

**DEPARTMENT OF
ADMINISTRATION**

Employee Handbook

December 2005

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WEST VIRGINIA DEPARTMENT OF ADMINISTRATION

This employee handbook is specifically intended for use by employees of the Department of Administration. It has been updated and revised since its original distribution as indicated below:

ORIGINAL ISSUE: May 12, 1994

REVISIONS: May 15, 1995
 February 2001
 December 2005

You are urged to read it thoroughly and ask questions about any items that are not clear to you. Items or paragraphs in a bold and different typeface represent customized additional information about policies, procedures, and worksite rules that is specific to the Department of Administration and its divisions, agencies, boards, and commissions. For example, customized text will appear as follows:

This is a sample of Department of Administration customized information text.

For the purpose of this handbook, agencies, boards, and commissions within the Department of Administration will be referred to as divisions/agencies.

We welcome any comments or suggestions for future revisions. Contact information for submissions is:

ADDRESS: Employee Handbook
 West Virginia Division of Personnel
 State Capitol, Building 6, Room 416
 1900 Kanawha Boulevard, East
 Charleston, West Virginia 25305-0139

PHONE: 304/558-3950, ext. 206

E-MAIL: jfouty@wvadmin.gov

INTRODUCTION and DISCLAIMER

This employee handbook is designed to provide a general overview of many of the policies, rules, laws, and benefits applicable to State government employees. The handbook may be provided to all State government employees, although the policies, rules, laws, and benefits described in this handbook do not necessarily apply to all employees. Some policies, rules, laws, or benefits apply only to certain groups of employees. To determine which policies, rules, laws, and benefits apply to you, it is important that you know which employment category your position is in. If you are unsure about your employment category, please check with your supervisor or other authority in your agency.

This handbook is not designed to provide an answer for each question or a solution for each circumstance that may arise. The policies, rules, laws, and/or benefits described in this handbook may be amended, supplemented, modified, or eliminated with or without prior notice. If you need more details about a particular topic, your handbook provides both general and specific sources through which you may obtain further information. You are encouraged to consult these sources or ask your supervisor or other agency authority for additional information regarding any aspect of your employment. Of course, you are always welcome to call the Division of Personnel at 558-3950, extension 511 for assistance with your personnel questions.

There are several websites referenced in this handbook. In addition, if you are using an online version of this handbook, there are links to those websites. This is to advise you that all information and documents on the Division of Personnel web pages are provided for the convenience of interested persons. We have tried to ensure that the information on our website is accurate. However, the Division does not guarantee the accuracy, completeness, timeliness, or correct sequencing of the information and shall not be responsible for any errors or omissions, or for the use or results obtained from the use of this information. In addition, if there is a conflict between the information provided on our website and any applicable laws or rules, the latter will be controlling.

Websites other than the Division of Personnel's are referenced or linked to provide another, frequently more complete, source of information on the topic in which the reference or link is found. Although we have visited each site referenced or linked, neither the Division of Personnel nor anyone affiliated with the Division of Personnel is in any way responsible for the content or accuracy of information contained in other websites that are referenced or linked, either in this handbook or from the Division of Personnel website.

We must make it clear that this handbook is presented as a matter of general information **only** and is **not** an express or implied contract of employment or warranty of any benefit.

DIRECTORY OF CAPITOL COMPLEX BUILDINGS

Building #, Common Name, and/or Agencies

1 Main Capitol Building
2 Transportation Building
3 Division of Motor Vehicles
4 Bureau of Employment Programs,
Corrections
5 Division of Highways, CPRB, PEIA
6 Department of Education, Division of
Personnel
7 State Training / Conference Center
8 Governor's Mansion
9 Cultural Center
10 Holly Grove - Bureau of Senior Services
11 Chiller Plant
13 Parking Garage

15 Purchasing /Accounting
16 Capitol School - Day Care Center
17 Parks and Tourism
19 West Virginia War Memorial
21 Division of Highways Garage

Key to Other Buildings

A Public Employees Credit Union
B Miners' Health Safety and Training ,
Solid Waste Authority, Air Quality
C Division of Motor Vehicles
D Division of Motor Vehicles Records
Center
E Quick Copy Center
F Regional Jail Authority
G Parking Attendant

<http://www.state.wv.us/admin/personnel/jobs/mapchas3.htm>

NUMBERS TO KNOW

Capitol Cafeteria Menu	558-6309	558-6309
Consolidated Public Retirement Board	558-3570	558-3570
Education and State Employees Grievance Board	558-3361	558-3361
Equal Employment Opportunity, Office of	558-0400	558-0400
Ethics Commission, WV	558-0664	558-0664
Information Services and Communications (IS&C)	558-8890	558-8890
Training	558-6384	558-6384
Labor, Division of	558-7890	558-7890
Personnel, Division of	558-3950	558-3950
Director's Office	extension 501	extension 501
Classification & Compensation	extension 506	extension 506
Employee Communications	extension 504	extension 504
Employee Information & Payroll Audit	extension 507	extension 507
Employee Relations	extension 511	extension 511
Organization & Human Resource Development	extension 508	extension 508
Staffing Services	extension 503	extension 503
Internal Applicant Placement	extension 509	extension 509
Registers	extension 502	extension 502
Test Construction & Research	extension 510	extension 510
Public Employees Insurance Agency	558-7850	558-7850
State Credit Union, The	558-0566	558-0566
Unemployment Compensation Division	558-2619	558-2619
Workers Compensation Division	926-5151	926-5151

EMERGENCY NUMBERS

Capitol Dispensary	558-3663	558-3663
Ambulance	9-911	9-911
Building Emergency Services	558-2317	558-2317
After Work Hours	558-6392	558-6392
Capitol Security (Weekdays)	558-9911	558-9911
After 4 PM and weekends	558-6392	558-6392
State Police	558-7777	558-7777
Charleston Fire Department	9-911	9-911
Charleston Police Department	9-911	9-911
State Office of Emergency Services	558-5380	558-5380

All State agency and individual employee [work telephone numbers](#), as well as many employee e-mail addresses, are available on the internet.

ABOUT THE DEPARTMENT OF ADMINISTRATION

The Department of Administration was created by the West Virginia Legislature in 1989 as one of seven departments in the Executive Branch of State Government. The Cabinet Secretary is the administrative head of the Department and is appointed by the Governor with the consent of the West Virginia Senate.

The Department is chiefly responsible for implementing fiscal and administrative policies in the Executive Branch divisions/agencies. In addition, the Department also provides services in many diverse areas, including but not limited to: financial management, budgeting, purchasing, grounds and maintenance services, leasing activities, personnel procedures, information management, computer and telephone network systems support, and travel and aviation management. An organizational chart is provided on the following page to give you an overview of the Department and its organizational structure.

GENERAL POLICY INFORMATION

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the State of West Virginia to provide equal employment opportunity for all individuals without discrimination on the basis of race, color, religion, sex, age, national origin, disability, veterans status, political affiliation, or other basis prohibited by law. Underscoring this policy is our commitment to the best use of all our employees while providing them with a safe, productive and professional work environment.

Trained Equal Employment Opportunity Counselors have been appointed within State departments and agencies to assist individuals with their concerns. You are encouraged to speak with your department or agency Counselor, or to contact our State Equal Employment Opportunity Office at 558-0400 for further information and assistance.

POLICIES AND BULLETINS

Division of Personnel policies and bulletins cover a variety of work issues and outline the rights and responsibilities of employers and employees. The policies and bulletins generally apply to employees of the executive branch, except those who are specifically exempted, and some may also apply to employees in the legislative and judicial branches as well as employees of constitutional officers.

Most agencies maintain a complete set of policies and bulletins at each work site in a central location that is easily and openly accessible to all employees.

