Yvonne McCormick, a Senior Personnel Specialist with the Division of Personnel, has been selected as the Department of Administration’s Employee of the Month for December.

A state government employee for 29 years, McCormick’s primary duties are to compile names of eligible candidates for classification registers and refer names to agencies upon request.

“Yvonne is always conscientious about the integrity of her work and always willing to go the extra mile to assist a co-worker,” said one co-worker. “The positive characteristics she possesses are hard to find and they have always been present in her many years of working in the Division of Personnel.”

Said another co-worker, “Yvonne is very knowledgeable in her area of responsibility and willingly shares it with others. Her positive attitude has been a constant in her long tenure at Personnel.”

In her spare time, McCormick likes to ride all-terrain vehicles, read books, and spend time with her family. She will be joined by friends and co-workers at a special ceremony presented by Cabinet Secretary Ross Taylor on Monday, December 2 at 11:15 a.m. at the Personnel offices in Building 6.
Editor's note: This is part of an on-going series of articles which takes a closer look at Department of Administration agencies.

The Division of Personnel is divided into six sections:
- Director's Office - Communications and Administration
- Classification and Compensation
- Employee Information and Transaction Processing
- Employee Relations
- Organization and Human Resource Development (OHRD)
- Staffing Services

For those looking to join the workforce for West Virginia state government, the Division of Personnel provides the first step in the hiring process. For those already within state government, the Division of Personnel offers a continuing set of resources.

Created by statute in 1989, the Division of Personnel was formed to provide leadership in human resource management, including administration of a merit system for the executive operating agencies of state government. Division of Personnel Director Sara Walker called overseeing the system vital for government.

“Our system ensures that there is continuity in state government,” she said. “Without it, every four to eight years, with every administration change, you could have a 100 percent turnover in staff. Obviously that is not realistic, but..."

Please see PERSONNEL, Page 4

LOOKING AT ADMINISTRATION:
Personnel Division

Statutory Authority: West Virginia Code §29-6-1
Mission Statement: Provide personnel management programs to support state agencies in employing and retaining individuals of the highest ability and integrity to provide efficient and effective governmental services for the citizens of West Virginia. Key to this mission is the creation of an environment that engenders trust and confidence at all levels, and promotes personal and professional growth.
Website: personnel.wv.gov
Telephone Number: (304) 558-3950
Physical Address: Building 6, Room 420, 1900 Kanawha Blvd E, Charleston, WV 25305-0139
The emphasis was on interactivity and enhanced learning at the Purchasing Division’s 2013 Agency Purchasing Conference. The division split the annual event, typically conducted during a three-day expanse, into two shorter, two-day events. The first event was Oct. 22-24 at Pipestem Resort State Park and the second at Stonewall Resort Oct. 30-Nov. 1.

Approximately 325 attendees, in addition to Purchasing Division staff and guest presenters, participated in this annual event which offered state agency procurement officers and their staff numerous opportunities to learn more about purchasing requirements. The conference agenda offered 24 workshops covering 15 different topics. Purchasing Director Dave Tincher said presenters were tasked with a challenge, however.

“Presenters sought out unique ways to assist in the learning process. Activities incorporated engaging and interesting ways to involve participants,” Tincher said. “This ranged from making peanut butter and jelly sandwiches based on specifications created by class participants to a relay race with the answers to questions.”

Tincher said responses from conference attendees have been overwhelmingly positive. “The feedback we receive from agency purchasers is vital to us in helping us shape future events and our overall training schedule. Ultimately, we always aim to create the most beneficial programs for purchasers and to ensure that those responsible for procurement are well informed and trained to handle the issues they deal with daily.”

**Affordable Care Act to Affect Select WVCHIP Participants**

West Virginia Children’s Health Insurance Program (WVCHIP) officials recently issued a public notice announcing that children currently enrolled in WVCHIP and residing in households whose income is at or under 133 percent of the Federal Poverty Level (FPL) may soon be transitioned to the West Virginia Medicaid Program. This transition is due to changes in qualifying income limits for Medicaid, which will expand under the Affordable Care Act, effective January 1, 2014.

WVCHIP enrollees affected by this change will transition to Medicaid on their next scheduled eligibility renewal date. Enrollees will receive an initial letter notifying them of this transition and providing them with additional information on how to get further assistance, if needed. Enrollees affected by this transition will also be given the option to enroll in Medicaid at any time after January 1, 2014, if they choose not to wait until their renewal date. They will be notified of this option in a second letter that will be sent within three weeks of the initial notice of the transition. The transition of these CHIP participants to Medicaid will be completed no later than December 31, 2014. Any questions concerning this notice should be directed to WVCHIP at (304) 558-2732 or wvchip@wv.gov.
some positions in state government take years to learn. Without continuity who would answer the questions about your taxes, or would those providing emergency services have the necessary experience? This is why it is so important.”

