

Protective Services Issues Security Reminder to Employees

Contributed by C. R. "Jay" Smithers of the Division of Protective Services.

Due to the recent fatal shooting of a security guard at the Illinois State Capitol, the Division of Protective Services is issuing a reminder for all State employees to be constantly vigilant of their surroundings, and to immediately report any unusual and/or threatening, abusive, or hostile behavior by any individual in any public-owned or -leased building or worksite. Also, in order to provide for the safety and security

of individuals who visit and work at the West Virginia State Capitol Complex, please be reminded of the following:

★ All State employees are to always prominently display their State-issued photo ID cards and use their proximity cards when entering any Capitol Complex building requiring a proximity card. Employees are not to lend or permit another individual to use their proximity cards. It is of utmost importance for employees to not allow entry of other individuals (tailgating) when they are entering a building. This act negates efforts to provide for a safe and secure environment. If an employee forgets, loses, or misplaces his or her proximity card, he or she will be required to undergo the same screening that visitors and other non-employees must follow when attempting to enter Capitol Complex buildings.

★ When entering and exiting a Capitol Complex building through a secure doorway, it is the employee's responsibility to ensure the door closes securely after entry. No door is to be propped open or otherwise rendered to allow a non-authorized individual access to a Capitol Complex building. The act of not ensuring the proper closing of a door negates efforts to provide for a safe and secure environment. **Also, when a door is left open, it activates an alarm in the Capitol Command Center which causes an officer to be dispatched to the origination point of the alarm.**

★ Any employee who knows or suspects that an unauthorized person, such as a fellow employee, visitor, vendor, etc., possesses a firearm or other dangerous/deadly weapon, or that any person is engaged in threatening behavior **or language** while on State Capitol grounds, should notify his or her immediate supervisor, and if necessary, call 911, the Division of Protective Services (558-9911), and/or other appropriate law enforcement officials. **Under no circumstances should any employee attempt to confiscate any firearm or dangerous/deadly weapon from any individual.**

★ For more regarding the description of security measures in effect for State government workplaces and within the Capitol Complex, please refer to the Division of Personnel's Workplace Security Policy (DOP-P15 - see link below).

The Division of Protective Services strives to constantly update security of the Capitol Complex. Measures taken include the installation of CCTV cameras across the complex which are monitored from the Division's Command Center, and the implementation of Directed Public Access Points in Buildings 3 and 7 which are operated by certified police officers. Officers also patrol the approximate 55-acre Capitol Complex.

*Never had a flu shot before?
Make this the year you ...*

JUST DO IT!

This year, to speed the process of getting your flu shot at the Capitol Complex, a new 2-day, multi-building approach will be used. Flu shots will be given according to the following schedule:

NOVEMBER 9

Building 3, Room 522
9 A.M. to noon

Building 7, Conference Room B
1-3 P.M.

NOVEMBER 10

Building 4, 3rd Floor Conference Room
9 A.M. to noon

Building 1, Upper Rotunda
1-3 P.M.

Employees should make a copy of their insurance cards (front and back) and bring the copy with them. **And don't forget a flu shot for your kids.** A little wince now is worth avoiding or lessening the effects of influenza later!



Young Readers Invited to Enter Library of Congress Writing Contest

Contributed by Lori FitzGerald of the West Virginia Library Commission.

Do you know a young reader who also has a knack for writing? If so, pass along this article to him or her. It could result in a State honor ... and possibly, national recognition with a trip to Washington, D.C.!

State Winners Will Advance to National Competition

Write a letter to your favorite author, and you might win an expenses-paid trip to Washington, D. C. for yourself, your parents, and your teacher!

The trip to our nation's capital is the national prize in Letters about Literature, a writing contest for readers in grades 4 through 12. The event is sponsored by the Center for the Book in the Library of Congress in partnership with Target Stores. To enter, readers write a personal letter to an author, explaining how his or her work has changed their view of the world or themselves. Young readers can select authors from any genre – fiction or nonfiction, contemporary, or classic.

The West Virginia Center for the Book will select the top essayists in the State on each of the three competition levels: Level I for children in grades 4 - 6; Level II for grades 7 and 8, and Level III, grades 9 - 12.

Deadline for entries is December 4, 2004. To obtain the required entry coupon, call the West Virginia Center for the Book at (304) 558-3978 or visit the Library of Congress Center for the Book website at www.loc.gov/loc/cfbook/letters.html.

