

Greetings from Governor Bob Wise

During this special time of year, I want to wish each of you a joyous and memorable holiday season.

As we celebrate the wonders and magic of this holiday season, let us remember those who are less fortunate. Let us celebrate what we have been blessed with and extend our thoughts and prayers to all of humankind, here at home and throughout the world. May we rejoice in our successes of the past and look forward to the great promise the future holds for West Virginia.

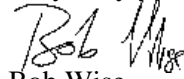
This past year has been a trying one for our State and country, but the holidays are a time for us to come together and be thankful for all we have. State employees have contributed over and above the call of duty in this year's floods and disasters.

You deserve to spend time with your families around the holidays.

To honor the hard work and dedication of West Virginia's State employees, I am declaring Friday, November 23; Monday, December 24; and Monday, December 31 as additional time off. These days will be granted without charge to annual leave.

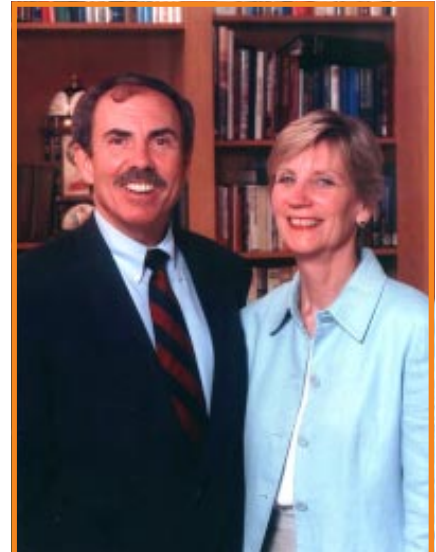
I extend best wishes to you and your families for a wonderful holiday season and very happy New Year.

Very truly yours,



Bob Wise

Gov. Wise's allowance of additional time off for State employees does not create legal holidays within the definition of the West Virginia Code, nor does it create legal holidays for private businesses or local governments.



Governor and Mrs. Bob Wise extend their hopes for a thankful and joyous holiday season, and a truly wonderful New Year.

Division of Personnel Conducts Statewide Listening Tours

The Division of Personnel (DOP) recently conducted overview sessions with State government cabinet secretaries, bureau commissioners, and agency heads to introduce them to the mission, structure, and operations of the agency. Feedback received from these sessions indicated that agencies wanted and needed opportunities to share the challenges they experience with the DOP's *Administrative Rule* and their policies and procedures.

In response to this feedback, State Personnel Director Nichelle Perkins

and the DOP's Assistant Directors will travel to 5 locations throughout the State to conduct "Listening Tours" – a forum by which they can listen to what managers and employees of State agencies have to say about person-

"It is a primary goal of the Division of Personnel to be responsive to the needs of the State's employees and leaders. ..."

Nichelle D. Perkins, State Personnel Director

nel-related challenges, concerns, and issues. Because of a considerable number of requests, the group will also conduct a sixth session in Charleston.

DHHR Announces Pilot Breastfeeding Support Program

Contributed by Connie Neuner of Health and Human Resources.

Department of Health and Human Resources (DHHR) Cabinet Secretary Paul Nusbaum has approved implementation of a pilot program to help DHHR employees balance the responsibilities of family and employment. The West Virginia DHHR Employee Breastfeeding Support Program will lend electric breastpumps to breastfeeding women when they return to work in DHHR after the birth of their babies. Small electric breastpumps will enable mothers to quickly and efficiently express milk while at work to take home for their babies.

The pilot program is being implemented this month for DHHR employees in the Kanawha Valley area. The Office of Nutrition Services (ONS), located in the Diamond

Building on Capitol Street in Charleston will serve as the Breastfeeding Support Center to maintain and distribute breastpumps, and to instruct employees on their proper use. Staff member Connie Neuner, a board-certified lactation consultant, will oversee the pilot employee support program.

To participate in this benefit, the DHHR employee should contact the ONS Breastfeeding Support Center at 558-0030 (Tuesday through Thursday) and schedule an appointment to pick up the pump, receive instruction for use, sign a loan agreement contract, and purchase an individual milk collection kit for \$13.50.

See PUMPS – Page 4.

Internet info ... a byte at a time

Check Out Educational Policy

Thinking of return to school in January, or maybe you're already scheduled for classes? You may qualify for benefits under the State's Educational Expense Reimbursement/Leave Program. You can read and print off a copy of the policy and forms at the DOP's website:

www.state.wv.us/admin/personnel/emprel/policies/policies.htm

The document is in PDF format and can be viewed and printed off through Adobe Acrobat Reader (a free program - if you don't already have it, see our article detailing how to download it on Page 4).

