

WEST VIRGINIA DIVISION OF HIGHWAYS
ADMINISTRATIVE OPERATING PROCEDURES
SECTION II, CHAPTER 16

SECTION TITLE: PAYROLL/PERSONNEL
CHAPTER TITLE: ROTATION OF NEW GRADUATE ENGINEERS

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I. **POLICY**

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Effective: 7/1/86

The West Virginia Division of Highways feels that it is imperative that young engineers gain detailed working knowledge through practical experience in the major phases of civil engineering, as related to the planning, design, constructions, operation, and maintenance of highways and bridges.

The Division of Highways recognizes that not all newly hired graduate engineers desire to participate in a strictly scheduled on-the-job rotation training program. Some newly hired graduate engineers may prefer to pursue their one selected field of technical development. Highways' workload and manpower requirements may delay the rotation of the Engineers-In-Training/Highway Engineer Trainees. Where such a situation exists, an exception to the rotation training program can be made by the appropriate "C" level manager.

II. **SCOPE**

In keeping with the principles in the "Policy" section above, the DOH will make available voluntary on-the-job training programs for new graduate engineers who are employed in the classifications of Highway Engineer Trainee and Engineer-In-Training I and II during the first two years of their employment.

III. **GUIDELINES**

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- A. All newly hired graduate engineers will be counseled by upper level management to

determine career goals and encourage participation in the rotation training program.

- B. The initial phase of the training program will begin with counseling of the new graduate engineer by upper level management on the major engineering areas within the Districts and Divisions. The purpose of the initial counseling will be:
 - 1. 1. To determine the goals and interests of the new graduate; and
 - 2. 2. To educate the new graduate as to how he or she can best attain their career goals.
- C. A written career proposal outlining future assignments will be given to each new engineer. Human Resources Division, in conjunction with upper level management, will be responsible for the career proposal. As the new engineer moves from assignment to assignment, the career proposal will accompany the engineer. This will ensure that each District Administrator or Division Director who receives an engineer on rotation is aware of the engineer's career proposal and Highways' commitment to the employee.
- D. The program will consist of assignments to various specialty areas and phases of work with specific objectives previously outlined by management. It is recognized that, in isolated situations, some phases of work may have to be expanded, contracted, or delayed, depending on specific manpower requirements and availability. It is the intent of this policy to encourage adherence to the schedule of assignments so that the integrity of the program is maintained.
- E. Training in construction, bridge, maintenance, and design is highly desirable in all Districts. Obtaining experience in these areas is encouraged and will be made available if requested by the employee. Additional training in the Central Office will be made available to District graduates on a voluntary basis.

Graduates whose first assignment is to the Central Office will be given the opportunity to receive multi-Divisional training plus training in District One.
- F. At the conclusion of each specialty assignment, the new graduate engineer will be counseled to critique the assignment and reevaluate previously outlined goals.
- G. The training program will be organized, administered and evaluated by the office of the State Highway Engineer in cooperation with other Divisions.