In addition, all current policies and bulletins are maintained on the Division of Personnel's website at <http://www.state.wv.us/admin/personnel/emprel/default.htm>.

The Division of Personnel has issued the following policies (DOP-P1, DOP-P2, etc.) and bulletins (DOP-B1, DOP-B2, etc.) to each department's administrative office:

Policies:

- DOP-P1 Smoking Restrictions
- DOP-P2 Drug-Free Workplace
- DOP-P3 Agency Dress Codes
- DOP-P4 Emergency Situations/Inclement Weather
- DOP-P5 Annual Increment
- DOP-P7 Workers' Compensation/Sick Leave
- DOP-P8 Policy on Policies
- DOP-P9 Securing and Providing Employment Reference Information
- DOP-P10 Witness/Jury Duty

DOP-P11 Postings of Job Openings
DOP-P12 Pay Plan Implementation
DOP-P13 Temporary Classification Upgrades
DOP-P14 Delayed Payroll Assignment
DOP-P15 Workplace Security
DOP-P16 Educational Expense Reimbursement/Leave Program
DOP-P17 Employee Performance Appraisal
DOP-P18 Supervisory/Manager Training Program
DOP-P19 Severance Pay
DOP-P21 Other Employment/Volunteer Activity

Interpretive Bulletins:

DOP-B1 Parental Leave/Family and Medical Leave
DOP-B2 Whistle-Blower Law
DOP-B3 Public Employees Retirement System Participation
DOP-B4 Grievance Procedure/Related Costs
DOP-B5 Fair Labor Standards Act
DOP-B6 Prohibited Workplace Harassment

If you need more information about the policies and bulletins, ask your supervisor, or call the Division of Personnel at 558-3950, extension 511.

WORK SITE POLICIES

State government agencies provide many diverse services to West Virginia citizens. Consequently, some agencies may find it necessary to establish policies that are specific to their functions. For example, policies may be necessary to protect employees who work with hazardous equipment; others may be needed to regulate the handling of confidential information. Under these kinds of circumstances, agencies may establish work site policies that do not violate State or federal laws or regulations. If you are unsure about a work site policy, ask your supervisor for more information or clarification.

The Department of Administration has three agency-specific policies in place: Flex Time, Sick Leave Restriction, and Work At Home.

The Flex Time policy allows a variety of work hour combinations from which employees can choose, provided they are not otherwise bound by specific schedule needs can choose and they have supervisory approval. More information on the Flex Time Policy can be found under the FLEX TIME category in Section 3 of this handbook.

The Sick Leave Restriction Policy addresses procedures if an employee develops a pattern of excessive sick leave usage. More information on the Sick Leave Restriction Policy can be found under the FLEX TIME category in the Holidays, Attendance, and Leave Section of this handbook.

Some employees in the Department of Administration may be able to perform some of their duties from home. If you feel you are a candidate for this program, you should discuss it with your supervisor.

You can obtain a copy of any of the [Department of Administration policies](#) from your supervisor or view them on the intranet.

Each division/agency within the Department of Administration may also provide information regarding specific worksite practices which do not apply to the Department as a whole. For example, many General Services Division employees are required to wear uniforms as part of their employment. These additional worksite policies or standard operating procedures must be in accordance with the provisions set forth by the Division of Personnel and State and federal law. Contact your supervisor for more information.

EMPLOYMENT

EMPLOYMENT CATEGORIES

Generally, employees of the State fall into one of the following categories: Classified, Classified-Exempt, and Temporary Exempt.

Classified Employment

Individuals in the classified service are employees in those positions which are covered by merit system (civil service) standards for employment. Generally, these standards provide for open competition of applicants for employment, fair treatment of applicants and employees in all aspects of personnel administration, protection of employees against coercion for partisan political purposes, and separation of permanent employees for cause or curtailment of work or funds. These standards are enforced by the Division of Personnel and are reflected in its [Administrative Rule](#).

Generally, classified employment begins when an individual is selected for a position from a competitive list, or register, of eligible candidates for a vacancy in the classified service. Employees hired into classified service must satisfactorily complete a probationary work period before being granted permanent status.

Within the classified service there are other types of employment with specific rules governing their use. These other types of employment include: Provisional, Intermittent and Temporary Appointments. For more information on these types of employment, please call the Division of Personnel at 558-3950, extension 506.

Classified-Exempt Employment

Classified-Exempt employees serve in positions which are not subject to merit system standards. Generally, employees in these positions serve at the will and pleasure of their employers and can be dismissed with or without cause. Classified-exempt positions include those which are policy-making or appointed by the governor. In some cases, the policies and rules that apply to classified employees may also be uniformly applied to classified-exempt employees.

WV Code, §29-6-4, contains a list of classified-exempt positions and/or offices as well as descriptions of categories of exemptions.

Department of Administration division/agency heads are encouraged to extend the policies and procedures outlined in the Division of Personnel Administrative Rule to classified-exempt employees. This includes employees in the exempt agencies of the Board of Risk and Insurance Management, Consolidated Public Retirement Board, Education and State Employees Grievance Board, and Public Defender Services.

Temporary-Exempt Employment

These employees serve in a temporary capacity for a *brief and specific period* of time in one of the designations listed below. Employees in this category are not eligible to earn sick or annual leave, nor can they participate in the insurance or retirement programs. This type of limited term employment includes: 30-Day Emergency, 90-Day Exempt, 160-Day Temporary Exempt, Student Exempt, and Seasonal Employees of State Forests, Parks, and Recreational Areas.

EMPLOYEE PERSONNEL FILES

The Division of Personnel maintains a personnel file for all State employees which documents each employee's date of hire, pay grade, job classification, and other general employment information.

Generally, agency files contain more detailed information about an employee's job history and performance, such as employee evaluations, letters of appreciation or commendation, records of educational or professional development, and records of leave use.

Both files are open for your review upon request. To view your agency file, see your supervisor or the individual responsible for maintaining employee files in your agency. To arrange a review of the file maintained by the Division of Personnel, please call 558-3950, extension 502.

Department of Administration employees may view and/or copy information contained in their personnel files by contacting the Department's Payroll Office at 558-3482 to schedule an appointment. *Under no circumstances can personnel files be removed from the Payroll Office.* In addition, you are free to forward copies of any certificates, special awards, letters of commendation, or other similar items to the Payroll Office for inclusion in your file.

FLEX TIME

Depending on the services provided by an agency, it may be necessary to maintain operations beyond normal daytime business hours. In this case, flex time can be arranged to provide expanded work hours that will more effectively accommodate the work load of an agency and improve customer service. In addition to improving work efficiency, flexible work hours are an advantage to employees who may benefit from altered work schedules.

Flex time policies are implemented at an agency's discretion. For more information, ask your supervisor if flex time is available for your position.

In 1994, the Department of Administration implemented a Flex Time policy. Each division/agency has been permitted to develop a plan for implementing the policy. The plan must contain core office hours and various available work shifts. Questions regarding the specific plan for your office should be directed to your supervisor.

HOURS OF WORK

Your work hours depend on the functions of your agency and your job responsibilities. Therefore, your work schedule may vary from the schedules of other employees in your agency or other State agencies. While employees generally have established schedules of work hours, it may be necessary to alter those schedules to effectively carry out the responsibilities of the agency. Information about the specific schedule for your position is available from your supervisor.

Department of Administration employees are generally scheduled to work an eight-hour workday with a half-hour paid lunch period. In some divisions/agencies, it is possible to arrange a one-hour lunch period provided the extra half-hour is made up during the same workday. See your supervisor for more information.

