<u>Effective 6/30/2020 – Testing of new Personnel Status Change Forms & Procedures</u>

1. **Submit all PSCFs and attachments to Director of Operations, Brooke Hunter**
   a. **Email bhunter@rvcds.org**
   b. **Drop in box at office**
      i. **Office schedule: Tuesdays and Thursdays**

2. **Brooke will review for accuracy and completeness and log the PSCF for tracking purposes**
   a. **Accurate and complete – Brooke will pass on to HR, Josh McAdoo and the following draft procedures will be followed.**
   b. **Not accurate or complete – Brooke will return to the Program Director and provide guidance on accurately completing the form and needed attachments.**

3. **Once the PSCF packet has completed the signature process, it will be returned to Brooke for review, procedure analysis, and final tracking.**

4. **The PSCF procedures will be analyzed and adjusted as necessary to ensure efficient and accurate personnel status changes.**

Please contact Brooke with any questions or concerns regarding the PSCFs and procedures.
bhunter@rvcds.org
out-of-office phone: 304-412-4799

Purpose:
RVCDS utilizes a Personnel Status Change Form (PSCF) to initiate and track all personnel status changes for RVCDS employees.

RVCDS Policies and Procedures Applicable to Personnel Status Changes:
- Employee Classification
- Hiring/Promotion/Transfer
- Hiring Flowchart (manager's resource page)
- Progressive Discipline: Absence without Leave
- Progressive Discipline: Performance and Conduct
- Reduction in Staff
- Salaries
- Stipend Philosophy and Travel Stipend
- Termination
- Recommendations for Rehire Eligibility Procedure (manager's resource page)

Other RVCDS Resources Applicable to Personnel Status Changes:
- Entry Level Salary Schedule
- Employee Performance Evaluation
- Job Description
- Interview Packet/Transfer Packet
- Request for Salary Increase/Salary Stipend Form
- Any other supporting documentation correlating to the personnel status change

Personnel Status Change Forms Available:
RVCDS utilizes four personnel status change forms, each for a specific personnel status change category.
1. New Hire
2. Changes (Base Rate, Classification, Job Title, Transfer)
3. Changes (Stipend)
4. Termination

Personnel Status Change Categories:
Personnel status changes fall into the listed categories:
1. New hire
    a. Hiring a new employee
    b. Re-hiring a former employee
2. Changes (Base Rate, Classification, Job Title, Transfer)
    a. RVCDS classification
    b. FLSA classification
    c. Benefits eligible classification
    d. Job title (not position change)
    e. Base pay rate
    f. Educational qualifications
    g. Completion of provisional period
    h. Transfer within same program or transfer to a different RVCDS program
3. Changes (Stipend)
    a. Start a stipend
    b. End a stipend

4. Termination
    a. Resignation
    b. Reduction in staff
    c. Retirement
    d. Termination
    e. Job Abandonment (listed in Termination Procedure, but cannot find the definition anywhere)
    f. Death

Completion of Personnel Status Change Form (Program Director):
Program Directors (P.D.) are responsible for initiation of and accurate completion of the PSCF for program staff any time there is a personnel status change.

All fields on the PSCF should be complete. If a listed field is not applicable, insert N/A in the field.

Please refer to the PSCF Field Completion Instructions chart below for guidance on completing PSCF fields accurately.

Additional guidance for completing and processing each PSCF is given following the PSCF Field Completion Instructions chart and attachments list.

Forms not completed accurately will be returned to the Program Director by the Director of Operations or HR Coordinator for correction.

