



West Virginia Department of Transportation Policy: **Orientation of New Employees**

Issued by the Secretary of Transportation

Policy No: DOT 3.13

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1.0 INTRODUCTION

West Virginia Department of Transportation (WVDOT) Human Resource Division and Agency, Division, or District Organization contacts and the new employees' supervisors will conduct an orientation session with each new temporary or permanent employee. This session is intended to be a friendly environment where new employees may ask questions and learn about policies and standard procedures as well as to complete necessary paperwork.

Supervisors will have a separate session with the employee in their charge and should strive to make sure that employees, by means of this session, are motivated to put forth their best efforts, informed as to what they can expect for their efforts and what is expected of them, and eager to begin their new careers.

Agency Organization Contacts or Human Resource Division Contacts will conduct an orientation session on the first day of hire for most new hires. There are some employees that may be delayed due to hire date.

2.0 SCOPE

This policy explains the importance of conducting an orientation session with all new temporary and permanent Department of Transportation (WVDOT) employees, excluding the Parkways Authority and topics to be addressed.

3.0 DEFINITIONS

- 3.1 **Agency:** Any authority, bureau, commission, or Division or similar cabinet subpart of the Department of Transportation.
- 3.2 **Agency, Division, or District Organization Contact (OC):** The person at the employee's organization seeing that payroll and personnel related paperwork is completed. If in a district or agency organization, he or she will also be conducting in person orientation.
- 3.3 **Human Resource Division Contact (HR):** The person or persons in the Human Resources Division conducting the in-person orientation session for centrally located organizations.
- 3.4 **Organization:** A hiring unit within the Department of Transportation.
- 3.5 **Supervisor:** An employee's immediate supervisor

4.0 THE ORIENTATION INTERVIEW

- 4.1 The orientation will start with the HR or OC personnel session, there will be a brief introduction to the WVDOT and the hiring agency. The following topics will be

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discussed, and paperwork completed for each topic, if needed: Payroll, Policies, Training, Benefits, and EEO. There may be other topics that pertain to the Division, District, or Agency organizational unit.

- 4.2 A check sheet comprising items pertinent to beginning employment with the WV DOT is to be used in each orientation interview. This is the Orientation Checklist Form DOT-534. This form has a section to be completed by the OC and a section to be completed by the supervisor. OC and supervisor will sign their section and the employee will sign each section once completed.
- 4.3 When orientation session is completed, the employee will return all completed and signed documents to their organization's personnel contact. The OC will review before submitting to the various sections for processing, this includes Payroll, Benefits, and HR. The Orientation Checklist will be given to the employee's supervisor to be completed. Before conducting each orientation session, supervisors should read all of the topics and make note of any items that should be emphasized or excluded. Also, it is prudent for a supervisor to review the WV DOT/WVDOH policies and WV DOT Employment Procedures references on any subjects which might need further elaboration and to gather other reference materials on subjects particularly applicable to the new employee's job to provide to the new employee.
- 4.4 The supervisor will meet with the new employee and review various topics listed on the Orientation Checklist as well duties and expectations. Once completed, the supervisor and employee will sign and then it will be given to the OC contact to send to the HR Division.

5.0 ORIENTATION CHECK SHEET

The following sections are separated by Personnel and Supervisor sections as well as various topic categories. These sections are to be used as a resource when conducting orientation.

Personnel Section:

5.1 Schedule/Pay/Leave Policies

A. Pay Policies:

Explain number of pay periods, number of hours, days, and how to check pay stub in WV OASIS MyApps. Give them the instructions for creating an account in MyApps and the Pay Period Calendar. Explain the various deductions that are taken through the payroll system such as insurance, retirement, parking etc. if applicable.

All WV DOT employees are paid on a one pay period delayed basis, biweekly on Friday.

B. Paid Leave (Annual, Sick, Immediate Family Sick, Military, Witness/Jury Service): Supervisor and Personnel Checklist

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New permanent employees with no prior state service accrue four hours and thirty-seven minutes of annual and five hours and thirty-three minutes of sick leave per pay period with 80 hours of work and/or approved paid leave time. Annual leave must be requested in advance and is subject to management's approval; it is considered vacation time or personal time off. Sick leave should be requested as soon as the need for it is known; it may be used for sickness or medical appointments of employee or for the employee's immediate family, up to 80 hours per calendar year. An employee must have applicable, accrued sick leave time for it to be charged as Immediate Family Leave.

