



STATE OF WEST VIRGINIA

Address Communications To:
Director of Personnel
1900 Washington Street East
Room B-456
Charleston, West Virginia 25305
Phone 348-3950

CIVIL SERVICE SYSTEM

NOTICE OF PUBLIC HEARING OR COMMENT PERIOD ON A PROPOSED RULE

PUBLIC HEARING

AGENCY: West Virginia Civil Service Commission

RULE TYPE: Legislative

RULE TITLE: Rules and Regulations

Civil Service System

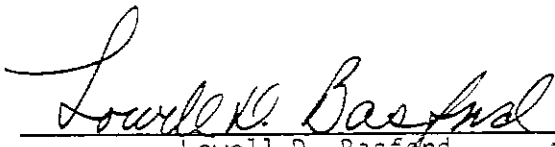
A PUBLIC HEARING ON THE ABOVE PROPOSED RULE WILL BE HELD AT 9:00 A.M. ON
October 16, 1986 AT House of Delegates Chamber, State Capitol, Charleston,
West Virginia

COMMENTS ARE LIMITED TO: ORAL WRITTEN BOTH X

COMMENTS MAY ALSO BE MAILED TO: Civil Service Commission, 1900 Washington
Street, East, Charleston, West Virginia 25305

THE DEPARTMENT REQUESTS THAT PERSONS WISHING TO MAKE COMMENTS AT THE
HEARING MAKE AN EFFORT TO SUBMIT WRITTEN COMMENTS IN ORDER TO FACILITATE
A REVIEW OF THESE COMMENTS.

THE ISSUES TO BE HEARD SHALL BE LIMITED TO THE PROPOSED RULE.



Lowell D. Basford
Acting Director of Personnel

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CURRENT RULES

1 Section 3. Definitions
2 Veteran's Preference Points: An additional 5
3 points added to the final passing score of any veteran
4 who has served in the armed forces of the United States
5 of America during World War I (April 6, 1917, to
6 November 11, 1918), World War II (December 7,
7 1941, to December 31, 1946), the Korean Conflict
8 (June 27, 1950, to January 31, 1955), or the Vietnam
9 Conflict (August 5, 1964, to March 28, 1973) and who
10 has received a discharge under honorable conditions
11 from such service. An additional 5 points are
12 available to such veterans who also have a current
13 and compensable service connected disability or
14 who have received a Purple Heart award.
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PROPOSED RULES

1 Veteran's Preference Points: An additional 5
2 points shall be added to the final passing score
3 of any veteran who has served in the armed forces
4 of the United States of America during World War I
5 (April 6, 1917 to November 11, 1918), World War II
6 (December 7, 1941 to December 31, 1946), the
7 Korean Conflict (June 27, 1950 to January 31,
8 1955), or the Vietnam Conflict (August 5, 1964 to
9 May 7, 1975) and who has received a discharge
10 under honorable conditions from such service. An
11 additional 5 points are available to such veterans
12 who have a current and compensable service
13 connected disability or who have received a Purple
14 Heart award.
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CHANGES

1 Extends the statutory time period of the
2 Vietnam Conflict.
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CURRENT RULES

1 23.05. General Provisions 1
2 (a) Conflicts of Policy-The provisions of 2
3 this Section shall be controlling in cases of 3
4 conflict and shall supersede any past or present 4
5 agency practice, policy, or procedure. 5
6 (b) Appeal Rights-Nothing herein shall be 6
7 so construed as to deprive a classified employee 7
8 of the right of appeal to the Director of 8
9 Personnel or the Commission in appropriate 9
10 cases, or to alter or extend the time within 10
11 which an appeal is required to be filed with 11
12 the Commission, or to alter in any way the 12
13 rules of the Commission. 13
14 (c) Reprisals-Any supervisor who takes 14
15 reprisal action of any kind against any employee 15
16 who makes use of this Grievance Procedure shall 16
17 be subject to administrative disciplinary action. 17
18 (d) Improper Influence-Any agency employee 18
19 who uses his official position to coerce, attempt 19
20 to coerce, or influence in any improper manner 20
21 any member of a Hearing Board or witness shall 21
22 be subject to administrative disciplinary action. 22
23 (e) Adverse Party-When a grievance hearing 23
24 is conducted at any step under this procedure, 24
25 the party against whom the grievance complaint 25
26 is made shall have the right to appear and 26
27 testify at the hearing. 27
28 (f) Exclusive Remedy-All agency employees 28
29 shall use this Grievance Procedure for matters 29
30 covered in Section 23.01. 30