She said the merit system allows us to retain qualified workers in critical positions and makes sure the hiring process is fair to all applicants. This is how you engender trust and confidence. In addition, “The Federal Government requires that for certain funding to be given to the states, there must be a merit system in place.”

Walker emphasized that while the Division of Personnel is the starting point for state employment, the actual hiring process is at the agency level. “Personnel staff is very specialized, and our focus is to oversee the process and instruct agency HR how to move through the process,” she said.

Walker said that after being hired, a state employee is never truly done with the Division of Personnel. “We provide many other services, from maintaining records of employee information to offering educational opportunities through OHRD, to providing assistance in disciplinary matters,” she said.

Changes are still afoot for the division as it continues to transition through the PLANS project, which will update the division’s classification and compensation system. “We are still moving forward on PLANS, and we are grateful for the hard work of state employees in helping us,” she said. Classification is a collaborative effort between the Division of Personnel and the agencies. It will be the first reclassification since 1990, she said.

Walker said the nearly 60 employees in the Division of Personnel are focused on helping state agencies and their employees succeed and thus we help the state of West Virginia to succeed. “There is always an inherent challenge, because we provide services but we are also monitoring for compliance. The Division of Personnel has many long term knowledgeable and dedicated employees,” she said. “It is my privilege to work with them.”

State employees anticipating a surplus of accumulated leave at the end of the calendar year may wish to consider the Division of Personnel’s Leave Donation Program.

This voluntary annual leave program gives state employees the ability to donate accrued annual leave to fellow state employees who have exhausted their sick and annual leave due to medical reasons. West Virginia Code §29-6-27 sets forth the provisions of this program and is further defined in Legislative Rule 143 CSR 2 (http://www.state.wv.us/admin/personnel/rules/rule707/143csr2.pdf)

The policy, its detailed eligibility requirements and the forms needed to participate are posted on the Division of Personnel website at: www.state.wv.us/admin/personnel/empcom/cover.htm

“This program offers state employees who will not be able to carry over all their accrued annual leave an opportunity to donate the leave to someone undergoing some difficult circumstances,” said Linda Coleman, the Department of Administration Human Resources Coordinator. “There are stringent guidelines to be eligible to participate in the Leave Donation Program but it is worth the effort, particularly for an employee in need of assistance this time of year.” For additional questions about this policy, contact Coleman at (304) 558-6181, ext. 203 or Linda.F.Coleman@wv.gov.

Thinking Outside the Box...

Public Defender Services employees in the agency’s Voucher Processing Section stand proudly next to the results of their efforts in boxing and organizing more than 34,000 vouchers processed during fiscal year 2013. The boxes represent 34,092 vouchers and the payment of $25,234,753.50 to court appointed counsel. Those who saw this feat through are pictured, from front, Kitty Wilson, Teresa Asbury, Heather Atkins, Rosa McFarland, and Jackie Linthicome.
**Personnel Policies Help Keep Workforce Safe and Productive**

The Division of Personnel’s Drug- and Alcohol-Free Workplace Policy’s (DOP-P2) intent is to ensure that state government workplaces are safe, productive, and secure by eliminating the presence and use of alcohol and illegal drugs in the workplace.

Much of the policy’s content was derived from applicable state and federal laws so that it is properly applied when necessary. The policy addresses many specifics such as definitions of what is considered alcohol and drugs and the reasoning behind the rules and guidelines established in it. The policy can be reviewed in its entirety at: www.personnel.wv.gov/SiteCollectionDocuments/Policies/Drug-Free.pdf

In addition, this policy references another employee program for individuals and families struggling with substance abuse issues. The Employee Referral Program provides employees and their families with opportunities to obtain assistance in securing independent, off-site professionals care for treatment or assistance with issues such as relationship or family conflicts, financial issues, and alcohol/drug abuse.

“It is essential that we have rules and guidelines for a productive workforce. The Drug- and Alcohol-Free Workplace policy is an ideal example of this. I think it is a policy we can all agree is necessary,” said Department of Administration Human Resources Coordinator Linda Coleman. “But it is important to understand that an individual employee dealing with personal issues, such as substance abuse, should not be shunned. The Employee Referral Program is the state’s way of saying ‘there is help’ for someone who is struggling.”

The Employee Referral Program can be downloaded at: www.personnel.wv.gov/employees/benefits/Pages/referral.aspx.