JOB POSTINGS

Vacancies for classified positions are posted throughout the agency that has the vacancy for at least 10 working days. A job posting includes the job title, a description of job duties, minimum qualifications, salary level or range, location, and work shift (if applicable).

The Division of Personnel updates job postings on its website on a regular basis. Current postings can be found at <http://www.state.wv.us/admin/personnel/postings/DEFAULT.htm>.

Many agencies maintain bulletin boards which display current job postings. If you are interested in applying for a posted position, contact the agency that has the vacancy. If you are unsure about the minimum qualifications for a position, call the Staffing Services section of the Division of Personnel at 558-3950, extension 243.

Divisions/agencies within the Department of Administration must send completed job postings to the Cabinet Secretary's Office for distribution through the Department.

OTHER EMPLOYMENT

You should discuss current or planned other employment with your supervisor. Generally, you may hold other employment as long as it does not interfere with your State employment. However, other employment that would result in a conflict of interest or interfere with your State employment cannot be approved. **You may not hold paid elective public office while employed in a classified position.**

PERFORMANCE APPRAISALS

A performance appraisal gives you an opportunity to discuss strengths and weaknesses in your job performance, training needs, work-related issues or problems, and ideas for development

with your supervisor. The appraisal aids career development, documents your work history, and can help you improve your job performance.

New employees should receive a performance appraisal prior to the completion of their probationary period. All other classified employees should have a performance appraisal at least annually.

During the month of October each year, each permanent employee will receive a performance appraisal for the period October 1 of the previous through September 30 of the current year. The Department of Administration uses the appraisal system authorized by the Division of Personnel.

PERSONAL INFORMATION CHANGES

If you change your name, address, or telephone number, or if your marital status or number of dependents change, report the information to your payroll coordinator as soon as possible. Promptly reporting these changes will keep your personnel file current and will prevent delays in processing important tax and benefit information.

Be especially careful to report all changes in beneficiaries for retirement and insurance purposes.

Department of Administration employees should contact their agency benefits coordinator to report any changes. If your agency does not have a benefits coordinator, you may report your changes directly to the Department's Payroll Office. Call 558-3482 for forms and information.

PROBATIONARY PERIOD

The probationary period is part of the hiring process for classified service. During the probationary period, your supervisor will observe your work in an on-the-job setting, help you learn new duties and responsibilities, and determine how well you are suited for a particular job.

Probationary periods for classified employees usually last six months to one year, depending on the job classification. Your supervisor will look closely at your progress during this period. If your work progress is satisfactory and the decision is made to continue your employment, you will be given permanent status at the end of the probationary period.

PROMOTIONS

Promotional opportunities provide a way for you to move to a job classification with more complex duties and responsibilities. In addition, promotions generally include an increase in pay.

The States job classification plan consists of nine major occupational groups. The occupational groups are made up of jobs found within similar professions or fields of work. For instance, the Clerical-Administrative and Fiscal group includes all levels of support/paraprofessional, technical, supervisory, professional, and managerial jobs in accounting, data processing, purchasing, and personnel, among others. You are encouraged to consider the whole occupational group to which your knowledge and skills belong as a source of career development opportunities.

You must apply for classified positions or vacancies to be considered for promotion. You may apply for an existing vacancy or be placed on a competitive register for future vacancies. Employment counselors are available at the Staffing Services section of the Division of Personnel at 558-3950, extension 503 to answer any questions you may have about minimum qualifications and/or testing that is required for a particular position.

RESIGNATION, LAYOFF & RECALL, and TRANSFER

If you resign, you should give your supervisor at least a two-week written notice. The written notice will become part of your personnel file. It should include the reason for your resignation and your anticipated last day of work, as well as the method you have chosen for payment of any accrued annual leave. You should contact your payroll coordinator to verify your options for payment of unused annual leave.

If you are laid off, you will be given preference over all other applicants except present employees when vacancies are filled for 12 months following the layoff, provided you are qualified for the vacant position. A laid-off employee will remain on the recall list for the same amount of time he or she was employed or for a period of two years, whichever is less.

As a permanent employee, you may transfer from a classified position in one agency to a classified position in another agency. In this case, a written two-week notice to the agency you are leaving is also appropriate.

For specific information concerning your benefits after separation, see your agency benefits coordinator or call [PEIA](#) at 558-7850 or [CPRB](#) at 558-3570.

TENURE

Tenure, or length of employment, is used to determine a variety of benefits including: annual leave accrual rate, annual increment, service credit for retirement benefits, and eligibility for longevity increases. The calculation of length of employment is different for the various benefits.

Generally, credit toward tenure will not be earned if you are on leave of absence without pay. During military leave or subsidized educational leave, or while on temporary total disability, your tenure may accumulate for certain benefits. Check with your payroll coordinator if you have questions.

Tenure may also be considered in your agency for things such as shift assignment, overtime rotation, parking assignment, and vacation scheduling.

The Department of Administration does not have an overall policy for the use of tenure in making decisions for matters such as those stated above; however, each division/agency may have its own established policy for making such decisions.

MONEY MATTERS

ANNUAL INCREMENT

After being employed for at least three full years, eligible employees will receive an annual increment of \$50 for each full year of service. The annual increment is paid in a lump sum in a separate check generally at the end of each July. Deductions include federal and State taxes, Social Security (FICA) and Medicare taxes and State retirement contributions.

PAY GRADES

Generally, jobs which have similar levels of complexity and responsibility are assigned to the same pay grade. Each job classification has an established pay grade with a salary range that specifies a minimum or entry salary and a maximum salary. Employees in the same job classification are paid within the salary range for a particular pay grade.

Salaries for positions in a job classification must be within the established pay grade. Your initial salary is determined when you are hired. It is based on the position's assigned job classification and pay grade. Funds available for the position, the prevailing rate for similar jobs in the agency, and your education and experience may also be taken into consideration.

JOB CLASSIFICATIONS

Whether you are a classified or classified-exempt employee, your official job title is based upon a written classification or job specification sometimes called a "job spec." Classification specifications include the job title, characteristics of the job classification, examples of duties, and minimum qualifications of required training and/or experience.

Basically, jobs that are similar in terms of general duties, responsibilities, and qualifications are grouped together in the same classification. The job spec is not intended to be a comprehensive list of each responsibility associated with your position. Rather, it should reflect the primary functions of your job.

OVERTIME

Overtime must be authorized and approved in advance by proper authority. Employees in executive, administrative, or professional positions are generally exempt from the overtime provisions under the Fair Labor Standards Act (FLSA). Employers are required to pay overtime wages to eligible employees at a rate of time and one half their regular rate of pay for time *worked* beyond 40 hours in a workweek.

Procedures for authorizing, reporting, and issuing payment for overtime may vary among agencies. Any questions concerning the calculation of overtime should be referred to your payroll office.

Department of Administration employees must obtain prior approval from their supervisors to work overtime. Employees exempted under FLSA must obtain approval from the Cabinet Secretary. In any event, all overtime must be reported to your supervisor upon completion. Supervisors will then report all overtime to the division/agency directors, who in turn will submit a weekly overtime report to the Department's Payroll Office no later than noon on the Tuesday following the week the overtime was worked. All overtime must be checked against the leave system before it can be paid; therefore, overtime earnings will usually be paid during the payperiod following the one in which it was worked.

The Department of Administration workweek begins at 12:01 A.M. on Saturday and ends at midnight on Friday. Time taken off for holidays, sick leave, annual leave, leaves of absence without pay (personal or medical), and unpaid time for disciplinary actions will not be included as worktime when overtime is calculated.

DIRECT DEPOSIT

Direct Deposit allows an employee's paycheck to be deposited directly into his or her checking or savings account. Direct Deposit also eliminates the possibility of lost or stolen checks, and provides a record of deposits.

