



# Quotes, Notes & Anecdotes

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

### Derek Bailey Displays Patience and Caring Nature at CPRB

**DEREK BAILEY**, an Accounting Technician III for the Consolidated Public Retirement Board (CPRB), has been selected as the Department of Administration's *Employee of the Month* for March.

A state government employee for more than one year, Bailey assists with the many facets required to process the payroll information for the enrollees in the Public Employee Retirement System (PERS).

"Derek goes above and be-

yond the call of duty and does an excellent job to ensure the each of the 21,000-plus PERS retirees and beneficiaries receive their payment on time," said one co-worker. "Derek has the patience necessary to listen to their issues and concerns and never stops until the issues are resolved."

Said another co-worker, "No matter how busy he may be, he always takes the time to be courteous and show true concern to all retirees, whether

they have not received their check or just a 'snowbird' calling from Florida to get a local weather report."

In his spare time, Bailey enjoys watching sports, especially college football, bowling, traveling and spending times with his friends.

He will be joined by his friends and co-workers at a special ceremony presented by Cabinet Secretary Rob Ferguson on March 4 at 11:15 a.m. at the CPRB office in Kanawha City.



**DEREK BAILEY**  
March Employee  
of the Month

## PEIA's 'Pathway to Wellness' Puts Employees on Healthy Trail



It's already the month of March and, if those New Year's Resolutions to eat better and be more active are beginning to fade, there is a dependable way to stay on course.

The Pathways to Wellness program sponsored by the Public Employee Insurance Agency (PEIA) is an established avenue for state employees to keep on track to good health. Pathways offers a variety of workplace programs to help improve employees' long-term health, which includes health screens, exercise programs and nutrition programs.

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**The Pathways to Wellness program, sponsored by PEIA, offers state employees an opportunity to improve their long-term health through a variety of options.**

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# Good Management Policies and Practices Key to Preventing Workplace Violence

By Jill Farrar-Brown  
Safety & Loss Control  
Specialist, WV Board of Risk  
and Insurance Management

Workplace violence is an important safety issue in today's workplace. It can be defined as "violence or the threat of violence against workers." Workplace violence can occur at or outside the workplace and can range from threats and verbal abuse to physical assaults and homicide, one of the leading causes of job-related death. Essential in reducing workplace violence is being able to identify dangerous conditions and implementing control strategies to manage violent acts.

There are many factors that may increase a worker's risk for workplace assault including:

- Contact with the public
- Exchange of money
- Delivery of passengers, goods or services
- Working alone or in small numbers
- Working late at night or during early morning hours
- Working in high crime areas

So, what can employers do to help protect these employees? Management must provide the motivation and resources to deal effectively with workplace violence. The visible commitment of management to worker safety and health is essential for success. The best protection employers can offer is to es-



establish a zero-tolerance policy toward workplace violence against or by their employees. It is critical to ensure that all employees know the policy and understand that all claims of workplace violence will be investigated and remedied promptly.

While management commitment is critical to the success of a workplace violence prevention program, employee involvement is also important, especially for front line employees. Front line employees are a vital source of information about the operations of the business and the environment in which the business operates. This is particularly true for employees who work during hours when higher-level managers may not routinely be on duty. Including a broad range of employees in the violence prevention program has the advantage of harnessing a wider range of experience and insight than that of management alone. Employees who have a role in developing prevention

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## Simple Steps for Safety

Nothing can guarantee that an employee will not become a victim of workplace violence. These steps, however, can help reduce the odds:

- Learn how to recognize, avoid, or diffuse potentially violent situations by attending personal safety training programs.
- Alert supervisors to any concerns about safety or security and report all incidents immediately in writing.
- Avoid traveling alone into unfamiliar locations or situations whenever possible.
- Carry only minimal money and required identification into community settings.

## Governor's Internship Program Looks for High-Achieving Students

The process to hire high-achieving college students for summer employment through the Governor's Internship Program is now underway.

Agencies may enroll at [www.wv.gov/GIP](http://www.wv.gov/GIP) and, upon completing an enrollment form through this Web site, the Division of Personnel sends agency contacts a login code, enabling them to review resumes of the college interns enrolled in the program. Interns are required to have a minimum of a 3.0 grade point average and have completed at

least one year of college. Narratives describing their field of study and work interests are also available. Two letters of recommendation are required by the prospective intern.

In addition to regular work duties assigned by state agencies, the Governor's Internship Program sponsors enrichment activities for the interns throughout the summer. Past events include academic seminars about graduate scholarship programs, roundtable discussions with community leaders, a trip to Tama-

rack, presentations by the First Lady, and a tour of the State Museum.

