



West Virginia Department of Transportation Policy: **Classification and Compensation Career Plan Policy**

Issued by the Secretary of Transportation

Policy No: DOT 3.34

Issue Date: 10/1/2020

Revised: 03/10/22

Page 1 of 14

1.0 PURPOSE

This policy sets forth the policies and procedures to establish uniform mechanisms for setting the pay of West Virginia Department of Transportation (WVDOT) employees at the time of appointment, promotion, reallocation, demotion, reinstatement, or other points at which it is appropriate to adjust pay. To also establish the hours of pay when employees are called to duty after regular working hours. Such actions will be within the framework of the department's salary and hourly pay schedules as approved by the Secretary of Transportation.

2.0 SCOPE

This Pay Plan applies to all employees of the WVDOT, excluding the Parkways Authority, and was developed to provide a basis for personnel management in addition to establishing the pay range for each position.

3.0 BACKGROUND

W. Va. Code §5F-2-8 outlines the basic authority of the Secretary of Transportation, or designee, to implement the special merit-based application and appointment procedure for all the employees of the WVDOT.

4.0 DEFINITIONS

- 4.1 **Agency Head:** The chief executive officer of an agency.
- 4.2 **Annual Leave:** An accrued benefit of paid time off from work that is earned by an employee to be used with prior approval of the agency head or designee.
- 4.3 **Certification:** The official list of eligible applicants given to an agency head for filling vacancies in the classified service.
- 4.4 **Clerical:** Typically involves established procedures, forms, and deadlines. Involves processing of routine and non-routine information, operation of office machines, and greeting customers/visitors or others to exchange information. May involve handling money or negotiables. May involve confidential contacts and information.
- 4.5 **Contacts:** Face-to-face, telephone, email, and radio dialogue are all included in this factor. Defines what is required to make the initial contact, the complexity of communication, and the circumstances in which the contact takes place.
- 4.6 **Criteria:** The rule or principle for evaluating or making a determination on something.
- 4.7 **Demotion with Prejudice:** A disciplinary action resulting in the reduction in pay

Policy: Classification and Compensation Career Plan Policy

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 3.34

Issue Date: 10/1/2020

Revised: 03/10/22

Page 2 of 14

and a change in job classification to a lower job classification.

- 4.8 **Demotion without Prejudice:** A reduction in pay or a change in job classification to a lower job classification due to business necessity. Employees who are selected for a vacant position and accept the lower pay rate will be paid accordingly.
- 4.9 **Director:** The director of a certain division or unit within the Department of Transportation, or designee.
- 4.10 **Discretionary:** Open to individual choice or judgment.
- 4.11 **Effective Date:** The established date an action takes place.
- 4.12 **Eligible Applicant or Eligible:** An applicant accepted for a Division of Human Resources examination who meets all minimum requirements and whose name is listed on the register established for the classification.
- 4.13 **Examination:** The process of assessing or measuring and evaluating the relative skills, abilities, and fitness of applicants by job-related procedures. Examples include, but are not limited to: application evaluation, written test, performance test, physical agility test, interview or verbal assessment, psychological or behavioral assessment, drug screening, and background evaluation. Examinations may further be defined as follows:
- A. **Assembled Examination:** Any assessment procedure requiring applicants to appear at a specified time and place.
- B. **Unassembled Examination:** An appraisal of job-related training, experience or any other job qualifications without the necessity for the applicant's personal appearance at a specified time or place.
- 4.14 **Examples of Work:** A part of the classification specification describing duties and responsibilities typically assigned to positions in the classification; generally listed in order of importance on the classification specification with the most important duties listed first or those most representative of positions in the classification. It is not necessary that anyone position in the classification include all the examples of work listed, and positions may include examples of work not listed on the classification specification.
- 4.15 **Factor Grading Evaluation:** Each position grade in the classification system is graded against an 11-factor grading evaluation system that assists in the determination of the pay grade of a position.
- 4.16 **Full-time Employee:** Any employee who works the full work schedule established for the agency.
- 4.17 **Hourly Rate:** The total annual salary (excluding annual increment) divided by 2,080 hours for full-time permanent and temporary salaried employees or divided by the actual number of hours worked annually for part-time permanent

Policy: Classification and Compensation Career Plan Policy

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 3.34

Issue Date: 10/1/2020

Revised: 03/10/22

Page 3 of 14

employees. For hourly employees, the hourly rate is the actual rate established by the Secretary.

