

QUARTERLY NEWSLETTER

DOP HR CLASSES

DOP is excited to introduce their newest offering: "**HR Foundations: Definitions and Personnel Terms**", a self-paced online module tailored to help you build a strong foundation in Human Resources.

Whether you're just starting your HR journey or looking to brush up on the basics, this class is designed to equip you with the essential knowledge and terminology needed to thrive in the HR field.

What You'll Learn:

- The definitions and personnel terms used in the Division of Personnel's Merit System;
- How to evaluate minimum qualifications; and
- How to provide guidance to hiring managers on assessing whether applicants meet the requirements of a position.

This self-paced format allows you to learn on your own schedule, making it easy to gain the tools you need to succeed in the HR industry.

Start Anytime, Anywhere Register

Now: [DOP020 - HR Foundations: Definitions and Personnel Terms](#)

Don't miss this opportunity to strengthen your HR foundation and boost your professional communication skills. **Enroll today and take the next step in your HR career!**

BENEFIT NEWS

PEIA INCREASES AT A GLANCE...

Open Enrollment will be April 2 – May 15, 2025

PPB Plans

- PEIA premiums are increasing 14% effective July 1, 2025.
- Benefit changes include a 40% increase in deductibles, out-of-pocket maximums, and other copay increases for inpatient, outpatient, emergency and rehabilitation services.
- The prescription copays and deductibles will be double the current levels. Generic prescriptions will be \$20 and Brand Name prescriptions will be \$50.
- Emergency Room copay will double to \$200.
- Massage Therapy copay will increase to \$30/\$35.
- The Spousal Surcharge will be \$350 per month.

The Health Plan

- The Health Plan premiums are increasing 14% with no benefit coverage changes from last year.
- The Spousal Surcharge will be \$350 per month.

The new rates can be found at the link below:

<http://www.peia.wv.gov/Forms-Downloads/Pages/Premium-Rates.aspx>

Shopper's Guides will be available on the PEIA website at the end of March.

New Termination Policy:

PEIA began a new policy regarding terminations on January 1, 2025. PEIA now only allows terminations back to the previous month. No appeal will be approved unless the fault lies with PEIA.

HAPPY
ST. PATRICK'S
DAY

POSITION MANAGEMENT AND SEPARATION SERVICES

- You cannot request a Public Service Announcement (PSA) until the posting becomes active.
- Wait until your internal posting has opened before you request a PSA.
- Do not create new postings when your original posting has been rejected; things like posting numbers can be changed and do not require a new posting to accomplish this process.
- Ensure all employees are in the correct position number and the correct Direct Manager has been listed in NeoGov Perform. Employees should never be assigned more than one Direct Manager in NeoGov Perform.
- EPA holds in NeoGov Perform do not roll over into a new EPA or separate steps of the EPAs. The only exception to this would be for Military Leaves that extend beyond the year.



Example – if you request a legal hold to an employee’s EPA-1, and if the employee has not returned by the time the EPA-2 is due; you would then need to request a hold for that step through the DAS HR Request Form.

- If you have an employee that has been dismissed due to a policy violation, please have the signed policy ready for the unemployment claim that we will need to complete.





PAYROLL NEWS

Continued fraudulent attempts are being made to misdirect employees' direct deposit payroll information. Due to this, please be diligent in verifying that an employee's direct deposit setup and/or changes are legitimate by ensuring that the form is received directly from the employee. If the form is not received in person, please reach out to the employee to confirm the setup or change is being requested by them. We have received a couple fraudulent attempts via email here at DAS requesting to change an employee's direct deposit information; when we reached out directly to the employee, they stated the email was not sent by them.

Best Practices for Payroll Direct Deposit:

- Never email out direct deposit or pay card forms. These forms are available to all staff via their myapps page in the blue "Forms" box. If the employee is not in your presence, direct them to their myapps account to obtain these forms.
- Do not complete a Direct Deposit Setup or Change Form for an employee.
- If you receive a Direct Deposit Setup or Change Form and it was not given to you directly by the employee, confirm with the employee in person or by the phone number you have on file, to ensure it came from them.