PROPOSED RULES

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CURRENT RULES

1 (g) Paid Time-Off-An employee selected by
2 a grievant to represent him in the processing of
3 a grievance through this procedure shall be
4 granted necessary time-off during his working
5 hours to represent such other employee without
6 loss of pay and without charge to annual or
7 compensatory leave credits. Likewise, the
8 grievant shall be granted time-off with no
9 loss of pay and benefits.
10 (h) Distribution of Grievance Procedure-
11 the appointing authority shall furnish to each
12 employee a copy of the currently approved
13 Grievance Procedure.
14 (i) Informality-Meetings and hearings
15 held between employee and employer at any
16 step of the agency Grievance Procedure shall
17 be conducted in an informal manner, and the
18 technical rules of evidence shall not apply.
19 Every effort should be made to maintain an
20 informal, relaxed atmosphere in which an amicable
21 resolution of the grievance may be more readily
22 achieved.

PROPOSED RULES

1 (g) Paid Time-Off-An employee may have the
2 assistance of one other person in the preparation
3 and presentation of the grievance. At the request
4 of the grievant, such person may be present at
5 any step of the procedure. In addition to actual
6 time spent in grievance conferences and hearings,
7 the employee representative shall be granted
8 time-off during his working hours, not to exceed
9 six (6) hours per grievance, for the preparation
10 of such grievance without loss of pay and without
11 charge to annual leave or compensatory leave.
12 Likewise, the grievant shall be granted time-off
13 during his working hours, not to exceed six (6)
14 hours per grievance, with no loss of pay and benefits.
15 However, it shall be understood by all parties
16 that the first responsibility of any State employee
17 is the work assigned by the appointing authority
18 to the employee. Grievance preparation and repre-
19 sentation activities by an employee shall not
20 seriously affect the overall productivity of the
21 employee.

CHARGES

1 This section grants the grievant and the
2 grievant's representative paid time-off,
3 not to exceed six hours per grievance,
4 in the preparation and presentation
5 of the grievance.

CURRENT RULES

PROPOSED RULES

CHANGES

1	10.07. Posting of Job Openings--Whenever a job	1	New section
2	opening occurs in the classified service, the	2	incorporates the
3	appointing authority shall post a notice within	3	provisions of Senate
4	the building, facility or work area and throughout	4	Bill 333 on job
5	the agency that candidates will be considered to	5	posting.
6	fill the job opening. The posting notice shall be	6	
7	at least ten (10) working days before making an	7	
8	appointment to fill the job opening. The notice	8	
9	shall state that a job opening has occurred,	9	
10	describe the duties to be performed, the	10	
11	classification to be used to fill the job opening.	11	
12	(a) The term job opening refers to any	12	
13	vacancy to be filled by promotion, lateral class	13	
14	change, or transfer.	14	
15	(b) A vacancy is any full-time permanent	15	
16	unfilled budgetary position or any full-time	16	
17	permanent new position created by a reorganization	17	
18	or realignment of job functions.	18	
19	(c) The posting notice shall include a	19	
20	description of the duties to be performed by the	20	
21	person selected, the minimum qualifications for	21	
22	the position, the job classification to be used in	22	
23	filling the job opening, the salary level or range	23	
24	that will be considered, and the job location.	24	
25	When appropriate, the posting notice may specify	25	
26	two classes in a promotional series.	26	
27	An established closing date, if any, for the	27	
28	receipt of applications shall allow sufficient	28	
29	time to ensure that the job vacancy circulation	29	
30	has been posted throughout the agency for ten (10)	30	

