

# *e* *h* *t* Electronic Advisor

October 2006



## DPA

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

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### **A MESSAGE FROM DAVID KAYE, NEW DIRECTOR FOR THE DIVISION OF HUMAN RESOURCES**

Have you ever experienced that dual feeling of being both very excited and a little nervous as you start a new job? I am fully aware that expectations are high for the new Director of the Division of Human Resources and I am energized at having the chance to make a positive difference. I care deeply about good government and the hard working people who make it happen. [Read or Print Full Article...](#)

### **Workforce Planning**

#### **CHANGING PERFORMANCE RATING LEVELS FROM FOUR TO THREE**

State Personnel Director's Rule 6-4 (G) was revised effective 7/1/06, changing from four performance rating levels to three performance rating levels effective with the April 1, 2007 performance cycle.

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### **Business Risk and Loss Control**

#### **GRIEF IN THE WORK PLACE**

Have you or a team member experienced a loss of great importance? How can the workplace appropriately respond to the grief-stricken or bereaved employee? What is the appropriate balance between offering latitude to the distressed person, and remaining focused on the goals of the organization?

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#### **FIRE HAVE NO BOUNDARIES: BE PREPARED AT HOME & AT WORK**

Each year in October we are reminded of the importance of maintaining fire safety in our home as well as in our business. The consequences of not being prepared for a fire are unspeakable for those who have been lucky enough to survive one.

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### **General Announcements**

#### **AND THE REST OF THE STORY ON WRITTEN NOTICES UNDER RULE 6-10...**

In the September 2006 Advisor, the article on the requirements of Board Rule 6-10 provided some ways to avoid future problems on appeals for not complying with the requirements of the pre-disciplinary meeting. Point 4 referred to a case where the ALJ found that the appointing authority violated rule 6-10 and reversed the discipline imposed for that and other reasons. The case is on appeal and has not yet been resolved, but the advice given by the Attorney General's Employment Personnel Unit still holds. Be very careful in using part (A) of Board Rule 6-10. Relying on written notice of proposed discipline without a meeting with the employee to exchange information can be risky. Appointing authorities need to make more than one reasonable attempt to meet with the employee to exchange information, and should use the alternative procedure of 6-10(A) only when they are unable to hold a meeting.

**F.Y.I. CORRECTION IN RULES EFFECTIVE DATE**

The rules adopted at the May 30, 2006 hearing - Rules 11-6, 8-79 and 4-24 - became effective August 30, 2006 instead of August 1, 2006 due to the filing date of the notice of rule making. Any questions should be directed to Karen Schaefer at 303-866-5383.

***CHANGES ARE IN THE WIND!***

Immigration reform has led to some changes in the way that agency human resource offices must handle I-9 documentation for state employees. Consulting Services will be at the PPUG meeting on November 1<sup>st</sup> to provide information on the changes that must be implemented on January 1, 2007. Additionally, a revised technical assistance will be posted online. If you have questions please contact [hrs.consulting.services@state.co.us](mailto:hrs.consulting.services@state.co.us) or Julia Agazio 303-866-2133.

***On the lighter side...***

*The following is a bit of humor that reminded us not to take ourselves too seriously. We hope you find it amusing as well.*

***BURNOUT 101: WHAT IT LOOKS LIKE, SMELLS LIKE AND TASTES LIKE...AND HOW TO KEEP IT FROM EATING YOUR LUNCH!***

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STOP DENYING. Listen to the wisdom of your body. Begin to freely admit the stresses and pressures, which have manifested physically, mentally, or emotionally.

*Traditional Overachieving View: Work until the physical pain forces you into unconsciousness.*

AVOID ISOLATION. Don't do everything alone! Develop or renew intimacies with friends and loved ones. Closeness not only brings new insights, but also is anathema to agitation and depression.

*Traditional Overachieving View: Shut your office door and lock it from the inside so no one will distract you. They're just trying to hurt your productivity.*

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