- 4.18 **Knowledge, Skills, and Ability:** The extent to which the employee must understand certain facts and information to perform their job duties. This factor is a measurement of this understanding, encompassing the ability to which a worker can interpret facts, information, and skills to understand the nature of their work.
- 4.19 **Lateral Class Change:** The movement of any employee from one classification to another classification in the same compensation range.
- 4.20 **Minimum Qualifications:** The least experience and training required by the Secretary for employment in a classification of position and admission to an examination for that classification of position.
- 4.21 **Position:** An authorized and identified group of duties and responsibilities assigned by the proper authority requiring the full-time or part-time employment, if applicable, of at least one person.
- 4.22 **Professional:** Work which requires the application of theories, principles and methods typically acquired through completion of a baccalaureate degree or higher or comparable experience; requires the consistent exercise of discretion and judgment in the research, analysis, interpretation and application of acquired theories, principles and methods to work product.
- 4.23 **Program:** A group of related activities performed by one or more organizational unit for the purpose of accomplishing a function for which the agency is responsible. A unit can be a division, a section, or a workgroup. Each program has an identifiable service or output and objectives to effectively provide the service.
- 4.24 **Project Coordinator:** Continually and on a recurring basis, participating in and leading any and all daily tasks required for the completion of a planned undertaking. Coordination is accomplished by organizing, planning and directing the resources and efforts of the group assigned to the project until its completion.
- 4.25 **Register:** An official list of currently available eligible applicants for a position or job classification listed in the order of the final score as a result of the Division of Human Resources examination for the competitive appointment or in tenure order for preference hiring of laid-off permanent classified employees.
- 4.26 **Scope:** Encompasses the relationship between the nature of work and the impact it has both within and outside the organization. The nature of work can be described as the depth of assignment, the purpose, and the breadth of the work.
- 4.27 **Supervisor:** Formally delegated responsibility for planning, assigning, reviewing, and approving the work of two or more full-time employees which includes initiating disciplinary actions, approving leave requests, conducting performance evaluations, and recommending salary increases.
- 4.28 **Supervisory Control (Levels of):**

Policy: Classification and Compensation Career Plan Policy

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 3.34

Issue Date: 10/1/2020

Revised: 03/10/22

Page 4 of 14

- A. **Immediate or Close Supervision:** Work is well-structured and is performed using well established guidelines and procedures. Clear, specific, and detailed instructions guide the work activity; employee has limited opportunity or authority to exercise discretion in work determinations; review occurs at the beginning, during and at the conclusion of work assignments.
 - B. **General Supervision:** General guidelines/instructions are provided but employee exercises some discretion in selecting method of work and sources of information; only unusual or unfamiliar situations are referred to supervisor; review typically occurs at the conclusion of assignments.
 - C. **Limited Supervision:** Control of work is more by advisory guidance rather than established guidelines and procedures; employee works from general goals where precedent is absent; review occurs periodically during project cycle.
- 4.29 **Technical:** Work requiring the practical application of scientific engineering, mathematical, or design principles.
- 4.30 **Trainee:** An entry-level position having a defined training period and a formal training program with established competencies to be acquired.
- 4.31 **Unit:** A division, a section, or a workgroup that contains staff.
- 4.32 **Work Schedule:** Designation of the periods of time during which work is performed.

5.0 POLICY

5.1 APPOINTMENTS

Appointments in the Classified Service fall into two categories: (1) appointment from a register, and (2) appointment by transfer from the Transportation Worker Apprenticeship Program. In either case, the salary on appointment is presumed to be at the minimum rate established for the classification, but may be higher subject to the following standards:

- A. When making appointments above the minimum salary, the Secretary may assign an increment of up to (1 step) above the minimum salary for each twenty-four (24) months of pertinent experience or equivalent pertinent training above the minimum qualifications in the classification specification. The Secretary may also pay an increment of up to (2 steps) for an applicable professional certification or license held by an applicant above the minimum qualifications in the classification specification. Discretion for appointments up to Step 6 has been delegated to the Director of the Human Resources Division.
- B. Pertinent experience or equivalent pertinent training above the minimum qualifications means but is not limited to: (1) extensive experience which is

Policy: Classification and Compensation Career Plan Policy

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 3.34

Issue Date: 10/1/2020

Revised: 03/10/22

Page 5 of 14

relevant to the position to which the applicant is being appointed, (2) education above the minimum, which is relevant to the position to which the applicant is being appointed, or (3) specialized skills, education, or experience deemed by the Secretary to be of specific value to the agency.