PSCF Field Completion Instructions

	Field Name	**Description/Information to Enter**	*Example*
Complete all Fields	Today's Date	List the date you are completing the form	*1/1/2020*
	Employee's Name	List the name of the applicant being recommended for hire	*Jane Doe*
	Employee's Program	List the hiring program	*Link, RAU III, SAC, etc.*
	Employee's Worksite Address	List the office address where the employee will be located	*315 N Ohio Ave Parkersburg, WV*
RVCDS Classification Section			
Select the Applicable Classification as of the Effective Date of Personnel Status Change	Provisional Employee	Select "Provisional Employee" for all new hires • check the 90 day or 6 month box to indicate the length of the provisional period for the employee/position • For 6 month provisional periods, employees become benefits eligible at 90 days, but remain a "Provisional Employee" through 6 months	*The length of the provisional period should be listed on the job description.*
	Regular Employee	Select "Regular Employee" for employees who have successfully completed a provisional employment period and otherwise meet the definition of "Regular	

		Employee"	
	Part-Time Employee (Percentage of Time_)	Select "Part-Time Employee" for employees scheduled to work less than 30 hours per week and enter the percentage of time they will be working (based on a 40 hour work week)	*An employee who is scheduled to work 20 hours per week = 50%*
	Temporary Employee (Timeframe_____)	Select "Temporary Employee" for employees who will be employed short term (typically no longer than 6 months) and enter the anticipated timeframe they will be employed	*3 months, 6 months, etc.*
	Substitute Employee	Select "Substitute Employee" for employees who will be available on a substitute basis only	*Center staff, SAC staff*
FLSA Section			
Select the Applicable Status as of the Effective Date	Exempt	The employee is paid a set salary and is not eligible for overtime pay.	*This should be listed on the job description. If you have questions, contact HR.*
	Non-exempt	The employee is paid overtime, (1 ½ times his/her regular hourly rate of pay) for all hours worked in excess of 40 hours in a workweek	
Benefits Eligible Section			
Select the Applicable Status as of the Effective Date	Yes	Provisional employee who has successfully completed the first 90 days of employment and employees who meet the definition of "Regular Employee"	
	No	Any employee whose classification is anything other than "Regular Employee"	
Other Mandatory Fields			
Complete all Fields as of the Effective Date	Program	List the RVCDS program in which the employee works	*WVECTCR, Admin, etc.*
	Account Number	List the program account number	*5081, etc.*
	Last Date Current Status	List the last date before the personnel status change takes effect (this should be the day prior to "effective date new status")	*12/31/2019*
	Effective Date or Effective Date New Status	List the effective date (this is the hire date on the new hire PSCF) List the effective date new status (this is the date the personnel status change is effective and should be the day after the "last date current status" listed)	*Hire date: 2/1/2020* *Effective date new status: 1/1/2020*
	Job Title	List the current job title for the employee listed on the PSCF	*Administrative Assistant*
	New Job Title	List the new job title of the employee IF there is a job title change. It there is no	

		job title change, list the current job title of the employee.	
	Annual/Bi-Weekly/Hourly Rates	List <u>ALL</u> 3 rates for the position/employee using the entry level salary schedule plus any pay rate increases the employee has had	*Annual: $29,500 Bi-Wk:$1134.62 Hrly: $14.18*
	Stipend Amount	If applicable, list the amount of the stipend the employee will be receiving (or currently receives) and include the ALL 3 rates for the stipend (hourly, bi-weekly, annual). If you need assistance calculating the rates, contact the Director of Operations.

If the employee does not receive a stipend list $0 | *Annual: $7,384 Bi-Wk:$284 Hrly: $3.55*

$0 |
| | Reason for Stipend | List the reason for the stipend | *Supervisor stipend 1-5 staff, mentoring new Evaluator during provisional period, etc.* |
| | Effective Stipend Begin Date and/or Effective Stipend End Date | <u>Start date</u>: list the date the stipend is to begin (this is the date the employee starts performing the duties related to them receiving the stipend)

<u>End date</u>: list the date the stipend is to end (this is the date the employee stops performing the duties related to the receiving the stipend)