Discuss the organization's call-in policy and remind the employee that information on other kinds of paid and unpaid leave is available in the [Attendance, Leave, and Overtime](#) policy or by contacting their organization's HR.

C. Holidays:

Permanent WVDOT employees receive the following holidays off with pay: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, West Virginia Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and the following Friday, Christmas Day, any day on which an election (primary or general) is held throughout the State, and any other day that the President, Governor, Legislature, or other duly constituted authority proclaims to be a legal holiday.

Employees must at a minimum, work or be on approved paid leave for their full scheduled workday immediately preceding and following the holiday.

Discuss any other stipulations concerning holidays that may apply because of the organization's circumstances, with the employee.

D. Incremental Pay:

Each July, all permanent and provisional employees (except appointees) who have at least three complete years of tenure receive a check for \$60.00 (gross) for each year of service. Deductions are taken from the incremental paycheck, as required.

E. Military Leave of Absence:

Employees entering the U.S. Armed Services in times of war, national emergency, or, under compulsory provisions of U.S. law in times of peace, may be granted a military leave of absence without pay or paid Military Leave depending on military orders. Please tell the employee to contact their HR should they have questions or need to request leave.

F. Personal and Medical Leave of Absence:

Personal leaves of absence without pay may, at management's discretion, be granted for a specific time, usually no more than one year.

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Medical leaves of absence without pay must be granted to permanent, non-probationary employees who meet the requirements listed in the Employment Procedures (limited to a maximum of six months). At management's discretion, medical leaves of absence without pay may be granted to probationary employees.

G. Parental/Family Medical Leave of Absence (FMLA):

Parental Leave:

Employees who have worked at least 12 consecutive weeks may take an unpaid parental/family medical leave of absence for the following reasons: at the birth of a child of the employee; at the placement of child by adoption; to care for an employee's child, spouse, parent, or dependent who has a health condition.

Family Medical Leave:

Employees who have been employed at least 12 months and worked at least 1,250 hours may take an unpaid family medical leave of absence for the following reasons: at the birth of a child of the employee; at the placement of child by adoption; to care for an employee's child, spouse, parent, or dependent who has a health condition or at employee's own illness. This leave is generally limited to 12 weeks in a 12-month period and will be concurrent with any Worker Compensation leave.

Employee is required to exhaust all accrued annual and sick leave before unpaid leave can be used.

Please understand that this a broad overview of these types of leaves. Should you need to request these types of leaves or have any questions, please contact your organization's HR.

H. Leave Donation Program:

Leave Donation is a program under which permanent state employees who have used their available sick and annual leave, because of personal illness or illness of immediate family members, may receive donations of annual leave from other state employees to avoid losing income. The employee must be off the payroll for 10 days before becoming eligible for donated leave.

I. Unauthorized Leave:

Employees who are absent from work without being on approved paid leave or an officially approved leave of absence, are in unauthorized leave status. This will result in the employee's pay being reduced and loss of tenure. Repeated or flagrant violations of attendance and leave policies may invoke further disciplinary action.

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5.2 Other

A. Americans with Disabilities Act (ADA):

This law prohibits discrimination against individuals who have disabilities. The forms of discrimination covered include those evidenced in job application, hiring, advancement (promotion, training, etc.), discharge, disciplinary action, or compensation. Covered individuals include anyone who: has a physical or mental impairment that limits one or more major life activities; has a record of an impairment; or is regarded as having such an impairment. Examples of major life activities are caring for oneself, walking, seeing, hearing, speaking, and working.

An individual considered qualified for a position under ADA is one who can safely perform the essential functions of the job, with or without reasonable accommodations.

Employers may not dismiss employees who develop disabilities as long as they remain qualified and able to perform the essential functions of the job with or without reasonable accommodations.

Employees who require additional information or clarification on the ADA should contact the HR Division and review information on the Intranet.