- C. Appointments above the minimum salary for the pay grade shall be made in a consistent manner with due consideration to the salaries and relative qualifications of incumbent employees in the same classification to ensure internal equity.
- D. Reemployment of a former employee in the same classification, at a higher salary, will only be approved if the period of separation was for at least 120 calendar days. If the period is less than 120 calendar days, the salary will be set at the amount the employee would be receiving if the employee had not separated employment. Reemployment of a former employee in a higher or lower classification will be subject to the provisions of this policy relating to appointments, notwithstanding the period of separation.
- E. When the Secretary has determined substantially severe or unusual recruitment difficulties for a job classification, the Secretary may authorize an appointment above the minimum rate of the classification, not to exceed the maximum rate for the compensation range.
 - 1. The hiring organization must document the severe or unusual recruitment difficulties. The request shall include the salary rate requested, the recruitment efforts undertaken, along with any additional documentation that demonstrates the severe or unusual recruiting difficulties. Such documentation may contain, at a minimum, the length of time positions in the job classification have been vacant, the number of times the positions in the job classification were announced, advertised, or posted; and the number of internal applicants and eligibles on the register(s) and contact results.
- F. All new hires to the WVDOT will be treated as original appointments and will have qualifications reviewed for placement on the WVDOT Pay Plans (Appendix A, B, or C).
- G. **Acting or Interim Appointments**

The purpose for Acting or Interim Appointees is to maintain leadership continuity during a temporary leave of absence or during the recruitment process.

- 1. Salaries for acting and interim positions will be set, to the extent possible, to prevent inequities with comparable positions within WVDOT. When an employee is appointed to an acting position and expected to assume the role for greater than 50% of the time, employees will be changed from their primary role and given an interim title or position.

Policy: Classification and Compensation Career Plan Policy

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 3.34

Issue Date: 10/1/2020

Revised: 03/10/22

Page 6 of 14

2. When a permanent appointment is made, the acting or interim appointee can be expected to return to their former position and former salary, plus any increases that would have been received during the acting or interim position.
3. Temporary upgrade of an employee is limited to 1,000 hours in a calendar year. Exceptions to this limitation may be made by the Secretary when deemed necessary for the efficient operation of the given organizational unit.
4. Temporary pay is a non-competitive management-initiated practice paid at the discretion of the agency. The effective date for beginning temporary pay also is at the agency's discretion.

5.2 APPOINTMENTS – TRANSPORTATION WORKER APPRENTICESHIP PROGRAM

- A. Appointments to the hourly pay schedule pursuant to the Transportation Worker Apprenticeship Program will be at the Tier 1 rate for the given classification level.
- B. Employees within the classified service who apply, and are accepted for, a position in the Transportation Worker Apprenticeship Program will be placed at Tier 1 for the given classification.
- C. Reemployment of a former employee in the same classification within 36 months of separation will be at the same tier. Reemployment in the same classification after 36 months will be at Tier 1.
- D. Reemployment of a former employee in a lower classification within 36 months will be at the tier for which the employee is qualified. Reemployment at a higher classification level will be at Tier 1.

5.3 PROMOTIONS, REALLOCATIONS, DEMOTIONS

When an employee is promoted, reallocated, receives a lateral classification change, or is demoted, the employee's pay shall be adjusted as follows:

- A. Additional pay increments may be granted, at the discretion of the Secretary, if the employee being promoted, or reallocated is determined to have qualifications exceeding the minimum required for the new classification in the same manner as for appointments as detailed in this policy. The Secretary may grant an additional increase of up to (1 step) for each twenty-four (24) months of pertinent training or experience beyond that required for the new classification, not to exceed the maximum rate of the new compensation range.
- B. An employee who receives a lateral classification change shall be paid the same salary received prior to the change.
- C. An employee who is reallocated downward will be assigned a new

Policy: Classification and Compensation Career Plan Policy

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 3.34

Issue Date: 10/1/2020

Revised: 03/10/22

Page 7 of 14

appointed pay grade in the lower job classification. The employee's lower pay rate will be within the pay range for the job classification to which the employee is being reallocated.

