

WEST VIRGINIA
SECRETARY OF STATE
KEN HECHLER
ADMINISTRATIVE LAW DIVISION

Form #5

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FILED IN THE OFFICE OF
THE SECRETARY OF STATE
THIS DATE July 16, 1987
ADMINISTRATIVE LAW DIVISION

**NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE
OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW**

AGENCY: Board of Regents TITLE NUMBER: 128

CITE AUTHORITY: WV Code 18-26-8

RULE TYPE: PROCEDURAL XXX INTERPRETIVE _____

EXEMPT LEGISLATIVE RULE _____
CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

WV Code 29A-1-3(b)

AMENDMENT TO AN EXISTING RULE: YES XX, NO _____

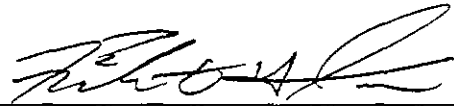
IF YES, SERIES NUMBER OF RULE BEING AMENDED: Series 62

TITLE OF RULE BEING AMENDED: Personnel Administration

IF NO, SERIES NUMBER OF NEW RULE BEING ADOPTED: _____

TITLE OF RULE BEING ADOPTED: _____

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE
EFFECTIVE DATE OF THIS RULE IS September 14, 1987



Rich O. Hartman

WEST VIRGINIA BOARD OF REGENTS

950 KANAWHA BOULEVARD, EAST
CHARLESTON, WEST VIRGINIA 25301

TELEPHONE 304 348-2101

Louis J. Costanzo, President
Wheeling

MEMORANDUM

Thomas W. Co'e, Jr.
Chancellor

TO: All Recipients

FROM: Gloria Penn
Secretary/Administrative Affairs

DATE: July 15, 1987

RE: Policy Bulletin 62 and Policy Bulletin 26

SECRETARIA OF STATE

1987 JUL 16 PM 3:21

FILED

Enclosed is a copy of PAGE 1 and PAGE 10 of Policy Bulletin 62, PERSONNEL ADMINISTRATION FOR BOARD OF REGENTS' EMPLOYEES. On page 1, under Section 2., Compensation/Pay Calculations, paragraph 2.4 ("Holidays to be observed under. . .") has been omitted as approved by the Board of Regents on July 10, 1987.

Page 10 of Policy Bulletin 62 has the revised date of July 10, 1987 added.

THERE WERE NO OTHER CHANGES TO POLICY BULLETIN 62.

Also enclosed is a copy of Policy Bulletin 26, POLICY REGARDING HOLIDAYS, which has been updated and approved as updated by the Board of Regents on July 10, 1987.

Please see that those persons at your college or university who might have need of this information are copied.

WEST VIRGINIA BOARD OF REGENTS

950 KANAWHA BOULEVARD, EAST

CHARLESTON, WEST VIRGINIA 25301

TELEPHONE 304 348-2101

FILED
1987 JUL 16 PM 3:21
SECRETARY OF STATE

NOTICE OF AGENCY ADOPTION

RULE TITLE: PERSONNEL ADMINISTRATION FOR BOARD OF REGENTS'
EMPLOYEES

RULE TYPE: PROCEDURAL

he enclosed rule constitutes the official rule adopted by
the West Virginia Board of Regents

on: JULY 10, 1987 and filed with the
Secretary of State.

Edward Grose

Edward Grose, Vice Chancellor
for Administrative Affairs

July 15, 1987

DATE

WEST VIRGINIA BOARD OF REGENTS

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WEST VIRGINIA PROCEDURAL RULES
WEST VIRGINIA BOARD OF REGENTS
CHAPTER 18-26
SERIES IV

POLICY BULLETIN NO. 62

FILED
1987 JUL 16 PM 3:27
SECRETARY'S OFFICE

TITLE: Personnel Administration for Board of Regents' Employees

Section 1. General

1.1 Scope - Policy regarding personnel administration for Board of Regents employees

1.2 Authority - West Virginia Code 18-26-8

1.3 Filing Date - July ¹⁶ 15, 1987

1.4 Effective Date - ^{Sept} ~~August~~ 14, 1987

Section 2. Compensation/Pay Calculations

2.1 When salary increases are calculated and rounding is involved, the policy is to round up.

2.2 Overtime pay for non-exempt employees is calculated at the rate of 1-1/2 times the regular hourly pay. Overtime does not commence until forty hours have been worked within one workweek. Regular hourly pay, also known as "straight time," is paid for work time between thirty-seven and one-half hours and forty hours.

2.3 Only actual hours worked are included in calculating overtime. Pay which is received for holidays, annual leave, sick leave, jury duty, compensatory time, military duty or special emergency leave is not counted as working hours for purposes of overtime.

2.4 Base pay is calculated on a thirty-seven and one-half hour workweek.

Section 18. Definition - Exempt and Non-Exempt

18.1 Exempt - A position which is not covered by the minimum wage and overtime provisions of the Fair Labor Standards Act. (See Employee Handbook)

18.2 Non-Exempt - A position which is covered by the minimum wage and overtime provisions of the Fair Labor Standards Act. (See Employee Handbook)

Adopted: June 11, 1985

Revised: July 11, 1986

Revised: April 6, 1987

Revised: July 10, 1987