

DIVISION OF ADMINISTRATIVE SERVICES

COMPENSATION & RETENTION



AGENDA

DCR Pay Plan (SPB- 3088)

Raises

Incentives

Reallocations

Calculation Requests

Expenditures

OASIS

3 COMPENSATION & RETENTION

- CO1 & CO2 – Six Month Increases
- CO1 & CO2 – Reallocations
- \$250.00 Retention Incentive
- \$2,000.00 One Time Retention Incentive
- Parole Services – Annual Increases per DCR Pay Plan
- Calculation Requests – Promotion/Demotion
- Complex Calculations – Corrections Emergency Response Team – “CERT”
- Special Reports - Expenditures and Internal Reports

SPB - 3088

- Effective 7/1/2024
- Special Hiring rates for Correctional Officer 1 through 7 classifications. Designed to improve hiring and retention
- 6 Month increase after hire as a CO1, and 6 months after reallocation to CO2 upon completion of their probationary period (1 year)
- Annual Base Building pay differential of \$250.00 for all employees of the DCR, excluding CO1's & CO2's as they receive the 6-month increase
- One time \$2,000.00 retention incentive for any employee hired into any rank of the Correctional Officer Series upon completion of their first year in the position

CO1 & CO2 - SIX MONTH INCREASE

- Special Hiring Rates for the Correctional Officer Series
- Base building pay differential at six (6) months between the progression of Correctional Officer 1 and 2 and Correctional Officer 2 and 3 as reflected on the right
- Tracked and processed by C&R team. Facility will be notified
- Facility HR team should track each employee's progression

	Non critical vacancy faciliites	Critical Vacancy Facilities
CO 1	20.6251	23.0290
CO1 + 6 mo	21.8270	24.2309
CO 2	23.0290	25.4329
CO2 + 6 mo	23.7501	26.1540
CO 3	24.4713	26.8752
CO 4	25.4328	27.8367
CO 5	26.3943	28.7982
CO 6	27.3559	29.7598
CO 7	29.0574	31.4613

\$250 BASE BUILDING INCENTIVE (ASP/SPB)

- Annual base building pay differential – Effective 7/1/24
- ASP – Annual Step Plan SPB – State Personnel Board
- \$250 for all employees within DCR. (Except CO1 & CO2)
- Paid on July 1st of each year
- Examples:
 - 4/10/25 start date – Will receive on 7/1/26
 - 7/8/25 start date – Will receive on 7/1/27

\$250 BASE BUILDING INCENTIVE (ASP/SPB) - CONTINUED

- If the employee is Correctional Officer 3 for at least a period of one (1) year, this pay differential would be applied starting the following July 1st after the employee is in the position for at least a period of one (1) year
- Incentive for promotion. Any base building differentials earned will be added to the base pay rate for any uniformed position to which they are promoted
- Automatically processed by State Budget Office in coordination with Compensation and Retention

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\$2000
RETENTION
INCENTIVE

- Non-base building pay differential for Correctional Officers
- One time payment of \$2,000.00
- Issued to any employee hired into any rank of the Correctional Officer series upon completion of their first year of continuous service in the same position
- Payable on the anniversary of their start date. Leave of absence will affect the payment date
- Tracked and processed by Compensation and Retention. Facility will be notified

REALLOCATIONS

- Upon completion of the 1-year probationary period as a Correctional Officer 1, the position will be reallocated to Correctional Officer 2
- When the Correctional Officer 2 reaches the end of a year in this position, the position will be reallocated to a Correctional Officer 3
- Pay Grades do not apply, as they are under “Special Hiring Rates”
- Position Descriptions are required for reallocation. Provided to C&R 6 weeks prior to effective date of the reallocation. (A reminder will be sent, but you should track this for your CO’s)

<https://personnel.wv.gov/media/29811/download?inline>

Submit PD’s using the WV DAS HR Request Form.

https://docs.google.com/forms/d/e/1FAIpQLSefenl2l8g9XQocvJnGzA_aLyG7eMwIM9X9muSqMJDBgIJSpg/viewform

	Non critical vacancy faciliites	Critical Vacancy Facilities
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CO 6	27.3559	29.7598
CO 7	29.0574	31.4613

