



Protecting Information is Everyone's Responsibility

State employees are hardworking, conscientious, and honest workers. We know we are responsible for guarding the personally identifiable information (PII) such as the Social Security numbers, driver's license numbers, and credit card numbers of our clients, customers, and co-workers ... but mistakes happen.

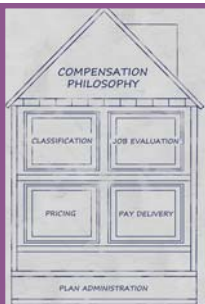
The best privacy policies not only safeguard PII, but have in place procedures to deal with mistakes and information leaks and exposure. These procedures should include training employees in how to report breaches, and making sure privacy officers know how to respond.

The big question for everyone is: Do I have any responsibilities if I think there's been a privacy or security breach?

The answer is a resounding yes! Again, we understand that mistakes and accidents are possible. When these happen, it's crucial to act as quickly as possible so that the damage can be avoided or minimized. The incident reporting procedures stated below are to be followed whenever privacy and security are, or even appear to be, at risk (*be sure to see the note at the end of this article*):

- ◆ **ALWAYS** notify your supervisor or manager immediately when possible.
- ◆ You must **immediately** notify the Office of Information Security and Controls (OISC) by one of the following methods.
 - ◆ Send an email to incident@wv.gov with a subject line of INCIDENT; send it with high priority status if that option is available to you, **or**
 - ◆ Go to the West Virginia Office of Technology (WVOT) website at www.technology.wv.gov, click on the "Report an Incident" link, and fill out an Incident Report Form; **or**
 - ◆ Contact the WVOT Service Desk at servicedesk@wv.gov or by phone at 304-558-9966 or 877-558-9966;

See **PRIVACY** – Page 3



PLANS PROJECT MOVING FORWARD!

The Division of Personnel staff wishes to sincerely thank all State employees for completing their Job Content Questionnaires (JCQs). We know this was a tedious task. Without you providing your duties and responsibilities, we wouldn't have the foundation needed to enhance and rebuild our classification structure.

To the supervisors, Human Resource staff, and Agency Heads who expended a great deal of time and effort to review them all, we also extend our deep appreciation.

SO ... WHAT'S NEXT?

Now that the electronic collection of duties/responsibilities has concluded, we're embarking on the next phase: Quality assurance review/sorting of questionnaires in preparation of job evaluation process. This phase involves reviewing each and every JCQ, and sorting them according to like duties/responsibilities. We anticipate this phase to take approximately eight weeks.

AND AFTER THAT?

Looking forward, we're planning for the Job Evaluation phase. The Division of Personnel and The Hay Group will meet with Subject Matter Experts as one of the first steps. More information on this phase will be forthcoming as we move closer to the time.

STILL HAVE QUESTIONS?

We've updated the website's schedule page to answer your inquiries about timeframes (www.plans.wv.gov/Schedule/Pages/default.aspx). In addition, the PLANS Hotline (304-558-3950 ext. 57239) and email address (dop.plans@wv.gov) remain open for your questions. You may also watch for updates in future issues of *Stateline* or by visiting the Updates section on the PLANS website: www.plans.wv.gov/Updates/Pages/default.aspx.

April is Open Enrollment Month for PEIA

April is Open Enrollment for the Public Employees Insurance Agency's (PEIA) Plan Year 2012 (effective July 1, 2011). You can now make changes to your plan without the need for a qualifying event.

In response to the Affordable Care Act, PEIA will cover eligible dependent children up to age 26. You'll recall an audit of dependents was recently conducted. Some dependent children who were disqualified at that time may now be eligible. You should consult your Shopper's Guide to determine dependent eligibility, as the definition for dependent child has changed. Also, if you add a de-

pendent, you will be required to provide documentation including, but not limited to, a birth certificate, guardianship or custody papers, or marriage certificate.

DON'T FORGET ABOUT YOUR PREMIUM DISCOUNTS!

Members of the PEIA PPB Plan, Special Medicare Plan, and the PEIA Medicare Advantage Plan can receive up to \$14 off their monthly premiums by completing an advance directive/living will, and by participating in the Improve Your Score Program. See your Shopper's Guide or go to www.wvpeia.com for more.

