

## DOP “PLANS” Classification/Compensation Update Project

It’s time. It hasn’t happened since 1994, and it’s time. In these days of rapidly changing circumstances, we need to be prepared for the future, and that means it’s time for the Division of Personnel (DOP) to both update its Classification Plan and modernize its Compensation Plan. To do that, the DOP, in collaboration with the management consulting firm the Hay Group, has developed the PLANS Project.

The overall goal of PLANS is to define and properly classify each job, while at the same time, ensure we have a Compensation Plan that is both fair to our State government employees and competitive with the outside markets, so that we can attract and keep the best workers.

It’s a big job – an enormous job, in fact – that falls to the DOP’s Classification and Compensation Section (Class and Comp). Class and Comp Manager Lisa Dalporto says she and her staff are ready and up to the task.

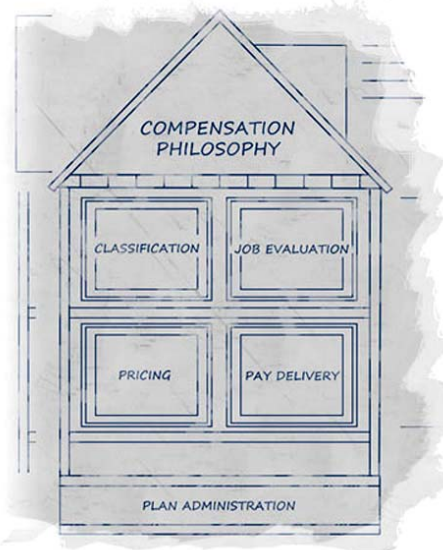
According to Dalporto, “We’ve been preparing and doing background work on PLANS for many months. Over several weeks in early 2010, we’ll be collecting information from every classified and classified-exempt employee in the Executive Branch about his/her job. Each job will be evaluated and will assist us in identifying and/or developing appropriate classifications, and ultimately allow us to determine how each position fits into the updated Classification Plan.”

Governor Joe Manchin fully supports the PLANS Project and its goals. On December 10, 2009, all

employees received a letter from him introducing the project and explaining the importance of everyone’s participation ([www.plans.wv.gov/Governor/Pages/default.aspx](http://www.plans.wv.gov/Governor/Pages/default.aspx)). In his letter, he writes, “You may have already heard about or even participated in some of the preliminary work on the project ... In the coming weeks, you will learn more about this project and the important role that you will play in making this change a success.”

To have an effective Compensation Plan, there are six components that must be considered and addressed, as described below:

- 🏠 A compensation philosophy defines what the State pays for and why. All other components are driven by the compensation philosophy.
- 🏠 Classification is the description of work. Effective classification depends on accurate and up-to-date information about work.
- 🏠 Job evaluation is the measurement of work. As a result of this project, the State will use a point factor method of job evaluation.
- 🏠 Pricing or pay structure is the value of work. This includes a comparison of pay within a relevant labor market.
- 🏠 Pay delivery is the recognition of performance of work.
- 🏠 Plan administration is the consistent application and maintenance of all of the components described above.



Essentially, this all means we must ultimately determine our actual philosophy as it pertains to pay. A group which comprises DOP and State government leaders is working on this feature. While that’s in the works, we can simultaneously obtain the data we need so that we can review each job and assign it to a proper job classification. Each job classification will be evaluated based on factors including know-how, problem solving, and accountability, and then assigned to an appropriate Compensation Plan pay grade. From that point on, we can focus on maintaining standards and consistency when agencies fill vacancies and assign job duties.

## Nominations Sought for 2010 Governor's Arts Awards

Contributed by Terri Marion of the Division of Culture and History.

The West Virginia Division of Culture and History and the West Virginia Commission on the Arts are seeking nominations for the 2010 Governor's Arts Awards. All West Virginians are encouraged to nominate individual artists, organizations, and communities in five categories of awards.

The award categories are Arts in Education Award to recognize efforts to strengthen arts education in West Virginia public schools and the overall impact on arts education in West Virginia; Distinguished Service to the Arts Award to recognize individuals and/or organizations of exceptional talent and creativity that have contributed to the arts, fostered growth, and influenced trends and aesthetic practices on a State and national level; Leadership in the Arts Award to recognize individuals and/or organizations



that have demonstrated exceptional leadership and access to the arts throughout the state of West Virginia; Artist of the Year Award to recognize an individual artist who has impacted the exposure to the arts

in West Virginia through his/her work; and the Governor's Arts Award for Lifetime Achievement for significant achievement in the arts for an individual and/or organization.

A ceremony and gala to present the awards will be held on Monday, March 15, at the Culture Center, State Capitol Complex in Charleston.

