



In this issue...

Workforce Planning

Mentoring Program Opportunity for the State of Colorado Will Help Facilitate Knowledge Transfer/Succession Planning
Conquering the "M" (micromanagement) Word

Total Compensation

Family Medical Leave Corner: Essential Functions and Restoration
Business Project Management Q&A
Statewide Universal Leave Policies
Schedule of System Maintenance Studies for FY 2007-2008
Donated Leave and Short-Term Disability

Business Risk and Loss Control

Restitution & Departmental Claim Payments
Meetings: Improving Productivity and Participation

General Announcements

WC Updated Info
Professional Development Center Class Offerings for September
Childcare Discounts For State Employees
Welcome Joel Ferguson to Consulting Services

[Print or Read the Full Advisor](#)

Workforce Planning

MENTORING PROGRAM OPPORTUNITY FOR THE STATE OF COLORADO WILL HELP FACILITATE KNOWLEDGE TRANSFER/SUCCESSION PLANNING FOR WORKFORCE DEVELOPMENT

The Center for Organizational Effectiveness at Colorado State University (CSU) is resubmitting a proposal to the Society for Human Resource Management (SHRM) Foundation for a grant that would fund the development and evaluation of a statewide mentoring program for the State of Colorado. If funded, the grant would support applied researchers from CSU and Northern Illinois University to: [Read or Print the Full Article](#)

SELECTION -- HOW TO APPLY PUBLISHED MINIMUM QUALIFICATIONS

To be consistent throughout the system, it is time to readdress information concerning Minimum Qualifications. DPA posts the minimum qualifications for every job class. These minimum qualifications (MQs) specify the level of education, years of experience, and other credentials required for entry into a specific job class. [Read or Print the Full Article](#)

CONQUERING THE "M" WORD

Employees consistently identify micro-management (the "M" word) as a barrier to productivity and effective work process. While responsibility for this issue is generally attributed to managers, employees also need to take an active role in solving the problem. Here are several strategies and questions that might be helpful in conquering the "M" word: [Read or Print the Full Article](#)

Total Compensation

FAMILY MEDICAL LEAVE CORNER: ESSENTIAL FUNCTIONS AND RESTORATION

The following Q&A is provided to clarify confusion regarding an employee's ability to perform essential functions and the employee's restoration rights. Please share with those who have FMLA responsibilities including managers and supervisors. [Read or Print the Full Article](#)

BUSINESS PROJECT MANAGEMENT Q&A

The following addresses questions and concerns that were raised by agencies related to how staff authority is applied for the class concept of Business Project Manager. [Read or Print the Full Article](#)

STATEWIDE UNIVERSAL LEAVE POLICIES

DPA is in the process of reexamining all of its rules and policies. It is through this review process that DPA reevaluated the application of bereavement leave, sick leave related Family Medical Leave (FML) and pregnancy, and leave sharing during the Short Term Disability (STD) waiting period. The application of the rules is being updated to better reflect the intent behind the rules, balance the needs of our employees and the requirements of the State, and to provide consistency in applications. Employees are expected to continue to adhere to all departmental policies and procedures for requesting leave in advance and coordinating work schedules. The application of these policies is in effect as of July 1, 2007. [Read or Print the Full Article](#)

SCHEDULE OF SYSTEM MAINTENANCE STUDIES FOR FY 2007-2008

The Division of Human Resources Compensation Team has published the list of major system maintenance studies scheduled for this fiscal year. System Maintenance Studies analyze occupations to determine if classes and/or pay grades are accurate, including conversion by class or position. To view the system maintenance study guide or to see the official system maintenance study schedule, please go to colorado.gov/dpa/dhr/comp/sms.htm. [Read or Print the Full Article](#)

Business Risk and Loss Control

RESTITUTION & DEPARTMENTAL CLAIM PAYMENTS

The office of Risk Management has learned that some state departments pay restitution on behalf of state employees who receive traffic citations while operating a state vehicle and/or who have personally committed to restitution at their court appearance. A department making such payment violates state law and also state fiscal rules and Fleet Management Rules.. In addition, policies of some state departments clearly state that employees are personally responsible for payment of fines or fees resulting from any traffic citation. [Read or Print the Full Article](#)

MEETINGS: IMPROVING PRODUCTIVITY AND PARTICIPATION

Staff meetings are an important time for employees to gather information and strengthen the cohesion of their workgroup. There are undoubtedly some meetings that work well – business is accomplished and the meetings are satisfying, interesting and even enjoyable. Unfortunately there also exists the other kind of staff meeting -- the boring, ineffective and unproductive staff meeting. For those of you whose staff meetings suffer (or seem to induce suffering) it is possible to turn it around and make the staff meeting something useful and positive. [Read or Print the Full Article](#)

General Announcements

WC UPDATED INFO

For those professionals who handle workers' compensation claims, or calculate the "make whole" payments for people who are missing time due to their workers' compensation claim, the average weekly wage rate has changed effective July 1, 2007. The Division of Workers' Compensation Web page that shows the maximum benefit amounts, effective July 1, 2007, including the increased limits on disfigurement is coworkforce.com/dwc/Notices/Other_Notices/AWW%20Order%202007.pdf. Please contact Melody West, State Risk Management 303-866-4294 or melody.west@state.co.us if you have any questions.

PROFESSIONAL DEVELOPMENT CENTER CLASS OFFERINGS FOR SEPTEMBER

- ~ *Thriving in The Multi-Generational Workplace: (Sept 10th)*
Build skills in communication and motivation for all 4 generations at work.

- ~ *Coaching, Counseling and Mentoring Skills for Leaders: (Sept 20)*
Build skills in more effective leadership through these 3 techniques.

For more information and registration visit colorado.gov/dpa/dhr/train/.

CHILDCARE 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 the chosen provider and let them know you are a State of Colorado employee and learned about this discount through work. The providers will explain the details so you may make the best decision for your family. Employees are also 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 colorado.gov/dpa/dhr/WL/worklife.htm or contact Travis Engelhardt at travis.engelhardt@state.co.us.

WELCOME JOEL FERGUSON TO CONSULTING SERVICES

The Consulting Services Unit in DHR would like to welcome its newest member, Joel Ferguson. Joel joined the consulting services team from the Colorado Department of Labor and Employment (CDLE). Joel began his career with CDLE in 1997, in the Oil and Public Safety unit. He then transferred to Special Projects Coordinator in Human Resources. Joel was then promoted to HR Specialist in 2001. He is PCP certified in Selection and Job Evaluation. Joel replaces Julia Agazio, who has joined the University of Colorado at Denver Health Sciences Center.