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## **Total Compensation**

### **SEVEN REMINDERS FOR THE LAST DAYS OF OPEN ENROLLMENT**

1. **Open Enrollment will close at midnight, Mountain Daylight Time, Friday night, May 18, 2007.** Don't wait until the last minute.
2. **Open Enrollment is ONLY completed using the online Benefit Administration System.** Access to this system, as well as information about the benefit plans, is through [www.colorado.gov/dpa/dhr/benefits](http://www.colorado.gov/dpa/dhr/benefits). If you do not have computer or Internet access contact your department or school's human resources office for your options. [Entire Article...](#)

### **RETIREMENT REVIEW: GET WITH THE PROGRAM**

Retirement accounts aren't really magic, but they can seem that way. That's because anything you earn in your typical retirement account is allowed to grow tax-deferred until you reach retirement age and start withdrawing the funds. [Entire Article...](#)

### **FMLA 101: BACK TO BASICS: INSTALLMENT II – FMLA, PERFORMANCE AND DISCIPLINE**

Supervisors are often confused about performance and discipline while employees are on FMLA. The following is meant to provide information on when discipline for performance reasons, is allowed under the FMLA. [Entire Article...](#)

### **DIRECTIONS FOR CALCULATING UNPAID LEAVE COSTS**

The hourly rate for charging unpaid leave does *not* vary based on the number of work hours in a month. Director's Rule 3-6 states in part, "Departments shall use an hourly rate based on an annual salary to compensate employees who do not work a predetermined or full schedule." This means that

unpaid leave is calculated using an annualized salary. The following example illustrates the calculation. [Entire Article...](#)

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

### ***USING YOUR EAP AS A COST-FREE CONSULTING RESOURCE***

The Colorado State Employee Assistance Program (C-SEAP) is a valuable resource to managers and supervisors who face challenging situations in their workforce. Here are some suggestions on how best to capitalize on the resources that C-SEAP has to offer... [Entire Article...](#)

### ***INDOOR AIR QUALITY: 'TIS THE SEASON!***

Summer is coming, Spring is here and Winter is finally gone! This change in seasons also brings a change in building heating, ventilation and air conditioning (HVAC). All of our buildings and homes will be changing over from heating to cooling in the next several weeks and with that changeover there is an expectation of an increase in Indoor Air Quality (IAQ) complaints. [Entire Article...](#)

## ***Workforce Planning***

### ***SOME FAQ'S ON PROFESSIONAL DEVELOPMENT***

There have been some comments recently asking about the role of the Professional Development Center when it comes to training initiatives. The following Q&A addresses most of the topics that have been posed since PDC began more aggressive marketing of its services last fall. [Entire Article...](#)

### ***PERFORMANCE MANAGEMENT UPDATE***

Performance management entails a multitude of activities this time of year, from finalizing performance evaluations to performance planning for the new performance cycle. In addition to the usual activities, there are some upcoming rules changes that will also impact performance management. The following information outlines the details that HR offices need to know as they conduct their performance management activities this year. [Entire Article...](#)

## ***General Announcements***

### ***NEW STAFFING CHANGE IN DHR***

Effective Monday May 21st, Barbara Sohnen will join the DHR Director's Office as the new rules and appeals coordinator. In addition to Rules, Barbara will also continue to be the DPA HIPAA compliance officer. She can be reached at 303-866-3662 or [barbara.sohnen@state.co.us](mailto:barbara.sohnen@state.co.us)

### ***NEW TRAINING BEING OFFERED***

The Division of Human Resources, State Office of Risk Management and DBTAC Rocky Mountain ADA Center presents an informative, **no-cost** training program to help your agency understand the various leave programs you manage for employees.

This class will assist participants in recognizing how the different types of leaves apply and interact and it will provide an overview of:

Workers' Compensation, Injury Leave, Make Whole, Family Medical Leave Act, Short Term Disability and the Americans with Disabilities Act. Who should attend? *HR and Risk Professionals*.

Please register online at: [www.colorado.gov/dpa/dhr/train/index.htm](http://www.colorado.gov/dpa/dhr/train/index.htm)

Class dates: June 14 <sup>th</sup> in Greeley/Evans September 13 <sup>th</sup> in Denver
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### ***FLSA TRAINING SCHEDULED***

The Division of Human Resources will be conducting FLSA training at the Department of Transportation (CDOT) Headquarters on **May 23, 2007 from 8:30 a.m. to 1:00 p.m.**, Blue Spruce Room.

