

Keeping Everyone Safe at Work is a Top Priority

It's simple. Department of Administration Cabinet Secretary Robert W. Ferguson, Jr. wants things safe for everyone. By "things," we mean not only the physical facilities, but also, the working conditions for State government employees. The safety and well-being of our employees are top priorities.

Responsibility for improving the safety of the buildings, grounds, and work environments in State government, and keeping them that way, falls to David Oliverio, Director of the General Services Division (GSD). When given this charge, Oliverio set out to evaluate situations statewide and develop a vision on how to get the jobs done. He then began a search to hire competent, well-qualified staff, and the result is the two-man Occupational Safety and Health team of Butch Arthur and Charles Warner.

Both are highly trained and have extensive experience in the occupational safety and health field from employers like Monsanto and Union Carbide/Dow, as well as experience from working jobs at BrickStreet and the West Virginia Board of Risk and Insurance Management. Each also has numerous outside training and certifications in fields such as fire safety, building occupancy, industrial hygiene, toxicology, and many others. Asbestos and lead-based paint sampling are performed through the GSD Architectural & Engineering Section.

It's a mammoth job for Arthur and Warner. Their territory covers not only the Capitol Complex and the Charleston area, but also Beckley, Huntington, Parkersburg, Weirton, Williamson, and anywhere else in West Virginia where the DOA owns buildings. The scope of their work is wide and diverse. They look at the physical aspects of the buildings and grounds, along with the safety of work procedures, equipment use, and work environments. Their jobs extend to outside contractors hired for State business, and they have the authority to shut down the work if necessary.



Butch Arthur (L) and Charlie Warner (R) make helping people remain safe on the job a top priority.

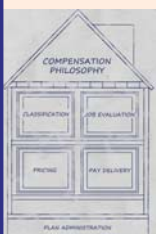
Arthur states, "We don't want to prevent any project from being accomplished, but we're obligated to make sure the work is performed safely and appropriately."

When they were initially hired, one of the first orders of business was to look at the training and equipment needs for the GSD's staff. The ongoing goals are to ensure that employees are well-trained in both the appropriate methods and safety procedures for the work they do, and to make sure they have proper, working equipment. This can mean anything from indoor air quality issues to something as simple as eye and ear protection for anyone operating a mower. Warner states that one of the first things he noticed was that

PLANS Project Closing In On Next Phase!

The Division of Personnel PLANS Team is finishing its review of the over 17,000 individual and group JCQs submitted. We'll soon move to the Evaluate Job Content phase, in which information from the JCQs will be analyzed using the Hay Point Factor System. This is a method of analyzing jobs based on know-how, problem solving, and accountability. In preparation for this phase, 27 Subject Matter Experts (SMEs) from various agencies met on June 9-10, 2011 for training by The Hay Group on job analysis and evaluation. The SMEs will meet again in the upcoming months to review and evaluate job content from JCQs.

The PLANS phone line (304-558-3950 ext. 57239) and email address (DOP.PLANS@wv.gov) remain open for your questions and inquiries.



Unused Leave Provides Benefit Upon Retirement

Active State employees covered under and enrolled in the Public Employees Retirement System (PERS) have up to two great benefits when it comes to unused sick and annual leave time at the time they retire. Depending on your hire date, PERS members have the follow options available to them:

ADDITIONAL SERVICE CREDIT:

All members are permitted to apply the unused sick and/or annual leave they have accrued toward additional credited service at the rate of 10 days for one month of service credit (see examples below):

EXAMPLE	ANNUAL LEAVE BALANCE in DAYS	SICK LEAVE BALANCE in DAYS	TOTAL DAYS (Annual and Sick)	CALCULATION	ADDITIONAL MOS. SERVICE
Employee A	None - Paid in lump sum	154	154	$154 \div 10 = 15.4$	15
Employee B	8	191	199	$199 \div 10 = 19.9^*$	20
Employee C	22	362	384	$384 \div 10 = 38.4$	38

*For purposes of the above calculations, any calculation greater than 0.5 yields an additional month of service.

