

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

- *Administrative Leave Reporting Requirements*
- *Fair Labor Standards Act Update*
- *Testing for Project Management Skills*
- *Learning Opportunities for HR Professionals*
- *2011 Flood Season & Preparation*
- *National Safety Council: Product-testing Lab Offers Backyard Safety Tips*

**Administrative Leave Reporting Requirements**

The State Auditor's Office concluded its review of administrative leave use in the state personnel system in January 2011. As a result of recommendations to improve the reporting process, the Department of Personnel and Administration, Division of Human Resources (DHR) has updated two technical guides, Administrative Leave Reporting and Time Off, available at [www.colorado.gov/dpa/dhr/techguides](http://www.colorado.gov/dpa/dhr/techguides). These guides outline when and what needs to be reported to the State Personnel Director and the department head.

Personnel Rule 5-19(A) requires departments to report any occurrence of administrative leave that exceeds 20 consecutive working days (includes holidays and mandatory furlough days) to the State Personnel Director and the department head. Any administrative leave less than 20 working days does not need to be reported to the State Personnel Director. Previously, departments were required to report those occurrences within 15 working days from the time the leave exceeds 20 working days. In order to simplify the process and alleviate confusion regarding how much time departments have to report occurrences of administrative leave that exceed 20 working days, the reporting requirement has been modified from 15 working days to 15 *calendar* days from the date the administrative leave period exceeds 20 working days.

Reports should be sent to the Division of Human Resources, Attention Joi Simpson, 1313 Sherman Street, Room 114, Denver, CO 80203. Reports may also be provided electronically to [joi.simpson@state.co.us](mailto:joi.simpson@state.co.us) with a cc to [Carmen.schrimpscher@state.co.us](mailto:Carmen.schrimpscher@state.co.us).

Also as a result of the audit, departments are now required to annually attest to the completeness of the data reported to the State Personnel Director and that any discrepancies have been corrected. The attestation also includes a statement by the department that its policies are in compliance with personnel rules and guidance provided by DHR. In order to make this new process as efficient and effective as possible, DHR will provide reports, along with an attestation document and instructions, to each department and institution of higher education HR Director in August 2011.

If you have any comments or questions please contact Joi Simpson at 303.866.5496.

**Fair Labor Standards Act Update**

The US Department of Labor (US DOL) published final implementing regulations on April 5, 2011. These implementing regulations went into effect May 5, 2011. Over the years Congress has made several refinements to the Fair Labor Standards Act (FLSA) and the Portal to Portal Act. The latest change of course was the federal minimum wage. Staff at the Division of Human Resources has reviewed the implementing regulations and has determined that these minor changes have no significant impact on the State's compliance with the FLSA.

One proposed change would have provided greater flexibility in how we grant compensatory time off. Several courts have examined the meaning of the employers' obligation to grant employee's request to use compensatory time within a "reasonable period" and whether or not the employer must grant the requested day. The US DOL proposed to adopt a broader interpretation of "reasonable period" by allowing employers to defer the request for compensatory time off to a more reasonable time period. However, in the final regulation the proposal was not adopted.

Therefore, as a reminder, when employees request to use compensatory time off, the day requested must be granted unless it would cause an "undue" hardship. Matter of inconvenience is not an "undue" hardship. However, as an example, not having adequate staff within a prison ward at a correctional facility may be an undue hardship. If there is a bona fide "undue" hardship, appointing authorities should document the business necessity and retain a copy in the employee's personnel file.

For any questions related to the FLSA please contact Joi Simpson at 303.866.5496 or [joi.simpson@state.co.us](mailto:joi.simpson@state.co.us).

### **Testing for Project Management Skills**

Consulting Services has approved the use of another assessment in the Kenexa package, Project Management Fundamentals. This is a written objective examination, administered online, that assesses knowledge of project management. It is available in CO-Jobs for scheduling and is available for review with SMEs upon request. Anyone who needs more information on this or other Kenexa examinations may e-mail [hurs.consulting.services@state.co.us](mailto:hurs.consulting.services@state.co.us).

### **Learning Opportunities for HR Professionals**

Consulting Services has some learning opportunities scheduled for the summer. Course descriptions are presented below. All registration is in CO-Train with course IDs listed below. In addition to those listed, the team is developing new workshops on Veteran's Preference in selection and I-9 processing. Watch for announcements of these new offerings. Workshops are held in Room 220 at 1313 Sherman Street from 9:00 a.m. to 4:00 p.m., unless otherwise indicated. Any questions may be directed to [hurs.consulting.services@state.co.us](mailto:hurs.consulting.services@state.co.us).