TOURS – Continued from Page 1

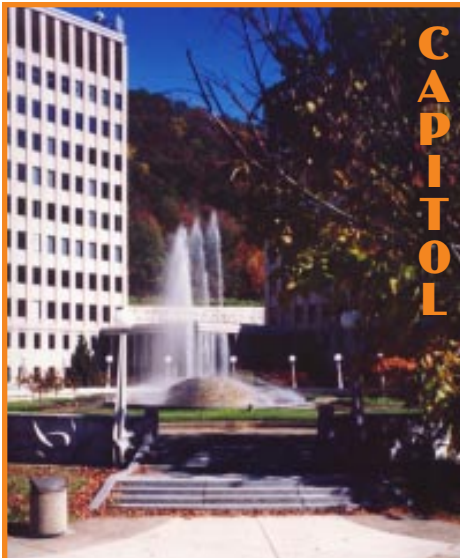
Department of Administration Cabinet Secretary Gregory A. Burton had praises for the effort. In a memorandum announcing the tours, he wrote, "I believe that these sessions will be a significant initial step to strengthening the relationship between Personnel and the agencies and employees it serves."

Perkins added, "It is a primary goal of the Division of Personnel to be responsive to the needs of the State's employees and leaders. These Listening Tours will provide a good foundation on which we can begin to build improvements in our services."

The first tour was held at Pipestem State Park on November 2 and the group came away with a lot of useful information. All employees are invited to attend one of the remaining tours, as shown below (obtain appropriate supervisory approval). For more, call 558-3950, ext. 275 or email bbrooks@gwmail.state.wv.us.

HMMM ... The full moon we had on October 31 was the first full moon we've had on Halloween since 1955!

LISTENING TOUR SCHEDULE	LOCATION	AUDIENCE	DATE & TIME
	Braxton County DHHR, 920 Sutton Lane	Supervisors, Training Coordinators, and Payroll Personnel Employees	Dec. 18, 10 A.M. - Noon Dec. 18, 1 P.M. - 3 P.M.
Charleston Capitol Complex, Bldg. 7, Room C	Supervisors, Training Coordinators, and Payroll Personnel Employees	Dec. 11, 10 A.M. - Noon Dec. 11, 1 P.M. - 3 P.M.	
Huntington Marshall University, Drinko Auditorium	Supervisors, Training Coordinators, and Payroll Personnel Employees	Dec. 17, 10 A.M. - Noon Dec. 17, 1 P.M. - 3 P.M.	
Martinsburg James Rumsey Vocational Center	Supervisors, Training Coordinators, and Payroll Personnel Employees	Dec. 6, 10 A.M. - Noon Dec. 6, 1 P.M. - 3 P.M.	
Monongalia County Monongalia County Health Department	Supervisors, Training Coordinators, and Payroll Personnel Employees	Nov. 30, 10 A.M. - Noon Nov. 30, 1 P.M. - 3 P.M.	



CAPITOL

LEFT: The oval fountain area against a rich blue October sky. The view is looking between Bldgs. 5 (left side of picture) and 6 (barely visible in the lower center of the picture behind the tree).



COLORS

RIGHT: Our majestic West Virginia State Capitol Dome and brilliant fall colors, as seen from the steps of the Cultural Center.

The black and white printed version of these pictures don't do them justice - we suggest looking at them in *Stateline* on the web: <http://www.state.wv.us/admin/personnel/empcom/Stline.htm>.

CELL PHONE SAFETY update

A cell phone safety article that appeared in our June 2001 issue of *Stateline* talked about potential bans on cell phone use while driving. This month, New York becomes the first state in the country to prohibit hand-held cell phone use while driving. Individuals may use hands-free devices, but if caught using a hand-held phone, they can be fined \$100 for a first-time offense.



State workers pay close attention to learn proper procedures regarding threatening calls, suspicious packages, and general workplace safety.

On October 11 and 18, 2001, the State of West Virginia offered 8 sessions of Bomb Threat Response Training in Charleston for State employees. The training was sponsored by the West Virginia State Police, the Division of Protective Services, and the Division of Personnel's Organization and Human Resource Development Section. The hour-long sessions were held at the Cultural Center Theater and featured experts in workplace security and bomb threat response. Participants received information on methods for dealing with threatening phone calls and suspicious packages. Over 1,000 employees attended.

This was the first in a series of training sessions to be presented on the topic of workplace security and safety.

Our National Anthem: More Than Simply a Single Verse

When our National Anthem, *The Star-Spangled Banner*, is sung, we generally sing one verse – but did you know it actually has 4 verses?