WV PAY CARD REQUIREMENTS

As a reminder, the following is required during the onboarding process of new hires and rehires. Discuss payroll payment options with the employee and provide a copy of the following forms:

- wvOASIS Payroll Direct Deposit Setup or Change Form
- WV Pay Card Form and Disclosures

If the employee signs up for the WV Pay Card, please make them aware that only funds sent electronically from the State of WV can be loaded to the card. Funds cannot be loaded via remote deposit or from other sources. The employee must choose a payment option within the first week of employment and return the signed and dated documents to the HR/Payroll department for processing. A WV Pay Card will be automatically issued if the employee fails to choose within this time frame. If the WV Pay Card is automatically issued, it will take effect on the next pay, which allows the employee plenty of time to receive before the first payment is sent to the card. For example, if the WV Pay Card is automatically issued on the 2/14 cut-off, it will not take effect until the 2/28 pay. Please inform the employee that the WV Pay Card will arrive in a plain white envelope with an Indianapolis, IN return address. The WV Pay Card may take up to ten business days to arrive at their address in the system. The employee typically receives the card within three to five business days. It is the employee's responsibility to notify the Department immediately if payment is not received on payday.

Why is this important?

The Consumer Financial Protection Bureau (CFPB) has revised Regulation E to require that the pay card disclosures be provided to the potential cardholder before making a payment choice, i.e., direct deposit to a traditional bank account or a pay card. You must communicate the above information to the employee to prevent confusion or delay in receiving their pay. PLEASE NOTE: If the employee's primary account is not set up within the first week of employment and results in a WV Pay Card being issued, then the employee must complete a wvOASIS Direct Deposit Change Form to set up a different account. The employee would indicate a WV Pay Card as the Bank Name for the Change Account Info Form. The routing and account numbers are unnecessary.

COMPENSATION AND RETENTION NEWS

Last year, DAS created a new section within Human Resources to solely handle the highly complex pay plans for DCR. This section is responsible for reallocations, multiple incentive and retention plans under DCR and other agencies that fall under the Department of Homeland Security umbrella.

We would like to welcome Melody Breedlove, who was hired to manage this section; she is very familiar with DAS as she was the Budget Analyst 2 in the Fiscal section for DAS and was promoted into the manager role.

David Jobe is the Human Resources Generalist 2 for that section, and Lisa Lilly, Human Resources Generalist 1.

If you have any questions about the DCR Pay Plan, please feel free to reach out to any of the team.



DID YOU KNOW!

- Australia is wider than the moon.
- Allodoxophobia is the fear of other people's opinions.
- That blob of toothpaste you squeeze onto your toothbrush is called a *nurdle*.

UPCOMING EVENTS

DCR HR Refresher Class
Academy in Glenville
April 30 & May 1

OT News ...

NEW PASSWORD REQUIREMENTS

Starting January 27, 2025, the WVOT implemented a new password policy requiring network passwords to be at least 14 characters long. This change is part of OT's ongoing commitment to enhancing security and protecting our systems.

You do not need to update your password immediately. Instead, the new requirements will apply the next time you need to change your password, such as when your current password expires. Additionally, we encourage all users to complete the **Self-Service Password Reset (SSPR)** registration process if they haven't already.

The SSPR tool makes it easier to manage future password changes independently. Instructions for completing your registration can be found [here](#). We encourage you to familiarize yourself with the new policy and consider updating your password early if convenient. Taking a proactive approach can help ensure a seamless transition.



PROTECTING PII

When we protect the data of our citizens, clients, tourists and workforce we reduce the risk of cyber fraud and identity theft, possible embarrassment, and maybe even worse. Additionally, we save money, as data breaches can be very expensive.

So how do we protect data privacy? By protecting PII. And, for a moment, let's look at the big picture of protecting PII. Think of it this way, we have two opportunities to protect PII - before a data privacy incident occurs and after an incident occurs. Both are necessary. Privacy incidents are events where personal information is either being used, accessed or disclosed in some way that it should not. Being proactive, working with personal information so that a data privacy incident doesn't occur is great, but engaging to stop a negative impact if an incident has occurred is necessary too. Things happen. We need to know how to protect PII in both cases. If an unauthorized disclosure happens, report it.

By reporting the incident, it brings in resources to help with mitigation efforts. Besides, reporting is our policy. Mitigation efforts include retrieving the data, gaining cooperation from an unintended recipient to return or protect it, shutting down access to data that is accessible to people who should not have access, or reducing the risk of a negative impact by notifying an affected person or providing credit monitoring. In our state privacy program, we have an online portal to report known or suspected privacy or security incidents. There are two links to access the reporting portal:

(see the links on the right).



WV OT LINK

WVOT

<https://technology.wv.gov/>

→ look for "Report a Security Incident".

STATE PRIVACY LINK

State Privacy Office

<https://privacy.wv.gov/>

→ look for the Incident Response Page - "Report the Incident".

PII VIDEO

Also, take a few minutes to watch this video on core concepts of data privacy and

PII: <https://infosecinstitute.wistia.com/medias/udp6fjbnn5>



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