#### *CO-Jobs Training (Course ID: 1025279)*

A CO-Jobs training session is scheduled for July 13-15, 8:30 a.m. to 4:30 p.m., at the OIT Pearl training room at 601 E. 18th Ave., in Denver. This session is available for HR staff who conduct selection activities who need the full three-day training. Participants must attend all three days of training in order to receive credit for this course and to gain access to the production environment of CO-Jobs. It is also a good opportunity for anyone who would like a refresher on any particular training day. Please register in CO-Train to ensure your seat at a computer (Co-Train course ID listed above).

#### *Job Analysis Workshop (Course ID: 1009297)*

This workshop will teach the concept of job analysis, why we perform them in the state, and an efficient process for developing a job analysis. The HR professional will gain practical experience in developing an effective job analysis that assists in selection decisions. Offered August 8, 2011.

*Job Announcements Workshop (Course ID: 1009254)*

In addition to learning the necessary components of an effective job announcement, this workshop will empower agency HR professionals to develop announcements that attract the best, most qualified candidates. Learn to use all the right tools to describe the position and refine the qualifications, both minimum and preferred, that identify the ideal candidates. Offered July 25, 2011.

The next Selection Forum is scheduled for August 19, 2011, 8:45 a.m. to noon. Consulting Services is just beginning to craft the list of agenda items. They will include topics such as supplementing eligible lists and the use of Twitter in recruitment. If there is something you would like on the agenda, please contact Jennifer Clayman at 303 866-4248 or [Jennifer.Clayman@state.co.us](mailto:Jennifer.Clayman@state.co.us) or send your idea to [hrc.consulting.services@state.co.us](mailto:hrc.consulting.services@state.co.us).

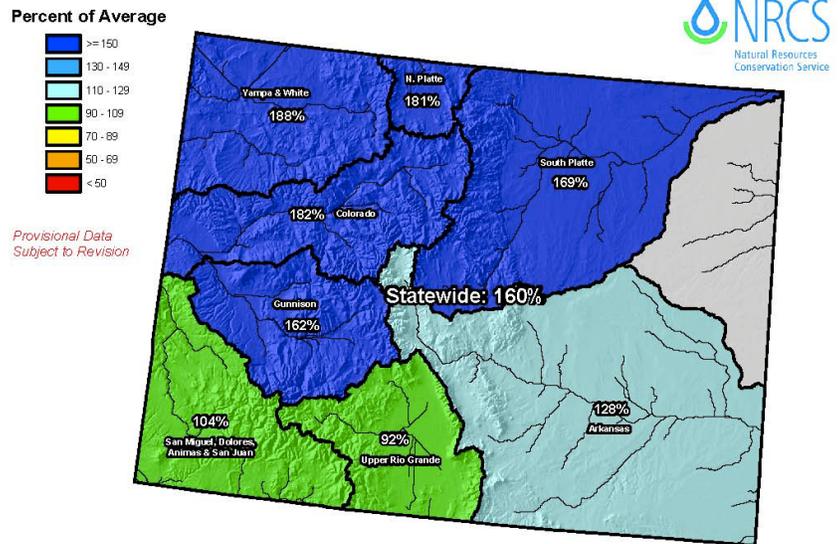
**2011 Flood Season & Preparation**

As Colorado’s record breaking snowpack waits in the mountains to start melting from the warm weather, and most Colorado rivers are running at or below normal, we should start preparing for the potential of severe flooding throughout Colorado.

According to the Department of Natural Resources, as of May 16th the watersheds of greatest concern are in the North Platte River Basin, the Yampa and White River Basins, the Colorado River Mainstem Basin, the South Platte River Basin, and the Gunnison River Basin. Each of these river basins shows snowpack greater than 167% of average, with individual readings over 300% at localized levels.

The state's flood season and snowmelt normally begins on or around May 1st and lasts until September 30th. However, some parts of the high country are still buried by up to 16 feet of snow. High temperatures and fast melting snowpack could send record breaking amounts of water into our rivers and streams causing them to break their banks. It is important to note that high snowpack alone does not ultimately contribute to extreme runoff and flooding. However, severe flooding can occur given the right combination of high snowpack, daily high and low temperatures, timing of the snowmelt, and other unforeseen variables.