- D. An employee who is demoted shall receive a reduction in pay to the corresponding step as defined in this rule, and the employee's pay rate shall not exceed the maximum or be below the minimum of the new compensation range. The reduction may be to any pay rate within the compensation range of the job classification to which the employee is demoted, at the discretion of the Secretary.

5.4 PROMOTIONS, REALLOCATIONS, DEMOTIONS – TRANSPORTATION WORKER APPRENTICESHIP PROGRAM

- A. Upon promotion or reallocation, the hourly rate of the employee will be raised to the Tier 1 rate for the new classification. This is the case regardless of the tier occupied by the employee in their current classification.
- B. No additional pay may be granted when an hourly employee is promoted or reallocated.
- C. The hourly rate of an employee being demoted may be set at a tier approved by the Secretary, provided the employee qualifies according to the Apprenticeship Program requirements and it is no higher than the tier previously held by the employee within the lower classification.

5.5 SALARY ADVANCEMENTS – PERMANENT EMPLOYEES

Salary advancements are discretionary and limited to permanent employees in the Classified Service. Every two (2) years, employees' eligibility for step advancement will be reviewed.

- A. **Employee Excellence Program (EEP):** W. Va. Code §5F-2-8 granted to the WVDOT authority to create special hiring and retention programs that included compensation structures and tools that reflect market, performance, equity, and cost of living. Under this authority, merit adjustments allow for recognition of an employee's meritorious service.
 - 1. The EEP was created to allow for recognition of employees' performance. Relevant factors should include length of performance, regularity with which outstanding contributions demonstrated, overall significance of employee's work to the WVDOT or additional competencies gained determined to be critical or specialized in carrying out permanent functions of the position. Other considerations may include proactively and creatively solving problems resulting in a positive change, frequently seeking opportunities to accomplish additional or transformational goals that result in a significant positive impact.

Policy: Classification and Compensation Career Plan Policy

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 3.34

Issue Date: 10/1/2020

Revised: 03/10/22

Page 8 of 14

2. An employee is eligible based on quality of performance as evidenced by Employee Performance Appraisals for the most recent reportable period at a "meets expectations" level.
 3. The Secretary retains annual approval of the EEP based on financial ability of the WVDOT.
- B. All salary advancements shall be limited to a maximum of (4 steps) in any twelve (12) month period and shall not cause the new salary to exceed the maximum of the pay band to which the employee's classification is allocated. For the purpose of determining eligibility, the twelve (12) month period shall be the twelve (12) month period immediately preceding the effective date of the salary increase.

5.6 TEMPORARY UPGRADE – TRANSPORTATION WORKER APPRENTICESHIP PROGRAM

- A. Hourly employees classified in the Transportation Worker series shall be temporarily upgraded in pay when required to perform duties of a higher-level classification within the series per the *DOH 3.12 Temporary Upgrade for Transportation Workers* policy.
- B. In all cases, employees being temporarily upgraded will be paid the Tier 1 rate for the higher classification, regardless of the employee's tier level in their regular classification.
- C. Temporary upgrade of an employee is limited to 1,000 hours in a calendar year. Exceptions to this limitation may be made by the Secretary when deemed necessary for the efficient operation of the given organizational unit.
- D. Hourly employees classified in the Transportation Worker series temporarily upgraded to a salaried classification shall be compensated according to a WVDOT approved equivalency scale.
- E. Temporary pay is a non-competitive management-initiated practice paid at the discretion of the agency. The effective date for beginning temporary pay is also at the agency's discretion.

5.7 DISCRETIONARY SALARY ADJUSTMENTS — CLASSIFIED SERVICE, EXCLUDING TRANSPORTATION WORKER APPRENTICESHIP PROGRAM

- A. **Recruitment and Retention Incentive:** The Secretary may grant an in-range salary adjustment to all employees in a job classification for which documented salary non-competitiveness has been established. Such documentation may include, but is not limited to, turnover data, comparative private sector salary data, an inadequate applicant pool despite recruitment efforts, feedback from applicants declining employment, or other information that can be reasonably deduced to

Policy: Classification and Compensation Career Plan Policy

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 3.34

Issue Date: 10/1/2020

Revised: 03/10/22

Page 9 of 14

indicate low pay is a significant cause of employee turnover and the failure to attract new employees to the job classification.

