

WEST VIRGINIA DIVISION OF HIGHWAYS
ADMINISTRATIVE OPERATING PROCEDURES
SECTION II, CHAPTER 4

SECTION TITLE: PAYROLL/PERSONNEL

CHAPTER TITLE: COOPERATIVE EMPLOYMENT AND TRAINING PROGRAMS

Republished: 11/1/2000

Effective: 5/3/89

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I. **COOPERATIVE EMPLOYMENT AND TRAINING PROGRAM IN HIGHWAY ENGINEERING**

Effective: 5/15/2004

A. **INTRODUCTION**

This program has two basic purposes:

1. To locate capable college students who want to become Civil Engineers or Civil Engineering Technicians and who will need to work during the summer months to help finance their collegiate education.
 - Students of other engineering disciplines may also be accepted into the Program, when justified by a Division Director or District Engineer and approved by the State Highway Engineer.
2. To encourage Civil Engineering and Associate Degree graduates who have developed a keen interest in highway work to accept employment with the West

Virginia Division of Highways.

B. RESPONSIBILITIES

Human Resources Division is responsible for recruiting and evaluating candidates for cooperative employment and training, and for overall coordination and evaluation of the program.

Heads of organizational units to which cooperative trainees are assigned for work are responsible for seeing that appropriate orientation, guidance, and supervision are provided on the job and that required reports of the trainees' progress are submitted.

C. PROCEDURES

Effective: 7/15/2006

1. PURPOSE: This program is sponsored by the Division of Highways in conjunction with West Virginia University, West Virginia University Institute of Technology, and other eligible and accredited colleges and universities. The program has two basic purposes: first is to locate capable college students who want to become civil engineers or civil engineering technicians and who will need to work during the summer months to help finance their college education. The second is to encourage civil engineering and associate degree graduates, who have developed a keen interest in highway work, to accept employment with the West Virginia Division of Highways.
2. RESPONSIBILITY: (A) Human Resources Division is responsible for recruiting and evaluating candidates for cooperative employment and training, and for overall coordination and evaluation of the program. (B) Heads of organizational units to which cooperative trainees are assigned for work are responsible for seeing that appropriate orientation, guidance and supervision are provided on the job and that required reports of the trainees' progress are submitted. (C) Division Directors and/or District Engineers are responsible for providing written justification for the consideration of students in engineering disciplines other than *Civil*. Such cases will be considered, on a case-by-case basis, based upon whether the student's discipline meets the needs of the Division of Highways or not, and subject to the approval of the State Highway Engineer.
3. SUMMARY OF THE PROGRAM: Applicants who meet the requirements and are selected may enter the program during the summer immediately following the completion of the first collegiate year in the requisite civil engineering or associate degree program. This work period continues until the beginning of the fall semester when the trainees return to their civil engineering or technology academic work. Following this, the periods of work and school may alternate until the academic work is completed and the degree of Bachelor or Science in Civil Engineering or a two-year Associate Degree is conferred upon the trainees and they are offered positions as engineers-in-training or applicable engineering technician positions. The trainees will spend their summers working for the DOH unless attendance at summer school becomes necessary or advisable. The work for the DOH will be varied from time to time to give the trainees a wide range of experience in the many phases of highway engineering.
4. TIME SCHEDULES TO COMPLETE PROGRAM: The program is set up primarily for summer work, with the trainee attending school full time during the

regular school year. However, based on financial necessity, DOH needs, performance and so forth, a trainee may co-op up to six calendar years, and co-op periods may be arranged for fall or spring. This process, though, is done rarely and special approval must be made in each case. No cooperative trainee may remain at work after August 31 of any year except as recommended by Human Resources Division and approved by the Commissioner or Assistant Commissioner.

It is the understanding of the DOH in admitting students to the Cooperative Program that the students will complete their schooling within four calendar years if at all possible.

Students who drop out of the Cooperative Program for reasons other than the necessity to attend summer school will not be readmitted except upon careful review of a new application.

