

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

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***Destination DHR – The NEW DHR Events Calendar!***

Want to be “in the know” on all of the Division of Human Resources meetings, forums, trainings, publications, and important HR news? If so, then you’ll want to tag the [DHR Events Calendar Web site](#) as one of your favorites.

The [DHR Events Calendar](#) is easy to use, and you can see everything that DHR has to offer – by day, week, or month. If you see a listing of interest to you, just click on the “View Details” button to view the specific event information. So, the next time someone asks when the next PCP training is, when the new rule changes go into effect, or when open enrollment ends . . . just click on the [DHR Events Calendar](#) link and you’ve reached your *destination*.

**Learning Opportunities for HR Professionals: 2011 Workshops**

The Division of Human Resources’ Total Compensation and Consulting Services teams have prepared and scheduled several workshops for the 2011 calendar year. Additional training dates will be released as workshops are scheduled. These workshops will be held at 1313 Sherman Street, Room 220, unless otherwise indicated.

***Job Announcements Workshop (Course ID: 1009254)***

**July 25, 2011 – 9:00 a.m. to 4:00 p.m.** – 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. If you have questions regarding this training or if you need assistance registering using CO.Train, please contact us at [hrc.consulting.services@state.co.us](mailto:hrc.consulting.services@state.co.us).

***Family Medical Leave Act (“FMLA”) Training for HR Professionals and FMLA Coordinators (Course ID: 1022781)***

**August 5, 2011 – 8:30 a.m. to 3:30 p.m.** – This interactive training will guide the HR professional through the FMLA requirements that went into effect January 2009 and the corresponding rule changes that went into effect May 1, 2010. The training course includes discussion on eligibility; reasons for leave, defining serious health condition, employer requirements, military leave and notification to employees, medical certification, restoration rights, and record keeping requirements. If you have questions regarding this training or if you need assistance registering using CO.Train, please contact Carmen Schrimpscher at [carmen.schrimpscher@state.co.us](mailto:carmen.schrimpscher@state.co.us) or at 303-866-2391.

*Job Analysis Workshop (Course ID: 1009297)*

**August 8, 2011 – 9:00 a.m. to 4:00 p.m.** – This workshop will teach job analysis theory, and the process for developing a job analysis. The HR professional will gain practical experience in developing an effective job analysis that assists in selection decisions. If you have questions regarding this training or if you need assistance registering using CO.Train, please contact us at [hrc.consulting.services@state.co.us](mailto:hrc.consulting.services@state.co.us).

*Job Evaluation Personnel Certificate Program (PCP) Training (Course ID: 1022462)*

**September 15-16 – 9:00 a.m. to 4:00 p.m. (both days) – Room 110.** This two-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 PDQ's. If you have questions regarding this training or if you need assistance registering using CO.Train, please contact Carmen Schrimpscher at [carmen.schrimpscher@state.co.us](mailto:carmen.schrimpscher@state.co.us) or at 303-866-2391.

**Coming Soon!**

*Veterans Preference Workshop*

In this workshop you will learn about the different categories of Veterans Preference points in selection, what type of documentation needs to be provided by applicants, how to review the documentation to determine eligibility and how to maintain Veterans Preference Points in CO-Jobs. We will also review various appeals with regard to Veterans preference and scoring.

*I-9 Compliance Workshop*

This workshop will teach you how to properly complete the I-9 form and will provide an overview of relevant accompanying documentation. You will also learn about the mandatory State of Colorado Affirmation that must be completed by each new employee. Additionally, this workshop will cover reverification of I-9s, updating or correcting and replacing I-9s and record retention standards.

To register for these workshops, you must visit [www.co.train.org](http://www.co.train.org). 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) using your name and password.
2. Enter the Course ID [the number shown under the course name] in the “Search by Course ID” box.
3. Click on the appropriate course name; this will bring up the description of the training.
4. Click on “Registration” to register for a session.

*How to Create a User Account in CO.Train*

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

**Please note** if you need to withdraw from a class, please go to CO.Train and click on My Learning, click on Manage, then click on Withdraw.

## Updates from Compensation and Benefits

### Personal Services Contracts Personnel Certificate Program (PCP) Recertification Process

The recertification process for Personnel Certificate Program (PCP) Personal Services Contracts has been extended until July 1, 2012. The extension is due primarily to two of the recertification requirement options not being available at this time. Please contact Kirsten Jahn-Elfton at 303-866-4231 or [kirsten.jahn@state.co.us](mailto:kirsten.jahn@state.co.us) if you have any questions or comments.

### Medical Insurance Supplement Program

Based on the funding for this year's Medical Insurance Supplement Program, Level B and Level C applicants\* WILL NOT receive a supplement.

Employee Benefits will notify the Level B and C applicants directly. Human resources personnel should also be aware that because there are approximately 700 Level A applicants (at or under 200% of the federal poverty level), the program will not be able to fully supplement their medical insurance – it will only be a percentage for each applicant. However, we don't yet know the final supplement amount for each applicant. Once final numbers have been calculated, we will notify the Level A applicants of the supplement amount.

