

QUARTERLY NEWSLETTER

PAYROLL/BENEFIT REMINDER:

Review Paystubs! Always encourage your employees to review their paystubs to ensure their pay and deductions are accurate - especially after making any changes.

All insurance changes or additions made during PEIA's and Mt. Flex's Open Enrollment this year should be reflected on the July 11, 2025, pay. Please encourage your employees to review their paystubs on July 11, 2025, to ensure their insurance is accurate.

Those eligible for Increment Pay will see payment on July 18, 2025.

COMP & RETENTION NEWS:

We are approaching year 2 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, 2025.

Please note that Correctional Officer 1 and 2 classifications will not receive the annual base building differential of \$250 due to the 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, 2025.

The State Budget Office will load all transactions for the annual base building differentials.

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



HAPPY BIRTHDAY

WEST VIRGINIA!

POSITION MANAGEMENT – JOB POSITIONS AND EPAS:

Job Postings should be scheduled to be open a full 3 *business* days out; this gives them time to move through the approval process. Sharon Hayes and Lia Dyer should be the only approvers listed on the Cabinet Level Approvers for the requisitions. Correctional Counselor 2 positions are continuous postings and do not require a PSA to receive external applicants. Additionally, the open date for regular cycle EPA-2 evaluations is July 1, 2025. Remember to have all employees entered in NeoGov Perform with their correct manager, start date, and position number. Running reports for the First Year and Probationary EPAs at the beginning of every month is crucial for ensuring facility compliance.

STAFFING SERVICES REMINDERS:

- If a promotion is not based off the standard progression, you must include the language **“this offer is not based on standard progression that would allow the 7% per pay grade increase.”**
- **DCR EMPLOYEES ONLY** - If you need assistance with FMLA, please reach out to Mary Cain, at the DCR Central Office, Mary.A.Cain@wv.gov.
- Please remember to use the DOP Cutoff Dates Calendar when requesting effective dates for new hires and PAR transactions.
- When someone is out on a leave of absence due to medical reasons and they return prior to their release date, please ensure that you receive a doctor's note allowing them to return to duty.
- Please ensure all pertinent approvals have been obtained and all required information on the “DAS Checklist for Transactions” has been collected prior to uploading documents to the DAS HR Request Form. The “DAS Checklist for Transactions” was updated on 5/29/25. A checkbox has been added to the DOCUMENTS ATTACHED section to include the signed approval memo. If the necessary documents are not attached, the packet will be returned. The revised form can be located on the DAS website under Section > Human Resources > Transactions > Forms.



WELCOME STEVENS CORRECTIONAL CENTER!!

We are delighted to announce that on July 8, 2025, the Stevens Correctional Center in Welch, WV will transition over to the WV Division of Corrections and Rehabilitation as employees. The Division of Administration Services (DAS) understands that any transition process can bring forth a multitude of questions and concerns. As such, we aim to provide all employees with any details they may need regarding this transition.

DAS would like to welcome all staff at Stevens and would especially like to welcome Human Resource Representatives, Melissa Lafferty and Rebecca Johnson.

TRAINING AND DEVELOPMENT

HR Training and development refers to the processes and programs HR departments implement to enhance employee skills, knowledge, and behaviors to improve performance and support agency goals. It encompasses both short-term and long-term training to prepare employees for future roles. We encourage you to review CourseMill to enroll in the following DOP classes.

Are there any topics not listed that you are interested in? Please contact Melissa McDowell or Cecilia Royal and let us know.

Upcoming DAS Classes:

HR New Hire Training - July 8-9 (tentative)

Upcoming DOP Classes:

A calendar of upcoming events can be found on the [HR Portal](#)

Running Effective Meetings - June 5 (capitol complex)
Skills and Techniques for Successful Delegation - June 5 and Aug. 19 (virtual)
Leading Change in Turbulent Times - June 12 and Aug. 28 (capitol complex)
Improve 1-2 Performance Conversations - June 18 and July 31 (virtual)
The Journey to Compliance - June 18 (capitol complex)
Navigating Difficult Conversations – June 24 and Aug. 14, 20 (capitol complex)
Coaching & Developing Employee Performance – June 25 and June 26 (capitol complex)
Critical Skills for Supervisors – July 22, 29, Aug. 5, 12 (virtual)
Avoiding Burnout – July 24 (virtual)
Conflict Management – July 30, 31 (capitol complex)
Time Management for Managers – July 30 and Aug. 6 (virtual)
Discipline and Documentation – August 13 (virtual)
Intro to Personnel Transactions – August 13 (capitol complex)
Attendance Management – August 27 (capitol complex)

DID YOU KNOW?

- ☞ Abraham Lincoln was a champion wrestler *and* a licensed bartender.
- ☞ In 2002, the honeybee became the official state insect.
- ☞ The first brick street in the world was laid in Charleston, WV, on October 23, 1870, on Summers Street between Kanawha and Virginia Streets.
- ☞ The first spa open to the public was at Berkeley Springs, WV, in 1756 (then, Bath, Virginia).

Contact Us:

DAS HR Training and Development

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Cecilia Royal | 304 414-3115

Website: DAS.wv.gov