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 1st year as CO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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CORRECTIONS EMERGENCY RESPONSE TEAM – “CERT”

- Special Operations team members
- Paid a 10% differential on top of Base rate and ASP/SPB
- Ongoing team with employees rotating on and off the team
- Pay differential is paid for the duration of the assignment

CALCULATION REQUESTS

- Submit calculation requests using the **Calculation Request Form**

<https://docs.google.com/forms/d/e/1FAIpQLSdgjgAJATM0OgplVwewIfnuIqhZmbNs0z6gO55WhZtx2tCKbg/viewform?usp=dialog>

- **Complete all fields on the form**
- Current and new pay grade are found on expenditure (Non-Uniform)
Pay Grades do not affect those in the CO series due to the Special Hiring Rates
- **Field Note/Comments/Questions** - Special Instructions (Non-Standard increase/decrease etc. if applicable)



Uniformed - Calculation

Name:	Employee, Joe
Emp ID #	123456
Current Title :	CO3
New Title :	CO4
Current Work Location Number:	8903
"Promoted/Demoted to" Location Number:	8903
Critical Vacancy Facility	No
Years Eligible for ASP/SPB	1
Special Ops CERT (Yes or No)	Yes

Stevens Correctional Center

Current Pay Rate	24.4713
ASP/SPB	0.1202
Rate before ASP	24.3511
Cert Rate	\$2.2247
Current Base (Not including ASP/SPB & Cert)	\$22.1264
New Base Pay Rate for CO4	\$25.4328
ASP & SPB Earned if Applicable	0.1202
New Pay Rate with ASP/SPB - if applicable	\$25.5530
New Pay Rate with Cert - Special Ops	28.1083
Processed by	Lisa Lilly
Date of Calculation	7/24/2025

Pulled off from current pay rate

Pulled off from current pay rate

Base Pay Rate

Added back to pay rate

New Pay Rate with Cert & ASP/SPB added

Peer Reviewed by _____
Date _____

Final Signature _____
Date _____



Non-Uniformed - Calculation

Name:	Doe, Jane
Emp ID #	13579
Current Title :	Correctional Counselor 2
New Title :	Corrections Case Manager
Current Work Location Number:	6542
"Promoted/Demoted to" Location Number:	6542
Critical Vacancy Facility	No ▼
Special Ops CERT (Yes or No)	No ▼
Current Pay Grade	11
New Pay Grade	12

Southern Regional Jail

Current Pay Rate	\$18.8001
Cert Rate (if applicable)	\$0.0000
Current Base (Not including Cert)	\$18.8001
% of increase	7%
Dollar Amount of Increase - Standard Progression	\$1.3160
New Base Pay Rate	\$20.1161
Cert Amt	
New Pay Rate with Cert - Special Ops	
Processed by	David Jobe ▼
Date of Calculation	7/31/2025

Minimum Pay Rate	17.1645
Market Pay Rate	26.4028
Maximum Pay Rate	29.6288

\$41,841.4880 Estimated Salary

████████████████████ Estimated Salary

Peer Reviewed by _____
Date _____

Final Signature _____
Date _____

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EXPENDITURE REPORTS

- Distributed bi-monthly
- Full list of all employees
- Pay Information
- Vacancy Dates
- Used to verify accuracy of report and update staffing changes