*\* Level B applicants have household incomes between 200% and 250% of the 2010 federal poverty level; Level C applicants' household income is between 250% and 300%.*

### Fiscal Year 2011-2012 Total Compensation Forums

Total Compensation Forums have been scheduled for this fiscal year. The Total Compensation Forums provide an opportunity for the HR community to discuss various topics related to total compensation, which may include items related to pay, benefits, retirement plans, job evaluation, leave, and work-life.

All Total Compensation Forums for this fiscal year are from 1:00 p.m. to 3:00 p.m., and will be held at the Colorado Department of Transportation, 4201 E. Arkansas Ave., Denver, 80222, 2nd Floor Auditorium.

September 8, 2011

December 1, 2011

March 1, 2012

June 7, 2012

DPA/DHR will communicate a forum's specific agenda several weeks in advance. Please forward any potential agenda topics and ideas to Kirsten Jahn-Elfton at 303-866-4231 or [kirsten.jahn@state.co.us](mailto:kirsten.jahn@state.co.us).

## The Value of Benefits

Do your employees know that the total monthly premium for the PPO Co-Pay medical insurance option for a family is \$1,380.12? While they are likely aware of the \$465.62 a month they pay for that option, do they realize that their employer, the State, is picking up the rest of the monthly tab, contributing \$914.50 a month?

Consider the [medical and dental premiums](#) for this new plan year, FY 2011-12. When reviewing options, most of us look immediately to the far right, focusing on the employee contribution, which is reasonable, since with most purchases we don't typically consider what we're not paying. Or do we? When we look for a bargain, we are very much aware of what we're not paying. We call it the savings.

In looking at those medical and dental premiums, we look at the options, the tier (or level of coverage) and then move our eyes across the screen to the last column. Some of us act as if the third and fourth columns, “total premium” and “state contribution,” are not there. But they are, and they show what an employee is not paying. For medical insurance, the State contributes anywhere from 59% to 91% of the premium, depending on the option and tier. Those are significant contributions and that’s just for medical insurance. The State also contributes to employees’ dental insurance (56% - 92% of the total premium, depending on option and tier). It pays 100% of the costs for employees’ \$50,000 of basic life insurance for employees, as well as 100% of the premiums for employees’ short-term disability coverage.

### What is an employee’s real compensation?

All of these employer contributions to benefits add up to a significant investment in employees. They are just one important piece of the total compensation package earned by employees – which includes not just benefits and pay, but other components such as paid time off (annual, holiday, sick), and retirement contributions.

Your employees can find out the value of the State’s investment in them by using the [“My Total Compensation Statement.”](#) This is an easy-to-use summary of all components of total compensation. An employee only needs a copy of the most recent pay advice and the statement will take him or her through the various parts of the employee’s compensation, step-by-step. None of the information entered is recorded or seen by anyone else, however employees may print a copy for their records. This is a valuable tool for the employees’ benefit.

### **Adult-Aged Dependent Children – Coming On/Off Coverage**

With the start of the new FY 2011-12 plan year on July 1st, the State has extended the age limit for coverage of employees’ adult-aged children (children 19 and over) to the child’s 26th birthday (previously it had been 25). This change was made to comply with federal healthcare reform.

Employees who added or continued coverage for an adult-aged child in the recent open enrollment, or who are thinking about adding such coverage, should understand that with this extension of coverage also came new rules about when these dependents can come on and off their parents’ coverage.

### Taking a Child Off of Coverage

Employees have always been able to drop a dependent in the middle of the plan year due to a change in eligibility. However, healthcare reform broadened eligibility, meaning eligibility no longer requires that a child be unmarried, a full-time student, living in the employee’s household, financially dependent upon the employee, or even the employee’s tax dependent. Because of this change, there are very few circumstances when a child actually loses eligibility, thus very few circumstances when an employee can remove a child from coverage in the middle of the plan year, outside of open enrollment.

If a covered adult-aged child moves out of the employee’s house, stops receiving financial support from the employee, graduates from college, or gets married, the employee cannot terminate the child’s coverage with the State before the next open enrollment. In these instances, the child has not become ineligible for the coverage. Age and relationship are the only factors to impact eligibility, and by these factors, the child is still eligible.

**Age** – An adult-aged child becomes ineligible the end of the month in which he or she turns age 26.

**Relationship** – An employee’s natural or adopted children will always be the employee’s children (unless legally relinquished through formal court proceedings). So when would the

relationship change? For example, if an employee's spouse has children from a previous marriage, those children are the employee's step-children, and the employee can cover them under State plans. However, if the employee gets divorced, those children are no longer the employee's step-children, so the relationship has been broken, and they become ineligible for coverage under the employee's benefits.

### Adding a Child to Coverage

If an employee chose to not enroll a 19 - 25-year-old child during open enrollment, the employee cannot enroll the child later in the plan year, even if he or she moves back home, goes back to school, becomes financially dependent upon the employee, or gets divorced. If, however, the employee chose to not cover a 19 - 25-year-old child because he or she is covered under their own employer's plan, but the child later loses that coverage when he or she leaves the job, the employee may enroll the child within 31 days of the conclusion of that coverage. Documentation of the loss of that coverage will be required to make such a change.

For more information and a discussion of possible scenarios involving adult-aged dependents, see "Consumer Education" in the [March 2011 edition of HealthLine](#).

### **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.