

Quotes, Notes & Anecdotes

Monthly Employee Newsletter Published by the Department of Administration
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Employee of the Month

Frances Buchanan Generous with Time and Talent at PEIA

Frances Buchanan, an Information Systems Assistant I for the Public Employees Insurance Agency (PEIA), has been selected as the Department of Administration's *Employee of the Month* for July.

A state government employee for more than 13 years, Buchanan's duties consist of opening, sorting and imaging

mail and documents.

"Frances is a very dedicated worker. She is dependable and self-motivated," said a co-worker. "No one ever has had to ask Frances to work extra hours."

Another co-worker said, "In addition to her normal duties, Frances is the United Way representative for PEIA. She does a great job of letting the staff

know the annual goals and gives regular accounting of where we are in comparison to goals."

In her spare time, Buchanan enjoys poetry and Tai-Chi. She will be joined by friends and co-workers at a special ceremony presented by Secretary Jason Pizatella on Monday, July 13, at 3 p.m. at the PEIA office in Kanawha City.



FRANCES BUCHANAN
July Employee
of the Month

Surplus Property Set to Host Vehicle Auction on July 8



The West Virginia State Agency for Surplus Property is preparing for its upcoming state vehicle auction at its facility in Dunbar. Pictured is the variety of vehicles from the last state auction.

As the West Virginia State Agency for Surplus Property (WVSASP) prepares for its new office and warehouse facility later this year, the agency is set to host a vehicle auction on Wednesday, July 8, at 2700 Charles Avenue in Dunbar to help clear out its lot. Purchasing Division Assistant Director and WVSASP Manager Elizabeth Perdue said the agency has hosted mid-week vehicle auctions before and is hoping this auction will be equally successful.

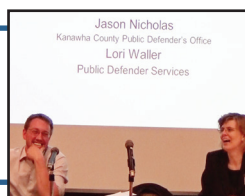
"Normally, we conduct our auctions on Saturdays, but we had a remarkable turnout at our previous mid-week event, and as we prepare to undergo construction here at WVSASP, now seemed like an appropriate time to clear our lot as much as possible," she said.

The agency is getting ready for a major construction project, expected to last through September of 2016, which will introduce new office space and warehouse

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SNEAK PEEK

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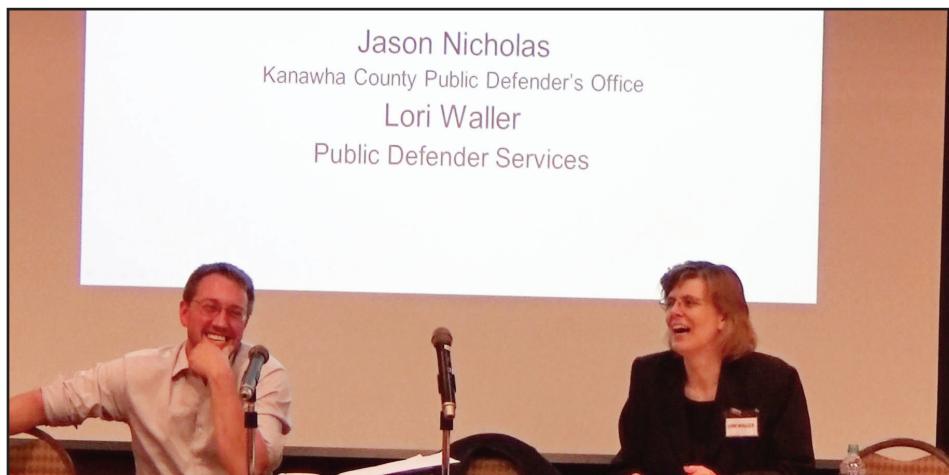
Annual Public Defender Services Conference Provides Attorneys a Chance to Share Experiences and Triumphs

The theme of this year's Public Defender Services conference was "Raising the Bar," a phrase that had a dual meaning, said Executive Director Dana Eddy. On one hand, it referenced the furthering of the education of attorneys who are members of the West Virginia State Bar, the government department that oversees the legal professionals in the state. On the other hand, it referenced the agency's attempts to improve its support of attorneys involved in public defense, thus "raising the bar" on its own performance as a state agency.

"The agency wanted those in attendance to have a chance to raise their professional abilities," Eddy said. "We believe attendees left the conference with additional legal knowledge and practical information and tips on ways to better

"This is one of the few opportunities that many attendees have to discuss this type of work with others who work in a similar environment."

Dana Eddy
Executive Director
Public Defender Services



Jason Nicholas of the Kanawha County Public Defender's Office and Lori Waller of Public Defender Services presented during the Public Defender Services 2015 Annual Conference.

represent their clients."

