

WEST VIRGINIA DIVISION OF HIGHWAYS
ADMINISTRATIVE OPERATING PROCEDURES
SECTION II, CHAPTER 12

SECTION TITLE: PAYROLL/PERSONNEL
CHAPTER TITLE: TEMPORARY UPGRADE FOR HOURLY EMPLOYEES

Effective: 10/1/2002

This chapter displays the Division of Highways Temporary Upgrade Policy. The Policy addresses temporary upgrades for DOH hourly employees only. It is not to be confused with any statewide upgrade program promulgated by the state Division of Personnel.

Districts and Divisions may monitor the status of employee upgrades in relation to policy limits and make appropriate upgrade assignments by using the RDS system Temporary Upgrade Report (available through mainframe).

Where the Policy references "Appendix A", please see the Temporary Upgrade Table at the end of Volume III, Chapter 3 of the DOT Administrative Procedures.

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

DIVISION OF HIGHWAYS

TEMPORARY UPGRADE POLICY

1. Purpose

The purpose of this policy is to provide for the payment of increased wages to employees in specific classification series who are temporarily assigned to perform all the essential job duties of a higher level classification than they currently hold.

2. Conditions of Temporary Assignment

Employees may be assigned by the District Engineer or Division Director to perform duties normally contained in certain classifications when it is not feasible or practical to make a permanent assignment to the position. Such occurrences may be the result of vacation schedules, the absence of employees due to illness, the temporary need for additional work crews or other unforeseen circumstances. Changes in assignments may be made only according to those

classifications listed in Appendix A. Employees temporarily upgraded must meet the minimum requirements for the higher classification.

3. Authority

District Engineers and Division Directors have the authority to make assignments of employees to appropriate wage rates without processing the usual pay change documents insofar as the assignments meet the definition in Item 2 and other provisions of this policy.

4. Assignment to Higher Classification

An employee who is temporarily required to perform, and in fact does fully perform the essential job functions of a higher level classification, as provided in Appendix A, will be paid the minimum rate for the higher class, or five percent above their normal rate of pay, whichever is greater. The higher rate will not apply to assignments of less than one hour. Assignments to a higher classification may not exceed 720 hours in a calendar year. The Commissioner of Highways or his designee may grant extensions to the 720 hours where legitimate justification is presented.

5. Upgrade Report

Each pay period a report will be provided to the Division of Personnel documenting temporary upgrades for payroll certification purposes. Each district or division, as appropriate, will monitor the status of employees in temporary upgrade to ensure compliance with this policy.

Approved by:

Fred Van Kirk

6/14/02

Fred VanKirk

Date

Secretary of Transportation/Commissioner of Highways

