Finance's Yvonne Gunnoe Makes Extra Effort to Assist

Yvonne Gunnoe, a Secretary II for the Accounting Section of the Finance Division, has been selected as the Department’s Employee of the Month for October.

A 24-year employee of state government, Yvonne provides support to the Deputy Finance Director and all staff of the Accounting Section. Her duties include handling confidential information, preparing correspondence, serving as timekeeper, procuring office supplies, answering the telephone, distributing mail, maintaining office files and many other responsibilities.

According to one of her co-workers, "Yvonne provides excellent customer service." Another co-worker adds, "When she receives an inquiry, which is not directly related to Accounting, Yvonne makes the extra effort to make sure they are directed in the right place."

In her spare time, Yvonne enjoys playing the piano, listening to gospel music, traveling and spending time with her family.

Please join Cabinet Secretary Greg Burton at Yvonne's Employee of the Month presentation at 11:30 a.m. on Thursday, October 4 on the second floor of Building 15.

Creating Masterpieces...

It's All in the Details! The Capitol Craft Shop Employees Build upon their Successes

By Carrie McComas
Communications Intern

Look around your office. In most cases, the hands of a Crafts Shop employee has built, repaired or renovated something in your work area.

For years, the staff of the Capitol Craft Shop has worked behind the scenes to make our State Capitol Complex shine. These employees make it possible to save the state money by performing construction work in-house.

Jim Casto, Crafts Crew Management Director for the General Services Division, shows off one of the pieces of work recently completed by his skilled workers.

Jim Casto, Crafts Crew Management Director for the General Services Division, shows off one of the pieces of work recently completed by his skilled workers.

CRAFTS CREW
Continued on Page 3
Workplace Behavior

**Sexual Harassment: It's Not Only Intolerable, But Also Against the Law in Today's Workplace**

By Stephanie Schulz
State EEO Director

You have the right to a workplace free of sexual harassment. Title VII of the Civil Rights Act of 1964 and the Virginia Human Rights Act prohibit sexual harassment discrimination.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1) the submission to the conduct is made explicitly or implicitly a term or condition of an individual's employment;
2) when submission to or rejection of the conduct by an individual is used as a basis for employment decisions affecting the individual; or,
3) when the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

There are two types of sexual harassment: *quid pro quo* ("this for that") and *hostile environment*. Quid pro quo occurs when someone who can make or effectively influence employment actions affecting an employee (firing, demotion and promotion) requests sexual favors in exchange for employee benefits or job security. Hostile work environment occurs when an employee is subjected to offensive conduct of a sexual nature having the purpose or effect of creating an intimidating, hostile or humiliating work environment. The offensive conduct can be perpetrated by an employee, vendor, person with the appeared authority to influence vital job decisions, and supervisors.

Hostile work environment may include discussing sexual activities, telling off-color jokes, unnecessary touching, commenting on physical attributes and using demeaning or inappropriate language.

If you find conduct offensive, make your displeasure clearly and promptly known. An offender may not be aware of how his or her actions are perceived.

For more information, please contact your agency counselor (see insert to left).

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$756 Annual Salary Increase Becomes Effective October 1

By Roger Smith
State Budget Director

Prior to taking office in January of 2001, Governor Bob Wise quickly realized that the salaries of many state employees were insufficient.

His first order of business became the State Budget, which he was required to present to the State Legislature on February 14, just one short month after assuming his duties as Governor.

During this budget preparation process, Governor Wise made it clear that the salary issue for state employees must be addressed.

On February 14, the Governor submitted his first budget with recommendations for salary increases for state employees. The increases were approved by the Legislature in the fiscal year 2002 budget.

Generally, all permanent state employees will receive a salary increase of $756 on an annual basis, beginning October 1, 2001. Please note that correctional officers and members of the State Police received this salary increase in July of 2001.

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Happy Halloween!
Stay Clear of Verbal Crutches in the Workplace

The words we use and how we use them can affect the image we portray. Verbal crutches are villains that can tarnish your professional image. They may be, like, OK for teenie-boppers, but they have no place in the workplace.