PEIA BENEFIT FAIRS

April 5 in Beckley

Tamarack Conference Center

April 6 in Martinsburg

Holiday Inn, 300 Foxcroft Avenue

April 11 in Charleston

Charleston Civic Center

April 12 in Morgantown

Ramada Inn, I-68, US Route 119N

April 13 in Wheeling

Northern Community College

April 14 in Parkersburg

Comfort Suites, I-77 Exit 170

Youth-Created PSA Contest to Prevent Underage Drinking Underway

Contributed by Michele Burnside of the WV Partnership to Promote Community Well-being, an affiliate of Marshall University.

RU21 – WV's Underage Drinking Prevention and Social Marketing Project – is seeking ideas for its latest round of public service announcements.

West Virginia middle school, high school, and college students are invited to enter the 2011 PSA Challenge by submitting concepts for radio and television underage drinking prevention messages that emphasize "21 means 21."

"The consumption of alcohol beverages by those under 21 is illegal," said Stephanie Southall, West Virginia's Underage Drinking Prevention Specialist. "Research shows peer influence is the most effective strategy for creating a culture where underage drinking

is NOT the norm. That's why the RU21 PSAs are created and produced by West Virginia youth."

ALL West Virginia students at the middle school, high school, or college level are eligible to participate. Individuals or teams of up to six students may submit applications. More than six students may work together to develop scripts, but no more than six students from one organization will travel to Charleston for production. Each individual or group must have at least one (but no more than two) adult sponsor(s).

APPLICATIONS ARE DUE to the WV Prevention Resource Center no later than MAY 2, 2011. The best projects (based on creativity, originality, message, and overall presentation) will be selected by a team of media and prevention professionals. Winners will be announced May 9.

Selected participants (and adult sponsors) will travel to Charleston in June to fine-tune their scripts, tour the radio and television production facilities, and record the PSAs. Adult sponsors will be reimbursed for mileage costs. Travel and meals will be provided.

Later in 2011, the final PSAs will be distributed statewide to the media and county prevention partnerships (www.prevnet.org/countypartnerships/default.aspx) and available via YouTube.

The project is funded by The US Office of Juvenile Justice and Delinquency Prevention's Enforcing Underage Drinking Laws program, which is administered in the State by the WV Division of Justice and Community Services.



For additional information, visit these websites:

Announcement/Application: <http://dl.dropbox.com/u/8877276/PSA%20Announcement%202011.doc>

RU21 Website: www.ru21wv.org

RU 21 Blog: <http://21means21.blogspot.com/>

Governor's Mansion illuminated in blue for Down Syndrome research initiatives

First Lady Tomblin Participates in "Light the Way"

On March 21, 2011, First Lady Joanne Jaeger Tomblin participated in World Down Syndrome Day, and the West Virginia Governor's Mansion was lit in blue to join the *Light the Way* campaign. The campaign raises awareness of Down syndrome cognitive research.

"In recent years, biomedical research advancements designed to treat intellectual challenges associated with Down syndrome have been made," First Lady Tomblin said. "These advancements may enable individuals with Down syndrome to improve their memory, learning, and communication skills."

In the United States, approximately 400,000 individuals are affected by Down syndrome. As medical research has advanced, most individuals with

the condition will outlive their parents. The biomedical research may



First Lady Joanne Jaeger Tomblin expressed her full support of Down Syndrome research by participating in the Light the Way campaign.

PRIVACY – Continued from Page 1

Should you follow these procedures if you only "think" the situation is a breach but are unsure? Yes, make the notification. Err on the side of caution. A good reminder slogan is: "SEE something, SAY something." This includes things that you believe could lead to an incident. Prevention is by far the best kind of risk management.

