

QUARTERLY NEWSLETTER

Compensation and Retention

TRACKING! TRACKING! TRACKING!

One of the most important aspects of the Compensation and Retention section is **TRACKING** Correctional Officers to make sure they are getting all their incentives. It is great practice for your facility to also track to ensure nothing gets missed. Help our team, help you!

- A 6 month increase for CO 1 and CO 2 (Leave of Absence does NOT matter)
- Correctional Officer Reallocations after one year - will need a Position Description (Leave of Absence DOES matter)

CALCULATION REQUESTS

Please ensure you are using the new [Calculation Request Form](#). This helps us track all requests, ensures consistency, and minimizes potential errors in salary determinations. The *Calculation Request Form* is for *Uniform and Non-Uniform positions*. If you have any questions regarding the DCR Pay Plan or Calculation Requests, please reach out to Melody Breedlove, David Jobe, or Lisa Lilly.

Staffing Services - Demotion Letters & Cut-off Calendar

- When preparing a demotion letter, it should only refer to the hourly OR salary amount depending on whether the employee is a salaried or an hourly wage employee. The sample letter on the DOP website is outdated (referencing monthly salary), DOP is aware and will be updating the letter soon.
- Please remember, if you need assistance with FMLA, reach out to Mary Cain at the DCR Central office (DCR employees) or Teresa Taylor with DAS (DAS, EMD, Fire Marshal, Cabinet Secretary/Fusion Center employees).
- Remember to use the ***DOP cut-off date calendar*** when requesting effective dates for new hires as well as for transactions that require a PAR transaction. Please ensure when after selecting your date, you are uploading all pertinent information needed in a timely manner to the DAS HR Request Form. Documents submitted **after** the cut-off will result in the effective date being pushed to the next available effective date per the cut-off calendar.





PEIA: Separation from Service - Retirees

Before returning to any employment relationship with a Public Employees Retirement System (PERS) participating employer, retired employees must terminate any and all “employment relationship” and observe a “bona fide separation from service” of at least sixty (60) consecutive calendar days with all PERS participating employers. Additionally, no prearranged agreement, whether verbal or written, regarding post-retirement employment is permitted. To avoid engaging in a prearranged agreement, a retiree may not apply for or discuss potential reemployment prior to fulfilling the 60-day break (W. Va. § Code 5-10-2).

- An “employment relationship” includes employment in any capacity, whether temporary full-time, temporary part-time, contractor, leased employee, or permanent part-time or full-time. Vendor employment is prohibited if such services support the State of WV.
- The 60-day break is calculated from the member’s “effective retirement date”. A member’s “effective retirement date” is always the first day of the month following:
 1. the member’s termination of all employment with any or all PERS employers;
 2. meeting retirement eligibility age and service requirements; and
 3. CPRB’s receipt of your completed retirement application.

Position Management and Separation Services

- It is good practice to have a copy of “Policy Directive 129.00” that employees have signed so unemployment claims can be properly submitted.
- Running EPA reports at the first of every month will ensure your facility meets the required deadlines that have been established.
- When submitting postings for positions that have not yet been vacated due to a pending resignation — or if the separation has not yet been submitted — it’s good practice to:
 - Add a comment in the Comments section indicating the date the position will become or when it became vacant.
 - This helps provide clarity and supports smoother processing and tracking of the vacancy.
- When an employee retires, our separation team will need the following paperwork to process their retirement:
 - Separation Cover sheet
 - Retirement Letter from employees indicating if they want their (example) annual leave to be paid out and their sick leave to be used toward tenure
 - PEIA policyholder termination of Coverage Form
 - Retiree Health and Basic Life Insurance Enrollment Form (2 pages)
 - Retiree Optional Life Insurance and Dependent Life Insurance Enrollment Form (2 pages)
 - Mountaineer Flexible Benefits Retiree Enrollment Form

Paperwork will need to be completed if they accept or decline coverage.



Training and Development

☞ *Onboarding a DAS Employee Manager's User Guide Processes* – Mandatory Training to be held between Oct-Dec stay tuned...

☞ A new “Learning Lunch” segment will begin to provide small informative trainings during the lunch period to assist you with daily tasks or to hone your skills! These trainings will be voluntary, and a sign-up survey will be sent to DAS employees who would like to attend. Below are a few trainings we will offer this quarter.

- *Creating an Employee Admin File (Managers/Supervisors only)*
- *Mail Merges using Access DB*
- *Google Calendar Usage*
- *NeoGov Journal Entries*
- *Evacuation Policy Roles*
- *Components of a Standard Operating Procedure (SOP)*
- *Google Survey Creation*

Please submit any suggestions or areas of interest for additional trainings to Melissa McDowell.

UPCOMING EVENTS

- ❄ DCR HR New Hire Training at DAS September 16th - 17th
- ❄ DCR HR New Hire Training at DAS December 9th - 10th
- ❄ HR Refresher Class in Glenville October class has been cancelled, TBD in 2026



Payroll Reminders:

- Effective now, NEW users are being added to OneLogin when departments complete the ADDR document in HRM with an email address. The email address on the ADDR document will be the OneLogin Username.
- MyApps will no longer be available to access UKG, ESS (where employees go to view their paystubs and W-2s), Oasis, etc. Employees must use OneLogin to access these apps.
- Users should no longer be creating myApps accounts, all new accounts should be created in OneLogin.
- For Existing OneLogin users - Effective 09/05/2025 wvOASIS will be updating OneLogin email Usernames daily for any email changes made on the ADDR document in HRM. Once an ADDR is completed, the updated email address will be used the next business day as the email username for OneLogin. A notification email will be sent to the old email address to let the employee know the old email address will no longer be used to login to OneLogin.
- Reminder for new employees once the ADDR is final a OneLogin will be created.
- Departments should update their offboarding checklist to include updating employee's email address as of their last day worked to ensure the employee has future access to OneLogin for W-2s and paystubs.
- If an employee does not have an email the ADDR field should be left blank.
- Contact helpdesk@wvoasis.gov for OneLogin Questions.
- If you have questions with ADDR document processing, contact HRMPayroll@wvsao.gov.



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