5. ELIGIBILITY: To be considered for admission to this program, applicants must be: (A) children or wards of residents of West Virginia, or residents themselves. (B) enrolled in and satisfactorily completed their freshman year in the College of Civil Engineering at West Virginia University, West Virginia University Institute of Technology or other accredited colleges, universities or two-year technology schools which meet the requirements and desire to cooperate with the West Virginia Division of Highways in this program.
6. HOW TRAINEES ARE SELECTED: Selection of the participants in this program will be made by the Division of Highways on the basis of their engineering aptitude, character and the need of financial assistance to go to college. Selection must comply with the vacancies allocated per Item 12, below.

Engineering aptitude will be determined by the college or university in which the trainee is enrolled, subject to procedures agreed to by the DOH.

Information concerning character and scholastic ability may be obtained from such sources as determined by Human Resources Division. Selection will be made by the Division of Highways management in compliance with Highways' Equal Employment Opportunity policy and Affirmative Action Plans.

7. APPLICATIONS FOR ADMISSION TO PROGRAM: Applications to participate in this training program must be submitted to one of the following:
 - a. Director, Cooperative Training Program
Department of Civil Engineering
West Virginia University
Morgantown, West Virginia 26505
 - b. Director, Cooperative Training Program
Department of Civil Engineering
West Virginia University Institute of Technology
Montgomery, West Virginia 25136
 - c. Director, Civil Engineering Technology
Bluefield State College
Bluefield, West Virginia 24701
 - d. Applicants who are enrolled at other accredited colleges or universities should write to the Director of Human Resources, West Virginia Division of Highways, 1900 Kanawha Boulevard, E.,

Charleston, West Virginia 25305-0430 for additional information.

Applications must be submitted in accordance with the following schedule: for the summer co-op period, by March 15 of the current year; for the fall co-op period, by October 15 of the previous year. The Cooperative Program application forms are available from:

- The Department of Civil Engineering, West Virginia University, Morgantown, West Virginia 26505.
- The Department of Civil Engineering, West Virginia University Institute of Technology, Montgomery, West Virginia 25136.
- Technology Division, Bluefield State College, Bluefield, West Virginia 24701.
- Human Resources Division, West Virginia Division of Highways, Charleston, West Virginia 25305.

8. **OUTLINE OF THE PROGRAM:** An effort is made to correlate work assignments and classroom studies. There may be irregularities in some instances, but the objective will be as follows:

<u>Work Assignments with the Division of Highways</u>	<u>Classroom Studies</u>
Assignment may be made to a district engineering office (usually in the trainee's home district) as a draftsman, rodman or construction inspector.	Mathematics, physics, engineering mechanics, surveying, geology and humanities.
<p><u>Pre-Junior Year</u></p> <p>The trainee may work under a district office engineer on a survey party or as an inspector on construction, or at the state level as in the fourth year, below.</p>	Engineering materials, surveying, fluid mechanics, sanitary engineering, soil mechanics, structural analysis, structural design, economics and non-technical electives.
<p><u>Pre-Senior Year</u></p> <p>Work may be assigned at the state level in one or more of the major headquarters or divisions. Some of these assignments will be in the Charleston offices of</p>	Sanitary engineering, highway engineering, structural engineering, engineering economy, together

<p>the Division of Highways. In some instances, the trainee may be assigned to a district engineering office instead.</p>	<p>with electives in engineering, science and humanities.</p>
<p><u>Post-Graduate Work</u></p> <p>Work may be assigned at the state level in one or more of the major headquarters or divisions or at one of the district engineering offices.</p>	<p>Highway engineering, structural engineering, sanitary engineering, highway planning, together with electives in engineering, science and mathematics.</p>

Upon the successful completion of their educational programs, the trainees will receive Bachelor of Science degrees in Civil Engineering or Master of Science degrees in Civil Engineering and will be considered for positions as engineers-in-training with the Division of Highways. The placement interviews for regular employment will be conducted through the Placement Office of the college or university by a representative of the DOH Human Resources Division. Two-year Associate Degree graduates will be considered for applicable engineering technician positions.

