

Other Employment/Volunteer Activity Policy in Place

From time to time, State workers will perform volunteer activities, or perhaps take a second job. As State employees, we must exercise a degree of care to make sure that our secondary activities don't conflict or interfere with our primary State duties – commonly referred to as "conflict of interest." To assist in making these conflict determinations, the Division of Personnel (DOP) has in place Policy DOP-P21, *Other Employment/Volunteer Activity* (www.state.wv.us/admin/personnel/emprel/policies/othremp1.pdf).

This policy, which went into effect on October 1, 2003, actually replaces the *Other Employment Pilot Policy* (DOP-PP3). Generally, its purpose is to provide an easier, more uniform manner in which to process employees' requests for conflict of interest determinations.

The State of West Virginia considers your government job your first and primary job responsibility; therefore, if you are considering taking on a volunteer activity or second job, you should review your State duties and compare them with those of your secondary role *before* assuming them. In most cases, it will be obvious whether conflict exists. For example, someone employed as a secretary in a State agency would generally have no conflict in taking on secretarial duties for an area law firm *provided he/she does not work on cases against the State*. An individual employed to write grant applications could take an evening/weekend sales clerk position; however, he/she should not accept a position with an organization to which the employee writes grants for his/her State employer. Usually anyone

may serve as a leader in his/her place of worship, unless the activity involves conflicting interaction with the employee's State position. There are, however, times when things aren't so clear.



Marsha Hagner's after-hours job as a contact rep for a private company doesn't conflict with her State duties assisting job applicants.

The process of getting a conflict of interest determination is simple. If an employee believes a determination is necessary, a request is filed with the immediate supervisor. There is a specific form to complete for either volunteer activity or other employment (the forms are included at the end of the [policy](#)). The supervisor obtains and compiles the appropriate, needed information regarding the employee's State duties and proposed secondary duties, and makes a recommendation to the Division Director. The Division Director reviews the information and makes a recommendation to the Appointing Authority (or designee) for final agency determination. That de-




West Virginia Women & Money Conference

Administered by the West Virginia Treasurer's Office

The State Treasurer's Office has announced five Women & Money Conferences for 2004. Nearly 4,000 women attended the one conference held in 2002 and the two held in 2003. According to State Treasurer John Perdue, "For women, significant events include a divorce, loss of a spouse, or reduction in work hours due to family situations. All these occurrences have their impact on men, too, of course, but statistics show they affect women financially in a more pronounced fashion." The five conferences are scheduled as follows:

**For more details, first call:
1-800-422-7498**
**If more information is needed,
call Cindy Garrett at:
340-2711 or 1-800-642-8687**

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|----------|-------------------------------------|---|
| Mar. 19 | Marshall University, Huntington |  |
| May 7 | Ramada Inn, Morgantown | |
| June 18 | Oglebay Park, Wheeling | |
| Sept. 10 | Tamarack Conference Center, Beckley | |
| Oct. 29 | Holiday Inn, Parkersburg | |

March is National Colorectal Cancer Month

Edited from an article contributed by Bill Rainey of the Public Employees Insurance Agency.

Although colorectal cancer is the third most common cancer in the U.S., nine out of ten cases of colorectal cancer can be treated successfully when it is detected early. Even so, West Virginia has the second highest rate of deaths from this disease in the nation. Every year about 500 West Virginians die of colorectal cancer.

The problem is that the disease generally doesn't present symptoms in its early stages. By the time you notice something's wrong, it may well be too late, so it is vital that people who are at risk be screened.

Who should be screened? While this cancer occurs most often in people who are 50 years of age or older, it also occurs often in people who have: a family history of colorectal cancer; prior experience

of cancer; a history of chronic digestive disease (inflammatory bowel disease, Crohn's disease, or ulcerative colitis); and/or the presence of certain gene markers for colorectal cancer or other predisposing factors. Such individuals are classed as being high-risk.

If you are age 50 or over, or would be classed at high-risk of colorectal cancer, the screenings are covered 100% by PEIA. The agency covers the following colorectal cancer screenings to patients age 50 and over:

- ✓ An annual fecal occult blood test.
- ✓ A flexible sigmoidoscopy exam every four years.
- ✓ A colonoscopy exam once every ten years.
- ✓ A double contrast barium enema test every four years.

