

The Electronic
Advisor

March 2006



Information for Human Resources and Business Risk Professionals in the Colorado State Personnel System

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[NEW FORMAT: VIEW OR PRINT THE ENTIRE DOCUMENT](#) (Some readers wanted to print the full text from one document, so here it is!)

[WORKFORCE PLANNING](#)

The Cost of Separation is Higher Than You Think — Exit Interviews and Surveys can Illuminate The Reasons for Employee Departures

Recruiting and retaining employees is a concern for all organizations, but especially for those in the public sector. In the State of Colorado Personnel System, population aging and limited growth indicate that there will be fewer available people of traditional working age to support the number of jobs projected for the coming years. The State is projected to lose about a third of its employees over the next five years due to the aging workforce. With this phenomenon and some state classes perpetually experiencing high turnover, it is essential to make every effort to prevent the loss of good employees. [View the full article...](#)

###

DHR Professional Development Introduces New Basic Contracts Program

What is a state commitment document? What makes a state contract enforceable? Who can bind the state to spend money on a contract for goods or services? These are basic contracting questions that will be discussed in a new class called *The Basics of Colorado State Contracts: An Introduction to State Contracting In Colorado*. The first class is scheduled for March 14, 2006 at 8:30a.m. in Room 220 of the Centennial Building, 1313 Sherman Street in Denver. [View the full article...](#)

###

New Investigations Training Program Underway

DHR's Professional Development Center launched a new program on workplace investigations last month. The new program is called *Investigations In The Public Sector Workplace: Planning, Process, Reporting and Testimony*.

State agencies are often faced with conducting investigations in the workplace. This one-day, highly interactive course will provide the information and tools needed to conduct an investigation that is effective, complete, and fair. [View the full article...](#)

###

TOTAL COMPENSATION

Family and Medical Leave Act (FMLA) Corner

On the Legal Front: Treatment by a Health Care Provider Must Occur During the Period of Incapacity

In *Jones v Denver Public Schools*, 10th Circuit (includes Colorado), No. 04-1447, November 2, 2005, a telecommunications technician was terminated upon return from leave for his unreliable attendance record and violations of work policy.

FMLA Leave Entitlement When Placed for Adoption or Foster Care

The US DOL recently released an administrative ruling relating to whether one or both placement dates trigger leave when a foster child is adopted. The FMLA regulations state, "Entitlement to leave for a birth or placement for adoption or foster care expires at the end of the 12-month period beginning on the date of the birth or placement". [View the full article...](#)

###

Update on Pre-Approvals Letters for Personal Services Contracts

Questions have been raised regarding the validity and proper handling of pre-approval letters that were issued prior to July 1, 2005 by the Division of Human Resources (DHR). Pre-approval letters were granted in advance of awarding a personal services contract in order to expedite the final contract approval process. [View the full article...](#)

###

BUSINESS RISK AND LOSS CONTROL

Multi Tasking on Colorado Roadways: Is It Worth the Risk?

You probably weren't expecting a topic on cell phones. Hopefully, you get the connection with Risk Management.

Multitasking on Colorado's roadways is at an all time high. Talking and driving has become more than a social outlet, it has become the way we get things done in the 21st Century. As a state employee, you might be interested in knowing some statistics about cell phone use and driving.

[View the full article...](#)

###

Resilience In The Workplace: Tools for Adapting To Change

The only constant in today's workplace is change. From the death of a co-worker to a new manager to a major policy shift to a promotion or demotion — life at work is persistently evolving. Why do some people adapt well to these changes, and others experience such a difficult time? [View the full article...](#)

###

Stress and Stress Management: New Workshop Beginning at C-SEAP

"What a stressful day!"

"I'm so stressed out!"

"I don't think I can take this stress much longer!"

Chances are, you've heard someone say those phrases, or ones very similar, or even said them yourself, maybe quite recently. But what exactly *is* "stress", and what can we do about it? [View the full article...](#)

###

UPCOMING EVENTS AND GENERAL ANNOUNCEMENTS

(The following are short announcements and do not link to any Advisor documents on the DHR Web site.)