B. Citizens Assistance:

As West Virginia public servants, WVDOT employees are obligated to be courteous to and to deal in a professional manner with all private citizens. Any violation of this principle will result in disciplinary action. If the agency or organization has specific guidelines on the subject, explain these to the employee.

C. Computer Usage: Information Technology:

The organization's computers are for business use only. Please refer to the [Proper Use of Information Technology](#) policy. New employees are required to read this policy, sign, and date the Proper Use of Information Technology Policy Acknowledgement Statement. This statement will be maintained as part of the employee's permanent record and placed in the organization's personnel files. The use of software not authorized by the WVDOT is strictly prohibited. Any violation of the policies in this chapter may result in disciplinary action, up to and including dismissal.

(If the organization has a more stringent computer usage policy, explain that to the employee).

D. Social Media Use Policy:

WVDOT Social Media Use policy applies to all WVDOT employees, contractors or vendors who utilize, review, monitor, or update Social Media sites as a function of their job. Additionally, this policy applies to employees who access Social Media sites using WVDOT resources or otherwise

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represent themselves as WVDOT personnel. Furthermore, this policy applies under certain circumstances to Personal Use of Social Media as indicated within the policy.

E. Conflict of Interest:

No WVDOT employees may be employed by or be in business with any person, firm, or corporation that sells to or contracts to do work for the WVDOT. No WVDOT employee, or spouse or minor child of the employee, may own ten (10%) percent or more of any business that sells to or contracts to do work for the WVDOT. Violations of this regulation may result in dismissal.

F. Disciplinary Action Policy:

Disciplinary action may be recommended or taken by authorized managers whenever an employee violates any work rule, policy, or procedure of the WVDOT or fails to adhere to the expected standards of performance or conduct. The WVDOT uses progressive discipline for most offenses, which means that minor or first violations draw minor punishments, and major or repeated violations draw major punishments. Disciplinary action can be taken in the form of a verbal reprimand, written reprimand, demotion, suspension, or dismissal, depending upon the nature of the offense.

G. Discrimination Complaints:

Any employee who feels that they have experienced discrimination should contact the immediate supervisor, their agency's EEO Specialist or the HR Division. This applies to sexual harassment and retaliation as they are also illegal forms of discrimination

H. Driver's License/CDL:

Any employee responsible for operating a motor vehicle on the job must possess a valid West Virginia Driver's License. Some employees are required to have a valid Commercial Driver's License (CDL). Job classification specifications include any license requirements that may be applicable. If the employee is in this category, issue the most recent policy statement or other available guidance to them, and explain the rules and requirements of the CDL. The employee is required to notify their immediate supervisor if the employee's license is suspended or revoked.

I. EEO:

The Department of Transportation is an Equal Opportunity employer. The WVDOT Equal Employment Opportunity Office (EEO), located in the Civil Rights Compliance Division, supports, and adheres to State and federal laws which prohibit discrimination in hiring, separations, promotions, training, disciplinary actions, etc., on the basis of protected categories such as race, color, sex, religion, national origin, age, disability, genetics, pregnancy, military or political affiliation, or any other protected category.

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WVDOT is committed to providing staff with a peaceful, discrimination-free and harassment-free work environment.

J. Employee Ethics:

The West Virginia Government Ethics Act established a code of conduct to help public officials and public employees avoid conflicts between their personal interests and their public (job) responsibilities. The [DOT 3.23 Employee Ethics and Conflict of Interest](#) policy details many scenarios that may be considered violations of the Ethics Act, but the principal point of this policy is this: Employees may not use their WVDOT positions, WVDOT property, or their on-duty time for their own private gain or the private gain of any other person(s) or entity. The West Virginia Ethics Commission interprets and enforces the Ethics Act. Employees who are not sure if their own actions (or actions that they are considering taking) are in compliance with the Ethics Act, may consult with their immediate supervisor. Employees may also seek advisory opinions from agency attorney's the HR Division, the Civil Rights Compliance Division, or the Ethics Commission itself.

Any employee who is aware of a violation of the Ethics Act may make a written complaint with the Ethics Commission, without first consulting any other person or organization. However, if the Ethics Commission finds that a complaint is without merit and was made in bad faith, it shall force the accuser to pay costs to the person(s) against whom the complaint was made.