Coleman said employees can go in confidence to their supervisor, her as the Department of Administration’s Human Resources Coordinator or the Division of Personnel for assistance for treatment with independent, off-site, professionals who are experienced in a wide range of issues including relationships, conflict, family concerns, and alcohol or drug abuse.

“A key message for state employees is that they are not alone. There is help available and they should consider this program as an alternative to dealing with issues by themselves,” Coleman said. “This is another means to keeping our state government workforce strong and productive.”

For more information about the Division of Personnel’s Drug- and Alcohol-Free Workplace Policy, contact Joe Thomas at (304) 558-3950 or Joe.F.Thomas@wv.gov. For information regarding the Employee Referral Program, contact Coleman at (304) 558-6181 or Linda.F.Coleman@wv.gov or the Organization and Human Resource Development section at (304) 558-3950 ext. 57247.
Welcome! ... The Department of Administration is pleased to welcome our new employees: Sheila Gray (Finance); Beth Collins (Purchasing); Jerry Layne (Real Estate); and Mary Halen (Technology). Robert Kilpatrick transferred from the General Services Division to the Purchasing Division.

Best Wishes ... to Arlie Hubbard (Ethics), Gloria Taggart (Finance), and Craig Halloran (General Services), who recently resigned from our department.

Happy Retirement! ... After years of hard work and dedication, we would like to congratulate Garry Shivley (CPRB); Richard Corcovilos, Gregory Hubbard and Billy Tincher (General Services); Gloria Lewis (PEIA); and Tammy Bailey, Bill McClanahan and Helena Templeton (Technology). Best wishes to these employees for their service!

Employee of the Year ... The Department of Administration Employee of the Year recognition ceremony will be Tuesday, December 17 at 11:30 a.m. at Upper Rotunda in the Capitol.

Happy Holidays! ... The Cabinet Secretary’s Office of the Department of Administration wishes all of our employees and their families a wonderful holiday season!

JOYFUL NIGHT
Continued from Page 1

Governor and Mrs. Tomblin will then step inside the Capitol to the Rotunda area where the holiday tree is displayed with ornaments made by West Virginia children, and following tradition, will read “Twas the Night Before Christmas” in the foyer at the Governor’s Mansion.

Throughout the evening, high school bands, youth choirs, bell ringers and other groups will provide music around the Capitol. For more information about the Joyful Night activities, contact Caryn Gresham, deputy commissioner of the West Virginia Division of Culture and History at (304) 558-0220 or visit www.wvculture.org.

HAPPY BIRTHDAY ... in December

2 Glenn Briscoe ............ Gen. Srvs.
  Jason Curia ............ Technology
  Karen Hall ............... PEIA
  Robin Ann Hill ............ Finance
  Donna Meadows ....... Technology
5 Felice Joseph ............ PEIA
  Jan Powell ............... PEIA
  Charlotte Stover ........ PEIA
  Bill Holmes ............ Technology
8 Brian Holmes ........... Personnel
  Anita Allen ........... Sec. Office
  Nicholas Davis .......... Personnel
  Stephen Schumacher .... BRIM
  Keith Wood ........... Aviation
  Steve Forsythe ......... Personnel
  Michael Hutchinson . Technology
11 Gail Montantez ........ Purchasing
12 Alan Cummings ........ Purchasing
  Michael Manning Jr. . Technology
  Lynn Sisson ............ Technology
14 Christopher Barr .......... CPRB
  Joseph Estep .......... PEIA
  Kim Hensley .......... BRIM
  Steven Phillips ........ Gen. Svs.
15 Holly Devins .......... PEIA
17 Jennifer Harmon .... Technology
  Charles McDowell ....... Aviation
  Bob Paulson .......... Sec. Office
  Christopher Rankin .... Technology
  Nancy Shaver .......... Technology
18 John Fematt .......... BRIM
18 David McCauley .......... CPRB
22 James Brisendine ........ CPRB
  Pam Clark .......... Public Defender
  David Lester .......... Technology
  Shannon O’Dell ....... Technology
  Jennifer Perry .......... PEIA
23 Carol Dukate .......... Technology
  James Moore .......... Technology
  Howard Harris .......... Technology
26 Abiodun Craig .......... Technology
27 Matthew Carr .......... Technology
  Jeff Long ............ Personnel
  Glennis Sigmon .......... Gen. Svs.
  Carrie Sizemore .......... Personnel
  Lester Thomas .......... Technology
28 Chip Myers .......... PEA
29 Teresa Burdette .......... PEA
  Charles Endres .......... Gen. Svs.
30 Teresa Morgan .......... Personnel
  Gary Mullins .......... Technology
  Meghan Salmon ....... Technology
31 Chuck Jones .......... BRIM