WEST VIRGINIA LEGISLATURE
REGULAR SESSION, 1985

---

ENROLLED
Finance Com. Sub. for Education Com. Sub. for
SENATE BILL NO. 317

(By Mr. [Signature])

---

PASSED April 30, 1985

In Effect from Passage
ENROLLED
FINANCE
COMMITTEE SUBSTITUTE
FOR
EDUCATION
COMMITTEE SUBSTITUTE
FOR
Senate Bill No. 317
(MR BURDETTE, MR HOLMES, MR WHITLOW, MR COLOMBO, MS LUCHT,
MR YANERO, MR NELSON, MR R WILLIAMS, MRS SPEARS, MR CRAIGO,
MR JARRELL, MR WHITE, MR STACY, MR SHARPE, MR COOK AND MR
TONKOVICH, MR PRESIDENT, original sponsors)
(Originating in the Committee on Finance.)

[Passed April 13, 1985; in effect from passage.]

AN ACT to amend and reenact section one, article five, chapter
five of the code of West Virginia, one thousand nine hundred
thirty-one, as amended; and to amend chapter eighteen by
adding thereto a new article, designated article twenty-six-
b, all relating to removing classified employees from
provisions of salary increases for state employees; directing
the board of regents to establish a complete, uniform system
of personnel classification for classified employees at
institutions of higher education; defining terms;
establishing a higher education classified employee monthly
salary schedule; providing for a personnel classification system and assignment thereto and notification thereof; increasing by five percent the current salary of classified employees; providing for salaries in accordance with the salary schedule established herein to the extent of the appropriations therefor; providing for conferences and an appeal procedure regarding changes in employment classification; requiring certain reports; providing procedure for hiring classified employees after the effective date; and providing for additional employment by mutual agreement subject to approval by the board.

Be it enacted by the Legislature of West Virginia:

That section one, article five, chapter five of the code of West Virginia, one thousand nine hundred thirty-one, as amended, be amended and reenacted; and that chapter eighteen of said code be amended by adding thereto a new article, designated article twenty-six-b, to read as follows:

CHAPTER 5. GENERAL POWERS AND AUTHORITY OF THE GOVERNOR, SECRETARY OF STATE AND ATTORNEY GENERAL; BOARD OF PUBLIC WORKS; MISCELLANEOUS AGENCIES, COMMISSIONS, OFFICES, PROGRAMS, ETC.

ARTICLE 5. SALARY INCREASE FOR STATE EMPLOYEES.

§5-5-1. Definitions.

1 For the purposes of this article: (1) “Eligible employee” means any regular full-time employee of the state or any spending unit thereof who is eligible for membership in any state retirement system of the state of West Virginia or other retirement plan authorized by the state; Provided, That the mandatory salary increase required by this article shall not apply to any faculty or classified employee at state institutions of higher education or any employee of the state whose compensation is fixed by statute or by statutory schedule, nor shall this article be construed to mandate an increase in the salary of any elected or appointed officer of the state; (2) “years of service” means full years of service as an employee of the state of West Virginia; (3) “spending unit” means any state office, department, agency, board, commission, institution, bureau or other designated body authorized to hire employees.
CHAPTER 18. EDUCATION.

ARTICLE 26B. CLASSIFIED EMPLOYEE SALARY SCHEDULE AND CLASSIFICATION SYSTEM.

§18-26B-1. Definitions.

1 As used in this article:

2 (a) “Board” means the West Virginia board of regents;

3 (b) “Classification” means a group of related job titles including, but not limited to, those which are differentiated by Roman numerals;

4 (c) “Classified employee” means any full-time employee of the board who holds a position that is assigned a particular job title and pay grade in accordance with the personnel classification system established by the board;

5 (d) “Executive personnel” means an individual who is responsible for major policy formation at the institutional level and reports directly to the president; final approval of such individuals shall rest with the board;

6 (e) “Institution” or “Institutions” means the public institutions of higher education within this state;

7 (f) “Job description” means the specific listing of duties and responsibilities as determined by the board and associated with a particular job title;

8 (g) “Job title” means the name of the position or job as defined by the board;