K. Employee Suggestion Program:

The WVDOT encourages all employees to participate in the State's Employee Suggestion Program. Cash awards are given for suggestions which would result in substantial savings or improvement in State Government operations. The criteria and entry forms for this program may be obtained from HR Division or its representative.

L. Equipment Operator Accountability:

The Equipment Operator Accountability policy and procedure establishes minimum requirements for equipment operators (this includes driving a state vehicle), guidelines for preventive maintenance of transportation and rolling equipment and the disciplinary process. This policy covers all WVDOH permanent, temporary, and probationary employees.

Please have all employees read policy and initial and sign consolidated policy form and to sign the policy acknowledgments.

M. Gratuities:

Employees may not accept any gift or gratuity either directly or indirectly, from any person or firm with whom the WVDOT conducts business.

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N. Grievances:

A grievance is a claim by an employee alleging a violation, misapplication or misinterpretation of the status, policies, rules, regulations, or written agreements applicable to the WVDOT employer. This is a formal, legal process for the protection of the rights of state employees. The employee should first discuss the complaint with the immediate supervisor. If a mutually satisfactory solution cannot be reached, [grievance and discrimination complaint procedures are available](#), and the employee may contact their agency's EEO Specialists or the HR Division for advice and assistance if they wish to.

O. Immigration Law:

The Immigration Reform and Control Act commits employers to hire only U.S. citizens and aliens lawfully authorized to work in the United States. Make sure the employee has signed the verification form designated by the Immigration and Naturalization Service to certify that they are eligible for employment. The new employee should provide proof of identity and employment eligibility within three days of being hired.

P. Job Advertisement:

Opportunities for advancement are available to WVDOT employees. Jobs are posted for both internal and external applicants under one posting on <https://www.governmentjobs.com/careers/wvdot>. Promotions are also posted as a job. All postings are available for seven days. Probationary employees must complete the six months probationary period before assuming the advertised "new" position.

Q. Secondary Employment and Volunteer Activity:

Outside employment or volunteer work is permissible so long as it does not interfere with work performance or otherwise cause a conflict of interest. Employees have the responsibility of keeping their supervisor advised in writing of outside employment in which they are engaged, and of submitting a [Secondary Employment/Volunteer Activity](#) request for approval. Should it be determined that there is conflict, the employee will be expected to end or adjust their outside employment to eliminate the conflict.

R. Political Activities:

As per state law, no state employee may be a candidate for any national or state paid public office or court of record; or be a candidate or delegate to any state or national political party convention. No employee may be a member of any national, state, or local committee for a political party, or a financial agent or treasurer within the provisions of *W. Va. Code* §3-8-3, -4, or -5(e); or hold any paid public office. Any employee who becomes a candidate for any paid public office (except for Highways employees- see last paragraph in this section) shall be placed on a leave of absence without pay for the period of candidacy, commencing upon the filing of the

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certificate of candidacy. If elected, the employee shall resign or be dismissed from state employment, effective no later than the date of assuming the elective office.

Furthermore, employees may not:

1. Serve as a ballot commissioner or election official working inside the polling place,
2. Sell tickets to political affairs to other employees,
3. Post or distribute campaign literature in a State facility.
4. Wear apparel with political logos or endorsements, or wear campaign buttons during work hours or when their position requires that they be in contact with the public.
5. Use any official authority or influence to interfere with or to influence an election or nomination for office, solicit or receive any assessment, subscription, or contribution from other employees, or
6. Directly or indirectly coerce, attempt to coerce, command, or advise a State or local officer or employee to pay, lend, or contribute anything of value to party, organization, agency, or person for political purposes.

No person may be employed by the WVDOH and be a candidate for or hold any public office or be a member of any political party committee. In the event a WVDOH employee becomes a candidate for or holds any public office, or becomes a member of any political party committee, his or her position with the WVDOH will be immediately vacated. "Public office" has been construed to mean a number of different positions – not just elective office. Employees are advised to consult the HR Division for guidance, before accepting any appointment that could be considered a political position.