DHR to Launch “Know Your Responsibilities” Employee Education Campaign

To help educate employees on state healthcare and benefits coverage, DHR will be launching a campaign beginning in April. The campaign will consist of a series of *Healthline* articles, pay advice messages, and break room posters that are geared toward educating employees on what their responsibilities are when it comes to healthcare and benefits. The objective of the campaign is to mitigate some of the mistakes employees make concerning their healthcare, such as missing the 31 day window to make changes in their coverage when they have a life change, and to be more educated about the coverage choices they make. HR administrators should be prepared to discuss employee’s responsibilities in healthcare choices, especially during open enrollment when there is increased attention given to the subject of healthcare.

###

Consulting Services Adds Four Model Practice Documents For Agencies to Use

As DHR Consulting Services conducts state agency audits, they also look for innovative [HR practices](#). So far, they have added the following documents for agencies to use as their own:

- [Overtime Agreement](#)
- [Pay Guidance - Compensation and Forms](#)
- [Confidentiality](#)
- [I-9](#)

These are MS Word documents, so agencies can simply plug in their name and pertinent info. Other model practices will be added in the future. Please contact [Tina Miller](#) at 303.866.4231 if there are any other documents you would like to see created.

###

Position Description for Temporary Aide Positions

DHR has made a few changes to the Temporary Aide Position Description form by adding email addresses on the signature page and updating or streamlining some sections. Users are encouraged to start using the new form at their convenience. Both the PDF and Word versions are available on the DHR Web site under [Job Evaluation](#).

###

Leave Forms Update

The State of Colorado [Leave/Absence](#) Request and Authorization form has been updated to reflect the rule changes that went into effect July 1, 2005. In addition, the medical release portion on the State of Colorado [Fitness-To-Return Certification](#) and the State of Colorado [Medical Certification](#) forms have been removed now that HIPAA is in effect. All forms are available on the [DHR Web site](#) in MS Word and PDF. Please be sure to replace any outdated forms, as the previous versions may no longer be valid.

###

STAR Awards Call for Nominations Due March 24

Each year the STAR Awards celebration is held to honor all of our state employees and their agencies. This year the awards luncheon is scheduled for Thursday, May 11 at the Adam’s Mark Hotel in downtown Denver. The March 24 deadline to submit nominations is quickly approaching. So far, only ten nominations have been submitted. We need nominations to make this event successful! [Award criteria, instructions, and nomination forms](#) are available on the DHR Web site.

###

Higher Education Exemptions Update

DHR has received all annual reporting through December 2005, and Consulting Services is reviewing and analyzing these reports. Pending review of the annual reports and the results of the 2005 State Auditors Office audit, we may schedule additional on-site audits in the future. The audit criteria and methodology developed by DHR can be found at the [HR Audit](#) Web site. Technical assistance for exempting educational positions from the State Personnel System can be found on the [Technical Assistance](#) Web site, or direct inquiries to Tina M. Miller, Consulting Services Unit at tina.miller@state.co.us.

###

Rules Repealed

In January 2006, the Personnel Director repealed certain rules on an emergency basis. In Chapter 10, both 10-3(F) and 10-5 were repealed in their entirety. DHR has updated the technical assistance and the rules to reflect those changes. The provision was repealed that clarified that contracting was permissible if there was no adverse impact on a certified employee's pay, status, or tenure; however, statute and case law still apply. If you have questions regarding these changes, please contact Joi Simpson, Program Coordinator at 303.866.5496 or joi.simpson@state.co.us.

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Professional Development Center Upcoming Class Schedule

Basic Procurement Training	March 28, 29, 30	8:00–5:00(1 st 2 days) 8:00 – 12:00 (3 rd day)
Contract Management	March 21, April 18, May 11, June 20	8:30 – 4:30
Contract Writing	March 23, April 20, May 18, June 22	8:30 – 4:30
Hiring the Best	March 16, April 13, May 16, June 15	8:30 – 4:30
The Nuts & Bolts of Supervising State Employees (Certificate Program)	April 4, 6; May 9, 10; June 6, 7	8:30 – 4:30
Progressive Discipline	April 12	8:30 – 4:30
Rules for Supervisors & Managers: A Case Study	April 5	8:30 – 4:30
The Basics of Colorado State Contracts: An Introduction to State Contracting In Colorado.	March 14	8:30-Noon

*Note: All classes will be held at 1313 Sherman St., Room 220, unless otherwise noted. [Register online](#) for professional development, Risk Management and C-SEAP classes.

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