The end date may not be known at the time the stipend begins, but there should be an estimated end date listed in the "remark" field, such as, "the stipend will be in effect during the position vacancy and through the training/provisional period once the position is filled." | *Example: employee begins mentoring a new hire on 1/2/2020. The begin date would be listed as 1/2/2020. The employee finished mentoring the new employee at the end of the provisional period (90 days). The end date would be listed as 3/31/2020.* |
	Educational Qualifications	List the highest level of relevant education and the title of the credential or degree (you must have proof – transcript – verifying the education level/credential)	*B.A. – Early Childhood Education*
	STARS Level	List the STARS Career Pathway Level, if applicable	*VI*
	Years' Experience	List the number of years of relevant experience	*6 years*
	Remark	Enter a remark that describes the personnel status change	*"recommend for hire" or "successful completion of provisional period,*

			move to regular employee status" etc.
Termination Section			
Complete all Fields	Program, Account Number, Last Date Current Status, Job Title, Present Rate/Annual, Biweekly, Hourly	List the appropriate information for each field (see above for guidance). Last date current status will likely be the same date as date last worked (for resignation, termination and RIF)	
	Date Last Worked	List the date last worked (this will be the effective termination date for resignation, termination, and RIS. It will be the actual date the employee last worked if termination is occurring due to job abandonment)	
	Reason for Termination	Check the reason for termination • Resignation – employee voluntarily resigns employment • Termination – RVCDS ends employment due to conduct, performance, or AWOL • Job Abandonment – abandonment of job • Reduction in Staff – permanent reduction in staff numbers/elimination of position • Retirement – retirement of employee • Death – death of employee	
	Method of Notice/Date	List the date and method of notice • Resignation - the date the employee submitted their resignation and the method of notice (verbal & written, written, etc.) • Termination – the date of the termination meeting • Job Abandonment – the date notice of termination was sent to the employee and the method of notice (email, certified letter, etc.) • Reduction in Staff – the date the employee was notified and method of notification • Retirement • Death	• *Verbal and written resignation/ 1/5/2020* • *Termination meeting/ 1/5/2020* • *Certified notice of termination mailed to employee/ 1/5/2020* • *Written RIS letter to employee/ 1/5/2020* • *Retirement eligibility date/date of retirement*
	Remarks	List relevant remarks	

	Eligible for Rehire?	Program Director determines eligibility to rehire. Yes – eligible for rehire: also select green or yellow • Green – eligible for rehire • Yellow – eligible for rehire but with some caution No – not eligible for rehire: also select red • Red – not eligible for rehire and future applications will not be forwarded to program directors from HR	
	If not eligible for rehire	List explanation of why employee is not eligible for rehire and attach supporting documentation	*Employee falsified documentation on multiple occasions.*

Required attachments for Personnel Status Change Forms

New Hire Personnel Status Change Form
- Pre-employment Interview Check-off Form
    - Applicant resume and completed, signed application
    - Telephone interview questions
    - Interview questions
    - Observation evaluation and/or written assignment
    - Interview rating form
    - Reference authorization form
    - Employer reference check form
    - Proof of education (copy of high school diploma or original transcripts)
    - Three personal character reference letters (reference contact information must be included on the letter)
    - Completed New Hire PSCF

Changes (Base Rate, Classification, Job Title, Transfers) Personnel Status Change Form
- Change to RVCDS Classification
    - Successful completion of provisional employment period
        - Attachment: 90 day or 6 month employee performance evaluation
    - Change in the amount of time employee works (full-time to part-time, etc.)
        - Attachment: signed job description indicating full-time/part-time status
- Change to FLSA Classification
    - Change in exempt/non-exempt status
        - Attachment: signed job description indicating exempt/non-exempt status
- Change to benefits eligibility
    - Successful completion of 90 days of employment – benefits eligible
        - Attachments: 90 day employee performance evaluation, 90 day feedback form, 1st page of ISDP signed (if applicable)
    - Change in RVCDS classification that results in loss of benefits eligibility (full-time to part-time)
        - Attachment: signed job description indicating full-time/part-time status
- Change to the employee's base rate of pay
    - Raises (percentage based)
        - Back-up documentation approving % raise and effective date.
    - Raises (to entry level scale)
        - Back-up documentation approving raise (this could be a revised entry level scale)
    - Education – higher relevant education level attained during employment
        - Attachment: official education transcript
    - Experience earned (do we pay any positions based on # of years of experience)?
        - Attachment: ???
- Change to the employee's job title (not position change)
    - Due to job evolution (e.g. WV STARS Statewide Coordinator changed to WV STARS Statewide Project Manager)
        - Attachments: signed job description and any supporting documentation showing job evolution and approval of job title change
- Transfer positions within current program
    - Example: WVECTCR STARS Specialist I transfer to WVECTCR ACDS Specialist II
        - Attachment: Transfer Check-Off Form
            - Internal Job Posting Application
            - Resume
            - Credentials
            - Observation evaluation and/or written assignment
            - Interview rating form