Since its creation in 1989, more than 1,500 talented students have participated in 255 rewarding internship experiences in West Virginia. This year marks the 21<sup>st</sup> year for the Governor's Internship Program.

"This program continues to be mutually beneficial for agencies and interns," said Molly George of the Department of

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# OHRD Plans Full Schedule of Programs for 2010

The West Virginia Personnel Division's Organization and Human Resources Development section has announced its schedule for the remainder of 2010. Evie Davis, assistant personnel director overseeing OHRD, said the section is excited for the set of programs available this year.

"Our schedule for 2010 is very much in response to customer requests," she said. "We have looked to create an extremely practical series of classes for our customers.

For more information about the programs and to register for any classes, visit the OHRD Web site at [www.personnel.wv.gov/OHRD](http://www.personnel.wv.gov/OHRD).

## Classes available during March

- **Supervising for Success III: Leadership Essentials (LECID) (C1, D1)**  
Tuesday, March 9/ 9AM-4PM  
WVSTC - Capitol Room
- **Managing and the Law (M&L)**  
Wednesday, March 10/ 9AM-4PM  
WVSTC - Regents Room
- **Preventing Harassment: A Shared Responsibility (RH)**  
Thursday March 11/ 9AM-Noon  
WVSTC - Capitol Room
- **The Drug-Free Workplace (DFWP)**  
Thursday, March 11/ 1PM-4PM  
WVSTC - Capitol Room
- **Personnel Transactions in State Government (PT)**  
Thursday, March 18/ 9AM-4PM  
WVSTC - Capitol Room
- **Coaching and Developing Employee Performance (CDEP)**  
Tuesday & Wednesday,  
March 30-31/ 9AM-4PM  
WVSTC - Capitol Room



## This Video Game Tournament is Worth Children's Time and Effort

Video games and healthy children is not an oxymoron. Not when it involves the enormously popular DanceDanceRevolution (DDR) video game.

Since forging a partnership in 2004, the state of West Virginia and Konami Digital Entertainment Inc., have produced a success story by putting DDR video game programs in public schools as a means to combat childhood obesity.

The state and Konami have added another brick to this foundation by announcing the 2010 DanceDanceRevolution West Virginia State Tournament. The West Virginia Public Employees Insurance Agency (PEIA), West Virginia Department of Education and the West Virginia Games for Health Proj-



ect through West Virginia University (WVU) are sponsors.

The first of its kind, this statewide competition expands on Konami's existing relationship with the state which initially involved using DDR in clinically supervised home use.

The effort was so popular and successful that the DDR video game series later evolved into a statewide school based project and is now used by thousands of West Virginia children as a part of physical education and before-and after-school activities.

The statewide school-based tourna-

ment will have three divisions:

- Elementary (grades 3-5);
- Middle school (grades 6-8); and
- High school (grades 9-12)

All West Virginia public schools currently participating in the West Virginia Games for Health Project are eligible to participate.

Local winners will move on to compete in regional championships with top scorers proceeding to the state finals tentatively scheduled for May 22 in Charleston. State champions will receive \$1,000 in higher education scholarships funds donated by Konami.

For more details, contact Dr. Emily Murphy, Director of the WV Games for Health Project, at 304-293-0767.

## PATHWAY

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One of Pathway's best attributes is that the program comes to you.

"We try to emphasize that our services are convenient and cost effective as we bring the service to the worksite, and the programs are also affordable as there is no out of pocket expense to the employee," said Nidia Henderson, PEIA wellness director. "Many of our programs are fun and easy, particularly our new lifestyle program, 'Yourself Fitness.'"

"Yourself Fitness" is a computerized home fitness program. Participants are given a CD-ROM which features the Maya virtual personal trainer program and it performs a fitness assessment on the participant.

The program then recommends an individualized fitness plan, modifiable according to time, music, background settings and the user's preferences for the day. Options include yoga, core strength, cardio, upper body and lower body exercises.

Agencies not yet enrolled in the Pathways to Health program can do so by completing an online application at [www.peiapathways.com/enroll](http://www.peiapathways.com/enroll).

Participating agencies are assigned a Health Promotion Consultant (HPC) who will work directly with a volunteer worksite coordinator in implementing the agency's on-site program. The HPC will provide the guidance, materials and support needed to assist you in implementing this program and the necessary tools to meet the needs and interests of each specific worksite.

Henderson emphasizes the Pathways program is beneficial without being arduous.

"Some people are afraid to participate because they don't want 'bad news' and think that making lifestyle changes is too hard," she said.