The training will guide HR Professionals through the very basics of overtime compensation requirements established by the US Department of Labor (US DOL). The training will help HR professionals understand state and federal law, guide departments on establishing and enforcing internal policies, and provide tips on what to do when US DOL sends a notice of an investigation.

To register, please contact Paula Manzanares at 303.866.2391 or [Paula.Manzanares@state.co.us](mailto:Paula.Manzanares@state.co.us). Seating is limited and reservations are based on a first come first served basis. Questions regarding course content should be referred to Joi Simpson at 303.866.5496 or [Joi.Simpson@state.co.us](mailto:Joi.Simpson@state.co.us).

### ***TRAINING FOR PERSONNEL PROGRAMS: DIVISION OF HUMAN RESOURCES***

The following is a description of training courses offered by the Division of Human Resources, Total Compensation Unit. Training is scheduled on an as needed basis and not on a regular predetermined schedule. To place your name on a waiting list, please contact Paula Manzanares at 303.866.2391 or [Paula.Manzanares@state.co.us](mailto:Paula.Manzanares@state.co.us). Class size is limited and will be offered on a first-come, first-served basis. We anticipate converting part of the course curriculum to Internet, online e-learning in the near future.

#### **Fair Labor Standards Act (FLSA)**

This training will guide HR professionals through the very basics of overtime compensation requirements established by the US Department of Labor. The training will help HR professionals understand state and federal law, guide departments on establishing and enforcing internal policies, and provide tips on what to do when US DOL sends a notice of an investigation. Classes are scheduled from 8:30 a.m. to 1:00 p.m. Questions regarding course content should be referred to Joi Simpson at 303.866.5496 or [joi.simpson@state.co.us](mailto:joi.simpson@state.co.us).

#### **Family Medical Leave Act (FMLA)**

This interactive training will guide the HR professional through the basic requirements for complying with FMLA standards. The training course includes discussion on eligibility, reasons for leave, defining serious health condition, employer requirements, notification to employees, medical certification, restoration rights, and record keeping requirements. Class is typically scheduled from 8:30 a.m. to 3:30 p.m. Questions regarding course content should be referred to Joi Simpson at 303.866.5496 or [joi.simpson@state.co.us](mailto:joi.simpson@state.co.us).

#### **Job Evaluation**

This 2-day course is geared toward human resource employees who perform job evaluation functions. The course covers the principles of job evaluation, the job evaluation system and factors used in evaluating jobs, the content of the position description questionnaire (PDQ), and several practical exercises in evaluating PDQ's. Classes are scheduled on an as needed basis. All classes are scheduled from 9:00 a.m. to 4:00 p.m. Questions on course content or scheduling should be referred to Travis Engelhardt at 303.866.4252 or [travis.engelhardt@state.co.us](mailto:travis.engelhardt@state.co.us).

#### **Personal Services Contracts**

PCP certification is offered for personal services contracts review. Both courses described below are required for human resource employees seeking certification. Both courses have been updated to

include information on recent changes made to the Personnel Director's Rules, Chapter 10 that went into effect July 1, 2005.

**Level I** is basic training on personal services contracts. Topics include what you need to know to begin reviewing personal service contracts, the requirements for HR professionals, an overview of applicable statutes and Director's Rules, flow charts of the contract review process, and the basics for determining independent contractor status. Class is scheduled from 8:30 a.m. to 4:30 p.m.

**Level II** is advanced training focused on the required elements of cost comparisons and completion of the cost comparison form, as well as the appropriate application of pertinent statutes and Director's Rules. Class is scheduled from 9:00 a.m. to 3:00 p.m. Questions regarding course content should be referred to Joi Simpson at 303.866.5496 or [joi.simpson@state.co.us](mailto:joi.simpson@state.co.us).

### ***CHILD CARE DISCOUNTS FOR STATE EMPLOYEES***

Childcare tuition discounts are available for all state employees through a number of childcare providers. Kindercare Learning Centers, 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 your 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 DPA/DHR Work-Life Web site at [www.colorado.gov/dpa/dhr/WL/worklife.htm](http://www.colorado.gov/dpa/dhr/WL/worklife.htm) or contact Travis Engelhardt at [travis.engelhardt@state.co.us](mailto:travis.engelhardt@state.co.us).