State winners advance to national competition and receive cash prizes plus a \$50 Target gift card. In addition, the West Virginia Humanities Council awards cash prizes for the top two competitors in each level.

Six national winners will each receive an expenses-paid trip to the nation's capital to read their letters during the National Book Festival in the fall of 2004. In addition, they will receive a \$500 Target gift card redeemable at any Target Store or target.com. Target Stores is the presenting sponsor of Letters About Literature.

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Gas Prices Got You Down? Get a Lift!

Contributed by Kelly Bragg of the West Virginia Development Office.

The Energy Efficiency Program of the West Virginia Development Office is reinstating the popular Ride Share Program.

By registering online, State workers at Charleston offices can link up with others, carpooling to save money as well as to conserve a key natural resource.

“As gasoline prices get higher, carpooling makes even more sense,” says Jeff Herholdt, manager of the Energy Efficiency Program. “The first Ride Share Program brought people together who are still carpooling today.”

To register visit www.wvdo.org/community/rideshare.html. For more info, please call Marie Butler at (800) 982-3386 or (304) 558-2234.

IMPORTANT MEDICATION RECALL NOTICE

Pharmaceutical manufacturer Merck & Co. has voluntarily pulled its arthritis/acute pain drug Vioxx off the market due to increased risk of heart attack and stroke. If you are one of the millions who take this prescription medicine, contact your doctor immediately to discuss discontinuation of the medication and replacement medication options.



From the State Auditor's Office Website:

SOCIAL SECURITY for WV GOVERNMENT WORKERS

In early April, 1951, West Virginia became one of the first states to enter into a voluntary agreement with the Federal government extending Social Security coverage to State and local government employees. The original agreement, Section 218 of the Social Security Act, brought coverage to 13,000 State employees and 2,800 employees of political subdivisions. Forty-seven municipalities and 35 counties, as well as State government workers, were initially covered.

As of 2004, the Social Security Division in the West Virginia State Auditor's Office has processed 419 modifications to the original agreement. This Division now administers Social Security coverage to 150 State agencies and 406 political subdivisions.

Questions?

Contact Mike Hutchinson of the West Virginia State Auditor's Office's Social Security Division, State Capitol Building, Room W502, Charleston, West Virginia 25305.

Smithsonian Institution Adds Links to Marshall University Libraries' Virtual Museum Exhibits

From a press release issued by Dave Wellman of Marshall University's Office of Communications.

Marshall University (MU) is now part of the internationally renowned Smithsonian Institution's Digital Collections.






Links to five of MU Libraries' digital exhibits appear on the Smithsonian Institution Libraries website "Library and Archival Exhibitions on the Web." More than 3,000 library-related exhibits from more than 25 countries are listed, and almost 20,000 people visit the site annually.

"The Libraries at Marshall provide an information gateway leading to thousands of print and digital resources," MU Libraries dean Bar-

bara Winters said. "We are pleased that we have been able to provide digital representations of our wonderful historical documents, and are doubly pleased that the Smithsonian has taken this move to promote our work in the international digital arena."

Lisle Brown, Curator and Developer of the MU Virtual Museum, said that Marshall's participation in the project will allow its exhibits to gain a wider audience and the Library "to share in the growing trend of providing the public with access to primary-source documents through the World Wide Web."

The Smithsonian links are to the following Marshall exhibits:

-  "1937 Flood, Huntington, West Virginia: A Visual Experience" presents a visual record of the great flood based on photographs and film taken by the US Army Corps of Engineers and private citizens.
-  "Buffalo Creek Flood, 1972" provides a chronology of the dam, and video, personal, and court accounts of the disaster following the dam's collapse.
-  "Camp Washington-Carver" focuses on the early history of the first African-American 4H Club in the United States through the eyes of those who either worked there or enjoyed its facilities as children. Photographs, film, and oral history accounts are included.
-  "Old Main" shows the history from 1898 through 1907 of Marshall's landmark building in pictures, sketches, and stories.
-  "Cass, West Virginia History" tells the story of this historic timber community in an exhibit created by Drinko Fellow Dr. Robert Alexander.

WVU-P'burg Awarded 10-Year Accreditation




West Virginia University at Parkersburg recently received a 10-year continuing accreditation from the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools.

The HLC cited the college for its considerable support in the community; students' appreciation for the institution's quality educational programs; the Caperton Center's successful model of a seamless technical education from high school to college, and the quality educational experiences offered at the its Jackson County Center.

