

SUPREME COURT OF APPEALS
STATE OF WEST VIRGINIA

FILED

TED PHILYAW
ADMINISTRATIVE DIRECTOR



JUL 27 4 27 PM '95
ADMINISTRATIVE OFFICE
BUILDING 1, ROOM E-400
1900 KANAWHA BOULEVARD, E.
CHARLESTON, WV 25305-0830
OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

25 July 1995

The Honorable Ken Hechler
Secretary of State
Building 1, Suite 157K
State Capitol
Charleston, WV 25305

Dear Mr. Hechler:

Enclosed for filing is amended Section 10.1(A) of the Supreme Court of Appeals travel regulations, which are part of the West Virginia Judicial Personnel System Manual. The Court adopted the amendment on 14 June 1995, effective the same date.

Sincerely,

A handwritten signature in cursive script that reads "Richard Rosswurm".

Richard Rosswurm
Chief Deputy

RR/mg

Enclosure

cc: Ted Philyaw
Dreamma Guinn

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10.1 -- GENERAL PROVISIONS

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

(A) An employee's official headquarters is the same as that of the court at which or the judge under whom personnel work. A judge's home-base courthouse is his or her headquarters. If circumstances require that a judge's employee maintain headquarters different from the judge's, such different headquarters must, in writing, be designated by the chief judge and approved by the Chief Justice. ~~In no event will a~~ An employee will not be reimbursed for commuting from his or her residence to headquarters, except for judges as provided by statute. W.Va. Code § 6-7-5- and for judges' secretaries and court reporters or electronic recording operators who demonstrate an undue burden to, and receive approval by, the Administrative Director if their judge's headquarters are changed after their initial employment; the Administrative Director shall consider requests on a case-by-case basis, and determination of whether undue burden is demonstrated shall be in the sole discretion of the Administrative Director.