- B. **Additional Duties or Responsibilities:** The Secretary may grant an in-range salary adjustment of up to (2 steps) for an employee who has been assigned additional duties beyond those expected of the employee's current position, where the Secretary determines that a change in classification is not warranted. The duties may be assigned on either a temporary or permanent basis.
1. The additional duties must meet one or more of the following criteria:
 - a. Assignment of responsibility for a distinct new or additional program;
 - b. Assignment of a new responsibility due to agency reorganization or realignment;
 - c. Assignment of supervisory or additional supervisory duties or responsibilities; or
 - d. Assignment of a substantial amount of additional duties and responsibilities.
 2. If an employee receives an in-range salary adjustment for assuming additional duties and is subsequently reallocated within the next twelve (12) months based in part on assuming these additional duties, the Secretary may reduce the salary increase due for the reallocation by the amount of the in-range adjustment received for the previous assumption of additional duties.
 3. In the case of a temporary in-range adjustment, the employee shall be required to acknowledge in writing that the salary increase is temporary and will be withdrawn at the end of the additional duty assignment. If the employee declines to provide written acknowledgement, the Secretary shall withdraw the temporary assignment. Performance of the additional duties after the notification shall constitute the acknowledgement of the employee.
 4. Temporary pay is a non-competitive management-initiated practice paid at the discretion of the agency. The effective date for beginning temporary pay also is at the agency's discretion.
- C. **Pay Benchmarks:** For a given classification or classification series, the Secretary may establish, pursuant to an internal governing policy, pay benchmarks, corresponding to particular percentages of progression within assigned pay bands, to which employee's pay will be adjusted based on a specific set of job duties or tenure within the employee's classification.

Policy: Classification and Compensation Career Plan Policy

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 3.34

Issue Date: 10/1/2020

Revised: 03/10/22

Page 10 of 14

- D. **Professional Skills or Competency Development:** The Secretary may grant up to a (3 steps) salary adjustment to employees who acquire, after employment with the agency, certain formal training, education, certification, or licensure not required of the position, but that is deemed by the Secretary to positively impact the employee's work or general value to the WVDOT. Review the *DOT 3.33 Developmental Discretionary Increase for Education or Professional Certification Policy* for more information.
- E. **Competitive Job Offer:** Pursuant to the internal governing policy, the Secretary may grant an employee a one-time salary adjustment as an incentive to retain an employee who has submitted a conditional letter of resignation in anticipation of accepting a standing job offer. The letter must contain specifics of the job offer, including the name of the prospective employer, the name of the representative making the offer, the salary, and the location. An offer letter from the prospective employer may be submitted in lieu of the resignation letter.
- F. **Project-Based Incentive:** The Secretary may grant a temporary in-range salary adjustment of up to (2 steps) to a permanent employee assigned to a long-term project that is outside the scope of the essential functions of the employee's current position.
1. The employee shall be required to acknowledge in writing that the salary increase is temporary and will be withdrawn at the end of the assignment.
 2. If the employee declines to provide written acknowledgement, the Secretary shall withdraw the temporary assignment. Performance of the additional duties after the notification shall constitute the acknowledgement of the employee.
- G. **Reconsideration:** The hiring unit may seek a reconsideration of a decision made by the Secretary or appointee by submitting a written request within fifteen (15) working days of the disapproval date. Should the request result in the discretionary in-range salary adjustment being granted, there will be no retroactive payments.
- H. **Personnel Transactions:**
1. Sequence of Multiple Pay Actions - When two (2) or more pay actions have the same effective date, the transactions shall be processed in the sequence that is most beneficial to the employee.
 2. Effective Date - Personnel transactions under this policy shall not be effective until all necessary approvals have been obtained. Retroactive wages pertaining to discretionary increases will not be granted under this policy.

5.8 PAYMENT OF LICENSES AND CERTIFICATIONS

As outlined in the *DOT 3.9 Education Expense Reimbursement* policy, with the exception

Policy: Classification and Compensation Career Plan Policy

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Policy No: DOT 3.34

Issue Date: 10/1/2020

Revised: 03/10/22

Page 11 of 14

of fees for employees in the Transportation Worker Apprenticeship Program, agency payment of professional license fees is prohibited regardless of the source of funds. The salary established for employees is intended to attract and retain employees based on the education, experience, and special training required to perform the work. For some employees, this includes the requirement that they have a professional license to hold a particular employment position. The payment of license fees to maintain professional credentials is the responsibility of the employee.