For more information ask your payroll coordinator or call the West Virginia State Auditor's Office at 558-2251 or 1-800-500-4079, or look under the Electronic Commerce Division on the Auditor's Office website at www.wvauditor.com.

PAY PERIODS AND PAYDAYS

Employees are paid twice each month. Paydays in most agencies are on the 15th and 30th for a 30-day month, and the 16th and 31st for a 31-day month. If a scheduled payday falls on a Saturday or Sunday, paychecks are generally issued on the preceding Friday.

There may be alternate pay schedules established in some agencies to accommodate delayed payroll systems or other special circumstances. Your payroll coordinator can answer any questions you may have about your agency's pay periods and paydays.

An official calendar of holidays and paydays is prepared each year by the Division of Personnel and is available on their [website](#).

PAYROLL DEDUCTIONS

Four mandatory deductions are made each payday: Federal withholding tax, State withholding tax, FICA (combined Social Security and Medicare) tax, and your State retirement contribution.

The amount of Federal and State withholding tax depends upon your salary and the number of exemptions you claim on your W-4 form. Social Security tax is withheld for each employee at the rate of 6.2% of the employee's gross salary (up to \$80,400 per year and after any tax-sheltered annuities have been deducted); Medicare tax is withheld at the rate of 1.45% of the employee's gross salary. Any employee making more than \$80,400 per year may consult with his or her payroll coordinator for contribution information. FICA contributions are matched by the employing agency. Retirement contribution information is explained under the Insurance and Retirement section of this handbook.

The following deductions are made upon authorization by the employee: Insurance premiums (basic health, optional life, and dependent life), credit union, U.S. Savings Bonds, combined campaign contributions for charitable organizations, employee association dues, contributions to a flexible spending account, parking fee, and other non-State insurance or annuity payments. These payroll deductions are made **only** upon your authorization. For more information, see your payroll coordinator.

Department of Administration employees should contact their agency benefits coordinator to discuss questions on deductions. If your agency does not have a benefits coordinator, you may directly contact the Department's Payroll Office at 558-3482.

PUBLIC EMPLOYEES CREDIT UNION

The West Virginia Public Employees Credit Union is a member-owned financial cooperative serving eligible employees, retirees and members of their immediate families.

To join the Credit Union, an initial membership fee of \$2.00 plus a \$5.00 deposit to a savings account is required. All deposits in the Credit Union are insured up to \$100,000 by the National Credit Union Administration, an agency of the Federal Government. The Credit Union also offers many other financial services, including checking accounts, Christmas/vacation clubs, travelers checks, and loans.

You may sign up for membership with your payroll coordinator or call the Credit Union. For more information about the financial services available to you, call the Credit Union at 558-0566, or stop in at 2200 Washington St., E. in Charleston. Credit unions are also independently operated in some agencies, such as the [Department of Health and Human Services](#). Please see your payroll coordinator for more information.

SALARY INCREASES

There are several ways in which changes can be made to your salary. The following types of salary increases are described in the paragraphs below: general wage increase, merit increase, and promotional increase.

A general wage increase is commonly referred to as an "across-the-board" increase because it typically applies uniformly to all persons employed in permanent positions. Generally, a set dollar amount or set percentage is given to all eligible employees.

Permanent classified employees may receive merit raises (i.e. salary advancements) of no more than 10% in any 12-month period. Decisions regarding how and when to grant merit increases are usually made by each department head or bureau commissioner.

A promotion is a change of an employee from a position in one class to a vacant position in another class at a higher pay grade and with an increased level of duties and/or responsibilities. A pay increase is granted for promotions.

U.S. SAVINGS BONDS

State employees may purchase Series I and/or Series EE United States Savings Bonds through payroll deduction. According to the United States Department of the Treasury, both types of bonds can be used to finance education, supplement retirement income, and give as gifts. For information regarding savings bond features, interest, tax advantages, maturity dates, etc., visit www.savingsbonds.gov or www.treas.gov/offices/treasurer/savings-bonds.shtml on the internet or call 1-800-USBONDS. To sign up for payroll deduction, contact your agency Payroll Office.

EMPLOYEE INFORMATION

AGENCY DRESS CODES

By accepting employment with the State, you have accepted the responsibility to represent your agency in an appropriate manner. Dress code standards may vary from agency to agency depending on individual agency needs and requirements. Specific questions about the style of personal attire, required safety equipment, and similar matters in your agency should be directed to your supervisor.

The Division of Personnel has issued a policy on dress codes which provides guidance to agencies in developing dress standards appropriate for the type(s) of work employees perform. Check with your supervisor to see if your agency has a specific written dress code.

Department of Administration employees who are provided with uniforms as part of their employment are required to wear them while on duty.

ALCOHOL AND DRUGS PROHIBITED IN THE WORKPLACE

All State buildings and offices are committed to maintaining a drug-free workplace environment. As an employee, you should be aware that you are forbidden to possess or consume of any type of non-prescribed controlled substance or alcohol on State property and/or while on duty and that you are required to sign a Drug Awareness Certification form. (See related information regarding the Employee Referral Program, page 17).

A copy of the Drug Free Workplace policy is available through your agency or call the Division of Personnel at 558-3950, extension 258.

Lunch is considered on-duty time for Department of Administration employees; therefore, the consumption of alcohol and the use of controlled substances during your lunch period is prohibited.

FIRE/EMERGENCY EVACUATION

You are responsible for knowing your work sites plan for evacuation in case of fire or emergency. The evacuation procedures for your work site should be prominently posted for your information. Please take a moment to become familiar with your assigned emergency evacuation route. See your supervisor if you have any questions or feel you may need special assistance in the event of an emergency evacuation.

Remember, panic is a threat to your safety and the safety of those around you during an emergency. Walk to your assigned evacuation route, exit in an orderly fashion, and report to the designated meeting place for your work unit.

HEALTH AND SAFETY

You have a responsibility to take safety precautions to protect yourself and your co-workers from unnecessary hazards to health and safety. If you observe an unsafe act or situation, or are injured yourself, notify your supervisor immediately. Please refer to the Workers Compensation section for further information.

If you suffer an injury at work, you and your supervisor must complete an Employee Injury Report Form and submit it to your agency benefits coordinator. If your agency does not have a benefits coordinator, you must submit the form directly to the Department's Payroll Office. If your supervisor does not have a copy of the form, you may obtain one from your agency benefits coordinator or the Department's Payroll Office.

MAIL SYSTEM USE

Use of the State's mail delivery system for personal items or items not related to State business is prohibited.

TELEPHONE USE

The Information Services and Communications (IS&C) Division of the Department of Administration coordinates various forms of telephone service for all State agencies. The telephone systems for both local service and the States long distance service, Dialed Access Intercity Network (DAIN), are to be used to conduct official State business.

You are encouraged to limit your personal calls while at work. Occasionally, however, there are times when you may need to use the phone service for personal business. If you must make a personal long distance telephone call while at work, use your personal calling card/credit card or call collect.

ELECTRONIC MAIL AND INTERNET USE

Electronic mail (e-mail) and internet access are components of the State's communication systems. They are provided by the State to assist employees in the performance of their State jobs. These systems and their contents are the property of the State. As such, the State reserves the right to retrieve the contents for legitimate reasons including, but not limited to, recovery of system failures, compliance with investigations of wrongful acts, or location of lost data.

Personal use of e-mail and/or internet access may be allowed by individual agencies as long as it does not interfere or conflict with business use. Agencies may develop agency specific policies to regulate the use of e-mail and/or internet access. The transmission of obscene, profane, harassing, or intimidating material or messages is specifically prohibited, as is the use of the State's

communication systems in violation of any policy, rule or law. Misuse of e-mail and/or internet access can result in disciplinary action up to and including dismissal.

