

*Information for Human Resources and Business Risk Professionals in the Colorado State Personnel System****In this issue...***

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**Rulemaking for Other Eligible Dependents Suspended**

The emergency rulemaking by the state personnel director related to other eligible dependents (Rules 11-12 and 11-13) is terminated. In addition, the state personnel director has terminated the permanent rulemaking and the hearing scheduled for November 1, 2010, is canceled.

**October is National Work and Family Month**

National Work and Family Month is the result of U.S. Senate Resolution 210 passed in 2003 to build awareness about the importance of work-life effectiveness. By declaring October National Work and Family Month, the U.S. Senate recognized that "supporting a balance between work and personal life is in the best interest of national worker productivity" and that "reducing the conflict between work and family life should be a national priority."

Dedicating a month to work and family issues encourages all workplaces to pause once a year and reflect on the progress already made in the area of work-life effectiveness, to celebrate successes, and then commit to working toward greater levels of progress and success.

The State's policy as an employer, on work-life issues has been established through [Executive Orders and Joint House Resolutions](#) dating back to 1977. At the State of Colorado, the Work-Life Program strives to support a productive and performance-driven state workplace by accommodating the balance between work and life responsibilities.

[Work-Life options](#) are intended to support state managers in getting work done efficiently and effectively in a work environment that enhances citizen service and satisfaction by making the state a better place to work. These options include flexible work arrangements, employee discounts, and resource and referral information.

- [Flexible Work Arrangements](#), such as flexplace and flextime, allow state supervisors and managers to effectively manage state resources and the work environment while accommodating the changing needs of a diverse workforce.
- [The Employee Discount Program](#) offers state employees an opportunity to take advantage of product and service discounts offered by various businesses throughout the state.
- [Resource and Referral](#) information provided on the Work-Life Web site provides help for the many personal and professional challenges that face our workforce.

During National Work and Family Month, take a moment to reflect on your own work-life effectiveness. Celebrate areas of progress and identify ways to create more balance between your work and personal life. Use October as a time to try a flexible work arrangement, take advantage of a

discount offered through the Employee Discount Program, or tackle a personal challenge with the help of the resource and referral information available on the Work-Life Web site.

For more information, access the Work-Life Web site at <http://www.colorado.gov/dpa/dhr/worklife>, or contact Joann Nelson at (303) 866-4250 or [joann.nelson@state.co.us](mailto:joann.nelson@state.co.us).

### **Another Way to Assist Working Together Help Coworkers**

This is another tough year of belt-tightening for state employees. It's hard enough to make ends meet without an increase in salary to cover increased living expenses. Imagine adding a crisis like a medical emergency with added costs, even after insurance. Now more than ever **Working Together** needs your support. Your colleagues are so grateful for any assistance from you through Working Together. You'll never hear the heartfelt thanks or listen to a recipient cry in relief but you are the unsung heroes to coworkers in need!

Working Together is a non-profit foundation created exclusively for state employees, and funded solely by state employees. The foundation provides emergency financial assistance for basic living necessities. It's all about *State Employees Helping State Employees*, in the broadest sense. Any permanent state employee, classified or non-classified, in any branch of government can apply.

Working Together is run by a volunteer Board of current and former state employees. It has no staff or physical office. This allows very low administrative costs, 4 percent in 2009-10, which is well below acceptable levels set by the non-profit field. Unfortunately, Working Together cannot meet the need and it is growing.

In an effort to make *tax-deductible* donations as convenient as possible, a new method of direct donation has been added. You can authorize an automatic transaction to transfer a donation from your account in any financial institution to Working Together. The process is easy. Just go to the nearest Credit Union of Colorado branch and tell them you want to initiate an "ACH debit" to Working Together's account.

CCC has just launched the annual campaign that provides a wonderful chance to make a difference through a wide variety of charities. As you review your options, please consider Working Together (#1300).

Other convenient methods include: electronic fund transfer for Credit Union of Colorado members, direct payroll deduction (ask your payroll office), or mail a check to Working Together. If every state employee donated *\$1 per year*, it would triple Working Together's ability to serve those in financial need!

### **Child Care Discounts for State Employees**

Are your employees looking for a way to save money on childcare? Childcare discounts are available for all state employees through a number of childcare providers including ABC Child Development Centers, Au Pair in America, Gateway Academy, Kiddie Academy, KinderCare, Little People's Landing, and Nannypro.com. These discounts are available to all state employees in all branches of state government. To obtain childcare discount rates and information, contact the chosen provider and let them know you are a State of Colorado employee and learned about this discount through work. The providers will explain the details so you may make the best decision for your family.

Employees are reminded that arrangements made are the sole responsibility of the individual family. The State assumes no obligation for these arrangements and does not endorse any of the organizations or their programs. For information on all Work-Life employee discounts and resources visit the

Department of Personnel & Administration, Division of Human Resources Work-Life Web site at <http://www.colorado.gov/dpa/dhr/worklife> or contact Joann Nelson at [Joann.Nelson@state.co.us](mailto:Joann.Nelson@state.co.us).

### **System Maintenance Study Update**

The start of the Information Technology Services and Applications Programmer study has been delayed. It is scheduled to begin January 2011. The study leaders are Kirsten Jahn-Elfton, [kirsten.jahn@state.co.us](mailto:kirsten.jahn@state.co.us), and Travis Engelhardt, [travis.engelhardt@state.co.us](mailto:travis.engelhardt@state.co.us), in case there are questions.

### **Job Evaluation Personnel Certification Program (PCP) Training**

PCP Job Evaluation training is scheduled for:

Wednesday, January 12 and Thursday, January 13, 2011  
1313 Sherman Street, Room 110  
Denver, CO 80203  
9:00 a.m. to 4:00 p.m.

This 2-day course is required for human resource employees performing job evaluation functions and seeking PCP certification. The course covers the principles of job evaluation, the job evaluation system and factors used in evaluating jobs, the content of the position description questionnaire (PDQ), and several practical exercises in evaluating PDQs.

Please note that we are using CO.Train for the registration process. Please follow the instructions below to register for the training.

How to Register in CO.Train:

1. Log into [www.co.train.org](http://www.co.train.org) <<http://www.co.train.org/>> using your name and password.
2. Enter the course **ID# 1022462** in the "Search by Course ID" box.
3. Click on "PCP Job Evaluation Training"; this will bring up the description of the training.
4. Click on "Registration" to register for a session.

Please follow the instructions below to create a User Account in CO.Train:

1. Go to [www.co.train.org](http://www.co.train.org) <<http://www.co.train.org/>>.
2. Click the "Create Account" button (half way down the left hand side).
3. Enter your personal information, clicking "Next" at the completion of each page.

If you are having any problems or need assistance with CO.Train, please contact Carmen Schrimpscher at [Carmen.Schrimpscher@state.co.us](mailto:Carmen.Schrimpscher@state.co.us)

If you have questions regarding the training, please contact Kirsten Jahn-Elfton at [kirsten.jahn@state.co.us](mailto:kirsten.jahn@state.co.us) or 303-866-4231.

### **Staff Changes in Employee Benefits Unit at DHR**

We welcomed three new permanent employees to the Employee Benefits Unit (EBU) over the past couple of months. Lori Hayes joined us a temporary and then accepted the permanent half-time position. Katey Tarkington started in September and Barbara Rain starts October 18. All are eligibility and enrollment technicians. We are very excited to have them.

As many of you know Paula Manzanares took the job of DHR director's assistant some time ago. She was also assigned to EBU on a part-time basis. With the full staffing of EBU, Paula will now be able to devote her full attention to the DHR director's office.