WEST VIRGINIA

SECRETARY OF STATE

KEN HECHLER

ADMINISTRATIVE LAW DIVISION

Form #5

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FILED

1990 SEP 27

NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW

AGENCY: Property Valuation Training and Procedures Comm. TITLE NUMBER: 189

CITE AUTHORITY: W. Va. Code § 11-1C-4(d)

RULE TYPE: PROCEDURAL X INTERPRETIVE ____

EXEMPT LEGISLATIVE RULE X
CITE STATUTE(s) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

W. Va. Code § 11-1C-4(d)

AMENDMENT TO AN EXISTING RULE: YES____, NO____

IF YES, SERIES NUMBER OF RULE BEING AMENDED: ____

TITLE OF RULE BEING AMENDED: ____

IF NO, SERIES NUMBER OF NEW RULE BEING ADOPTED: 1

TITLE OF RULE BEING ADOPTED: Instructions for Hiring Approval

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE EFFECTIVE DATE OF THIS RULE IS September 27, 1990

Robert A. Hoffman

Robert Hoffman
Acting Chairman

FILED

WEST VIRGINIA PROCEDURAL REGULATIONS
PROPERTY VALUATION TRAINING AND PROCEDURES COMMISSION
TITLE 189
SERIES 1
1990

INSTRUCTIONS FOR HIRING APPROVAL

Filed: September 27, 1990

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§ 189-1-1. General.

1.1 Type of regulations. - These regulations are procedural regulations as defined in W. Va. Code § 29A-3-1 et seq.

1.2 Scope. - These procedural regulations explain and clarify the requirement in 1-1C-8(a) where the Property Valuation Training and Procedures Commission must authorize an assessor to hire a person who will be paid through the county valuation fund. The procedure was adopted by said Commission on July 24, 1990.

1.3 Authority. - These procedural regulations are authorized by W. Va. Code § 11-1C-4(d).

1.4 Filing Date. - September 27, 1990

1.5 Effective Date. - These procedural regulations are effective immediately upon filing in the State Register.

1.6 Citation. - These procedural regulations may be as 189 C.S.R. 1, § ___ (1990).

§ 189-1-2. General Statement. - Pursuant to West Virginia Code § 11-1C-8(a), no person hired by an assessor shall be paid through the county valuation fund without the approval of the Property Valuation Training and Procedures Commission ("PVTPC").

§ 189-1-3. Hiring Approval Form. - The PVTPC adopted Form 1, the Hiring Approval Form, at its July 10, 1990 meeting in Parkersburg, West Virginia. A copy of the Hiring Approval Form was provided to each assessor and the form may be copied as needed. When submitting the form pursuant to the hiring approval procedures described in the following section 189-1-4, assessors are required to follow the instructions on the form, complete all of the items on both sides of the form, and sign the form.

§ 189-1-4. Hiring Approval Procedure. - The PVTPC adopted the following procedures to facilitate a meaningful review of the Hiring Approval Form without causing undue delay:

4.1 Any assessor desiring to pay an employee out of the county valuation fund may submit to the Tax Commissioner as Chairman of the PVTPC:

4.1.1 A completed copy of the standard employment application form used by that assessor's office relating to that applicant, and

4.1.2 A signed original Hiring Approval Form.

4.1.3 These items should be mailed to:

Chairman, Property Valuation Training
and Procedures Commission
P.O. Box 963
Charleston, WV 25324

4.2 The Chairman of the PVTPC will promptly mail copies of the Hiring Approval Form to each member of the PVTPC.

4.3 Each member of the PVTPC shall have five days from receipt of the Hiring Approval Form to communicate to the Chairman any objections or questions respecting the matter.

4.4 If no questions or objections are communicated to the Chairman, the applicant will be approved and the Hiring Approval Form, signed by the Chairman, will be returned to the assessor. A signed Hiring Approval Form must be available in the applicant's personnel file for subsequent audit.

4.5 If an objection is registered by any member of the PVTPC, the matter will be placed upon the agenda for decision by the entire PVTPC at a meeting following the date the objection is raised.

KEN HECHLER
Secretary of State

MARY P. RATLIFF
Deputy Secretary of State

ROBERT E. WILKINSON
Deputy Secretary of State

CATHERINE FREROTTE
Executive Assistant

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STATE OF WEST VIRGINIA

SECRETARY OF STATE

Charleston 25305

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Director, Corporations

SHEREE COHEN
Special Assistant

(Plus all the volunteer help we can get)

TO: John Montgomery

AGENCY: Property Training & Procedures Commission

FROM: JUDY COOPER, DIRECTOR ADMINISTRATIVE LAW DIVISION

DATE: Nov. 15, 1990

THE ATTACHED RULE RECENTLY FILED BY YOUR AGENCY HAS BEEN ENTERED INTO OUR COMPUTER SYSTEM. PLEASE REVIEW, PROOF AND RETURN IT WITH ANY CORRECTIONS. IF THERE ARE NO CORRECTIONS, PLEASE SIGN THIS MEMO AND RETURN IT TO THIS OFFICE. YOU WILL BE SENT A FINAL VERSION OF YOUR RULE FOR YOUR RECORDS.

PLEASE RETURN EITHER THE CORRECTED RULE OR THIS FORM WITHIN TEN (10) WORKING DAYS OF THE DATE YOU RECEIVED THIS REQUEST. CALL IF YOU HAVE ANY QUESTIONS.

SERIES: 1 TITLE Instructions for Hiring Approval

* THE ATTACHED RULE HAS BEEN REVIEWED AND IS CORRECT.

SIGNED:

TITLE OF PERSON SIGNING:

DATE:

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* THE ATTACHED RULE HAS BEEN REVIEWED AND NEEDS CORRECTING. THE CORRECTIONS HAVE BEEN MARKED.

SIGNED: John W Montgomery

TITLE OF PERSON SIGNING:

DATE: 7-30-91