Sample Expenditure

Home Dept	Home Unit	Home Unit Description	Work Location	Work Location Description	Pos ID	Emp ID	Emp Name	Appt ID	Vacancy Date	Title Cd	Titl Long Dd	Assgn Type	Grade	Civ Srv Stat	FLSA	EEO Categ	LDPR ?	LDPR	Emp Status	Pay Class	Amt Bas	Hourly Rate	Auth FTE
0608	8425	Joe Bob's Jail	1234	DIVISION OF JL	0608PJ2345	0000567812	DOE, JOHN			08913N	CORRECTIONAL OFFICER 3	P	011	DOPCL	N	D	No		A	HRL40	H	\$24.7117	1.00
0608	8425	Joe Bob's Jail	1234	DIVISION OF JL	0608PJ2346	0000567813	DOE, JANE			08913N	CORRECTIONAL OFFICER 3	P	011	DOPCL	N	D	No		A	HRL40	H	\$24.4712	1.00
0608	8425	Joe Bob's Jail	1234	DIVISION OF JL	0608PJ2347	0000567814	DOE, BILLY			08938E	CORRECTIONS SUPERINTENDENT 1	P	020	NCEX	E	A	No		A	SAL40	A		1.00
0608	8425	Joe Bob's Jail	1234	DIVISION OF JL	0608PJ2348	0000567815	DOE, SUSIE			08913N	CORRECTIONAL OFFICER 3	P	011	DOPCL	N	D	No		A	HRL40	H	\$24.7117	1.00
0608	8425	Joe Bob's Jail	1234	DIVISION OF JL	0608PJ2349	0000567816	SMITH, JIM			09422N	SUPERVISOR 3	P	013	DOPCL	N	B	No		A	HRL40	H	\$29.5042	1.00
0608	8425	Joe Bob's Jail	1234	DIVISION OF JL	0608PJ2350	0000567817	SMITH, JOAN			08912N	CORRECTIONAL OFFICER 2	P	010	DOPCL	N	D	No		A	HRL40	H	\$23.7501	1.00
0608	8425	Joe Bob's Jail	1234	DIVISION OF JL	0608PJ2351	0000567818	SMITH, BOBBY			08918N	CORRECTIONS CASE MANAGER	P	012	DOPCL	N	B	No		A	HRL40	H	\$24.7033	1.00
0608	8425	Joe Bob's Jail		#N/A	0608PJ2352				1/25/2025	08909N	CORRECTIONAL COUNSELOR 2	P	011	DOPCL	N	B	No			HRL40	H		1.00
0608	8425	Joe Bob's Jail	1234	DIVISION OF JL	0608PJ2353	0000567820	SMITH, BARBIE			07983N	HUMAN RESOURCES ASSOCIATE	P	010	DOPCL	N	B	No		A	HRL40	H	\$21.8975	1.00
0608	8425	Joe Bob's Jail	1234	DIVISION OF JL	0608PJ2354	0000567821	JONES, JACK			08912N	CORRECTIONAL OFFICER 2	P	010	DOPCL	N	D	No		A	HRL40	H	\$23.0290	1.00
0608	8425	Joe Bob's Jail	1234	DIVISION OF JL	0608PJ2355	0000567822	JONES, DIANE			08911N	CORRECTIONAL OFFICER 1	P	009	DOPCL	N	D	No		A	HRL40	H	\$21.8270	1.00
0608	8425	Joe Bob's Jail		#N/A	0608PJ2356				7/23/2025	08914N	CORRECTIONAL OFFICER 4	P	012	DOPCL	N	D	No			HRL40	H		1.00
0608	8425	Joe Bob's Jail	1234	DIVISION OF JL	0608PJ2357	0000567824	JOHNSON, FRANKIE			08913N	CORRECTIONAL OFFICER 3	P	011	DOPCL	N	D	No		A	HRL40	H	\$24.7117	1.00
0608	8425	Joe Bob's Jail	1234	DIVISION OF JL	0608PJ2358	0000567825	JOHNSON, ANNETTE			08913N	CORRECTIONAL OFFICER 3	P	011	DOPCL	N	D	No		A	HRL40	H	\$24.7117	1.00
0608	8425	Joe Bob's Jail	1234	DIVISION OF JL	0608PJ2359	0000567826	CLEAVER, WARD			08913N	CORRECTIONAL OFFICER 3	P	011	DOPCL	N	D	No		A	HRL40	H	\$24.7117	1.00
0608	8425	Joe Bob's Jail	1234	DIVISION OF JL	0608PJ2360	0000567827	CLEAVER, JUNE			08913N	CORRECTIONAL OFFICER 3	P	011	DOPCL	N	D	No		A	HRL40	H	\$24.7117	1.00
