

# COMPENSATION & RETENTION

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# AGENDA

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DCR Pay Plan (SPB- 3088)

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Raises

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Incentives

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Reallocations

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Calculation Requests

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Expenditures

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OASIS

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# 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
CO 1	20.6251
CO1 + 6 mo	21.8270
CO 2	23.0290
CO2 + 6 mo	23.7501
CO 3	24.4713
CO 4	25.4328
CO 5	26.3943
CO 6	27.3559
CO 7	29.0574

## \$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 1<sup>st</sup> 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 1<sup>st</sup> 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/SiteCollectionDocuments/PPI/positionDescriptionForm.pdf>

- Submit PD's using the WV DAS HR Request Form.

[https://docs.google.com/forms/d/e/1FAIpQLSfGMWx8M7Twsant-v423yt-9HFNxWCjo4fvUF\\_nNy1ue47CgQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfGMWx8M7Twsant-v423yt-9HFNxWCjo4fvUF_nNy1ue47CgQ/viewform)

	Non critical vacancy facilities
CO 1	20.6251
CO1 + 6 mo	21.8270
CO 2	23.0290
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CO 4	25.4328
CO 5	26.3943
CO 6	27.3559
CO 7	29.0574

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 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

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

  

<b>Current Pay Rate</b>	24.4713	
ASP/SPB	0.1202	Pulled off from current pay rate
Rate before ASP	24.3511	
Cert Rate	\$2.2247	Pulled off from current pay rate
<b>Current Base (Not including ASP/SPB &amp; Cert)</b>	\$22.1264	Base Pay Rate
<b>New Base Pay Rate for CO4</b>	\$25.4328	
ASP & SPB Earned if Applicable	0.1202	Added back to pay rate
<b>New Pay Rate with ASP/SPB - if applicable</b>	\$25.5530	
<b>New Pay Rate with Cert - Special Ops</b>	<b>28.1083</b>	<b>New Pay Rate with Cert &amp; ASP/SPB added</b>
<b>Processed by</b>	Lisa Lilly	
<b>Date of Calculation</b>	7/24/2025	

  

Peer Reviewed by _____	Final Signature _____
Date _____	Date _____





## Non-Uniformed - Calculation

Name:	Doe, Jane
Emp ID #	13579
Current Title :	CORRECTIONS PROGRAM SPECIALIST
New Title :	CORRECTIONS PROGRAM SPECIALIST SR
Current Work Location Number:	2249
"Promoted/Demoted to" Location Number:	2249
Critical Vacancy Facility	No
Special Ops CERT (Yes or No)	No
Current Pay Grade	12
New Pay Grade	13

Northern Regional Jail

Current Pay Rate	\$24.9234
Cert Rate (if applicable)	\$0.0000
Current Base (Not including Cert)	\$24.9234
% of increase	7%
Dollar Amount of Increase - Standard Progression	\$1.7446
New Base Pay Rate	\$26.6680
Cert Amt	
New Pay Rate with Cert - Special Ops	
Processed by	David Jobe
Date of Calculation	6/30/2025

