

# StateLine



## We Want to Hear from You

BY RICH GONZALES  
EXECUTIVE DIRECTOR, DPA

For the past few weeks much attention has been given to the H1N1 (Swine) Flu and the possibility of a pandemic. Particularly, our abilities to communicate important emergency information to the State workforce.

In Colorado, to address emergency situations, each state agency or department maintains a Continuity of Operations Plan (COOP). This plan has been formulated to maintain communication with its employees in crisis situations, and to keep or bring services on-line. Each of these plans have been reviewed and tested at least as recently at August of 2008, in preparation for the recent Democratic National Convention.

As DPA's role is to provide support for State agencies and departments, a large part of our COOP is focused on communicating with the State workforce and keeping you informed of policies and events that affect you. Our primary tool for getting you information is the statewide email list, through which you just received this issue of *Stateline*. This list is strictly limited to state email addresses which are harvested from the statewide payroll database (CPPS), on a quarterly basis. If you are not receiving these emails please contact your agency or department's human resources unit and ask them to enter or correct your addresses in the CPPS database. Additionally, please visit [http://mailman.state.co.us/mailman/listinfo/state\\_employees](http://mailman.state.co.us/mailman/listinfo/state_employees) in order to add your email address to the list currently in use. You will get an error stating that no such list exists; scroll down the list on the left side of your screen; click on "State Employees" and you will be taken to a screen that allows you to enter your state email address.

We also have a system in place to provide employees with emergency information through "crawls" (information that scrolls across the bottom of your screen) on television news programs, as well as announcements on radio programs. Important employee information is posted on our department's main web site, which can be found at [www.colorado.gov/dpa/](http://www.colorado.gov/dpa/). While we believe we have thought of the best means of communicating with you, we would like to hear about any suggestions you may have in this regard. Let

us know if there is an avenue of communication we have missed at [DPAComments@state.co.us](mailto:DPAComments@state.co.us).

On another topic, the first week of May is national Public Employee Appreciation week and Governor Ritter signed a proclamation naming May 3 - 9, 2009, Colorado Public Employee Appreciation Week. This proclamation was signed on Wednesday, May 6<sup>th</sup> because it was national State Employee Appreciation Day. Additionally, as State Personnel Director, I traveled to various departments and agencies in the Capitol Complex area to deliver boxes of fruit and candy to show that our employees are indeed appreciated. I realize that only a portion of the workforce is located within this area, but the first week of May is also the *last* week of the Legislative Session and therefore it was impossible for me to visit outside the downtown Denver area.

We often hear state employees express concern that those of you outside the Denver metro area are not acknowledged. We have heard you and have instituted townhall meetings across the state. Again, DPA is here to support you, so our executive management team representing our various divisions (Central Services, C-SEAP, Ombuds, Administrative Courts, Human Resources, etc.) participate in these meetings to explain what services we provide and listen to any concerns or questions you may have. This fiscal year we have visited all of the four corners of the state, and we will continue to make those visits in the future. If you would be interested in our holding a townhall meeting at your agency or department please contact Doug Platt at [doug.platt@state.co.us](mailto:doug.platt@state.co.us) or 303-866-6208. Myself or another member of our staff is also available to meet with you on an individual basis if needed; if this is the case please contact my assistant Michelle Ramirez at [michelle.ramirez@state.co.us](mailto:michelle.ramirez@state.co.us) or [DPAComments@state.co.us](mailto:DPAComments@state.co.us).

We need to hear from you; is what we are doing working; are there changes or improvements we can make to our outreach process? Please let us know by sending an email to [DPAComments@state.co.us](mailto:DPAComments@state.co.us) or [julie.postlethwait@state.co.us](mailto:julie.postlethwait@state.co.us). We will continue to request your questions and comments, and greatly appreciate receiving questions that may interest a number of state employees and can be answered in *Stateline*.

Again, we really want to hear from you, so please let us know how we are doing.



## LAW ENFORCEMENT MEMORIAL DAY MAY 1, 2009

Governor Ritter attended a ceremony at the State Patrol Academy at Camp George West in Golden to commemorate Colorado Law Enforcement Memorial Day. A memorial service takes place each year on the first Friday in May — an occasion where people across the state remember and honor fallen law enforcement officers from Colorado.