S. Prohibited Workplace Harassment:

Sexual harassment is deliberate or unsolicited verbal comments, or gestures, or physical contact of a sexual nature which is unwelcome. Sexual harassment is unacceptable conduct in the workplace and will neither be condoned nor tolerated. Any employee who feels that they have experienced sexual harassment should contact the immediate supervisor, their agency's EEO Specialist, or the HR Division.

T. Smoke-Free Workplace Policy:

Employees may not smoke in state facilities, except in designated smoking areas. Tell the employee where this is, if not already covered during the tour. Smoking is also strictly forbidden in WVDOH vehicles. Restricted smoking also includes vaping of any kind.

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U. Substance Abuse:

Consumption of, possession of, or being under the influence of alcohol or controlled substances during working hours or on WVDOT property is strictly prohibited.

Employees who are required to have a Commercial Driver's License to perform their jobs, and certain other employees, are subject to the WVDOT's policy on "Drug and Alcohol Testing." Give the employee a copy of Substance Abuse Policy (Drug and Alcohol Testing is covered in this policy) and explain it to them, if in this category.

V. Vehicle Use:

All employees must have a valid driver's license in order to operate a State provided vehicle and are required to immediately notify the HR contact of their Agency, District, or Division if there is a change in their driver's license status. Drivers are required to complete defensive driving training. All agencies, districts, and divisions are responsible for ensuring all WVDOT employees complete the Smith System Safe Driver Program before use of a state vehicle. A certificate of completion will be kept in each driver's personnel file. Refer to DOT Policy 4.2, Vehicle Management and Usage Policy and the [West Virginia Administrative Motor Vehicle](#) Policy, implemented by the West Virginia Governor's Office. There are specific sections for the Division of Motor Vehicles (DMV) as well. As applicable to West Virginia Division of Highways (WVDOT) employees, review the DOH 4.3 [Equipment Operator Accountability](#) policy.

W. Workplace Security:

Firearms, or other dangerous weapons, and threatening or violent behaviors are not permitted in the workplace. The possession of a license or permit to carry a weapon does not constitute an exemption to this policy.

Make sure the employee receives a copy of the DOT 3.22 [Workplace Security](#) policy and signs the accompanying form.

If there are other organization security regulations, make the employee aware of them.

5.3 Employee Benefits

The applicable payroll or personnel coordinator is responsible for the actual enrollment of the employee into benefit programs. This process may take place during or after the orientation interview. In performing this function, the applicable payroll or personnel coordinator will explain these benefits to the employee. This section has been included on the check sheet and in the interview so that supervisors may relay to the employee the significance of WVDOT benefits and answer any questions that the payroll/personnel coordinator may have been unable to answer; or, if the enrollment has not already taken place, to give the employee guidance on the selections they are about to make.

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The benefits coordinator in the employee's origination is responsible for explaining and submitting the completed benefit forms to the central HR Division. A benefit representative will give an overview of benefits during the orientation.

These provisions are contained in the current plan statutes and are subject to modification by the West Virginia Legislature each year.

A. Insurance:

The State offers employees a variety of insurance enrollment options, which include Health insurance (coverage available for employee only, employee and children, or family,) Decreasing Term Life insurance for employees, as well as Decreasing Term Life insurance to cover eligible dependents. PEIA (Public Employees Insurance Agency) offers four health insurance enrollment options under Preferred Provider Benefit plans, as well as Health Maintenance Organization/HMO plans administered by The Health Plan. Each of the Health insurance plans have annual deductibles on healthcare and pharmacy, as well as co-insurance, co-pay, and out-of-pocket maximums. This detailed information can be accessed in the most current version of the PEIA Shopper's Guide and PEIA Summary Plan Description documents. These resources are available online at www.peia.wv.gov, and are also provided during the Orientation

Employees have the opportunity to change Health insurance plans during the regular Annual Open Enrollment, which occurs April 2 through May 15, each year. Changes made during the Open Enrollment period become effective July 1 and continue throughout the Plan Year. (The Plan Year runs concurrent with the Fiscal Year, which is July 1 through June 30.) Which plan is best is a matter of each employee's personal family circumstances and (often) personal opinion. For this reason, it is vital to ensure that each employee receives the most current documents to reference in their personal decision-making process.