PURCHASE OF PUBLIC EMPLOYEES INSURANCE AGENCY (PEIA) INSURANCE COVERAGE:

If a member was enrolled in a PEIA insurance plan prior to July 1, 1988 and coverage has remained continuous, the retiree may apply the unused sick and/or annual leave they have accrued toward the purchase of insurance coverage as follows:

- Single Coverage 2 days of leave for 1 month of coverage
- Family Coverage 3 days of leave for 1 month of coverage

If a member was hired after July 1, 1988 and before July 1, 2001, or if there was a lapse in coverage during this period, then your additional coverage is calculated as follows:

- Single Coverage 2 days of leave = 50% of the premium for one month of coverage
- Family Coverage 3 days of leave = 50% of the premium for one month of coverage

Members enrolled in a PEIA insurance plan on or after July 1, 2001 are ineligible to use accrued leave for the purchase of insurance coverage.

THREE IMPORTANT NOTES:

- It's important to note that those who are eligible for the service credit and health insurance options must pick one option or the other; members are not permitted to split or divide their leave to do both.
- PERS members who retire from a city, county, or other non-direct employer of the State of West Virginia are urged to consult with their employer or to call PEIA regarding eligibility for insurance coverage.
- PERS members who separate from employment prior to retirement annuity eligibility (any separation other than retirement) should contact their employers regarding leave policies to determine if leave balances are cancelled upon separation.

If you have additional questions, please visit the Consolidated Public Retirement Board's website at www.wvretirement.com or call them at 304-558-3570.

FREE FLOOD HAZARD TOOL AVAILABLE

The West Virginia Real Estate Commission offers a FREE "West Virginia Flood Hazard Determination Tool" to help real estate agents, other professionals, and the general public to determine whether a building or property is located in or near a flood plain. The tool is made available by the West Virginia University GIA Technical Center.

To access the tool, go to: www.mapwv.gov/flood



Email: We Must Use it Responsibly

Contributed by Cathy Capps-Amburgey of the West Virginia Privacy Office.

As State employees, we've all received an email from someone that we "know," (or someone who wants us to think we know them) warning us of some type of impending "crisis." The "crisis" may be a privacy or security issue, such as the imminent publication of a cell phone directory that can be used by telemarketers or dire warnings about viruses and other malware. It



could purport to alert you to a scam. Or the email may be a personal appeal, such as a request to help a child who is dying of cancer. These emails generally urge you to forward the message to all your friends.

In many cases, the emails contain misinformation and inaccurate statements. By forwarding them, you cause unnecessary fear. You are also consuming computer bandwidth and Office of Technology (OT) resources. In the worst case, the email may instruct the reader to take steps that can actually compromise the person's computer security settings. **Forwarding these emails is a violation of WV State policy.**

So what do you do if you receive an email warning or chain letter?

Do NOT forward the email to others. State policy prohibits "any use in relation to participating in chain letters or unauthorized chat programs, or forwarding or responding to SPAM." Instead, forward the message to OT's Security Operations Center (SOC): SOC@wv.gov.

The SOC can assist with determining the legitimacy of the email, initiate blocking of SPAM and phishing emails, and decide if a warning needs to be made to computer users across the State enterprise. If so, OT will provide specific instructions on what users should do. Note that even if a warning (such as virus threat) is true, OT may not need to warn all users. For example, OT may address the threat through its own antivirus program or other blocking technology. In this case, the situation is handled without any disruption or unnecessary worry on the part of the user community.

Info/Cyber Security Awareness Event Set for Oct. 5

Information contributed by Jim Richards of the Office of Technology.

Reserve the date of October 5, 2011 to your calendars! That's the day for this year's Information and Cyber Security Awareness Event.

The event will feature exciting speakers. Author and founder of Hackers for Charity Johnny Long will join us from his home in Africa to share with the audience his remarkable stories about exploits that require little technical skill, yet *easily* make victims of unaware end-users. He calls this activity, his book, and his presentation *No-Tech Hacking*. You'll emerge from this talk with a whole new way of looking at the challenge of information and cyber security.

In addition, Patrick Gray, Cisco Systems Senior Security Consultant and "Evangelist for Information Security," will return this year with a new presentation to raise audience awareness about personal threats from cyber activities. Evan Patterson will also be back to refresh his message about various SCAMS the FBI is seeing that impact unsavvy Americans, and Kelvin Coleman from the National Cyber Security Office of Homeland Security will discuss federal and state partnerships to combat cyber threats. Negotiations with other world class speakers are also underway.