The Department of Administration's e-mail address book contains an *AllAdmin* address which will send an e-mail out to all Department of Administration employees who have an e-mail address. Use of this address is restricted to specific individuals in each agency. If you need to send an e-mail to all Department of Administration employees, contact your supervisor for the names of those authorized in your agency.

MAINTENANCE OF STATE PROPERTY AND WORK AREAS

State property is intended to be used in the course of conducting State business *only*. Please make every effort to keep the equipment you use clean and in good working condition, and observe all necessary safety precautions. If your equipment fails to function properly, tell your supervisor or the person designated to handle such problems in your agency.

SMOKING RESTRICTED IN THE WORKPLACE

Our smoking restriction policy permits smoking only in specifically-designated areas. Smoking is restricted in all State offices and facilities, including State-owned/leased vehicles. This policy applies to all employees, non-employees, and visitors. If you smoke, ask your supervisor about designated smoking areas for your agency.

A copy of the Smoking Restrictions in the Workplace Policy is available through your agency or from the Division of Personnel at 558-3950, extension 258.

THEFT

The cooperation of each employee is imperative to avoiding theft at the work site. As a precautionary measure, be sure your supplies, equipment, and personal property are properly stored and avoid bringing excessive amounts of money or valuables to work.

Report any instances of theft to your supervisor immediately.

TRAVEL REGULATIONS FOR STATE BUSINESS

When planning travel for State business, it is important to know the travel regulations. Do not assume that certain travel costs will be reimbursed, unless you have consulted the travel regulations or received information from someone authorized to make such judgements.

The travel regulations are published by the Department of Administration and outline the conditions under which a travel cost will or will not be reimbursed as well as the rules, regulations, and forms associated with travel for State business. The regulations are updated

periodically, so be sure you have a current copy. Travel regulations can also be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/Travel/TMRegs.htm.

EMPLOYEE SERVICES

CAPITOL DISPENSARY

The Capitol Dispensary is staffed by qualified nurses who are equipped to handle minor illnesses and injuries. Routine medical procedures such as blood pressure monitoring, routine screenings, and administering prescribed allergy injections are also conducted. The dispensary is located at the Capitol Complex in Charleston, and is open from 9:00 A.M. to 4:00 P.M., Monday through Friday. The Dispensary nurse may be reached at 558-3663.

In case of a medical emergency at work sites outside the Capitol Complex, call 9-911 or your local emergency medical or rescue authority.

EMPLOYEE REFERRAL PROGRAM

The Employee Referral Program provides a resource for independent, off-site professionals who offer treatment or counseling to employees who may need special assistance with problems that affect their personal lives and job functioning. The program brochure lists professionals who offer assistance with issues involving family-child relationships, marital problems, financial difficulties, emotional distress, alcohol and drug abuse, and other areas of difficulty. For a copy of the employee referral brochure, please see your supervisor or call the Division of Personnel at 558-3950, extension 508.

Some agencies offer a full employee assistance program. Check with your supervisor or agency head to see if such a program is available in your agency. You may also wish to check with PEIA or your insurance provider to see if any costs are covered by your insurance plan.

EMPLOYEE SUGGESTION AWARDS

The State Employee Suggestion Award program gives monetary awards to State employees who make suggestions that result in financial savings. This program is designed to encourage participation in good management by rewarding employees for money-saving recommendations or improvements. If your idea is implemented you may receive a cash award or other recognition.

Some employees are not eligible for cash awards but may be eligible for honorary awards. For more information about the program, call Legislative Services at 347-4800.

EMPLOYEE WELLNESS PROGRAM

Prevention and health promotion are important steps toward improving employee health, productivity, and motivation while reducing health care costs, workers compensation, and absenteeism. The goal of employee wellness programs is to create healthier working environments and help employees lead healthier lifestyles.

For more information, see your agency wellness representative. If a representative has not been designated for your agency, contact the Public Employees Insurance Agency at 558-7850 for more information.

GRIEVANCE PROCEDURE

If you have any problem concerning your working conditions or any aspect of your employment, discuss it with your supervisor first. Every attempt should be made to resolve problems at the lowest administrative level possible. However, if you are faced with a situation that cannot be resolved through an informal complaint, you may initiate a formal grievance through the Education and State Employees Grievance Procedure.

The grievance system provides you with a four-tier process to have your problems or complaints considered fairly, and without fear of reprisal.

The [*Employees' Guide to the Grievance Procedure*](#) explains the specific details and steps involved in filing and resolving a formal grievance. To obtain a copy of the booklet, talk to your supervisor or call the Employee Relations section of the Division of Personnel at 558-3950, extension 258.

PARKING

Each agency located at the Capitol Complex area in Charleston has a limited number of parking spaces to assign to its employees. Your supervisor or agency parking coordinator can answer any questions you have about how to apply for parking in your agency, how parking spaces are assigned, and the cost.

Special parking arrangements are available for individuals with disabilities, even when the disability is temporary. For assistance in this regard, call Capitol Parking at 558-0248.

If your agency or office is outside the Capitol Complex area, ask your supervisor about the availability of parking spaces at your work site.

TRAINING AND DEVELOPMENT

Depending on the type of work you perform, your training may be gained on-the-job or through a source outside your agency. Agencies have a number of options to choose from when selecting the best source for the particular type of employee training and development required. Some

agencies have approved tuition [reimbursement](#) systems for specific types of continuing education.

Training and development courses sponsored by the Division of Personnel cover a wide range of work related issues. A [class schedule](#) which provides a description of the courses and outlines the objectives for each course is published and distributed on an annual basis. Calendars are available in most agencies or you may call the Division of Personnel at 558-3950, extension 508 for further information.

For more information about the types of training that may best suit the duties and responsibilities of your position, please see your supervisor.

TECHNOLOGY LEARNING CENTER

Information Services and Communications Division's (IS&C) Technology Learning Center (TLC) is a unit within the Department of Administration whose primary service to State agencies is computer training and support. TLC offers classes for various software packages supported on the personal computer.

For more information, call 558-6384, or visit the IS&C Technology Learning Center's Intranet site at <http://intranet.state.wv.us/train/default.htm>.

EMPLOYEE OF THE MONTH/YEAR PROGRAMS

The Department of Administration uses an Employee of the Month Program as an opportunity to recognize employees who provide outstanding work-related service above and beyond the norm. You may nominate an employee, co-worker or supervisor, from any Department division/agency for this honor by completing a [nomination form](#) and submitting it to the representative for your agency.

Individuals chosen each month are eligible for selection as the Department of Administration Employee of the Year for the year in which they were chosen as an Employee of the Month.

HOLIDAYS, ATTENDANCE AND LEAVE

HOLIDAYS

All full-time classified employees are eligible for paid time off for holidays. The eligibility of classified-exempt employees is determined by the employing agency. Part-time employees are eligible for paid time off for holidays in proportion to their full-time equivalent or FTE. Temporary employees and other limited-term employees do not receive paid time off for holidays.

Generally, the following official holidays are observed:

New Year's Day.....	1st Day of January
Martin Luther King Jr. 's Birthday.....	3rd Monday of January
Presidents' Day.....	3rd Monday of February
Memorial Day.....	Last Monday in May
West Virginia Day.....	20th Day of June
Independence Day.....	4th Day of July
Labor Day.....	1st Monday of September
Columbus Day.....	2nd Monday of October
Veterans Day.....	11th Day of November
Thanksgiving Days.....	4th Thursday and Friday of November
Christmas Day.....	25th Day of December
Primary Election Day.....	When a State-wide primary election is held
General Election Day.....	When a State-wide general election is held
Any other date designated by proper authority.	