New employees are offered a Basic Life insurance policy at no cost to them while they remain an active state employee. This Basic Life coverage is a Decreasing Term policy. For members under 65 years of age, the policy value is \$10,000. It is important to note that an employee must enroll in the Basic Life insurance in order to enroll in any of the Health insurance coverage options. The details for further information on the Basic Life insurance are included in the most current version of the resource materials provided during the Orientation

This term life insurance is group coverage; should the employee leave the employment of the state (the group), the term coverage on the employee may change.

When beginning employment, new hires have the month-of-hire, and the two consecutively following months in which to enroll in their selections for the available coverage options. The effective date of coverage will be the

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first day of the month following the date the completed and signed forms are submitted.

If the employee does not select a basic health or life plan and optional life insurance within the time allotted, none of the managed care plans will be available until the open enrollment period near the end of the year.

The indemnity plan and optional life insurance will be available, but only upon the completion of a health certificate; furthermore, any preexisting conditions (on the health insurance) will not be covered for a period of one year.

Enrollment in the Public Employees Insurance Agency (PEIA) benefit plan is open to Full-time Permanent employees, Part-Time Permanent employees, and Retirees of State Agencies who elect to participate.

PEIA offers hospital, surgical, prescription drug, and other medical care benefit coverage. The premiums are based upon your salary, and the plan and tier of coverage you choose. Additionally, several medical care plans are available. These plans include the PEIA Preferred Provider Benefit (PPB) Plans, as well as Managed Care Health Maintenance Organization (HMO) Plans. Plans are subject to change. Employees are notified of any pending changes.

The Initial enrollment eligibility timeframe for New Hires is the month in which they are hired and the two consecutively following months. If enrollment options are declined at the time of hire, employees may enroll during the next Open Enrollment period, unless the employee experiences a Qualifying Event: A Qualifying Event that would permit changes to be made outside the New-Hire Enrollment timeframe or the Annual Open Enrollment period would be life events such as, birth of child, adoption, death of a dependent, divorce, marriage, spouse, or dependent change in employment, etc. See the PEIA Shopper's Guide and Summary Plan Description documents for the outline of Qualifying Events.

B. Flexible Benefits:

These options currently include vision, dental, and disability insurance, a medical, and dependent care flexible spending accounts. Employees may enroll in these coverages at time of hire or only during open enrollment, currently April 2nd through May 15th of each year. The Mountaineer Flexible Benefits program offers various coverage options, such as: Dental, Vision, Hearing/Audiology, Short- and Long-Term Disability, Legal Services, and varied Flexible Spending Accounts (FSAs). More comprehensive detail regarding each of the plans offered is available in the most current version of the Mountaineer Flexible Benefits/FBMC Reference Guide. New Hires are provided with this document, along with an explanation of the coverages, during their New Employee Orientation.

C. Retirement:

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Mandatory enrollment in Public Employee Retirement System (PERS) for each permanent active employee. Direct policyholders to the [Consolidated Public Retirement Board \(CPRB\)](#) website. The CPRB administers PERS and determines contribution rates and requirements for retirement.

The specific amount of your retirement benefits will be determined by your length of service and your final average salary. Specific information on the PERS is also available by calling the CPRB at (304) 558-3570.

D. Credit Union:

WVDOT employees may join the West Virginia Public Employees Credit Union. The Credit Union offers checking accounts, Christmas/vacation clubs, direct deposit, 24-hour banking, traveler's checks, and low-cost loans.

E. IRA, Annuities, Deferred Compensation, Other Options:

Other savings vehicles that may be purchased by payroll deduction are available through private insurers. Contact the Payroll section in the HR Division for details.

Supervisor Section:

5.4 Schedule/Pay/Leave Policies

A. Work Schedules and Overtime:

Explain the organization's normal work schedule, including the policy on shortened workdays or weeks if applicable. Explain the Snow Removal, Ice Control (SRIC) policy if the employee will be subject to it. Tell the employee how they will be compensated for overtime work, explaining (if eligible for time-and-a-half or straight time) that overtime compensation applies to hours actually worked over 40 in a workweek, which does not include holiday or leave time.

