

DOH EMPLOYEES

YOUR RIGHTS AND RESPONSIBILITIES

WHY ARE YOU HERE?

What made you choose to seek a job with the WV Division of Highways? For each of you it may be something different; benefits, retirement, paid days off, stability, pay, or even family tradition!

As a state employee you have certain rights as set by the Legislature, usually explained in Rule or Policy. You also have certain responsibilities, also found in Rule or Policy.



This class was developed to help us all understand your rights and responsibilities, and much of this information can be found in the online Employee Handbook, at <https://westvirginiaot.sharepoint.com/sites/dot/highways/hr/Pages/EmployeeHandbook.aspx>

WHO ARE WE AND WHY ARE WE HERE?

We are employees of the Division of Highways, under the Department of Transportation.

The Department of Transportation is made up of eight Divisions; Division of Highways (DOH), Division of Aeronautics, Division of Motor Vehicles (DMV), Office of Administrative Hearings (OAH), Parkways Authorities, Public Port Authority, Public Transit, and State Rail Authority.



The main headquarters for the DOH is in building 5 at the Capitol Complex in Charleston. DOH is divided into 24 Division and 10 Districts that cover the state. The more than 5,050 men and women of the Division of Highways are proud to preserve the quality and integrity of this world-class mountain transportation system.

The Division of Highways is responsible for planning, engineering, rights-of-way acquisition, construction, reconstruction, traffic regulation and maintenance of more than 35,000 miles of state roads. Additional duties

include highway research, outdoor advertising contiguous to state roads, roadside development, safety and weight enforcement and dissemination of highway information. Only WV, NC, Delaware and VA still build and maintain with public employees...others are privatized. Our workforce is responsible for maintaining;

- 38,770 miles of public roads (2016 Public Certified Mileage)
- 34,691 miles of state-owned highways, 835 miles of federally owned roads, and 3,244 miles of municipally owned roads
- 555 miles of State-owned Interstate Highway
- 87 miles of West Virginia Turnpike
- 1,988 miles included in the National Highway System, 23 miles of which are connectors to other modes of transportation such as airports, trains and buses
- 6,958 bridges of which 33 percent are more than 100 feet in length
- 1 All American Road, 5 National Byways, 14 State Byways and 8 Backways.



WHAT DOES BEING AN EEO EMPLOYEE MEAN?

The state of West Virginia reaffirms its policy of equal employment opportunity for all individuals without discrimination because of race, color, religion, sex, age, national origin, disability, veteran's status, or other basis prohibited by law. Underscoring this policy is our commitment to the best use of all our employees while providing them with a safe, productive, and professional work environment

Equal Employment Opportunity (EEO) laws prohibit specific types of job discrimination in certain workplaces. The Department of Labor has two agencies which deal with EEO monitoring and enforcement, the Civil Rights Center and the Office of Federal Contract Compliance Programs.

Civil Rights Center, part of the Office of Assistant Secretary for Administration and Management, oversees EEO in programs and activities receiving federal financial assistance. CRC also assures equal opportunity for all applicants to and employees of DOL.

The Office of Federal Contract Compliance Programs oversees employers holding federal contracts and subcontracts.

Because DOH receives federal funding for some of the road projects we perform we must strictly adhere to the Federal EEO laws that are in place.