9. CONTINUATION IN THE PROGRAM: After admission to the program, a cooperative student must continue to meet the same eligibility requirements and must:
 - a. Maintain enrollment in good standing and be recommended by the Department of Civil Engineering at the appropriate accredited college or university; and
 - b. Successfully perform work assignments for the DOH as evidenced by formal evaluations leading to recommendation for continuance by the district engineer or division director.

10. PAY BENEFITS AND EMPLOYMENT STATUS:
 - a. Within standards and rate schedules approved by the Commissioner, Human Resources Division will determine the assignment and pay rate for each cooperative employee. Schedules for pay will include consideration of number of semester hours completed in engineering school plus prior pertinent highway experience, either as co-op or otherwise.
 - b. All cooperative students are ineligible for annual leave and sick leave. In addition, they are ineligible to participate in the retirement plan, group insurance plan or military leave with pay benefits.

- c. Cooperative students may be worked in excess of forty hours per workweek subject to any agency imposed standards regarding the authorization of overtime hours. They are eligible for payment at one and one-half times the regular rate for such excess hours.

11. LIMITATIONS:

- a. The administration of this program is subject to budgetary limitations and all other controls under which the DOH operates. Nothing herein is intended either specifically or by implication to guarantee employment either for summer periods or upon completion of college education to any group or individual. The DOH retains the right to cancel, amend or restrict this program at any time and no rights will accrue to any individual as a result.
- b. Necessary budgeting for position vacancies to be used for placement of co-ops is the responsibility of the district or division for which the work is performed.

12. TIME SCHEDULES: The following actions will be taken by the persons or organizations as shown not later than the dates indicated for the summer co-op period:

November 1	Posters, applications and other suitable descriptive information will be furnished to appropriate colleges and universities in the state.
March 10	Divisions' and districts' need for co-ops established in discussions with Human Resources Division.
March 15	Proposed quotas, allocations, pay schedules and selection standards furnished to management by Human Resources Division.
March 15	Report on operation of program for previous year prepared by Human Resources Division and submitted, along with above recommendations to management. Report should include academic information from first semester.

March 15	Applications for admission or continuation in program for coming summer to be in hands of college or university officials.
April 1	College or university to provide Human Resources Division with pertinent information on applicants.
April 15	All pertinent management approvals obtained.
May 1	Notice of reporting dates and places completed to all those selected by Human Resources Division.
2 nd Monday in May	Earliest date co-ops may begin work.
August 31	Last day any co-op may work for summer unless otherwise specifically authorized.
September 30	Appraisal reports furnished by district administrators or division directors on each co-op to Human Resources Division.

II. COOPERATIVE EMPLOYMENT AND TRAINING PROGRAM IN LAW

Republished: 11/1/2000

Effective: 12/1/87

A. INTRODUCTION

The program has two basic purposes:

1. To locate capable law school students who want to become attorneys and who will need to work during the summer months to help finance their collegiate education.
2. To encourage law school graduates who have developed a keen interest in highway or government legal work to accept employment with the West Virginia

Division of Highways.

B. RESPONSIBILITIES

Human Resources Division is responsible for recruiting and evaluating candidates for cooperative employment and training, and for overall coordination and evaluation of the program.

Heads of organizational units to which cooperative students are assigned for work are responsible for seeing that appropriate orientation, guidance and supervision are provided on the job and that required reports of the students' progress are submitted to Human Resources Division.