Colorado SNOTEL Snowpack Update Map



Current as of May 13, 2011

\*Data may not provide a valid measure of conditions

Protecting your property against flood damage is far less expensive than repairing the damage caused by flooding. A few relatively inexpensive hazard mitigation efforts can save you and your property in the event of a flood.

Maintaining your property is the first step in preventing flood damage. Below are some simple maintenance ideas that can make a big difference in preventing flood damage:

- Clean gutters and downspouts. Sweep leaves and debris away from drains and fix any that are blocked. When gutters overflow, it can lead to roof and shingle damage. Efforts to direct water away from your buildings is time well spent.
- Inspect your roof and windows for easily solved problems such as missing shingles, poor caulking and broken glass.
- Trim tree branches that are already damaged or hanging over the building.

#### *After the Storm Has Passed*

- Check all of your buildings for damage to windows, walls and roof. Inspect the roof thoroughly for damage. In fact, during the storm season it is wise to inspect your roof frequently to identify problems.
- KEEP SMALL WATER LOSSES SMALL. Keep in mind that water intrusion must be addressed quickly and thoroughly. Call your remediation/restoration expert for help.
- Beware of fallen power lines, damaged trees and flooded creeks.
- Clean gutters and downpipes and check inside the roof for leaks. Roof leaks are often difficult to identify so take time and hire professionals if necessary.

If you find yourself located in an area targeted for flood concerns, make sure you are ready for the possibility of a flash flood. Prepare yourself, your family/friends and your property with a survival plan that includes the following:

#### *Prepare an Emergency Kit*

- Flash light with extra batteries
- Battery-operated radio
- First-aid kit
- Drinking water and food that requires little or no cooking
- Extra dry clothing

#### *Have a Plan for Evacuation*

- Identify the nearest safe area (higher ground) and the quickest route there; identify a second area just in case
- Make a detailed plan of where to meet and how to contact people if phone lines are down
- Practice the evacuation plan at least once a year
- Have an action plan for preventing water intrusion (sand bags, changing landscaping, etc.)
- Consider flood insurance
- Unplug anything that requires electricity and turn off the main power to the property

#### *Be Aware, because Flash Floods Can Occur Within Minutes and Without any Warning or Rain*

- 80% of flood deaths occur in vehicles, and most happen when drivers make the single, fatal mistake of trying to navigate through flood waters.
- Just 6 inches of rapidly moving flood water can knock a person down.

- A mere 2 feet of water can float a large vehicle, even a bus.
- One-third of flooded roads and bridges are so damaged by water that any vehicle trying to cross stands only a 50% chance of making it to the other side.
- If you come to a flooded area, turn around and go another way. If your car stalls, abandon it immediately and climb to higher ground. Many deaths have resulted from attempts to move stalled vehicles.

Will you be ready?

### **National Safety Council: Product-testing Lab Offers Backyard Safety Tips**

Northbrook, IL – Summertime activities send an estimated 2.3 million children to emergency departments each year, but many injuries could be prevented by some backyard safety improvements, according to Underwriters Laboratories.

A recent survey by the independent product-testing and certification organization found that 45 percent of parents have not made safety improvements outside their home in the past year. Additionally, one-quarter of parents reported placing a grill near the home, allowing children on play sets unsupervised and leaving water in kiddie pools overnight.

UL recently developed an interactive online tool that allows parents to create a model of their yard and identify possible safety hazards: ([http://www.facebook.com/safetyathome?sk=app\\_4949752878](http://www.facebook.com/safetyathome?sk=app_4949752878)).

Among UL's recommendations:

- Keep grills at a safe distance from buildings, and never leave them unattended.
- Carefully inspect backyard play sets to ensure equipment is safely anchored into the ground, all pieces are in good working order, S-hooks are entirely closed and bolts are not protruding.
- Never leave a child unattended in or near a pool, hot tub or spa. The supervising adult should be able to scan the pool every 10 seconds and reach the water within 20 seconds.

### **Opportunity to Help State Employees**

Help *Working Together* make a difference for state employees in crisis. This is the non-profit foundation created for state employees to help state employees. Please let your employees know about the number of convenient methods to make **tax-deductible** donations to Working Together: direct payroll deduction, Colorado Combined Campaign (#1300), automatic debit from the employee's account at any financial institution, electronic fund transfer for Credit Union of Colorado members, and direct donation by check.