The event was conducted June 18-19 at Stonewall Resort in Roanoke. The conference was focused on those who work with public defender corporations throughout the state, as well as court-appointed attorneys. Approximately 150 legal professionals were in attendance.

Eddy said organizers improved the conference this year by offering more variety for those in attendance. "This year, we developed several tracks, so there was more of an a la carte option where attendees could choose to hear discussions on legal or practical issues or something

even in the political area," he said.

Eddy said that DVDs would also be available for sessions that attendees may have missed by choosing another informational track.

The two-day event gave attorneys the chance to be immersed in the issues of public defense work while also networking with lawyers from across the state. "This is one of the few opportunities that many attendees have to discuss this type of work with others who work in a similar environment," Eddy said. "This is the best chance to share both experiences and successes with others."

Office of the Cabinet Secretary Welcomes Jennelle Jones as Deputy General Counsel and Legislative Liaison



JENNELLE JONES
Deputy General Counsel
and Legislative Liaison

Department of Administration Secretary Jason Pizatella is pleased to announce the addition of Jennelle Jones to the Office of the Cabinet Secretary. Jones was appointed Deputy General Counsel and Legislative Liaison for the Department of Administration, effective May 18, 2015.

She previously served as Deputy General Counsel for the Department of Health and Human Resources' (DHHR) Bureau for Medical Services from April 2015 to May 2015.

Prior to her time spent at DHHR, Jones served as co-counsel to the Committee on Finance and various other minor committees in the West Virginia House of Delegates from June 2008 to March 2015 and worked as an attorney for the State Tax Division from July 2006 to June 2008, primarily representing the agency in bankruptcy proceedings. She

also has experience working in private law practice.

A native West Virginian, Jones received her bachelor's degree in political science from West Virginia University and her degree of Juris Doctor from the WVU College of Law.

Jones said she is excited about joining the Department of Administration office. "The Department of Administration oversees such varied divisions and agencies that are important to state employees and residents alike, and I am thrilled to be working with such a great team of people fulfilling the missions of those agencies and the department," she said.

Division of Personnel's OHRD Unit Releases Second Semester Class Schedule for 2015

The West Virginia Division of Personnel's Organization and Human Resource Development (OHRD) Unit has released its second semester training schedule for 2015.

In years past, OHRD released its class schedule for the entire year in January. However, according to OHRD Assistant Director Bobbie Seyedmonir, releasing the class schedule for an entire year did not allow OHRD to be as flexible as they needed to be in order to address changing interests and needs for training participants.

"Releasing the schedule biannually really allows us to tailor our offerings to what participants need at a particular point in time," said Seyedmonir. "For example, this past spring we received positive feedback and interest in our *Writing Effectively* course, and to address that need, we offered two additional sessions during the second semester."

In addition to flexibility, the semester structure provides OHRD the opportunity to add new courses, as well as the option to offer courses online as they become available. For this year's second semester of classes, OHRD has redesigned two of its online Component I courses for use on CourseMill, the state's Learning Management System.

"The migration of *The Drug-Free Workplace* and *Preventing Harassment* from Blackboard to CourseMill will allow us to increase enrollment in these courses, which will assist the State's supervisors/managers with their compliance efforts," stated Seyedmonir.

"We're living in a world where change is constant, where leaders must adapt quickly and motivate their organizations and employees to do so as well," she continued. "Pair this with a changing workforce, and this new online format will help us reach our target audience more efficiently and effectively than ever before."

For more information on OHRD's second semester class schedule or to register for classes, visit www.personnel.wv.gov/ohrd/Pages/default.aspx.



July and August Classes

All classes are from 9 a.m. - 4 p.m. unless noted.

- Drug Free Work Place (DFWP) - 7/14
- Discipline and Documentation (D&D) - 7/23, 8/25
- Employee Performance Appraisal (EPA) - 8/27
- Heading Into Retirement (HIR) - 8/11
- Incivility in the Workplace (INC) - 8/19
- Leading Change in Turbulent Times (LC) - 8/6
- Managing and the Law (M&L) - 10 a.m. - 3 p.m. - 7/15
- Providing Exceptional Customer Service (PECS) - 7/8, 8/27
- Preventing Harassment: A Shared Responsibility (PH) - 1 - 4 p.m. - 7/14
- Time Management (TM) - 9 a.m. - noon - 7/7
- Where Did Everybody Go? Employee Retention in Tough Times - 8/4
- Workplace Safety: Your Responsibility (WS) - 8/18