When a holiday occurs on Saturday, it is observed on the preceding Friday. Holidays occurring on Sunday are observed on the following Monday. When Christmas or New Years Day occurs on Tuesday, Wednesday, Thursday, or Friday, the last half of the day before the holiday will also be observed as a holiday.

Some work sites, such as hospitals and correctional facilities, operate under different schedules. If you are eligible for paid holidays and your work site's staffing requirements make it necessary for you to work on a holiday, or if a holiday falls on your regularly scheduled day off, you will be given another day off at a later date. With the prior approval of your supervisor you may use annual leave or a personal leave of absence to observe religious holidays.

ABSENCE REPORTING

To request and report time off work, fill out an application for [leave form](#) and give it to your supervisor. The application for leave is a standard form that most agencies use for reporting and documenting absences. In any case, use the appropriate form established for reporting absences in your agency.

Absences from your job during your regular work hours, including scheduled medical appointments, must be approved in advance, except in cases of emergency. If you must be absent without advance approval due to personal or family illness, or other emergency situation, you must personally notify your supervisor according to the procedure established at your work site.

ATTENDANCE AND PUNCTUALITY

You are responsible for reporting to work on time and on a regular and dependable basis. Good attendance and punctuality are essential parts of your job performance and will be considered in your performance appraisal.

BREAKS

Although rest periods are neither required nor guaranteed, employers recognize the need for employees to take occasional, brief breaks from their work during the course of a workday. Some work situations require a formally-structured break schedule and some do not. This depends on a number of factors, including the type of work performed. See your supervisor for specific information about breaks in your agency.

Regardless of your agency's break practices, break periods cannot be accumulated, cannot be used to shorten a workday, and cannot be used to extend a lunch period.

EMERGENCY SITUATIONS/INCLEMENT WEATHER

You may request annual leave for absences due to emergency situations or inclement weather conditions which would make traveling to and from work hazardous. Agencies are encouraged to grant annual leave in these situations.

If you must be absent from or late for work due to an emergency situation or inclement weather condition, contact your supervisor (or designee) according to the procedure established in your agency.

MEAL PERIODS

Meal periods are usually one-half hour long and are generally scheduled at each agency's discretion. See your supervisor about your schedule.

ANNUAL LEAVE

Full-time, part-time, provisional, intermittent, and temporary employees appointed from a register are eligible to earn annual leave; part-time employees earn leave on a pro-rata basis. Seasonal, emergency, 90-day exempt, 30-day emergency, 160-day temporary, and student exempt employees do not earn annual leave. (See Employment Categories, page 7, if unsure about your category.)

Paid annual leave is earned at a rate based upon an employee's length of service. Full-time employees are eligible to earn a minimum of 15 days per year (or hours equal to 1.25 days each month). Earned annual leave is credited to employees at the end of each pay period and may be used after it is credited. Annual leave cannot be taken before it is earned. Also, there is a maximum amount of annual leave that an employee can carry over from one calendar year to the next, depending on the employee's length of service.

BASIC RULES ABOUT ANNUAL LEAVE USE

For planned absences, always get advance approval from your supervisor before using annual leave. To do this, fill out an application for leave form (or the appropriate form for your agency) and submit it to your supervisor early enough to get written authorization before taking your leave. Generally, you should request annual leave as far in advance as possible. Before taking any annual leave you have requested, be certain that it has been approved. If you do not, you may be considered to be on unauthorized leave and your agency may refuse to pay you for the time you were absent, or take other disciplinary action.

Occasionally, employees have emergency situations which result in unplanned absences from work. In anticipation of such a situation, each employee should check with his or her supervisor to find out the appropriate method for advising the supervisor of the absence and requesting proper leave.

Payment for Accrued Annual Leave

If you separate from employment, you may be paid for your annual leave balance in semi-monthly payments or in a lump sum payment. When you retire, you may be eligible to apply either all or some of your leave balance toward extended insurance coverage or to credited service in the retirement system. See your payroll coordinator to discuss your payout options. Your accumulated leave will be transferred if you transfer to another State agency.

Annual Leave Accrual and Carry Forward Rates

Full-time employees earn and carry forward annual leave at the rates outlined in the chart below. If you are unsure about your annual leave accrual rate, please see your supervisor or payroll coordinator.

ANNUAL LEAVE ACCRUAL AND CARRY FORWARD RATES

Length of Service	Accrual Rate	Maximum Annual Carry Forward
	Hours Equal To:	Hours Equal To:
0-5 years	1.25 days/month	30 days
5-10 years	1.50 days/month	30 days
10-15 years	1.75 days/month	35 days
Over 15 years	2.00 days/month	40 days

SICK LEAVE

Full-time, part-time, provisional, intermittent, and temporary employees appointed from a register are eligible to earn sick leave. Seasonal, emergency, 90-day exempt, 30-day emergency, 160-day temporary, and student exempt employees do not earn sick leave.

Full-time employees are eligible to earn paid sick leave at a rate of 18 days per year or hours equal to 1.50 days each month. Part-time employees earn sick leave on a pro-rata basis. Earned sick leave is credited to employees at the end of each pay period and may be used after it is credited. Sick leave cannot be taken before it is earned. There is no limit to the amount of sick leave you can accumulate and carry forward from year to year.

Sick leave is a benefit and its use is restricted to clearly defined circumstances. Briefly, these include:

- ◆ Personal illness or injury that prevents an employee from performing the duties of his or her job.
- ◆ Death in the immediate family. Immediate family is defined as: parents, children, siblings, spouse, parents-in-law, children-in-law, grandparents, grandchildren, step-parents, step-siblings, stepchildren, and individuals in a legal guardianship relationship.
- ◆ Routine medical/dental appointments. Employees may use sick leave for the actual time spent for the appointment as well as a reasonable amount of travel time. Reasonable travel time cannot exceed 3 hours per occasion.
- ◆ Exposure to contagious disease as determined and verified by a physician. The disease must be of such a nature that an employees presence at work will endanger the health of others.

- ◆ Illness or routine medical/dental appointments for a member of the immediate family, up to a maximum of 40 hours in a calendar year. Annual leave must be used for family members not included in the above definition of "immediate family" or for immediate family members after the 40 hours allowed sick leave has been used.

Requesting Sick Leave

Requesting sick leave for scheduled appointments (doctors appointments, lab tests, etc.) should be done in advance of the appointment and requires the approval of your supervisor. You may include in your sick leave request the actual time needed to travel to and from an appointment, ***not to exceed three hours***. Any additional time off from work that would be necessary for travel should be requested as annual leave.

Unscheduled Sick Leave

You should personally report any unscheduled absence due to illness or injury to your supervisor in accordance with the procedure established in your agency. Immediately upon returning to work from an unscheduled absence (sick or annual), you are required to complete an application for leave form or the leave form appropriate for your agency. ***If you are absent due to illness or injury for more than three consecutive work days, you are required to furnish a physician's statement on the prescribed form within two days of returning to work. If you do not, your absence will be considered unauthorized leave and your pay will be docked for the entire absence.***

Sick Leave Use/Responsibilities

Sick leave with pay is a benefit for you to use only under the circumstances listed previously. For any other circumstances during which you must be absent from work, you must request annual leave or one of the other types of leave described on the following pages. Any use of sick leave lasting longer than three consecutive days must be supported by a physician's statement. Agencies monitor sick leave use and can impose restrictions on an employee's use of sick leave or take disciplinary action in cases where it appears sick leave is not being used properly or the employee's attendance at work is undependable.