A 10-year accreditation is the maximum the HLC grants and was awarded following a two-year self-study process. This marks the second consecutive 10-year continuing accreditation that WVU Parkersburg has received.

Read more on the accreditation at www.wvup.edu/Releases_2004/hlc_continuing_accreditation_awarded.htm

The Smithsonian Institution's site, found at: www.sil.si.edu/silpublications/online-exhibitions/online-exhibitions-intro.htm, features links to online exhibitions that have been created by libraries, archives, and historical societies. The Marshall University Libraries are creating two to three Web-based exhibits each year (all of which ultimately are expected to appear in the Smithsonian exhibit) and are currently working on:

-  An online exhibition catalog of the Wilbur E. Myers glass collection;
-  A visual and descriptive presentation of the papers of Nelson S. Bond, a 1934 MU alum who had a successful career in television and radio script writing and is considered an important early figure in the field of science-fiction writing; and
-  Digital versions of the minute books of the Cabell County Board of Education from 1818 through 1850, which are of particular interest because they contain references to Marshall University and its beginnings.

"Because of the World Wide Web, researchers and other interested persons can find information in our historical collections regardless of where they are," Winters said. "This information is now available to everyone at any time and any place. Our site, though new, has received almost 500 visits in the past month from the U.S., Africa, Australia, Asia, South America, Europe, and Oceania – by far more visits, from greater distances – than our patrons would have been able to make in person."

The Marshall University Libraries' Virtual Museum can be viewed at www.marshall.edu/speccoll/virtualmuseum.asp.

USPS Issues Holiday Mailing Guidelines

Whether you want to admit it or not, it's time to start thinking about mailing those holiday packages to friends and family outside the United States. The U.S. Postal Service (USPS) has issued its deadlines for mailing packages and mail to foreign countries. Follow these dates to ensure your cards, letters, and gifts arrive on time.

CIVILIAN PARCELS GOING BY SURFACE MAIL:

<u>GOING TO</u>	<u>MAIL BY</u>
Africa	Oct. 14
Asia; Australia; New Zealand; other Pacific areas	Oct. 28
Central and South America	Oct. 29
Mexico; the Caribbean; Europe	Nov. 5
Canada	Nov. 19

GLOBAL AIRMAIL PARCEL POST PACKAGES:

<u>GOING TO</u>	<u>MAIL BY</u>
Africa; Central and South America	Dec. 6
Europe	Dec. 10
All other locations outside the U.S.	Dec. 13

AIRMAIL CARDS and LETTERS:

<u>GOING TO</u>	<u>MAIL BY</u>
Africa	Dec. 6
Central and South America	Dec. 13
All other locations outside the U.S.	Dec. 13

PACKAGES and MAIL TO THE MIDDLE EAST:

<u>MAIL/PACKAGE TYPE</u>	<u>MAIL BY</u>
Parcels to civilians by surface mail	Oct. 21
Parcel posts to military APO/FPO	Nov. 13
First class letters/priority mail to APO/FPO	Dec. 6

For military mail, be sure to include the service member's full name, military organization, and unit and APO/FPO number. DO NOT include the country name in the address on military mail.

These dates represent only a partial, edited list of package and mail deadlines. For more on mailing deadlines and guidelines, contact your local United States Post Office or visit www.usps.com on the internet.

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Teachers, librarians, or parents interested in obtaining copies of the contest guidelines and the 16-page teaching supplement to guide students through the reading-writing process should visit the Library of Congress Center for the Book website listed previously.

Target Stores, along with its parent company Target Corporation (NYSE:TGT), gives back more than \$2 million a week to its local communities through grants and special programs. Since opening its first store in 1962, Target has partnered with nonprofit organizations, guests, and team members to help meet community needs.

Pencil In ...




October is **Freaky Music Month** on National Public Radio's EclecticTopia show. Host Jim Lange searches everywhere possible to find the most creative and crazy music possible. EclecticTopia loves the unusual and strange. Says Lange, "After you hear William Shatner's version of *Lucy in the Sky with Diamonds*, you'll be a believer as well!" EclecticTopia airs on Sundays at 9:30 P.M. **Freaky Music Month ends on Halloween night.**



The State Auditor advises that with direct deposit, you can split your net pay between as many as five separate accounts. For online details about the **Direct Deposit Program**, visit www.wvauditor.com/direct_deposit/direct_deposit.aspx.



ELECTION DAY
★ VOTE ★
NOV. 2, 2004

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

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