C. PROCEDURES

Republished: 11/1/2000

Effective: 12/1/87

1. PURPOSE: This program is sponsored by the Division of Highways in conjunction with West Virginia University. The program has two basic purposes: first is to locate capable law school students who want to become attorneys and who will need to work during the summer months to help finance their law school education. The second is to encourage law school graduates, who have developed a keen interest in government legal work, to accept employment with the West Virginia Division of Highways.
2. RESPONSIBILITY: (A) Human Resources Division is responsible for recruiting and evaluating candidates for cooperative employment and training for overall coordination and evaluation of the program. This will include regular periodic discussions with and counseling of the students. (B) Heads of organizational units to which cooperative students are assigned for work are responsible for seeing that appropriate orientation, guidance and supervision are provided on the job and that required reports of the students' progress are submitted to Human Resources Division.
3. SUMMARY OF THE PROGRAM: Applicants who meet the requirements and are selected may enter the program during the summer immediately following the completion of the first collegiate year in a requisite law degree program. This work period continues until the beginning of the fall semester when the students return to their academic work. Following this, the period of work and school may alternate until the academic work is completed and the appropriate law degree is conferred upon the student. It is the understanding of the DOH in admitting students to the Cooperative Program that they will complete their schooling within three calendar years if at all possible. The students will spend their summers working for the DOH unless attendance at summer school becomes necessary or advisable. Work for the DOH may be varied to provide the student a wide range of experience in the many phases of highway and government law.
4. TIME SCHEDULES TO COMPLETE PROGRAM: The program is set up primarily for summer work with the student attending school full time during the regular school year. No cooperative student may remain at work after September 30 of any year except as recommended by Human Resources Division and approved by the Commissioner or Deputy Commissioner. Co-op periods may be arranged for the fall of spring, based on financial necessity, departmental needs,

performance, etc., however, this is done rarely and special approval must be made in each case. The program allows a student to co-op up to a total of five years.

5. ELIGIBILITY: To be considered for admission to this program, applicants must:
 - a. be children or wards or residents of West Virginia, or residents themselves.
 - b. have completed their first collegiate year at the College of Law at West Virginia University and satisfactorily completed the prerequisites for entry into the co-op program.
6. HOW STUDENTS ARE SELECTED: Selection of the participants in this program will be made by the Division of Highways on the basis of their law aptitude, character and the need of college financial assistance.

The law aptitude will be determined by the West Virginia University School of Law subject to procedures agreed to by the DOH.

Information concerning character and scholastic ability will be obtained from such sources as determined by the DOH Human Resources Division. Selection will be made by Division of Highways management in compliance with Highways' Equal Employment Opportunity Policy and Affirmative Action Plans.

7. APPLICATIONS FOR ADMISSION TO PROGRAM: Cooperative Program application forms are available from and should be submitted to:

The Meredith Career Services Center
West Virginia University College of Law
Post Office Box 6130
Morgantown, West Virginia 26505

Applications must be submitted in accordance with the following schedules: for the summer co-op period, by March 15 of the current year; for the fall co-op period, by July 15 of the current year; and for the spring co-op period, by October 15 of the previous year.

8. OUTLINE OF THE PROGRAM: An effort is made to correlate work assignments and classroom studies in most areas of Civil Law which will include:
 - a. Contract Law
 - b. Real Property Law
 - c. Tort Law
 - d. Administrative Law
 - e. Eminent Domain
 - f. Highway Law
 - g. Employment and Discharge
 - h. Trial Practice
 - i. Labor Law
9. CONTINUATION IN THE PROGRAM: After admission to the program, a cooperative student must continue to meet the same entry eligibility requirements and must:

- a. Maintain enrollment in good standing and be recommended by the West Virginia University College of Law; and
- b. Successfully perform work assignments for the DOH as evidenced by formal evaluations leading to recommendation for continuance in the program by the Legal Division Director.

10. PAY BENEFITS AND EMPLOYMENT STATUS:

- a. Within standards and rate schedules approved by the Commissioner, Human Resources Division will determine the assignment and pay rate for each cooperative employee. Schedules for pay will include consideration of number of semester hours completed in school plus prior pertinent highway experience, either as co-op or otherwise.
- b. All cooperative students will be eligible for annual leave and sick leave on the same basis as other employees. They will not be eligible to participate in the retirement plan, group insurance plan or military leave with pay benefits.
- c. Cooperative students should not be worked in excess of forty hours per work week, except in emergencies. They are eligible for payment at one and one-half the regular rate for any excess hours.

