

COMPENSATION & RETENTION

AGENDA

DCR Pay Plan (SPB- 3088)

Raises

Incentives

Reallocations

Calculation Requests

Expenditures

OASIS

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 7/1/2026
- 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

- 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

Classification	Increase Hourly Amount
CO1	
at 6 Months	\$1.2020
CO2	\$1.2020
at 6 Months	\$0.7212
CO3	\$0.7212

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SPECIAL HIRING RATES FOR NEW HIRES / PROMOTION RATES

- Special Hiring Rates for New Hires into the Correctional Officer Series
- Promotion increase amounts per rank for CO's
- Facility HR team should track each employee's progression

Classification	Non-Critical Vacancy Special Hiring Rates	Critical Vacancy Special Hiring Rates
CO1	\$ 20.6251	\$ 23.0289
CO2	\$ 23.0290	\$ 25.4328
CO3	\$ 24.4713	\$ 26.8751
CO4	\$ 25.4328	\$ 27.8366
CO5	\$ 26.3943	\$ 28.7981
CO6	\$ 27.3559	\$ 29.7597
CO7	\$ 29.0574	\$ 31.4612

Promotions	Increase Per Paygrade	Hourly
CO3 - CO6	\$2,000.13	\$0.9616
CO7	\$3,540.16	\$1.7020
Critical Facilities	\$5,000.11	\$2.4039

\$250 BASE BUILDING INCENTIVE (ASP/SPB)

- Annual base building pay differential – Effective 7/1/24
- ASP – Annual Step Plan SPB – State Personnel Board
- \$250 (.1202 hr. increase) for all employees within DCR. (Exc CO1 & CO2)
- Effective 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
- 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

Affects the effective date			
	Leave of Absence	Military Leave	Workers Comp
6 Month Increase	☐	☐	☐
Reallocation			
CO1 to CO2	☒	☒	☐
CO2 to CO3	☒	☐	☐
\$250.00 base builder increase	☐	☐	☐
\$2,000.00 Retention Incentive 1st year as CO	☒	☒	☒

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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
- Transactions to Add/Remove CERT now handled by Comp/Retention
- Timely notification of adding or removing team member
- Provide supporting documentation

CALCULATION REQUESTS

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

Salary Calculation for Non-Special Ops CERT members

CO3 - CO7

Name:	Employee, Joe		Rate Amount KEYS		
Employee ID:	12345		Classification	Non-Critical Vacancy Special Hiring Rates	Critical Vacancy Special Hiring Rates
Current Title:	CO3		CO1	\$ 20.6251	\$ 23.0289
New Title:	CO4		CO2	\$ 23.0290	\$ 25.4328
Facility Work Location		Is Work Location Critical? Yes/No	CO3	\$ 24.4713	\$ 26.8751
Current Work Location:	Denmar Correctional - 8392	No	CO4	\$ 25.4328	\$ 27.8366
Promoted/Demoted to Work Location:	Denmar Correctional - 8392	No	CO5	\$ 26.3943	\$ 28.7981
			CO6	\$ 27.3559	\$ 29.7597
			CO7	\$ 29.0574	\$ 31.4612
		Hourly	Annual		
Is Employee going from a Non-Critical to Critical Facility? Yes or No	No	\$ -	Rate for Critical Facilities	Hourly Rate	Salary Rate
Is Employee going from a Critical to Non-Critical Facility? Yes or No	No	\$ -		\$ 2.4039	\$ 5,000.1120
		Hourly	Annual		
Current Rate of Pay:		\$ 24.5915	\$ 51,150.3200		
Change in Rate of pay due to Critical/Non-Critical work location change		\$ 24.5915	\$ 51,150.3200		
# of Paygrade Increases for CO3-CO6	1	\$ 0.9616	\$ 2,000.1280		
Amount of Increase if Employee is going into a CO7 position:		\$ -	\$ 0.0000		
New Salary:		\$ 25.5531	\$ 53,150.4480		
Processed by:		Date:	Review the EPM / Pay Parameter Screen in Oasis and deduct the amount the employee was given when they went into their current/previous positions.		
Peer Reviewed by:		Date:			
Final Signature:		Date:			

WV Division of Corrections and Rehabilitation
Calculation for Non-Uniform (Promotion/Demotion)

Name:	Employee, Joe		
Employee ID:	123456	PAY GRADE	
Current Title:	CORRECTIONS INDUSTRIES COORDINATOR 1	13	
New Title:	CORRECTIONS INDUSTRIES COORDINATOR 2	14	
Facility Work Location		Home Unit	Is Work Location Critical? Yes/No
Current Work Location:	Correctional Industries	8303	No
Promoted/Demoted to Work Location:	Correctional Industries	8303	No
CERT Member	No		Hourly Annual
Is Employee going from a Non-Critical to Critical Facility? Yes or No	No		\$ - \$ -
Is Employee going from a Critical to Non-Critical Facility? Yes or No	No		\$ - \$ -
			Hourly Annual
Current Rate of Pay:			\$ 27.0586 \$ 56,281.8880
# of Paygrade Increases	1	7.00%	\$ 1.8941 \$3,939.7280
New Salary:			\$ 28.9527 \$60,221.6160
Processed by:			Date:
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/1uZj63BgoeGHRyxoJmbVMJmnVWqOshSWGWr_Rz9XmQ6c/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

Lia Dyer

Manager

Main Line: 304.558.2350 ext. 20199

Direct Line: 304.414.3429

Email: Lia.L.Dyer@wv.gov

David Jobe

HR Generalist 2

Main Line: 304.558.2350 ext. 43432

Direct Line: 304.414.3432

Email: David.L.Job@wv.gov

QUIZ
TIME!



Q & A