9 (h) “Merit increases and salary adjustments” means all or any portion of the amount of compensation that may be paid above the minimum and up to the maximum salary established in each bracket on the salary schedule on a merit basis or to rectify salary inequities in accordance with policy established by the board;

10 (i) “Pay grade” means the letter grade assigned by the board to a particular job title and refers to the horizontal column heading of the salary schedule established in section three of this article;

11 (j) “Personnel classification system” means the process of job evaluation adopted by the board by which job title, job description, pay grade and placement on the salary schedule are determined;

12 (k) “Salary” means the amount of compensation paid through the state treasury per month to a classified employee;
“Schedule” or “Salary schedule” means the grid of monthly salary figures established in section three of this article; and

“Years of experience” means the actual number of years a person has been a full-time employee of the state of West Virginia and refers to the vertical column heading of the salary schedule established in section three of this article. Employment for nine months or more shall equal one year of experience, but no classified employee may accrue more than one year of experience during any given fiscal year. Employment for less than full-time or less than nine months during any fiscal year shall be prorated. In accordance with rules and regulations established by the board, a classified employee may be granted additional years of experience not to exceed the actual number of years of prior, relevant work or experience at accredited institutions of higher education other than state institutions of higher education.

§18-26B-2. Legislative purpose.

The purpose of the Legislature in the enactment of this article is to charge the board with the responsibility to establish, control, supervise and manage a complete, uniform system of personnel classification in accordance with the provisions of this article for all employees other than faculty and executive personnel at state institutions of higher education.

§18-26B-3. Higher education classified employee monthly salary schedule.

There is hereby established a state monthly salary schedule for classified employees consisting of a minimum and a maximum monthly salary for each pay grade in accordance with years of experience: Provided, That payment of the minimum salary shall be subject to the availability of funds, and nothing in this article shall be construed to guarantee payment to any classified employee of the salary indicated on the schedule at the actual years of experience.
### HIGHER EDUCATION