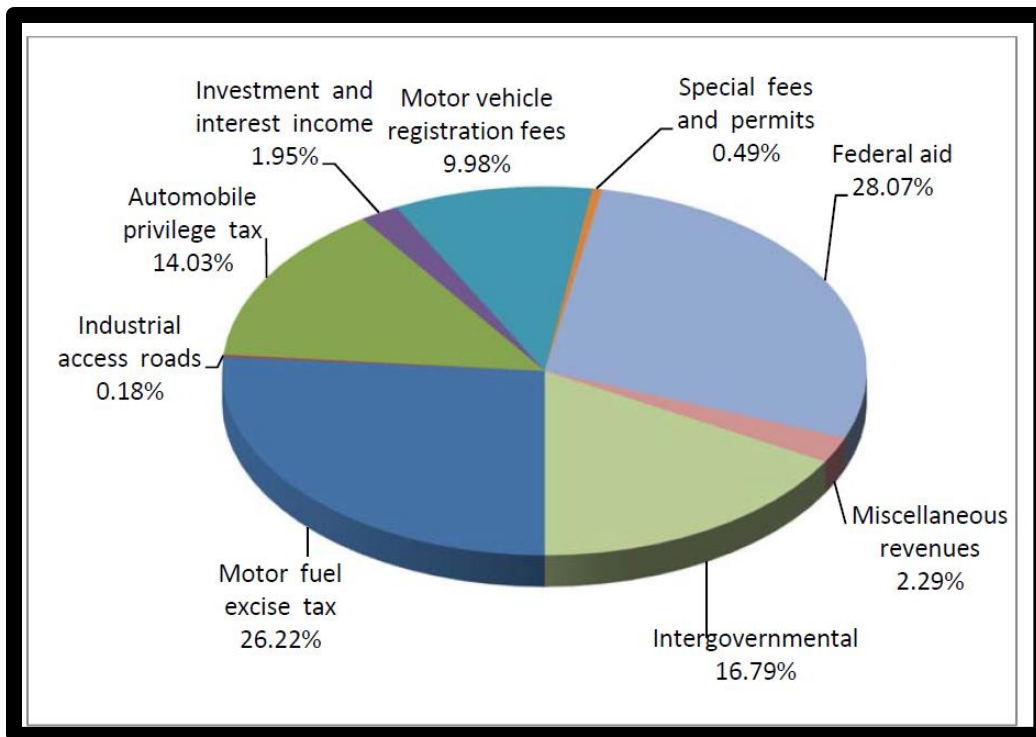
DOT has an internal EEO Officer at the Charleston Headquarters and an EEO coordinator in each district and division.

The West Virginia Department of Transportation will, upon request, provide reasonable accommodations including auxiliary aids and services necessary to afford an individual with a disability an equal opportunity to participate in our services, programs and activities. Please contact us at (304) 558-3931. Persons with hearing or speech impairments can reach all state agencies by calling (800) 982-8772 (voice to TDD) or (800) 982-8771 (TDD to voice), toll free. Information regarding West Virginia Relay, which supports communication with persons who are deaf, hard of hearing, deaf-blind, or speech-disabled may be found on their website, dot.eeo@wv.gov .



HOW DO WE PAY FOR ALL THIS?

The chart below shows a breakdown of all the fees and taxes that are collected, money that we pay, our families pay, as well as citizens in the State of WV. Notice that less than 1/3 of the funding, only 28.07%, is from Federal aid. That means the rest is provided by you, me, and citizens of this state. Any money wasted is money my family and your family has paid. Maybe it's time to rethink how we treat and use our equipment, our computers and trucks.



EMPLOYEE BENEFITS

HEALTH INSURANCE

As a state employee you are eligible to purchase health and life insurance through Public Employees Insurance Agency (PEIA) and fringe benefits (dental, vision, hearing and others) through Mountaineer Flexible Benefits. While there are a few very large employers who can match or beat our insurance cost, those are few and far between, Our cost for health insurance is extremely competitive and is a good value.



It's important that you take time to look at your benefits and programs and use them. Open enrollment occurs annually during the month of April through mid-May. Do you really use all the benefit that is available to you, or are you leaving money on the table? Take time to read your mail and know your responsibilities. You can also go to the PEIA website to find out more, <https://peia.wv.gov>.

There are additional health programs that are available to PEIA participants as well. These programs are for employees or their family members that are covered under the PEIA insurance plans.

- Face-to-Face Diabetes Management Program
- Weight Management Program
- Sleep Management Services
- Hemophilia Program

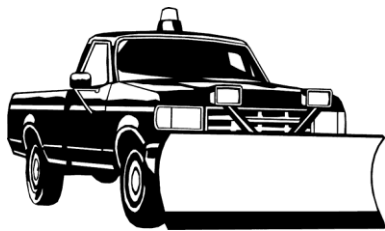
Did you know that if you have a change in status such as, when you have a “life event-marriage, divorce, birth”, **you only have a certain amount of time to inform PEIA-and it is your responsibility to do this.** You can make these change requests on-line at the PEIA website and provide required documentation. You can always ask your Benefit Coordinator to assist you.