For patients who are at high risk, PEIA offers both the barium enema and the colonoscopy every 24 months, in addition to the annual fecal occult blood test and the flexible sigmoidoscopy every four years.

If you have passed the age of 50 without being screened, or if you are considered high-risk, talk to your doctor and schedule your colorectal cancer screening soon.

Remember, colorectal cancer is successfully treated in nine out of ten cases when they are detected early.

The following sites are offered as reference points. Information accuracy remains the responsibility of the site owner and is not intended to replace the advice and direction of your personal physician:

Memorial Sloan-Kettering Cancer Center: www.mskcc.org/mskcc/html/311.cfm
Mayo Clinic: www.mayoclinic.com/takecharge/healthdecisionguides/ccs/index.cfm
Yale Cancer Center: info.med.yale.edu/ycc/faqk.htm

West Virginia Turnpike to Construct Additional Message Board

Taken from a press release issued by the West Virginia Parkways, Economic Development & Tourism Authority.

Construction is scheduled to begin this summer on a new variable message sign for the West Virginia Turnpike between Charleston and Beckley, according to Greg Barr, General Manager of the West Virginia Parkways, Economic Development, & Tourism Authority. The sign will be located at southbound mile marker 56, just past the Pax toll plaza.

The new variable message sign will be the twelfth on the Turnpike and is part of the Parkways Authority's three-year, \$3 million signage upgrade project. The new message sign will fill a void in the southbound lanes between mile marker 76 at Tunnel Hill and mile marker 36 near Ghent. In 2003, approximately 15 million vehicles passed through the area to be served by the new variable message sign.

The signage improvements on the Turnpike are part of a statewide program to bring all Interstate highway signs into compliance with federal highway standards. Signs will have higher reflectivity and provide enhanced information directing travelers to local attractions and other destinations.

"We think that the new message sign will fill a critical gap in our ability to communicate with the traveling public and dramatically improve our

The new variable message sign will enhance communication of emergency, safety, and weather information between Charleston and Beckley

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What? You haven't signed up for Direct Deposit yet?



Direct Deposit is the smart, safe way to receive your wages. There's no trip to the bank, no standing in line, and no chance of losing the paper check before you can get it deposited.

With Direct Deposit, your payment cannot be lost. Your check makes it into your account whether you're at work or away from the office. Funds are deposited immediately on the prescribed payday, and your banking information remains confidential.

Do you travel or receive other State reimbursements?

If you travel or have other reimbursements from the State, you can have those funds direct deposited too.

Download forms for payroll ([DD Authorization](#)) or expense ([Vendor Agreement](#)) Direct Deposit at www.wvauditor.com or call 558-2251.

Use E-Mail Effectively

E-mail is a wonderful tool for providing information and getting answers. But take note – it isn't a substitute for real conversation.

In many cases, it's important to get verbal cues from the other person. Their tone of voice and initial replies could eliminate questions you were going to ask. It can also give you the opportunity to present information and correct misconceptions.

Trust your judgment and don't get lazy. Use the phone or a person-to-person conversation whenever you think it would be better than e-mail.



Agriculture Saving Schools Money on Food

Edited from a press release issued by the West Virginia Department of Agriculture.

The West Virginia Department of Agriculture (WVDA) is helping county school systems cope with ever-tightening budgets with an innovative program that brings the best fresh fruits and vegetables available to school children across the State for just the cost of delivery.

The Farm to School Program brings fresh fruits and vegetables to WVDA's Donated Foods warehouse, where it is then shipped out to school warehouses across the State, saving strapped counties thousands of dollars.

The food is provided by the U.S. Department of Defense, but it's WVDA trucks and personnel that make the program happen.

"Many people don't realize that the Department of Agriculture administers the distribution of government foods to school systems," said Commissioner of Agriculture Gus Douglass. "This requires a substantial outlay of funds in terms of personnel and equipment, but it's an extremely important service we're providing."

Customer service is the focus of the entire Donated Foods Program, according to WVDA Marketing and Development Director Jean Smith, who manages the program. The WVDA recently purchased an additional delivery truck to make delivery times shorter and more flexible.

Besides the fresh fruits and vegetables, some of which are produced in West Virginia, WVDA arranges the purchase of bulk commodity items – cheeses, meats, and canned goods – which are used by food producers to make lunchroom favorites such as pizza and tacos. The producers' savings, usually around 30%, are passed onto the schools in the process.