What types of incidents or circumstances constitute breaches of information and/or security? The following events must be immediately reported according to the outlined procedure immediately:

- ◆ Lost or stolen laptops or other devices (such as a PDA or smartphone),
- ◆ Lost or stolen storage media (such as a flash drive, memory stick, or CD),
- ◆ Lost or stolen paper records containing PII,
- ◆ Accidentally sending PII to the wrong person, such as sending an e-mail to the wrong address, or learning that PII was delivered to the wrong person by the postal service or other courier,
- ◆ Accidentally sending PII in an unsecured format, such as transmitting sensitive PII over the internet in an unencrypted format,
- ◆ Lost or compromised passwords or access cards,
- ◆ Inappropriate uploading or downloading of content (which could contain malicious code or PII),
- ◆ Presence of viruses, spyware, or other malicious code on a Department computer, or
- ◆ Any event that corrupts PII in a Department system.

If you become aware of any known or suspected misuse or improper disclosure of PII, you must also immediately notify the privacy officer. For more information on the West Virginia Executive Branch Privacy Program, go to the website at www.privacy.wv.gov.

NOTE: Your Department Secretary or Agency Head may have amended the above procedure or included additional requirements. Keep in mind that any alternate procedure must include notification to the State Privacy Office. If you have questions, please clarify things by discussing your concerns with your supervisor or agency Privacy Officer.

increase life opportunities for those with Down syndrome.

First Lady Tomblin joined First Lady Mary Pat Christie of New Jersey and other First Spouses in an effort to raise awareness of the non-profit group Research Down Syndrome's efforts to continue cognitive research.

In addition, the *Light the Way* campaign strives to motivate both the Down syndrome community and the general public to empower individuals with intellectual disabilities to reach their fullest potential and lead independent lives.

About *Light the Way* and Research Down Syndrome:

The *Light the Way* campaign seeks to add support to Research Down Syndrome's efforts to educate and increase awareness and funding for Down syndrome cognitive research.

Research Down Syndrome is a non-profit foundation that supports and funds Down syndrome cognitive research conducted at leading institutions that are studying the basis of the intellectual impairments associated with Down syndrome. For more information about the foundation, visit www.researchdds.org.

Federal Partnership Promotes Fire Safety Awareness for Families

Contributed by Carol Nolte of the State Fire Marshal's Office.

With home fires increasing each year between November and April, young children are at high risk for serious injury or death in residential fires. ***Because of their lack of experience, young children are actually at double the risk of dying in a fire as compared to the rest of the population.***

The West Virginia State Fire Marshal's Office is working to promote awareness of these dangers in our State and asking families to be vigilant about preventing home fires in the first place. "The single most effective thing adults can do to keep children safe is to look around their homes, identify potential fire hazards, and remove them," advises Sterling Lewis, Jr., State Fire Marshal. And that's also why the Federal Emergency Management Agency (FEMA) and the National Commission on Children and Disasters have announced a new public awareness campaign to help keep children and families safer from the tragedy of home fires.



FEMA recently released a new report on the risks fires pose to children, who are typically one of the groups at highest risk of dying in fires.

"The bottom line is that one of the greatest risks our youngest kids may face during the winter months exists in their homes," says FEMA Administrator Craig Fugate.

Heating and cooking are two of the leading fire risks to children during the cold months, and even into early spring. Some tips to keep in mind:

- Give space heaters space! Keep a 3-foot safety ("child-free") zone around any heat sources in your home, and keep children and pets well away.
- Do not use your oven to heat your home – it's not designed to be used as a heat source except for food items.
- Follow all manufacturers' directions for alternate heat sources such as wood stoves and kerosene heaters.
- Store all fuels in proper containers and keep them away from children and combustible materials.
- Young children are at high risk of being burned by hot food and liquids. Keep children away from the stove and microwave, and never hold a child while cooking or carrying hot foods and liquids.
- Teach children about hot things that can hurt them. When they are old enough, teach them to cook safely. Supervise them very closely.

BE PREPARED!

- Make an escape plan with your family and agree on a safe meeting place outside. Practice your home fire drill regularly so everyone knows what to do.
- Install and maintain smoke and carbon monoxide alarms on each level of your home, especially in sleeping areas. In West Virginia last year, no smoke alarms were present in 30% of fires that occurred in residences.
- Test your smoke alarms every month and change batteries at least once a year.
- If there's a fire in your home, call 911 ONLY once everyone is safely outside.
- If you're renovating or building a new home, keep in mind that residential fire sprinklers are your best line of defense. Unlike smoke alarms, which although valuable, can only notify you of fire, sprinklers can actually save lives AND property, generally suppressing the fire with only one sprinkler head.