During the ceremony, the Governor laid a wreath at the base of the Colorado Law Enforcement Memorial and thanked the officers present for their service and commitment to protect the public. He also presented a proclamation declaring May 1, 2009, Colorado Law Enforcement Memorial Day.

“It is my honor to lay a wreath at the foot of the Law Enforcement Memorial,” said Gov. Ritter. “These brave men and women—and their families, deserve every ounce of gratitude we can give. They put their lives on the line to serve and protect us day in and day out; and for that, they will forever have our deepest respect and our eternal debt and gratitude.”

This year, Pueblo Police Department Officer Nicholas K. Heine, Alexandar Brighton of the Trinidad Police Department, and Jesse B. Craig, Sr. and Jacob A. Kipper of the Rocky Ford Police Department will be added to the memorial.

## A CYBER VISIT TO THE STATE ARCHIVES

The Colorado State Archives is the legal repository for selected historical and contemporary records and information generated by state and local governments. It works to ensure the preservation of the State’s permanent legal records and information and to promote their use by the citizens of Colorado.

State Archives has annual reports from many of Colorado’s agencies and departments. As Mother’s Day falls in May, we thought readers would find it interesting to review a historic document addressing Motherhood, to view this report go to [www.colorado.gov/dpa/doit/archives/digital/motherhood.htm](http://www.colorado.gov/dpa/doit/archives/digital/motherhood.htm).

Besides being very entertaining, such documents shed a light on our social memory so that we can have a better understanding of ourselves as human beings. This is only one of the fascinating documents available for you to review at the State Archives Office, which you can also visit in person at 1313 Sherman Street, B1, Denver, CO.



## NEW GOLD RUSH EXHIBITION AT DENVER INTERNATIONAL AIRPORT

Gold! The news traveled fast. There had been rumors of gold in the Pikes Peak region before 1858, but this time the reports—both true and exaggerated—from the confluence of Cherry Creek and the South Platte River caused a rush from every part of the nation. Gold and silver gave rise to the state’s mining industry, and mining is a dominant part of Colorado’s economy today. But the Colorado gold rush was only the beginning.

History Colorado proudly celebrates the 150<sup>th</sup> anniversary of the rush to the Rockies with “Colorado Gold Rush” exhibit, at Denver International Airport, on the bridge to Concourse A. You don’t need a ticket to fly to see The Colorado Gold Rush, which will be on-view until the end of August 2009.



Photo courtesy of the Colorado Historical Society

Artifacts, photographs and documents from the collections of the Colorado Historical Society help to highlight this remarkable story of boom and bust. Surviving documents bring the past to life, telling stories of the people and events that gave birth to Colorado. Maps and guidebooks mark the routes emigrants followed to the Pikes Peak region. Music and poetry express popular perceptions of the gold rush. Letters from prospectors speak of hardship and loneliness—but also the hope that their struggles would find reward.

In 1860 Denver had a population of about 800 people. By the end of the gold rush more than 35,000 crowded the region’s mining camps. The gold rush was but a moment in time—yet from it the State of Colorado grew, and within it the capital city of Denver. As Colorado grew, these towns and cities became railroad and supply centers, manufacturing sites, or seats of education, commerce, finance, health and tourism.

Gold was the catalyst that brought thousands to this rugged region, but vision, leadership, community spirit and location all played a role in keeping them here and creating the Colorado we know today.

Exhibition sponsors include Newmont Mining Corporation, AngloGold Ashanti North America, Inc., Stan and Judy Dempsey, Denver Gold Group and Royal Gold.

*History Colorado is the public programs, services and 12 statewide museums and historic sites of the Colorado Historical Society. Established in 1879, the Colorado Historical Society aspires to engage people in our State’s heritage through collecting, preserving, and discovering the past in order to educate and provide perspectives for the future. For mor information go to [www.coloradohistory.org](http://www.coloradohistory.org) or call (303) 866-3682.*

# POSITION DESCRIPTION QUESTIONNAIRES (PDQs) - WHAT DOES IT ALL MEAN?

KIRSTEN JAHN-ELFTON  
JOB EVALUATION SPECIALIST, DPA

It's been more than 15 years since the Position Description Questionnaire (PDQ) was first introduced into the Colorado State Personnel System. The PDQ is a legal document that is used for determining the proper job class, building performance management plans, designating overtime eligibility under Fair Labor Standards Act (FLSA,) documenting essential functions under the Americans with Disabilities Act (ADA), and identifying special qualifications, to name a few. Prior to the use of the PDQ, the allocation process was referred to as a "desk audit" or "job audit." It gathered relevant information needed by the job evaluator to make a determination and was based on lengthy structured interviews. The PDQ details all the information needed for a job evaluation, so there is no longer a need for "desk audits".