<u>Required attachments for Personnel Status Change Forms (continued)</u>

- Transfer to a different agency program
  - o Example: WVECTCR Administrative Assistant transfer to Link Administrative Assistant
    - ▪ Attachment: Transfer Check-Off Form
      - Internal Job Posting Application
      - Resume
      - Credentials
      - Observation evaluation and/or written assignment
      - Interview rating form

<u>Changes (Stipends) Personnel Status Change Form</u>
- Start stipend – consult the RVCDS Stipend Philosophy
  - o Attachment: Request for Salary Increase/Salary Stipend Form (if applicable); supporting documentation (job description with highlighted duties being covered, signed mentor agreement, etc.)
- End stipend – no attachment required

<u>Termination Personnel Status Change Form</u>
- Resignation
  - o Attachment: resignation letter
- Termination
  - o Attachment: Disciplinary notice and supporting documentation
- Job Abandonment
  - o Attachment: Disciplinary notice
- Reduction in Staff
  - o Attachment: Reduction in staff notice to employee
- Retirement
  - o Attachment: retirement letter
- Death
  - o Attachment: ?

Processing Responsibilities – New Hire Personnel Status Change Form

Program Director
The hiring Program Director completes the "New Hire PSCF" upon identifying the applicant they wish to hire. Please consult the "PSCF Field Completion Instructions" chart above for guidance on how to accurately complete the PSCF fields.

The hiring Program Director signs and dates the PSCF and submits the completed New Hire PSCF with the complete hiring packet to Human Resources.

After the Executive Director notifies the hiring Program Director of approval to hire, the Program Director or designee contacts the applicant to offer the position and set a start date (typically Wednesdays are start/orientation dates). The Program Director emails HR and the E.D. with the set start date.

Human Resources
Human Resources receives the complete hiring packet with New Hire PSCF attached (hard copy or electronic copy?). HR reviews the entire hiring packet to ensure all required documentation is attached and reviews the New Hire PSCF for accuracy and completeness.

Inaccurate or incomplete hiring packet/New Hire PSCF - HR will return the hiring packet and New Hire PSCF to the Program Director if there is missing documentation or if the New Hire PSCF is not accurately completed for correction.

Accurate and complete hiring packet/New Hire PSCF – HR signs and dates the New Hire PSCF and forwards the hiring packet and PSCF to the Executive Director.

When HR receives the complete hiring packet and signed PSCF from the Payroll Accounting Assistant, the HR Coordinator reviews the PSCF to ensure all signatures are present, and signs and dates to verify completion of the process. The HR Coordinator then scans the signed, processed PSCF and forwards a scanned copy to the hiring Program Director and files the original PSCF and packet.

Executive Director
The Executive Director reviews the complete hiring packet to determine approval or denial of recommendation to hire the applicant.

Denial to hire applicant – the Executive Director notifies the Program Director of denial to hire applicant and returns the complete hiring packet and New Hire PSCF to HR. HR then processes the hiring packet as a "do not hire" packet.