CURRENT RULES

PROPOSED RULES

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1 working days. The naming of an individual to fill
2 the position is the appointment and is not altered
3 by the fact that the individual will not assume
4 the duties until a later date. Therefore, the
5 agency shall not make an appointment to a position
6 prior to the deadline for receipt of applications
7 as listed on the posting.
8 (d) Any employee in the classified service
9 who believes that the statutory requirement is
10 violated or who is denied consideration for or
11 denied the job opening shall have the right to
12 initiate a grievance under Section 23 of these
13 Rules and Regulations within five working days of
14 becoming aware of the event or within five working
15 days of when they should have become aware of the
16 event.
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CURRENT RULES

PROPOSED RULES

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1 Section 12.06 Posting Requirements
2 The vacancy posting requirements described in
3 Section 10.07 shall apply to all full-time
4 classified position vacancies regardless of the
5 means used to fill such vacancy.
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1 This new section cites
2 the requirement for job
3 posting prior to
4 filling a vacancy by
5 promotion, demotion or
6 transfer.
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CURRENT RULES

1 Section 16. Attendance and Leave
2 In compliance with Chapter 21, Article 5C;
3 Chapter 2, Article 2; and Chapter 29, Article 6,
4 Section 10, of the Code of West Virginia, as
5 amended, the following regulations shall apply
6 to classified employees.
7 16.01. Holidays
8 (a) Official Holidays
9 1. In accordance with Chapter 2, Article 2,
10 of the West Virginia Code, as amended, official
11 holidays are New Year's Day, Lincoln's Birthday,
12 Washington's Birthday, Memorial Day, West Virginia
13 Day, Independence Day, Labor Day, Columbus Day,
14 Veterans' Day, Thanksgiving Day, Christmas Day,
15 any day in which an election (Primary or General)
16 is held throughout the State, and such other days
17 as the President, Governor or other duly constituted
18 authority shall proclaim to be legal holidays.
19 2. When a holiday falls on a Sunday, the
20 following Monday shall be observed as the official
21 holiday. When a holiday falls on a Saturday,
22 the previous Friday shall be observed. When
23 Christmas or New Year's Day occurs on Tuesday,
24 Wednesday, Thursday, or Friday, the last half
25 of the scheduled work day immediately preceding
26 the holiday will be given as time off. It is
27 recognized that some agencies must modify holiday
28 schedules to accommodate around-the-clock shifts
29 or other special needs. Each agency should notify
30 employees in advance of altered holiday work

PROPOSED RULES

1 16.01 Official Holidays-In accordance with
2 Chapter 2, Article 2, of the West Virginia Code,
3 as amended, official holidays are New Year's Day,
4 Martin Luther King's Birthday, Lincoln's Birthday,
5 Washington's Birthday, Memorial Day, West Virginia
6 Day, Independence Day, Labor Day, Columbus Day,
7 Veterans' Day, Thanksgiving Day, Christmas Day,
8 any day in which an election (Primary or General)
9 is held throughout the State, and such other days
10 as the President, Governor or other duly
11 constituted authority shall proclaim to be legal
12 holidays.
13 When a holiday falls on a Sunday, the
14 following Monday shall be observed as the official
15 holiday. When a holiday falls on a Saturday, the
16 previous Friday shall be observed. When Christmas
17 or New Year's Day occurs on Tuesday, Wednesday,
18 Thursday, or Friday, the last half of the
19 scheduled work day immediately preceding the
20 holiday will be given as time off. It is
21 recognized that some agencies must modify holiday
22 schedules to accommodate around-the-clock shifts
23 or other special needs. Each agency should notify
24 employees in advance of altered holiday work
25 schedules and should schedule altered holidays on
26 days as close as possible to the normal holidays.
27 Agencies shall make reasonable accommodation
28 to an employee's religious holidays as required by
29 law.
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CHANGES

1 Includes Martin Luther
2 King's Birthday in list
3 of official holidays.
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CURRENT RULES

1 schedules and should schedule altered holidays on
2 days as close as possible to the normal holidays.
3 3. Public employees may observe Martin Luther
4 King, Jr. Day on his actual birthday, January
5 fifteenth. A public employer shall not refuse time
6 off to any employee for such observance; however,
7 the time off shall be charged against the employee's
8 accrued annual leave and application therefor shall
9 be the same as application for annual leave.

