

Form #1

~~OFFICE OF WEST VIRGINIA~~
SECRETARY OF STATE

Charles L. ...
Authorized Signature



Gaston Caperton
Governor

Robert L. Stephens, Jr.
Director

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL

STATE
PERSONNEL BOARD
John A. Canfield, Chairman
Rev. Paul J. Gilmer, Member
Sharon H. Lynch, Member
Roger Morgan, Member
Eugene Stump, Member

MEMORANDUM

TO: Chuck Polan, Cabinet Secretary
Department of Administration

FROM: Robert L. Stephens, Director *Steve Steph*

RE: Amendments to Administrative Rule

DATE: June 17, 1994

I am submitting the attached proposed amendments to the Administrative Rule of the Division of Personnel along with a **Notice of Hearing on a Proposed Rule** for your approval pursuant to the provisions of W.V. Code §5G-2-2. These amendments are proposed to reflect statutory changes as well as to clarify and correct the current Rule.

The State Personnel Board at its May 19th meeting approved the filing with the Secretary of State's Office for a public hearing. After the public hearing, the amendments, as well as any changes resulting from public hearing comments, will be submitted to the State Personnel Board for their approval for filing with the Legislative Rule-Making Review Committee.

Your approval of the filing of these amendments to our Administrative Rule is respectfully requested. Thank you.

Chuck Polan
Chuck Polan, Cabinet Secretary
Department of Administration
June 17, 1994

RLSjr:TMC/

AMENDMENT TO THE ADMINISTRATIVE RULE
OF THE
WEST VIRGINIA DIVISION OF PERSONNEL

The existing rule is being amended:

1) in compliance with legislation amending W.V. Code §6-13-1 revising the definition of veteran to specifically include certain periods of active and reserve service and disabled veterans in regard to eligibility for veterans' preference on written examinations used to fill nonpartisan merit system positions in state government;

2) to reflect changes necessitated by the structural change in the pay plan for classified employees;

3) in compliance with various federal statutes and regulations including the Americans with Disabilities Act and the Family and Medical Leave Act; and,

4) generally, to improve the internal consistency of the rule, correct errors in language, grammar and structure, and make the rule clearer.

APPENDIX B

FISCAL NOTE FOR PROPOSED RULES

Rule Title: Administrative Rule of the West Virginia Division of Personnel

Type of Rule: X Legislative Interpretive Procedural

Agency West Virginia Division of Personnel

Address 1900 Kanawha Boulevard, East, Building 6, Room 416

Charleston, West Virginia 25305-0139

1. Effect of Proposed Rule

	ANNUAL FISCAL YEAR				
	INCREASE	DECREASE	CURRENT	NEXT	THEREAFTER
<u>ESTIMATED TOTAL COST</u>	\$ -0-	\$ -0-	\$ -0-	\$ -0-	\$ -0-
PERSONAL SERVICES					
CURRENT EXPENSE					
REPAIRS & ALTERNATIONS					
EQUIPMENT					
OTHER					

2. Explanation of above estimates:

N/A

3. Objectives of these rules:

To comply with statutory responsibility of the State Personnel Board to promulgate rules as specified in W.V. Code §29-6-10.

Rule Title: Administrative Rule of the West Virginia Division of Personnel

4. Explanation of Overall Economic Impact of Proposed Rule.

A. Economic Impact on State Government.

N/A

B. Economic Impact on Political Subdivisions; Specific Industries; Specific groups of Citizens.

N/A

C. Economic Impact on Citizens/Public at Large.

N/A

Date: 17 June 1994

Signature of Agency Head or Authorized Representative

Chuck Polan

Chuck Polan, Cabinet Secretary
Department of Administration

WEST VIRGINIA ADMINISTRATIVE RULE

DIVISION OF PERSONNEL

Chapter 29-6-10

Series I

(1993_) amended

Subject: Administrative Rule of the West Virginia Division of
Personnel

Section 1. General

1.01. Scope - This rule implements the provisions set forth in W.V. Code §29-6-1 et seq. regarding classification plans, pay plans, open competitive examinations, promotions, layoff and recall, appointments, dismissals, demotions and other matters consistent with W.V. Code §29-6-1 et seq.

1.02. Authority - This rule is issued under authority of W. V. Code, §29-6-10.

1.03. Filing Date - July-6--1993_____.

1.04. Effective Date - August-3--1993_____.

Section 2. Preamble

Sec. 2.01. Preamble. The general purpose of the Division of Personnel is to attract to the service of this State personnel of the highest ability and integrity by the establishment of a system of personnel administration based on merit principles and scientific methods governing the appointment, promotion, transfer, layoff, removal, discipline, classification, compensation, and welfare of its employees, and other incidents of state employment. All appointments and promotions to positions in the classified service shall be made solely on the basis of merit and fitness. All employment positions not in the classified service, with the exception of the State College System of West Virginia and the University System of West Virginia, are included in a classification plan known as classified-exempt service.

Section 3. Definitions

1) Accrue: To increase or accumulate periodically or by increment.

2) Accrual Category: The grouping by the cumulative years of eligible employment which is used to determine the rate of accrual of annual leave benefits.

3) Administrator: Any person who fills a statutorily created position within or related to an agency or board (other than a board member) and who is designated by statute as commissioner, deputy commissioner, assistant commissioner, director, chancellor, chief, executive director, executive secretary, superintendent, deputy superintendent or other administrative title, however designated.

4) Agency: Any administrative department of state government or a political sub-division established by law or executive order.

5) Allocation: The assignment of a position to a class by the Director of Personnel on the basis of the duties performed and responsibilities assumed.

6) Annual Leave: An earned employee benefit of paid time off from work with prior approval of the appointing authority or designee.

7) Appeal: The complaint to the State Personnel Board to correct or reverse an alleged injustice done or error committed.

8) Appointing Authority: The executive or administrative head of an agency who is authorized by statute to appoint employees in the classified or classified-exempt service. By written notification to the Director of Personnel, the appointing authority may delegate specific powers authorized by these Rules.

9) Appointment: The act of hiring an applicant for employment.

10) Assembled Examination: An examination which, due to the testing process used, necessitates that applicants come to a testing location.

11) Availability: The indication, by an eligible, of the employment location and conditions under which employment would be accepted including, but not limited to, salary and starting date of employment.

12) Board: The State Personnel Board as provided for in W.V. Code §29-6-7 whose members are appointed by the Governor

with the advice and consent of the Senate.

13) Carry Forward Days: The maximum number of annual leave days which can be accredited for use as of the first day of January based on an employee's years of tenure.

14) Certification: The official list of eligibles given to an appointing authority for filling vacancies.

15) Class or Class of Positions: One or more positions sufficiently similar in duties, training, experience and responsibilities, as determined by specifications, that the same titles, the same qualifications, and the same schedule of compensation and benefits may be equitably applied to each position in the class.

16) Classification Action: The actions of allocation, reallocation, classification, and reclassification.

17) Classification Plan: The plan by which positions in the classified service and classified-exempt service have been allocated by class.

18) Class Specification: The official description of a class of position which defines-the-class describes the nature of work, provides examples of work performed, and knowledges, skills, and abilities, and states the minimum qualifications required for employment.

19) Classified Employee: An employee who occupies a position allocated to a class in the classified service.

20) Classified-Exempt Service: Those positions which satisfy the definitions for "class" and "classify" but which are not covered under the Division of Personnel merit system standards or by the State College System of West Virginia or the University System of West Virginia.

21) Classified Service: Those positions which satisfy the definitions for "class" and "classify" and which are covered under the Division of Personnel merit system standards.

22) Classify: The process of ascertaining, analyzing, and evaluating the duties and responsibilities of positions to determine the number and kind of classes existing in the service and to group the positions in classes.

23) Compensation Plan: The official schedule of pay rates, the range assigned to each class of positions and the salary regulations used in pay administration in the classified service.

24) Daily Rate: The regular salary paid to an employee for the pay period divided by the total number of work days plus holidays in the pay period.

25) Day: Unless otherwise specified, the use of "day" means a calendar day.

26) Demotion: A change for cause in the status of an employee from a position in one class to a position in another class of lower rank as measured by salary range, minimum qualifications, or duties, or a reduction in an employee's pay to a lower step in the pay range assigned to the classification. ~~The two types of demotions are:--a) Disciplinary Demotion--A reduction in pay or a change in classification to a lower classification due to the inability of an employee to perform the duties of a classification or for improper conduct.--b) Demotion Without Prejudice--A change in classification of an employee to a lower classification or a reduction of pay due to work necessity.~~

27) Director: The Director of Personnel, as provided in W.V. Code §29-6-6 and §29-6-9, who serves as the executive head of the Division of Personnel, or his designee.

28) Disabled: A person who has a physical or mental impairment which substantially limits one or more of a person's major life activities, has a record of such impairment, or is regarded as having such an impairment.

29) Discretionary: Open to individual choice or judgement.

30) Dismissal: The separation from employment of an employee by an appointing authority.

31) Division: The Division of Personnel.

32) Division of Personnel: The division of the Department of Administration responsible for the system of personnel administration for the classified and classified-exempt service.

33) Effective Date: The established date an action takes place except for separations.

34) Effective Date of Separation: Last day of work of employees separating due to dismissal, voluntary resignation, voluntary retirement or sudden death; date of death of employees who die while on paid or unpaid leave; date of notification by employees resigning or retiring due to disability as verified by a physician.

35) Eligible: An applicant accepted for a Division of Personnel examination who receives a final passing score and

whose name is listed on the register established for the class of position.

36) Emergency Appointment: An appointment, for not more than thirty (30) calendar days in any twelve (12) month period, necessitated by a state of emergency.

37) Employee: Any person who lawfully occupies a position in an agency and who is paid a wage or salary and who has not severed the employee-employer relationship.

38) Exempt Service: All positions specifically exempted from the classified service by statute or statutory authority.

39) Existing Employee: Any person employed by an agency for permanent employment in a classified or classified-exempt position.

40) Fitness: suitability to perform all essential duties of a position by virtue of meeting the established minimum qualifications and being otherwise qualified.

41) Full-time Employee: Any employee who works the full work schedule established for the agency.

42) Grievance: Any claim by one or more affected classified or state classified-exempt employees alleging a violation, a misapplication or a misinterpretation of the statutes, policies, rules, regulations or written agreements under which such employees work, ~~including any violation, misapplication or misinterpretation regarding compensation, hours, terms and conditions of employment, employment status or discrimination, any discriminatory or otherwise aggrieved application of unwritten policies or practices of their employer, any specifically identified incident of harassment or favoritism, or any action, policy or practice constituting a substantial detriment to or interference with effective job performance or the health and safety of the employees.~~ Any pension matter or other issue relating to public employees insurance in accordance with W.V. Code §5-16-1 et seq., retirement, or any other matter in which authority to act is not vested with the employer shall not be the subject of any grievance filed in accordance with the provisions of W.V. Code §29-6A-1 et seq.

43) Hourly Rate: The total annual salary (excluding annual increment) divided by 2,080 hours for full-time permanent and temporary salaried employees or divided by the actual number of hours worked annually for part-time permanent and temporary salaried employees. For hourly employees, the hourly rate is the actual rate established by the State Personnel Board.

434) Immediate Family: Consists of the father, mother,

son, daughter, brother, sister, husband, wife, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandfather, grandmother, granddaughter, grandson, stepmother, stepfather, and parents, children, siblings, spouse, parents-in-law, children-in-law, grandparents, grandchildren, step-parents, step-siblings, stepchildren, and individuals in a legal guardianship relationship.

445) Incapacity: An illness of or injury to an employee which prevents him from performing the essential duties of his position.

456) Increment: one-of-a-series-of-regular-consecutive increases-between-the-minimum-and-maximum-rates-of-a-pay-grade-in-an-approved-salary-schedule the percentage pay differentials established by the State Personnel Board to implement pay practices including hiring rates, salary advancements, pay on promotion, and longevity increases.

467) Incumbent: Any employee occupying a position.

478) Intra-Agency Transfer: Any transfer within a single agency.

489) Inter-Agency Transfer: Any transfer from one agency to another.

4950) Intermittent Appointment: Any appointment from a register to a position which requires performance on an irregular or "as needed" basis for no more than 945 hours in a twelve month period.

501) Irregular Part-time Employment: Employment in a position for which work hours vary from payperiod to payperiod and are less than the full-time work schedule established by the agency.

512) Job Abandonment: The absence from work under such conditions as to be synonymous with resignation.

523) Last Day of Pay: The calendar date and hour an employee's pay ceases.

534) Last Day of Work: The last calendar date and hour an employee is physically on the job.

545) Lateral Class Change: The movement of any employee from one class to another class in the same pay grade.

556) Layoff: A reduction in the number of employees caused by a reduced work load, curtailment of funds or reorganization.

57) Limited Term Employment: Employment of a limited duration including, but not limited to, 90-day exempt, 30-day emergency, temporary, intermittent and student appointments and seasonal employment with a state forest, park or recreational area.

568) Local Office: Any unit of an agency which provides services to a specified section of the State and has employees reporting to locations other than the state office headquarters.

579) Minimum Qualifications: The least experience and/or training required by the State Personnel Board for employment in a class of position and admission to an examination for that class of position.

5860) Month: Any of the twelve parts into which the calendar year is divided.

5961) Ninety-Day Exempt Appointment: Employment for no more than ninety (90) working days in a year.

602) Original Appointment: Initial employment of an individual into the classified service as a result of selection from a certification of names from a register.

613) Part-time Employee: Any person who works less than the full-time work schedule established for an agency.

624) Part-time Professional: Any classified-exempt employee engaged in professional services without administrative duties and who works no more than half the agency's full-time work schedule.

63)--Salary-Schedule:--The-official-schedule-of-salaries approved-by-the-Governor-consisting-of-multiple-pay-grades-with minimum,-maximum,-and-intervening-rates-of-pay-for-each-grade-

645) Pay Rate: One of the fixed-steps-or-increments-monthly or hourly rates within the pay range established by the State Personnel Board for each classification included in a the approved pay plan.

