



West Virginia Division of Highways Policy: **Temporary Upgrade for Hourly Employees**

Issued by the Commissioner of Highways

Policy No: DOH 3.12

Issue Date: 10/01/2002

Revised: 8/16/2018

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1.0 PURPOSE

The purpose of this policy is to provide for the payment of increased wages to employees in the transportation worker series who are temporarily assigned to perform the job duties of a higher-level classification than they currently hold.

This chapter displays the Division of Highways Temporary Upgrade Policy. The Policy addresses temporary upgrades for DOH hourly employees only. It is not to be confused with any statewide upgrade programs promulgated by the state Division of Personnel.

Districts and Divisions shall monitor the status of employee upgrades in relations to policy limits and make appropriate upgrade assignments by using the RDS system Temporary Upgrade Report (available through mainframe).

Where the Policy references "Appendix A," please see the Temporary Upgrade Table at the end of Volume 3, Chapter 3 of the DOT Administrative Procedures.

2.0 SCOPE

This policy applies to hourly employees for the West Virginia Division of Highways who are temporarily assigned to perform essential job duties of a higher-level classification than they currently hold.

3.0 POLICY

3.1 Conditions of Temporary Assignment

Employees may be assigned by the District Engineer/Manager or Division Director to perform duties normally contained in certain classifications when it is not feasible or practical to make a permanent assignment to the position. Such occurrences may be the result of vacation schedules, the absence of employees due to illness, the temporary need for additional work crews or other unforeseen circumstances. Changes in assignments may be made only according to those classifications listed in Appendix A. Employees temporarily upgraded must meet the minimum requirements for the higher classification.

3.2 Assignment to Higher Classification

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An employee who is temporarily required to perform, and in fact does fully perform the essential job functions of a higher-level classification, as provided in Appendix A, will be paid the Tier 1 rate for the higher classification. The higher rate will not apply to assignments of less than one hour. Assignments to a higher classification may not exceed 1,000 hours in a calendar year. The Commissioner of Highways or his designee may grant extensions to the 1,000 hours where legitimate justification is presented.

3.3 **Monitoring of Temporary Upgrades**

Each district or division, as appropriate, will monitor the status of employees in temporary upgrade to ensure compliance with this policy.

4.0 **ENFORCEMENT & AUTHORITY**

District Engineers/Managers and Division Directors have the authority to make assignments of employees to appropriate wage rates without processing the usual pay change documents insofar as the assignments meet the definition in Item 3.1 and other provisions of this policy.

5.0 **CHANGE LOG**

August 10, 2018

- Changed format per Policy and Procedure work group.
- Changed 720 hours to 1,000 hours in a calendar year.
- Changed minimum rate of pay to Tier 1 rate for higher classification.