Below are the more typical slang words and phrases you should avoid:

- You know
- OK
- Uh
- Basically
- You know what I mean?
- Really
- Like

**Source:** How to Thrive from 9 to 5, by Mary Whelchel (Vine Books/Servant Publications)

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WV CHIP Enhances Promotional Efforts to Serve More of Our State's Children

The West Virginia Children's Health Insurance Agency (WV CHIP) continues to enhance its promotional efforts to increase the number of children served.

A new logo (see right) was recently created, which will be used on all literature and during outreach events.

In September, the WV CHIP staff participated in the Charleston Sternwheel Regatta Parade. More than 4,000 promotional items were distributed to parents and children throughout the parade route.

"This was a great opportunity to promote the Children's Health Insurance Program, along with introducing our new CHIP logo," said WV CHIP Director Sharon Carte.

Ramona Allen, assistant to the director, agreed that participating in this event was worthwhile. "Seeing a child's face light up when handing him or her a balloon or toothbrush not only makes our job enjoyable, but it re-emphasizes the importance of making sure children of working families are covered by quality health care," she said.

For additional information about the benefits of the West Virginia Children's Health Insurance Program, please call 1-877-982-2447. You may also visit the agency's website at [www.wvchip.org](http://www.wvchip.org).

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STATE'S FLOOD RELIEF

Continued from Page 1

Director of the General Services Division, and a staff of seven carpenters, four painters, three electricians and two plumbers can take a remodeling job from beginning to end. "We'll complete the demolition and move right back in at ground level and start building it back," Casto said.

Most recently, the crafts crew has been working on projects for the Public Employees Insurance Agency (PEIA) and the Secretary of State's office. At PEIA, the crafts crew is creating more office space, by taking the larger rooms and added walls, doors and a fresh coat of paint.

The Secretary of State's project is a little more unique. At one time, the Secretary's office in the State Capitol contained a vault in which records were kept. With the rise of technology, records can now be kept in a fraction of the space on CD-ROM and floppy disk. That's where the General Services crafts crew came to the rescue. A new door, which was in stock, was refinished and added.

Casto best explains the mission of the crafts crew, "Our general scope is to try to create the best office space we can for state employees and to serve our citizens. Every day is a challenge."

Crafts Crew worker Chuck Hager is pictured putting the finishing touches on one of his latest projects.

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If you have tried to build castles in the air, your work need not be lost - that is where they should be. Now put the foundations under them.

*Henry David Thoreau*
Creativity

Periods of tranquility are seldom prolific of creative achievement. Mankind has to be stirred up.

Alfred North Whitehead
Public Defender Services Enhances its Website to Offer Better Public Awareness

If variety is the spice of life, then the Department of Administration is steaming with flavor. Our Department oversees many different programs and responsibilities. Some of these programs are quite familiar to us, such as retirement, insurance and personnel transactions.

However, one agency under the “Administration umbrella” in which you may not know as much about is Public Defender Services. This agency is very important in that it funds all indigent defense for the state of West Virginia.

There are two modes of representation: private attorneys appointed case by case, and full-time public defenders.

Public Defender Services does not provide representation directly except in a limited number of appellate matters. However, research materials are available for a minimal cost through the Criminal Law Research Center.

In addition to criminal charges, Public Defender Services pays for representation in abuse and neglect, mental commitment, juvenile proceedings and other related matters.

To better educate the public as well as the attorneys with whom they conduct business, Public Defender Services has expanded its website at http://www.state.wv.us/wvpds/control.html.

This site includes such information as the agency’s organizational chart, news and upcoming events, an office directory, voucher information, the Criminal Law Research Center (which acts as a source for criminal law research and information for Public Defender Corporations, panel attorneys and private attorneys), a list of Public Defender Corporations, fiscal year reports and frequently asked questions.