For more information, or to download a nomination form, visit our website at [www.wvculture.org/arts](http://www.wvculture.org/arts), or contact Rose McDonough, Cultural Facilities and Accessibility Coordinator for the Arts Section of the Division, at 304-558-0240, ext. 152 or [rose.a.mcdonough@wv.gov](mailto:rose.a.mcdonough@wv.gov).

**The nomination deadline is February 12, 2010.**

### PEIA to Conduct Dependent Verification

Employees covered by the Public Employees Insurance Agency (PEIA) will receive information to verify their eligible dependents.

This project is being undertaken to ensure that PEIA is paying expenses incurred only by covered employees and eligible dependents. It's a crucial step in the agency's ongoing efforts to control rising healthcare costs.

Healthcare Data Management will mail to employees who have dependents a packet containing a list of the employee's currently enrolled dependents, along with a form listing all types of eligible dependents and the acceptable forms of verification. For each dependent listed as eligible, you will need to provide the supporting documentation to continue coverage.

The signed affidavits and documentation must be returned according to the instructions in the packet within a 30-day grace period. Visit [www.peia.wv.gov](http://www.peia.wv.gov) or see Page 6 in your 2010 Summary Plan Description for more information.

## Lottery to Celebrate 24<sup>th</sup> Anniversary with Wheel of Fortune<sup>®</sup>

Article (with edits) and graphic from the West Virginia Lottery's website: ([www.wvlottery.com/mediacenter/news.aspx?ArticleID=434](http://www.wvlottery.com/mediacenter/news.aspx?ArticleID=434)).

January 9, 2010 marked the West Virginia Lottery's 24th anniversary and to celebrate, they are offering players five monthly \$10,000 prizes, a \$250,000 grand prize, and two trips to Hollywood for Wheel of Fortune<sup>®</sup> auditions, according to Lottery Director John Musgrave.

Musgrave said Wheel of Fortune<sup>®</sup> instant tickets providing "Free Play" entries became available at most West Virginia Lottery retailers by last December 7. Any "Free Play" tickets won by players can be mailed to the Lottery, making them eligible for monthly drawings.



The first, held on January 29, was won by Debra Hull of Buckhannon. The next drawings are set for February 26, March 26, April 30, and May 28. One entry each month will win \$10,000 cash.

Additionally, Musgrave said a grand prize drawing will be held June 25 in which entries will be drawn for a \$250,000 cash prize and two trip packages to Hollywood for Wheel of Fortune<sup>®</sup> auditions.

To improve players' odds of winning, each month's drawing will include only tickets that were not used in previous drawings. Excluding those entries drawn for \$10,000 prizes, all remaining entries will be included in the grand prize drawing.

The deadline for entries will be the end of the business day one day

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# You Can Benefit from E-Filing Your Tax Returns

*Contributed by Kimberly Osborne of the Department of Revenue.*

Did you know 60% of West Virginia Personal Income Tax returns are e-filed? It is the most accurate way to file with error rates considerably less than paper.

Easily file your 2009 West Virginia personal income tax return electronically with the West Virginia State Tax Department. **For some taxpayers, e-filing is FREE!** Taxpayers who e-file receive fast, accurate, and secure service. By filing electronically, taxpayers receive their refunds faster than those taxpayers who are due a refund and file paper returns.

**Refunds can be directly deposited into your bank account in as little as 10 working days for correct e-filed returns.** Correct paper filed returns can take 6 to 8 weeks before a taxpayer receives a refund check.

E-filing can improve accuracy for those taxpayers with balances due to the state of West Virginia. In addition, while no payment is due until April 15, 2010, e-filing allows taxpayers to pay their debt by check, direct debit, or credit card. **By choosing the free direct debit for balance due returns, taxpayers can select any withdrawal date up to and including April 15, 2010.**

To avoid processing delays, e-filers who claim Tax Credit Schedules such as Schedule E, Non Family Adoption, Neighborhood Investment Program Credit, etc., should e-mail the completed Schedules, as a pdf attachment, immediately following the return transmission to [wvfile@tax.state.wv.us](mailto:wvfile@tax.state.wv.us). As an alternative, e-filers may fax the completed Schedules to the e-file office at 304-558-1150.

In order to avoid discrepancies, taxpayers that e-file should verify the amount of estimated payments or carry forward credits claimed on their returns prior to transmission of

the return. Taxpayers may do so by calling the Taxpayer Services Division at 304-558-3333 or 1-800-982-8297.

West Virginia has continued an agreement with Free File Alliance member companies. This alliance enables qualified West Virginia taxpayers' free online filing services. Each Free File Alliance member sets taxpayer eligibility requirements for its program. Learn if you qualify for free e-filing by visiting the Free Income Tax E-file Section on the West Virginia State Tax Department website.