**CLASSIFIED EMPLOYEE MONTHLY SALARY SCHEDULE**

<table>
<thead>
<tr>
<th>Years Of Experience</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>873</td>
<td>874</td>
<td>935</td>
<td>1,000</td>
<td>1,070</td>
<td>1,144</td>
<td>1,227</td>
<td>1,320</td>
<td>1,425</td>
</tr>
<tr>
<td>1</td>
<td>893</td>
<td>954</td>
<td>1,019</td>
<td>1,089</td>
<td>1,163</td>
<td>1,246</td>
<td>1,359</td>
<td>1,464</td>
<td>1,582</td>
</tr>
<tr>
<td>2</td>
<td>913</td>
<td>974</td>
<td>1,039</td>
<td>1,109</td>
<td>1,183</td>
<td>1,266</td>
<td>1,399</td>
<td>1,504</td>
<td>1,622</td>
</tr>
<tr>
<td>3</td>
<td>933</td>
<td>994</td>
<td>1,059</td>
<td>1,129</td>
<td>1,203</td>
<td>1,286</td>
<td>1,439</td>
<td>1,544</td>
<td>1,662</td>
</tr>
<tr>
<td>4</td>
<td>953</td>
<td>1,014</td>
<td>1,079</td>
<td>1,149</td>
<td>1,223</td>
<td>1,306</td>
<td>1,479</td>
<td>1,584</td>
<td>1,702</td>
</tr>
<tr>
<td>5</td>
<td>973</td>
<td>1,034</td>
<td>1,099</td>
<td>1,169</td>
<td>1,243</td>
<td>1,326</td>
<td>1,519</td>
<td>1,624</td>
<td>1,742</td>
</tr>
<tr>
<td>6</td>
<td>993</td>
<td>1,054</td>
<td>1,119</td>
<td>1,189</td>
<td>1,263</td>
<td>1,346</td>
<td>1,559</td>
<td>1,664</td>
<td>1,782</td>
</tr>
<tr>
<td>7</td>
<td>1,013</td>
<td>1,074</td>
<td>1,139</td>
<td>1,209</td>
<td>1,283</td>
<td>1,366</td>
<td>1,599</td>
<td>1,704</td>
<td>1,822</td>
</tr>
<tr>
<td>8</td>
<td>1,033</td>
<td>1,094</td>
<td>1,159</td>
<td>1,229</td>
<td>1,303</td>
<td>1,386</td>
<td>1,639</td>
<td>1,744</td>
<td>1,862</td>
</tr>
<tr>
<td>9</td>
<td>1,053</td>
<td>1,114</td>
<td>1,179</td>
<td>1,249</td>
<td>1,323</td>
<td>1,406</td>
<td>1,679</td>
<td>1,784</td>
<td>1,902</td>
</tr>
<tr>
<td>10</td>
<td>1,073</td>
<td>1,139</td>
<td>1,204</td>
<td>1,274</td>
<td>1,348</td>
<td>1,431</td>
<td>1,729</td>
<td>1,834</td>
<td>1,952</td>
</tr>
<tr>
<td>11</td>
<td>1,093</td>
<td>1,164</td>
<td>1,229</td>
<td>1,299</td>
<td>1,373</td>
<td>1,456</td>
<td>1,779</td>
<td>1,884</td>
<td>2,002</td>
</tr>
<tr>
<td>12</td>
<td>1,113</td>
<td>1,192</td>
<td>1,255</td>
<td>1,325</td>
<td>1,399</td>
<td>1,482</td>
<td>1,837</td>
<td>1,943</td>
<td>2,062</td>
</tr>
<tr>
<td>13</td>
<td>1,133</td>
<td>1,214</td>
<td>1,279</td>
<td>1,349</td>
<td>1,423</td>
<td>1,506</td>
<td>1,879</td>
<td>2,004</td>
<td>2,102</td>
</tr>
<tr>
<td>14</td>
<td>1,153</td>
<td>1,239</td>
<td>1,304</td>
<td>1,374</td>
<td>1,448</td>
<td>1,531</td>
<td>1,929</td>
<td>2,034</td>
<td>2,152</td>
</tr>
<tr>
<td>15</td>
<td>1,173</td>
<td>1,264</td>
<td>1,329</td>
<td>1,399</td>
<td>1,473</td>
<td>1,556</td>
<td>1,979</td>
<td>2,084</td>
<td>2,202</td>
</tr>
<tr>
<td>16</td>
<td>1,193</td>
<td>1,299</td>
<td>1,365</td>
<td>1,435</td>
<td>1,525</td>
<td>1,609</td>
<td>2,029</td>
<td>2,134</td>
<td>2,252</td>
</tr>
<tr>
<td>17</td>
<td>1,213</td>
<td>1,329</td>
<td>1,394</td>
<td>1,465</td>
<td>1,554</td>
<td>1,638</td>
<td>2,087</td>
<td>2,202</td>
<td>2,323</td>
</tr>
<tr>
<td>18</td>
<td>1,233</td>
<td>1,365</td>
<td>1,435</td>
<td>1,504</td>
<td>1,593</td>
<td>1,673</td>
<td>2,142</td>
<td>2,263</td>
<td>2,385</td>
</tr>
<tr>
<td>19</td>
<td>1,253</td>
<td>1,390</td>
<td>1,465</td>
<td>1,535</td>
<td>1,624</td>
<td>1,704</td>
<td>2,180</td>
<td>2,302</td>
<td>2,428</td>
</tr>
<tr>
<td>20</td>
<td>1,273</td>
<td>1,419</td>
<td>1,499</td>
<td>1,573</td>
<td>1,662</td>
<td>1,749</td>
<td>2,229</td>
<td>2,353</td>
<td>2,480</td>
</tr>
<tr>
<td>Years of Experience</td>
<td>PAY GRADE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>J</td>
<td>K</td>
<td>L</td>
<td>M</td>
<td>N</td>
<td>O</td>
<td>P</td>
<td>Q</td>
<td>R</td>
</tr>
<tr>
<td>0</td>
<td>1,543</td>
<td>1,674</td>