The PDQ is the official document summarizing the primary duties and responsibilities assigned to a position. In accordance with statute and resulting personnel rules, appointing authorities have the legal responsibility to define the job (rule 1-9) and assign duties and responsibilities to a position (rule 1-52). The appointing authority has the authority to change a position's duties at any time based on the business needs of the organization. The PDQ documents **current** duties (not past, future or projected duties) and responsibilities assigned to a position, not the knowledge, skills, abilities, or competencies of the employee or any future employee.

Generally, a unit's supervisor, under the delegation of the appointing authority, is responsible for assigning the work responsibilities and duties to each position within his or her supervision. The supervisor is also responsible for discussing the job assignment, including what is included within the PDQ, with each employee, so that the employee has a clear understanding of job expectations. If a dispute over the PDQ between the employee and supervisor arises, the supervisor's decision is final.

There are 3 circumstances when a PDQ should be initiated or updated.

- When a new position is created.
- When there are significant and permanent changes in the duties and responsibilities.
- When department practice dictates. For example, some departments require an annual review of PDQs as part of annual performance planning.

The official request for review of a position is submitted to your agency or department's human resources unit and **requires** the approval of the appointing authority as the person legally accountable for the assignment. Employees cannot request an official PDQ review from human resources (HR) without the approval of the appointing authority.

Employees must work with their appointing authority when they believe their PDQs are inaccurate or need updating. HR is not responsible for, nor has the authority to define the work or write a PDQ; this is the appointing authorities' duty. However, the appointing authority is not authorized to determine the proper class for any position.

For more information on class descriptions, the PDQ form and guide, or the State's job evaluation system, refer to the [Job Evaluation section](#) of the DPA/DHR Web site your human resources office, or contact Kirsten Jahn-Elfton at [kirsten.jahn@state.co.us](mailto:kirsten.jahn@state.co.us) or 303-866-4231.

## UPCOMING TRAINING OPPORTUNITIES

**Building a Retention Culture (May 21):** Retention of key employees in tough economic times has emerged as a business imperative. Learn skills to foster a climate and relationship that encourages people to stay. (Supervisor Certificate class)

**Smart Choices (June 8):** Making the right decisions saves money, time and reduces conflict. The Smart Choices workshop will immediately improve your decision making abilities with personnel and process issues. You will receive a copy of the book "Smart Choices".

**Performance Management: Enhancing Employee Strengths in Performance Management (June 17):** This class will help you build skills in identifying and utilizing a strengths based approach in managing employee performance. Three models for immediate implementation of your new skills will be presented and practiced. You will receive a copy of the book "Now Discover Your Strengths".

Visit the Professional Development Center webpage at: [www.colorado.gov/dpa/dhr/train/](http://www.colorado.gov/dpa/dhr/train/)



## OPEN ENROLLMENT FOR BENEFITS: MAY 14 - MAY 28, 2009

(Enrollment is for the FY10 plan year, which begins on July 1, 2009)

### Premiums

Medical and dental premiums for the upcoming FY10 plan year can be viewed at [www.colorado.gov/dpa/dhr/benefits](http://www.colorado.gov/dpa/dhr/benefits) - click on "Insurance Premiums" on the left of the screen.

### Review Next Year's Medical Descriptions

You can review the upcoming FY10 plan year medical descriptions at [www.colorado.gov/dpa/dhr/benefits](http://www.colorado.gov/dpa/dhr/benefits) - click on "Medical Insurance." Each option's FY10 description can be found at the top of the page for each option.