LIFE INSURANCE

Each full-time employee of the State receives free of charge a \$10,000 life insurance policy. You are required to complete beneficiary forms for this coverage. However, additional life insurance can be purchased for you and or your family members at any time, and premiums are payroll deducted. You can learn more about this benefit through your Benefit Coordinator or by visiting the PEIA website.

RETIREMENT BENEFITS

As of July 1, 2018, 14.5% of your gross (before deductions) monthly salary is contributed to Public Employee Retirement System (PERS), (16% for those hired after July 1, 2015). If you were hired prior to July 1, 2015 you pay 4.5% of your monthly salary and 10% is employer paid. If you were hired after July 1, 2015 you pay 6% of your monthly salary and 10% is employer paid. Most employers only provide a 401K and only match between 3% to 6% of your salary.



An active member hired for the first time prior to July 1, 2015 contributes 4.5% of his or her gross monthly salary to the plan. Effective July 1, 2018, the employer will contribute 10.0% of the member's gross monthly salary for a total combined contribution equal to 14.5%.

An active member hired for the first time by a participating public employer who first became a member on or after July 1, 2015 contributes 6% of his or her gross monthly

salary to the plan. As of fiscal year, 2020, the employer will contribute 10% of the member's gross monthly salary for a total combined contribution equal to 16%.

All employee contributions currently remitted are tax deferred. Contributions for members, as a percentage of payroll, are established by statute, and are subject to legislative limitations. The employee and employer contributions are annually reviewed to assure that they result in actuarially sound funding for the plan.

You can read and discover more about your retirement benefit on the PERS website at <http://www.wvretirement.com/Forms/2016-PERSdesc.pdf>.

PAID TIME OFF

Each full-time employee receives annually 12 paid holidays, plus 2 additional half days when Christmas Day and New Year's Day fall on Tuesday, Wednesday, Thursday or Friday. Also, Election days are paid days off.

Each full-time employee will accrue Annual Leave (vacation time) at a rate of 15 to 24 days a year based on years of service and can carry forward 30-40 days at end of year, depending on years of service.

Each full-time employee will accrue Sick Leave, 18 days a year for all of us, can use up to 80 hours for immediate family members and can carry unlimited number of hours forward each year.

On average a company gives 10 days paid time off, 8 holidays and maybe 8 sick days. A DOH worker, first year of work, has received and earned 45 paid days off where a private company worker has 26 paid days off. That is 19 more paid days off for a DOH worker. At \$41,286 a year that equals \$3,017.05.



When you add \$ 3,017.05 + \$ 43,763.16 (salary + extra 401K) = \$46,780.21.

Add to this the employer paid portion of your Health and Life Insurance, the total compensation package is well over \$50,000.

PAY

State employees are paid every other Friday, or 26 pay periods in the year. While salaries are considered public information, this does NOT mean you can share information that you know because of your job. All employee financial information must be obtained through the State Auditor's office, this includes travel, overtime and increment as well.

Increment or "bonus" pay is received every July after you have worked for the State for 3 years as of July 1st. Increment pay is figured at \$60 per years worked. For example, your hire date was May 15th, 2016. As of September 1st, 2019, records indicate you have been employed for 3 years. When increments are calculated for year 2020, you will receive 3

X \$60 = \$180 less taxes and deductions. This increment or “bonus” grows significantly as your years of service grow.

JOB STABILITY

Working for the State of West Virginia offers more than just your total compensation package of salary, benefits, paid time off, retirement and annual increment. There are the non-monetary benefits that make working here even more attractive, such as;

- Civil service jobs are generally more stable than a private sector job.
- Sense of service to the community
- Grievance procedure
- Legislative protections



RESPONSIBILITIES OF BEING A STATE EMPLOYEE

- We are civil servants, public employees.
- We are responsible to the public for the jobs that we carry out.
- We are responsible for taking care of and using good judgement with the resources we are given.
- We are responsible for abiding by the rules, laws and policies of our agency, the state and the federal government.