10 (b) Religious Holidays-Agencies shall make
11 reasonable accommodation to an employee's religious
12 holidays as required by law.

13 16.03. Annual Leave

14 (a) Amount, Accrual-Except as otherwise noted
15 in these rules, each employee shall be entitled to
16 annual leave with pay and benefits. The table below
17 lists rates of accrual according to the employee's
18 length of service category and the number of hours
19 of annual leave that may be carried forward from
20 one calendar year to another. Annual leave cannot
21 be accrued for hours worked beyond the normal work

Length of Service Category	Carry-forward	
	Hours	Accrual Rate
Less than 5 years of regular employment	240 hours	.05769 hour per hour paid
5 years but less than 10 years of regular employment	240 hours	.06923 hour per hour paid
10 years but less than 15 years of regular employment	280 hours	.08077 hour per hour paid
15 years or more of regular employment	320 hours	.09231 hour per hour paid

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PROPOSED RULES

16.03

(f) Death of Employee-Upon the death of an
employee who has not used all accrued annual
leave, the unused portion shall be paid in such
manner as to benefit the employee's estate.
Payment shall not be limited to the maximum carry-
forward amount for length of service category and
may be paid in lump sum as provided in Section
16.03(g)2 of these rules.

(g) Separation from Employment-An employee
who separates from employment for any reason
except as described in 16.03(f) shall be paid for
all accrued annual leave not to exceed the
maximum carry-over hours for the appropriate
length of service category. Annual leave does not
accrue, salary adjustments shall not be given, and
payment shall not be made for holidays which occur
after the effective date of separation or last day
worked during the notice period. Such payment
shall be made according to one of the following
methods:

1. An employee may elect to be paid in bi-
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 separation leave payment is due
falls before the day on which the pay period ends,
separation leave payment for those days within
that pay period shall be calculated using the
daily rate for the month in which the last day on

CHANGES

Incorporates option of
paying accrued annual
leave in lump sum.

PROPOSED RULES

1	15 years or more	.09231 hour per hour	320 hours	1	payroll occurs. Employees in positions allocated
2		paid		2	to job classes assigned to an hourly pay schedule
3	(b) Service to Qualify			3	or per diem pay schedule approved by the
4	1. Qualifying service for length of service			4	Commission shall be paid according to those
5	category (Section 3.1) is based on State employment			5	standard procedures.
6	in an agency covered by Civil Service.			6	2. Any eligible employee as defined in §5-5-
7	2. Credit may also be given for other State			7	1 of the West Virginia Code as amended, who is
8	employment not in a covered Civil Service agency			8	separated from employment by resignation, layoff,
9	if requested in writing by the appointing authority			9	dismissal, retirement, death, or termination, may
10	of the covered agency and the executive or admin-			10	be paid in lump sum, at their option, for accrued
11	istrative head who is the lawfully delegated			11	annual leave in accordance with this section and
12	authority in the non-Civil Service agency and			12	Section 16.03(f). Separation leave payment for an
13	approved by the Director of Personnel.			13	employee who selects a lump sum payment shall be
14	(c) Requesting, Granting-Accrued annual			14	calculated at the usual rate of pay as of the date
15	leave shall be granted at such times as will			15	of the conclusion of the employee's active
16	not materially affect the agency's efficient			16	employment.
17	operation. The employee shall request annual			17	3. An employee who retires may elect not to
18	leave in advance of taking such leave except			18	receive payment for any or all accrued annual
19	as noted elsewhere in this Section. Annual leave			19	leave and may apply the balance towards extended
20	may not be granted in advance of the employee's			20	insurance coverage under the Public Employees
21	accrual of such leave. Agencies are encouraged			21	Insurance Board.
22	to grant annual leave when hazardous conditions			22	
23	make going to and from work difficult.			23	
24	(d) Coverage			24	
25	1. Annual leave shall not be accorded			25	
26	temporary, 30-day emergency, per diem, or			26	
27	90-day exempt employees.			27	
28	2. Annual leave shall be accorded pro-			28	
29	visional, intermittent, irregular part-time and			29	
30	temporary (appointed from the register) employees.			30	

