

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 129.28

EFFECTIVE DATE: 24 March 2025

SUBJECT: PERSONNEL POLICY MANUAL

POLICY DIRECTIVE

PURPOSE:

To provide policy and procedure concerning a personnel policy manual that provides written regulations which help ensure equitable and consistent treatment of all employees.

REFERENCE:

ACA Expected Practices 5-ACI-1C-01 and 02; 5-ALDF-7E-01; 4-JCF-6D-01; 3-JDF-1C-01, 02, and 03; 2-CO-1C-01; 1-JDTP-1C-01, 02, and 03; 2-CI-6D-4; 4-APPFS-3E-02; and 1-CTA-1C-01.

RESPONSIBILITY:

Facility Superintendents, Director of Staffing Services, Youth Reporting Center Directors, Director of Correctional Industries, Parole Services Regional Directors, and Director of Training and Staff Development are responsible for ensuring the establishment, maintenance, and annual review of personnel policy manuals in their respective areas.

CANCELLATION:

Any previous written instruction on the subject.

APPLICABILITY:

All facilities and work units within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution.

DEFINITIONS:

None.

POLICY:

- I. Each facility and work unit will ensure a Personnel Policy Manual is available for employee reference. Every employee will have the opportunity to review the manual at

the time of employment and thereafter, and employees will be encouraged to ask questions about personnel policies.

- II. As part of new employee orientation training, the Personnel Policy Manual is reviewed as prescribed by the Bureau of Training and Staff Development (BTSD) Operational Procedure. Each new employee will sign a Certificate of Understanding (**Attachment #1**) which will be maintained in the employee's training file. Any acknowledgement forms required by the below listed Policies will be maintained in the employee's personnel file.
- III. The Personnel Policy Manual includes, at a minimum:
 - A. **CHAPTER 1** – provides information which is applicable to all Division of Corrections and Rehabilitation (DCR) employees and contractual employees and will contain the following:
 - 1. Organization Chart (table of organization for applicable facility or work unit)
 - 2. Facility or work unit specific Operational Procedure detailing specific strategies implemented to improve environmental responsibility and sustainability.
 - 3. Policy Directive 101.00 Purpose and Mission and facility-specific Operational Procedure
 - 4. Policy Directive 105.00 Information Technology (Office of Technology - Policy Understanding and Acknowledgement)
 - 5. Policy Directive 109.00 Lawsuits and Legal Proceedings
 - 6. Policy Directive 129.00 Code of Conduct and Progressive Discipline
 - 7. Policy Directive 129.03 Reporting Arrests and Domestic Violence Protective Orders by Employees
 - 8. Policy Directive 131.00 Prohibited Workplace Harassment (Division of Personnel - Policy Acknowledgement Form)
 - 9. Policy Directive 131.01 Equal Employment Opportunity
 - 10. Policy Directive 136.00 Tobacco Free Workplace
 - 11. Policy Directive 137.00 Drug and Alcohol-Free Workplace (Division of Personnel – Employee Acknowledgement Form)
 - 12. Policy Directive 146.00 Confidentiality (West Virginia Executive Branch Confidentiality Agreement)

13. Policy Directive 152.03 Offender Information System (OIS) Access (OIS Confidentiality Agreement)

B. **CHAPTER 2** – provides information that is only applicable to state employees and will contain the following:

1. **Attachment #2** which provides information on compensation and the benefit plan, position descriptions and qualifications including salary determinations, retirement, resignation, and termination, and insurance/professional liability requirements for state employees.
2. Policy Directive 110.00 Political Activities
3. Policy Directive 129.06 Hours, Schedules, and Overtime
4. Policy Directive 129.07 Employee Grievance Procedure
5. Policy Directive 129.08 Leave Usage
6. Policy Directive 129.09 Leave Misuse
7. Policy Directive 129.12 Uniform and Grooming Standards
8. Policy Directive 129.23 Dress Code for Non-Uniformed Staff
9. Policy Directive 131.02 Probationary Period
10. Policy Directive 132.00 Non-Uniform Promotion Guidelines
11. Policy Directive 132.02 Correctional Officer Promotion
12. Policy Directive 138.00 Employee Performance Appraisals (Division of Personnel - Employee Acknowledgement Form)
13. Policy Directive 139.01 Travel Approval and Reimbursement
14. Policy Directive 140.00 Personnel Records
15. Policy Directive 141.00 Code of Ethics
16. Policy Directive 141.01 Nepotism
17. Policy Directive 141.03 Other Employment & Certain Volunteer Activities
18. Policy Directive 143.00 Employee Assistance Program
19. Policy Directive 148.01 Physical Agility Testing for Correctional Officers

- C. **CHAPTER 3** - provides information which is applicable to all DCR and contractual employees and will contain the following:
1. Policy Directive 129.24 Employee and Inmate/Resident/Parolee Interaction Guidelines
 2. Policy Directive 148.00 Training and Employee Development
 3. Policy Directive 311.00 Entrance Security – Contraband Interdiction
 4. Policy Directive 311.06 Workplace Security (Division of Personnel – Employee Acknowledgement Form)
 5. Policy Directive 323.00 Hostage Situations, Riots & Major Disturbances
 6. Policy Directive 430.00 Prison Rape Elimination Act (PREA) Compliance
- IV. Superintendents and work unit supervisors or directors review internal personnel policies annually and submit any recommended changes that are relevant to the agency’s policies through their chain of command.

