

West Virginia Division of Highways Policy: **Temporary Upgrade for Transportation Workers**

Issued by the Commissioner of Highways

Policy No: DOH 3.12

Issue Date: 10/01/2002

Revised: 11/04/2022

Page 1 of 5

1.0 PURPOSE

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

The Policy addresses temporary upgrades for the West Virginia Division of Highways (WVDOH) Transportation Workers only in accordance with the WVDOH Classification and Compensation Career Plan.

Districts and Divisions shall monitor the status of employee upgrades in relation to policy limits and make appropriate upgrade assignments by using the RDS system Temporary Upgrade Report and by utilizing reports within the wvOASIS Business Intelligence system.

2.0 SCOPE

This policy applies to employees in the transportation worker series who are temporarily assigned to perform essential job duties of a higher-level classification than they currently hold.

3.0 POLICY

3.1 Conditions of Temporary Assignment

Employees may be assigned by the District Manager or Division Director (DM/DD) 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 circumstances. Changes in assignments may be made only to those classifications listed in section 5.0 of this policy. Employees temporarily upgraded must meet the minimum requirements for the higher classification.

3.2 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 section 5.0, will be paid the Tier 1 rate for the higher classification. The higher rate will be paid for a minimum of one (1) hour. Assignments to a higher classification may not exceed 1,000 hours in a calendar year. The Commissioner of Highways, or designee, may grant extensions to the 1,000 hours where legitimate justification is presented.

3.3 Monitoring of Temporary Upgrades

Each district or division, as appropriate, will monitor the status of employees in the temporary upgrade to ensure compliance with this policy.

Policy: Temporary Upgrade for Transportation Workers

WEST VIRGINIA DIVISION OF HIGHWAYS

Policy No: DOH 3.12

Issue Date: 10/01/2002

Revised: 11/04/2022

Page 2 of 5

4.0 ENFORCEMENT & AUTHORITY

DM/DDs must obtain the Commissioner's approval for any temporary upgrade exceeding 1,000 hours in a calendar year. DM/DDs 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 3.1 and other provisions of this policy.

5.0 DOH TRANSPORTATION WORKER TEMPORARY UPGRADE CHART

References for this chart are **TEMP=TEMPORARY** and **PG=PAY GRADE**

TITLE CODE	SHORT CODE	LONG CODE	PG	TEMP TITLE 1	TEMP PG 1	TEMP TITLE 2	TEMP PG 2	TEMP TITLE 3	TEMP PG 3	TEMP TITLE 4	TEMP PG 4
T493AN	TW1EQOP	TRANSPORTATION WORKER 1 EQUIPMENT OPERATOR	10H	TW2 EQOP	11H						
T493BN	TW1LAB	TRANSPORTATION WOKER 1 LABORER	10H								
T493CN	TW1MECH	TRANSPORTATION WORKER 1 MECHANIC	10H								
T494AN	TW2AUTO	TRANSPORTATION WORKER 2 AUTO BODY	11H								
T494BN	TW2BMW	TRANSPORTATION WORKER 2 BRIDGE MAINTENANCE WORKER	11H	TW3 BMW	12H	TW3 CRCH	12H				
T494CN	TW2BT	TRANSPORTATION WORKER 2 BUILDING TRADES	11H								
T494DN	TW2EQOP	TRASNPORTATION WORKER 2 EQUIPMENT OPERATOR	11H	TW3 EQOP	12H	TW3 CRCH	12H				
T494EN	TW2MECH	TRANSPORTATION WORKER 2 MECHANIC	11H	TW3 MECH	12H						
T494FN	TW2TC	TRANSPORTATION WORKER 2 TRAFFIC CONTROL	11H	TW3TC	12H						
T495AN	TW3AUTO	TRANSPORTATION WORKER 3 AUTO BODY	12H	TW4 WELD	15H						
T495BN	TW3BMW	TRANSPORTATION WORKER 3 BRIDGE MAINTENANCE WORKER	12H	TW4 WELD	15H	TW4 CRCH*	15H				
T495CN	TW3BT	TRANSPORTATION WORKER 3 BUILDING TRADES	12H								
T495DN	TW3CRCH	TRANSPORTATION WORKER 3 CREW CHIEF	12H	TW4 CD	15H	TW4 EQOP	15H	TW4 WELD	15H	TW4 CRCH*	15H