- A good website for children and families is www.usfa.fema.gov. It also has information on the FEMA Fire Safety Awareness for Families campaign. Click on "USFA Kids" to find resources for parents and children, interactive fire safety puzzles, coloring pages, and more.
- For detailed information on residential fire sprinklers, visit www.homefiresprinkler.org.

For more help or additional information, contact that State Fire Marshal's Office at 304-558-2191 or email Carol Nolte at carol.e.nolte@wv.gov.

**20th ANNUAL
PUBLIC EMPLOYEES
GOLF TOURNAMENT**

**Monday, May 16, 2011
10 A.M.**

Pipestem Resort State Park

**Entry Deadline
May 12**



For more information, contact
Phyllis Hopkins
Pipestem Resort
Pro Shop Manager at 304-466-1800 ext 474

\$50/person, inc. greens fees, shared cart, cookout, and pre-tourney range balls

Open to federal/state/city/county/public education employees - retirees welcome

Rooms \$62/night plus tax 1-800-CALLWVA
Identify yourself as a tourney participant

Prizes for both men's & women's divisions
Low Gross /Net Scores (Callaway System)
Closest to Pin/Longest Drive Contest

!! DOOR PRIZES !!

Want a practice round? May 15 - \$20
Tee times begin at 1 P.M.

State Workers Must Adhere to Political Activity Do's and Don'ts

The trees and flowers are blooming. The rains are falling regularly. Construction projects are moving at faster paces. These are all signs that it's springtime in the Mountain State. Before you know it, April will be gone and May will arrive, bringing with it an election day.

Yes, that's right ... an election day. Saturday, May 14, 2011 is Primary Election Day in West Virginia. State workers must adhere to certain restrictions concerning political activities which are set forth by various State and federal laws designed to

prevent political pressure in the workplace.

State employees are always encouraged to vote in all local, State, and federal elections. There are no restrictions on voting, expressing an opinion as a private citizen, attending political rallies as a spectator, or making lawful, voluntary political contributions. Before taking part in any other political activity, check to see if the activity falls within the acceptable guidelines below.

The West Virginia Secretary of State's Office maintains a voter in-

formation page on its website (www.sos.wv.gov/elections/Pages/voter-information.aspx). You'll find details on election day procedures, absentee or military voting, early voting, receiving voting assistance if you have certain disabilities, and many other voting topics. You can even confirm whether you are indeed registered to vote.

If you are unsure of your rights concerning political activity, call the Division of Personnel's Employee Relations Section at 558-3950 ext. 57209 for assistance.

CLASSIFIED EMPLOYEES MAY VOLUNTARILY :

- ✿ Campaign for a candidate or party during non-worktime, off of State property, and without use of State supplies or equipment within the provisions of Election Guidelines and Law, so long as they are not paid a fee other than actual expenses incurred.
- ✿ Serve as a ballot commissioner or election official working inside a polling place, or serve as a campaign financial agent or treasurer for a political committee or candidate.
- ✿ Be a candidate or delegate to any State or national political party convention.
- ✿ Sell tickets to political affairs to individuals other than employees of the classified service.
- ✿ Erect or post campaign signs on private property, as long as the property is not used as a State office in any way.
- ✿ Attend political dinners, rallies, and dances.
- ✿ Serve on campaign committees for a candidate as long as no compensation for the service is received.
- ✿ Be a candidate for local partisan or non-partisan elective office by taking a leave of absence without pay commencing with the filing date.
- ✿ Make a monetary contribution to a political party or candidate, not to exceed the limitations established by law.
- ✿ Display political bumper stickers or advertisements on personal vehicles provided the vehicle is not used to conduct State business.
- ✿ Wear campaign buttons or apparel with political logos or endorsements off State property and during non-work time, or during work time provided they are not required to wear a uniform, or be observed by or come in contact with the public .