5.9 CLASSIFICATION AND COMPENSATION CAREER PLAN ADVISORY COUNCIL

The Classification and Compensation Career Plan Advisory Council is a Secretary-appointed council responsible for position control and ensuring the consistent application of policies surrounding titling, compensation, and other related pay and benefit programs or actions. The Classification and Compensation Career Plan Advisory Council will review the WVDOT Pay Plan, WVDOT classifications, and other WVDOT policies as needed, but no less than every three (3) years from the effective date of the WVDOT Pay Plan. All position and compensation decisions are subject to final approval by the Secretary.

6.0 APPENDICES

Appendix A: Transportation Worker Apprenticeship Program Pay Schedule Effective Date: 10/1/2020

Classification	Pay Grade	Tier 1	Tier 2	Tier 3	Tier 4
Transportation Worker 1	10 H	\$ 11.9095	\$ 12.5495	\$ 13.1795	N/A
Transportation Worker 2	11 H	\$ 13.9495	\$ 15.1595	\$ 16.5895	\$ 18.0195
Transportation Worker 3	12 H	\$ 19.1295	\$ 20.0195	\$ 21.0195	\$ 22.2895
Transportation Worker 4	15 H	\$ 23.2895	\$ 24.3795	\$ 25.6795	

Appendix B: Schedule of Salary Bands 2-26 for DOT Agencies, excluding DMV Effective Date: 10/1/2020 (located on following page)

Appendix C: Schedule of Salary Bands 2-26 for DMV Effective Date: 01/01/2022 (located on following page)

7.0 CHANGE LOG

March 8, 2022 –

- Converted policy to WVDOT.
- Formatted per policy and procedure work group.

