



## DPA/CSU ENTER NEW TRAINING PARTNERSHIP

Colorado State University and DPA's Professional Development Center recently signed an interagency agreement creating a new training partnership that will provide unprecedented training opportunities for our Colorado state workforce.

The new partnership will allow DPA to greatly expand the number, quality and delivery methods for its training and professional development programs. It will also provide one-stop shopping for most training needs. For example, CSU will now provide state employees with all computer training

services, allowing training online or at CSU's state-of-the-art computer training facility at 410 17th Street. By linking DPA's resources with those of CSU, departments can benefit from new high quality, reasonably priced programs in a variety of formats.

This partnership offers a variety of ways to help agencies meet their organizational development goals. Please visit [colorado.gov/dpa/dhr/train](http://colorado.gov/dpa/dhr/train) or [learn.colostate.edu](http://learn.colostate.edu) or contact **Brad Mallon** at **303-866-4265** or **[brad.mallon@state.co.us](mailto:brad.mallon@state.co.us)** with any thoughts or training needs you may have.

### CREDITING LEAVE: RULE 5-11 CHANGED

A new rule applies regarding the crediting of leave. Leave is credited at the end of the month in which it is earned and is available for use on the first day of the next month. This rule also pertains to employees on unpaid leave for a portion of the month who earn prorated leave based on hours worked or on paid leave. Do not wait for the employee's return from unpaid leave to credit earned leave. Questions should be referred to **Jerry Wittmer** at **303-866-2523** or **[jerry.wittmer@state.co.us](mailto:jerry.wittmer@state.co.us)**.

## CHILD CARE DISCOUNTS AVAILABLE FOR STATE EMPLOYEES

With the school year starting, many of us are faced with childcare issues. The good news is childcare tuition discounts are available for all state employees through a number of childcare providers. *Kindercare Learning Centers, La Petite Academy, ABC Child Development Centers, Kiddie Academy Child Care Learning Centers, Kid's Place, Little People's Landing, and Knowledge Learning Corporation* offer tuition discounts for state employees. These discounts are available to all 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.

Please be aware that arrangements you make are your sole responsibility. The State assumes no obligation for these arrangements and does not endorse any organization or program. For information on all Work-Life employee discounts and resources, go to the DPA/DHR Work-Life Web site at [colorado.gov/dpa/dhr/WL/worklife.htm](http://colorado.gov/dpa/dhr/WL/worklife.htm) or contact **Travis Engelhardt** at **[travis.engelhardt@state.co.us](mailto:travis.engelhardt@state.co.us)**.

# COMPENSATION SETS 6-MONTH PCP TRAINING SCHEDULE

The Compensation Unit in DHR has established the training schedule for Personnel Certification Programs (PCP) for the next six months. All courses will be held at 1313 Sherman Street, Room 220 in Denver, unless otherwise noted. To reserve a seat, contact **Judi Karg** at **303-866-2391** or **judi.karg@state.co.us**. Class size is limited and will be offered on a first-come, first-served basis.

## FAIR LABOR STANDARDS ACT (FLSA)

This course will provide the 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. All classes are scheduled from 10:00 a.m. to 4:00 p.m. Questions regarding course content should be referred to **Joi Simpson** at **303-866-5496** or **joi.simpson@state.co.us**.

### *Schedule:*

October 19, 2005  
November 2, 2005  
January 25, 2006

## JOB EVALUATION

This 2-day course is geared toward HR staff 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 and the tentatively scheduled date will go forward depending on interest. All classes are scheduled from 9:00 a.m. to 4:00 p.m. Questions on course content should be referred to **Don Fowler** at **303-866-4250** or **don.fowler@state.co.us**.

### *Tentative Schedule:*

December 7 & 8, 2005

### *Confirmed Dates:*

Western State  
September 8 & 9, 2005

## FAMILY MEDICAL LEAVE ACT (FMLA)

This interactive training will guide HR professionals through the requirements for complying with FMLA standards. The training course includes discussion on eligibility; reasons for leave, defining serious health conditions, employer requirements, and notification to employees, medical certification, restoration rights, and record keeping requirements. Class is scheduled from 8:30 a.m. to 3:30 p.m. Questions regarding course content should be referred to **Jerry Wittmer** at **303-866-2523** or **jerry.wittmer@state.co.us**.

### *Schedule:*

October 20, 2005

## PERSONAL SERVICES CONTRACTS

PCP certification is offered for personal services contracts review. Both courses as 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. Questions regarding course content should be referred to **Joi Simpson** at **303-866-5496** or **joi.simpson@state.co.us**

**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. All classes are scheduled from 8:30 a.m. to 4:30 p.m.

### *Schedule:*

October 5, 2005  
December 14, 2005

**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. Classes are scheduled from 9:00 a.m. to 3:00 p.m.

### *Schedule:*

September 29, 2005  
November 16, 2005  
January 11, 2006

# CSECU PROVIDES AN EASY WAY TO CONTRIBUTE TO *WORKING TOGETHER*

There are so many charitable organizations in today's world asking for your hard-earned money. However, Working Together is the only non-profit organization that gives State employees the opportunity to help their fellow employees who are going through a financial crisis. Founded in 1992, Working Together is a private, non-profit organization to help state employees from all branches of state government during times of crisis with small financial grants to cover basic living necessities.

In its never-ending quest to provide assistance to state employees in crisis, Working Together has now made it easier for State of Colorado employees to contribute to the Fund. The Colorado State Employee's Credit Union (CSECU) can now create a monthly electronic funds transfer right from a member's account. This is a convenient way to make tax-deductible donations directly to Working Together. The form is available at [state.co.us/dhr/wt/help.htm](http://state.co.us/dhr/wt/help.htm). Simply return it to the credit union. Working Together hopes to expand this capability to other financial institutions in the near future.