Sick Leave Restriction Policy

The Department of Administration's Sick Leave Restriction Policy outlines the conditions under which your use of sick leave may be restricted and the requirements you must follow if the policy is imposed. You may obtain a copy of the [Sick Leave Restriction Policy](#) on the internet or from your supervisor.

Additional Information about Sick Leave

If you are ill and have used all your sick leave, or an immediate family member is ill and you have exhausted your allowance of family sick leave, you may request to use annual leave for the absence.

Your accumulated sick leave will be transferred if you transfer to another State agency. If you are laid off and later recalled, all sick leave is restored. If you resign, your accumulated sick leave is cancelled and no additional sick leave is earned or paid after your last day of work. However, if you return to work within 12 months of your separation, all cancelled sick leave will be restored. If you return after 12 months, no more than 30 days of your sick leave can be restored.

COURT, JURY, AND HEARING LEAVE

If you are employed in a permanent position, you will receive regular compensation if you must serve as a juror or comply with a subpoena or other direction by proper authority to appear as a witness during your regular work hours. This type of leave must be requested in advance with a copy of the subpoena or order (if available at that time, but no later than when you return to work). Otherwise, your absence will not be properly authorized.

This paid leave does not apply if you are a litigant, defendant or other principal party, or if you have a personal or familial interest in the case or proceeding. Seasonal, emergency, 90-day exempt, 30-day emergency, 160-day temporary, and student exempt employees may be released to serve as jurors or witnesses, but will not be paid for such absences.

MILITARY LEAVE WITH PAY

Officers and employees of the State who are members of the National Guard or any reserve component of the armed forces of the Federal Government are eligible for two separate types of paid military leave.

The first type gives reservists up to 30 working days of paid military leave annually to be used for drills, parades, or other active service of the State held during their regular work hours. The second type provides 30 days of paid leave each time members are called or ordered by the President into active duty.

A copy of your official military orders signed by your commanding officer will be necessary to properly authorize paid military leave. During this leave, you will receive your normal salary and will continue to earn annual and sick leave. Paid military leave will be applied to your tenure and will not result in any loss of status or affect your performance rating.

MILITARY LEAVE WITHOUT PAY

If you enter the U.S. Armed Services, National Guard, or Reserves, during times of war, national emergency, draft, or voluntary enlistment, you will be granted a leave of absence without pay for

the duration of your active duty. Before using this leave, you may choose to use your annual leave, but you are not required to do so.

Time spent in such active military service will be applied to your tenure; however, you will not earn sick or annual leave while on unpaid military leave. Military leave will be credited to your retirement service according to retirement regulations when you present your DD-214 Form.

PARENTAL/FAMILY LEAVE

Both Federal and State laws provide up to twelve weeks of job-protected, unpaid parental/family leave during a twelve-month period for eligible employees. The provisions of parental/family leave are numerous and complex, and employees are entitled to the greater benefit or more generous rights provided under the different parts of each law. Consequently, requests for parental/family leave should be evaluated on a case-by-case basis. If you anticipate needing this type of leave, please consult with the Employee Relations Section of the Division of Personnel, 558-3950, extension 511.

LEAVES OF ABSENCE WITHOUT PAY

Personal Leave of Absence Without Pay

A personal leave of absence without pay must be requested in writing as far in advance as possible. The request must be for a specific period of time (normally not to exceed one year). Approval of the request is at the discretion of your agency's director. If you request this type of leave, be sure to talk to your payroll coordinator about paying your insurance premiums.

Medical Leave of Absence Without Pay

Upon written application, an ill or injured permanent employee is eligible for a medical leave of absence without pay for a maximum of six months in a 12-month period. The employee, unless injured on the job, must make the request no later than 15 days from the day on which he or she exhausts all sick leave and must provide a completed physician's certification on the prescribed form. The request must be made for a specific period of time. If your doctor releases you, you may return to work before your medical leave of absence expires, or you may request an extension if your doctor determines it is necessary.

Due to the specific rules and procedures involved in a medical leave of absence without pay, it is suggested that you contact your payroll location or the Division of Personnel, 558-3950, extension 511, at the first indication that such leave may be necessary.

Leave Donation Program

The Leave Donation Program allows employees to voluntarily donate accrued annual leave to a designated employee who is suffering a medical emergency. The medical emergency must require

the employee to be off work a minimum of 10 consecutive, full working days after all the employee's available paid leave is used. The medical emergency can be a medical condition of the employee or a member of the employee's immediate family.

An employee who wishes to be considered for leave donations must apply on a specific form available from his or her payroll or benefits coordinator. A medical practitioner must certify the employee's need for the absence and specify when the employee will be able to return to work. When the employee is determined to be eligible to receive donated leave, the agency director or appointing authority will notify employees in the agency. This notification may also be shared with other agencies, at the director's discretion.

Leave donations must be made during the time the employee is eligible (i.e. they cannot be made after the employee returns to work or separates from employment). To donate leave, an employee must have a balance of eighty (80) hours of total leave after making the donation. Donated leave is used at its dollar value. For example, if an employee who makes \$8.00 an hour donates 80 hours of annual leave, the leave is worth \$640 of paid leave to the employee who receives it.

See your payroll or benefits coordinator for the proper forms. For more information, call the Division of Personnel at 558-3950, extension 202.

INSURANCE AND RETIREMENT

GENERAL INSURANCE INFORMATION

Enrollment in a benefit plan offered through the Public Employees Insurance Agency (PEIA) is open to full time employees (who regularly work at least 20 hours per week or 1,040 hours per year) and retirees of State agencies, universities and colleges, county boards of education, and local governmental agencies and organizations which elect to participate.

The PEIA preferred provider benefit plan and the authorized managed care plans offer hospital, surgical, prescription drug, and other medical care benefit coverage. Premiums are based on your salary and the type of coverage you choose. Basic life insurance for the employee is included with all single and family health care coverage at no extra cost to you. Even if you do not wish to participate in the health plan, you may enroll in the basic life insurance plan. Additionally, you may enroll in optional life insurance plans which enable you to purchase additional coverage. Life insurance for your dependents(s) is also available to active employees.

New employees should sign up for insurance during the initial enrollment period, which is the month you are hired or the following month. If you do not, you may enroll for health coverage at any time. However, if you wish to enroll for life insurance after the initial enrollment period, you must furnish a statement of health which must be approved by the life insurance carrier.

Insurance coverage for new employees is effective on the first day of the month following the date of enrollment. Insurance cards for new employees and replacement cards for lost insurance cards are issued by PEIA and are mailed to your home. Call PEIA at 558-7850 for information regarding your insurance card.

Changes that will affect your insurance policy, such as marriage, divorce, death, and adding or removing dependents or beneficiaries should be promptly reported through the benefits coordinator in your agency to the PEIA.

If you have any questions about what type of coverage is best for you or about specific programs, consult your agency benefits coordinator or call PEIA at 558-7850.

Continuation of Insurance Upon Separation

If you voluntarily resign from employment, your insurance coverage will be in effect for the remainder of the month in which you are taken off the payroll. If you leave employment involuntarily, (e.g. dismissal, layoff), you may elect to continue your insurance coverage for three additional months. Employees who are discharged for misconduct may continue coverage for three months while pursuing administrative appeal. If the discharge for misconduct is upheld, the employee must reimburse the employer for the full cost of the extended coverage.

Under the federal COBRA law, you may elect to continue your health coverage longer, if you pay the full premium. In addition, upon loss of PEIA coverage, you may also convert your health and life insurance coverage into a private policy. For more information, see your agency benefits coordinator or call PEIA at 558-7850.

Flexible Benefits

The Mountaineer Flexible Benefits program allows money for dental, optical, and disability insurance, as well as medical expenses not reimbursed by PEIA (such as deductibles, co-payments) and dependent care expenses, to be deducted from your pay before it is taxed. Your taxable income is reduced and you save money through lower federal, State, and Social Security salary deductions.