After the burning of Washington, D.C., Francis Scott Key visited the British Fleet in Chesapeake Bay to secure the release of captured prisoners. On the night of September 13, 1814, he was detained and held on a British ship during the shelling of Fort McHenry in Baltimore. Key agonized deeply that the fort would be forced to surrender. With the dawn of September 14, he saw the American flag still flying over Fort McHenry. He was elated and wrote a poem to commemorate the occasion; it was originally called *The Defense of Fort McHenry* and metered to the tune of *To Anacreon in Heaven*. *The Star Spangled Banner* was made our National Anthem by the United States Congress in 1931.

If you'd like to see all the words, visit www.law.ou.edu/hist/ssb.html – be sure to notice the last line of each verse.



On September 19, 2001, in response to needs caused by the events of September 11, the Kanawha County DHHR Office on Washington Street in Charleston held a blood drive. Many employees participated to make the drive a huge success. Above, Terrence Hamm takes his turn on the table. DHHR extends many thanks to the Red Cross staff and volunteers.

Acrobat Reader is a Helpful *FREE* Program

Many documents put on the internet, including *Stateline* and various other State agency documents, are done in a format called PDF, which stands for portable document format. This is a convenient way to make information available to everyone on the internet, but in order to view or print the documents, you need a program called Adobe Acrobat Reader. *The good news is this is a FREE program.*

How can you tell if the program is installed on your computer? Here's a simple test: Go to www.state.wv.us/admin/personnel/empcom/Stline.htm and click on any of the issue links. Did a program open up and the *Stateline* issue appear on your screen? You're all set! However, if you got an error message, then you probably need to download and install the program.

NOTE: Before proceeding with the following instructions, be sure to check with your supervisor about your agency's policies on program downloading and installation. Some agencies require their information services staff to conduct any type of program installation. DO NOT VIOLATE YOUR AGENCY'S POLICY. Once you have the go-ahead, here's all you need to do (don't be afraid - it's simple):

1. Close and exit all programs except your internet connection and browser.
2. Go to the following website: <http://www.adobe.com/products/acrobat/readstep.html> - on the lefthand side of the page, click on the Reader download page link.
3. Click on English, then click on Acrobat Reader 5.0 with Search and Accessibility - English for Windows 95, 98, Me, NT 4.0, and 2000 9.9 MB - *be sure to click on the right link - read it completely and match it to the one above.*
4. Download the installer file (called rp500enu.exe) and write down the folder to which it will download (generally it's the My Files or My Documents or something like that). You probably won't need this information, but it's helpful if the setup feature locks up and you have to reboot and reinstall.
5. Downloading the installer will take a few minutes - you will see a screen showing the download as it progresses.
6. Once it's finished, an install window will appear. Click the "install" button. You'll see compressed files unpack and then a setup window automatically open.
7. Read through the information in the setup program and follow the prompts. Once the setup program completes, you will be asked to restart your computer. Click on the option that asks you to restart your computer now.

That's all there is to it! When your computer reboots, you're ready to read and print PDF files. Wanna check? Use the test at the top of this article. The *Stateline* issue you click on should open up Adobe Acrobat Reader and the issue should appear on your screen. If you have questions or run into any problems, contact your agency information services staff or call the State's Information Services and Communications Help Desk at 558-1257.

PUMPS – Continued from Page 2

The pump can be loaned 2 weeks before returning to work. Use of the pump allows a working mother to continue providing breastmilk nourishment for her child. When the employee is finished using pump, she must return it to ONS.

"Our goal is to enable more women to continue breastfeeding after they return to work. This program is a great source of help for employed mothers in DHHR," says Denise Ferris, Director, ONS. Eligible employees are encouraged to call ONS for information or pump loan appointments.

Pencil In ...

Fill
the
Need




Don't forget to turn in your **State Employees Combined Campaign** form. Contributions stay in West Virginia and give a helping hand to those who need assistance. Please give generously. For forms, contact your agency payroll coordinator.

It's time for the Marine Corp's **Toys for Tots** project. Governor Bob Wise and State Auditor Glen Gainer will co-chair the 54th annual event. They urge all State employees to become involved and drop off new, unwrapped toys at area designated locations (there will be one at the Capitol Complex). Can you imagine how devastating it would be for a child to receive nothing for Christmas? Please reflect upon your own lives and recall what it meant to receive toys at Christmas. With your help, Toys for Tots provides a positive impact and a ray of hope.

Marine Toys For Tots Foundation



 is a publication of the West Virginia Department of Administration, Division of Personnel

Bob Wise, Governor
Gregory A. Burton, Cabinet Secretary
Nichelle D. Perkins, Director of Personnel

Tari McClintock Crouse, Editor
Jane S. Fouty, Assistant Editor
Tamra Rogers, Writer

State Capitol Complex, Building 6, Room 416
1900 Kanawha Boulevard, East
Charleston, West Virginia 25305-0139
Telephone: 304/558-3950, ext. 206
E-Mail: jfouty@gwmail.state.wv.us
www.state.wv.us/admin/personnel/empcom/