The Foundation has relied almost exclusively on donations via the Colorado Combined Campaign

(CCC). Unfortunately, as times have gotten tougher, the level of need has risen, so there have not been enough funds to help all those who request it. Currently fewer than 300 out of 50,000 employees provide monthly support. Without continued charitable donations from state employees, Working Together cannot exist.

If you are not a member of the CSECU, it is not too late to participate in CCC. A form is available on the State Controller's Web site [colorado.gov/dpa/dfp/sco/payroll.htm](http://colorado.gov/dpa/dfp/sco/payroll.htm) (Working Together is 1300). You may also make individual donations to Working Together at **1373 Grant Street, Denver 80203**.

Most state employees are fortunate to never experience a severe crisis that puts them in a financial bind. It takes so little from all of us to go a long way - just a couple of dollars per month can make a huge impact on someone's situation. All of us, classified, non-classified, faculty, executive, legislative, judicial - can help continue Working Together's mission of State Employees Helping State Employees.

## TREATING CONTRACTORS AS EMPLOYEES CAN CREATE ISSUES

We all rely upon contractors and leased workers to help us perform the mission and business functions of the State. We are obligated to maintain professional relationships with our leased workers, which are outlined in the contract between that contractor and the State. However, we must also remember that they are leased workers and *not* state employees. While temporary employees hired directly by the State do have an employer-employee relationship with the State, leased workers from an employment agency do not and should not be afforded the same benefits such as paid time to attend employee functions.

Allowing contractors and leased workers to participate in employee functions, such as employee council picnics, staff meetings, and

employee social functions may be inappropriate for two reasons: (1) the situation can be misconstrued as treating the contractor as an employee and paying the contractor for socializing and not working, and; (2) there have been court cases that have ruled in favor of contractors who have alleged that the contractual relationship had evolved into an employer-employee relationship. As a result, this relationship could expose the State to litigation where the State is liable for paying additional benefits to contractors. Please be sensitive to the role of the contractor and leased worker. If you have any questions, please contact **Joi Simpson** at **303-866-5496** or [joi.simpson@state.co.us](mailto:joi.simpson@state.co.us).

# THE EXPANDING ROLE OF C-SEAP

RANDI C. WOOD  
DIRECTOR, C-SEAP

## ***PROVIDING INDIVIDUAL AND ORGANIZATIONAL ASSISTANCE***

The Colorado State Employee Assistance Program (C-SEAP) has been a part of Colorado State government for more than 20 years. During that time, thousands of state employees have used C-SEAP services to find solutions to problems with job performance, workplace conflict, workplace anger, work-related stress, and work-life balance. Additionally, C-SEAP has been called upon to help employees cope effectively with a variety of personal and family challenges including chronic and acute health problems, financial concerns, separation and divorce, parenting, eldercare, substance abuse, and family violence; all of which eventually affect the workplace in a variety of ways.

C-SEAP can provide individual assistance to both the employee and the referring individual, while maintaining the confidentiality of each.

C-SEAP also provides organizational assistance (OA), an umbrella term used to describe services designed to benefit a department, agency, or work unit on a systemic level rather than through assistance to an individual employee. During the last several years, C-SEAP has received a growing number of requests for OA services, which include:

**Consultation** in which C-SEAP consults with leadership to identify and implement strategies to improve organizational functioning and well being;

**Workplace Facilitation** in which C-SEAP interacts with a work group for the purpose of enhancing that group's effectiveness;

**Mediation** that provides a structured and supportive process to help a group of employees resolve conflict;

**Critical Incident Intervention** in which C-SEAP assists a work group to cope effectively following a highly distressing event in the workplace, such as a violent incident or a death;

**Workshops and Classes** designed to support development of workplace skills for a wide variety of employees. Regularly scheduled topics include: "Dealing with Difficult Customers"; "Practical

Approaches to Managing Workplace Conflict"; "Dealing with Anger Effectively in the Workplace"; "Coping With Workplace Change"; and "Essentials of Effective Stress Management".

A wide variety of classes can also be arranged on request to meet the specific needs of work groups or agencies

The growing use of C-SEAP's Organizational Assistance services, in addition to the already-broad use of Individual Assistance services, indicates that managers and supervisors have an increased awareness of the ways in which EAP services add value to the functioning of systems as well as of individuals, and are a resource to address organizational as well as individual issues.

Confidentiality is fully protected--except under certain legal conditions (statutory exceptions involving risks to life or limb), which are always explained to the employee or groups at the outset of services by C-SEAP. Confidentiality laws also protect individual supervisors, managers, and HR/RM professionals who contact C-SEAP to refer an employee or to discuss their own management dilemmas. For employees, the focus is on identification of the problem, exploration of alternatives, and problem resolution either through short-term counseling within the EAP or referral, if necessary, to other services through the employee's insurance provider or other community resource.

For supervisors, managers, and HR/RM professionals, the focus is on developing best-practice approaches for recognizing, addressing, and preventing problematic behaviors in the workplace, thus saving the State millions of dollars in lost employee productivity. The overall goal is organizational transformation, with the C-SEAP professional acting as change agent.

Please contact C-SEAP for additional information or to schedule a time to discuss your organizational concerns: **303-866-4314** or **800-821-8154**.

The next FMLA Coordinators meeting will be held on Thursday, September 29th starting at 1:30 pm on the Ft. Logan auditorium stage. The meeting will last most of the afternoon. Please RSVP with an email to [jerry.wittmer@state.co.us](mailto:jerry.wittmer@state.co.us).