"However, even modest changes can make a big difference," she added. "For instance, we had one participant lose 30 pounds through the 'Chug a Jug Water Program' which involves replacing soda and sweetened drinks with water. People don't realize that soda doesn't satisfy hunger, has no nutrients and contains lots of empty



## PEIA Unveils its New Web Site

Both a new look and increased functionality were the goals for the recently renovated Web site for the West Virginia Public Employees Insurance Agency (PEIA), said Jan Powell, communications manager for the agency. "It was something we worked on for a while, and it was truly just time to update," Powell said of the site, the fourth update in the site's history.

Powell said navigation on the site has been made easier and more intuitive for the user. Though some features are not available yet, Powell said plans include more audio and video presentations on the site.

"If people want to know about PEIA for retirement, we can have the retirement presentation online," she said. "We want to offer the new employee training session for PEIA online, since not everyone can always make it to training sessions."

Powell added resources for benefit coordinators are also among planned additions to the site. She emphasized the site still contains the online PEIA enrollment form, which also allows PEIA members to update their personal information and make benefit changes.

"We hope individuals will visit the site, give it a look, and offer constructive feedback on the site," she said. The PEIA site is available at [www.peia.wv.gov](http://www.peia.wv.gov).



calories."

Many Department of Administration agencies are currently participating in Pathways to Wellness but Henderson would like to see all become involved. State employees at an agency

not participating in Pathways to Wellness may attend health screenings by finding the closest one to them at [www.peiapathways.com](http://www.peiapathways.com). This site has additional program facts and contact information.

## Late-Season Skiers Should Find Bargains Abound Throughout the State's Resorts

The ski season in West Virginia got off to a slow start in early December but Mother Nature more than made up for that with incredible amounts of snowfall throughout late January and most of February. Though spring is just around the corner, the slope conditions at the state's downhill ski resorts remain at optimum levels for those who thought it was too late to take a few turns.

Three of the state's four major resorts, Canaan Valley, Timberline, Snowshoe Mountain and Winterplace, are scheduled to remain open through March with Snowshoe Mountain scheduled to remain open into early April.

For the latest ski conditions at all the state's downhill and cross-country ski locales, which include White Grass Touring Center in Davis; Elk River Touring Center in Slatyfork; and Oglebay Resort in Wheeling, visit the West Virginia Ski Association's official Web site at [www.goskiwv.com](http://www.goskiwv.com) or contact the Division of Tourism's toll-free number at 1-800-CALL WVA for additional information.

**The large snowfalls from late January and much of February created excellent conditions at the state's ski resorts. Canaan Valley, Timberline and Winterplace resorts will remain open through most of March and Snowshoe Mountain will end its ski season in early April.**



### WORKPLACE

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programs are more likely to support and carry out those programs.

Some two million American workers are victims of workplace violence each year. As we are finding out, either through the media or our own personal experiences, workplace violence can strike anywhere and no one is immune.

Unfortunately, there is no sure way to predict human behavior and, while there may be warning signs, there is no specific profile of a potentially dangerous individual.

Our best approach for a successful workplace violence prevention program is for employers to enforce a strict, no tolerance policy, and for employees to be complimentary elements of this management commitment by participating and getting involved in your company's program.

The Division of Protective Services - Capitol Police agrees strongly that our employees are our first line of protection

to prevent workplace violence, notes Director Jay Smithers, adding the Division promotes the principals that are found in the Division of Personnel's Workplace Security Policy.

Employees who work in secure buildings that have a directed public access point (DPAP) should always display a photo ID. Contractors and visitors are also required to have a credential (photo ID or visitors badge) displayed. Any employee who encounters an individual who does not have a credential displayed should politely offer assistance or contact the DPAP for that building and report the individual so that officers can take further action.

The state Capitol and campus is considered one of the most picturesque capitols in the nation and one of the most accessible to the public. Prevention programs and policies coupled with good employees keep our Capitol a noteworthy place to work and visit.

### Try E-Filing Your State Income Taxes to Simplify Process

As you are preparing to electronically file your Federal Person Income Tax this year, do not forget that you can also e-file your West Virginia Personal Income Tax. Approximately 60 percent of West Virginia Personal Income Tax returns are e-filed, and they can be easily filed electronically with the West Virginia State Tax Department.

Advantages to e-filing your West Virginia Personal Income Tax Returns include:

- Refunds can be directly deposited into your bank account in as little as 10 working days for correct e-filed returns. Correct paper filed returns can take 6 to 8 weeks before a taxpayer receives a refund.

- Taxpayers who e-file receive fast, accurate, and secure service. By filing electronically, taxpayers receive their refunds faster than those taxpayers who are due

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## E-FILE

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a refund and file paper returns. E-filing can improve accuracy for those taxpayers with balances due to the state of West Virginia.

