

Quotes, Notes & Anecdotes

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

PDS's Teresa Siders Maintains a Family Tradition

It's all in the family... Teresa Siders, an Accounting Technician I for Public Defender Services, has been selected as the Department's **Employee of the Month** for April.

This is the first time in the history of the **Employee of the Month** program that two employees of the same family have been selected for this honor. In 1993, Teresa's father, Ron Asbury, a former General Services Division worker who has since passed away, was selected as the December's **Employee of the Month**.

An 11-year veteran of state government, Teresa is respon-

sible for processing vouchers for attorneys and service providers appointed to represent indigents in criminal law matters. She assists vendors with their questions regarding the payment of vouchers.

According to one of her co-workers, "Teresa does an outstanding job providing excellent customer service to each of the appointed counsel and service providers for which she is responsible." Another co-worker adds, "She is a pleasure to have as a co-worker because she always is positive and works to encourage and support the goals of the agency and its staff."

In her spare time, Teresa enjoys reading, yard work, and spending time with her family. Please join Cabinet Secretary Joseph Markus at the **Employee of the Month** presentation at 11:30 a.m. on Monday, April 3 at the Public Defender Services' office in Building 3, Room 330 of the Capitol Complex.



TERESA SIDERS
April Employee of the Month



Teresa Siders' father, Ron Asbury, was the Employee of the Month in December, 1993.

Pension Bond Bill Gets Approval During 74th Legislative Session

A bill authorizing the sale of \$4 billion in pension bonds to address underfunded state retirement plans received the approval of both houses of the 74th State Legislature.

"I am pleased the Legislature overwhelmingly approved the sale of bonds that will allow the state to refinance its pension obligations," Governor Cecil Underwood said. "Passage of this bill is

good news for teachers, judges and State Police troopers." The state today faces a debt of about \$4 billion in the three pension funds, while the Public Employees Retirement

System that serves other state employees is in sound condition.

Over the past year, Cabinet

Bond Proposal
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It is always exciting when a bill is passed that will save the taxpayers money and pay down the state's debts quicker.

Cabinet Secretary Joseph Markus

Sneak Peek INSIDE...

- ◆ Combined Campaign Breaks Record!
- ◆ Guidelines Set for Employees During the Election Process
- ◆ State Recruits for Potential Job Candidates
- ◆ Plans for Public Service Recognition Week Begin
- ◆ BRIM Offers Online Claim Submission

Primary Election: May 9

Guidelines Established for State Workers to Follow During the Primary Election Process



By **Debbie Watkins**
Purchasing Division

It's that time again! As the primary election approaches, questions may arise as to what extent state employees may legally get involved in the campaign process.

What Can They Do?

- Voluntarily campaign for a candidate or party during non-work time, off of state property, and without use of state supplies

Earth Day, April 22, 2000: 30th Anniversary



The average office worker throws away 180 pounds of high-grade recyclable paper every year. Every ton of recycled paper would save more than 3 cubic yards of landfill space and 380 gallons of oil

Rochester Telephone

The 20 million people involved in launching the first Earth Day on April 22, 1970 could not have envisioned the opportunities that lie before us 30 years later.

They fought for the successful establishment of the U.S. Environmental Protection Agency and passage of the first Clean Air Act that actually worked.

Earth Day 2000 combines the original vision of Earth Day with today's urgent planetary issues, such as global warming. There is still much to be done.

Recycling is a step each individual can take to help the Earth. A study reported in **E Magazine** shows that 73 percent of Americans favor home-based recycling, but the national recycling rate is only 28 percent. Celebrate Earth Day by getting involved in the recycling effort!

or equipment within the provisions of Election Guidelines and Law. No fee may be paid to the employee other than actual expenses incurred.