B. Pay Policies:

Make sure that the employee knows their pay rate and the pay range for the employee's job classification. Explain number of pay periods, number of hours, days, and the importance of examining the check stub to verify entries and, in case of errors, who to contact to make corrections. Confirm that the employee has been advised by the payroll/personnel coordinator (or explain that they will be advised) of the various deductions that are taken through the payroll system.

All WVDOT employees are paid on a one pay period delayed basis, biweekly on Friday. Ask if they received the Pay Period calendar and provide if needed.

Ask if they have any questions.

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- C. Paid Leave (Annual, Sick, Immediate Family Sick, Military, Witness/Jury Service): Supervisor and Personnel Checklist

New permanent employees with no prior state service accrue four hours and thirty-seven minutes (of annual and five hours and thirty-three minutes of sick leave per pay period with 80 hours of work or approved paid leave time. Annual leave must be requested in advance and is subjected to management's approval; it is considered vacation time or personal time off. Sick leave should be requested as soon as the need for it is known; it may be used for sickness or medical appointments of employee or for the employee's immediate family, up to eighty hours per calendar year. An employee must have applicable, accrued sick leave time for it to be charged as Immediate Family Leave.

Discuss the organization's call-in policy and remind the employee that information on other kinds of paid and unpaid leave is available in the [Attendance, Leave, and Overtime](#) policy or by contacting their organization's human resource contact.

- D. Permanent and Temporary:

Explain the type of employment for which the employee was hired. If temporary, see that the employee understands that in this status, WV DOT employment is typically limited to no more than 1,000 hours in a 12-month period and that no benefits are available (including annual and sick leave). To secure permanent employment, a temporary employee must go through the HR Division hiring procedures and be hired from an employment register.

5.5 Other

- A. Attendance/Tardiness/Sign-In:

Employees are expected to report for work on time and to not leave before their shift is scheduled to end. Any absences or tardiness must either be taken on previously approved annual leave or, in the case of emergencies or illness, requested as soon as the need for absence or tardiness is known by the employee and can be reported. Failure to comply may result in disciplinary action.

(If there is a sign-in sheet or a clock to punch, that process should be explained now).

- B. Appropriate Dress:

Explain what is considered appropriate dress for the organization and for the job the employee is doing. If there are safety-related dress regulations, reemphasize that now. Refer to the [Agency Dress Code](#) policy for general guidelines as well.

- C. Channel of Communication:

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Explain to the employee the chain of command, and that their immediate supervisor will advise, counsel, and generally guide them through training. The immediate supervisor will also render the employee's performance ratings and hear complaints. Failing to get assistance or satisfaction with the immediate supervisor, the employee may then go to the next level of supervision (the supervisor's supervisor).

D. Computer Usage: Information Technology:

The organization's computers are for business use only. Please refer to the [Proper Use of Information Technology](#) policy. New employees are required to read this policy, sign, and date the Proper Use of Information Technology Policy Acknowledgement Statement. This statement will be maintained as part of the employee's permanent record and placed in the organization's personnel files. The use of software not authorized by the WVDOT is strictly prohibited. Any violation of the policies in this chapter may result in disciplinary action, up to and including dismissal.

(If the organization has a more stringent computer usage policy, explain that to the employee).

E. Social Media Use Policy:

WVDOT [Social Media Use policy](#) applies to all WVDOT employees, contractors or vendors who utilize, review, monitor, or update Social Media sites as a function of their job. Additionally, this policy applies to employees who access Social Media sites using WVDOT resources or otherwise represent themselves as WVDOT personnel. Furthermore, this policy applies under certain circumstances to Personal Use of social media as indicated within the policy.

F. Grievances:

A grievance is a claim by an employee alleging a violation, misapplication or misinterpretation of the status, policies, rules, regulations, or written agreements applicable to the WVDOT employer. This is a formal, legal process for the protection of the rights of state employees. The employee should first discuss the complaint with the immediate supervisor. If a mutually satisfactory solution cannot be reached, [grievance and discrimination complaint procedures](#) are available, and the employee may contact their agency's EEO Specialists or the HR Division for advice and assistance if they wish to.

G. Parking:

Inform the employee about the organization's parking policy and any fees for parking, if applicable.

H. Personal Property:

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The WVDOT has no liability at the work site for the safe keeping of an employee's personal property (money, calculators, books, apparel, etc.).