You can e-file today! Learn more about e-filing and other personal income tax tips by visiting [www.wvtax.gov](http://www.wvtax.gov).

## Higher Ed Boasts Historic Enrollment Figures

*Edited from information contributed by Ashley Schumaker of the Higher Education Policy Commission.*

The West Virginia Higher Education Policy Commission recently released its fall 2009 enrollment data for the State higher education system, revealing that a record 93,712 students were enrolled.

Fall 2009 marked the first time in State history that enrollment topped 90,000 students. These figures include enrollment in public two- and four-year institutions, and represent a 6.7 percent increase (or 5,909 students) over the previous year, and an increase of 13.1 percent (or 10,867 students) over a five-year period (fall 2004 to fall 2009).

The State's 12 public four-year colleges and universities enrolled 68,229 students, an increase of 3.4 percent (or 2,253 students) over the previous year, and an increase of 10.3 percent (or 6,388 students) over a five-year period (fall 2004 to fall 2009.) The largest increase over the previous year was West Virginia State University with 4,003 students, representing an increase of 33.3 percent (or 1,000 students). The largest increase over a five-year period (fall 2004 to fall 2009) was the West Virginia School of Osteopathic Medicine with 778 students, representing an increase of 114.3 percent (or 415 students). West Virginia University reported the largest enrollment of the State's public four-year colleges and universities with 28,898 students.

Dr. Brian Noland, Chancellor, has issued a call to action for students to continue building upon this historic momentum.

"As students prepare for finals and the semester wraps up, this is a crucial time to think about next steps such as course planning for subsequent semesters, career plans after graduation, and a lifelong commitment to learning," Noland said. "With economic uncertainty still a reality, the real challenge is to retain and graduate students, so they can enter the workforce and help solidify personal goals, but also improve the State's economy and national standing."

To assist students, the State recently launched a free resource, the College Foundation of West Virginia (CFWV). CFWV is a web portal for college and career planning designed to assist West Virginia residents in pursuing postsecondary education. For more, please visit [www.cfwv.com](http://www.cfwv.com).



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What's YOUR role in all of this? You'll provide information about your specific job so that we can move ahead with the other aspects of this project. Our dates to collect the job duties information are February 25 through April 23, 2010. You'll be required to complete (or sign-off on) a questionnaire to describe the work you do. Most employees will complete the questionnaire online; those without internet availability will complete paper versions. The completed forms will be routed through supervisors and agencies' designees to the DOP's Class and Comp Section.

Start thinking now about what your major job duties are, and jot them down. Think about not only what you do, but how much time is spent on each task, and the level of responsibility you have for it. This will give you a jump start when the questionnaire is released for completion.

A website for the PLANS Project can be found at [www.plans.wv.gov](http://www.plans.wv.gov). Updated information will be posted on this site as it becomes available.



*Like everyone else across West Virginia, residents of Quail Hollow in Cross Lanes found that navigating the hills was tricky business after snowstorms blanketed the State this month.*

### Improve Your Performance and Expand Your Knowledge!

The Division of Personnel's Organization and Human Resource Development 2010 Program Schedule for classes is available at

[www.personnel.wv.gov/ohrd/SiteCollectionDocuments/Program-Schedule-2010.pdf](http://www.personnel.wv.gov/ohrd/SiteCollectionDocuments/Program-Schedule-2010.pdf)

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prior to each drawing date; any entries received after that day will be included in the next drawing.

"The exception, of course, will be the deadline of June 24 for the grand prize drawing, which will mark the end of the promotion. Any 'Free Play' entries purchased by players after that date will simply be considered non-winning tickets," Musgrave said.

He noted that players may not win more than one \$10,000 monthly prize; if they have entries drawn after their cash wins, they will be included in the last grand prize drawing.

**NOTE:** *Wheel of Fortune is a registered trademark of Califon Productions, Inc. © 2009 Califon Productions, Inc. All rights reserved.*

## Pencil In ...



Governor Joe Manchin says that many people have called his office asking how to **help the people of Haiti in the rescue and recovery efforts**. The US Department of Homeland Security is suggesting that money donations are the best way to help at the present time. Manchin offers the following websites for consideration of donations and information:

[www.americanredcross.org](http://www.americanredcross.org)

[www.cidi.org](http://www.cidi.org)

[www.usaid.gov](http://www.usaid.gov)


[www.whitehouse.gov/HaitiEarthquake](http://www.whitehouse.gov/HaitiEarthquake)

**This year, 2010, is U.S. Census time.** The form can be previewed at <http://2010.census.gov/2010census/how/interactive-form.php> so you can prepare for when you receive the real form in the mail.



*Recognition, celebration, and hoopla are contagious. Are you a carrier?*

**Anonymous**

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