656) Per Diem: A daily allowance.

667) Permanent Employee: Any employee who was hired from a register and who has completed the probationary period prescribed by the State Personnel Board for the job class.

678) Physician/Practitioner: A person licensed under the laws of a state to practice medicine or a medical practitioner approved the the Public Employees Insurance Agency.

689) Policymaking Positions: A position in which the person occupying it: a) acts as an advisor to or formulates plans for the implementation of broad goals for the executive or administrative head of the agency; b) is in charge of a major administrative component of the agency; and c) reports directly and is directly accountable to the administrative or executive head of the agency.

6970) Position: An authorized and identified group of duties and responsibilities assigned by the proper authority requiring the full-time or part-time employment of at least one person.

701) Position Description: The document prepared by the employee or the employing agency and approved by the position supervisor and appointing authority, which describes the officially assigned duties, responsibilities, supervisory relationships and other pertinent information relative to a position. This document is the basic source of official information in position allocation. Position description forms shall be prescribed by the Director.

712) Postmarked: An official United States postal marking showing the mailing date.

723) Probationary Period: A specified trial work period pre-scribed by the State Personnel Board designed to test the fitness of an employee selected from a competitive list of eligibles for the position for which an original appointment has been received.

734) Promotion: A change in the status of an employee from a position in one class to a vacant position in another class of higher rank as measured by salary range and increased level of duties and/or responsibilities.

745) Provisional Appointment: The hiring of an employee to fill a position pending the administration of competitive examination and the establishment of a register.

756) Reallocation: Reassignment by the Director of Personnel of a position from one classification to a different classification on the basis of a significant change in the kind or difficulty of duties and responsibilities assigned to the position-or-to-correct-a-position-misclassification.

767) Reclassification: The revision by the State Personnel Board of a class or class series which results in a redefinition of the nature of the work performed and a reassignment of positions based on the new definition and may include a change in the title, pay grade, or minimum qualifications for the classes involved.

778) Register: An official list of currently available eligibles for a job class ranked in the order of the final score as a result of the Division of Personnel examination for the class of position for competitive appointment or in seniority order for preference hiring of laid-off permanent classified employees.

789) Regular Part-time Employment: Employment in a position for which work hours are the same from payperiod to payperiod but are less than the full-time work schedule established for the agency.

7980) Reinstatement: A type of re-employment of a former permanent classified employee.

801) Resignation: Voluntary separation from employment, including job abandonment, by an employee.

812) Salary Adjustment: A salary change resulting from a revision of the pay plan or, the reassignment of a class to a different pay grade, probationary-salary-increase- a Board approved salary differential, a temporary classification upgrade, or a general wage increase mandated by the Legislature or the Governor, or the correction of payroll errors.

823) Salary Advancement: A discretionary advancement in salary granted in recognition of the quality of job performance.

834) Salary Range: The approved monthly and annual salary for a class which includes the minimum, maximum, and intervening steps.

85) Salary Schedule: The official schedule of salaries approved by the Governor consisting of multiple pay grades with minimum and maximum rates of pay for each grade.

846) Service: Total eligible employment time which may be used for determining the rate of accrual of annual leave.

857) Sick Leave: An earned employee benefit of paid time off as specified by this rule for illnesses, injuries and other circumstances.

868) Student Employee: An employee working for a limited period of time under the current Student Exempt Policy approved by the Board.

879) Suspension: Disciplinary action taken by an agency to temporarily relieve an employee of duties and place the employee on leave without pay.

8890) Temporary Appointment: The hiring of an employee

from a register for a period not to exceed 6 months.

8991) Temporary Total Disability Benefits: Benefits paid by the Workers' Compensation Fund to claimants who have sustained compensable injuries which disable the claimant for more than three days.

9092) Terminal Leave: The balance of an employee's accrued and unused annual leave as of that employee's last day of work.

913) Termination: Separation from employment by the appointing authority as a result of the expiration of a limited term employment appointment.

924) Title Change: The revision in the title of a class .

935) Transfer: The movement of an employee to a different subdivision or geographic location of the same or a different agency.

946) Unassembled Examination: An examination procedure which does not require persons being examined to gather at a test site and which does not include a written examination.

957) Vacancy: An unfilled budgetary position in the classified service to be filled by original appointment, promotion, demotion, lateral class change, transfer, or reinstatement.

968) Veteran: Any person who has-served-in-the-armed forces-of-the-United-States-of-America-during-World-War-I-(April 6,-1917-November-11,-1918),-World-War-II-(December-7,-1941-December-31,-1946),-the-Korean-Conflict-(June-27,-1950-January 31,-1955),-the-Vietnam-Conflict-(August-5,-1964-May-7,-1975),-or in-a-campaign,-expedition-or-conflict-for-which-a-campaign-badge has-been-authorized-and-received-by-such-person,-and-who-has received-a-discharge-under-honorable-conditions-from-such-service fulfills the requirements of one of the following conditions:

a. Served on active duty anytime between December 7, 1941, and July 1, 1955. However, any person who was a Reservist called to active duty between February 1, 1955 and October 14, 1976, must meet condition b, below;

b. Served on active duty anytime between July 2, 1955 and October 14, 1976 or a Reservist called to active duty between February 1, 1955 and October 14, 1976 and who served for more than 180 days;

c. Entered on active duty between October 15, 1976 and September 7, 1980 or a Reservist who entered on active duty between October 15, 1976 and October 13, 1982 and received a Campaign Badge or

Expeditionary Medal or is a disabled veteran; or

d. Enlisted in the Armed Forces after September 7, 1980 or entered active duty other than by enlistment on or after October 14, 1982 and

1. completed 24 months of continuous active duty or the full period called or ordered to active duty, or were discharged under 10 U.S.C. 1171, or for hardship under 10 U.S.C. 1173 and received or was entitled to receive a campaign badge or expeditionary medal; or

2. is a disabled veteran.

979) Veterans' Preference Points: An additional 5 points added to the final passing score of any veteran as defined by this rule. An additional 5 points are available to such veterans who also have a current and compensable service connected disability or who have received a Purple Heart award. To receive veterans' preference points, separation from active duty must have been under honorable conditions. This includes honorable and general discharges. A clemency discharge does not meet the requirement. Active duty for training in the military reserve and national guard programs is not considered active duty for purposes of veteran preference.

98100) Work Schedule: Designation of the periods of time during which work is performed.

99101) Work Week: The time period of seven consecutive days, beginning and ending at specified days and times, during which work is performed and work hours reported for compliance with applicable federal and state labor laws.

100102) Year: Twelve (12) consecutive month period, unless otherwise specified.

Section 4. Classification Plans

4.01. Preparation of Plans - The Board, after conferring with the appointing authorities concerned, shall formally adopt and make effective a comprehensive classification plan for all positions. The plan shall be based on an investigation and analysis of the duties and responsibilities of each position, and each position shall be allocated by the Director of Personnel, after consultation with the appointing authority concerned, to its proper class in the classification plan. When complete, the classification plan shall include for each class of positions an appropriate title, a description of the duties and responsibilities, and the minimum requirements of training, experience, and other qualifications.

4.02. Revision of Plans - The Board may abolish or change existing classes of positions , or may add new classes in the same manner as the classification plans were originally adopted.

4.03. Incumbents of Reallocated Positions - When a position is reallocated to a different class, the Board shall not consider the incumbent eligible to continue in the position unless he would have been eligible for original appointment, promotion, transfer, or demotion, to a position of the new class while serving in the position as previously allocated. If ineligible to continue in the position, he may be transferred, promoted, or demoted by appropriate action in accordance with the provision of this rule as the Director may determine to be applicable. In any case in which the incumbent is ineligible to continue in the position, and he is not transferred, promoted or demoted, the provisions of this rule regarding separations applies.

4.04. Class Specifications - The Board shall consider the class specification in allocating positions and shall interpret it as follows:

(a) Class specifications are descriptive only and are not restrictive. The use of a particular expression of duties,

qualifications, requirements, or other attributes shall not be held to exclude others not mentioned.

(b) In determining the class to which any position shall be allocated, the specifications for each class shall be considered as a whole. Consideration shall be given to the general duties, specific tasks, responsibilities required, qualifications and relationships to other classes as affording together a picture of the positions that the class intended to include.

(c) A class specification shall be construed as a general description of the kinds of work characteristics of positions properly allocated to that class and not as prescribing what the duties of any position are nor as limiting the expressed or implied power of the appointing authority now or hereafter vested with the right to prescribe or alter the duties of any position.

(d) The fact that all of the actual tasks performed by the incumbent of a position do not appear in the specifications of a class to which the position has been allocated does not mean that the position is necessarily excluded from the class, nor shall any one example of a typical task taken without relation to the other parts of the specification be construed as determining that a position should be allocated to the class.

(e) The statement of minimum qualifications expresses the minimum background in terms of education, experience, skills and knowledge which would be required of any new appointee to a

position in the class as partial evidence of ability to perform the work properly and is to be so construed.

(f) Qualification requirements in the specification for any class, as interpreted in this rule, shall constitute the basis and source of authority for the tests to be included in examinations for the class and for the evaluation of the qualifications of applicants, and for the acceptance or rejection of applications of examinees for the class.

4.05. Position Descriptions - When new positions are created or when duties, responsibilities, supervisory relationships or other significant aspects of current positions are changed, the appointing authority shall provide a completed position description to the Director to be used for position allocation. The completed position description shall be the official source of information for position allocation.

4.06. Reclassification

(a) Upon its own initiative, or at the request of an appointing authority, the Board may reclassify positions by the creation or abolishment of classes, or the revision of the definition of the work of the classes brought about by changing work methods, new technology or reorganization.

(b) For each position affected the appointing authority shall provide a current description of the duties and responsibilities assigned.

(c) The employee in the position at the time of a reclassification is entitled to continue to serve in that position, provided that any licensure or certification requirements are met.

(d) Any incumbent in a position reclassified under this section shall have the right to a review of the action under the procedure established in W.V. Code §29-6-10(1).

4.067. Position Reallocation - Whenever substantial changes occur in the duties and responsibilities assigned to a position or-to-correct-a-position-misclassification, the Director shall reallocate the position to its proper class. The incumbent or the appointing authority may seek a reconsideration of the allocation action by submitting a written request to the Director within ten (10) calendar days of the effective date of the action .

Section 5. Compensation Plan and Salary Regulations

Pursuant to the provisions of the W. V. Code §29-6-10(2), the following salary regulations apply to

classified employees .

5.01. Purpose and Intent - To attract qualified employees and retain them in the classified service, the Board shall endeavor to provide through the pay plan adequate compensation based on the principles of equal pay for equal work among the various agencies and on comparability to pay rates established in other public and private agencies and businesses. ~~The intent of the Board is to recommend to the Governor a pay plan with annual adjustments for cost of living increases and additional funds for merit increases.~~

5.02. Preparation of Plan - After consultation with the appointing authorities and State fiscal officers and after a public hearing, the Director and the Board shall prepare and submit to the Governor for his approval any annual revision of the pay plan. The pay plan shall include salary schedules containing multiple pay grades with ~~minimum, intervening, and~~ maximum rates of pay for each grade and a plan of implementation. The Board may make periodic amendments to the pay plan in the same manner.

5.03. Adoption of Plan - The plan becomes effective only after it has been approved by the Governor. The approved pay plan constitutes the official schedule of salaries for the classified service.

5.04. Implementation of Plan

(a) Assignment of Classes - The Board shall assign each class of positions to an appropriate pay grade consistent with the duties outlined in the class specification. No salary shall be approved by the Director of Personnel unless it conforms to one of the pay rates in the pay grade assigned to the employee's class of position.

(b) Entry Salary - The entry salary for any employee shall be at the minimum salary for the class. However, an individual possessing pertinent training or experience above the minimum required for the class, as determined by the Director, may be appointed at a pay rate above the minimum, up to the mid-point of the salary range, unless otherwise prescribed by the Board. For each increment above the minimum, the individual must have in excess of the minimum requirements at least six months of pertinent experience or equivalent pertinent training. The Director may authorize appointment at a rate above the mid-point where the appointing authority can substantiate severe or unusual recruiting difficulties for the job class.

(c) Standard Rates of Pay - The compensation plan applies to all classes of positions in the classified service unless

specifically excepted by statute or statutory authority. It provides standard pay rates for full-time employees for regularly established working hours in all offices and departments. The salary or wage paid shall be determined by the pay grade to which the classification of the position has been allocated. All employees, including those serving in positions on a part-time basis, shall be paid in proportion to the actual time worked.

(d) Additional Pay - Except for authorized overtime, or Board approved pay differentials, or other statutorily required/authorized payments, no pay additional to the regular salary shall be made to any employee. The rates as provided do not include reimbursements for actual and necessary expenses incurred incident to employment such as travel expense. Additional duties imposed or volunteered shall not constitute an exception to this rule.

(e) Availability of Funds - Before a department makes salary adjustments and advancements in accordance with this rule, its fiscal officer shall certify that funds for this purpose are available.

(f) Salary Adjustments

1. New Plan

a. Upon adoption of a new pay plan, ~~each incumbent's salary--is-adjusted-to-the--pay-rate-in-the-new-plan corresponding-to-his--pay-rate-in-the-old-plan.--If-it-is impossible-due-to-budgetary-restrictions-to-adjust-an-incumbent's pay-on-a--corresponding-basis;~~ the Board shall require and may approve or modify a plan of application which assures as nearly as possible that the pay of all incumbents in the classified service receive equal treatment in terms of pay.

b. An incumbent whose salary falls below the minimum rate of the new range shall have his salary adjusted to the new minimum.

bc. An incumbent whose salary falls above the maximum rate of the new range maintains his current salary and is ineligible for salary advancements.

2. Pay on Reclassification

a. Higher minimum

1. When a class is reassigned by the Board to a salary range having a higher minimum, the salaries of those incumbents below the new minimum are adjusted to the new minimum.

