

2025 NASPEs AWARD

Eugene H. Rooney, Jr. Award Nomination Innovative State Human Resource Management Program

Nominations from dues-paying states are considered for eligibility. Nominated leaders and programs should have a positive effect on the administration of state human resource programs. A state's central human resource department or line agency human resource operations may administer nominated programs.

Programs and projects must have been operational for at least six months and must be transferable to other states. Selection criteria are based on the questions asked on the award application. Included in this packet are the specific criteria for each award and their categories. Nominations are encouraged in all areas of human resource management administration.

PROGRAM INFORMATION

Program Title: HR Learning Portal State: WV

Contact Person: Sheryl Webb

Contact's Title: Director

Agency: West Virginia Division of Personnel

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NOMINATOR INFORMATION

Nominator: Sheryl Webb Title: Director

State: WV Agency: West Virginia Division of Personnel

Telephone: 304-558-3950

E-mail: Sheryl.r.webb@wv.gov

ALL SUBMISSIONS MUST:

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DETAILS

Please attach a one-page summary of the program. Provide a narrative answer for each of the questions. You are limited to four pages (based on regular 8 1/2 x 11-inch paper double-spaced in 12-point font). The four-page limit does not include the one-page summary.

1. Please provide a brief description of this program.

The HR Learning Portal, a valuable online resource was created to support HR professionals.

This portal serves as a comprehensive guide and starting point for those navigating the complex field of human resources. As such, it offers a variety of resources designed to help you succeed in your role including:

Guidance on key HR policies and procedures

Access to relevant laws and regulations

Links to Division of Personnel resources and agency-specific information

Training materials and tools for professional development

This portal is a go-to resource to begin or continue ones journey in HR. The site is regularly updated with training and content to ensure it meets the evolving needs of our HR community.

2. How long has this program been operational (month and year)?

September 13, 2024

3. Why was this program created? (What problem[s] or issues does it address?)

Human Resources is complex. When a merit system is added to the HR complexities, it can be challenging for HR staff to know where to go for resources that will provide them with the information that is needed.

4. Why is this program a new and creative method?

Other states centralize HR information, but this portal provides steps on how to use the resources. It provides foundational concepts and groups HR information into commonly used areas, so that an employee will know how to navigate the resources whether they have come from the private sector or have been in the public sector for their HR career.

5. What was the program's startup costs?

This system is set up in Google Workspace. Agency staff built the site and have provided the content for it.

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6. What are the program's operational costs?

There are no additional operational costs to run this program.

7. How is this program funded?

The program is funded with agency funds.

8. Did this program originate in your state?

9. Are you aware of similar programs in other states?
If yes, how does this program differ?

Arizona may have an HR program that may be similar. I was unable to locate it on a public site if they do.

10. How do you measure the success of this program?

This program is still in its infancy. The data for the number of visits to the page is being tracked. The WVDOP is getting ready to make changes to the site location and promotion and will be measuring the changes in the data in greater detail after the adjustments are made.

11. How has the program grown and/or changed since its inception?

The initial page had a basic structure for the materials that are included today. Upcoming events are now on the main landing page, additional training and resources have been added.



Welcome to the West Virginia Division of Personnel's (DOP) new HR Learning Portal, a comprehensive guide to mastering the essentials of Human Resources within the DOP's merit system. This website is designed to support new and seasoned HR professionals by providing a structured, easy-to-navigate repository of resources that will equip them with the knowledge and skills needed to excel in their roles.

Introduction to Government HR Structure & Functions

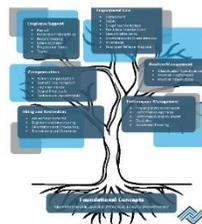
It might be helpful to think about HR as a tree. The foundational concepts of "merit," "laws, rules, policies," and "shared definitions" serve as the deep roots that anchor the entire structure. These roots establish the foundational principles of fairness, legality, and clarity in HR practices, just as roots provide stability and nourishment to a tree. These foundational elements ensure that HR decisions are based on merit, comply with regulations, and maintain consistency in terminology and procedures.

Branching out from these roots are the five key areas of HR:

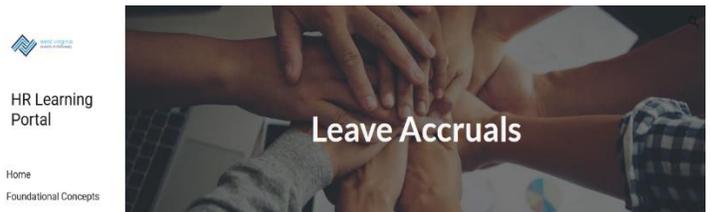
- Recruitment, Onboarding, and Retention
- Compensation
- Employee Support
- Employment Law
- Position Management
- Performance Management

Each of these areas represents a vital aspect of HR management, akin to the branches that extend from the tree's sturdy roots. They encompass specific functions such as hiring, benefits administration, legal compliance, workforce planning, and performance evaluation, which are essential for the overall health and growth of the organization.

By understanding HR in this analogy, HR professionals can appreciate how the deep roots of merit, laws, rules, policies, and definitions provide the necessary foundation for cultivating effective HR practices across the organization. Just as a tree flourishes with strong roots and expansive branches, organizations thrive when HR operations are grounded in foundational principles and supported by diverse functional areas that contribute to organizational success.



Upcoming Events



Home

Foundational Concepts

Hiring and Retention

Compensation

Employee Support

Payroll

Personnel Transactions

Record Keeping

Leave Accruals

Progression Dates

Travel

Employment Law

Position Management

Performance Management

Upcoming Events

Employees of West Virginia State Government receive outstanding paid leave benefits, and leave is earned and accrued from the first day of employment. This includes annual (vacation) leave and sick leave, as well as paid time off for other activities such as jury duty and military leave. The resources on this page focus on two primary leave types: Annual leave and sick leave.

How to Use These Resources

To get started, we recommend reviewing the DOP Administrative Rule, which outlines the legal aspects of leave and the protections available to employees.

After that, explore the websites on Sick Leave Accrual and Annual Leave Accrual for more detailed information. Be sure to utilize the Accrual Calculation Chart, which helps differentiate between employees with varying tenures—remember, the longer you are in a position, the more leave you accrue. We also offer an online class, *Emergency Situations/Inclement Weather*, that summarizes many of the aforementioned resources.

DOP Administrative Rule (2022), sections 14.3, and 14.4

The Administrative Rule is the statutory code that governs the Division of Personnel (DOP). It outlines guidelines for classification plans, pay structures, open competitive examinations, promotions, layoffs and recalls, appointments, dismissals, demotions, and other human resource matters in accordance with the West Virginia Code.

Sick Leave Accruals

State employees enjoy generous sick leave that is separate from other leave. More information is available on this webpage.

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