

QUARTERLY NEWSLETTER

DID YOU KNOW?

- According to many astronauts, space does indeed have a smell. Many describe space as smelling like “seared steak” or “hot metal.”
- The US government once had to issue a statement confirming that mermaids are NOT real. Animal Planet released a “documentary” about mermaids claiming they were real. This mockumentary tricked so many people, that the NOAA stepped in to clarify things.

TRAINING & DEVELOPMENT UPCOMING EVENTS

*DCR New Hire Training
at DAS in Charleston
March 3-4, 2026*

Staffing Services

Family/Medical Leave

The Family Medical Leave Act (FMLA) can be used for your own serious health condition, to care for a family member (child, spouse, parent) with a serious health condition, for the birth/adoption/foster placement of a child or for specific military family needs like qualifying exigencies or caring for a seriously injured service member.

To qualify for FMLA, one must have worked for your employer for at least 12 months **AND** worked at least 1250 hours during the 12-month period immediately preceding the start of the leave. As always, please work with your Human Resources Representative if you need leave or if you have any questions.

Reminders

- Leave of Absence letters need to be submitted as soon as possible.
- Calculation sheets need to accompany promotions, transfers, special ops, etc.
- New Hire Packets should not be submitted without the Approval Memo from the Cabinet Secretary/Governor.

2026 DAS HR Request Form Link

New Year, New Link!! Please make sure you use the link below to submit any requests to DAS HR.

<https://forms.gle/VEqQv3WCu2eCBnFGA>



BENEFIT NEWS

Please be aware of a few important changes regarding the PEIA benefit plan year for 2027, effective July 1, 2026.

The following adjustments will take place:

- A 3% premium increase
- The spousal surcharge for the Average Family tier will increase by \$200 per month

PEIA PPB Plans will be renamed as follows:

- Plan A will become *PPB Gold*
- Plan B will become *PPB Silver*
- Plan C will become *PPB Gold High Deductible*
- Plan D will become *PPB WV Bronze High Deductible*

As we learn more about any additional changes for the upcoming plan year, we will let you know.



Tis the season for cold and flu!! We would like to remind all PEIA PPB members, as well as The Health Plan members, how to access Telehealth.

Telehealth is an easy way to access non-emergency healthcare with just a simple phone call. Members will be connected to state-licensed, board-certified physicians who are ready to resolve non-emergency health issues, 24 hours a day.

For the PEIA PPB members, ReviveHealth Telehealth Services information is below and there is a \$10.00 co-pay:

- For consultation with a Board-Certified Physician please call 1-844-433-8123
- The access code is: **WV1144**
- ReviveHealth requires a Medical History Disclosure to be completed prior to your first consultation. This may be completed online at <http://www.revive.health/> or by calling customer care at 1-844-433-8123



For The Health Plan members, Healthiestyou.com information is below and there is NO co-pay for this service:

- The Health Plan members may contact telehealth services at 1-866-703-1259 or visit <https://www.teladochealth.com/healthiestyou>.
- Healthiestyou.com requires a Medical History Disclosure to be completed prior to your first consultation and this can be done by visiting the above website.

COMP & RETENTION

SPECIAL OPS/CERT 10%

Please ensure you request a calculation using the [Calculation Request Form](#) when adding or removing someone from CERT. Once you receive the calculation form back from Compensation and Retention, you will need to attach the calculation form, along with the letter/certificate indicating they are being added or removed from CERT to the **DAS HR Request Form** to ensure the CERT employee gets their increase on time and to minimize any potential payroll corrections.

TRANSACTIONS THAT AFFECT THE EFFECTIVE DATE

Below is a chart for your convenience, indicating what leave affects different aspects of the DCR Pay Plan.

Affects the effective date			
	Leave of Absence	Military Leave	Workers Comp
6 Month Increase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reallocation			
CO1 to CO2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CO2 to CO3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$250.00 base builder increase	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$2,000.00 Retention Incentive	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1st year as CO			

Leave does NOT affect CO 6 month increase but DOES affect CO Reallocations. Please note that if a CO 1 is on Military Leave it will affect their Reallocation.

If you have any questions regarding the DCR Pay Plan or Calculation Requests, please reach out to Melody Breedlove, David Jobe, or Lisa Lilly.

PAYROLL

W-2s will be available online on every employee's OneLogin account before the end of January.

Employees, current or former, may access their W-2 through the Employee Self Service (ESS) portal on OneLogin. If an employee does not have access to their OneLogin account or needs assistance with logging in, they should contact the WV State Auditor's Office [Help Desk](#) at 855-666-8823.

W-2s will be mailed out by January 31, 2026, to the employees who did not mark paperless for their W-2 on ESS.

Each year, hundreds of W-2s and 1095Cs get returned due to incorrect addresses. Facilities should ensure their employees' addresses are correct in Oasis for active employees as well as any employees who are separating employment.

When an employee updates their address in Oasis, they should also be sure to update their address with PEIA (can be done online), Mt. Flex Benefits, the Public Employees Retirement System (PERS) and WV Retirement Plus (457), if applicable.



POSITION MANAGEMENT

With EPA season upon us, we want to encourage all supervisors and HR staff to take time to review their employee's EPAs to ensure the correct managers are assigned to complete the ratings and to make sure that everyone's EPA is on track to be completed on – or before – the due date.

EPA 3 (PY2025) due dates:

Supervisor deadline is February 14, 2026

Employees are required to sign their EPA-3 by March 1, 2026



EPA 1 (PY2026) due dates:

Supervisor deadline is March 2, 2026

Employees are required to sign their EPA-1 by March 2, 2026

It is important to begin assessing employees' schedules for planned leaves of absence which would require the employee to sign their EPA in advance.

If an employee is on leave for any of the following, an EPA hold request can be made through the DAS HR request log:

- Medical Leave of Absence
- FMLA
- Military Leave
- Worker's Compensation
- Parental Leave
- Personal Leave of Absence
- Suspension Pending Investigation
- Unauthorized Leave

Please note that appropriate documentation must be included in the request. Once an EPA has been placed on hold, the word "Hold" will appear on the EPA and will remain on the EPA throughout its duration. Remember that the supervisor's portion of the EPA will still be due for EPAs that are on hold status. It is also best practice to require signature of the held EPA on day 1 of the employee's return to duty.

A prior hold request made on an EPA does not always carry over into the next EPA step. If you have any questions as to whether an employee's EPA is still on hold, reach out to Position Management Services and we can assist you. New EPAs will not reflect the hold status of prior EPAs. We are proud to say that Homeland Security has set the bar for on-time EPA completion, and we want to keep that momentum going.

If you need any assistance, please reach out to the Position Management team, we are always happy to help!

POSITION CHANGES & REALLOCATION REMINDERS

- When an employee's position number is reallocated (example: from a Correctional Officer 1 to a Correctional Officer 2), edit the existing position title; do not create a new position number in NeoGov.
- When an employee moves into a new position, or their position number is reallocated, make sure their existing EPA is cancelled and their new Position Start Date is entered accurately. The Position Start Date prompts their new position's EPA to generate within 24 hours.
- When an employee moves into a position that is interchangeable (i.e. CC or CO), make sure the position number has the correct Job Title before assigning it to the employee, otherwise the EPA may load with the incorrect job title.
- Please remember postings must be given three (3) full business days for review before being scheduled to open.