ATTACHMENT(S):

- #1 Personnel Policy Manual Certificate of Understanding (2 pages)
- #2 Chapter 2 of Personnel Policy Manual (2 pages)

APPROVED SIGNATURE: William K. Marshall III 03/24/2025
William K. Marshall III, Commissioner Date

CERTIFICATE OF UNDERSTANDING

PERSONNEL POLICY MANUAL

I do hereby acknowledge that I have read, understand and will comply with the following:

CHAPTER 1:

Operational Procedure # _____ detailing specific strategies implemented to improve environmental responsibility and sustainability.

Policy Directive 101.00 Purpose and Mission and Operational Procedure # _____

Policy Directive 105.00 Information Technology

Policy Directive 109.00 Lawsuits and Legal Proceedings

Policy Directive 129.00 Code of Conduct and Progressive Discipline

Policy Directive 129.03 Reporting Arrests and Domestic Violence Protective Orders by Employees

Policy Directive 131.00 Prohibited Workplace Harassment

Policy Directive 131.01 Equal Employment Opportunity

Policy Directive 136.00 Tobacco Free Workplace

Policy Directive 137.00 Drug and Alcohol-Free Workplace

Policy Directive 146.00 Confidentiality

Policy Directive 152.03 Offender Information System (OIS) Access

CHAPTER 2: (only applicable to state employees) *if not applicable check here*

Policy Directive 110.00 Political Activities

Policy Directive 129.06 Hours, Schedules, and Overtime

Policy Directive 129.07 Employee Grievance Procedure

Policy Directive 129.08 Leave Usage

Policy Directive 129.09 Leave Misuse

Policy Directive 129.12 Uniform and Grooming Standards

Policy Directive 129.23 Dress Code for Non-Uniformed Staff

Policy Directive 131.02 Probationary Period

Policy Directive 132.00 Non-Uniform Promotion Guidelines

Policy Directive 132.02 Correctional Officer Promotion

Policy Directive 138.00 Employee Performance Appraisals

Policy Directive 139.01 Travel Approval and Reimbursement

Policy Directive 140.00 Personnel Records

Policy Directive 141.00 Code of Ethics

Policy Directive 141.01 Nepotism

Policy Directive 141.03 Other Employment & Certain Volunteer Activities

Policy Directive 143.00 Employee Assistance Program

Policy Directive 148.01 Physical Agility for Correctional Officers

CHAPTER 3:

Policy Directive 129.24 Employee and Inmate/Resident/Parolee Interaction Guidelines

Policy Directive 148.00 Training and Employee Development

Policy Directive 311.00 Entrance Security – Contraband Interdiction

Policy Directive 311.06 Workplace Security

Policy Directive 323.00 Hostage Situations, Riots & Major Disturbances

Policy Directive 430.00 Prison Rape Elimination Act (PREA) Compliance

Employee's Printed Name	Signature	Date
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Field Trainer/Designee Printed Name	Signature	Date
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Original maintained in employee's training file.

PERSONNEL POLICY MANUAL CHAPTER 2

Compensation and Benefit Plan Information - The State of West Virginia offers employees a wide variety of competitive financial and personal benefits. The benefits package includes all financial rewards that are generally not paid directly to the employee. These benefits are a significant part of employee “total compensation.” The following summary of benefits available applies to most permanent, full-time employees. Specific benefit information is available from the Human Resource staff.

- Annual Increment
- Education Savings Plan (Smart 529)
- State Credit Union
- Employee Discounts
- Employee Referral Program
- Paid Holidays
- Medical and Life Insurance and Flexible Benefits
- Job Opportunities/Postings (for current and former State employees to apply and compete for transfers and/or promotions)
- Paid Vacation and Sick Leave
- Retirement Pension Plan
- Training Opportunities
- Workers’ Compensation Coverage

Position Descriptions - As defined by the West Virginia Division of Personnel, documents which describe the officially assigned duties, responsibilities, supervisory relationships and other pertinent information relative to the position. This document is the basic source of official information in position allocation. Position Descriptions contain qualifications and the salary range for each position and can be found on the Division of Personnel website. Human Resource staff can provide copies of the Position Description for the specific position an employee holds.

Retirement - The State of West Virginia offers an outstanding defined benefit pension plan – the Public Employees Retirement System (PERS) under the Consolidated Public Retirement Board. Specific information regarding retirement benefits is available on the West Virginia Consolidated Public Retirement Board website.

Resignation – As defined by the West Virginia Division of Personnel, a voluntary separation from employment, including job abandonment, by an employee. An employee who resigns shall present the reasons for the resignation in writing to the Superintendent/Appointing Authority.

Dismissal (or termination) – may be issued when infractions/deficiencies in performance and/or behavior continue after the employee has had adequate opportunity for correction or the employee commits a singular violation of such severity that dismissal is warranted. Elements of dismissal are:

- Predetermination meeting with the employee to advise him/her of contemplated disciplinary action.
- Fifteen (15) calendar day written notice of the violation, prior to the effective date of the action; **IMPORTANT:** Notice is not required in cases of “gross misconduct.” In cases where the 15-day notice is withheld due to gross misconduct the employee is not entitled to severance pay.
- Specific written reason(s) for the dismissal including a summary of prior discipline.
- The opportunity for the employee to respond, either in person or in writing, prior to the effective date of the dismissal.
- Written notice of grievance rights specifying to whom the grievance should be directed and time limits to grieve the dismissal.

Insurance/Professional Liability - The West Virginia Board of Risk and Insurance Management (BRIM) provides casualty insurance coverage for all State Agencies. This includes protection from lawsuits and other liability claims resulting from incidents due to automobile accidents, employment practices, property, flood, and general liability.