### Optional Life NOT Part of Open Enrollment

As a new contract for the provider for the State's optional life insurance (and basic life insurance) is still being processed, optional life insurance for employees, spouses and dependents WILL NOT be part of the upcoming FY10 Open Enrollment. Once the contract is finalized, a limited, small-scale open enrollment for optional life will be conducted. The dates for this enrollment will be announced once the contract is complete.

### Kaiser Available in Pueblo

New for FY10, Kaiser HMO will be available in Pueblo. View eligible zip codes for Kaiser HMO Southern Colorado (Colorado Springs and Pueblo) at [www.colorado.gov/dpa/dhr/benefits](http://www.colorado.gov/dpa/dhr/benefits) - click on "Medical Insurance," then "Kaiser HMO." You must live within these zip codes to be eligible for Kaiser HMO Southern Colorado.

**Questions about the medical and dental plans** (covered procedures, prescriptions, doctors, etc.) - Contact the carriers or plan administrator directly.

Great-West Healthcare, now a part of CIGNA - 1.888.788.6326 (1.888.ST8.OFCO) / [mygreatwest.com](http://mygreatwest.com)

Kaiser Permanente - 303.338.3800 / 1.800.632.9700 / [kaiser-permanente.org](http://kaiser-permanente.org)

San Luis Valley HMO - 719.589.3696 / 1.800.475.8466 / [slvhmo.com](http://slvhmo.com)

Delta Dental - 1.800.489.7168 / [deltadental.com](http://deltadental.com)

**Questions about eligibility or computer / internet access** - Contact your human resources office. Go to the [www.colorado.gov/dpa/dhr/benefits](http://www.colorado.gov/dpa/dhr/benefits) and click on "Who is my HR Contact" for a complete departmental list.

Remember, Open Enrollment is your annual opportunity to verify, update, choose and change your information and your benefits. These new dates allow you to be better prepared.



## PUBLIC EMPLOYEE APPRECIATION WEEK ~ MAY 3-9, 2009

In order to honor our state's public employees, Governor Ritter proclaimed May 3-9, 2009 as Public Service Recognition Week. He celebrated by signing the proclamation on National State Employees Day, May 6<sup>th</sup>, in the presence of employees from the departments of Personnel & Administration, Public Safety, Transportation and Revenue.



Pictured left to right: Rich Gonzales, State Personnel Director; Diane Jaques, DCS; Johnnie Abad, CDOT; Mike Honn, DPS; Governor Bill Ritter; Kirsten Jahn-Elfton, DHR; and Amparo Venegas, DOR.

## Honorary Proclamation



BILL RITTER, JR.  
GOVERNOR

**PUBLIC SERVICE RECOGNITION WEEK**  
May 3 - 9, 2009

*WHEREAS, public employees and volunteers contribute to society in areas such as education, healthcare, crime and fire prevention, energy conservation, national defense, and countless others; and*

*WHEREAS, public employees and volunteers make vital contributions to this state and its citizens that are often overlooked; and*

*WHEREAS, the work of public employees in community life is absolutely vital for our society to function; and*

*WHEREAS, the State of Colorado appreciates the dedication, talents, and contributions made by public employees and volunteers in local, state, and national government entities;*

*Therefore, I, Bill Ritter, Jr., Governor of the State of Colorado, do hereby proclaim May 3 - 9, 2009,*

**PUBLIC SERVICE RECOGNITION WEEK**

*in the State of Colorado.*

*GIVEN under my hand and the Executive Seal of the State of Colorado, this sixth day of May, 2009*

*Bill Ritter, Jr.*

Bill Ritter, Jr.  
Governor



# THE COLORADO STATE RECREATIONAL TRAILS PROGRAM

By DEB FRAZIER

COMMUNICATIONS MANAGER, COLORADO STATE PARKS

In April, The Colorado State Recreational Trails Program awarded over \$1.7 million in grants for 2009 to build, maintain, plan and support volunteer programs for multi-use, non-motorized trails throughout Colorado.

Since its establishment in 1971, the Colorado State Recreational Trails Program has actively encouraged the development of a variety of trails. Whether it's hiking, biking, horseback riding, cross country skiing - you name it - the trails program, administered through Colorado State Parks, brings statewide support and information to agencies and the public.