<td>1,826</td>
<td>1,996</td>
<td>2,188</td>
<td>2,406</td>
<td>2,653</td>
<td>2,935</td>
<td>3,256</td>
</tr>
<tr>
<td>1</td>
<td>1,675</td>
<td>1,825</td>
<td>2,195</td>
<td>2,405</td>
<td>2,652</td>
<td>2,934</td>
<td>3,255</td>
<td>3,614</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1,715</td>
<td>1,865</td>
<td>2,055</td>
<td>2,465</td>
<td>2,712</td>
<td>2,994</td>
<td>3,315</td>
<td>3,681</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>1,755</td>
<td>1,905</td>
<td>2,115</td>
<td>2,525</td>
<td>2,772</td>
<td>3,054</td>
<td>3,375</td>
<td>3,748</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>1,795</td>
<td>1,945</td>
<td>2,175</td>
<td>2,585</td>
<td>2,832</td>
<td>3,114</td>
<td>3,435</td>
<td>3,815</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>1,835</td>
<td>1,985</td>
<td>2,235</td>
<td>2,645</td>
<td>2,892</td>
<td>3,174</td>
<td>3,495</td>
<td>3,882</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>1,875</td>
<td>2,025</td>
<td>2,285</td>
<td>2,695</td>
<td>2,945</td>
<td>3,234</td>
<td>3,555</td>
<td>3,949</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>1,915</td>
<td>2,065</td>
<td>2,335</td>
<td>2,765</td>
<td>3,012</td>
<td>3,294</td>
<td>3,615</td>
<td>4,016</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>1,955</td>
<td>2,105</td>
<td>2,415</td>
<td>2,807</td>
<td>3,072</td>
<td>3,354</td>
<td>3,675</td>
<td>4,083</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>1,995</td>
<td>2,145</td>
<td>2,475</td>
<td>2,867</td>
<td>3,132</td>
<td>3,414</td>
<td>3,735</td>
<td>4,150</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>2,035</td>
<td>2,185</td>
<td>2,535</td>
<td>2,945</td>
<td>3,192</td>
<td>3,474</td>
<td>3,795</td>
<td>4,217</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>2,085</td>
<td>2,235</td>
<td>2,605</td>
<td>3,020</td>
<td>3,267</td>
<td>3,549</td>
<td>3,870</td>
<td>4,300</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>2,135</td>
<td>2,285</td>
<td>2,666</td>
<td>3,085</td>
<td>3,314</td>
<td>3,624</td>
<td>3,945</td>
<td>4,383</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>2,185</td>
<td>2,335</td>
<td>2,726</td>
<td>3,170</td>
<td>3,417</td>
<td>3,699</td>
<td>4,020</td>
<td>4,466</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>2,235</td>
<td>2,385</td>
<td>2,786</td>
<td>3,230</td>
<td>3,492</td>
<td>3,774</td>
<td>4,095</td>
<td>4,549</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>2,285</td>
<td>2,435</td>
<td>2,835</td>
<td>3,280</td>
<td>3,546</td>
<td>3,820</td>
<td>4,140</td>
<td>4,632</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>2,335</td>
<td>2,485</td>
<td>2,885</td>
<td>3,325</td>
<td>3,642</td>
<td>3,924</td>
<td>4,245</td>
<td>4,715</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>2,385</td>
<td>2,535</td>
<td>2,935</td>
<td>3,360</td>
<td>3,771</td>
<td>4,040</td>
<td>4,320</td>
<td>4,798</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>2,435</td>
<td>2,585</td>
<td>2,985</td>
<td>3,400</td>
<td>3,999</td>
<td>4,290</td>
<td>4,605</td>
<td>5,047</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>2,485</td>
<td>2,635</td>
<td>3,035</td>
<td>3,440</td>
<td>4,068</td>
<td>4,364</td>
<td>4,715</td>
<td>5,130</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>2,535</td>
<td>2,685</td>
<td>3,085</td>
<td>3,480</td>
<td>4,096</td>
<td>4,384</td>
<td>4,760</td>
<td>5,130</td>
<td></td>
</tr>
</tbody>
</table>
§18-26B-4. Establishment of personnel classification system; assignment to classification and to salary schedule; actual salary; annual institutional review of classified employee assignments and annual report to the board.