"When we took over responsibility for this program in 2001, our primary goal was to focus on customer service," Smith said. "Many schools don't have extensive warehouse capacity, so it's critical for us to make deliveries to them more frequently if the program is to be effective. I'm happy to say that the Department of Defense has taken note of our efficiency and they consider us one of the better programs in the country."

"Since Agriculture has taken oversight of the program, it has been moving in a positive direction," she said. "They are very open to our needs and suggestions. The frequency of deliveries is increasing and communication is improving. That allows us to stretch our limited food dollars."

Unlike many school systems, Blough said Wood County has the largest food warehouse in the State. "We can accept whatever food is available at any time and distribute it to schools when it's on the menu," she said.

The Donated Foods Program would like to expand its warehouse capacity as well. "Food stored at the Donated Foods warehouse can be, and has been, distributed all over the State during emergencies," said Commissioner Douglass. "We maintain a strategic reserve of about 100,000 cases, but I'd like to see about double that amount. Everyone knows how quickly grocery shelves are emptied before a blizzard. If we were to face a serious national food emergency, that food reserve would become extremely important.

For more information, visit www.wvagriculture.org.



School children are benefitting from WVDA-supplied foods. Photo from the Department of Agriculture website.

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cision is retained by the agency human resource director, with copies sent to the employee and the Division of Personnel.

If actual or potential conflict has been determined, the agency will present the request to the State Personnel Board, and the Board members are responsible for making the final determination. In order to make an informed decision, it may be necessary to obtain an opinion from the Ethics Commission. For cases of volunteer activity, employers cannot necessarily disapprove volunteer service; however, if good reason exists, the employer can prohibit the employee from transacting business with the State employer. Also, the employer is permitted to request additional information about the volunteer *duties*, but the employee is not required to provide the *name* of the volunteer organization. In cases where conflict exists with other employment, the employing agency will be directed to advise the employee of either restrictions imposed, or that a choice must be made between State employment and the secondary job. In all cases, the Director of Personnel must be notified of the final disposition.

The good news is that conflicts of interest are few. Even so, if there are any doubts, the best course of action is to make sure ahead of time. If you need additional information or technical assistance, call the DOP's Employee Relations Section at 558-3950, ext. 511.

MAKE NOTE ON YOUR CALENDARS

PEIA will hold Open Enrollment for health insurance from April 5 - May 7, 2004.

During this time, you can change plans, add/remove dependents, and submit a tobacco affidavit to note your tobacco status for the coming year. Review your needs now and keep an eye out – PEIA will provide more information soon.

You can also watch for details at: www.westvirginia.com/peia/

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level of service in the heavily traveled area between Charleston and Beckley,” said Barr.

The 12-sign network on the Turnpike has the capability of providing a wide variety of information to drivers, including notification of Amber Alerts, hazardous road and weather conditions, construction activities and detours, and early warnings of congestion and accidents, as well as general safety warnings and other news that is critical for the safety and well being of the public.

“Given the heightened awareness we all have about homeland security, the weather, and the relatively new Amber Alert system, our ability to communicate with drivers as they travel the Turnpike is critical,” said Barr.

The variable message sign system is electronically programmed from the Authority's offices in Charleston by radio operators who are on duty 24 hours a day, seven days a week. These operators work closely with the State Police and Parkways officials so they can react immediately to any incident requiring the use of the sign system.

Parkways began the operation of the variable message signs in June 1999 as part of its plan to implement a Traffic Management System. Signs were erected at ten strategic locations along the 88-mile Turnpike as an integral part of this system. They have proven to be valuable safety features.

Pencil In ...



Do you know an individual, organization, group, family, business, labor union, or faith-based organization actively engaged in voluntary service benefitting the community or State? If so, consider making a nomination for the **2004 Governor's Service Awards**. Nomination forms and information are available at www.volunteerwv.org/CNCSWeb.html or by calling 558-0111.

For the third year, **PEIA and the Charleston Family YMCA** have entered into a **cooperative agreement** that provides PEIA members with a waiver of joiner fees and dues for the first month. To enroll, visit the YMCA at 300 Hillcrest Dr., Charleston and present your PEIA/Carelink card.



Francis Scott Key

March 3 is **National Anthem Day**. *The Star Spangled Banner* was adopted as our anthem on this day in 1931.



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