An exception to this rule may be the personally owned tools of WVDOH Mechanics. Certain tools may be kept secured on WVDOH premises and may be replaced if stolen. A claim must be submitted to the Legal Division.

I. Probationary Period:

New permanent employees (classified positions) are on probation for the first six calendar months of service. During this probationary period, employees can be summarily dismissed for misconduct, insubordination, or failure to perform the job satisfactorily (give examples if deemed necessary).

Time spent by probationary employees on a leave of absence without pay extends the probationary period.

J. Telephone Usage:

Organization telephones are to be used for business purposes and employees should limit personal phone calls during working hours. (If the organization enforces a stricter telephone policy, make the employee fully aware of the rules). Personal cell phone use should be limited to emergencies and break/lunch times.

K. Tour of Facilities:

Take the employee through the organization's facilities. Introduce the new employee to co-workers, other managers, and other employees. Point out restroom facilities, water fountains, first aid stations, eating areas, smoking areas, and any other areas that may be important to the employee. If desired, allow a 10- or 15-minute break.

5.6 Specific Job Policies

A. Equipment/Mechanics Tool Policy:

Explain all of the organization's rules concerning WVDOT equipment and tools that apply to the employee (vehicles, personal use, equipment operator accountability, etc.). If the employee is to be a WVDOH Mechanic, require that they read DOH 1.4 [Mechanics Tool](#) policy.

If the employee is to be a WVDOH Equipment Operator, require that they read the DOH 4.3 [Equipment Operator Accountability](#) policy. Read and sign the Policy Acknowledgement Statement (send the original to HR Division, and provide the employee a copy, with another copy retained in the employee's personnel file at the district or division level).

B. Job Training:

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Explain whether the employee's training is to be on-the-job, and if so, who will be administering it, or if it is to be by means of a formal program. If formal training is involved, explain the nature of the training, and assign any reference materials to be used in the program.

5.7 Safety

A. Fire Alarm and Evacuation Procedure:

Every district, division, organization, and agency, has a procedure for evacuating the office in the event of an emergency such as a fire alarm. Most procedures include someone in the office that serves as the fire warden. This person will make sure all employees are out of the office and stay with any employees that need assistance for evacuation. Once outside, there is a meeting place for the group to report to for safety accounting. These procedures will be provided to each employee.

B. Safety Rules Applicable to Job:

Many occupations have special guidelines, set by state or federal law, that must be followed. If the employee is entering such a job, explain the regulations fully and issue whatever printed policies or other guidance is available to the employee.

C. Workers Compensation:

Explain if employee sustains a work-related injury or illness, they are entitled to file a claim with Workers' Compensation (WC) through the HR Division. Workers' Compensation provides partial replacement of lost wages and pays medical expenses related to occupational injury or disease. To qualify for compensation, the injury or illness must have occurred in the course of and as a result of employment. Explain that you, the supervisor must be notified immediately if a work-related injury or illness is sustained. No matter how minor the injury appears to be, a BI-1, OWIC-WC-1, or OIC-WC-1 Form must be completed in case complications appear later. Provide the employee with the organization's WC contact name and let them know that the contact will provide the form and any other documents needed.

6.0 RELEVANT MATERIALS/DOCUMENTS

6.1 [Form DOT-534](#) Orientation Checklist

6.2 [W. Va. Code §3-8-3](#) Committee Treasurers; Required to Receive and Disburse

6.3 [W. Va. Code §3-8-4](#) Treasurers and Financial Agents; Written Designation Requirements

6.4 [W. Va. Code §3-8-5](#) Pre-Candidacy Financing and Expenditures

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6.5 [West Virginia Government Ethics Act of 1989](#)

6.6 [Whistle Blower Law](#)

6.7 [1986 Immigration Control and Reform Act of 1986](#)

7.0 CHANGE LOG

September 28, 2020 –

- Reformatted per Policies and Procedures Working Group; no significant changes.

July 25, 2022 –

- Significantly updated policy to reflect current procedures.
- Added links to relevant policies.

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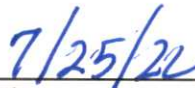
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Effective Date of Policy: 07/25/2022

Approved by:



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



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.