

Pilot Temporary Classification Transition Policy

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Purpose

- ▶ To provide a policy to allow appointing authorities to request a temporary classification transition for an employee when:
 - ▶ An employee returns to work on limited duty;
 - ▶ Or is separating employment due to retirement or resignation.
- ▶ Limited to a minimum of 30 days and a maximum of 6 months.

Limited Duty

- ▶ Must have a vacant position;
- ▶ Employee must meet minimum qualifications for the position;
- ▶ Employee shall retain salary or be brought to the minimum of the pay grade for the new classification, whichever is higher;
 - ▶ This may happen if the alternative classification has a special hiring rate higher than the employee's current salary.
- ▶ Can extend for up to one additional 6 month period.

Limited Duty

- ▶ What happens when the employee is able to return to full performance?
- ▶ The appointing authority must place the employee back in the original position, and immediately reverse any temporary upgrade approved for another employee.

Retirement/Resignation

- ▶ Must have a vacant position;
- ▶ Position being vacated must be posted, an employment offer made, and accepted in writing;
- ▶ Retiring/Resigning employee must sign Letter of Understanding;
- ▶ Retiring/Resigning employee must meet the minimum qualifications for the position;
- ▶ No loss in pay;
- ▶ Timeframe may not be extended.

Questions?

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