

The Electronic
Advisor

June 2006



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

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Workforce Planning

RULES ADOPTED AS A RESULT OF THE MARCH 31, 2006 RULEMAKING HEARING

New State Personnel rules were adopted from the March 31, 2006 rulemaking hearing and will go into effect July 1, 2006. A summary of what was adopted is as follows: [View the full article...](#)

SELECTION AUDITS ON THE HORIZON

Are your agency's selection procedures in compliance with state rules and statutes? Has your department found innovative ways to recruit and hire outstanding candidates? Would learning how other agencies have streamlined their selection efforts be of value to you? [View the full article...](#)

Total Compensation

VETERANS BE AWARE (AND NON VETERANS, TOO)

In fact, all employees need to be aware of the following situation.

In May 2006, an employee of the Department of Veterans Affairs (VA) took home electronic data from the VA, which he was not authorized to do. This action was in violation of VA policies. The data contained identifying information including names, social security numbers, and dates of birth for up to 26.5 million veterans and some spouses, as well as some disability ratings. The employee's home was burglarized and the data was stolen. [View the full article...](#)

FAIR LABOR STANDARDS ACT (FLSA) UPDATE: FREEDOM OF MOVEMENT DETERMINES COMPENSABILITY OF ON-CALL TIME

DHR receives questions periodically from employees about on-call time and when it is considered compensable. This article will outline how the FLSA applies, how the courts have ruled on this issue, and how the State's rules address on-call time. [View the full article...](#)

Business Risk and Loss Control

TIME MANAGEMENT: A MISNOMER OR A VALUES CHALLENGE?

"Time management" is a cultural preoccupation, as evidenced by the enormous number of time-themed books and other resources and products that seek to capture our attention and our dollars. Amazon.com lists over 7,000 books currently available on the topic, and hundreds of electronic and print "organizers" and "time management systems" are available to us at an enormous range of cost and complexity, all of which promise to make us more productive, less stressed, and more effective in our work and personal lives. [View the full article...](#)

BLACKBERRY THUMB

"Blackberry Thumb" is just the latest repetitive stress injury rearing its head in the workplace. Beware of the fruit that can hurt you! [View the full article...](#)

THE HEAT IS ON...

Working in the heat puts an extra strain on your body. It is difficult to predict whom the heat will affect, or when someone will be affected. Age, weight, degree of physical fitness, metabolism, medications, use of alcohol or drugs, and a variety of medical conditions such as hypertension all affect a person's sensitivity to heat. Air temperature, humidity, direct sun, radiant heat sources, and clothing are other factors to consider. A better understanding of how the body reacts to heat can help to prevent heat-related disorders. [View the full article...](#)

Upcoming Events and General Announcements

NEED HELP DESIGNING A WELLNESS PROGRAM?

State agencies are invited to participate in a research study that would allow participants to use an online program that includes all the tools one needs to design a new wellness program, or update their current program. Participants would have access to a climate assessment, a library of wellness programs, strategies for successful implementation, a return on investment calculator and many more.

Participants use this program for free, receive \$50, and would be entered into a \$500 raffle just for signing up for the study, viewing the program and filling out a brief survey once the research project is completed.

If you would like to hear more about this research study, please contact [Ashleigh Schwab](#) at Organizational Wellness & Learning System, (817)-921-4260.

“TAKING THE MYSTERY OUT OF RETIREMENT PLANNING” WORKBOOK ONLINE

The U.S. Department of Labor, Employee Benefits Security Administration has developed a 62-page workbook-planning guide titled, "[Taking the Mystery out of Retirement Planning](#)" and it's free.

CHILD CARE DISCOUNTS FOR STATE EMPLOYEES

With the school year ended, is childcare once again a priority? Childcare tuition discounts are available for all state employees through a number of childcare providers. Kindercare Learning Centers, La Petite Academy, ABC Child Development Centers, Kiddie Academy Child Care Learning Centers, Kid's Place, Little People's Landing, Knowledge Learning Corporation, and Sittercity.com offer tuition and childcare discounts. 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. 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 go to the Department of Personnel & Administration, Division of Human Resources [Work-Life](#) Web site or contact Travis Engelhardt at travis.engelhardt@state.co.us.