CURRENT RULES

1 16.04. Sick Leave
2 (a) Accrual-Except as otherwise provided
3 in this section, each employee shall receive
4 accrued sick leave with pay and benefits. Sick
5 leave is computed on the basis of .06923 hour
6 leave per hour paid not to exceed the normal
7 work week. There shall be unlimited accumulation
8 of sick leave.
9 (b) Coverage
10 1. Sick leave shall not be accorded
11 temporary, 30-day emergency, 90-day exempt, or
12 per diem employees.
13 2. Provisional, temporary (appointed from
14 the register), irregular part-time and inter-
15 mittent employees shall accrue sick leave.
16 Such leave expires at the termination of the
17 period of employment unless immediately followed
18 by an appointment from the register.
19 3. Part-time, probationary, and permanent
20 employees shall accrue sick leave with pay and
21 benefits on the basis of .06923 hour leave per
22 hour paid (not to exceed forty (40) hours paid
23 per week).
24 (c) Minimum Charge-The minimum charge
25 against sick leave may be one half (1/2) hour.
26 Additional leave may be charged in multiples of
27 one half (1/2) hour.
28 (d) Maximum Charge-The maximum charge
29 against sick leave will be one work year per
30 substantially continuous absence after which

PROPOSED RULES

1 16.04
2 (e) Separation from Service-Sick leave does
3 not accrue, salary adjustments shall not be given,
4 and payment shall not be made for holidays which
5 occur after the effective date of separation or
6 last day worked during the notice period.
7 1. Retirement-Unused sick leave may be used
8 to purchase extended insurance coverage upon
9 retirement under guidelines established by the
10 Public Employees Insurance Board.
11 2. All Other Separations-All accumulated
12 sick leave shall be cancelled as of the effective
13 date of separation of employment or last day
14 worked during the notice period. If the employee
15 returns to work within twelve (12) calendar months
16 all lost sick leave shall be restored. However,
17 if the employee returns to work after more than
18 twelve (12) calendar months from his effective
19 date of separation of employment, no more than
20 thirty (30) days of lost sick leave shall be
21 restored.

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2 Cites option of
3 purchasing extended
4 insurance coverage upon
5 retirement with unused
6 sick leave.
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CURRENT RULES

1 Section 18. Prohibition of Political Activities
2 (a) No person shall seek or attempt to use
3 any political endorsement in connection with any
4 appointment in the classified service.
5 (b) No person shall use or promise to use,
6 directly or indirectly, any official authority
7 or influence, whether possessed or anticipated,
8 to secure or attempt to secure for any person
9 an appointment or advantage in appointment to a
10 position in the classified service, or an
11 increase in pay or other advantage in employment
12 in any such position, for the purpose of
13 influencing the vote or political action of any
14 person, or for any consideration.
15 (c) No employee in the classified service
16 or member of the Commission or the Director
17 shall, directly or indirectly, pay or promise
18 to pay any assessment, subscription or contri-
19 bution, or perform any service for any political
20 party, or solicit or take part in soliciting any
21 such assessment, subscription or contribution,
22 or service. No person shall solicit any such
23 assessment, subscription, contribution or service
24 of any employee in the classified service.
25 (d) No employee in the classified service
26 shall be a member of any national, state or local
27 committee of a political party, or an officer or
28 member of a committee of a partisan political
29 club, or a candidate for nomination or election
30 to any paid public office, or shall take any part