Policy: Temporary Upgrade for Transportation Workers

WEST VIRGINIA DIVISION OF HIGHWAYS

Policy No: DOH 3.12

Issue Date: 10/01/2002

Revised: 11/04/2022

Page 3 of 5

TITLE CODE	SHORT CODE	LONG CODE	PG	TEMP TITLE 1	TEMP PG 1	TEMP TITLE 2	TEMP PG 2	TEMP TITLE 3	TEMP PG 3	TEMP TITLE 4	TEMP PG 4
T495EN	TW3EQOP	TRANSPORTATION WORKER 3 EQUIPMENT OPERATOR**	12H	TW4 CD	15H	TW4 EQOP	15H	TW4 WELD	15H	TW3 CRCH	12H
										TW4 CRCH*	15H
T495FN	TW3MECH	TRANSPORTATION WORKER 3 MECHANIC	12H	TW4 MECH	15H	TW4 WELD	15H				
T495FN	TW3TC	TRANSPORTATION WORKER 3 TRAFFIC CONTROL	12H								
T496AN	TW4CD	TRANSPORTATION WORKER 4 CORE DRILLER	15H								
T496BN	TW4CRCH	TRANSPORTATION WORKER 4 CREW CHIEF	15H								
T496CN	TW4EQOP	TRANSPORTATION WORKER 4 EQUIPMENT OPERATOR	15H								
T496DN	TW4MECH	TRANSPORTATION WORKER 4 MECHANIC	15H								
T496EN	TW4WELD	TRANSPORTATION WORKER 4 WELDER	15H								

*The TW4CRCH is only to be used in Bridge and Heavy Maintenance organizations.

**The TW3CRCH is for all other organizations with Crew Chief positions.

6.0 CHANGE LOG

August 10, 2018 -

- Changed format per Policy and Procedure work group.
- Changed 720 hours to 1,000 hours in a calendar year.
- Changed minimum rate of pay to Tier 1 rate for higher classification.

March 16, 2021 –

- Changed the name of the policy from Temporary Upgrade for Hourly Employees to Temporary Upgrade for Transportation Workers.
- Removed reference to DOP policy.
- Added reference to WVDOH CCCP.
- Added Section 5.0, DOH Transportation Worker Temporary Upgrade Chart.

Policy: Temporary Upgrade for Transportation Workers

WEST VIRGINIA DIVISION OF HIGHWAYS

Policy No: DOH 3.12

Issue Date: 10/01/2002

Revised: 11/04/2022

Page 4 of 5

April 21, 2021 –

- Added wording to page 3 of Section 5.0, DOH Transportation Temporary Upgrade Chart, regarding the upgrade to TW3CRCH positions.

May 31, 2022 –

- Updated formatting of policy.
- Updated name of CCCP Plan in Section 1.0.
- Updated the requirements for TW3CRCH on page 3.

July 6, 2022 –

- Updated the requirements again for TW3CRCH on page 3.

November 4, 2022 –

- Updated 5.0 temporary upgrade chart.

Policy: Temporary Upgrade for Transportation Workers

WEST VIRGINIA DIVISION OF HIGHWAYS

Policy No: DOH 3.12


Issue Date: 10/01/2002

Revised: 11/04/2022

Page 5 of 5

Effective Date of Policy: 11/04/2022

Approved by:



Jimmy D. Wriston, P.E.
Secretary of
Transportation
Commissioner of
Highways



Date

*The Secretary of the West Virginia Department of Transportation or the Commissioner of Highways may, pursuant to the authority vested with the Secretary and Commissioner in W. Va. Code §5F-2-2, §17-2A-1 *et seq.*, and §17-2-1 *et seq.*, waive the requirements of this policy if the circumstances, in the Secretary or Commissioner's sole discretion, warrant such action.