Policy: Classification and Compensation Career Plan: Pay Plan Policy

WEST VIRGINIA DIVISION OF HIGHWAYS

Policy No: DOT 3.34

Issue Date: 10/1/2020

Revised: 03/10/22

Page 13 of 14

Appendix B: Schedule of Salary Bands 2-26 for DOT Agencies, except DMV

Effective Date: 10/1/2020

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Maximum Step 12
Year	0	2	4	6	8	10	12	14	16	18	20	22
2	\$ 19,500	\$ 20,250	\$ 21,000	\$ 21,750	\$ 22,650	\$ 23,610	\$ 24,600	\$ 25,650	\$ 26,700	\$ 27,900	\$ 28,950	\$ 30,000
3	\$ 20,800	\$ 21,600	\$ 22,400	\$ 23,200	\$ 24,160	\$ 25,184	\$ 26,240	\$ 27,360	\$ 28,480	\$ 29,760	\$ 30,880	\$ 32,000
4	\$ 22,100	\$ 22,950	\$ 23,800	\$ 24,650	\$ 25,670	\$ 26,758	\$ 27,880	\$ 29,070	\$ 30,260	\$ 31,620	\$ 32,810	\$ 34,000
5	\$ 22,750	\$ 23,625	\$ 24,500	\$ 25,375	\$ 26,425	\$ 27,545	\$ 28,700	\$ 29,925	\$ 31,150	\$ 32,550	\$ 33,775	\$ 35,000
6	\$ 24,050	\$ 24,975	\$ 25,900	\$ 26,825	\$ 27,935	\$ 29,119	\$ 30,340	\$ 31,635	\$ 32,930	\$ 34,410	\$ 35,705	\$ 37,000
7	\$ 25,350	\$ 26,325	\$ 27,300	\$ 28,275	\$ 29,445	\$ 30,693	\$ 31,980	\$ 33,345	\$ 34,710	\$ 36,270	\$ 37,635	\$ 39,000
8	\$ 26,650	\$ 27,675	\$ 28,700	\$ 29,725	\$ 30,955	\$ 32,267	\$ 33,620	\$ 35,055	\$ 36,490	\$ 38,130	\$ 39,565	\$ 41,000
9	\$ 27,950	\$ 29,025	\$ 30,100	\$ 31,175	\$ 32,465	\$ 33,841	\$ 35,260	\$ 36,765	\$ 38,270	\$ 39,990	\$ 41,495	\$ 43,000
10	\$ 29,250	\$ 30,375	\$ 31,500	\$ 32,625	\$ 33,975	\$ 35,415	\$ 36,900	\$ 38,475	\$ 40,050	\$ 41,850	\$ 43,425	\$ 45,000
11	\$ 31,200	\$ 32,400	\$ 33,600	\$ 34,800	\$ 36,240	\$ 37,776	\$ 39,360	\$ 41,040	\$ 42,720	\$ 44,640	\$ 46,320	\$ 48,000
12	\$ 33,150	\$ 34,425	\$ 35,700	\$ 36,975	\$ 38,505	\$ 40,137	\$ 41,820	\$ 43,605	\$ 45,390	\$ 47,430	\$ 49,215	\$ 51,000
13	\$ 35,100	\$ 36,450	\$ 37,800	\$ 39,150	\$ 40,770	\$ 42,498	\$ 44,280	\$ 46,170	\$ 48,060	\$ 50,220	\$ 52,110	\$ 54,000
14	\$ 37,050	\$ 38,475	\$ 39,900	\$ 41,325	\$ 43,035	\$ 44,859	\$ 46,740	\$ 48,735	\$ 50,730	\$ 53,010	\$ 55,005	\$ 57,000
15	\$ 39,650	\$ 41,175	\$ 42,700	\$ 44,225	\$ 46,055	\$ 48,007	\$ 50,020	\$ 52,155	\$ 54,290	\$ 56,730	\$ 58,865	\$ 61,000
16	\$ 41,600	\$ 43,200	\$ 44,800	\$ 46,400	\$ 48,320	\$ 50,368	\$ 52,480	\$ 54,720	\$ 56,960	\$ 59,520	\$ 61,760	\$ 64,000
17	\$ 44,200	\$ 45,900	\$ 47,600	\$ 49,300	\$ 51,340	\$ 53,516	\$ 55,760	\$ 58,140	\$ 60,520	\$ 63,240	\$ 65,620	\$ 68,000
18	\$ 46,800	\$ 48,600	\$ 50,400	\$ 52,200	\$ 54,360	\$ 56,664	\$ 59,040	\$ 61,560	\$ 64,080	\$ 66,960	\$ 69,480	\$ 72,000
19	\$ 50,050	\$ 51,975	\$ 53,900	\$ 55,825	\$ 58,135	\$ 60,599	\$ 63,140	\$ 65,835	\$ 68,530	\$ 71,610	\$ 74,305	\$ 77,000
20	\$ 53,950	\$ 56,025	\$ 58,100	\$ 60,175	\$ 62,665	\$ 65,321	\$ 68,060	\$ 70,965	\$ 73,870	\$ 77,190	\$ 80,095	\$ 83,000
21	\$ 57,200	\$ 59,400	\$ 61,600	\$ 63,800	\$ 66,440	\$ 69,256	\$ 72,160	\$ 75,240	\$ 78,320	\$ 81,840	\$ 84,920	\$ 88,000
22	\$ 61,750	\$ 64,125	\$ 66,500	\$ 68,875	\$ 71,725	\$ 74,765	\$ 77,900	\$ 81,225	\$ 84,550	\$ 88,350	\$ 91,675	\$ 95,000
23	\$ 65,650	\$ 68,175	\$ 70,700	\$ 73,225	\$ 76,255	\$ 79,487	\$ 82,820	\$ 86,355	\$ 89,890	\$ 93,930	\$ 97,465	\$101,000
24	\$ 70,200	\$ 72,900	\$ 75,600	\$ 78,300	\$ 81,540	\$ 84,996	\$ 88,560	\$ 92,340	\$ 96,120	\$100,440	\$104,220	
25	\$ 75,400	\$ 78,300	\$ 81,200	\$ 84,100	\$ 87,580	\$ 91,292	\$ 95,120	\$ 99,180	\$103,240	\$107,880		
26	\$ 80,600	\$ 83,700	\$ 86,800	\$ 89,900	\$ 93,620	\$ 97,588	\$101,680	\$106,020	\$110,360	\$115,320		

Policy: Classification and Compensation Career Plan: Pay Plan Policy

WEST VIRGINIA DIVISION OF HIGHWAYS

Policy No: DOT 3.34

Issue Date: 10/1/2020

Revised: 03/10/22

Page 14 of 14

Effective Date of Policy: 03/10/22

Approved by:



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



Date