



# QUARTERLY NEWSLETTER

## ***Benefits*** NEWS:

Open Enrollment for PY 2027 will begin April 2, 2026, and close on May 15, 2026.

The PEIA Finance Board financial plan for FY 2027 will include a 3% increase on the State Fund premiums, PPB plan name changes and benefit changes for WV Bronze (Plan D). Please see below for further information on the 2027 plan.

For PEIA (active employees):

- The premiums are **increasing** 3% effective July 1, 2026.
- PPB plan names are changing to metals: A is Gold, B is Silver, C is Gold High Deductible, D is WV Bronze High Deductible.
- WV Bronze (Plan D) Benefit changes include a 34% **decrease** in premiums, a 425% **increase** in deductibles and a 55% **increase** in out-of-pocket maximums.
- Any participants currently in Plan D will have to re-elect a plan during Open Enrollment. Employer Healthcare Savings Account contribution of \$500 for all WV Bronze Plan policies upon enrollment.
- There will be a slight **increase** in premiums for the dental plan, offered through Sunlife.
- Benefit Guides for PY 2027 will be mailed to all participants on March 31, 2026. You may also access the guide directly on the [PEIA website](#).
- New ID numbers will be issued with the new plan names. PEIA will mail further details regarding this update via USPS to the address on file.

PEIA and FBMC will hold several Open Enrollment meetings. This will give staff the opportunity to chat with a plan representative, ask questions, and gather information about their options. You can find the schedule [here](#).

## *Staffing Services* NEWS:

To ensure effective processing, facilities must complete the "**Employees OFF the Payroll**" section of the payroll end review report to notify DAS when a letter is required. DAS will provide a draft for facility review and signature. When uploading the signed letter to the DASHR Request Form, please include the following documentation:

- ✓ Military LWOP: Military orders
- ✓ Personal Leave (Medical or Exhaustion of sick leave): Medical documentation
- ✓ Personal Leave (General) or Unauthorized Leave: No documentation required (unless Unauthorized Leave is concurrent with sick leave, which may require medical documentation)
- ✓ Medical Leave of Absence: Medical documentation

Additionally, an address change option is now available on the DASHR Request Form under Staffing Services and Benefits. Benefits requires its own address change forms, available through your DAS benefit contact. If the employee is eligible for travel pay, you must also notify the Finance section to update their records.

## *Comp & Retention* REMINDERS:

We are approaching year 3 of the \$250 annual base building differentials.

Per SPB 3088, an annual base building differential of \$250 for all employees within DCR who have been employed with DCR for at least one year by July 1, 2026.

Please note that Correctional Officer 1 and 2 classifications will not receive the \$250 annual base building differential due to special hiring rates and reallocations after one year.

Correctional Officer 3 classifications will be eligible, but they must be in that classification for at least one year by July 1, 2026.

Send all calculation requests through the following link:

<https://forms.gle/5ToL9G2NYpjCh5xRA>

We send reminders for Correctional Officer reallocations. It is very important that you send us the PDs so we can enter their transactions on time.

It is also very important to send all signed CERT/Special Ops waivers and certificates to our section through the [DAS HR Request Form](#) ASAP so that their 10% differential is not delayed, which causes issues. It is also important to notify our section of anyone removed from CERT/Special Ops using the [DAS HR Request Form](#).

## *Training and Development*

### Upcoming DOP-18 Classes:

*A full calendar of upcoming events can be found on the [DOP HR Learning Portal](#).*

*April 14 Onboarding Employees: Live Virtual  
April 15 Discipline and Documentation: Live Virtual  
April 22 Attendance Management: State Capitol  
Apr-May Critical Skills for Supervisors: Virtual & State Capitol  
May-June Navigating Difficult Conversations: Live Virtual  
June 3 Conflict Management 2 days: State Capitol*

### Upcoming DCR Classes:

DCR HR Refresher Training – 3 days  
(Academy at Glenville)

April 28<sup>th</sup> 12noon-4pm

April 29<sup>th</sup> 8am-4pm

April 30<sup>th</sup> 8am-12noon

DCR HR New Hire Training – 2 days

May 13<sup>th</sup> 8:30am-4:30pm

May 14<sup>th</sup> 8:30am-4:30pm



### DID YOU KNOW?

- ☞ You can't hum if you hold your nose.
- ☞ If you Google the word "askew," the entire page will tilt.
- ☞ Bright light exposure helps release serotonin in the body, which can boost your mood. It also helps produce vitamin D, which is essential for bone health and other functions in the body. Soak up the sun!

## *Division Of Personnel* NEWS:

DOP has noticed an increase in calls recently from applicants for Correctional Officer positions. Applicants are asking to be placed back on the 'registry' because the facility cannot find their names on the facility's list. Due to recent changes, applicants only need to wait 2 days before resubmitting an application that includes all facilities for consideration.

If there are any questions, please contact Mary Youngblood, DOP Staffing & Recruitment, at 304 414-1852.

# *Position Management & Separation Services* REMINDERS:

**Please remember to keep NeoGov updated whenever an employee changes positions, experiences a supervisor change, or when a position is reallocated.** Any time updates are made to a position in Oasis, the same updates must also be entered in NeoGov to ensure consistency across systems.

**For new hires, all information should be entered on their first day of employment.** Please do not enter individuals into NeoGov until they have officially reported for orientation.

## **New NeoGov Termination Procedure:**

When a separation from employment is initiated, please follow the steps below:

1. Open the employee's profile in NeoGov
2. Remove the listed supervisor
3. Click the settings wheel in the top right corner and select **Terminate**
4. Enter the **Termination Date**
5. Check the box labeled **Cancel all evaluations**
6. Select the **Termination Reason** field and choose the appropriate termination code:
  - a. *Absence*
  - b. *Deceased*
  - c. *Disabled*
  - d. *Discharged*
  - e. *Fired with Cause*
  - f. *Layoff*
  - g. *Layoff - Nopay*
  - h. *Leave*
  - i. *Parental*
  - j. *Resigned*
7. Click **Terminate** to finalize the process

## **Contact Us:**

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