ONLINE

- Employee Performance Appraisal Online - 7/1 - 7/22
- The Drug-Free Workplace Online - 7/1 - 7/22
- Employee Performance Appraisal Online - 8/03 - 8/24
- The Drug-Free Workplace Online - 7/1 - 7/22

Retirement Plans Change for State Employees Hired On or After July 1

Following the passage of Senate Bill 529 during the General Session of the 2015 Legislature, state employees hired *on or after* July 1, 2015, can expect some changes to the retirement plans offered to them. **Changes to the retirement plans, which are administered by the Consolidated Public Retirement Board (CPRB), will not affect state employees hired before July 1, 2015.**

Planned changes include the following:

- Public Employees Retirement System (PERS) final average salary is the average five consecutive years of contributing service out of the last 15 years.
- Remove provision in PERS that allows a salaried employee who works 10 months in a calendar year to receive 12 full months of service
- Updates PERS military statutes to coincide with the Supreme Court decision in *Wood v. CPRB*.
- Removes the non-contributory military service provisions of PERS and allows a PERS member to purchase up to five years of active military service with the Armed

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PEIA Deductibles and Out-of-Pocket Maximums Reset on July 1

The Public Employees Insurance Agency (PEIA) would like to remind active employees and non-Medicare retirees that medical and prescription drug deductibles and out-of-pocket maximums reset on July 1.

For benefit details, PEIA members should refer to the Summary Plan Descriptions mailed to all active employees and non-Medicare retirees in late June.

Questions about coverage and limitations to PEIA benefits should be directed to HealthSmart at 1.888.440.7342.

Beware of Risks Associated with Working in Warm Weather



Before undertaking outdoor tasks this summer, such as yard work or home repairs, consider the risks of heat stress. Warmer temperatures bring a number of associated risks when performing prolonged or strenuous activity.

By Kimberly Hensley, *Safety and Loss Control Specialist*
West Virginia Board of Risk and Insurance Management

With summer finally upon us, it is time to reflect on safety practices and environmental circumstances that can increase the likelihood of heat stress. Warmer temperatures bring a number of associated risks when performing any variety of prolonged or strenuous activity. When planning activities for employees or preparing to undertake a personal task, an individual should consider a number of factors related to that task, including environmental, job situational, personal protective equipment, physical health conditions and exertion. In addition to these factors, it is also important to note that proper intake of fluids is necessary.

The job environment may be the most significant factor when looking at heat stress. One should consider how the temperature will affect the work and ask questions such as “Is the work being performed in an area that has little to no air movement?” and “Are there other factors in the immediate work area that may cause the temperature to elevate significantly higher?” By making sure the work area is well ventilated with fresh air, the risk can be reduced.

Job situational factors may include things such as heat-generating equipment and the intensity of the energy required to complete a task. When thinking of situational factors, one must look at ways to reduce these risks. Shielding may be required to protect from heat-generating sources, such as boilers or motors. One should also consider how much energy is required to perform the task. A longer task duration requires more breaks and longer breaks. An individual’s physical condition is another key factor in completing work safely and successfully. Each individual’s body type and health circumstances are different and should be considered when evaluating work that could result in heat stress. Every individual must know their limitations and address each task accordingly.

Recognizing the amount of exertion required to complete a task, additional heat sources, one’s own physical limitations, and environmental factors are something everyone should consider, especially during the summer months, prior to performing any strenuous activity. Continual intake of water and/or other cool liquids is essential. Heat stress and heat stroke are preventable so long as the necessary precautions are applied.



Mandatory Information Security Training Deadline Set for July 31

The annual West Virginia Information Security Awareness Training for 2015 is now available on the state’s online Learning Management System. This training, which takes approximately 30 minutes to complete, is required for all state employees who access or use a computer as part of their job function and can be found as SEC2015 – Annual Information Security Training 2015 on the employee’s list of registered courses. **The deadline to complete this training is July 31.**

To access this training, state employees must log in at www.online-learning.wv.gov using the same user ID that they log in with to access the state network (i.e., A12345 or E56789). Any employee that has not logged in to the Learning Management System before or has forgotten his or her password should try using the password “password” (i.e. in all lowercase letters with no quotes). If that password does not work or the employee wishes to change his or her password, he or she may click on the link “Forgot your User ID or Password,” enter his or her e-mail address, and be sent a new password via e-mail. If the employee still has trouble accessing the online learning system or has any questions related to this training, he or she may contact the Service Desk at servicedesk@wv.gov.

Once the employee has completed the mandatory Information Security Awareness Training, a certificate of completion will be generated and may be printed from a pop-up window. An e-mail notification will also be sent to the employee following completion of the training.