- Voluntarily sell tickets to political events to individuals other than classified service employees.
 - Voluntarily erect campaign signs on private property, if the property is not used as a state office or official state office site.
 - Voluntarily attend political dinners, rallies and dances.
 - Voluntarily serve on a campaign committee, but without compensation for the service.
 - Be a candidate for local partisan or non-partisan elective office by taking leave of absence commencing with filing date.
 - Voluntarily make a monetary contribution to a political party or candidate not to exceed limitations established by law.
 - Voluntarily place a campaign sticker on personal vehicle, IF the vehicle is not used for state business.
 - Employees may wear campaign buttons, display bumper stickers or wear apparel with political logos or endorsements during non-work time, off state property, and out of state-issued uniforms.
- Sell tickets to political affairs to classified service employees.
 - Serve as campaign financial agents or treasurers.
 - Be a candidate for any national, state-paid public office or a court of record.
 - Be a candidate or delegate to any state or national political party convention.
 - Be a member of any national, state or local committee of a political party.
 - Hold any paid elective public office.
 - Solicit or receive any assessment, subscription or contribution from classified service employees.
 - Use any official authority or influence to interfere or influence an election or nomination for office.
 - Post or distribute campaign literature in a state office building or on union bulletin boards.
 - Directly or indirectly coerce, attempt to coerce, command or advise a state or local officer or employee to pay, lend or contribute anything of value to a party, organization, agency or person for political purposes.
 - Wear apparel with political logos or endorsements or wear campaign buttons during work hours if their position requires they be observed by or be in contact with the public.

These basic guidelines for classified employees are covered under **WV Code**, §29-6-20. For more details, visit the Division of Personnel's website at **www.state.wv.us/admin/personnel/emprel**, and click "State Political Activities".

What Can They NOT Do?

- Serve as a Ballot Commissioner or election official working inside the polling place.

State Employees Combined Campaign Offers Valuable Funding to Many Non-Profit Organizations



What a success! The total contributions for the 1999 West Virginia State Employees Combined Campaign exceeded expectations, according to Deputy Secretary Jack Buckalew, who served as the State Campaign Chairman. Trudy Oliver, Executive Coordinator for the Secretary's Office, also played an active role in this year's endeavor as the State Campaign Coordinator.

This annual event, which ran from November 2 through November 19, provided state employees an opportunity to contribute to local charitable organizations of their choice. The goal for 1999 was \$100,000; however, this year was an exception.

"According to our records, 1999 was the best year **ever** for the West Virginia State Employees Combined Campaign," Buckalew said. "We collected \$109,989.38, which exceeds the former best year total of \$93,004 in 1997. A number of employees outside of the Kanawha Valley contributed to the Charleston-based campaign, so their dollars will be distributed to other counties; \$91,739.38 stayed inside the Kanawha Valley which was the main thrust of our campaign."

Several incentives were offered this year to help boost contributions. "We had incentives for the campaign coordinators and for the contributors," according to Oliver.

Employees who contributed at least \$24 a year [one dollar per pay period] were eligible for one year of free parking on the first floor of the State Parking Building. Monica Miller of Commerce was the recipient of this prize. Another incentive for those contributing at least \$100 was dinner with Mr. Buckalew and his wife at a restaurant of their choice. The recipient was Commerce's Pamela King, who requested that the amount of this prize (estimated at \$100) be contributed to the Combined Campaign.

"In spite of the contributions we received, there are still people who are in need," Buckalew said. "All of the organizations within this campaign offer a benefit to society. This campaign makes a difference in people's lives by assisting their needs, whether it be shelter, food or training." Over 20 state departments, bureaus and constituent offices participated this year. Buckalew extended a special note of appreciation to Jo Ann Van Camp and Pam Staats of the Department of Transportation. "This department excelled in its contributions and much of the credit goes to these women," he said.

The campaign assists 37 different local United Way agencies, including the American Red Cross, West Virginia Special Olympics and the Salvation Army.

Personnel Recruits Potential Candidates for Employment

*By Lee Ann Carnahan
Grievance Board*

During the spring and fall, the Division of Personnel participates in recruitment events throughout the State. In addition to job posting and testing year-round, the Internal Employee Placement Unit of the Staffing Services Section attends job fairs, career days, consortia and exhibitions to attract potential state employees.

Yvonne Wilhelm, Manager of the Internal Employee Placement Unit, coordinates the state's recruiting programs. Her staff attends approximately ten events each season, many offered at state colleges and universi-

ties. These events generally occur near the May, August and December graduation ceremonies to reach students who will be entering the workforce.

