

The *Electronic*  
**Advisor**

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

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## ***Workforce Planning***

### ***MEET YOUR NEW CONSULTING SERVICES STAFF***

The Consulting Services Unit in DHR is fully staffed and ready to provide technical assistance to HR departments on selection and other technical areas, including performance management. The Unit audits state departments and institutions of higher education in their operation and management of the state personnel system. [Read or Print the Entire Article...](#)

### ***I-9 CHANGES FOR STATE HR OFFICES***

Consistent with Colorado House Bill 1017, effective 1/1/07, Colorado employers must complete an Employment Verification Affirmation Form on all new hires in addition to the required Form I-9. Also effective 1/1/07, Colorado employers must keep a photocopy of the documentation provided by the newly hired employee as proof of identity.

### ***ON ANOTHER I-9 NOTE: BETWEEN-AGENCY TRANSFERS***

The federal government views the State as a single employer with respect to I-9 compliance. It is inappropriate to re-verify an employee who has been in continuous employment. Therefore, in the event of an employee agency-to-agency transfer, a new Form I-9 cannot be required unless the employee has an "authorization to work until date" that will expire.

[Read or Print Both I-9 Articles...](#)

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

### ***HOLIDAY STRESS AND ITS IMPACT ON THE WORKPLACE: SOME SUGGESTIONS FOR MANAGERS AND SUPERVISORS***

We hope, and sometimes even dare to expect, that the holidays will offer fun, relaxation, and festive connections with family and friends. But these expectations, along with extra-busy social calendars, may adversely impact an employee's personal and professional life.

[\*Read or Print the Entire Article...\*](#)

### ***HOLIDAY FIRE SAFETY TIPS***

The holidays are a time to enjoy family, togetherness and, of course, a lot of colorful lights. Whether stringing up icicle lights around the house or putting the fireplace to use for the first time all year, keep in mind these simple safety tips. Help your family have a safe and happy holiday season.

[\*Read or Print the Entire Article...\*](#)

### ***2006 ANNUAL STATE RISK MANAGEMENT AWARDS WINNERS***

DHR would like to congratulate the winners of the Annual Risk Management Award Competition. The winners were announced and awarded plaques at the annual luncheon hosted by Pinnacol Assurance on Thursday, November 30, 2006. And the winners are...

[\*Read or Print the Entire Article...\*](#)

## ***Total Compensation***

### ***COLORADO MINIMUM WAGE***

On November 7<sup>th</sup>, voters elected to pass Amendment 42 to the Colorado Constitution by the addition of Section 15 under Article XVIII that reads: "Effective January 1, 2007, Colorado's minimum wage shall be increased to \$6.85 per hour and shall be adjusted annually for inflation, as measured by the Consumer Price Index used for Colorado. This minimum wage shall be paid to employees who receive the state or federal minimum wage. No more than \$3.02 per hour in tip income may be used to offset the minimum wage of employees who regularly receive tips." [\*Read or Print the Entire Article...\*](#)

### ***FMLA CORNER: SICK LEAVE AND FMLA RELATED TO PREGNANCY***

Employees are often confused about why the State's sick leave policy, in relation to FMLA for pregnancy, is applied differently for males and females. To help sort out some of the confusion let's first start with the differences between the sick and annual leave policies...

### ***CHANGES TO COMMON LAW MARRIAGE IMPACT FMLA AND BENEFITS***

As of September 1, 2006, both parties in a common law marriage must be 18 or older in accordance with Senate Bill 06S-006. This also applies to a common law marriage outside of the State, or the marriage will be considered invalid and will not be recognized in Colorado. The definition of "spouse" under FMLA includes a common law union recognized under state law. It also impacts the eligibility of common law spouses for the State's group benefits. Both programs require the employee to provide the State of Colorado Affidavit of Common Law Marriage attesting to the marriage. [\*Read or Print the Entire Article...\*](#)

## ***WORK-LIFE AWARENESS: FLEXIBLE WORK-LIFE OPTIONS REPOSITIONED AS STRATEGIC MANAGEMENT TOOLS***

The previous edition of Work-Life Awareness focused on employees' responsibilities regarding their work-life effectiveness. As the previous article pointed out, when it comes to making personal decisions and setting priorities for work-life effectiveness, only the employee can take that initiative.

[\*Read or Print the Entire Article...\*](#)

## ***RETIREMENT REVIEW***

*Dear Readers: we have heard from several agencies that they would like to start seeing ongoing information on retirement-related topics. This new segment of The Advisor will address a variety of issues related to retirement choices. Please let us know what subject matter you would like to see addressed to HR/Risk professionals, as well as state employees.*

## ***RETIREMENT CHOICE – RULES, REGULATIONS AND REMINDERS***

Effective this year, all new employees, except those employed in higher education institutions, have choices for their basic retirement plan. Prior to January 2006, all employees were automatically enrolled in the PERA Defined Benefit (DB) Plan, including temporaries. [\*Read or Print the Entire Article...\*](#)

## ***General Announcements***

The **2006 Annual Workforce Report** is now posted on the Web. Visit [www.colorado.gov/dpa/dhr/workforce/docs/workforcereportFY06.pdf](http://www.colorado.gov/dpa/dhr/workforce/docs/workforcereportFY06.pdf) to download or view the report.

## ***SELECTION AUDIT UPDATE***

The first phase of the selection audit is near completion. The selection survey and data confirmation was sent to all HR Administrators in mid-October and the response rate has been nearly 100%. We would like to thank all of the HR staff that participated and responded in a timely way, as the information collected through the survey will provide the Consulting Services Team with critical information for the next phase of the audit. The survey data will be summarized for all state departments and institutions of higher education and distributed after January 1, 2007.

## ***SAVE THE DATE!***

The next Consulting Services Selection Forum will be held February 2, 2007 at the Dept. of Public Health & Environment, 4300 Cherry Creek Drive South at 9:30 am. An agenda with complete details will be coming soon! If an agency would be interested in hosting a Selection Forum meeting in the coming months, please contact the Consulting Services group.