You are encouraged to seek approval from your manager to attend. The awareness event will be held at the State Capitol in the Culture Center and will run from 9 AM to approximately 3 PM. We hope to see you there!

Info/Cyber Security Newsletter Available to All State Employees

Contributed by Jim Richards of the Office of Technology.

The West Virginia Office of Technology is now releasing notifications to State employees regarding the Cyber Security Tips newsletter. These informational tips will help readers understand more about cyber threats and how to manage online activities to minimize risk to your employer, your family, and yourself.

This newsletter is created by the Multi-State Information Sharing & Analysis Center's Education and Awareness Committee (MS-ISAC), chaired by West

Virginia Chief Information Security Officer Jim Richards. MS-ISAC is a national organization that unites all state CISOs for the purpose of information sharing and strengthening the cyber security practices for all states to combat cyber threats.



Current and past editions of the newsletters are always accessible at www.technology.wv.gov/security/Pages/monthlynewsletter.aspx.

Also a wide variety of information about West Virginia's Information and Cyber Security program, as well as information that can help parents coach their children on safe online protocols, may be accessed at www.technology.wv.gov/security.

Please watch for these newsletter notifications during the first two weeks of each month!

Make a Difference: Report Elder Abuse

Susie Layne of the Department of Health and Human Resources assisted with this article.

In 2010, the West Virginia Department of Health and Human Resources' (DHHR) Adult Protective Services program received 13,398 reports of abuse, neglect, and financial exploitation. If you think that number is unnerving, you'll be even more appalled to find out that elder abuse is believed to be vastly under-reported.

The reason is simple. Abuse is usually inflicted by a family member or other person close to the victim, and the victim doesn't want to get their son, daughter, or other family member or close trusted person in trouble.

There are many reasons why people abuse the elderly, and not all abuse is physical. A common thread among many abusers is the reason of entitlement. Children or family believe the victim has already lived his/her life, and that they are going to inherit their elder's wealth anyway, so they believe they have the right take what they want now.

Elder abuse is a long-time problem, but according to Senator Herb Kohl (D-Wisconsin), who chairs the Special Senate Committee on Aging, the elderly are vulnerable to abuse because often, they are fragile and abusers have little chance of being caught.

No one is immune. It was veteran actor Mickey Rooney who finally put a face to the problem when he testified before the committee about



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Caregiving to Sick, Elderly, or Special Needs Family Members is Manageable

In the past, caregiving responsibilities for the ill, elderly, and those with special needs was difficult, but not necessarily a lifetime commitment. Times have changed. With today's advances in medicine and improved technology, being responsible for the daily care of aging relatives, stroke victims, or a child born with a disability is indeed often a lifetime role. Frequently, the caregiving role is inherited, as when a child must take over the care of a disabled sibling if the parents become unable or pass on. Often, too, this role becomes overwhelming – but there may be a workable solution.

Consider coordinating a team, using trustworthy relatives, friends, and professionals with different areas of expertise. Does a cousin work at a bank? Perhaps he can manage the finances. Your brother who works as an insurance agent could take over the medical bills and insurance claims.

You and a few other relatives and/or friends could work out a schedule for daily care. Utilize those with training in the medical or care provider fields – nurses, home health aides, EMTs, etc. If funds permit, you may be able to hire qualified caregivers to provide regular care. Hiring outside help on a part-time basis to offer needed downtime may also be an option. Some individuals may qualify for assistance with home health care. If you know someone who has experience in human resources, perhaps that person would be willing to help interview prospective candidates.

A key factor in the team approach is to use caution with the team members you assemble. Make certain everyone is on the same page regarding all aspects, and be sure that if a dispute arises, there is a clear understanding as to who can make a final determination.

Employees Urged to Use RideShare Program

Contributed by Courtney S. Sisk of the West Virginia Department of Commerce.

With gasoline at record-high prices recently in West Virginia, State officials want to make sure public workers are aware of the Division of Energy's RideShare program. The online directory makes it easy for people who are interested in starting a carpool to find other State workers who live in their area.

