



West Virginia Department of Transportation Policy: **Policies and Procedures**

Issued by the Secretary of Transportation

Policy No: DOT 1.2

Issue Date: 01/01/2019

Revised: 05/11/2020

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1.0 PURPOSE

The purpose of this policy and procedure is to detail the requirements and procedures for creating, revising or rescinding a policy.

2.0 SCOPE

This policy applies to all West Virginia Department of Transportation (WVDOT) employees involved with creating, revising or rescinding a policy.

3.0 DEFINITIONS

- 3.1 **Create**: To produce or bring about a course of action.
- 3.2 **Lead organization**: The organization responsible for administering and developing the policy/procedure assigned to their division and/or district.
- 3.3 **Rescind**: To make void.
- 3.4 **Revise**: To review in order to update, correct or improve.

4.0 RESPONSIBILITIES

- 4.1 The responsibility for the development of policies/procedures is the primary responsibility of the "Lead Organization". Then it is to be reviewed and approved by the DOH Legal Division. For example, Finance Division is responsible for administering the Accounting System and functions as the "lead organization" for the development of DOT Volume 2, Accounting.
- 4.2 The Information Technology Division is responsible for formatting, issuing and posting DOT Administrative Policies and Procedures.
- 4.2 Information Technology Division issues each policy/procedure revision with a cover letter from the Legal Division summarizing the revision.
- 4.3 It is the responsibility of all DOT organizations, offices and workplaces to maintain an adequate number of sets of DOT Administrative Policies/Procedures to ensure employee compliance.
 - a. Each set will be kept current and placed in a location readily accessible to all employees.

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- b. Each organization will designate an employee to receive and to distribute all copies of revisions to procedures to subordinate organizations/offices.
- c. The designee is also responsible for notifying Information Technology Division of any changes in policies/procedures distribution.
- d. Any DOT organization may solicit creations of new policies/procedures or revisions to existing policies/procedures by submitting WV DOT Policy and Procedure Request Form, Form PR-1, to Legal Division and Information Technology Division.
- e. Any DOT organization may rescind a policy/procedure by using this same form, Form PR-1, with reasoning and process undertaken to rescind.
- f. All policies/procedures will be reviewed by appropriate C and H level management and/or Legal Division before publishing.

5.0 ORGANIZATION FOR DOT POLICIES/PROCEDURES

VOLUME 1: GENERAL

CHAPTERS 1-12

Included within this volume are general procedures or instructions that cannot be specifically categorized.

VOLUME 2: ACCOUNTING

CHAPTERS 5-10

This volume consists of various listings related to the DOT accounting system. Included are the accounting structure, account numbers, authorizations, activity codes, object codes, organization numbers, etc.

VOLUME 3: PAYROLL/PERSONNEL

CHAPTERS 1-11, 13-19 AND 23

This volume addresses the payroll system and the personnel system. The daily labor reporting requirements, identification and correction of errors, payroll distribution, etc., are addressed. Also, addressed are personnel matters such as, new hires, attendance and leave, rating employee performance, disciplinary action, merit increases, workers' compensation, etc.

VOLUME 4: EQUIPMENT

CHAPTERS 3-7

This volume addresses the operation of the Equipment Management System for DOT owned transportation and heavy equipment. The information includes the daily collection and entry of data to the Equipment Reporting System, preventive maintenance, operator's

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responsibilities, mechanics' responsibilities, etc.

VOLUME 5: INVENTORY

**CHAPTERS 1 AND
3-7**

This volume contains procedures and instructions for recording usages, transfers disposal of surplus items, accounting for lost and stolen items and other inventory operations.

VOLUME 6: PURCHASING

**CHAPTERS 1 AND
3-10**

This volume addresses all types of purchasing and the requirements of the Purchase System. The purchase processes, dollar limits, prior approvals, bidding requirements, invoice processing, etc., are addressed in this volume.

DOT FORMS MANUAL

This manual addresses the forms referenced in the DOT Administrative Procedures. Arrangement of the Forms is in alphabetic/numeric order.

6.0 DIVISION OF HIGHWAYS (DOH) POLICIES / PROCEDURES

Because the West Virginia Division of Highways is the largest agency within the WVDOT, with approximately 60% of their employees working in the Transportation Worker series, this division follows WVDOT policies/procedures as well as policies/procedures that apply to WVDOH employees only.

Organization for DOH Policies/Procedures is listed below.

SECTION 1: GENERAL

CHAPTERS 2-11

Included within this section are general procedures or instructions that cannot be specifically categorized.

SECTION 2: ACCOUNTING

CHAPTERS 1-15

This section consists of various listings related to the DOH accounting system. included are account structuring and reference charts, authorizations for sales to outside agencies to employees, reimbursable authorizations, accounts receivable, reimbursable claims, etc.

SECTION 3: PAYROLL/PERSONNEL

**CHAPTERS 4-6, 8,
10-16 AND 21**

This section addresses the payroll system and the personnel system for the WVDOH. The disciplinary action, worker's compensation, return to work/accommodation, overtime

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classification and pay, excess hours, etc. are addressed. Also addressed are the pay plan policy, posting and filling job vacancies, cooperative employment and training, temporary upgrade for hourly employees in the transportation worker series, etc.

SECTION 4: EQUIPMENT

CHAPTERS 2-7 AND 9-11

This section addresses assignment and use of transportation vehicles, the Equipment Operator Accountability Policy, reclassification of equipment, repair responsibilities, equipment parts inventory, equipment parts numbering system and equipment training.

SECTION 5: HIGHWAY OPERATIONS

CHAPTERS 2-16

This section addresses the tools for successfully managing the highway maintenance program. Information includes roadway feature inventory, allocation subsystems, maintenance performance standards, maintenance plan, maintenance schedules, core maintenance plans, etc.

DOH FORMS MANUAL

This manual addresses the forms referenced in the DOH Administrative Operating Procedures. Arrangement of the Forms is in alphabetic/numeric order.

7.0 ENFORCEMENT & AUTHORITY

- 7.1 All DOT personnel will perform their assigned functions according to applicable Administrative Policies and Procedures.
- 7.2 Management personnel will ensure that subordinates are trained and knowledgeable of the policies/procedures and are completing assigned tasks according to all requirements.
- 7.3 "Lead organizations," through their information review/approval and document processing function will advise employees of correct policies/procedures and document processing.
- 7.4 Transportation Auditing will periodically review each organization's compliance with policies/procedures and will cite violation.
- 7.5 If the strict application of a procedure is considered incorrect for the given circumstances, lower level management must consult with upper level management for guidance.
- 7.6 Consultation with the "lead organization" concerning the policy/procedure/process is required.

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- 7.7 For significant deviations from the procedures, organization managers must solicit approval from appropriate DOT level management, for Highways, appropriate DOH level management.

8.0 RELEVANT MATERIALS/DOCUMENTS

- 8.1 [PR-1](#) DOT/DOH Policy/Procedure Request Form
- 8.2 [Link to DOT policies/procedures](#)
- 8.3 [Link to DOH policies/procedures](#)

9.0 CHANGE LOG

May 11, 2020 –

- Re-formatted policy to keep consistent with newly published policies and procedures.
- Added Legal Division under Sections 4.1, 4.2 and 4.3.d. of this policy.
- Changed number on Policy/Procedure Request Form to PR-1.

August 4, 2020 –

- Changed Information Services Division to Information Technology Division.