CLASSIFIED EMPLOYEES MAY NOT :

- ✿ Be a candidate for any national or State paid public office or court of record.
- ✿ Be a member of any local, State, or national political party committee, or hold any paid, elective public office.
- ✿ Solicit or receive any assessment, subscription, or contribution from employees in the classified service, or sell tickets to political affairs to classified service employees.
- ✿ Use any official authority or influence to interfere with or influence an election or nomination for office.
- ✿ Post or distribute campaign literature in a State office building, including 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.
- ✿ Display political bumper stickers or advertisements on personal vehicles that is used to conduct State business.
- ✿ Wear campaign buttons or apparel with political logos during work time if they are required to wear a uniform, or will be observed by or come in contact with the public.

FOR STATE WORKERS IN FEDERALLY FUNDED PROGRAMS OR CERTAIN AGENCIES:

- ✿ **Federally Aided Programs (Hatch Act for State and Local Government Employees):** The Hatch Act applies to individuals employed by State or local agencies whose principle employment is connected to a federally aided program. Because The Hatch Act is more restrictive than State law, employees covered by this legislation cannot be a candidate for any public office in a partisan, primary, or special election. For more information about the Hatch Act, call the U.S. Office of Special Counsel at 1-800-872-9855.
- ✿ **Division of Highways Employees (WV Code § 17-2A-5):** Employees of the Division of Highways are specifically prohibited from taking leaves of absence without pay to be a candidate for or hold any public office, or be a member of any political party committee.

Learning Express Library May Help Test Prep

Learning Express Library is an interactive test preparation database which may be useful in preparing to take a Division of Personnel (DOP) examination. It is not specifically affiliated with the Division of Personnel; however, access to the database is provided as a service of the WV Library Commission.

While some examinations presented at the Learning Express Library website may be similar in format and general subject coverage to some DOP examinations, the actual questions may be very different. The Library contains many tests related to school and occupation preparation. Test practice may help you improve your general testing skills.

To use this service, you must create an account at www.wvinfo depot.org. Click on the "Learning Express Library" button, then the "New User" link.

The Division of Personnel does not endorse or guarantee the usefulness of the material, and unless specifically stated in the exam announcement, study guides or study materials for DOP written tests are not provided.

For more information about Division of Personnel written examinations, visit www.state.wv.us/admin/personnel. For more on the Learning Express Library and related services visit the Library Commission website at www.librarycommission.lib.wv.us.



Did you know that recycling just one aluminum can creates enough power to run your TV for up to 3 hours?

WV BOARD of BARBERS and COSMETOLOGISTS CITES TOP 10 SALON VIOLATIONS

The West Virginia Board of Barbers and Cosmetologists is responsible for the health and welfare of all West Virginia citizens who seek professional services in barbering, cosmetology, manicuring, and aesthetics by striving for sanitary conditions, procedures, and applications and competent services.



On its website, the Board cites the top 10 most common violations in a salon:

- ✿ Expired individual license
- ✿ Expired shop license
- ✿ Unlicensed individual
- ✿ Unlicensed shop
- ✿ No booth rental license
- ✿ Reusing single-use items
- ✿ Dirty and unsanitary reusable items
- ✿ Contaminated Disinfection Solution
- ✿ Dirty implements
- ✿ Unsanitary shampoo bowl and strainer

Stateline is Going Quarterly!

Effective after this issue, *Stateline* will become a quarterly publication, with issues distributed in January, April, July, and October. The next issue will be distributed in July, 2011.

Pencil In ...



Facebook and other social networking users beware: The news is full of stories about homes being robbed after thieves determine when the houses will be vacant by reading status updates. "Enjoying the beach - back on Saturday" reads "I have until Saturday to clean this place out" to a would-be thief. Better to post a "Had a great time at the beach last week" update.




Speaking of thieves, do you know what the **five most stolen gadgets are?** Pocket calculators used to be high on the list, but no more. Today, it's car stereos, laptops, GPS units, iPods/iPads, and mobile phones. Guard your belongings and keep them out of site when not in use. Try not to leave them in your car; however, if you must, NEVER leave them visible.



If it's worth taking, it's worth asking for.

Gaelic Proverb

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

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