On May 18, the AAA Fuel Gauge listed the average cost for a gallon of unleaded gasoline in West Virginia at \$4.06. Drivers have been paying as much as \$4.29 in recent weeks before the price dropped.

“People can save a significant amount of money by sharing the costs of driving to work with a group, or even with just one other person,” said Governor Earl Ray Tomblin. “All it takes is a quick search of the database and you may find several people in your area who are making the same drive you are at the same time.”

The directory lists more than 30 areas of the State from which commuters travel to work in Charleston. When registering for the directory, State workers can list their days/hours and smoking preferences. The directory features a “cost of commuting” calculator for potential carpoolers to see just how much the RideShare program can save them. There is also a list of guidelines for carpoolers to make sure it's a smooth ride for everyone.

To register for the program or find a RideShare partner, go online to www.wvcommerce.org/directory/rideshare.aspx.

Stay on the Right Track at Railroad Crossings

Contributed by John Philbrick, State Rail Authority Superintendent.

The collisions of motor vehicles and trains that have occurred in recent months at grade crossings on the South Branch Valley Railroad illustrate the potential danger that exists where highway and railroad traffic cross paths. In spite of all the improvement that has been made over the years, there were still over 1,000 people killed or injured in 2010 at U.S. highway/railroad grade crossings.

It is important that drivers understand their responsibility to comply with warnings and yield to trains. **Trains cannot stop quickly or swerve to avoid you.** That is why motor vehicles must yield to trains at crossings. These are the warning devices found at crossings and what they mean:

- ✘ **Advance Warning Sign:** This round yellow sign warns drivers that the road crosses railroad tracks ahead. You must slow down and be prepared to stop if a train is approaching.
- ✘ **Crossbuck Sign:** The familiar white "X" with "Railroad Crossing" written on it means you must yield to all approaching trains. If there are multiple tracks, the number of tracks will be shown below the crossbuck sign. A stop line may be painted on the road to indicate the safe place to stop. If there is no stop line, you must stop no closer than 15 feet and no farther than 50 feet from the nearest rail.
- ✘ **Flashing Red Lights:** These warn of an approaching train and must be treated like a stop sign. If there are no gates, you are required to stop and may proceed only if it is safe to do so. If there are gates, you may not cross the tracks until the gates are up completely and the lights have stopped flashing.



ALWAYS EXPECT A TRAIN! Trains can run on any track, at any time, in either direction. Look both ways before crossing the track. Listen for the sound of an approaching train. Turn the radio volume down and lower the window to make sure no trains are coming. Don't be tempted to beat a train. An approaching train may be closer and traveling faster than it appears. Don't cross tracks until you know there is room on the other side to completely clear the tracks. Never pass other vehicles at a crossing because

you will not have a clear view of the tracks. Don't shift gears when going over a crossing because this may cause your vehicle to stall. If for some reason your car stalls or is trapped on the tracks, get everyone out and far away immediately, even if you don't see a train.

Grade crossings are not the only danger around railroads. Railroad tracks and the land they are on are private property. People who do not have permission to be on railroad property are trespassing. Over 800 people were killed or injured while trespassing on railroad property in 2010. Walking on tracks is dangerous. Many people think they will be able to hear a train coming but a train can move without making much noise. If you are distracted by a cell phone or by listening to music, you may never know there is a train approaching. The only safe place to cross tracks is at a designated crossing. Keep a safe distance while waiting to cross the tracks. Do not climb through or crawl under railroad equipment. It could move at any time without you knowing. Stay off railroad bridges and out of railroad tunnels. These places are only wide enough for a train and you can easily become trapped.

Operation Lifesaver is a non-profit, international public education program first established in 1972 to end collisions, deaths, and injuries at highway-rail grade crossings and on railroad rights-of-way. Certified volunteer speakers give free rail safety presentations to people of all professions and age groups. You can learn more about Operation Lifesaver at www.oli.org. You can learn about Operation Lifesaver activities in West Virginia at www.wvol.org. To schedule a safety presentation, contact John Philbrick of the State Rail Authority at 304-538-2305, ext. 224 or john.j.philbrick@wv.gov.