- While no payment is due until April 15, 2010, e-filing allows taxpayers to pay their debt by check, direct debit, or credit card. By choosing the free direct debit for balance due returns, taxpayers can select any withdrawal date up to and including April 15, 2010.

For some residents, e-filing may be free. West Virginia has continued an agreement with Free File Alliance member companies. This alliance enables qualified West Virginia taxpayers' free online filing services. Each Free File Alliance member sets taxpayer eligibility requirements for its program.

For more details, contact Free Income Tax E-file Section on the West Virginia State Tax Department Web site at [www.wvtax.gov](http://www.wvtax.gov).

## INTERNSHIP

Continued from Page 2

Education and the Arts. "Interns gain valuable experience exploring possible career paths, while agencies expand their capacity with young, energetic talent during busy summer months."

For more details, visit the program's Web site or call George at 558-2440 for questions about the program or Pat Quinlan of the Division of Personnel at 558-3950, extension 57263, for questions about the applications.



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**Welcome!** ... to the Department of Administration to our new employees: **Brusanna Jackson** (General Services Division) and **Steven Roberts** (Office of Technology).

**Time to Relax** ... After many years of hard work, **Tina Holmes** (Office of Technology) and **Grace Morton** (PEIA) are now ready to kick back and relax. Happy retirement!

**Baby Talk** ... **Candi Moore** (CPRB) is proud to announce the birth of her granddaughter, Cheyenne Elaine Walker. Candi's daughter and son-in-law, Mandi and Jeff Walker, will welcome Cheyenne home, along with brother, Blair Lee. Cheyenne was born on Jan. 2 at 10:29 a.m.

**Mileage Rate Change** ... Effective February 9, 2010, the state's reimbursement rate for use of employees' privately owned vehicles is 40.5 cents per mile until further notice. The State Travel Management Office, under the Department of Administration, has notified agency travel coordinators of this change. The rate change is in accordance with the Department of Administration's bi-annual review of the state's mileage reimbursement rate and the current rate will remain in effect until the next review in July 2010.

**State Homeland Security on Twitter** ... The Division of Homeland Security and Emergency Management established a Twitter site to provide information dealing with emergency situations. For more information, visit [www.wvdhsem.gov](http://www.wvdhsem.gov) or on Twitter at @wvdhsem.

**Got News?** ... Let us know what's going on with you and your family. Contact Diane Holley-Brown, editor, at (304) 558-0661 or at [Diane.M.Holley@wv.gov](mailto:Diane.M.Holley@wv.gov) with information to share with the department's employees.

## HAPPY BIRTHDAY ... in March

1 Thomas Harper ..... PEIA	16 Jason Haught ..... PEIA
Therman Mullins ..... Technology	17 Charles McMinn ..... Technology
2 Gloria Long ..... PEIA	18 Sue Lipinski ..... Technology
3 Mischa DiFilippo ..... BRIM	Gloria Taggart ..... Finance
4 Gene Young ..... Purchasing	20 William Jones ..... Gen. Srvs.
6 Scott Belcher ..... Gen. Srvs.	Tammie Means ..... Technology
Robert Seabolt ..... Finance	21 Tim Hall ..... Gen. Srvs.
Jeremy Wolfe ..... BRIM	Marston Harris ..... Gen. Srvs.
7 Chris Chapman ..... Technology	22 Kathleen Dempsey ..... Personnel
Brian Gillespie ..... Gen. Srvs.	23 Clyde Lee Arline ..... Pros. Atty.
8 Catherine DeMarco .. Purchasing	George Muncey ..... Technology
Timothy Hyatt ..... Technology	Robert Worledge Jr. .... Finance
Chris Sforza ..... Finance	24 Thomas Bailey III ..... Gen. Srvs.
Thomas Williams ..... Personnel	25 John Dunlap ..... Technology
9 Tari Crouse ..... Personnel	Teresa Tarr ..... Pros. Atty.
Jack Hickok ..... Pub. Def.	26 Natalie Faulkner ..... Technology
Rachel Perry ..... CPRB	Robert Hovatter ..... Gen. Srvs.
11 Mary Bolton ..... Personnel	Anne Lambright ..... CPRB
12 Jamie Hardman ..... CPRB	Paula Roberts ..... Personnel
13 Janice Morgan ..... Technology	Marilyn Summers ..... Technology
Angela Riley ..... Technology	28 Tami Carver ..... Real Estate
15 Lori Cottrill ..... CPRB	29 Philip Morrison II ..... Pros. Atty.
Charlene Good ..... Technology	Michelle Perry ..... Technology
Charles Stark ..... Technology	30 William Hargus ..... Technology
16 Darlene Fletcher ..... Personnel	

# Administrative Notes

*Quotes, Notes & Anecdotes* is published by the West Virginia Department of Administration

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