PROPOSED RULES

1 Section 18. Political Activities
2 18.01. Prohibition of Political Activities
3 (a) No person shall seek or attempt to use
4 any political endorsement in connection with any
5 appointment in the classified service.
6 (b) No person shall use or promise to use
7 directly or indirectly, any official authority or
8 influence, whether possessed or anticipated, to
9 secure or attempt to secure for any person an
10 appointment or advantage in appointment to a
11 position in the classified service, or an increase
12 in pay or other advantage in employment in any
13 such position, for the purpose of influencing the
14 vote or political action of any person or for any
15 consideration.
16 (c) No employee in the classified service or
17 member of the Commission or the Director shall,
18 directly or indirectly, solicit or receive any
19 assessment, subscription or contribution, or
20 perform any service for any political party,
21 committee or candidate for compensation, other
22 than for expenses actually incurred, or in any
23 manner take part in soliciting any such
24 assessment, subscription, contribution or service
25 of any employee in the classified service.
26 (d) Notwithstanding any other provision of
27 this code, no employee in the classified service
28 shall:
29 (1) Use his official authority or influence
30 for the purpose of interfering with or affecting

CHANGES

16 Section incorporates
17 statutory changes
18 permitting classified
19 employees to perform
20 political activities
21 other than for
22 compensation.
26 Further clarifies
27 prohibition against
28 candidacy for or
29 holding certain public
30 office and posts in

CURRENT RULES

PROPOSED RULES

CHANGES

1 In the management or affairs of any political
2 party or in any political campaign, except to
3 exercise his right as a citizen privately to
4 express his opinion and to cast his vote.
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1 the result of an election or a nomination for
2 office;
3 (2) Directly or indirectly coerce, attempt to
4 coerce, command or advise a state or local officer
5 or employee to pay, lend or contribute anything of
6 value to a party, committee, organization, agency
7 or person for political purposes; or
8 (3) Be a candidate for any national or state
9 paid public office or court of record; or hold any
10 paid public office; or be a candidate or delegate
11 to any state or national political party
12 convention, a member of any national, state or
13 local committee of a political party, or a
14 financial agent or treasurer within the meaning of
15 the provisions of section three, four or five-e,
16 article eight, chapter three of this code. Other
17 types of partisan or nonpartisan political
18 campaigning and management not inconsistent with
19 the provisions of this subdivision and with the
20 provisions of subsection (d) of this section,
21 shall be permitted.

22 (c) Political participation pertaining to
23 constitutional amendments, referendums, approval
24 of municipal ordinances or activities shall not be
25 deemed to be prohibited by the foregoing
26 provisions of this section.

27 (f) Any classified employee who becomes a
28 candidate for any paid public office as permitted
29 by this section shall be placed on a leave of
30 absence without pay for the period of such

1 political party
2 committees or
3 conventions.
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22 Allows participation in
23 campaigns for
24 constitutional
25 amendments, referendums
26 or municipal ordinances.
27 Requires leave of
28 absence for any
29 classified employee who
30 becomes a candidate for

CURRENT RULES

PROPOSED RULES

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1 candidacy, commencing upon the filing of the
2 certificate of candidacy.
3 If elected, such employee shall resign the
4 position in the classified service to be effective
5 no later than the date of assuming the elective
6 office.
7 18.02. Application of the Hatch Act-Employees
8 in federal grant-aided agencies shall be subject
9 to the applicable provisions of the federal Hatch
10 Act, when required, by the granting federal
11 agency. These provisions shall be made known to
12 classified employees by the appointing authority.
13 concerned and compliance adhered to.
14 18.03. Additional Prohibition for Highways
15 Employees-No person may be appointed or employed
16 in any capacity by the department who is a
17 candidate or holds any public office or is a
18 member of any political party committee.
19 Employees of the Department of Highways may not be
20 a candidate for or hold any public office or be a
21 member of any political party committee. An
22 employee of the Department of Highways who becomes
23 a candidate for or holds any public office or
24 becomes a member of any political party committee
25 shall vacate his position with the department
26 immediately on the date of the filing of candidacy
27 or the date of assuming the public office or the
28 political party committee membership.