(a) Before the first day of July, one thousand nine hundred eighty-five, the board shall establish a system of job classifications, each classification to consist of related job titles, and corresponding job descriptions for each position within a classification, together with the designation of an appropriate pay grade for each job title.

By such date and with consideration to recommendations of the institutions, the board shall furnish each classified employee written confirmation of the assignment to the appropriate classification, job title and pay grade and of the proper placement on the salary schedule pursuant to section three of this article notwithstanding the actual salary paid. Such assignment may be appealed in accordance with section five of this article.

(b) Each classified employee who is employed by the board on the effective date of this article shall receive for the same employment at the same pay grade during the fiscal year commencing on the first day of July, one thousand nine hundred eighty-five and thereafter, a monthly salary which is at least five percent greater than the final monthly salary paid such classified employee for the fiscal year commencing on the first day of July, one thousand nine hundred eighty-four.

(c) Each classified employee whose monthly salary under subsection (b) of this section is less than the minimum monthly salary for zero years of experience for the appropriate pay grade as set forth in section three of this article shall receive for the fiscal year commencing on July first, one thousand nine hundred eighty-five, an amount that is equal to one half of the difference between such salary and the minimum amount prescribed for the appropriate pay grade at zero years of experience: Provided, That for the fiscal year commencing July first, one thousand nine hundred eighty-six, each classified employee whose monthly salary is less than the minimum monthly salary for zero years of experience for the appropriate pay grade as set forth in section three of this article shall receive for the same employment at the same pay grade during the fiscal year commencing on the first day of July, one thousand nine hundred eighty-six and thereafter, a monthly salary which is at least five percent greater than the final monthly salary paid such classified employee for the fiscal year commencing on the first day of July, one thousand nine hundred eighty-five.
article shall receive additional compensation such that the
monthly salary is at least the minimum amount prescribed
for the appropriate pay grade at zero years of experience:

Provided, That such amounts may be reduced
proportionately based upon the amount of funds available
for such purpose.

(d) Funds remaining after increasing the monthly salary
of each classified employee to at least the minimum amount
prescribed for the appropriate pay grade at zero years of
experience shall be used to place classified employees on
the salary schedule at their appropriate years of experience:
Provided, That such amount may be reduced
proportionately based upon the amount of funds available
for such purposes.

(e) The current monthly salary of any classified
employee may not be reduced by the provisions of this
article nor by any other action inconsistent with the
provisions of this article, and nothing in this article shall be
construed to prohibit promotion of any classified employee
to a job title carrying a higher pay grade if such promotion is
in accordance with the provisions of this article and the
personnel classification system established by the board.

(f) Any classified employee may receive merit increases
and/or salary adjustments in accordance with policies
established by the board if funds are available for such
increases.

(g) Any full-time classified employee whose actual
salary after the effective date of this article exceeds the
maximum amount prescribed for such classified employee's
assigned placement on the schedule provided for in section
three of this article shall not receive pay increases until such
classified employee's actual salary no longer exceeds the
maximum for the appropriate placement on the salary
schedule: Provided, That nothing herein shall prohibit any
increase paid pursuant to subsection (b) of this section.

(g) Each institution shall perform an annual review of
each job description in relationship to the assigned duties
and responsibilities, current job title and pay grade of each
classified employee employed at that institution. Based
upon the data collected through such annual review, each
institution shall determine which, if any, of its classified
employees should be recommended for a change in job title
in order to conform to the personnel classification system of
the board: Provided, That any classified employee filling a
position or carrying out the duties and responsibilities of a
position normally assigned a higher pay grade in
accordance with the personnel classification system
established by the board shall be recommended for a change
in job title or shall be returned immediately to the duties
and responsibilities outlined in his appropriate job
description.

Each institution shall submit to the board by the first day
of October, one thousand nine hundred eighty-five, and
each year thereafter, a report which shall include the steps
being taken to ensure proper employee classification in
accordance with the appropriate job titles and pay grades
as established by the board, any recommended changes in
job title, the justification for such recommendations, the
effect of such changes on existing personnel, and the fiscal
impact thereof.

