



## TEMPORARY CLASSIFICATION UPGRADES

- I. **PURPOSE:** To provide for the approval of a pay differential, as provided in Section 5.4 (d) of the Administrative Rule, 143CSR1, for employees who, during a specified limited period of time, perform work on a full-time basis that is envisioned in a Division of Personnel job class of a higher rank as measured by salary range and an increased level of duties and/or responsibilities.

### II. POLICY

- A. Temporary classification upgrades will be approved by the Director of Personnel on demonstration by the requesting appointing authority that all other management options have been duly considered, and determined to be ineffective, in addressing the agency's need.
- B. Temporary upgrades should be the agency's final, not initial, method for addressing this need, as management may utilize its prerogative to schedule, staff, and adjust its workload.
- C. This policy applies to both classified and classified-exempt employees who are temporarily assigned to a higher classification under the following conditions:
1. The assignment must be to a position in an acting capacity as a result of the separation or extended leave of absence of a higher-classified employee, for a short-term project, or for an emergency situation.
  2. The assignment shall be for no less than 30 calendar days and no more than six months.
    - a. Extensions may be granted in increments of up to three months with the express written authorization of the Director of Personnel.
    - b. A written request for an extension must be submitted to the Director of Personnel within a reasonable time period prior to the expiration date of the temporary upgrade appointment and must include justification for the requested extension.
    - c. **Exception:** The Division of Highways previously-approved policy for certain designated "hourly classifications" which are upgraded on an intermittent basis.
- D. This policy provides that classified-exempt employees may only be upgraded within the classified-exempt service. A classified employee may serve in an acting capacity on a temporary basis in an exempt and/or appointive position without loss of his or her classified status.
- E. An employee assigned to a temporary upgrade by proper authority shall receive a salary adjustment of 5% differential per pay grade up to a maximum of 15% beyond the current salary, or an increase to the minimum rate of the pay grade for the job class to which the employee is being temporarily upgraded, whichever is greater. **Exception:** The Division of Highways previously-approved policy for certain designated "hourly" classifications which are upgraded on an intermittent basis and employees who are temporarily upgraded to positions for which the salaries are set by statute.



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- F. Classified employees proposed for temporary upgrade shall have attained permanent status and meet the minimum requirements of training and experience for the position to which they will be temporarily upgraded. Any licensure requirements must be satisfied at the time of the upgrade.
- G. Employees being assigned to a temporary upgrade must sign a Letter of Understanding which details the terms and conditions of the assignment, including, at a minimum, the reason, duration, upgraded job class, and upgraded salary, and the letter shall be included in the documentation required to process the Personnel Transaction Form (WV-11) making the temporary upgrade effective. Exception: Division of Highways previously approved policy for certain designated “hourly” classifications which are upgraded on an intermittent basis and employees who are temporarily upgraded to positions for which the salaries are set by statute.
  - 1. A WV-11 must be completed for placement of an employee in the temporary upgrade status.
  - 2. The justification section of the WV-11 form shall reflect the following: “Salary adjustment made due to reassignment of duties in compliance with the Division of Personnel *Temporary Classification Upgrades* Policy.”
  - 3. A WV-11 form is required to terminate a temporary upgrade assignment and to return an employee to the previous job classification and salary. The previous salary shall include any salary increases the employee would have received irrespective of the temporary upgrade.

### III. REFERENCES

- A. W. Va. Code § 29-6-7(b)4.
- B. Division of Personnel *Administrative Rule* (143CSR1), Section 5.04(d).

### IV. EFFECTIVE DATE: July 15, 1994.

### V. REVISIONS

- A. Previous Revisions: June 19, 1997, August 1, 2004, January 1, 2006, and May 17, 2007.
- B. Last Revision: July 1, 2010.

### VI. POLICY NUMBER: DOP-P13.

Approved and issued by:

Sara P. Walker, Director of Personnel  
Date signed: June 25, 2010