2. Where the salary of the incumbent coincides with a pay rate in the new range, the salary remains unchanged.

~~3. Where the salary of the incumbent falls within the new range and does not correspond with a pay rate in the range, the salary is adjusted to the next higher rate in the new range.~~

b. Lower Minimum

1. When a class is assigned to a salary range having a lower minimum, the salaries of those incumbents which coincide with a pay rate in are within the new range remain unchanged.

~~2. Where the salary of the incumbent falls within the new range and does not coincide with a pay rate in the range, the Board shall approve a plan of application which assures as nearly equal treatment of the incumbent's pay as possible.~~

32. Where the salary of the incumbent is above the maximum rate of the new range, the salary remains unchanged and the incumbent is ineligible for salary advancements.

3. Pay on Position Reallocation - When a position is reallocated to a different class, the salary of the incumbent is adjusted in accordance with salary regulations for promotion, demotion and lateral class change.

4. Separation from Employment - Salary adjustments are not given to employees separating from State employment whose last day of work occurs prior to the effective date of a new pay plan and who are continued on the payroll beyond that date for annual leave payment of terminal leave.

5.05 Pay on Promotion - When an employee is promoted, his pay shall be adjusted as follows.

(a) Minimum Increase - The salary of an employee who is promoted is adjusted to the minimum pay rate of the new class. If the incumbent's current pay rate is at or above the minimum pay rate for the new class, but coincides with a pay rate in the new range, the salary is adjusted one increment in the range. Where the pay rate does not coincide with a pay rate in the new range, the salary is adjusted to the next higher rate which provides at least a full increment increase. Salaries at the minimum rate of the current classification shall be adjusted to the minimum rate for the job classification to which the employee is being promoted. Salaries within the range of the current classification shall be increased by one increment, as established by the State Personnel Board, per pay grade advanced

to a maximum of 3 pay grades or to the minimum rate of the higher pay grade, whichever is greater.

(b) Additional Increase - The appointing authority may grant additional incremental increases, as established by the State Personnel Board, to an employee being promoted if the employee has sufficient qualifications in excess of the minimum required for the new class. The employee must possess at least six months of pertinent experience or an equivalent amount of pertinent training for each additional incremental increase granted.

(c) Exceptions - If an employee has been demoted or reallocated to a class at a lower pay grade with no reduction in pay and is promoted within the next twenty-four months, no consideration shall be given to the pay grade(s) reduced in the demotion or reallocation when calculating pay on promotion as provided in sections 5.05(a) and (b).

5.06 Pay on Demotion - The pay of an employee who is demoted and whose current pay rate is above the maximum pay rate for the new classification is reduced to at least the maximum pay rate of the new classification. The employee's salary may remain the same if his pay is within the pay range of the new classification, or his pay may be reduced to a lower pay rate in the new range. ~~If the employee's salary before demotion falls within the range for the lower class, but does not coincide with a pay rate in that range, his salary is reduced at least to the next lower pay rate in the new range.~~

5.07. Pay on Lateral Class Change - Any employee who receives a lateral class change is paid the same salary received prior to the change. ~~Where the pay rate does not coincide with a pay rate in the new range, the salary is adjusted to the next higher pay rate.~~

5.08. Salary Advancements

(a) Basis - All salary advancements are based on merit as reflected by performance evaluations and other recorded measures of performance.

(b) Eligibility - Salary advancements are limited to permanent employees.

(c) Amount - Salary advancements are limited to no more than two increments, as established by the State Personnel Board, in any twelve (12) month period and shall not cause the new salary to exceed the maximum of the pay grade to which the employee's class is allocated.

(d) Effective Dates - Salary advancements for permanent employees are effective on or after the date on which they become

eligible.

5.09. Longevity Increases - An employee with seven years of total state service who has attained the maximum or above in the range or is within 5% of the maximum in the range for the class without a salary increase in the immediately preceding twelve months is eligible for a longevity increase as prescribed in the adoption of a new pay plan.

Section 6. Applications and Examinations

6.01. Character of Examinations

(a) Examinations for entrance in the classified service will be conducted on an open competitive basis. Examinations shall be practical in nature, shall be constructed to reveal the capacity of the applicant for the particular position for which he is competing, and shall be rated objectively. Examinations may be either assembled or unassembled at the discretion of the Director and depending on the specific requirements of the job class.

(b) Examinations shall, to the extent possible, be developed on the basis of objective analysis of the job and with the participation of appropriate job experts in the affected agencies and may also include: a-rating-of-training-and-experience-for-the-more-responsible-professional,-technical,-supervisory-and-administrative-positions;-and,-an-oral-examination-for-positions-requiring-frequent-contact-with-the-public-or-which-involve-important-supervisory-or-administrative-duties written tests, performance tests, ratings of training and experience, oral examinations, job simulations, or other assessment procedures shown to be related to the content of the job and/or to be predictive of successful job performance.

(c) All examination scoring procedures shall be objective. Test weights shall be established to reflect the relative importance of duties performed in the job class. Test weighting and scoring procedures shall be applied consistently to the examinations of all applicants.

6.02. Notice of Examinations

(a) The Director shall give public announcement of all open competitive examinations for at least 15 days in advance of the closing date for receipt of applications. He shall make every reasonable effort to attract qualified persons to compete in these examinations. Notices of examinations and other publicity may be restricted to the places where additional eligibles are needed. Public announcement of examinations shall specify the title and salary range of the class of position, the duties to be performed, the minimum qualifications required, the final date on

which applications will be accepted, and all other conditions of competition.

~~(b)-in-order-to-be-eligible-to-be-admitted-to-examinations, applicants-must-be-eligible-to-work-in-the--United-States-and (a)-have-been-born-in-West-Virginia-or-(b)-have-been-legal residents-of-or-domiciled-in-West-Virginia-for-at-least-one-year prior-to-the-date-of-examinations, or-(c)-have-maintained-a-legal residence-and-domicile-in-West-Virginia-for-at-least-10-years-of his-life.--The--Director, at--his-discretion, may-waive-residence-requirements.~~

6.03. Filing Applications

(a) All applications shall be made on forms prescribed by the director and must be filed with the Division on or prior to the closing date specified in the announcement or postmarked before midnight of that date. The applications shall be completed in full and may require the inclusion of documents verifying pertinent education, training, licensure, eligibility for veterans' preference points, or any other information which the Director may consider necessary. All applications shall be signed and sworn to or affirmed by the applicant. The Director has the right to verify any information provided on or with an application.

(b) The Director may provide for continuous receipt of applications and for holding examinations as needed.

6.04. Disqualification of Applicants

(a) The Director may refuse to examine an applicant, or after examination, may disqualify the applicant or remove his name from a register or certification, or refuse to certify any eligible on a register if:

1. he is found to lack any of the preliminary requirements established for the examination or by statute for the class of position;

2. he is so disabled as to be rendered unfit for the performance of the duties of the class;

~~3.--he-is-addicted-to-the-use-of-narcotics-or intoxicating-liquors-;~~

43. he has been convicted of an infamous crime or other crime involving moral turpitude which has a reasonable connection to the position/class for which he is applying;

54. he has made a false statement of material fact or has misrepresented his qualifications in his application;

65. he has previously been dismissed from any public service for delinquency, misconduct, or other similar cause;

76. he has used or attempted to use political pressure or bribery to secure an advantage in the examination or appointment;

87. he has directly or indirectly obtained information regarding examinations to which as an applicant he was not entitled;

98. he has failed to submit his application correctly or within the prescribed time limits;

109. he has taken part in the compilation, administration, or correction of the examination;

110. he has taken the same examination less than 60 days prior to the date of the current examination;

121. at least three former employers state that they would not re-employ him, or otherwise indicate that his services as an employee were unsatisfactory or that he is lacking in character and fitness for the position he applied for;

132. the register from which he is certified is for a class for which oral skills are essential and an oral examination was not a part of the examination process, and at least two agencies have interviewed him and report that he is not considered to be suitable for a position in the class he was interviewed for;

13. he is not eligible to work in the United States.

14. he has otherwise violated provisions of this rule.

(b) In order to be admitted to an open competitive examination, an applicant must have satisfied all minimum qualifications of the position for which he has requested an examination, except that he may be admitted if he is qualified in all respects except for (1) a deficiency of no more than six months of qualifying training and, at the time of application, he is engaged in educational pursuits that will qualify him; or (2) a deficiency of no more than one month of qualifying experience and, at the time of application, he is employed in work that will qualify him. An applicant so admitted, and who passes the examination, is not available for employment until the minimum qualifications have been satisfied. The applicant is responsible for furnishing evidence of subsequently satisfying the minimum qualifications.

(c) A disqualified applicant shall be promptly notified of

such action, and an applicant who is not admitted to an examination because of failure to meet the preliminary requirements shall be notified by letter to his last-known address. Applicants disqualified under provisions of 6.04(a) 5, 6, 7, 8, and 12 shall be permanently disqualified from applying.

6.05. Conduct of Examinations

(a) Written tests shall be conducted simultaneously in as many places as are necessary for the convenience of the applicants, and as are practicable for proper administration. The requirement for simultaneous conduct of examinations may be deviated from as may be found necessary by the Director to administer more effectively a continuous recruitment program as provided for in Section 6.03(b) of this rule. The Director may designate such monitors as may be necessary to conduct examinations under instructions prescribed by him, and may also arrange for the use of public buildings in which to conduct the examinations. The Director shall provide for the compensation of monitors and assistants in accordance with the approved budget for that purpose.

(b) Persons taking competitive assembled examinations shall present personal identification which includes a signature/photograph prior to admission to an examination. Applicants without proper identification shall not be admitted to examinations.

6.06. Scoring Examinations

(a) The Director shall determine a final score for each applicant's examination, computed in accordance with the weights for the several parts established by the Director ~~as-set-forth-in the-announcement~~. Failure in any part of an examination may disqualify the applicant in the entire examination and may disqualify him from participation in subsequent parts of the examination. All applicants for the same position shall be accorded uniform and equal treatment in all phases of the examination procedures.

(b) Any veteran (as defined in Section 3 of this Rule) who claims veteran's preference and who has made a passing grade in an examination shall have five points added to his final earned score. An additional five points shall be added to the augmented earned score of veterans with a compensable service-connected disability or those who are awarded the purple heart. Persons claiming veteran's preference or disability preference must submit satisfactory proof thereof to the Director of Personnel

(c) The Director shall utilize appropriate scientific techniques and procedures in rating the results of examinations and in determining the final scores of competitors.

6.07. Rating Training and Experience - If training and experience form a part of the total examination, the Director shall determine a procedure for the evaluation of the training and experience qualifications of the various applicants. The formula used in the evaluation may include an appraisal of the recency and quality as well as quantity of experience and to the pertinency of the training.

~~6.08.--Investigations---Before-rating-training-and experience-or-prior-to-certification-from-the-register, the Director shall, to the extent practicable, investigate the applicant's training and experience to verify the statements contained in his application form and to adduce evidence regarding his character and fitness.--If this investigation produces information affecting the rating of training or experience, the Director shall rate or re-rate the applicant's record accordingly, and make the necessary adjustments in the register.--He shall also promptly notify the applicant of the re-rating.~~

6.098. Oral Examinations - When an oral examination forms part of a total examination for a position, the Director shall appoint one or more oral examination boards as needed. Any person actively engaged in the work of any political organization, or any person holding political office, shall not serve as a member of any such board.

6.109. Notice of Examination Results - Each applicant passing all parts of the examination shall be notified by mail by the Director of his final rating as soon as practical after the rating of the examination has been completed and the register established. An eligible, upon request and presentation of proper identification, is entitled to information concerning his relative position on a register. An applicant who fails any part of the examination or the total examination shall be notified of his failure.

6.110. Special Examination - The Director may modify examination procedures to afford reasonable accomodation to otherwise qualified disabled applicants. Such modifications may include changes in the existing testing procedures or the use of specific evaluations of the applicants' observable job skills and/or record of past performance, experience and training.

6.11. Adjustment of Errors - If, within thirty days after receipt of his score notice, an applicant notifies the Director of a manifest error in the rating of an examination or other evaluation of the applicant's qualifications, that error shall be corrected promptly. Formal written notice of the correction shall be sent to the applicant. These corrections of errors shall not invalidate any certifications or appointments made

prior to corrections of the errors.

6.12. Examination Records - The Director is responsible for the maintenance of all records pertinent to the examination program in accordance with official retention schedules and shall hold the records in confidence as specified in W.V. Code §29-1-1 et seq.

Section 7. Registers

7.01. Establishment of Registers -

(a) Competitive registers: After each examination, the Director shall prepare a register of persons with passing grades. The names of those persons shall be placed on the register in the order of their final ratings starting with the highest.

(b) Preference registers: After the layoff of permanent classified employees, the Director shall prepare registers of qualified permanent classified employees who have been laid off. The names of such employees shall be arranged on the register in order of seniority.

7.02. Duration of Registers

(a) Competitive Registers: The life of scores on a register shall be no longer than three years from the date of establishment, but this period may be reduced by the Director. A register may be determined by the Director to be exhausted if fewer than three available eligibles remain on the register. Upon the exhaustion of a register, or if the Director reduces the life of a register, he shall notify each eligible remaining on the register to this effect by mail to his last-known address.

(b) Preference Registers: A laid off permanent classified employee is eligible for employment from a preference register for no longer than one year and the eligibility ceases immediately upon employment in a classified position.

(c) It is the duty of the appointing authority to notify the Director as far in advance as possible of vacancies which may occur in the agency. The Director is responsible for determining the adequacy of existing registers and for the establishment and maintenance of appropriate registers for all positions exclusive of exempt positions.

(d) The Director shall nullify a register for any of the following reasons:

1. Changes in the minimum qualifications or classification standards of a class of positions.

2. Abolishment of the class for which the register was established.

3. Substantial revision of the examination used to establish the register.

(e) When a register is declared null and void by the director the affected persons shall be notified of the action in writing at their last known address.

7.03. Removal of Names from Registers

(a) Competitive Registers: The Director may remove the name of an eligible from a register:

1. for any of the causes stipulated in Section 6.04(a) of this rule.