Each institution also may submit, as a part of its annual
report to the board, recommendations for alterations in job
descriptions or classifications, changes in corresponding
pay grades, or creation of new job titles or classifications.
Such changes, if approved by the board, shall be made a
part of the personnel classification system of the board and
shall be applied uniformly at all institutions: Provided,
That when necessary, the board may order changes in
classifications or changes in job titles upon its own
authority and shall notify the institutions of such changes
within thirty days.

The board, upon receipt and review of the annual report
submitted by each institution, shall notify the reporting
institution by the first day of December, one thousand nine
hundred eighty-five and each year thereafter, of any action
taken in response to recommendations made by the
institution. Immediately upon receipt of notification of any
changes in the personnel classification system by the board,
the institution shall post copies of such notice in prominent
campus locations. Changes in classification or changes in
job title, as approved by the board, shall be effective no later
than the first day of July of each year. As to any change
which affects existing personnel, each classified employee so affected shall be notified in writing regarding such change and the effect thereof.

§18-26B-5. Conferences and appeal rights regarding personnel classification.

1. (a) The president of the institution or his designees charged with responsibility to develop any personnel recommendations for inclusion in the institution's annual report to the board shall meet and confer during development of the recommendations with each classified employee who (1) may be affected by proposed recommendations to the board; or (2) has requested a change in job title.

2. (b) A classified employee may appeal the initial assignment, any change in the assigned classification or job title, or any change in the system of classification, whether such change is the result of action taken by the board upon its own authority or upon the recommendations of the institutions: Provided, That a classified employee shall file an appeal, in writing, with the board no more than thirty days from the date of notice of the initial assignment or a change in the employee's current classification or within thirty days after the posting of notice of changes in the personnel classification system.

3. (c) The board shall notify the institution of the filing of an appeal by a classified employee. Within ten days, the board shall determine the date, time, and location at the employing institution for a hearing to be held, and shall give notice thereof, by certified mail, return receipt requested, to the classified employee and the president of the institution or his designee. The hearing shall be held before the board, a designated subcommittee of the board, or a designated hearing officer within thirty days of receipt of such employee's petition of appeal: Provided, That the hearing may be continued for reasonable cause from time to time until completed.

4. (d) At an appeals hearing, the classified employee shall be accorded substantive and procedural due process, including the right to produce evidence and witnesses and to cross-examine witnesses, and the right to legal counsel or other representation at his own expense. Testimony shall be

recorded on audio tape, which, together with copies of the exhibits, shall be furnished to the classified employee, at no charge, upon his request. If the tape is transcribed at the request of the classified employee, the cost will be equally shared by the classified employee and the institution.

(e) The board shall submit a written decision within thirty days of the hearing or at such time as is mutually agreed upon by the parties.

(f) The employee may appeal any decision of the board in accordance with any provisions of this chapter relating to employee grievance procedures.

§18-26B-6. Hirings after effective date.

1 Any individual hired as a full-time classified employee after the effective date of this section shall be assigned by the board, with consideration to any recommendations of the institution, to a placement on the salary schedule which is appropriate to such individual's classification, job title, pay grade and years of experience: Provided, That nothing is this section shall be construed to guarantee to a newly hired classified employee payment of the salary indicated on the schedule at the actual years of experience.

§18-26B-7. Additional employment by mutual agreement; provision for board approval.

1 In accordance with policy established by the board and by mutual agreement, the president of an institution or a designated representative and a classified employee at such institution may agree on duties to be performed by such employee in addition to those duties listed in the job description. The terms and conditions of any such agreement shall be in writing, signed by both parties, and shall describe the additional duties to be performed, the length of time such agreement shall be in force and the additional compensation to be paid. Such agreement shall be submitted to the board and shall be in effect unless and until the institution receives notice of non-approval within ten working days following the submission thereof.
The Joint Committee on Enrolled Bills hereby certifies that the foregoing bill is correctly enrolled.

Chairman Senate Committee

Floyd Fulla
Chairman House Committee

Originated in the Senate.

In effect from passage.

Clerk of the Senate

Donald L. Kopp
Clerk of the House of Delegates

President of the Senate

Speaker House of Delegates

The within bill passed this the 2nd day of May, 1885.

Governor

[Signature]
PRESENTED TO THE
GOVERNOR
Date: 4/30/75
Time: 6:13 p.m.