

## **MINUTES OF THE STATE PERSONNEL BOARD**

**May 18, 2006**

**Charleston, West Virginia**

The State Personnel Board met on May 18, 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; Assistant Directors Tim Basford, Evelyn Davis and Jim Wells; and, Shelly Lowery, Secretary to the Board.

### **APPROVAL OF MINUTES**

The minutes of the April 20, 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 April 20, 2006 minutes were approved by unanimous consent.

### **CONSIDERATION OF PROPOSALS**

#### **DEPARTMENT OF EDUCATION AND THE ARTS**

##### **Division of Rehabilitation Services**

Upon motion of Ms. Walker, seconded by Ms. Lynch, the State Personnel Board approved proposal #2347, designating the West Virginia Rehabilitation Hospital of the Rehabilitation Center of the Division of Rehabilitation Services as the organizational unit for a reduction in force due to material changes in the organization and lack of funds. The reduction in force is effective no sooner than close of business on June 2, 2006, allowing at least fifteen days of notice to affected employees. Deborah Lovely, Acting Director of the Division of Rehabilitation Services addressed the Board's questions. Tari McClintock Crouse, Acting Director of the Division of Personnel presented the proposal.

#### **DEPARTMENT OF MILITARY AFFAIRS AND PUBLIC SAFETY**

##### **Division of Veterans Affairs**

Upon motion of Mr. Stump, seconded by Ms. Walker, the State Personnel Board approved proposal #2351, changing the title of the classification of Veterans Affairs Officer, Chief (#8942) to Deputy Director, Veterans Affairs and revising the pay grade from 13 (\$23,784 - 43,992) to 15 (\$27,252 - 50,400). This action is effective July 16, 2006 with a standard plan of implementation. Tim Basford, Manager of Classification and Compensation, presented the proposal.

#### **WEST VIRGINIA STATE POLICE**

Upon motion of Ms. Walker, seconded by Mr. Stump, the State Personnel Board approved proposal #2352, establishing the classification of Director, State Police Crime Laboratory in pay grade 23 (\$46,872 - 86,724) as part of the classified-exempt service. This action is effective July 16, 2006. Tim Basford, Manager of Classification and Compensation, presented the proposal.

## **DEPARTMENT OF TRANSPORTATION**

### **Division of Motor Vehicles**

Upon motion of Mr. Stump, seconded by Ms. Walker, the State Personnel Board approved proposal #2353, designating the Executive Division of the Division of Motor Vehicles as the organizational unit for a reduction in force due to lack of work. The reduction in force is effective no sooner than close of business on June 16, 2006. Tari McClintock Crouse, Acting Director of the Division of Personnel presented the proposal.

### **OTHER BUSINESS**

#### **Annual Increment Policy (DOP-P5)**

Upon motion of Ms. Walker seconded by Ms. Lynch, the State Personnel Board approved a revision of the *Annual Increment Policy (DOP-P5)* in accordance with the provisions of Senate Bill 587, which amended and reenacted West Virginia Code §5-5-1, extending eligibility for the annual increment payment to certain higher education employees. The substantive revisions included the following:

- Revised definition of “eligible employee” to include certain higher education employees.
- Revised definition of “years of service” to reflect that, for full-time faculty, each nine or more months of contracted employment during a fiscal year equals one full year of service.
- Clarified that employees on leave without pay for military service shall receive an annual increment payment and shall accrue years of service while on such leave without pay.
- Added that the employee shall be eligible to receive the pro rata share of the annual increment to which he or she is entitled, but that the employee shall not be credited with holidays or accrue increment pay, annual leave, sick leave, or tenure for the period for which severance pay is received.
- Added references to West Virginia Code 18B-8-1 and West Virginia Code 18B-9-2.

The policy revisions are effective July 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, the meeting was adjourned.

### **NEXT BOARD MEETING**

The next state Personnel Board meeting is scheduled for June 15, 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