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how he has been abused by his family. In February, 2011, the 90-year-old Rooney filed for, and was granted, restraining orders against his stepson and stepdaughter for himself, his wife, and another stepson who lives with them. Rooney has accused the two of keeping him a virtual prisoner in his home and taking over his finances through the use of threats, intimidation, and harassment. He told the Senate committee, "I felt trapped, scared, used, and frustrated. But above all, when a man feels helpless, it's terrible."

YOU can help. If you suspect that a friend, neighbor, or loved one is the victim of abuse, neglect, or financial exploitation, call and report it to your local DHHR office or contact 1-800-352-6513.

Make a difference – make the call.

First Lady Pleased to Announce Launch of New Website



This past April, First Lady Joanne Jaeger Tomblin proudly announced the launch of her new website.

The site is aimed at better serving the State's citizens, and has great links, such as a "How Do I?" section and a Newsroom tab, as well as a "Tour of the Governor's Mansion" page on which visitors can read histories of the mansion and its notable collections, as well as view many pictures.

Another important link is called "Key Initiatives." Mrs. Tomblin is committed to supporting Governor Tomblin's goals and initiatives. Three important initiatives are currently highlighted on her website: Education, Service to Military Families, and Promoting West Virginia Arts and Culture.

Take a tour of the website at www.firstlady.wv.gov!

Legislature Amends State Ethics Act

Earlier this year, the West Virginia Legislature passed **House Bill 2464**, which amended the State's Ethics Act. The new law requires public servants and their spouses to disclose additional information, including certain spousal information, on financial disclosure statements. The law allows the Ethics Commission to publish or otherwise make available a list of those public servants who have failed to file their financial statements. In addition, the law contains a requirement for public employees/servants to wait a year between leaving State employment and registering as a lobbyist.

Governor Earl Ray Tomblin signed the bill into law on April 4, 2011.

More on the West Virginia Ethics Act, including **House Bill 2464**, can be found at www.ethics.wv.gov/Pages/default.aspx.



You'll find family friendly road trips at <http://wvcommerce/travel>. Click on "things to do" and then scroll down to the "WV Travel 4 Kids" link.

Governor's Mansion is Rich in History

As mentioned in our article above regarding First Lady Joanne Jaeger Tomblin's new website, there is a link that allows visitors to take an online tour of the Governor's Mansion. Mrs. Tomblin has a strong desire to "preserve the people's house, the Governor's Mansion." She believes that in addition to being a stunning home, the mansion symbolizes West Virginia's past and present. This is one reason her website includes the tour (which also provides visitors with many historical facts), and why visitors are always welcome. Below is a summary of a small tidbit of the information you'll find.

If you've ever had the privilege of touring the Governor's Mansion, you've no doubt visited the State Dining Room located on the first floor. The elegant room features an 18th Century mahogany dining table that measures 14 feet long. When fully extended, the table can accommodate 24 guests.

The chairs have an interesting history in and of themselves. There are 20 mahogany George III style chairs. Each has a dished serpentine top rail, vase-shaped splat, and a needlework drop-in seat. Accomplished needleworkers were needed to embroider the seats with a gold wreath of laurel leaves, a "WV" monogram, and the State flower. In 1973, First Lady Shelley R. Moore held a statewide competition to find the best needleworkers for this task. In the end, 19 women and one man won the honors. On each seat, the initials of the needleworker who embroidered the seat are included in the work.



Each of the 20 chairs in the State Dining Room was hand-embroidered. Photo from the First Lady's website (www.firstlady.wv.gov).

Tour the mansion at www.firstlady.wv.gov/tour/Pages/default.aspx

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grounds crew employees operating lawn equipment were wearing eye protection, but nothing to protect their hearing. That situation was an easy, quick fix.

“We don’t want employees to be ‘sort of’ safe. We want them to be as safe as possible,” says Arthur.

Another area of concern is the use of too many small appliances, refrigerators, microwaves, etc. These coupled with the increase in computers and other office equipment put a strain on the buildings’ electric circuits.

According to Arthur, “People often get offended when we tell them that their individual coffee pots, toasters, and other electrical appliances have to go. The fact is, these office buildings just can’t sustain all those individual appliances, and more importantly, they pose a significant fire risk.”