RETIREMENT

Continued from Page 3

- Forces or National Guard. In order to purchase, member works 12 months then pays actuarial reserve purchase amount within 48 months from the member's hire. Payment allowed in full or payments.
- Removes PERS provision that allow member to purchase additional service credit with unused sick and/or annual leave.
 - PERS members eligible for regular retirement at age 62 with 10 years of contributory service.
 - PERS members eligible for reduced retirement if 10 years of service and age between 60 and 62.
 - PERS members eligible for reduced retirement if 30 years of service and age between 55 and 62.
 - PERS members who have terminated employment are eligible for a deferred retirement at age 64.
 - Removes eligibility for PERS member to

- retire at age 55 with 25 years of service.
- PERS employee contribution rate of 6 percent.
- Removes the ability for a PERS member who becomes a Teachers Retirement System (TRS) member within five years, or vice versa, to use the highest salary from either system in both benefit calculations under the PERS/TRS reciprocity provisions.
- Requires one using the PERS/TRS reciprocity provisions to work 10 years in PERS and 10 years in TRS.
- Removes TRS provision that allows members to purchase additional service credit with unused sick and/or annual leave.
- Removes State Police Plan B provision that allows member to purchase additional service credit with unused sick and/or annual leave.
- Allows a TRS member to purchase up to five years of active military service

- with the Armed Forces or National Guard. In order to purchase, member works 12 months then pays actuarial reserve purchase amount within 48 months from the member's hire. Payment allowed in full or payments.
 - TRS members eligible for regular retirement at age 62 with 10 years of contributory service.
 - TRS members eligible for reduced retirement if 10 years of service and age between 60 and 62.
 - TRS members eligible for reduced retirement if 30 years of service and age between 55 and 62.
 - TRS members who have terminated employment are eligible for a deferred retirement at age 64.
 - Removes eligibility for TRS member to retire at any age with 35 years of service.
- For more information on these changes, contact CPRB at 304.558.3570.

Employee Self Service and Kronos Applications Roll Out on wvOASIS

Continuing the rollout of Wave I of Phase D of wvOASIS, the Employee Self Service (ESS) and Kronos applications are now available for employees' use.

These applications provide employees with the opportunity to view their Electronic Notices of Deposit, withholdings, employee benefits and deductions, and performance evaluations, as well as manage their timecards and annual and sick leave balances.

The ESS and Kronos applications can be accessed using an employee's myApps v2 account. Once logged into myApps v2 (i.e. myOASIS), the employee should click the green ESS or orange Kronos button to enter the appropriate application.

For further instruction on how to use the Employee Self Service application, the employee may view the ESS User Guide, which provides an overview of the different areas within ESS. This guide provides information on how to navigate within ESS, view information, and, where applicable, request updates and changes.

The ESS User Guide may be viewed by logging into myAPPS v2 and clicking on *Enterprise Readiness*, then *Outreach Sessions*, and selecting *Employee Self Service (ESS)* from the left-hand drop down menu and *ESS* from the right-hand drop down menu.

For additional information regarding these wvOASIS applications, please contact the wvOASIS Help Desk at 304.558.6708 or helpdesk@wvoasis.gov.



Temporary Parking Passes Available for Fleet's Daily

The Fleet Management Office has recently been given permission to provide its daily vehicle rental customers with temporary parking placards for their personal vehicles while they are using Fleet rentals. The new placards will serve as an indication to parking authorities that the vehicle belongs to a state employee and should not be ticketed or towed.

The Fleet Management Office has a small rental line of 10 vehicles located at the Capitol Complex. Daily rates range from \$30 to \$50 and include fuel and mileage. Long-term rentals are also available upon request, subject to availability.

"We are excited about the new temporary parking passes, as it will be a convenience for our customers," said Fleet Director Kenny Yoakum.

Questions about daily vehicle rentals or the temporary parking placards may be directed to fleet@wv.gov. To access the vehicle rental form, visit fleet.wv.gov and click the Rentals tab.

AUCTION

Continued from Page 1

facilities to WVSASP.

The upcoming auction will see approximately 50 surplus state vehicles up for bid.

Gates will open at 8:30 a.m., with the auction scheduled to begin promptly at 10 a.m. Potential bidders may inspect the sale property beginning June 29 through July 7 from 8:30 a.m. to 4:30 p.m. at the Dunbar location. Payment on the day of the auction may be made by cash, check, and credit, including Visa, MasterCard and Discover. All state employees may purchase from WVSASP except for Purchasing Division staff. All property is subject to prior sale. Vehicles must be removed from the lot within three days of the sale.