Take a few moments to visit Public Defender Services’ website and learn more about the various responsibilities of this agency!
Let Us Not Forget...

Governor Bob Wise coordinated a special prayer service on the Capitol grounds.

For most of us, we will vividly remember where we were, who we were with and what we were doing on September 11, 2001, the day that terrorists attacked our nation and left most Americans in shock and disbelief.

The reactions to these acts of violence ranged from fear and anger to the need to take action. As a result, an increased awareness of security at the State Capitol and other state buildings were instantly realized.

I continue to stress the importance that you feel safe at your workplace on the Capitol Complex or any buildings outside of the Complex that the state rents or owns.

Governor Bob Wise has taken action to ensure your safety. I would like to reiterate the steps our leadership is taking to make sure our employees are safe at work, which include additional security assigned at the Capitol; special precautions with all mail delivered to the Capitol; and identification badges to be issued to each employee on the Complex that must be worn at all times.

Please be assured that other steps are being taken to offer you the highest level of safety on the job.

Welcome to the Department!...Mary Vanoy (Finance), Ernestine Fox-Penn and Pam Gunter (CHIP), Lisa Trump (CPRB), Matthew Hill and Julie Brown (Personnel), and Laura Brotherton (Purchasing).

Congratulations!...to Jeffrey Harbour of the General Services Division who was promoted from a Groundskeeper to an Electrician. Great job!

PEOPLE TALK

Make a Difference Day!...October 27 is the official “Make a Difference Day”. Sponsored by USA Weekend magazine, more than two million people nationwide participate in work to help others.

WV State Employees Combined Campaign...The combined campaign kicked off on September 26th! This campaign enables state employees to offer monetary contributions either on a one-time basis or through payroll deduction to a non-profit cause of their choice (based on certain criteria). Consider participating in this worthwhile campaign. Each agency has an employee designated to coordinate the donations.

Red Cross Blood Donation...During the recent tragic events in our nation, many individuals have donated blood and, in many cases, for the first time. Please do not forget that this worthwhile act of donation is needed year-round. For more information, contact your local Red Cross office.

Daylight Savings Time Ends...Don’t forget to turn your clocks back one hour at 2:00 a.m.

A Message From...

Cabinet Secretary
Greg Burton

PEOPLE TALK

HAPPY BIRTHDAY...in October

2  Scott Padon .......... Purchasing
Diane Tittle .......... PEIA
4  Andrew Fizer .......... Finance
Shelia Gray .......... Purchasing
5  Diana Arden .......... IS&C
6  Carla Kennedy .......... CPRB
8  Marsha Francis ....... Dispensary
9  Scott Dobson .......... IS&C
Ginny Fitzwater ...... Personnel
10  Dawna Skaggs ........ Finance
12  Melody Duke .......... BRIM
Paul Griffith ...... General Srvcs.
13  Eric Wagner .......... Finance
14  Katherine Blizzard .... Personnel
Mary Bonham .......... CPRB
Christopher Cline .. General Srvcs.
15  Roger Paxton ....... General Srvcs.
John Poffenbarger ... Sec. Office
17  Monroe Gillespie ....... IS&C
17  Lynn Schillings .... Personnel
Kim Tomalin .......... Purchasing
20  Stephanie Davis ....... IS&C
Bill Jacobs .......... Personnel
Bobby Mitts .......... BRIM
21  Barry Arthur ......... IS&C
Philip Shimer ...... PEIA
23  Jennifer Ayers ......... IS&C
Heather Connolly .. Sec. Office
Sharon Lacey ..... IS&C
24  Michael Campbell .... Personnel
Joselyn Casto .......... Finance
Hilda Gravely ..... CPRB
26  Jim Casto ........ General Srvcs.
Rhoda Cole .......... Personnel
27  Andrew Mitchell .. General Srvcs.
James Roberts .. General Srvcs.
29  Iris Brisendine . Public Defender
31  Carla Bright ........ IS&C
Donald Jordan . General Srvcs.
Tammy Scarberry ...... PEIA