2. on evidence that the eligible cannot be located by letter to his last known address.

3. on receipt of a statement from the eligible declining an appointment and stating that he no longer desires consideration for an appointment.

4. if an offer of a probationary appointment for the class for which the register was established in a location for which he has declared himself available has been declined by the eligible.

(b) Preference Registers: The Director may remove the name of an eligible from a preference register:

1. for any of the causes stipulated in Section 7.03(a) of this rule.

2. upon appointment of the eligible to a classified position.

3. on evidence that the eligible does not meet the applicable standards of qualifications and fitness for a position.

(c) The Director shall notify the eligible by mail to his last-known address of this action and the reasons therefor. All notices of changes of address shall be filed in writing by eligibles with the Director. An eligible's name shall be reinstated on the register upon showing of cause satisfactory to the Director or in accordance with a decision of the Board upon appeal as provided in Section 13.02 of this rule.

Section 8. Certification of Eligibles.

8.01. Request for Certification - If a vacancy occurs in any position in an agency or if new positions are established and new employees are needed, requisitions shall be submitted by the appointing authority to the Director upon a prescribed form. This requisition shall state the number of positions to be filled in each class, identifying each class title and all other pertinent information.

8.02. Certification Methods

(a) Upon receipt of a requisition, the Director shall first certify and submit to the appointing authority the names of available persons from the appropriate preference register. If no appropriate preference register exists, the Director shall then certify and submit to the appointing authority the names of available persons from the appropriate competitive register established as a result of open competitive examination for the class of position. The number to be certified and submitted will be governed by the following sub-paragraphs. Nothing in the following sub-paragraphs shall be construed as altering the exhaustion point of a register as described in Section 7.02(a) of this rule.

1. The Director shall first certify and submit the names of all available eligibles from the appropriate preference register. If there are no available qualified eligibles on the appropriate preference register, then the Director shall certify the top ten names or the names of any persons scoring at or above the ninetieth percentile. The Director may certify additional names at his discretion.

2. If the competitive register established as a result of a Division of Personnel examination for a specific class of position is exhausted, the Director may certify names from the register, or registers, most appropriate. If there is no register which the Director considers appropriate, then the Director may certify and submit names from a register established as described in Section 7.02 of this rule.

(b) If an eligible receives a probationary or permanent appointment, the appointment constitutes for its duration, a waiver of his right to certification from any other register on which his name appears for a class of position, the salary of which is either equal to or lower than that salary covered by his appointment, unless at the time of the appointment he requests in writing that his name be retained for certification from the register or registers. If a laid off permanent classified state employee receives a probationary or permanent appointment to a classified position, that employee is no longer eligible for appointment from any preference register.

(c) The name of each employee whose name appears on a

register for a class of position with a higher salary range than the salary range of his present class of position shall be certified and submitted by the Director and given consideration by the Agency for the higher class of position if his name is reached.

(d) If in the exercise of his choice provided under Section 9.02 the appointing authority passes over the name of an eligible on a competitive register in connection with three separate appointments he has made from the register, written request may be made of the Director that the name of such eligible be omitted from any subsequent certification of the same appointing authority from the same competitive register. The name of the eligible shall thereafter not be certified to him from that register for future vacancies in that class of position, or from subsequent registers established for that class of position. However, upon change of the person occupying the position of appointing authority, the Director shall reinstate the name of that person for certifying purposes and shall inform the agency of the reinstatement. If, subsequently, the eligible is interviewed by the agency and rejected once for the same position, his name shall not again be certified for that position to that agency during the tenure of the then incumbent appointing authority.

(e) An eligible may be considered not available by the Director if he fails to reply to a written inquiry after five days or to telecommunication within 48 hours in addition to the time required for the transmission of the inquiry to his last-known address and reply thereto.

~~(f)-Selective-Certification-by--gender--is-permissible-if the-request-with-a-justification-in-writing-is-approved-by-the Director-of-Personnel--Justification-must-clearly-show-that-only employees-of-the-required--gender-can-perform-the-duties-~~

8.03. Local-Office-Certification

~~(a)-Eligibles-for-positions-in-state-and-local-offices-shall be-certified-in-the-manner-described-in-Section-8.02-except-that in-filling-a-position-in-a-local-office, the-appointing-authority may-request-the-certification-of-eligibles-who-are-residents-of the-area-established-by-the-Agency-for--the-local-office.--Upon receipt-of--a-requisition, the-Director-shall-certify--the-names of-eligibles-as-provided-in-Section-8.02-of-this-rule-except-that the-Director-shall-certify--the-names-of-the-highest-available eligibles-who-are-residents-of-the-area-established-by-the-Agency for-the-local-office-in-which-the-vacancy-exists-~~

~~If-the-Director-finds-that-there-are-fewer-than-five such-eligibles-who-are-residents-of-the-local-office-area, he~~

shall certify--the names of--the eligibles who are residents.

If no appointment is made from these eligibles, or if there is no local eligible, then certification to the vacancy in the local office shall be made from a list of eligibles in the next larger administrative area of the agency.

If there are then insufficient eligibles, certification shall be made on a statewide basis.

Selective Certification - A certification may limit or augment candidate appointment consideration to identify specific qualifications found necessary for job performance. Selective certification must be approved by the Director.

(a) If a specific position requires special qualifications that are not common to all positions in that classification, the appointing authority may request that certification be limited to candidates possessing those qualifications. All applicants must have adequate opportunity for special qualification consideration. The specific criteria for the restriction of certification must be clearly stated in the class specification.

(b) A request for selective certification by gender may be approved by the Director of Personnel if written justification clearly shows that only persons of the required gender can perform the duties of the position and the request has been reviewed by the Human Rights Commission.

(c) Certification may be limited to candidates available to work at the location of the job. Certification may be further geographically limited when the duties of the position require rapid response to unscheduled emergencies during off duty hours. Any request for geographic selective certification must be justified in writing and based on essential duties of the position. The boundaries on the acceptable geographic areas are established by the specific location and demands of the job. Candidates living outside the boundary must be considered if they are willing to relocate to the area.

(d) When determined appropriate by the Director, for certain unskilled or semiskilled job classifications for which no previous education, training, or experience is required, eligibles may be selected for certification by lot. In such cases, all will have equal opportunity for certification. No rank order will be established for the register. Selection for certification by lot will be determined as vacancy requests are received. Once the certification has been made for a particular vacancy, a new certification shall not be issued for the same class and location for sixty days. The employing agency shall be required to offer opportunities for interviews to candidates in the order in which they appear on the certification. It is the responsibility of the interviewing agency to insure, to

the extent practicable, that appointments from such certifications are made based on job-related merit and fitness.

8.04. Corrections of Errors

(a) In the event that a name is certified in error and the error is discovered before one of the named applicants is notified that he or she is appointed, the erroneous certification will be withdrawn and a correct certification made. If a certification is to fill more than one position, only that portion of it pertaining to positions for which applicants have not been notified that they are appointed will be withdrawn.

(b) In the event a name is certified in error and the error is discovered after one of the named applicants is notified that he or she is appointed but prior to the effective date of the appointment, the certification and appointment will be withdrawn as in sub-section (a) of this section unless:

1. Acceptance of the appointment caused the named applicant to change his or her place of residence.

2. Acceptance of the appointment caused the named applicant to resign from a position that cannot be regained.

(c) In the event a name is certified in error and the error is discovered after the effective date of the appointment of one of the named applicants, the appointment shall continue.

Section 9. Appointments

9.01. Appointees in Positions Added to the Classified Service

(a) When additional state agencies or parts of state agencies are added to the classified service by executive order of the Governor with the consent of the Board and the appointing authority concerned, and when additional county or municipal agencies are added to the classified service by agreement between the local government and the Director with the approval of the Board, a date for the addition shall be fixed by agreement.

(b) All appointments made on and after that date to the positions added to the classified service shall be made in accordance with this rule.

(c) A person employed in such a position continuously for six months immediately preceding that date may take a qualifying examination administered by the Director and may be given a probationary or permanent appointment in the position if he passes the examination. If recommended by the appointing authority, he may be admitted to an examination regardless of

the minimum qualifications for the class to which the position is allocated. The qualifying examinations shall be held within six months after the date of addition of the position to the classified service. The examinations shall include appropriate written and performance tests where these tests are included in open-competitive examinations for the class. An employee who fails to pass the qualifying examination shall be separated within thirty days after the examination unless there are no available eligibles on the register for the class, in which case his employment may be continued but he must be separated within thirty days after certification of available eligibles.

(d) A person employed in such a position for less than six months preceding that date of affiliation shall be separated within thirty days after that date unless there are no available eligibles on the register for the class, in which case his employment may be continued but he must be separated within thirty days after certification of available eligibles, provided, however, that he may be given a probationary appointment if he has passed an open-competitive examination for the class and is within reach on the register for certification and original appointment.

(e) In making the appointments provided for in Section 9.01(c) and (d) of this rule it is optional with the appointing authority whether to count employment in the agency immediately prior to the appointments as part or all of the probationary period required under Section 10 of this rule.

The appointing authority shall promptly report to the Director his decision on this matter for the records.

9.02. Original Appointments

(a) All original appointments to positions exclusive of exempt positions shall be made in accordance with this rule. Selection shall be made for each position first from the eligibles on appropriate preference registers. Upon exhaustion of the preference register, selection shall be made for each position from the top ten names including any persons scoring the same as the tenth name or any persons scoring at or above the ninetieth percentile on the register, as determined by Section 8.02 of this rule exclusive of the names of those who failed to answer or who declined appointment or of those names to whom the appointing authority offers an objection in writing based on Section 6.04 of this rule which objection is sustained by the Director .

(b) In selecting persons from among those certified, the appointing authority may examine their applications and reports of investigations and interview them. Final selection shall be reported in writing by the appointing authority to the Director.

(c) If the eligible selected declines the appointment, evidence of declination and other such data shall be transmitted to the Director for the permanent record. An eligible may be considered by the Director as having declined appointment if he fails to reply after five days in addition to the time allowed for transmission of letter and return of reply, or 48 hours, if notified by telegram. If an eligible accepts an appointment but fails to present himself for duty at the time and place specified without giving reasons for the delay satisfactory to the appointing authority and the Director, he shall be considered to have declined the appointment.

9.03. Provisional Appointments

(a) If, in the opinion of the appointing authority, there are urgent reasons for filling a position and there is no appropriate preference register and there are fewer than three available eligibles on the competitive register established as a result of an examination for the position, and no other appropriate register exists, the appointing authority may submit to the Division of Personnel the name of a person to fill the position pending examination and establishment of a register. If that person's qualifications have been certified by the Director as meeting the minimum qualifications as to training and experience for the position, that person may be provisionally appointed to fill the existing vacancy until an appropriate register is established and appointment made therefrom. No provisional appointment shall be made until the position has been classified and minimum qualifications established therefore in accordance with this rule. No provisional appointment shall be continued for more than thirty days after an appropriate register has been established for the class of position and in no event for more than 6 months from the date of appointment, nor shall successive provisional appointments of the same person be permitted, nor shall a position be filled by repeated provisional appointments.

(b) Employees not covered by Section 9.02 of this rule and all appointments made without register subsequent to the effective date of this rule but prior to the holding of examinations shall be regarded as provisional appointments.

(c) Time spent on a leave of absence without pay shall not extend the period of a provisional appointment.

9.04. Intermittent Appointments

(a) The Director shall prepare lists of names of persons who have successfully passed an examination for intermittent positions. The lists shall consist of the names of the successful candidate arranged in the order of final scores on the examination. Selection shall be made for each position from the

ten highest available names on the list or from the names of any persons scoring at or above the ninetieth percentile. Once a person has received an intermittent appointment in accordance with this sub-section he may be given successive intermittent appointments without regard to standing on the list.

(b) In no case shall intermittent employment of an individual continue for more than 945 hours worked in any twelve-month period beginning with the date of the original intermittent appointment, nor shall an intermittent employment appointment be preceded or followed by a temporary employment appointment or any other limited term employment within the twelve-month period.

9.05. Temporary Appointments -

(a) If an employee is needed for a temporary period, a certification shall be made by the Director of the names of those eligibles in the order of their places on an appropriate competitive register who have indicated willingness to accept temporary employment. Certification shall be made in the manner as prescribed in Section 8 of this rule. Appointments shall be made in the same manner as prescribed in this rule for probationary appointments.

(b) The duration of a temporary appointment is limited to the period of the need and in no event shall a temporary appointment continue for more than 6 consecutive months in any twelve-month period. The acceptance or refusal of a temporary appointment shall not affect an eligible's standing on a register or his eligibility for a probationary appointment. Successive temporary appointments to the same position shall not be made nor shall an employee receive continued temporary appointments in the same agency, nor shall a temporary employment appointment be preceded or followed by an intermittent employment appointment or any other limited term employment within the twelve-month period.

9.06. Limited Term Employment - Individuals may be employed for a limited period of time in accordance with the provisions of this Rule and W.V. Code §29-6-1 et seq. Limited term employment includes, but is not limited to, 30-day emergency, 90-day exempt, temporary, intermittent, and student appointments and seasonal employment with a state forest, park or recreational area.

9.067. Posting of Job Openings - Whenever a job opening occurs in the classified service, the appointing authority shall post a notice within the building, facility or work area and throughout the agency that candidates will be considered to fill the job opening. The notice shall be posted for at least ten (10) working days before making an appointment to fill the job opening. The notice shall state that a job opening has occurred, describe the duties to be performed, and the classification to be

used to fill the job opening.

(a) The term job opening refers to any vacancy to be filled by original appointment, promotion, demotion, lateral class change, reinstatement, or transfer.

(b) The posting notice shall include a description of the duties to be performed by the person selected, the minimum qualifications for the position, the job classification to be used in filling the job opening, the salary level or range that will be considered, and the job location.