For additional information, contact WVSASP at 304.766.2626 or toll-free at 1.800.576.7587. For more details on this auction, access the auction notice at www.state.wv.us/admin/purchase/surplus/SurplusAuction.pdf.

wvOASIS Provides New Accrual Rates for Wave 1 Agencies

With the arrival of the bi-weekly pay periods come new accrual rates for earning annual and sick leave. Sick leave will accrue at a rate of 5.53 hours per pay period for all employees. Below is the new annual accrual rates for each length of service.

| | |
|----------------------|------------|
| 0 – 5 years | 4.62 hours |
| 5 – 10 years | 5.53 hours |
| 10 – 15 years | 6.47 hours |
| Over 15 years | 7.38 hours |

Questions regarding these changes may be directed to your agency timekeeper.

Welcome! ... The Department of Administration is pleased to welcome **Allison Greg**, **Catherine Harless** and **Jessica McCullough** (CPRB); **Jill Adkins** and **Mary McCauley** (Personnel); **Jennelle Jones** (Secretary's Office); and **Philip College**, **Timothy Hall**, **Brody Konkus**, **Carmen Meadows** and **James Wilson** (Technology).

Best Wishes ... to those who recently resigned from our department: **Anna Holstein** (CPRB), **Craig Bosworth** (Finance) and **Daryl Smith** (General Services).

Music Man ... Jim Bateman (Personnel) recently performed with his band US Floyd at the Clay Center. US Floyd is a Pink Floyd tribute band, with Bateman on keyboards and vocals.

CHIP Moves to DHHR ... Following the 2015 Regular Session of the West Virginia Legislature, operation of the Children's Health Insurance Program (CHIP) was transferred from the Department of Administration to the Department of Health and Human Resources, effective July 1, 2015. The transfer was made following the successful completion of Senate Bill 262. CHIP was created in 1998 to provide health insurance coverage to children and teenagers under the age of 19 who did not have health insurance and whose families met specific income guidelines.

Got News? ... Share YOUR good news with your department co-workers! Send your information to **Diane.M.Holley@wv.gov** with details!

HAPPY BIRTHDAY ... in July

| | |
|--|--|
| 1 Jeff Bird Technology | 17 Thomas Miller PEIA |
| April Jarrell Technology | Duane Ryder Technology |
| Patty Johns Finance | Philip Skeen Technology |
| 2 Jamie Cartwright Technology | Stan Stewart Gen. Svcs. |
| Teddy Thompson Technology | 18 Katherine Martin Technology |
| 3 Nathan Merritt Technology | Daniel Nary Finance |
| April Taylor PEIA | 20 Thomas Riddell Technology |
| 4 Sarah Knight Technology | 21 Heather Atkins.....Public Defender |
| 5 Alysia Miller CPRB | Lee Ann Halstead PEIA |
| Lora Reese Finance | Thad Robinson Technology |
| Kristi Short Technology | 22 Mitzie Howard Purchasing |
| Paula Van Horn CPRB | Steven Martin Technology |
| Roger Williams Technology | 23 John Gibson Technology |
| 6 Tony Easley Gen. Svcs. | Jackie Hoppe Personnel |
| Nicole Simpkins PEIA | Brian Pratt Technology |
| 8 Carl Baldwin BRIM | Crickett Reynolds Grievance |
| 9 Kevin Cecil Technology | 24 Lori Bailey BRIM |
| Sarah Jarrett Personnel | Toney Broyles Technology |
| Malechra Pannell CPRB | 25 Ray Jordan Gen. Svcs. |
| 11 Kevin Kinder Technology | 26 Jesse Erby Gen. Svcs. |
| Mary McCauley Personnel | Deena Stone CPRB |
| Candy Moore CPRB | 27 Kelli Doyle Technology |
| Steven Mullins Purchasing | Elizabeth Kim Gen. Svcs. |
| Ruth Shaffer Technology | Sue McMinn BRIM |
| James Weathersbee Technology | Mario Torres Finance |
| 12 Jack Pullen Technology | Christie Yarbough PEIA |
| Nicholas Smith Technology | 28 Tom Marchio PEIA |
| 13 Rebecca Hall Technology | 29 Theresa Kline CPRB |
| 15 Valerie Osburn Technology | Jason Parmer Public Defender |
| 16 Terasa Miller CPRB | Hallie Sears Technology |
| Margo Perkins PEIA | 30 Greg Starcher Technology |
| 17 Bob Kilpatrick Purchasing | 31 Shaun Neidlinger Technology |

Administrative Notes

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