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.

The Policy addresses temporary upgrades for the West Virginia Division of Highways (WVDOH) Transportation Workers only in accordance with the WVDOH Classification and Compensation Career Plan.

Districts and Divisions shall monitor the status of employee upgrades in relation to policy limits and make appropriate upgrade assignments by using the RDS system Temporary Upgrade Report and by utilizing reports within the wvOASIS Business Intelligence system.

2.0 SCOPE

This policy applies to employees in the transportation worker series 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 Manager or Division Director (DM/DD) 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 circumstances. Changes in assignments may be made only to those classifications listed in section 5.0 of this policy. Employees temporarily upgraded must meet the minimum requirements for the higher classification.

3.2 Assignment to Higher Classification

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 section 5.0, will be paid the Tier 1 rate for the higher classification. The higher rate will be paid for a minimum of one (1) hour. Assignments to a higher classification may not exceed 1,000 hours in a calendar year. The Commissioner of Highways, or 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 the temporary upgrade to ensure compliance with this policy.
4.0 ENFORCEMENT & AUTHORITY

DM/DDs must obtain the Commissioner’s approval for any temporary upgrade exceeding 1,000 hours in a calendar year. DM/DDs 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 DOH TRANSPORTATION WORKER TEMPORARY UPGRADE CHART

References for this chart are TEMP=TEMPORARY and PG=PAY GRADE

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**Policy: Temporary Upgrade for Transportation Workers**

**WEST VIRGINIA DIVISION OF HIGHWAYS**

**Policy No: DOH 3.12**  
**Issue Date: 10/01/2002**  
**Revised: 11/04/2022**  
**Page 3 of 5**

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*The TW4CRCH is only to be used in Bridge and Heavy Maintenance organizations.*

**The TW3CRCH is for all other organizations with Crew Chief positions.**

**6.0 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.

March 16, 2021 –

- Changed the name of the policy from Temporary Upgrade for Hourly Employees to Temporary Upgrade for Transportation Workers.
- Removed reference to DOP policy.
- Added reference to WVDOD CCCP.
- Added Section 5.0, DOH Transportation Worker Temporary Upgrade Chart.
April 21, 2021 –

- Added wording to page 3 of Section 5.0, DOH Transportation Temporary Upgrade Chart, regarding the upgrade to TW3CRCH positions.

May 31, 2022 –

- Updated formatting of policy.
- Updated name of CCCP Plan in Section 1.0.
- Updated the requirements for TW3CRCH on page 3.

July 6, 2022 –

- Updated the requirements again for TW3CRCH on page 3.

November 4, 2022 –

- Updated 5.0 temporary upgrade chart.
Policy: **Temporary Upgrade for Transportation Workers**
WEST VIRGINIA DIVISION OF HIGHWAYS

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Effective Date of Policy: 11/04/2022

Approved by:

[Signature]

Jimmy D. Wriston, P.E.
Secretary of
Transportation
Commissioner of
Highways

[Signature]

11/4/22

Date

*The Secretary of the West Virginia Department of Transportation or the Commissioner of Highways may, pursuant to the authority vested with the Secretary and Commissioner in W. Va. Code §5F-2-2, §17-2A-1 et seq., and §17-2-1 et seq., waive the requirements of this policy if the circumstances, in the Secretary or Commissioner’s sole discretion, warrant such action.*