

# 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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## Total Compensation

### **NEW CLASS CONVERSION DATABASE NOW AVAILABLE ONLINE**

The new class conversion database from 1974 to present is now available online. Because of changes and improvements to the job evaluation system throughout the years and the fundamental role the class structure plays in other human resources processes (for example, determining classes to which employees may be certified for retention and layoff purposes), the need for tracking the history of class changes is very important. The database allows users to search on any class code or class title, past or present, and track the conversion history of that class. [Read or Print the Entire Article.](#)

### **OFFERING AGING PARENTS SUPPORT AND GUIDANCE WITH THEIR FINANCIAL AFFAIRS**

The average age of a State employee is 46. Many employees are caring for an aging parent as well as their immediate family. Your parent's financial situation may become a key consideration as you continue to care for them. At some point it will become almost inevitable: your parents are going to need your help with money and health issues. If your parents are advancing in age (early 70's or older), it may be a good time to offer a little help and guidance in their financial affairs. [Read or Print the Entire Article.](#)

### **FMLA 101: BACK TO BASICS: INSTALLMENT I – NOTIFICATION/DESIGNATION REQUIREMENTS**

Administering the Family and Medical Leave Act (FMLA) can be a challenge not only because of regulatory requirements, but it also requires coordination with other employment laws and leave policies. So, what's an employer to do? The next several issues of the FMLA Corner will focus on getting back to the basics of FMLA. What is fact and what is fiction when it comes to employer and employee responsibilities? [Read or Print the Entire Article.](#)

## **YOUR CONTRIBUTIONS IN 2007 — IT'S TIME TO TAKE A CLOSER LOOK**

Great news! You have the ability to contribute up to \$15,500 in your retirement savings plan in 2007. Impossible? You might think so depending upon your income and expenses — but it is critically important that you save as much as you can while the tax law allows it. [Read or Print the Entire Article.](#)

## **Workforce Planning**

### **PDC IS MAKING GREAT STRIDES IN EMPLOYEE TRAINING**

The Professional Development Center (PDC) in the Division of Human Resources has undergone significant changes in the past few months. It started with hiring David Remson as the new Administrator of the State training program. [Read or Print the Entire Article.](#)

### **EMPLOYEE RETENTION: A BUSINESS IMPERATIVE**

According to the 05-06 State of Colorado Workforce report, nearly one third of State employees are eligible to retire in the next 5 years. In some state agencies, that number climbs to nearly 70%. Most of these impending retirements represent members of the Baby Boom generation, the largest generational cohort in our Nation's history. The potential impact includes workforce shortages and the loss of institutional knowledge. [Read or Print the Entire Article.](#)

## **Business Risk and Loss Control**

### **YOUR EAP AS A STATE RISK MANAGEMENT TOOL**

Jon Richard, PsyD

Risk management in the work setting is typically most strongly associated with programs and practices designed to minimize financial losses caused by accidents and injuries, legal liability exposures, ergonomic problems, and theft or sabotage. However, there is growing attention in the American workplace, both public-sector and private, to *behavioral risk management*. [Read or Print the Entire Article.](#)

### **RISK MANAGEMENT FULLY STAFFED**

The Office of Risk Management has two new faces, Joel Hirshboeck, Program Supervisor for the risk management program and Melody West, Safety & Loss Control Specialist. Both Joel and Melody have many years of risk management experience and their skills make the risk management department even stronger.

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

## **General Announcements**

- “**Managing the Absent Worker**” training incorporates discussions and case studies surrounding the challenges with Family Medical Leave Act (FMLA), Workers’ Compensation, Short-Term Disability leave, and injury leave. Register at [colorado.gov/dpa/dhr/train/index.htm](http://colorado.gov/dpa/dhr/train/index.htm).
- **Oversight of the State Selection system is now administered by DHR's Consulting Services Unit.** HR staff may direct their selection-related questions, including those related to Selection PCP, to Jennifer Clayman at 303 866-4248 or [jennifer.clayman@state.co.us](mailto:jennifer.clayman@state.co.us)
- **Interested in having ergonomic evaluations done before the end of the fiscal year?** Call now to schedule an appointment! Calendar space is limited and evaluations will be scheduled on a first come, first-served basis. Normal claim related requests will continue to be scheduled. Please call either Duane Whittfield at 303 866-4971 or Brenda Hardwick at 303 866-4292.