11. LIMITATIONS:

- a. The administration of this program is subject to budgetary limitations and all other controls under which the DOH operates. Nothing herein is intended either specifically or by implication to guarantee employment for either co-op or permanent employment upon completion of law school. The Division of Highways retains the right to cancel, amend or restrict this program at any time and no rights will accrue to any individual as a result.
- b. Necessary budgeting for position vacancies to be used for placement of co-ops is the responsibility of the district or division for which the work is performed.

12. TIME SCHEDULES: The following actions will submitted as shown no later than the dates indicated for the summer co-op.

November 1	Posters, applications and other suitable descriptive information will be furnished to the West Virginia University College of Law.
March 10	Division and district needs for co-op established in discussions with Human Resources Division.
March 15	Proposed quotas, allocations, pay

	schedules and selection standards furnished to management by Human Resources Division.
March 15	Report on operation of program for previous year prepared by Human Resources Division and submitted, along with above recommendations to management. Report should include academic information from first semester.
March 15	Applications for admission or continuation in the program for upcoming summer to be in hands of university officials.
April 1	University to provide Human Resources Division with pertinent information on applicants.
April 15	All pertinent management approvals obtained.
May 1	Notices of reporting dates and places sent by Human Resources Division to all those selected.
2 nd Monday in May	Earliest date co-op may begin work.
September 30	Last day any co-op may work for summer unless otherwise specifically authorized.
September 30	Appraisal reports furnished by the Legal Division Director on each co-op to Human Resources Division.

III. COOPERATIVE EMPLOYMENT AND TRAINING PROGRAM IN BUSINESS ADMINISTRATION AND COMPUTER SCIENCE (WHITE HOUSE INITIATIVE ON HISTORICALLY BLACK COLLEGES AND UNIVERSITIES)

Republished: 11/1/2000

Effective: 4/28/89

A. INTRODUCTION

The program's basic purposes are:

To locate capable students with an interest in government and who will need to work during the summer months to help finance their education.

To encourage Business Administration and Computer Science graduates, who have a keen interest in government work to accept employment with the West Virginia Division of Highways.

To encourage minority students from historically black colleges and universities to accept summer employment with the agency and to consider the agency's full time opportunities upon completion of their degree.

B. RESPONSIBILITIES

Republished: 11/1/2000

Effective:
4/28/89

Human Resources Division is responsible for recruiting and evaluating candidates for cooperative employment and training, and for overall coordination and evaluation of the program.

Heads of organizational units to which cooperative students are assigned for work are responsible for appropriate orientation, guidance, job supervision and reporting the students' progress to Human Resources Division.

C. PROCEDURES

1. **PURPOSE:** This program is sponsored by the Division of Highways in conjunction with eligible and accredited historically black colleges and universities (HBCU's). The program's basic purposes are: first, is to locate capable students with an interest in government and who need to work during the summer months to help finance their education; second, to encourage Business Administration and Computer Science graduates, who have developed a keen interest in government work, to accept employment with the West Virginia Division of Highways; third, to encourage minority students from historically black colleges and universities to accept summer employment with the DOH and to consider the agency's full time opportunities upon completion of their degree.
2. **RESPONSIBILITY:** Human Resources Division is responsible for recruiting and evaluating candidates for cooperative employment and training for overall

coordination and evaluation of the program. This will include regular periodic discussions with and counseling of the students. Heads of organizational units to which cooperative students are assigned for work are responsible for appropriate orientation, guidance, job supervision and reporting the students' progress to Human Resources Division.