(c) An established closing date, if any, for the receipt of applications shall allow sufficient time to ensure that the job vacancy circulation has been posted throughout the agency for ten (10) working days. The naming of an individual to fill the position is the appointment and is not altered by the fact that the individual will not assume the duties until a later date. Therefore, the agency shall not make an appointment to a position prior to the deadline for receipt of applications as listed on the posting.

(d) The appointing authority shall give due consideration of those employees who apply and are eligible for the posted vacancy.

(e) If a posted vacancy is not filled within six months of the established closing date, the vacancy must be re-posted prior to an appointment to the vacant position.

(f) Any employee in the classified service who believes that the posting time and notice requirements of this Section have been violated or who is denied consideration for the job opening has the right to initiate a grievance as provided for in W.V. Code §29-6A-1 et seq.

(g) The vacancy posting requirements apply to all classified position vacancies except demotions with prejudice and/or transfers for cause.

Section 10. Probationary Period

10.01. Nature, Purpose, and Duration

(a) The probationary period is a trial work period designed to allow the appointing authority an opportunity to evaluate the ability of the employee to effectively perform the work of his position and to adjust himself to the organization and program of the agency. It is an integral part of the examination process and shall be utilized for the most effective adjustment of a new employee and the elimination of those who do not meet the required standards of work.

(b) All original appointments to permanent positions shall be made from officially promulgated registers for a probationary period of not more than one year. The Board shall fix the length of the probationary period for each class of position. The appointing authority shall notify the Director of Personnel when a probationary period has been completed and permanent status has been granted. The provision shall not be construed to prohibit application of time served in a provisional status to completion of a probationary period. The period of provisional appointment may apply toward completion of the probationary period only for that part served continuously, in the same class, and immediately prior to an original appointment. However, it is the responsibility of the appointing authority to state in writing at the time permanent status is being granted that the time served in a provisional status has been applied toward completion of a probationary period. Permanent appointment of a probationary employee shall begin with the date ending the probationary period.

(c) Time spent by probationary employees on a leave of absence without pay extends the probationary period.

10.02. Conditions Preliminary to Permanent Appointment

(a) Four weeks prior to the end of the probationary period, the appointing authority shall obtain from the probationary employee's supervisor a statement in writing recommending that the employee be continued or not be continued in service. This statement shall include an appraisal of the employee's services and should include a service rating in conformity with the system of performance evaluation prescribed by the Director. In the event it is determined that the services of the employee shall be retained, the appointing authority shall notify the employee and the Director of Personnel of the action no later than the last day of the probationary period.

(b) In the event the appointing authority takes no action on the status of a probationary employee before the expiration of the probationary period, either to retain or terminate, the employee shall be considered as having attained permanent status.

10.03. Demotions during Probation - The serving of a probationary period shall not, of itself, prevent an employee from being demoted to a position in a lower class, provided he meets the minimum qualifications of the lower class. However, such action may not be taken until the employee has been presented with the reasons in writing and has been given a reasonable time to reply thereto in writing, or to appear personally and reply to the head of the department or his deputy. Neither shall such action be taken prior to completion of one-third of the probationary period, and the probationary period for the class of position to which the employee is demoted shall

begin with the date of demotion.

10.04. Transfers during Probation - An employee shall not be transferred during his probationary period to a position in another class for which a preference or competitive register exists, nor may an employee, certified to a vacancy in a local office on a strictly local-area basis in accordance with the provisions of Section 8.03 of this rule, be transferred from that local office to any other office or class for which a preference or competitive register exists .

10.05. Dismissal during Probation

(a) If at any time during the probationary period, it is determined the services of the employee are unsatisfactory, the employee may be dismissed from the service, but such action shall take place only after the person to be dismissed has been presented with the reasons for the dismissal, stated in writing, and has been allowed a reasonable time to reply thereto in writing or upon request to appear personally and reply to the head of the department or his deputy. The statement of reasons and the reply shall be filed as a public record with the Director. Notification of the dismissal shall be given to the employee 15 calendar days prior to the effective date of his dismissal, and no further salary shall be paid to him except in payment for accrued annual leave in accordance with Section 12.02. of this Rule. If the fifteen days notice is given on or before the last day of the probationary period, but less than fifteen days in advance of that date, the probationary period shall be extended fifteen days from the date of the notice and the employee shall not attain permanent status. This extension shall not apply to employees serving a twelve month probationary period. Fifteen days notice shall not be required for employees in certain classes where the Board holds by formal action that the public interests are best served by withholding the notice, and is at the discretion of the appointing authority for employees in any class when the cause of dismissal is gross misconduct.

(b) The Director may restore the name of a probationary appointee who has been dismissed to the register from which he was certified, in accordance with procedure described in Section 12.08 of this rule, but the Director shall not in the future certify the name of that person to the same appointing authority from the same register.

Section 11. Promotions, Demotions and Transfers

11.01. Method of Making Promotions

(a) Whenever practical and in the best interest of the service, a vacancy will be filled by promotion, after

consideration of the eligible permanent employees in the agency or in the career service upon the basis of the employees' demonstrated capacity and quality and length of service. In filling vacancies, an effort should be made to achieve a balance between promotion from within the service and the introduction into the service of qualified new employees.

(b) A candidate for promotion must be certified by the Director to possess the qualifications for the position as set forth in the specifications for the class of position for which he is a candidate, and he may be required by the appointing authority to qualify for the new position by a promotional competitive or non-competitive examination administered by the Director.

11.02. Promotion by Competitive Examination

(a) If it is determined by the appointing authority to fill vacancies in a particular class of position by promotion competitive examination, the examination shall be given under the direction of the Director. An employee to be eligible to compete for promotion must have permanent status and must meet the minimum qualifications as to training and experience for the class of position. A promotional competitive examination shall consist of any combination of the following: written tests, ratings on training and experience, evaluation of recorded service ratings and seniority, performance tests and oral examinations. The combination in each case and the procedure for the determination of the passing grade shall be announced by the Director in advance of the examination, and shall take into consideration approved practices.

(b) All employees who receive a passing grade shall be placed on a promotional register for the class of position in order of their examination ratings.

(c) If a promotional and an original register exist, the same number of names shall be certified from each register in accordance with Section 8 of this rule. The appointing authority may make his selection from the names submitted from either register, giving such preference to present employees as the good of the service will permit.

11.03. Promotion by Noncompetitive Examination - If it is determined by the appointing authority to fill a vacancy by a non-competitive promotional examination, an employee proposed for promotion shall be examined by the Director in accordance with Section 11.02 of this rule, and if found to qualify for the class will be so certified .

11.04. Demotions - There are two types of demotion, involuntary and voluntary. An involuntary demotion is a

reduction in pay or a change in classification to a lower classification due to the inability of an employee to perform the duties of a classification or for improper conduct. A voluntary demotion is a change in classification of an employee to a lower classification, a transfer of an employee to a lower classification or a reduction in pay due to business necessity. A permanent employee may be demoted for cause after being presented with the reasons for the demotion stated in writing, and being allowed a reasonable time to reply thereto in writing, or upon request to appear personally and reply to the appointing authority or his deputy. The statement of reasons for the demotion and the reply shall be filed with the Director of Personnel. A probationary employee may be demoted as provided for in Section 10.04 of this rule.

11.05. Lateral Class Change - A permanent employee may be moved from a position in one class to a vacant position in another class in the same pay grade if found by the Director to qualify for the vacant position.

11.06 Transfers

(a) Except as otherwise provided in Section 10.05 of this rule, a transfer of a permanent employee from a position in one organizational sub-division of an agency to a position in another organizational sub-division of the same or another agency may be made at any time by the appointing authorities concerned. In the case of inter-agency transfers, annual and sick leave and all seniority rights shall be transferred with the employee.

(b) All inter and intra-agency transfers within a class shall be reported to the Director on appropriate forms at the time of the transfer. Transfers to comparable classes shall require prior approval of the Director who shall require that the employee must meet the minimum qualifications of the new class.

Section 12. Separations, Tenure and Reinstatement

12.01. Resignations - An employee who resigns shall present the reasons therefor in writing to the appointing authority. A copy of the resignation shall be forwarded by the agency to the Director of Personnel and shall be recorded by him. If a written resignation cannot be obtained, the appointing authority shall notify the Director of Personnel in writing of the separation of the employee and the circumstances of the separation.

12.02. Dismissals - The appointing authority, fifteen (15) calendar days after notice in writing to a permanent employee stating specific reasons therefor, may dismiss any employee for cause. The employee shall be allowed a reasonable time to reply

to the dismissal in writing, or upon request to appear personally and reply to the appointing authority or his deputy designee. The reasons for dismissal and the reply, if any, shall be filed with the Director of Personnel. Fifteen days notice is not required for employees in certain cases when the public interests are best served by withholding the notice, ~~and is at the discretion of the appointing authority for employees in any case~~ or when the cause of dismissal is gross misconduct. An employee may be dismissed after oral notice, confirmed in writing, when the dismissed employee's action(s) constitute a threat to the safety or welfare of persons or property.

12.03. Suspension - The appointing authority, eight (8) calendar days after oral notice confirmed in writing or by written notice, may suspend any employee without pay for cause or to conduct an investigation regarding an employee's conduct which has a job related adverse impact. The suspension must be for a specific period of time, except where an employee is the subject of an indictment or other criminal proceeding. The person being suspended shall be allowed a reasonable time to reply thereto in writing, or upon request to appear personally and reply to the appointing authority or deputy. The eight (8) calendar day notice is not required for employees in certain cases when the public interests are best served by withholding the notice. The appointing authority shall file the statement of reasons for the suspension and the reply, if any, with the Director of Personnel.

12.04. Layoff

(a) When it becomes necessary by reason of shortage of work or funds, or to permit reinstatement of employees released from periods of military service in the armed forces of the United States or to implement the provisions of this subsection, the appointing authority may initiate a layoff in accordance with the provisions of this rule.

(b) Organizational Unit. The appointing authority shall submit to the State Personnel Board for approval a description of the unit or units to which a layoff will apply. The organization unit may be an entire agency, division, bureau, or other organization unit.

(c) Prior to the separation or involuntary demotion of any employee by layoff, the appointing authority shall file with the director a proposed plan which shall include:

1. a statement of the circumstances requiring the layoff;
2. the approved organizational unit(s) in which the proposed layoff will take place; and,

3. a list of the employees in each class affected by the layoff in order of retention.

(d) It is the duty of the director to verify the details on which the lists are based and to notify the appointing authority in writing of the plan's approval.

(e) The plan followed by the appointing authority shall be available, upon request in writing, to any employee or adversely affected former employees.

(f) Order of Separation. After the number of positions to be abolished has been determined and the organizational unit has been approved, the order of separation shall be applied in the following manner:

1. non-status employees in the same class or classes identified for layoff in the following order: emergency, ninety day exempt, intermittent, temporary, provisional, and probationary.

2. permanent employees by job class on the basis of tenure as a permanent employee of a state agency or in the classified service regardless of job class or title. Time spent on leave without pay shall not be counted, but educational and military leave shall be counted.

(g) Bumping Rights. A permanent employee who is to be laid off may request an involuntary demotion to any class in the occupational group in the same organizational unit unless the results thereof would be to cause the layoff of another permanent employee who possesses greater seniority than the employee who is exercising the request for involuntary demotion. A permanent employee who is laid off under these provisions as a result of another employee having a greater seniority shall have the same right of demotion or reassignment as provided for in this procedure. The Director shall develop the occupational groups in the classified service based on similarity of work and required knowledges, skills and abilities.

(h) Recall. Recall shall be to the agency as a whole and in reverse order of the layoff to the class from which the employee was laid off or any lower class in the class series or to any class previously held in the occupational group. An employee shall remain on the recall list for the length of his or her tenure on the date of the layoff or for a period of two years, whichever is less. The agency shall first consider for reemployment those former employees whose names appear on the recall list for the class in which a vacancy has occurred and no original appointment of a new employee or reinstatement of a former employee shall be made to the class until all former employees on the recall list have been given first chance of

refusal of the vacancy. An employee shall be recalled onto jobs within the county wherein his last place of employment is located or within a county contiguous thereto. Any laid off employee who is eligible for recall to a position under these provisions shall be notified by certified mail of the vacancy. It is the responsibility of the employee to notify the agency of any change in mailing address.

(i) Preference Hiring. When filling vacancies at agencies, appointing authorities shall, for a period of twelve months after the layoff of a permanent classified employee in another agency, give preference to those laid-off qualified permanent classified employees based on seniority and fitness over all but existing employees of the agency or its facilities. This preference shall not supersede the recall rights of employees who have been laid off in the agency. Preference hiring may shall be accomplished by either original appointment or reinstatement.

(j) Salary Reductions for Layoff. Salary reductions resulting from provisions of this subsection shall follow the salary regulations for pay on demotion.

(k) Reporting. The appointing authority shall report the names of all employees who are to be laid off to the Director in writing no later than the date notification of the layoff is mailed to the employee ~~of the layoff~~.

(l) Appeals. An employee has the right to appeal a layoff action in accordance with W.V. Code §29-6A-1 et seq.

12.05. Like Penalties for Like Offenses - In dismissals for cause and other punishments, like penalties shall be imposed for like offenses.

12.06. Tenure of Office - ~~The tenure of office of every permanent employee shall be during good behavior and the satisfactory performance of his duties as recorded by his performance evaluation. -- This provision, however, shall not be interpreted to prevent the release of an employee for cause, or the release of an employee because of lack of funds or curtailment of work, when made the release is in accordance with this rule.~~ Tenure is used to determine eligibility for and/or amounts of annual leave accrual, annual salary increment, retirement benefits, longevity increase, and qualifying service for reduction-in-force. The method of calculating qualifying tenure for these items varies in accordance with applicable laws and regulations. Nothing in this section shall be construed to preclude an agency from establishing, by written policy, procedures to use tenure for determination of preference for shift schedules, parking assignments, vacation schedules and other such matters.

