

POLICY ON POLICIES

I. **PURPOSE:** To communicate the authority for and distribution procedures of the Division of Personnel's policies and bulletins.

II. **POLICY**

- A. DRAFT policies shall be reviewed by staff of the Division of Personnel and the Personnel Advisory Council.
- B. DRAFT policies may be disseminated for review through Cabinet Secretaries to all Departments by the Division of Personnel and/or the Personnel Advisory Council and to other interested parties by the Director of Personnel.
1. Comments and/or recommended revisions on DRAFT policies shall be forwarded to the Director of Personnel within stated time frames.
 2. After consideration of all agency comments and recommended revisions, the DRAFT policy with any revisions shall be submitted to the State Personnel Board, with comments on agency revisions that were incorporated or rejected.
- C. Policies shall be implemented upon approval of the State Personnel Board.
1. Effective dates shall be established by the State Personnel Board.
- D. Approved policies/bulletins shall be disseminated to affiliated agencies, specifically each department's administrative office, payroll location and operational unit supervisors, through the Employee Communications Section of the Division of Personnel. It shall be the responsibility of each department, authority, bureau, division, board, commission, etc. to notify the Division of Personnel of mailing corrections to ensure efficient dissemination of these documents.
1. Each department shall be responsible for maintaining policies/bulletins in a central location in each division that is **easily and openly accessible to all employees**. If requested, photocopy of any section by an employee is required.
 2. The policies kept in a central location are the property of the State. If an incumbent responsible for maintaining policies/bulletins in a central location is separated, the policies/bulletins shall remain with the position.
- E. Division of Personnel policies and procedures and/or supplements thereto shall be adhered to by all affiliated agencies. It shall be the responsibility of all management personnel to administer such policies and procedures in a consistent and non-discriminatory manner. Staff in the Division of Personnel are available to assist supervisors and managers in carrying out this responsibility.
- F. Deviations from published policies are generally prohibited. Exceptions, as specifically provided within certain policies, must have prior written approval of the Director of Personnel.

- G. Policies remain in effect unless changed as a result of action by the State Personnel Board, or revisions to Division of Personnel Rules and Regulations, or State law.
1. Approved changes and revisions to established policies shall be promptly communicated to all affected employees by means determined appropriate by the appointing authority.
 2. Suggestions for changes to existing policies are to be presented in writing by department heads to the Director of Personnel or through a member of the Personnel Advisory Council.
 3. Supplements and/or revised policies shall be maintained as prescribed in Section D. 1. of this policy.

III. AUTHORITY:

- A. *WV Code* §29-6-9a(b)(1)(3); §29-6-7(b)(4); and, §29-6-12.
- B. *Division of Personnel Administrative Rules*, Sections 4.04(b)(4); 22.01.

IV. EFFECTIVE DATE: January 1, 1993.

V. POLICY NUMBER: DOP-P8.

Approved and Issued By:



Michael T. Smith, Director of Personnel

Date: December 29, 1992.