3. SUMMARY OF THE PROGRAM: Applicants who meet the requirements and are selected may enter the program during the summer immediately following the completion of the first collegiate year in a requisite degree program. This work period continues until the beginning of the fall semester when the students return to their academic work. Following this, the period of work and school may alternate until the academic work is completed and the appropriate degree is conferred upon the student. It is the understanding of the DOH in admitting students to the Cooperative Program that they will complete their schooling within three calendar years if at all possible. The students will spend their summers working for the DOH unless attendance at summer school becomes necessary or advisable. Work for the DOH may be varied to provide the student a wide range of experience in the many phases of highway and government work.
4. TIME SCHEDULES TO COMPLETE PROGRAM: The program is set up primarily for summer work with the student attending school full time during the regular school year. No cooperative student may remain at work after September 30 of any year except as recommended by Human Resources Division and approved by the Commissioner or Deputy Commissioner. Co-op periods may be arranged for the fall of spring, based on financial necessity, departmental needs, performance, etc., however, this is done rarely and special approval must be made in each case. The program allows a student to co-op up to a total of five years.
5. ELIGIBILITY: To be considered for admission to this program, applicants must:
 - a. a. be children or wards or residents of West Virginia, or residents themselves.
 - b. b. have completed their first collegiate year at an eligible college or university and satisfactorily completed the prerequisites for entry into the co-op program.
6. HOW STUDENTS ARE SELECTED: Selection of the participants in this program will be made by the Division of Highways on the basis of their aptitude, character and the need of college financial assistance. The students' aptitude will be determined by their college or university, subject to procedures agreed to by the DOH. Information concerning character and scholastic ability will be obtained from such sources as determined by the DOH Human Resources Division. Selection will be made by Division of Highways management in compliance with Highways' Equal Employment Opportunity Policy and Affirmative Action Plans.
7. APPLICATIONS FOR ADMISSION TO PROGRAM: Cooperative Program application forms are available from and should be submitted to the appropriate Placement or Career Services Office. Applications must be submitted in accordance with the following schedules: for the summer co-op period, by March 15 of the current year; for the fall co-op period, by July 15 of the current year; and for the spring co-op period, by October 15 of the previous year.
8. OUTLINE OF THE PROGRAM: An effort will be made to correlate work assignments and classroom studies.
9. CONTINUATION IN THE PROGRAM: After admission to the program, a

cooperative student must continue to meet the same entry eligibility requirements and must:

- a. a. Maintain enrollment in good standing and be recommended by the co-op's college or university; and
- b. b. Successfully perform work assignments for the DOH as evidenced by formal evaluations leading to recommendation for continuance in the program by the Division Director.

10. PAY BENEFITS AND EMPLOYMENT STATUS:

- a. a. Within standards and rate schedules approved by the Commissioner, Human Resources Division will determine the assignment and pay rate for each cooperative employee. Schedules for pay will include consideration of number of semester hours completed in school plus prior pertinent highway experience, either as co-op or otherwise.
- b. b. Cooperative students will be eligible for annual leave and sick. They will not be eligible to participate in the retirement plan, group insurance plan or military leave with pay benefits.
- c. c. Cooperative students should not be worked in excess of forty hours per work week, except in emergencies. They are eligible for payment at one and one-half the regular rate for any excess hours.

11. LIMITATIONS:

- a. The administration of this program is subject to budgetary limitations and all other controls under which the DOH operates. Nothing herein is intended either specifically or by implication to guarantee employment for either co-op or permanent employment upon completion of law school. The Division of Highways retains the right to cancel, amend or restrict this program at any time and no rights will accrue to any individual as a result.
- b. Necessary budgeting for position vacancies to be used for placement of co-ops is the responsibility of the district or division for which the work is performed.

12. TIME SCHEDULES: The following actions will submitted as shown no later than the dates indicated for the summer co-op.

November 1	Posters, applications and other suitable descriptive information will be furnished to the colleges.
March 10	Division and district needs for co-op established in discussions with Human Resources Division.

March 15	Proposed quotas, allocations, pay schedules and selection standards furnished to management by Human Resources Division.
March 15	Report on operation of program for previous year prepared by Human Resources Division and submitted, along with above recommendations to management. Report should include academic information from first semester.
March 15	Applications for admission or continuation in the program for upcoming summer to be in hands of university or college officials.
April 1	College to provide Human Resources Division with pertinent information on applicants.
April 15	All pertinent management approvals obtained.
May 1	Notices of reporting dates and places sent by Human Resources Division to all those selected.
2 nd Monday in May	Earliest date co-op may begin work.
September 30	Last day any co-op may work for summer unless otherwise specifically authorized. Appraisal reports furnished by the Legal Division Director on each co-op to Human Resources Division.