12.07. Reinstatement to Previous Class of Position

(a) An employee with permanent status under the Division of Personnel or a comparable system of personnel administration existing in the agency prior to the agency's affiliation with the Division of Personnel, who has resigned while in good standing or who has been released without prejudice is eligible for reinstatement, provided he has been certified by the Director as meeting the current minimum qualifications as to training and experience of the class status of position to which he is being appointed. Prior to making the certification, the Director may require the employee to pass a qualifying examination.

(b) Provisional, probationary, or permanent employees who leave the classified service to enter the armed forces of the United States in time of war or national emergency or under compulsory provisions of law of the United States in time of peace shall be reinstated to their former positions or to positions of like class, seniority and pay within 30 days following application provided that within 90 days after release from active military service the employees indicate in writing or in person to the agency their readiness and ability to return to classified employment. Veterans hospitalized immediately on release from the armed services due to service-connected disabilities must apply for reinstatement within 90 days of their release from hospitalization.

(c) Any veteran who has been in the armed services of the United States and who has been granted military leave from one of the agencies and who returns to the Agency shall be granted all within-grade salary adjustments and may be granted salary advancements he would have received had he remained in active status in the classified service, and he shall be credited with all annual and sick leave accumulated and unused at the time the military leave began. It is understood that the provisions in this subsection shall be uniformly applied to all veterans within an agency having had military leave and who return to the agency.

12.08. Reinstatement to Register

(a) A person who has had his name withdrawn from a register at his request may have his name reinstated on the currently effective register for the same position class provided the original register is still in effect and further provided that his examination score is still valid. His rank on the register shall be determined by his final earned examination score.

(b) Reinstatement to a register as provided for in the previous subsection is subject to the following conditions:

1. The person petitioning the reinstatement shall make his request to the Director in writing and shall furnish whatever

information the Director may require.

2. No person may be reinstated to a register who does not satisfy the current minimum qualifications for the position class for which the register is maintained. The Director may require that that person pass an appropriate examination in the case of position classes requiring special skills.

3. No person may be reinstated to a register from which he has been or may be disqualified under Sections 6.04, 7.03, or 8.02 of this rule.

Section 13. Appeals

13.01. Appeal for Examination Rejection

(a) Appeal Request - Any applicant whose application for examination has been rejected may appeal to the Director for reconsideration of his qualifications. The Director shall consider such appeal if submitted in writing and received not later than fifteen (15) calendar days following the date the rejection notice was postmarked. Pending the outcome of the written appeal, applicants may be admitted to an examination. Admission to an examination under such circumstances shall not constitute assurance of a passing grade with respect to the other portions of the examination process.

(b) Decision - Within thirty (30) calendar days after a properly submitted appeal is received, the Director shall report his decision in writing to the applicant. The Director shall determine that uniform rating or review procedures have been applied. A rating in any part of an examination shall not be changed unless the Director finds that an error has been made. Any correction resulting from the appeal shall not affect a certification or appointment which has already been made from a register.

13.02. Appeal for Removal from Register

(a) Appeal Request - Any person whose name has been removed from a register allegedly for reasons specified in this rule may appeal to the Board for reconsideration. The appeal must be filed in writing with the Director within fifteen (15) calendar days after the date on which notification to the applicant was postmarked. The appeal shall state the reasons why the applicant should not be removed from the register.

(b) Decision - The Board shall review all relevant information to determine if the action appealed was taken in accordance with this rule. Within thirty (30) calendar days after a properly submitted appeal is received, the Director shall report the decision in writing to the applicant.

Section 14. Classified-Exempt Service

14.01. Classification Plan for the Classified-Exempt Service - Upon the recommendation of the Director, the Board shall adopt and make effective a classification plan for the classified-exempt service. This plan shall be developed and maintained so that all positions sufficiently similar with respect to type, difficulty, and responsibility of work are included in the same class and are filled by the same means of recruitment. The plan shall be based on an analysis of the duties and responsibilities of each position, and each position shall be allocated by the Director of Personnel to its proper class in the plan.

14.02. Report of Duties and Responsibilities - Each appointing authority shall report to the Director the establishment of new positions or any material changes in the duties and responsibilities of existing positions in the classified-exempt service. The Director may at any time require the appointing authority to submit a statement of the duties and responsibilities of incumbents of any position in the classified-exempt service.

14.03. Report of Employees - The appointing authority shall, on the appropriate specified forms, report to the Director any changes in class title, pay, and status of any employee in the classified-exempt service.

14.04. Certification of Names for Filling Vacancies - If an appointing authority wishes to request names of applicants for consideration for employment in the classified-exempt service, he shall make the request on appropriate forms specified by the Director. To reduce the impact on hiring in classified service, the Director may send names irrespective of the order of scores and may delay filling the request until certifications for the classified service are complete. In no event shall a classified service vacancy be filled from a certification prepared for a classified-exempt service vacancy.

14.05. Request for Reconsideration - The employee affected by the allocation of a position to a class may file with the Director a written request for reconsideration and shall be given a reasonable opportunity to be heard by the Director. The appointing authority shall be given like opportunity to be heard. The employee shall submit the appeal of a classification action in writing within ten (10) calendar days of the effective date of the classification action.

Section 15. Attendance and Leave

In compliance with W.V. Code §21-5C-1 et seq., §2-2-1 et

seq., and §29-6-10 the following provisions apply to classified employees.

15.01. Official Holidays

(a) Employees shall be released from work in observance of the following official holidays : New Year's Day, first day of January; Martin Luther King's Birthday, third Monday of January; Lincoln's Birthday, twelfth day of February; Washington's Birthday, third Monday of February; Memorial Day, last Monday in May; West Virginia Day, twentieth day of June; Independence Day, fourth day of July; Labor Day, first Monday of September; Columbus Day, second Monday of October; Veterans' Day, eleventh day of November; Thanksgiving Day, fourth Thursday of November; Christmas Day, twenty-fifth day of December; any day on which an election (Primary or General) is held throughout the State, and, such other days as the President, Governor or other duly constituted authority shall proclaim to be legal holidays.

(b) When a holiday falls on a Sunday, the following Monday shall be observed as the official holiday. When a holiday falls on a Saturday, the previous Friday shall be observed as the official holiday. When Christmas or New Year's Day occurs on Tuesday, Wednesday, Thursday, or Friday, the last half of the scheduled work day immediately preceding the holiday will be given as time off. When an agency must modify holiday schedules to accommodate around-the-clock shifts or other special needs, the agency should notify employees in advance of altered holiday work schedules and should schedule altered holidays on days as close as possible to the normal holidays. The total payment of paid time off for holidays shall not exceed eight hours per full day holiday.

(c) Part-time employees are entitled to receive payment for holidays in proportion to the amount of time worked as compared to the employer's standard workweek.

(d) An employee must either work or be on approved paid leave for either the full scheduled workday before or after the holiday and either work or be on approved paid leave for any fraction of the scheduled workday before or after the holiday to receive pay for the holiday. No employee is entitled to payment for any holiday which occurs prior to the first day of work or after the effective date of separation.

(e) Agencies shall make reasonable accommodation to an employee's religious holidays as required by law.

15.02. Agency Work Schedules - Each appointing authority shall establish the work schedule for the employees of his agency. The work schedule shall specify the number of hours of

actual attendance on duty for full-time employees during a workweek, the day and time that the workweek begins and ends, and the time that each work shift begins and ends. The work schedules and changes thereto must be submitted to the Director within fifteen (15) calendar days after employees commence work under the schedule.

15.03. Annual Leave

(a) Amount, Accrual - Except as otherwise noted in this rule, each employee is entitled to annual leave with pay and benefits. The table below lists rates of accrual according to the employee's length of service category and the number of hours of annual leave that may be carried forward from one calendar year to another. Annual leave cannot be accrued for hours not paid nor for hours worked beyond the normal work week which shall not exceed 40 hours.

Length of Service Category	Accrual Rate: Hours Equal To	Carry-forward Hours: Hours Equal To
Less than 5 years of regular employment	1.25 days/month	30 days
5 years but less than 10 years of regular employment	1.50 days/month	30 days
10 years but less than 15 years of regular employment	1.75 days/month	35 days
15 years or more	2.00 days/month	40 days

(b) Service to Qualify - Qualifying service for length of service category (~~Section-3-1~~) is based on State employment or employment in the classified service.

(c) Requesting, Granting - Accrued annual leave shall be granted at such times as will not materially affect the agency's efficient operation or when requested as paid leave under the provisions of state or federal family/medical leave statutes. Use of annual leave under the provisions of this subsection shall be counted in determining compliance with applicable state and federal statutes regarding family/medical leave. The employee shall request annual leave in advance of taking such leave except as noted elsewhere in this Section. Annual leave may not be granted in advance of the employee's accrual of the leave. Agencies are encouraged to grant annual leave when hazardous conditions make going to and from work difficult.

(d) Coverage

1. Annual leave shall not be accorded temporary, 30-day emergency, per diem, student, or 90-day exempt employees.

2. Annual leave accorded provisional, intermittent, irregular part-time and temporary (appointed from the register) employees shall be computed in proportion to hours worked during the pay period not to exceed the full-time work schedule of the employer. The leave must be taken prior to the expiration of the period of appointment, unless immediately followed by an appointment from the register, or be forfeited.

3. Annual leave accorded part-time employees shall be computed in proportion to hours worked during the pay period based on the proper length of service category.

(e) Minimum Charge - The minimum charge against annual leave shall be one half (1/2) hour. Additional leave shall be in multiples of a half hour.

(f) Separation from Employment - An employee who separates from employment for any reason shall be paid for all accrued and unused annual leave. Annual leave does not accrue after the effective date of separation. The payment shall be made according to one of the following methods:

1. An employee may elect to be paid in bisemi-monthly installments as if employment were continuing until the pay period during which the accrued annual leave is exhausted. If the last day for which terminal leave payment is due falls before the day on which the pay period ends, terminal leave payment for those days within that pay period shall be calculated using the daily rate for the half-month in which the last day on payroll occurs. Employees in positions allocated to job classes assigned to an hourly pay schedule or per diem pay schedule approved by the Board shall be paid according to those standard procedures. No deductions may be made for contributions toward retirement from the payment for terminal leave.

2. Any eligible employee as defined in W.V. Code §5-5-1, as amended, who is separated from employment by resignation, layoff, dismissal, retirement, death, or termination, may be paid in lump sum, at his option, for accrued and unused annual leave. Terminal leave payment for an employee who selects a lump sum payment shall be calculated using the daily rate of pay for the half-month(s) or portion of the month which the accrued and unused annual leave covers. Employees in positions allocated to job classes assigned to an hourly pay schedule or per diem pay schedule approved by the Board shall be paid according to those standard procedures. The lump sum payment shall be made by the time of what would have been the employee's next regular pay day had his employment continued. No deductions may be made for contributions toward retirement from

the lump sum payment.

3. An employee who retires may elect not to receive payment for any or all accrued annual leave and may apply the balance towards extended insurance coverage under guidelines established by the Public Employees Insurance Agency or to acquire additional credited service in the appropriate state retirement system.

(g) Transfer of Annual Leave

1. When a classified employee transfers from one agency to another, all service credit and accrued annual leave shall be transferred. The previous employer must provide written documentation of the employee's annual leave balance to the other agency within thirty (30) calendar days after the employee commences work.

2. Annual leave accrued while in exempt or classified-exempt permanent employment shall be transferred to classified employment.

(h) When Sick Leave Exhausted - Annual leave, if requested, shall be used granted in circumstances when sick leave or the sick leave allowance for an employee's immediate family is exhausted. ~~The-immediate-family--includes-only-the-employee's father, mother, son, daughter, brother, sister, husband, wife, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandfather, grandmother, grandchildren, stepmother, stepfather, and stepchildren.--~~The same rules regarding the necessity for a physician's statement when sick leave is used apply when annual leave is used under these circumstances.

15.04. Sick Leave

(a) Accrual - Except as otherwise provided in this section, each employee shall receive accrued sick leave with pay and benefits. Sick leave is computed on the basis of hours equal to 1.5 days per month for full-time employees. There is unlimited accumulation of sick leave.

(b) Coverage

1. Sick leave shall not be accorded ~~temperary~~, 30-day emergency, 90-day exempt, student, or per diem employees.

2. Provisional, temporary (appointed from the register), irregular part-time and intermittent employees shall accrue sick leave in proportion to hours worked in the pay period. The leave expires at the termination of the period of employment unless immediately followed by an appointment from the register for a permanent position.

3. Part-time, probationary, and permanent employees shall accrue sick leave with pay and benefits in proportion to hours employed to work annually.

(c) Minimum Charge - The minimum charge against sick leave is one half (1/2) hour. Additional leave is charged in multiples of one half (1/2) hour.

(d) Maximum Charge - The maximum charge against sick leave is one work year per substantially continuous absence. The appointing authority may at his discretion grant additional accrued sick leave if the employee's disability, as verified by a physician, is not of such a nature as to render the employee permanently unable to perform the essential duties of the position.

(e) Separation from Service - Sick leave does not accrue after the effective date of separation as defined in this rule.

1. Retirement - Unused sick leave may be used to purchase extended insurance coverage upon retirement under guidelines established by the Public Employees Insurance Agency or to acquire additional credited service in the state retirement system.

2. All Other Separations - All accumulated sick leave shall be cancelled as of the effective date of separation. If the employee returns to work within twelve (12) calendar months, including the first working day the reinstatement could be accomplished, all cancelled sick leave shall be restored. However, if the employee returns to work after more than twelve (12) calendar months from the effective date of separation of employment, no more than thirty (30) days of cancelled sick leave shall be restored. If an employee is recalled from a layoff all cancelled sick leave shall be restored.

(f) Granting - Accrued sick leave shall be granted to employees for the following reasons:

1. Illness - Sick leave may shall be granted in the event of an illness of, or injury to, an employee which incapacitates him from performance of his duties. ~~An employee who elects not to utilize sick leave under this section must apply for a medical leave of absence without pay under Section 15-08(c) of this rule.~~ Use of sick leave under the provisions of this subsection shall be counted in determining compliance with applicable state and federal statutes regarding family/medical leave.