It is also our responsibility to know the rules and policies of our agency. Below is a list that you need to be familiar with. If there are some that you do not know, you can find information on the DOH website at ;

<https://transportation.wv.gov/employees/DOTAdminProcs/DOTP0102.pdf>

and

<https://westvirginiaot.sharepoint.com/sites/dot/highways/hr/Pages/EmployeeHandbook.aspx> .

Agency Dress Codes

Annual Increment plus Annual Increment Pro-Rata Calculator and Guidance Material

Drug- and Alcohol-Free Workplace

Education Expense Reimbursement/Leave Program and Forms

Emergency Situations/Inclement Weather and FAQ and ES/IW Learning Blast

Employee Performance Appraisal and Forms

Employment References and Forms

Family and Medical Leave Act/Parental Leave Act and Forms

Pay Plan Policy, Summary of Amendments, Forms/Other Information

Posting of Job Openings

Prohibited Workplace Harassment and Alternative Poster for Appendix B

Secondary Employment/Certain Volunteer Activity

Settlement Agreements Policy

Severance Pay

Smoking Restrictions in the Workplace and Posters

Employee Relations – COVID 19 Training Material

Supervisor/Manager Training Program and Summary
Temporary Classification Upgrades
Witness/Jury Service
Workers' Compensation/Sick Leave and Buy-Back Calculator
Workplace Security and Poster



DOH STANDARDS OF WORK PERFORMANCE AND CONDUCT

The DOH Standards of Work Performance and Conduct are basic behaviors that all employees have a right to expect from coworkers, their supervisors and their managers. These basic behaviors should also be extended to the public as well if you interact with them as part of your job. These behaviors can also be found at the links previously given, but let's take a good look at what this includes;

- Show up on time, ready to work.
- Be properly dressed to work.
- Conduct yourself with honesty.
- Be polite to both your co-workers and the public when you work with them.
- Use resources responsibility
- Take care of equipment we have assigned and the public pays for.



DOP POLICIES

In addition to DOT and DOH policies, there are also Division of Personnel (DOP) policies to which you will be held accountable as well. Below you will find these policies, the general purpose of the policy and the webpage link where you can find the entire policy. If you have questions regarding these policies, you should contact your supervisor or HR Manager.

PROHIBITED WORKPLACE HARASSMENT

Purpose: To prescribe a work environment where illegal harassment based on sex (with or without sexual conduct), race, color, religion, national origin, ancestry, age, disability, and protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process) or status explicitly defined as protected under applicable State and federal law as well as nondiscriminatory hostile workplace harassment does not occur. Employees have the right to be free from harassment while in a State government workplace, and the State has the legal obligation to ensure that such harassment does not occur, and that effective means of redress are available. This policy shall cover all independent contractors, volunteers, and employees of the State of West Virginia, including executive, administrative, classified, non-classified, exempt, and temporary employees, and employees of county health departments affiliated with the West Virginia Division of Personnel.

<https://personnel.wv.gov/SiteCollectionDocuments/Policies/Harass.pdf>

Workplace Security Policy

Purpose: To describe to all individuals (e.g., employees, volunteers, visitors, clients/customers, vendors/independent contractors and the general public) the security measures in effect for State government workplaces and within the Capitol Complex and to provide general advice and guidance to employees who may be faced with threatening or dangerous workplace situations.

<https://personnel.wv.gov/SiteCollectionDocuments/Policies/DOP%20Policy%20-%20Workplace%20Security%20FINAL%20DRAFT%20for%20Website%207-2-18.pdf>

Drug and Alcohol Policy

Purpose: To establish clear and uniform guidelines in accordance with federal and State regulations regarding alcohol, drugs, or controlled substances, including the provisions of the Drug-Free Workplace Act of 1988.