1 any paid public office.
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7 Cites the application
8 of the Hatch Act to
9 employees of federal
10 grant-aided agencies or
11 programs.
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14 Cites additional
15 prohibition of
16 political activities
17 for employee of the
18 Department of Highways.
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CURRENT RULES

PROPOSED RULES

CHANGES

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Section 24. Training
24.01 Training-Each agency is responsible for providing training to employees of the agency based upon the agency's needs and resources and the employee's needs and capability. Selection of employees for training shall ensure equal opportunity and shall not discriminate on the basis of race, sex, age, religion, national origin, political affiliation, handicap or any other non-job related factors. The Director of Personnel shall make available to the agencies technical assistance in the areas of training needs assessment, locating training materials and resources, course development, training techniques, training evaluation and coordination of training between the agencies.
(a) Required Courses-The Director shall provide training courses on specific aspects of personnel administration under Civil Service law and these rules and regulations, and shall designate employees by classification, or by duties, who must attend each type of course.
(b) General Courses-The Director shall make available to the agencies training in knowledge, skills and abilities which are applicable broadly in many classifications in all agencies. Employee selection shall be consistent with established agency and Civil Service nomination procedures.
24.02 Apprenticeship Programs-The Director of Personnel, or his designee, in cooperation with

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2 Specifies the
3 responsibility of the
4 appointing authority
5 and the Director of
6 Personnel for providing
7 training to employees.
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30 requirements for an

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1	1	participating appointing authorities within each	1	apprenticeship training
2	2	agency shall develop and annually revise by the	2	program established by
3	3	thirty-first day of December a list of employment	3	Senate Bill 403 in the
4	4	classifications appropriate for apprenticeship	4	1986 Legislature.
5	5	training. Each appointing authority shall develop	5	
6	6	apprenticeship programs for approved classes that	6	
7	7	have employees working in apprenticeable trades	7	
8	8	which are, or may be recognized by, the United	8	
9	9	States Department of Labor, Bureau of	9	
10	10	Apprenticeship and Training. The apprenticeship	10	
11	11	program shall be developed and conducted in a	11	
12	12	manner that will assure meeting the national	12	
13	13	minimum requirements of quality and be registered	13	
14	14	with the United States Department of Labor, Bureau	14	
15	15	of Apprenticeship and Training.	15	
16	16	Subject to the approval of the Director of	16	
17	17	Personnel, each participating agency shall	17	
18	18	determine the location and positions in which	18	
19	19	apprenticeships shall be established. The Chief	19	
20	20	Administrative Officer of each agency shall	20	
21	21	establish procedures for the coordination of	21	
22	22	apprenticeship programs developed in accordance	22	
23	23	with this section and shall provide to the	23	
24	24	Director of Personnel, at his request, information	24	
25	25	which shall include, but not be limited to, the	25	
26	26	number of persons who applied for apprenticeship	26	
27	27	positions, the number of persons accepted into the	27	
28	28	apprenticeship programs, the number of persons who	28	
29	29	successfully completed and received a certificate	29	
30	30	of completion from the Bureau of Apprenticeship	30	

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1	1	and Training, the number of persons who failed to	1
2	2	complete apprenticeships, the number of persons	2
3	3	who remain employed after successfully completing	3
4	4	apprenticeships and a summary of characteristics	4
5	5	of applicants and participants in the program.	5
6	6	24.03 Apprenticeship Advisory Board-The	6
7	7	Director of Personnel shall prepare and submit	7
8	8	necessary reports to the Apprenticeship Advisory	8
9	9	Board established in accordance with § 29-6-17b of	9
10	10	the West Virginia Code, as amended, regarding the	10
11	11	achievements and deficiencies of the	11
12	12	apprenticeship program.	12
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CIVIL SERVICE COMMISSION
Willard H. Erwin, Jr., Chairman
Bill J. Wellman



Address Communications To:
Director of Personnel
1900 Washington Street East
Room B-456
Charleston, West Virginia 25305
Phone 348-3950

STATE OF WEST VIRGINIA

CIVIL SERVICE SYSTEM

September 5, 1986

Honorable Ken Hechler
Secretary of State
State Capitol Building
Charleston, West Virginia 25305

Dear Mr. Hechler

Please find enclosed a Notice of Public Hearing and the proposed revisions of the Civil Service Commission Rules and Regulations.

Sincerely,

A handwritten signature in cursive script, reading "Lowell D. Basford".

Lowell D. Basford
Acting Director of Personnel

LDB:ss

Enclosure