At the beginning of each season, Wilhelm distributes a seasonal recruitment schedule and a "Request to Recruit" form to agency heads. The information received is used at events to promote specific areas of need within state government. "Ultimately, the goal is to fulfill agency staffing needs and assist job candidates in securing employment," she said.

State Recruitment
Continued on Page 4

We all live with the objective of being happy; our lives are all different and yet the same.

Anne Frank

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Cecil H. Underwood
Governor

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Plans Underway for the "Millenium" Public Service Recognition Week

TENTATIVE SCHEDULE OF EVENTS

May 1-7, 2000

Monday, May 1

Opening Ceremony
North Capitol Steps

Tuesday, May 2

Goodies Bake-Off

Thursday, May 4

Governor's Ceremony

Friday, May 5

Department Ceremony

Note: Food vendor, entertainment and agency exhibits will be offered daily during Public Service Recognition Week.

For the past seven years, West Virginia has participated in the nationally sponsored Public Service Recognition Week, which sets time aside to pay tribute to our federal, state and local government workers.

According to Jane Fouty, the PSRW Coordinator, this year's special week will be May 1-7, beginning with an opening ceremony at 11:00 a.m. on May 1 on the north Capitol steps (courtside yard).

Other plans tentatively scheduled include a *Goodies Bake-off* on May 2. Entries will be judged in the morning. Awards will be presented and samples offered at noon.

The annual Governor's Ceremony will be held May 4 and is by invitation only. This event honors those state employees with 30, 35, 40, 45, 50 and 55 years of service.

Plans are being confirmed

to offer entertainment in the courtyard area throughout the week. Agency exhibits will be on display in the main Capitol hallways Monday through Friday.

Fouty explains that each department is responsible for planning any special recognition ceremony or event to honor their employees.

The Department of Administration's ceremony will be held on May 5; all honorees will be notified. Employees who believe they have the appropriate number of years of service to receive an award this year should check with Kaye Parks of Payroll to confirm.

Employee participation is needed to make this celebration a success. If you are interested in serving on a committee (publicity, certificates, ceremonial and others), please call Jane Fouty at 558-3950, ext. 206.

Employee of the Month Here's What It Takes!

Each month, a committee of Department employees selects an individual as **Employee of the Month**. What does the selection criteria include?

- ♦ Producing work-related service above and beyond the norm;
- ♦ Promoting harmony with co-workers;
- ♦ Promoting a positive image of the Department/Section/Unit;
- ♦ Maintaining exemplary work standards;
- ♦ Presenting a helpful, cooperative attitude;
- ♦ Demonstrating exemplary use of time (including work time and leave use); and,
- ♦ Service to the community.

Do you know of a co-worker who fits these qualities? Submit your nomination today! Complete the form online at www.state.wv.us/admin/eom.

Special Days to Remember

APRIL 17, 2000



INCOME TAX PAYDAY

April offers several special days which we may need to remember at work:

- 1 April Fool's Day
- 2 Daylight Savings Time
- 6 National Fun at Work Day
- 17 Income Tax Day
- 22 Earth Day
- 26 Professional Secretaries Day
- 27 Bring Our Daughters to Work Day

State Recruitment Continued from Page 3

Personnel Specialists Patrick Quinlan and Sandy Bryan recruit at these events and distribute informational packets containing examination announcements, applications (including information on how to complete the applications), a test booklet explaining the type of tests administered, and a state employees' benefits sheet.

During the year, approximately 1,200 student job

seekers are contacted. According to Personnel's Max Farley, Director of Staffing Services, the state hired 1,830 people from the registers last year, with an additional 167 reinstatements.

To promote state government opportunities to the public, special functions are occasionally held at malls or other locations which may have been affected by plant or business closings. For additional guidance, contact the Division of Personnel at 558-3950, Ext. 242.

BRIM Adds Online Claim Submission to Website

By Robert Fisher
BRIM

The West Virginia Board of Risk and Insurance Management (BRIM) recently added a direct on-line claim submission form to its website, according to its Executive Director Chuck Jones.

Since the claim reporting form was previously available only for downloading, it had to be printed, completed and then mailed or sent via facsimile. With this new enhancement to its website, the form can now be completed on-line and submitted directly to BRIM.