Open enrollment for the flexible benefits plan is held once each year usually during the months of April and May. This is the only time you may enroll *or* withdraw from the plan, unless you experience a change in family status. When you enroll, the plan is legally binding for one year (July 1 through June 30).

For more information about the flexible benefits plan, call Fringe Benefits Management Company at 1-800-342-8017, or call PEIA at 558-7850.

GENERAL RETIREMENT INFORMATION

Most employees of State agencies are required to participate in the Public Employees Retirement System (PERS), although there are other retirement plans for certain groups of employees. The PERS is funded by contributions from both employees and employers. The employee contribution is 4.5% of salary. Employers contribute at a rate of 9.5% of salary. All employee contributions are tax deferred.

The specific amount of your retirement benefits will be determined by your length of service, your final average salary, and the annuity option you choose. Your final average salary is the average of the highest 36 consecutive months out of the last 10 years of contributing service.

Specific information on retirement plans administered by the Consolidated Public Retirement Board is available by calling the Board at 558-3570 or within West Virginia at 1-800-654-4406.

Department of Administration employees should contact their agency benefits coordinator to report any beneficiary or personal information changes. If your agency does not have a benefits coordinator, you may report your changes directly to the Department's Payroll Office. Call 558-3482 for forms and information.

DEFERRED COMPENSATION PLAN

State employees may invest additional money in a tax deferred savings plan. The 457 Deferred Compensation Plan is similar to the 401K Plan available for private sector employees and helps State government employees save extra money for retirement. When used for retirement planning, you are essentially deferring a portion of your salary until you retire. Generally, you may contribute up to 25% of your income or a maximum of \$7,500 per year to the plan.

Deferred Compensation Plans allow taxes on plan contributions to be deferred until such time as they are used. The funds you contribute to the plan are not included on your W-2 forms as taxable income. Your reported taxable income is reduced and you save money through a reduction in taxes on your current earnings.

UNEMPLOYMENT COMPENSATION

If you are laid-off or lose your job under certain circumstances, you may be eligible to receive unemployment compensation benefits. If you need additional information, call your local unemployment office or the Unemployment Compensation Division of the Bureau of Employment Programs at 558-2619.

WORKERS COMPENSATION

If you sustain a work-related injury or illness, you are entitled to file a Workers' Compensation claim. Workers' Compensation is a type of insurance that provides partial replacement of lost wages and pays medical expenses related to occupational injury or disease. To qualify for compensation, the injury or illness must have occurred in the course of and as a result of employment. ***You must notify your supervisor immediately if you sustain a work-related injury or illness.***

To apply for benefits, you and your physician must complete separate parts of a report of occupational injury. The form is available from your employer or your medical provider. Your employer will also provide information to the Workers' Compensation provider. The Workers Compensation provider will notify you of the decision on your claim.

As a public employee, you cannot receive [Workers' Compensation disability benefits and paid sick leave](#) benefits at the same time. You must complete an [Election of Option Form](#) specifying your choice of ***either*** Workers' Compensation disability benefits or sick leave benefits. You should give the completed Election of Option to your agency within 3 days of your injury.

For additional information regarding on-the-job injury claims, call the Workers' Compensation provider, BrickStreet Insurance, at 1-888-498-2667.

PERSONAL CONDUCT

CONFIDENTIALITY

During the course of your employment, you may, on occasion or as a matter of routine, come in contact or work with information that must be treated confidentially. Depending on the agency, there are different procedures established for handling these situations. In all cases, follow the policy or procedure established in your work site for handling and/or releasing confidential information. When in doubt, ask your immediate supervisor.

DISCIPLINARY PROCEDURES

There are standards of acceptable job performance, ethical behavior and professionalism that each State employee is expected to maintain. When employees do not perform at an acceptable standard or when their conduct is an interference, embarrassment, or detriment to the operation of an agency, supervisors are responsible for seeing that the problem is corrected. Corrective action may include verbal or written reprimands, suspension without pay, or dismissal. Generally, each case must be judged on its own merits according to the principles of progressive discipline and like penalties for like offenses.

Employees who are covered by the Grievance Procedure may grieve any disciplinary action. Dismissal or suspension of more than 20 days can be grieved directly to a Level 4 hearing examiner through the Education and State Employees Grievance Board.

THE ETHICS ACT

The West Virginia Governmental Ethics Act provides a code of ethical conduct to guide public officials and public employees and help them avoid conflicts between their personal interests and their public responsibilities. The Act tells you what is expected of you as a public servant and sets standards of conduct in compliance with the Act. The basic principle underlying the standards created by the Ethics Act is that those in public service should use their positions for the public benefit and not for their own private gain or the private gain of another.

The West Virginia Ethics Commission is responsible for educating and advising public servants and for enforcing the Act. If you have a question, or want more information, you may call the Commission staff at 558-0664. *Your call will be treated confidentially.*

GAMBLING, BETTING, LOTTERIES

Gambling activity while on State-owned/leased property, and while at work is prohibited. Examples of prohibited activities include conducting a lottery or football pool and selling/purchasing raffle chances.

LOBBYING ACTIVITIES

Because of the numerous criteria governing lobbying activities, all public employees and public officials are urged to call the West Virginia Ethics Commission at 558-0664, for guidance and answers to specific questions before engaging in any lobbying activity.

POLITICAL ACTIVITIES

You are encouraged to exercise your right to register and vote as you wish. There are, however, certain types of political activities prohibited for State employees. These restrictions protect you from political pressure in the performance of your job.

There are *NO* restrictions on the following political activities:

- ◆ Voting,
- ◆ Expressing opinions as private citizens,
- ◆ Attending political rallies as spectators,
- ◆ Lawful, voluntary political contributions.

As a classified employee, you may **NOT**:

- ◆ Be a candidate for any national, State, or local paid public office or court of record;
- ◆ Hold any paid elective public office;
- ◆ Be a delegate to any State or national political party or convention OR be a member of any national, State, or local committee of a political party;
- ◆ Serve as a Ballot Commissioner or election official working inside a polling place;
- ◆ Sell tickets to a political event to employees in classified service;
- ◆ Serve as a campaign treasurer or financial agent.

The restrictions listed above represent only a partial list of the major political activities which are prohibited for some or all State employees. Please call the Division of Personnel at 558-3950, extension 511, for clarification on any particular questions or for additional information regarding political activities.

SEXUAL HARASSMENT

It is the intent of the State to provide a work environment free from sexual harassment where no employee is subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. The State and its affiliated political subdivisions are to provide a work environment which is free from sexual harassment. Conduct determined by appropriate authority to violate this principle will result in appropriate disciplinary action which may include dismissal. Please talk to your immediate supervisor or your agency's EEO Counselor if you have questions or concerns about possible sexual harassment in your workplace.

A copy of the policy prohibiting sexual harassment is available through your agency or from the Division of Personnel at 558-3950, extension 258.

SOLICITATIONS

No solicitation will be permitted in a working area of a State facility. You must obtain the written permission of the Secretary of the Department of Administration before beginning any solicitation, sales, or distribution of literature/merchandise in areas of State property available to the general public.

WHISTLE-BLOWER LAW

The Whistle-Blower Law prohibits discrimination or retaliatory actions in any aspect of employment against public employees who make good faith reports of wrongdoing or waste to their employers or other authorities. The law also protects those who participate in any hearing, investigation, legislative inquiry, or court action.

A copy of the interpretive bulletin outlining the Whistle-Blower Law is available in each agency. Please see your supervisor for a copy or call the Division of Personnel at 558-3950, extension 258 for further information.