Minimum Pay Rate	18.0462
Market Pay Rate	27.8399
Maximum Pay Rate	31.2596

\$55,469.4400

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	Title Long Dd	Assign Type	Grade	Civ Srv Stat	FLSA	EEO Categ	LDPR ?	LDPR	Emp Status	Pay Class	Amt Bas	Hourly Rate	Auth FTE
0608	8395	Stevens Correct	8903	Stevens Correct	0608P03025	0000189486	NOE, EMILY G			09202N	ACCOUNTING TECHNICIAN 3	P	009	DOPCL	N	F	No		A	HRL40	H	17.3082	---
0608	8395	Stevens Correct	8903	Stevens Correct	0608P03026	0000189503	MULLINS, KYRA D			08962N	CORRECTIONS FACILITY COORDINATOR 1	P	009	DOPCL	N	B	No		A	HRL40	H	17.2505	---
0608	8395	Stevens Correct	8903	Stevens Correct	0608P03027	0000189428	PERRY, ALONZO K			09724N	FACILITIES EQUIPMENT MAINTENANCE TECHNICIAN	P	009	DOPCL	N	G	No		A	HRL40	H	17.2505	---
0608	8395	Stevens Correct	8903	Stevens Correct	0608P03028	0000189514	GIBSON, DARREN R			09791N	INVESTIGATOR 1	P	014	DOPCL	N	B	No		A	HRL40	H	18.9717	---
0608	8395	Stevens Correct	8903	Stevens Correct	0608P03029	0000189505	CHRISTIAN, DARRYL K			09665N	CHAPLAIN	P	009	DOPCL	N	B	No		A	HRL40	H	16.5140	---
0608	8395	Stevens Correct	8903	Stevens Correct	0608P03030	0000189515	SALYERS, ADAM D			08908N	CORRECTIONAL COUNSELOR 1	P	010	DOPCL	N	B	No		A	HRL40	H	15.7991	---
0608	8395	Stevens Correct	8903	Stevens Correct	0608P03031	0000189518	STINSON, JUSTIN D			08908N	CORRECTIONAL COUNSELOR 1	P	010	DOPCL	N	B	No		A	HRL40	H	15.7991	---
0608	8395	Stevens Correct	8903	Stevens Correct	0608P03032	0000130200	WITCHER, MICHELLE A			08918N	CORRECTIONS CASE MANAGER	P	012	DOPCL	N	B	No		A	HRL40	H	17.6376	---
0608	8395	Stevens Correct	8903	Stevens Correct	0608P03033	0000189522	BONDS, LATASHA M			08962N	CORRECTIONS FACILITY COORDINATOR 1	P	009	DOPCL	N	B	No		A	HRL40	H	15.1601	---
0608	8395	Stevens Correctional Cen	#REF!		0608P03034				7/8/2025	09724N	FACILITIES EQUIPMENT MAINTENANCE TECHNICIAN	P	009	DOPCL	N	G	No			HRL40	H		---
0608	8395	Stevens Correct	8903	Stevens Correct	0608P03035	0000189523	STEPHENS, LASHAWN P			08962N	CORRECTIONS FACILITY COORDINATOR 1	P	009	DOPCL	N	B	No		A	HRL40	H	15.1601	---
0608	8395	Stevens Correct	8903	Stevens Correct	0608P03036	0000189525	BLANKENSHIP, LORA J			08962N	CORRECTIONS FACILITY COORDINATOR 1	P	009	DOPCL	N	B	No		A	HRL40	H	15.1601	---
0608	8395	Stevens Correct	8903	Stevens Correct	0608P03037	0000189500	CASSADY, KRISTOPHER B			08962N	CORRECTIONS FACILITY COORDINATOR 1	P	009	DOPCL	N	B	No		A	HRL40	H	15.1601	---
0608	8395	Stevens Correctional Cen	#REF!		0608P03038				7/8/2025	08962N	CORRECTIONS FACILITY COORDINATOR 1	P	009	DOPCL	N	B	No			HRL40	H		---
0608	8395	Stevens Correct	8903	Stevens Correct	0608P03039	0000189524	KEENE, HAVEN N			09720N	MAINTENANCE WORKER	P	005	DOPCL	N	H	No		A	HRL40	H	14.7692	---
0608	8395	Stevens Correct	8903	Stevens Correct	0608P03040	0000189504	CAUDILL, STEPHANIE N			09201N	ACCOUNTING TECHNICIAN 2	P	008	DOPCL	N	F	No		A	HRL40	H	16.3067	---
0608	8395	Stevens Correct	8903	Stevens Correct	0608P03041	0000189508	DAVIS, WHITNEY M			09007N	OFFICE ASSISTANT 3	P	007	DOPCL	N	F	No		A	HRL40	H	15.3637	---
0608	8395	Stevens Correctional Cen	#REF!		0608P03042				7/8/2025	08909N	CORRECTIONAL COUNSELOR 2	P	011	DOPCL	N	B	No			HRL40	H		---
0608	8395	Stevens Correct	8903	Stevens Correct	0608P03043	0000189520	GIBSON, KASSEE S			08962N	CORRECTIONS FACILITY COORDINATOR 1	P	009	DOPCL	N	B	No		A	HRL40	H	15.1602	---
0608	8395	Stevens Correctional Cen	#REF!		0608P03044				7/8/2025	09006N	OFFICE ASSISTANT 2	P	005	DOPCL	N	F	No			HRL40	H		---
0608	8395	Stevens Correct	8903	Stevens Correct	0608P03045	0000189544	DOMINICK, MOLLY N			09006N	OFFICE ASSISTANT 2	P	005	DOPCL	N	F	No		A	HRL40	H	13.4770	---
0608	8395	Stevens Correctional Cen	#REF!		0608P03046				7/8/2025	08908N	CORRECTIONAL COUNSELOR 1	P	010	DOPCL	N	B	No			HRL40	H		---
0608	8395	Stevens Correctional Cen	#REF!		0608P03047				7/8/2025	08908N	CORRECTIONAL COUNSELOR 1	P	010	DOPCL	N	B	No			HRL40	H		---

DIVISION OF ADMINISTRATIVE SERVICES

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## 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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Q & A