2. Death in the immediate family of the employee - Sick leave shall be granted up to 3 days to an employee for the death of a member of his immediate family as defined in this

~~rule. The immediate family--includes only the father, mother, son, daughter, brother, sister, husband or wife, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandmother, grandfather, granddaughter, grandson, stepmother, stepfather, and stepchildren.~~

3. Exposure to Contagious Disease - Sick leave may shall be granted in the case of exposure to contagious disease when a physician determines and states in writing that the employee's presence on duty may jeopardize the health of others.

4. Pregnancy - An incapacity due to pregnancy shall be charged to sick leave under the same conditions applying to any illness.

5. Routine Dental and Medical Appointments-Employee - Routine dental and medical appointments for treatment or examination of the employee may shall be charged to sick leave. Reasonable travel time for the appointments may also be charged to sick leave not to exceed a total of three hours per occurrence.

6. Illness and/or Routine Dental and Medical Appointments-Immediate Family - Absence for illness or routine medical and dental appointments of a member of an employee's immediate family as defined in this rule or routine dental or medical appointments, including reasonable travel time not to exceed a total of three hours per occurrence, ~~for an employee's immediate family may~~ shall be charged to accrued sick leave, not to exceed 40 hours per calendar year. Use of sick leave under the provisions of this subsection shall be counted in determining compliance with applicable state and federal statutes regarding family/medical leave.

7. Work related illness or injury - an employee may elect to use sick leave due to a work related illness or injury. However, an employee who elects not to use sick leave under this section much apply for a medical leave of absence without pay as provided under Section 15.08(c)1.a.2. of this rule.

(g) Physician's Statement

1. The Director shall prescribe a physician's statement form to be supplied by all agencies to its employees. Use of this form is required by all agencies.

2. ~~Immediately-upon~~ Within two days of return to work, an employee shall furnish a written-statement prescribed physician's statement form from the attending physician/practioner for all consecutive days of sick leave granted beyond three working days. The physician's statement form shall specify the period of incapacity and state that the employee was unable

to perform his job or that the employee's absence was due to reasons provided in Section 15.04.(f)6. for a member of the employee's immediate family.

3. In the absence of a prescribed physician's statement form, the entire absence shall be charged to unauthorized leave and the employee's pay shall be docked the following payperiod for the entire period of absence.

4. For extended periods of sick leave, a prescribed physician's statement form confirming the necessity for continued leave must be submitted every thirty (30) calendar days. Failure to produce the required statement shall be grounds to terminate further sick leave benefits and the employee shall be placed on unauthorized leave. The employee shall be given fifteen day written notice of such action. Failure of the employee to promptly submit the required statement at the expiration of the fifteen day notice period, except for satisfactory reasons submitted in advance to the appointing authority, is cause for dismissal. The necessity for absence because of exposure to contagious disease must be verified regardless of the length of absence.

5. The appointing authority may permit an employee to return to work from sick leave at less than full duty, but the terms of return shall be in writing and are subject to review by the Director. The review may include the requirement of additional information from a physician regarding the employee's ability to perform the essential duties of his job.

(a) Any denial of an employee's request to return to work at less than full duty must be approved by the Director.

(b) The Director may deny the request to return to work at less than full duty under conditions including, but not limited to, the following:

(1) the employee cannot perform the essential duties of his job;

(2) the nature of the employee's job is such that it may aggravate the employee's medical condition; or,

(3) the approval of the request would seriously impair the conduct of the agency's business.

(c) Approval of a return to work at less than full duty shall be granted for no longer than 30 days. Requests to continue at less than full duty for more than 30 days shall fall under the same requirements as an original request.

(h) Transfer of Sick Leave

1. When a classified employee transfers from one

agency to another, all accrued sick leave shall be transferred. The previous employer must provide written documentation of the sick leave balance to the other agency within thirty (30) calendar days after the employee commences work.

2. At the discretion of the appointing authority, sick leave accrued while in other State employment may be transferable to covered agency employment.

(i) **Illness While on Annual Leave** - An employee who becomes ill and who is admitted to a hospital or has medical services performed in an emergency room while on previously approved annual leave may request that all or part of the time spent in a hospital or emergency room be charged to sick leave. The employee must request such action immediately upon return to work and must provide a physician's statement or hospital statement listing the specific dates of hospitalization or emergency room services. Sick leave will be charged only for the period of time the employee is hospitalized or in the emergency room. The remainder of the time must be charged to annual leave.

15.05. **Suspected Leave Abuse** - When an employee appears to have a pattern of leave abuse, including such frequent use of sick leave as to render the employee's services undependable, the appointing authority may request appropriate substantiation of the employee's claim for leave, for example, verification of an illness of less than three days. Prior written notice of the requirement for appropriate substantiation must be given to the employee.

15.06. **Unauthorized Leave** - When an employee is absent from work without authorization for sick or annual leave, the appointing authority may shall dock the employee's pay in the next payperiod for an equal amount of time paid during which no work was performed. The appointing authority must notify the employee in writing that such action is being taken. Unauthorized leave shall be used only in cases when the employee fails to obtain the appropriate approval, according to agency policy, for the absence. Such action must be transmitted in writing to the Director of Personnel.

15.07. **Overtime Work and Holiday Work** - An appointing authority or his designated representative may require an employee to work in excess of the prescribed working hours or on holidays when the work is considered necessary to the public interest. Compensation shall be made in accordance with the Fair Labor Standards Act of 1986 and W.V. Code §21-5-6-1 et seq applicable federal and state statutes and regulations.

15.08. **Leave of Absence Without Pay**

(a) **Personal Leave** - Upon application in writing to and

written approval of the appointing authority, a permanent, probationary, or provisional employee may be granted a leave of absence without pay for a specific period of time which normally should not exceed one year. A leave of absence without pay may exceed the normal one year limitation and may be granted at the discretion of the appointing authority based on the agency's personnel needs. Time spent by provisional employees for leaves of absence does not extend the provisional period limitation.

Written approval of the appointing authority is required in all cases. Approval of personal leave is discretionary with the appointing authority.

(b) Family Leave - Upon exhaustion of the sick leave benefit for members of an employee's immediate family, as defined in this rule, and all annual leave, any employee hired for permanent employment who has worked for at least twelve consecutive weeks shall be entitled to a total of twelve weeks of unpaid family leave during any twelve month period because of the birth of a child of the employee, or the placement of a child with the employee for adoption; or to care for the employee's child, spouse, parent or dependent who has a serious health condition.

1. In the case of a child, spouse, parent or dependent who has a serious health condition, such family leave may be taken intermittently when medically necessary. An employee may take family leave on a part-time basis and on a part-time leave schedule, but the period during which the number of work weeks of leave may be taken may not exceed twelve consecutive months, and the leave shall be scheduled so as not to unduly disrupt unduly the operations of the employer.

2. If a leave because of birth or adoption is foreseeable, the employee shall provide the employer with a two-week written notice of the expected birth or adoption. When it is not possible to provide such notice, the employee must give the employer notice within two working days of the time the employee learns of the need for the leave.

3. If a leave under this section is foreseeable because of planned medical treatment or supervision, the employee shall make a reasonable effort to schedule the treatment or supervision so as not to unduly disrupt the operations of the employer, subject to the approval of the health care provider of the employee's child, parent or dependent and shall provide the employer with a two-week written notice of the treatment or supervision.

4. The employer may require the employee to provide certification by a health care provider that the child, dependent, parent or spouse has a serious health condition, the

date the condition commenced, its probable duration, and other pertinent medical facts regarding the serious health condition. Written approval of the appointing authority is required in all cases. Notice of such action must be transmitted in writing to the Director.

(c) Medical Leave; Notice to Employee

1. An injured or ill permanent employee upon written application to the appointing authority shall be granted a medical leave of absence without pay not to exceed six (6) months within a twelve month period provided:

a. The employee (1) has exhausted all sick leave and makes application no later than fifteen (15) calendar days following the expiration of all sick leave or (2) has elected not to use sick leave for a work related injury and makes application no later than fifteen (15) calendar days following the date on which the employee filed a claim for Worker's Compensation ;

b. The employee's absence is due to an illness or injury which is verified by a physician's/practioner on the prescribed physician's statement form stating written-statement that the employee is unable to perform his or her duties and giving a tentative date for the employee's return to work;

c. A prescribed physician's statement form is submitted every thirty (30) calendar days to confirm the necessity for continued leave; and

d. The disability, as verified by a physician/practioner on the prescribed physician's statement form, is not of such nature as to render the employee permanently unable to perform his duties.

2. The appointing authority shall, at least 15 days prior to, if possible, but no later than five (5) days following the expiration of the employee's sick leave, mail to the employee a written notice of the employee's right to a medical leave of absence without pay and informing him that the leave will not be granted if the employee fails to apply within the above time limits specified in section 15.08.c.1.a.

3. Use of a medical leave of absence under the provisions of this section shall be counted in determining compliance with applicable state and federal statutes regarding family/medical leave.

(d) End of Leave -

1. At the expiration of a leave of absence without

pay, the employee shall be reinstated returned to duty to either his or her former position, or one of comparable pay and duties, without loss of rights, unless the position is no longer available due to a reduction-in-force. If the absence was for an approved unpaid-family-leave-of absence as provided in section 15.08.(b), the employee shall be returned to the position held prior to the leave provided the leave did not exceed twelve weeks during a twelve-month period.

2. If the leave of absence without pay was granted due to personal illness, the employee must furnish from the attending physician/practioner a certificate prescribed physician's statement form indicating the ability of the employee to return to work. The appointing authority may permit an employee to return to work at or before the expiration of the leave of absence at less than full duty, but the terms of return are subject to the same conditions specified in section 15.04.(g)(5) of this rule.

3. Failure of the employee to report promptly at the expiration of a leave of absence without pay, except for satisfactory reasons submitted in advance to the appointing authority, is cause for dismissal.

(e) Reporting Procedures - The appointing authority must report a leave of absence without pay to the Director . The appropriate forms must include the provision of this Rule under which the leave is being granted, the employee's last date on the payroll, and the specific anticipated date for return to duty. An extension of a leave of absence must also be reported.

15.09. Injury on the Job -

(a) In the event an employee is injured in the course of and resulting from covered employment, the employee may elect to receive either temporary total disability benefits from the Worker's Compensation Fund or sick leave benefits, but not both. Employees may collect sick leave benefits and, upon exhaustion of sick leave benefits, annual leave benefits until receiving temporary total disability benefits. If an employee has elected to receive temporary total disability benefits, Upon receipt of the initial temporary total disability benefits payment the employee shall pay or assign to his or her employer the temporary total-disability-benefits-received-or-an-amount-equal-to-the temporary-total-disability-benefits-received net value of the sick leave paid. Employees shall-be-restored sick leave benefits and, if used, annual leave benefits shall be restored on a day-for-day basis which corresponds to the temporary-total-disability benefits-paid-to-the-employer net value of the sick leave paid. If the employee fails to pay or assign to the employer the temporary total disability benefits received or an amount equal to the temporary-total-disability-benefits-received net value of

the sick leave paid, then the employer shall deduct from the employee's subsequent wage payments an amount equal to the temporary-total-disability-benefits-received net value of the sick leave paid. Upon payment of this amount the employer shall restore sick leave time-which-corresponds-to-the-amount-of temporary-total-disability-received-by-the-employee previously paid.

(b) It is a discriminatory practice for an employer to fail to reinstate an employee who has sustained a compensable illness or injury to that employee's former position of employment, upon demand for the reinstatement, provided that the position is available and the employee is not disabled from performing the essential duties of the position. If the former position is not available, the employee shall be reinstated to another comparable available position with duties the employee is capable of performing. A comparable position means a position which is comparable in wages, working conditions, and, to the extent reasonably practicable, duties to of the position held at the time of illness or injury. A written statement from a medical professional-that-the-medical-professional-approves physician/practioner approving the injured employee's return to regular employment is shall be prima facie evidence that the worker is able to perform such essential duties. In the event that neither the former position nor a comparable position is available, the employee has a right to preferential recall to any job which the injured employee is capable of performing which becomes open after the injured employee notifies the employer that reinstatement is desired. The right of perferential recall is in effect for one year from the day the injured employee notifies the employer that reinstatement is desired. The employee must provide the employer with a current mailing address during the one-year period.

(c) The provisions of Section 15.08.(c), (d), and (e) shall also apply to leave taken under the provisions of this section.

15.10. Military Leave

(a) All employees hired for permanent employment who are members of the National Guard or of any of the Reserve Components of the Armed Forces of the Federal Government are entitled to a leave of absence from duty without loss of pay, status, or efficiency rating, on all days during which they are engaged in drills or parades during business hours ordered by proper authority, or for field training or active service for a maximum period of thirty working days in any one calendar year ordered or authorized by proper authority. The term "without loss of pay" means that the employee continues to receive his normal salary or compensation, notwithstanding the fact that the employee may have received other compensation during the same period. An employee need not exhaust all annual leave or sick

leave. Furthermore, the leave of absence is considered as time worked for the agency in computing seniority, eligibility for salary increase and experience with the agency. The terms of this subsection do not apply under the provisions of any Selective Training and Service act. An employee is required to submit an official order from the appropriate military officer in support of the request for military leave .

(b) Effective August 2, 1990, all officers and employees of the State who are ordered or called to active duty by the President of the United States are eligible for an additional leave of absence from employment without loss of pay, status, or efficiency rating for a maximum period of thirty working days. The term "without loss of pay" means that the employee shall continue to receive his normal salary or compensation, notwithstanding the fact that the employee may have received other compensation from federal or state sources during the same period.

(c) Other than as provided in subsection (b) of this section, any employee hired for permanent employment entering the U.S. armed services in time of war, national emergency or under compulsory provisions of law of the U.S. in time of peace must be granted a leave of absence from his service with the agency. Upon completion of and discharge from the armed services and within the applicable time period prescribed by federal statute, rule, or regulation regarding return to employment, the employee has the right to resume his service with the agency without any prejudice to his status, merit rating or standing by reason of such absence, in accordance with Section 12.07(b) of the Division of Personnel Rules and Regulations. Employees shall be credited with all annual leave and sick leave not used at the commencement of his military leave in accordance with Section 12.07(c) of this rule. This subsection shall not be construed:

(1) As an attempt to enlarge or to extend the length of employment of any temporary employee or to create a definite term where no definite term with respect to the position previously existed.