Warner adds, “It’s not that we don’t want employees to have access to refrigerators, microwaves, and the like. These items just need to be limited to a couple of centralized areas instead of being located in individual offices.”

Oliverio wants General Services to be as available and responsive as possible. When a problem is brought to their attention, they’ll do their best to make initial contact within 24 hours. The protocol is to identify the nature of the problem, and develop and implement corrective action.

“Some issues can be resolved almost immediately; others may take some time. In either event, the situation won’t be swept under the carpet,” Warner says.

He tells the story of one office worker who called to complain about a horrible odor. The GSD now owns a highly sensitive air quality meter that measures as low as parts per million – a very useful apparatus when trying to identify potentially hazardous odors. In the end, the source was discovered. It appears an office plant had been watered too much, causing root rot ... and the horrible odor.

Aside from their statewide territory, they face improvement and correction of problems and situations dating back decades. As you would expect, some situations are more easily addressed than others, some involve significant cost, and others will take time; however, all are being resolved as quickly as possible.

Reducing on-the-job injuries is a particular concern. That means not only looking at the equipment needs and work procedures of State workers, but also reviewing projects being worked on by State contractors, outside vendors, and even volunteer groups.

“If work being done poses a risk to anyone, it has to be corrected. The last course of action would be to shut down a project, which no one wants done, so we do our best to work cooperatively with everyone to keep that from happening,” Warner said.

Being proactive instead of reactive with training and corrective action has proven itself. According to Arthur and Warner, GSD has seen a two-thirds reduction in work-related injuries, and agencies are enjoying a decrease in their insurance premiums.

In addition to safe work environments, Arthur and Warner must also monitor special events held at the Capitol Campus, chair the General Services Division Safety Committee, conduct building evacuations, maintain/monitor hazardous materials information, conduct accident investigations, and a myriad of other safety-related duties.

“Being safe at work doesn’t just happen,” says Warner. “It takes a conscious effort by every person, every moment, every day.”

How Does Your Garden Grow?

According to *The Old Farmers Almanac*, the five easiest vegetables to grow in your home garden are: Bush or pole beans, radishes, beets, cherry tomatoes, and zucchini and other squash.

Bush or Pole Beans: Both require little maintenance, though pole beans need a trellis or some type of staking.



Radishes: This is a good cool weather crop, so plant them in early spring and fall. They’re easy to grow and don’t require fertilizer.



Beets: Here’s another cool weather crop that’s low maintenance. Beets can survive frost and near-freezing temperatures, so you can plant in March/April and June/September.



Cherry Tomatoes: These are a high-yield crop, and while tomatoes are notorious for being susceptible to pests and disease, cherry tomatoes appear to be a bit more disease resistant.



Zucchini and Other Squash: Just a few plants will produce a bumper crop. Note that they are susceptible to frost and extreme heat damage.



WELLNESS TIP

Growing your own vegetables is a great family activity, and it will go a long way in helping you maintain a healthy lifestyle. Think about passing along that benefit! Grow these high-yield vegetables and give away some of the excess to your friends and family. They’ll appreciate your kindness, and you’ll play a role in helping them live better and longer.

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On June 8, 2011, the wingless Miracle on the Hudson Plane made its way through Charleston on the way to its permanent home at the Carolinas Aviation Museum in Charlotte, NC. – quite apropos, since Charlotte was its original destination. Photos courtesy of Fritzi Williams from the Division of Highways.



Pencil In ...



Don't forget to mark the **General Election Day** set for **Tuesday, October 4, 2011**. Exercise your right and vote for the candidate of your choice.

According to the **U.S. Census Bureau**, West Virginia had 1,852,994 citizens as of 2010, up 2.5% from 1,808,344 in 2000. Visit <http://quickfacts.census.gov/qfd/states/54000.html> for more census facts about West Virginia.



Visit the **Murder Mystery Dinner Theater** at Adaland Mansion in Philippi on August 12 or 13. The event features a full dinner buffet with live theater presented on the Pavillion after dinner. The show is a comedy written and directed by Karen Vuranch of Fayetteville, WV. Tickets are \$35 - reservations required. The Pavilion is outdoor covered seating. Show time is 6 P.M. For more, call 304-457-1587.



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