Approval to hire applicant – The Executive Director signs the New Hire PSCF and dates the form using the E.D. "date 1" section. The E.D. forwards the complete hiring packet to the Director of Business and Finance who reviews packet and salary scale. Upon return of the hiring packet from the Director of Business and Finance, the E.D. initials and dates the PSCF using the "date 2" section. The E.D. informs the Program Director of approval to hire. The E.D. receives the hire date from the Program Director, fills in the "Effective Date" and forwards the hiring packet and PSCF to the Payroll Accounting Assistant.

Director of Business and Finance
The Director of Business and Finance reviews the hiring packet and salary scale to verify the correct salary amount is listed on the PSCF. Once the salary is verified, or corrections made, the Director of Business and Finance returns the hiring packet and PSCF to the Executive Director.

Payroll Accounting Assistant (SUBJECT TO CHANGE WITH NEW PAYROLL SYSTEM and/or define more clearly the process)
The Payroll Accounting Assistant utilizes the hiring packet and PSCF to enter employee data into the payroll system. The Payroll Accounting Assistant signs and dates the PSCF and utilizes the "office use only" box on the PSCF to note the first pay date for the new hire. The Payroll Accounting Assistant then forwards the complete hiring packet and PSCF back to HR.

Processing Responsibilities – Changes and Termination Personnel Status Change Forms

Program Director
The Program Director completes the PSCF upon identifying a personnel status change for a current employee. Please consult the "PSCF Field Completion Instructions" chart above for guidance on how to accurately complete the PSCF fields.

The Program Director signs and dates the PSCF and submits the completed PSCF with the attachment(s) to Human Resources.

Human Resources
Human Resources receives the PSCF form with required documentation attached (hard copy or electronic copy?). HR reviews the entire packet to ensure all required documentation is attached and reviews the PSCF for accuracy and completeness.

Inaccurate or incomplete PSCF and attachment(s) - HR will return the PSCF and attachment to the Program Director if there is missing documentation or if the PSCF is not accurately completed for correction. Once the correction is made, the PSCF and attachment(s) is returned to HR.

Accurate and complete PSCF and attachment(s) – HR signs and dates the PSCF and forwards the PSCF and attachment (s) to the Executive Director.

When HR receives the PSCF and attachment(s) from the Payroll Accounting Assistant, the HR Coordinator reviews the PSCF to ensure all signatures are present, then meets with the employee to review the status change and has the employee sign the PSCF. The HR Coordinator then signs the form for the final time.

The HR Coordinator scans the signed, processed PSCF and forwards a scanned copy to the Program Director.

Executive Director
The Executive Director reviews the complete PSCF and attachment(s) to determine approval or denial of the status change.

Approval of status change (not termination) – The Executive Director signs the PSCF and dates the form using the E.D. "date 1" section. The E.D. forwards the complete packet to the Director of Business and Finance who reviews packet and rate of pay. Upon return of the packet from the Director of Business and Finance, the E.D. initials and dates the PSCF using the "date 2" section. The E.D. forwards the hiring packet and PSCF to the Payroll Accounting Assistant.

Approval of status change for Termination PSCF – The Executive Director signs the PSCF and dates the form and forwards to the Director of Business and Finance.

Denial of status change – The Executive Director returns the PSCF and attachments to HR with denial reason noted.

Director of Business and Finance
Changes PSCF - The Director of Business and Finance reviews the PSCF, attachment(s) and salary scale/rate of pay to verify the correct salary amount is listed on the PSCF. Once the salary is verified, or corrections made, the Director of Business and Finance returns the PSCF and attachment(s) to the Executive Director.

Termination PSCF – The Director of Business and Finance reviews and signs the PSCF and forwards to Payroll Accounting Assistant.

Payroll Accounting Assistant (SUBJECT TO CHANGE WITH NEW PAYROLL SYSTEM and/or define more clearly the process)
The Payroll Accounting Assistant utilizes the PSCF to enter/change employee data into the payroll system. The Payroll Accounting Assistant signs and dates the PSCF and utilizes the "office use only" box on the PSCF to note the first pay date of effective change or the last pay date of effective change. The Payroll Accounting Assistant then forwards the complete hiring packet and PSCF back to HR.