0608	8425	Joe Bob's Jail	1234	DIVISION OF JL	0608PJ2361	0000567828	CLEAVER, WALLY			08913N	CORRECTIONAL OFFICER 3	P	011	DOPCL	N	D	No		A	HRL40	H	\$24.7117	1.00
0608	8425	Joe Bob's Jail	1234	DIVISION OF JL	0608PJ2362	0000567829	CLEAVER, THEODORE			08914N	CORRECTIONAL OFFICER 4	P	012	DOPCL	N	D	No		A	HRL40	H	\$25.6732	1.00
0608	8425	Joe Bob's Jail	1234	DIVISION OF JL	0608PJ2363	0000567830	CARTWRIGHT, BEN			08913N	CORRECTIONAL OFFICER 3	P	011	DOPCL	N	D	No		A	HRL40	H	\$24.5915	1.00
0608	8425	Joe Bob's Jail	1234	DIVISION OF JL	0608PJ2364	0000567831	CARTWRIGHT, ADAM			08919N	CORRECTIONS UNIT MANAGER	P	014	DOPCL	N	A	No		A	HRL40	H	\$27.1057	1.00
0608	8425	Joe Bob's Jail	1234	DIVISION OF JL	0608PJ2365	0000567832	CARTWRIGHT, ERIC HOSS			08911N	CORRECTIONAL OFFICER 1	P	009	DOPCL	N	D	No		A	HRL40	H	\$20.6251	1.00
0608	8425	Joe Bob's Jail	1234	DIVISION OF JL	0608PJ2366	0000567833	CARTWRIGHT, JOE			08913N	CORRECTIONAL OFFICER 3	P	011	DOPCL	N	D	No		A	HRL40	H	\$24.7117	1.00
0608	8425	Joe Bob's Jail	1234	DIVISION OF JL	0608PJ2367	0000567834	SING, HOP			08913N	CORRECTIONAL OFFICER 3	P	011	DOPCL	N	D	No		A	HRL40	H	\$24.7117	1.00
0608	8425	Joe Bob's Jail		#N/A	0608PJ2368				5/17/2025	08911N	CORRECTIONAL OFFICER 1	P	009	DOPCL	N	D	No			HRL40	H		1.00
0608	8425	Joe Bob's Jail	1234	DIVISION OF JL	0608PJ2369	0000567836	TRIPPER, JACK			09721N	BUILDING MAINTENANCE MECHANIC	P	007	DOPCL	N	G	No		A	HRL40	H	\$20.8192	1.00
0608	8425	Joe Bob's Jail	1234	DIVISION OF JL	0608PJ2370	0000567837	WOOD, JANET			09721N	BUILDING MAINTENANCE MECHANIC	P	007	DOPCL	N	G	No		A	HRL40	H	\$15.3607	1.00
0608	8425	Joe Bob's Jail	1234	DIVISION OF JL	0608TJ4567	0000567838	SNOW, CHRISSY			08911N	CORRECTIONAL OFFICER 1	T	009	TEMP	N	D	No		M	HRL40	H	\$19.2307	1.00
0608	8425	Joe Bob's Jail		#N/A	0608TJ5678				10/5/2024	08911N	CORRECTIONAL OFFICER 1	T	009	TEMP	N	D	No			HRL40	H		1.00
0608	8425	Joe Bob's Jail		#N/A	0608TJ6789				7/13/2024	08911N	CORRECTIONAL OFFICER 1	T	009	TEMP	N	D	No			HRL40	H		1.00

DIVISION OF ADMINISTRATIVE SERVICES

EMPLOYEE TRACKING

- HR Tracker - Example
- <https://docs.google.com/spreadsheets/d/1uZj63BgoeGHRyxoJmbVMJmnVWqOshSWGWrRz9XmQ6c/edit?gid=0#gid=0> (Ctrl-Click to open link)
- Make a copy
 - File
 - Make a copy
 - Re-name by editing text in Title Box
- Personalize to meet your needs
- Share ideas with our team

OASIS

- Enter EPM in “Jump to” box
- Click “Search” to open search box
- Search by Employee ID or Name
- Under Employee you will see information regarding their assignment
- Under Employee Status Maintenance you will see all transactions entered
- Under Pay Parameters you will find their Current and past pay rates.
- You will need to select “Complete Timeline” to see all info

CONTACT INFORMATION

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QUIZ TIME!





Q & A