<https://personnel.wv.gov/SiteCollectionDocuments/Policies/DrugFree.pdf>

Agency Dress Code

Purpose: To communicate basic principles regarding written standards of dress and to establish appropriate guidelines appointing authorities should consider when regulating the dress standards of its employees. This policy does not require the approval of the Division of Personnel prior to the establishment of a dress policy by any department, division or governmental sub-unit under the jurisdiction of the Division of Personnel; however, it does require that a copy of agency dress code policies be filed with the Division of Personnel. In addition, technical assistance, advice and guidance are available from the Employee Relations Section of the West Virginia Division of Personnel.

<https://personnel.wv.gov/SiteCollectionDocuments/Policies/DressCode.pdf>

*****Policies apply in any vehicle, hotel, anywhere you are representing DOH.**



STATE GOVERNMENT ETHICS

The West Virginia Ethics Commission was established in 1989 to administer the West Virginia Governmental Ethics Act (W. Va. Code §§ 6B-1-1 through 6B-3-11). The code of conduct established by the Ethics Act applies to all public servants including public employees, elected public officials, appointed public officials and public servant volunteers, whether full-time or part-time, in the legislative, judicial, and executive branches of state, county and municipal government, including all boards, commissions and agencies.

The West Virginia Governmental Ethics Act established a code of ethical conduct to guide public officials and public employees and help them avoid conflicts between their personal interests and their public responsibilities. The Act tells you what is expected of you as a public servant and gives official approval to your conduct if it complies with the standards of the Act. Did you know that your computer and phones are property of the State and can be searched at anytime under the Ethics Act? It is your responsibility to read and be familiar with all your rights and responsibilities under this Act.



The West Virginia Ethics Commission is responsible for educating and advising public servants and for enforcing the Act. If you have a question, or want more information, you may use your work phone to call the Commission staff at (304)558-0664. Your call will be treated confidentially. <https://ethics.wv.gov/Pages/default.aspx>

Whistle-Blower Law

The Whistle-blower Law prohibits discrimination or retaliatory action in any aspect of employment against public employees who make a good faith report of wrongdoing or waste. The law also protects those who participate in any hearing, investigation, legislative inquiry, or court action.

This protection is provided by law so that an employee may make a good faith report of waste or wrongdoing to his or her employer or other authority without fear of reprisal.

A copy of the interpretive bulletin outlining the Whistle-blower Law is available in each agency. Please see your supervisor for a copy.



CONFIDENTIALITY

During your employment, you may, on occasion or as a matter of routine, come in contact or work with information that must be treated confidentially. Usually this information is obtained in one of 3 ways;

- It is information you use as part of our job duties, such as those that work in an HR office processing personal employee information

- It is information you receive on a need to know basis, such as real estate purchases on an upcoming road project
- It is information you had to obtain by request through the proper channels, perhaps financial information you requested from the Auditor's Office.

Depending on the agency, there are different procedures established for handling these situations. In all cases, follow the policy or procedure established in your work site for handling and/or releasing confidential information. When in doubt, ask your immediate supervisor.



You have almost completed this training.

Go to the next page of this document and complete the 6 questions by reading each question and writing the correct response on your Training Log Sheet.

NAME _____

**DOH EMPLOYEES
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COURSE REVIEW QUESTIONS**

RETURN THIS PAGE WITH YOUR TELEWORK LOG

1. How many bridges does the DOH have responsibility to maintain?
 - a. 7,987
 - b. 6,958
 - c. 8,456
 - d. 3,244

2. Approximately how much of the DOH budget is covered by Federal aid?
 - a. 56%
 - b. 33%
 - c. 28%
 - d. 22%

3. Which of the classes listed below is not covered by EEO?
 - a. Age
 - b. National origin
 - c. Veteran's status
 - d. Job classification

4. What is the maximum number of sick leave days you can carry over into the new year?
 - a. 30 to 40
 - b. 40
 - c. No limit
 - d. Only 80

5. Who does the code of conduct established by the Ethics Act applies to?
 - a. All public servants including public employees,
 - b. Only elected officials
 - c. County and municipal government employees
 - d. Only the legislative, judicial and executive branches of State government

6. When will you receive incremental pay?
 - a. Every year on the anniversary of your start date
 - b. Every year in January at the beginning of the new calendar year
 - c. Every 3 years in July at the beginning of the fiscal year
 - d. Every July after you have accrued 3 years of service.