to bring them to the new minimum (**RECLS-SAU**)

- Effective date must be on the 1st day of a future open pay period

Scenario 15: Employee is working on DHHR's Crisis Response Team on a temporary basis and resigns from the Crisis Response Team only (**UNITC-SPD**)

- Effective date must be on the 1st day of a future open pay period
- Money will be reduced to rate prior to serving on the Crisis Response Team (including pay increases received irrespective of temporary pay increase)
- *This scenario ONLY applies to DHHR's employees serving on the Crisis Response Team on a temporary basis*

Scenario 16: Employee changes classifications due to a workplace accommodation

Scenario 16a: employee moves to a lower pay grade (**DEMOT-ACC**)

- Effective date must be on the 1st day of a future open pay period

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Scenario 16b: change in classification results in no change in pay grade (**LATRL-ACC**)

- Effective date must be on the 1st day of a future open pay period

Scenario 16c: employee moves to a different department (**TRANI-ACC**)

- Effective date must be on the 1st day of a future open pay period
- *This is <u>only</u> used by DHHR moving employees between Departments 0506 & 0511*

Scenario 17: Employee is being hired as a provisional appointment (specific guidelines apply)

Scenario 17a: Employee has never worked for the state (**ORIGL-PRV**)

- Effective date can be any future day during the pay period

Scenario 17b: Employee has prior history in *wv*OASIS (**REHIR-PRV**)

- Effective date can be any future day during the pay period

Scenario 17c: Employee has prior service, but no history in *wv*OASIS (**ORIGR-PRV**)

- Effective date can be any future day during the pay period

Scenario 17-1: Employee is moving from a provisional to an original appointment (**REHIR-POR**)

- Effective date can be any future day during the pay period

Scenario 18: Employee is currently in a classified position and accepts a position appointed by the Governor (**STATP**)

- Effective date will be the date the Governor made the appointment
- Governor's appointment letter AND employee acknowledgement letter must be attached
- This also applies to an employee who is currently in a classified exempt position OR a non-classified exempt position and accepts an appointed position

Scenario 19: Employee has completed probationary period and is being placed in a temporary upgrade (**TMPUP**)

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- Effective date must be on the 1st day of a future open pay period

Scenario 19a: Employee is not changing titles, but temporarily relocating to another unit/work location (**TMPUP-WIN**)

- Effective date must be on the 1st day of a future open pay period
- *Discuss with DOP prior to submitting TMPUP-WIN*

Scenario 19b: Employee is moving between departments 0506 & 0511 (**TRANI-TUP**)

- Effective date must be on the 1st day of a future open pay period
- *For use by DHHR only*

Scenario 19-1: Temporary upgrade appointment has ended, employee needs returned to their permanent classification (**TMPDN**)

- Effective date must be on the 1st day of a future open pay period

Scenario 19-1a: Employee is moving between departments 0506 & 0511 (**TRANI-TDN**)

- Effective date must be on the 1st day of a future open pay period
- *For use by DHHR only*

Scenario 20: Employee provides documentation from a physician or worker's compensation requiring a change in duties and classification for a limited time

Scenario 20a: No change in pay grade or home unit (**LATRL-TLD**)

- Effective date must be on the 1st day of a future open pay period

Scenario 20b: No change in pay grade, but home unit is changing (**UNITC-TLD**)

- Effective date must be on the 1st day of a future open pay period

Scenario 20c: New classification is a lower pay grade (**DEMOT-TLD**)

- Effective date must be on the 1st day of a future open pay period

Scenario 21: Employee provides agency notification of impending resignation or retirement from a professional position and is being moved into a new classification to allow the agency to backfill the vacancy.

> ***Scenario 21a:*** No change in pay grade or home unit (**LATRL-TRE**)
>
> - Effective date must be on the 1st day of a future open pay period
>
> ***Scenario 21b:*** No change in pay grade, but home unit is changing (**UNITC-TRE**)
>
> - Effective date must be on the 1st day of a future open pay period
>
> ***Scenario 21c:*** New classification is a lower pay grade (**DEMOT-TRE**)
>
> - Effective date must be on the 1st day of a future open pay period

Scenario 22: Employee with the Division of Corrections and Rehabilitation (DCR) accepts a position with the same title moving between non-critical facilities and critical facilities.

> ***Scenario 22a:*** Move from a non-critical facility to a critical facility (**UNITC-SAU**)
>
> - Effective date must be on the 1st day of a future open pay period
>
> ***Scenario 22b:*** Move from a critical facility to a non-critical facility (**UNITC-SAD**)
>
> - Effective date must be on the 1st day of a future open pay period