(2) As providing that the salary paid by the agency shall continue to be paid to the employee while he is not performing the duties of his position with the state because of the services with the armed forces of the United States.

(3) As having precedence over the provisions of any applicable federal statute, rule, or regulation regarding military leave or re-employment rights with which this section is inconsistent or in conflict .

15.11. Court, Jury, and Hearing Leave

(a) Upon application in writing, an employee hired for permanent employment shall be granted leave with pay when, in obedience to a subpoena or direction by proper authority, he serves upon a jury or appears as a witness before any court or judge, any legislative committee, or any officer, board, or body authorized by law to conduct any hearing or inquiry. This section shall not apply in cases where the employee is a litigant, defendant or other principal party or has a personal or familial interest in the case or proceeding. This subsection shall not be construed:

(1) to deprive, prohibit, or infringe upon the rights of any employee who is a party to, or a witness in, a grievance proceeding or a court of law proceeding resulting from the course of employment; or,

(2) to deprive, prohibit, or infringe upon the rights of any employee in their pursuit of personal or civic responsibilities while on annual leave or a personal leave of absence.

(b) The employee shall furnish such written confirmation of the absence as is required by the appointing-authority Director.

15.12. Education Leave

(a) Subsidized by Agency - An agency authorized by law to subsidize advanced educational training for classified employees may grant to selected employees educational leave subject to conditions stipulated by that agency. The procedures for granting educational leave and compensatory payment shall be filed with the Director of Personnel. The leave shall be considered as continuous employment, except that employees while on educational leave shall not accrue sick leave or annual leave, nor shall the employees be eligible for salary advancements.

(b) Non-subsidized by Agency - A personal leave of absence may be granted for educational purposes in conformance with the requirements of Section 15.08(a) of this rule.

15.13. Supplementary Attendance and Leave Regulations - Each agency shall prepare supplementary regulations as may be required. Such regulations shall not enhance nor diminish the benefits afforded by this section. Copies of all regulations shall be filed with the Director who may approve, amend or disapprove the supplemental regulations.

15.14. Distribution of Regulations - Each agency shall make available to each of its employees a copy of these attendance and leave regulations together with the agency's own supplementary attendance and leave regulations.

15.15. Leave Records - Each agency shall maintain a current leave record of its employees' accrued and used leave. Each employee shall have access to his or her leave records subject to the appropriate agency's established rules and regulations. Supervisors and employees shall attest to the accuracy of the records on a periodic basis, but not less than twice annually.

Section 16. Performance Evaluations

The Director of Personnel, after consultation with the appointing authorities, and with the approval of the Board, shall establish and make effective a system of performance evaluation designed to provide a valid evaluation of the quality and quantity of work performed. Insofar as practicable the system of performance evaluation in the classified service shall be standardized. The evaluations shall be prepared and recorded for all permanent employees at regular intervals not to exceed twelve months. Performance evaluations shall be considered in determining salary advancements and in making promotions, demotions, and dismissals. An employee shall be notified of his performance evaluation in writing by the appointing authority of the appropriate agency.

Section 17. Political Activities

17.01. Prohibition of Political Activities

(a) No person shall be appointed or promoted to or demoted or dismissed from any position in the classified service or in any way favored or discriminated against with respect to such employment because of his political or religious opinions or affiliations or race; but nothing in this section shall be construed as precluding the dismissal of any employee who may be engaged in subversive activities or found disloyal to the nation.

(b) No person shall seek or attempt to use any political endorsement in connection with any appointment in the classified service.

(c) No person shall use or promise to use, directly or indirectly, any official authority or influence, whether possessed or anticipated, to secure or attempt to secure for any person an appointment or advantage in appointment to a position in the classified service, or an increase in pay or other advantage in employment in any position, for the purpose of influencing the vote or political action of any person, or for any consideration.

(d) No employee in the classified service or member of the Board or the Director shall, directly or indirectly, solicit or receive any assessment, subscription or contribution, or perform

any service for any political party, committee or candidate for compensation, other than for expenses actually incurred, or in any manner take part in soliciting any assessment, subscription, contribution or service of any employee in the classified service.

(e) Notwithstanding any other provision of the West Virginia Code, no employee in the classified service shall:

1. Use his official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office;

2. Directly or indirectly coerce, attempt to coerce, command or advise a state or local officer or employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes; or

3. Be a candidate for any national or state paid public office or court of record; or hold any paid public office; or be a candidate or delegate to any state or national political party convention, a member of any national, state or local committee for a political party, or a financial agent or treasurer within the meaning of the provisions of sections three, four or five-e, article eight, chapter three of the Code of West Virginia, as amended. Other types of partisan or nonpartisan political campaigning and management not inconsistent with the provisions of this subdivision and with the provisions of subsection (d) of this section, are permitted.

(f) Political participation pertaining to constitutional amendments, referendums, approval of municipal ordinances or activities are not prohibited by the foregoing provisions of this section.

(g) Any classified employee who becomes a candidate for any paid public office as permitted by this section shall be placed on a leave of absence without pay for the period of the candidacy, commencing upon the filing of the certificate of candidacy. If elected, the employee shall resign or be dismissed from the position in the classified service to be effective no later than the date of assuming the elective office.

(h) In an effort to balance the interests of state employees, as citizens, in commenting on matters of public concern and the interests of the state, as an employer, in promoting the efficiency of the public services it performs through its employees, the Director shall determine any restrictions on political activities of classified employees. Such determination shall be made on the basis of federal and state statutes and the protection of the efficient performance of official duties and the prevention of conflicts of interests or

apparent conflicts of interests.

17.02. Application of the Hatch Act - Employees whose principal employment involves an activity which is financed wholly or in part by loans or grants made by the United States or a Federal agency are subject to applicable provisions of the Federal Hatch Act. These provisions shall be made known to classified employees by the appointing authority concerned and they shall adhere to these provisions.

17.03. Additional Prohibition for Highways Employees - No person may be appointed or employed in any capacity by the Division of Highways who is a candidate or holds any public office or is a member of any political party committee. Employees of the Division of Highways may not be a candidate for or hold any public office or be a member of any political party committee. An employee of the Division of Highways who becomes a candidate for or holds any public office or becomes a member of any political party committee shall resign or be dismissed from his position with the department immediately on the date of the filing of candidacy or the date of assuming the public office or the political party committee membership.

17.04. Additional Prohibition for Rehabilitation Services Employees - No employee engaged in the administration of the Vocational Rehabilitation program shall take an active part in the management of political campaigns or participate in any political activity, except that he shall retain the right to vote as he may please and to express his opinions as a citizen on all subjects. No such officer or employee shall solicit or receive, nor shall any such officer or employee be obliged to contribute or render any service, assistance, subscription, assessment, or contribution for any political purpose.

Section 18. Employment Conflicts

Section 18.01. Other Employment

No employee shall hold other public office or have conflicting employment while in the classified service. Determination of the conflict shall be made by the appointing authority and the Board who shall consider whether the other employment:

- (1) will be in conflict with the interests of the agency;
- (2) will interfere with the performance of the employee's official duties;
- (3) will use or appear to use information obtained in connection with official duties which is not generally available to the public; or,
- (4) may reasonably be regarded as official action.

Section 18.02. Nepotism

No appointing authority shall influence or attempt to influence the employment or working conditions of his immediate family. It is the responsibility of the appointing authority to administer the employment of relatives of any agency employee in a consistent and impartial manner.

No employee shall directly supervise a member of his immediate family. More specifically, no employee shall review or audit the work of a member of his immediate family, take part in discussions concerning employment, assignment, compensation, discipline or related matters involving a member of his immediate family. In the event that an individual, through marriage, adoption, etc. is placed in a prohibited business relationship with a member of his immediate family, the situation must be resolved within thirty calendar days. Resolution may be made by transfer, reassignment, resignation, etc. of one of the involved employees or by other accommodation which protects the interests of the public.

Section 19. Payroll Certification

(a) No state disbursing or auditing officer shall make or approve or take any part in making or approving any payment for personal service to any person holding a position in the classified service unless the payroll voucher or account of such pay bears the certification of the Director, or of his authorized agent, that the persons named in the voucher or account have been appointed and employed in accordance with the provisions of this rule. The Director may for proper cause withhold certification from an entire payroll or from any specific item or items on the payroll. The Director may, however, provide that certification of payrolls may be made once every six months, and the certification shall remain in effect except in the case of any officer or employee whose status has changed after the last certification of his payroll. In the latter case no voucher for payment of salary to the employee shall be issued or payment of salary made without further certification by the Director.

(b) If the Director wrongfully withholds certification of the payroll voucher or account of any employee, the employee may maintain a proceeding in the courts to compel the Director to certify the payroll voucher or account.

Section 20. Records and Reports

The Agency shall establish and maintain a service record for each employee, showing the employee's name, title, organizational unit, salary, changes in status, performance evaluations, and such other personnel information as may be considered pertinent.

All personnel records shall be open to the inspection of the Board but shall be otherwise be held confidential by the Agency in accordance with applicable Federal and State law.

Section 21. Duties of State Officers; Legal Proceedings to Secure Compliance; Penalties

21.01. Duties of State Officers - Pursuant to W.V. Code §29-6-12, all agencies' officers and employees shall comply with and aid in all proper ways in carrying out the provisions of W.V. Code §29-6-1 et seq., as amended, the rules, regulations, and orders thereunder. All officers and employees shall furnish any records or information which the Director or the Board may request for any purpose of W.V. Code §29-6-1 et seq., as amended. All officers and employees shall comply with all rules, regulations, policies and orders of the Director or the Board and shall not increase nor diminish any benefits afforded any classified employee by such rules, regulations, or orders.

21.02. Legal Proceedings to Secure Compliance - Pursuant to W.V. Code §29-6-12, the Director may institute and maintain any action or proceeding at law or in equity which he considers necessary or appropriate to secure compliance with Article 6, and the rules and orders thereunder.

21.03. Penalties

(a) Any person who willfully violates any provision of W.V. Code, §29-6-1 et seq. or of this rule is guilty of a misdemeanor, and, upon conviction thereof, shall be fined not less than one hundred dollars nor more than five hundred dollars, or imprisoned in the county jail for a period not to exceed one year, or both fined and imprisoned. Jurisdiction under this section shall be in a court of record exercising criminal jurisdiction within the county wherein the offense is committed.

(b) Any person who is convicted of a misdemeanor under W.V. Code §29-6-1 et seq. is, for a period of five years, ineligible for appointment to or employment in a position in the classified or classified-exempt service, and if he is an officer or employee of the state, shall forfeit his present office or position.

Section 22. Grievance Procedure -- An employee hired for permanent employment may file a grievance with the Education and State Employees Grievance Board as provided for in W.V. Code, §29-6A-1 et seq.

Section 23. Training and Development

23.01. Training and Development -

(a) Each agency is responsible for providing functional

training to employees of the agency based upon the agency's needs and resources and the employee's needs and capabilities. Selection of employees for training and development shall ensure equal opportunity and shall not discriminate on the basis of race, sex, age, religion, national origin, political affiliation, disability or any other non-job related factors.

(b) The Director of Personnel shall make available to the agencies technical assistance in the areas of organization and human resource development, needs assessment, determination of appropriate development strategies, course design, training techniques, training evaluation and coordination of training among the agencies.

(c) The Director shall provide training courses on specific aspects of personnel administration under Division of Personnel law and this rule, and shall designate employees by classification, or by duties, who must attend each type of course.

(d) The Director shall make available to the agencies training and development opportunities that are broadly applicable to many classifications in all agencies. Employee selection for the training and development opportunities shall be consistent with established agency and Division of Personnel nomination procedures.

23.02. Apprenticeship Programs - The Director of Personnel, or his designee, in cooperation with participating appointing authorities within each agency shall develop and annually revise by the thirty-first day of December a list of employment classifications appropriate for apprenticeship training. Each appointing authority shall develop apprenticeship programs for approved classes that have employees working in apprenticeable trades which are, or may be recognized by, the United States Department of Labor, Bureau of Apprenticeship and Training. The apprenticeship program shall be developed and conducted in a manner that will assure meeting the national minimum requirements of quality and be registered with the United States Department of Labor, Bureau of Apprenticeship and Training.

Subject to the approval of the Director, each participating agency shall determine the location and positions in which apprenticeships shall be established. The Chief Administrative Officer of each agency shall establish procedures for the coordination of apprenticeship programs developed in accordance with this section and shall provide to the Director of Personnel, at his request, information which shall include, but not be limited to, the number of persons who applied for apprenticeship positions, the number of persons accepted into the apprenticeship programs, the number of persons who successfully completed and received a certificate of completion from the Bureau of

Apprenticeship and Training, the number of persons who failed to complete apprenticeships, the number of persons who remain employed after successfully completing apprenticeships and a summary of characteristics of applicants and participants in the program.

23.03. Apprenticeship Advisory Board - The Director shall prepare and submit necessary reports to the Apprenticeship Advisory Board established in accordance with W.V. Code §29-6-17b regarding the achievements and deficiencies of the apprenticeship program.

Section 24. Employee Representative Organization Bulletin Boards

A bulletin board of a limited size shall be provided for posting notices of employee representative organizations. The bulletin boards will be placed in convenient and generally accessible locations in all workplaces where the members of the organizations are employed. Provisions shall be made for separate bulletin boards for each employee representative organization. The cost of the bulletin boards will be assumed by the requesting employee or the employee's representative organization. The boards shall be used exclusively by the employee representative organization and for organization purposes only.

Section 25. Amendments

If and when it appears desirable in the interests of good administration, the State Personnel Board, after public notice and public hearing and legislative approval, may amend the rules as it becomes necessary.