Bond Proposal Continued from Page 1

Secretary Joseph Markus and members of his staff have worked diligently on this proposal which is predicted to save the state millions of dollars as it pays down the pension-related debt.

"It is always exciting when a bill is passed that will save the taxpayers money and pay down the state's debts quicker," said Cabinet Secretary Joseph Markus. The Legislature offered ample safeguards to protect the interest of taxpayers and retirees.

"The principle of this bill is essentially the same as a family refinancing the mortgage on its home," the Governor explained. "Make no mistake: The state owes this debt to the retired teachers, judges and troopers. Passage of this legislation gives us an opportunity to manage this debt more efficiently and cost effectively."

Transmission of the form is immediate, which prevents expensive delays in claim handling. Liability claims are simultaneously submitted to BRIM and the insurance carrier, which allows claims to be received by the carrier even when BRIM's offices are closed. The individual submitting the claim may make a copy of the submitted claim for their recordkeeping.

In order to aid an agency's internal tracking of claims, a copy of every claim submitted by that agency can be transmitted directly to a designated person within that agency, via e-mail. For example, an individual in an outlying office can submit a claim to an agency supervisor, to BRIM, and to the insurance carrier handling the claim all simultaneously. For more details, please contact BRIM for details at 304 (766-2646) or in-state toll-free 1-800-345-4669.

The West Virginia Board of Risk and Insurance Management has statutory responsibility for all property and casualty insurance for the state of West Virginia. In addition, such coverage is offered to various political subdivisions, charitable and non-profit organizations referred to as Senate Bill #3 entities. Currently, there are approximately 150 state agencies insured as well as 1,250 Senate Bill #3 entities.

BRIM can be found on-line at www.state.wv.us/brim and the claim submission form can be found by selecting the CLAIM button and then choosing SUBMIT A CLAIM.



The rung of a ladder was never meant to rest upon, but only to hold a man's foot long enough to put the other somewhat higher.

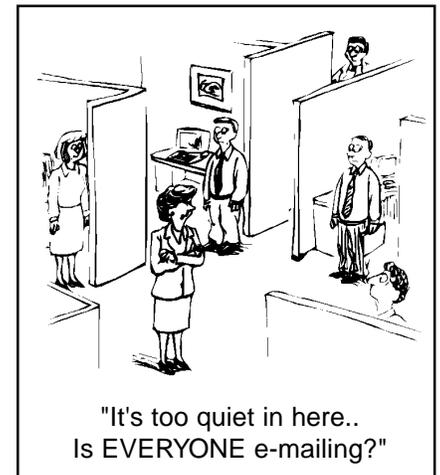
Thomas Henry Huxley

Try to Avoid These Common Mistakes When Using E-Mail for Business

More than 23 million workers are connected by e-mail networks, and the number is growing fast. However, the smart employee understands that e-mail can be dangerous if not used properly. Here are some common e-mail abuses to avoid:

- ☑ **Hiding Behind the Terminal.** Don't use e-mail for performance reviews, disciplinary actions, or other touchy matters.
- ☑ **Forgetting It's in Writing.** The informality of e-mail is part of its convenience. But it is a permanent record of written communication and often much more easily retrievable than a written memo.
- ☑ **Flaming.** Spontaneity is another benefit of e-mail, but you should watch the tone of an e-mail message as closely as you would a written memo. Sarcasm can be devastating when it is glowing on the screen.

— "Managers Aren't Always Able to Get the Right Message Across with E-Mail" (Alex Markels in *The Wall Street Journal*)



Purchasing Offers Staff Telephone Extension Listing

The Purchasing Division has enhanced its telephone system by offering an option for those who do not wish to leave a voice mail message. If the telephone number of the Purchasing employee is busy or if you call its toll-free number (1-800-243-7298), an Automated Attendant will ask for the extension of the person you are trying to reach. This list may be helpful to you:

	558-	Ext.
Adkins, Joan	2312	250
Boggs, Janice	0086	210
Cox, Vanessa	2614	209
Curtiss, Curt	7838	220
DeMarco, Catherine	2613	208
Doyle, Kelli	7839	249
Dunlap, Jo Ann	0059	202
Fisher, Willadean	2594	228
Hackworth, Matt	6025	248
Holley, Diane	0661	206
Jackson, Jim	0468	217
Jarrett, Carol	2309	223
Johnston, John	2402	221
Jones, Pam	0067	214
Joyce, Sandra	2566	225
Loudin, Forrest	2311	201
Loudin, Pat	4785	224
Love, Nancy	2544	226
Miller, Charlyn	2596	215
Miller, Dan	2314	203
Price, Nancy	2315	204
Price, Ron	0492	219
Smith, Sue	2306	200
Stotts, Allison	2336	211
Tincher, Dave	2538	213
Watkins, Debbie	3568	212
Williams, Evan	2316	218

Welcome...to **Victoria Sutton** who recently joined the Consolidated Public Retirement Board.

Best Wishes...to **Harold Brown** (Personnel) who recently retired and to **Carleen Wilkerson** (Personnel), who resigned from the Department of Administration.

Congratulations!...to the following employees who have been promoted: **Caroline Brady** (CPRB) from an Office Assistant 3 to Retirement Advisor; **Robin Chambers** (IS&C) from an Accountant Auditor 3 to an Administrative Services Manager 3; and **Angela Long** (Finance) from an Accounting Technician 2 to an Accountant Technician 3.

PEOPLE TALK

You Go Girl!...Personnel's Ginny Fitzwater has a reason to celebrate! She was a recipient of the Gloriam Award for Leadership and Academic Excellence from Wheeling Jesuit University. She was recognized on March 10 at the Spring Honors Convocation and will graduate in May, with honors, with a BA in Organizational Leadership and Development.

Best Wishes...to Finance's Al Hugar who exchanged wedding vows with his bride, Connie, on February 11. *Congratulations to the happy couple!*

The Man's in Charge...Personnel's Pat Quinlan had the opportunity to referee the 2000 Girl's State Basketball Tournament at the Civic Center on March 8 - 11. This is quite an honor!

A Special Note of Appreciation...Patricia Nichols, a 15-year employee of the Board of Risk and Insurance Management, was in need of annual leave donations last year due to major surgery. The generous response from state employees was overwhelming. Patricia is still on medical leave, but wishes to thank everyone for their thoughts and prayers!

HAPPY BIRTHDAY... in April

- | | |
|--|--|
| 1 Jacqueline Cox Finance | 15 Bill Pointer Gen. Services |
| Rita Fernatt IS&C | 17 Tony Maddox BRIM |
| Janie Taylor Purchasing | Stephanie Schulz . Personnel |
| Sharon Waggy CPRB | George Tanner . Gen. Services |
| 2 Arlene Furby Personnel | 18 Judy Anderson PEIA |
| 3 LeAnn Arthur IS&C | Monta Boggs CPRB |
| Charlyn Miller Purchasing | 19 Nidia Henderson PEIA |
| Jim Sims CPRB | Kristine James IS&C |
| 4 Brenda Gould Grievance | 20 Keith Burdette ... Gen. Services |
| 5 Mark Isabella Personnel | Velma Totten CPRB |
| Sondra Meadows Finance | 21 Evelyn Davis Personnel |
| Keith Moss General Services | 22 Anne Crabtree IS&C |
| 8 Kristy Gladis Grievance | Greg Hubbard .. Gen. Services |
| James Hyde CPRB | Wayne Jones IS&C |
| 10 Mary Murphy Personnel | 23 Carlos Necuzzi IS&C |
| Robert Otey .. General Services | 25 Elaine Hudson Aviation |
| Rita Selvaraj BRIM | Tyrell Miller IS&C |
| 11 Jane Shinn Finance | 26 Philip Nicholas IS&C |
| 12 Doris Lykens CPRB | 27 William Ballard . Gen. Services |
| Matt Short IS&C | Karen Balsimo IS&C |
| 13 Shelley Dunlap CPRB | Rebecca Hayes Finance |
| Jeff Harbour . General Services | Frank Unger . Gen. Services |
| 14 Bernard Huffman PEIA | 29 Charles Farley ... Gen. Services |
| 15 Donald O'Brien Gen. Services | |