The best estimate on the number of trail miles in Colorado is 50,000. Trails range from urban greenways to wilderness paths. Colorado has a lot of public land and depends on tourism to sustain our economy. Trails consistently heads the list of what the public wants from public lands - which include not only state parks, but federal, county and municipal land.

The grant program is a partnership among Colorado State Parks, Great Outdoors Colorado, the Colorado Lottery, the Federal Highways Administration's Recreational Trails



Photo courtesy of Colorado State Parks. The people in the photo are all volunteers who worked for the state parks' trail program.

Program (RTP) and the Interior Department's Land and Water Conservation Fund (LWCF).

The grant component funds small and large maintenance and construction grants, planning grants and volunteer trails organization support, and training. The program brings people, resources and information together to enhance trail opportunities for all state residents and visitors by linking trail system that expand recreation opportunities, while enhancing local economies and preserving natural, scenic and cultural resources.

Colorado's extensive trail system reflects the dedication of individuals, volunteers, agencies, organizations and groups such as the State Trails Committee. The committee's nine volunteers help plan Colorado's trails and recommend funding for trails programs.

If you have never volunteered to work on a trail project - you don't know what you're missing. It's never easy but you'll have the best hot, dirty, sweaty, tough, fulfilling, gratifying time of your life! If you are interested in volunteering visit <http://parks.state.co.us/Volunteer/>.

Colorado citizens to become better informed before making tough decisions about any type of insurance. This guide will help consumers ask the right questions and find the answers they need."

The site contains basic information for people who are new to purchasing insurance, as well as nearly 100 links to specific insurance topics and consumer alerts and tips. It can be viewed at: [www.dora.state.co.us/insurance/guide/ConsumerGuide.htm](http://www.dora.state.co.us/insurance/guide/ConsumerGuide.htm)

## COLORADO LAUNCHES ONLINE CONSUMER GUIDE TO INSURANCE

Coloradans with questions about insurance have a new tool to assist them. The Division of Insurance has launched a website, The Consumer Guide to Insurance, in response to legislation passed last year.

The website guides consumers through the many choices to consider when selecting insurance including: the types of insurance available, coverage limits, a comparison of benefits offered by different carriers, premium costs and the number of complaints a company has received. Consumers also can find information about how to file written complaints if they are dissatisfied and feel an insurance company hasn't fulfilled their expectations.

"The Division of Insurance has worked hard over the last six months to produce one of the most comprehensive consumer sites in the country," said Colorado Commissioner of Insurance, Marcy Morrison. "We urge



## PERA INFORMATION

The State and our nation are facing turbulent financial times and we have received a number of inquires regarding the Public Employees Retirement Association (PERA). While state employees are members of the PERA retirement program, it is not a state entity and we cannot answer questions on their behalf.

The PERA web site may be accessed at [www.copera.org](http://www.copera.org). You may also phone them at 303-832-9550 or 1-800-759-7372

## Credit Union of Colorado C-SEAP Charity Golf Tournament Friday, June 5, 2009!

Credit Union of Colorado is hosting its 18<sup>th</sup> annual golf tournament to benefit the Colorado State Employee Assistance Program (C-SEAP) Emergency Assistance Fund. The fund helps state employees and their families in crisis situations by providing them with short-term financial assistance for bills and living expenses.

We are seeking golfers and tournament sponsors to help to make this year's charity golf tournament a success. Our first priority is to raise money for C-SEAP. Our second goal is for every tournament participant to have an enjoyable day of golf! We have worked hard to make it a fun tournament to play in, come join us.

### Tournament Information

The tournament will be held in a scramble format at **7:15 a.m. on Friday, June 5, 2009** at the Meadows Golf Club, located at 6937 South Simms Street in Littleton, Colorado.

### Cost

The cost per golfer is \$110. This includes greens fees, a golf cart for every two players, a buffet lunch and a donation to C-SEAP. Golfers may sign up on an individual basis or as a group.

### Sponsorship Opportunities

Several sponsorship packages are available to choose from. Each sponsorship includes the fees for at least one golfer, so you can enjoy playing golf and still sponsor a very worthy cause. For more information, please visit [www.cuofco.org](http://www.cuofco.org)

### Prizes

All golfers have a chance at two hole-in-one prizes. There will be various team prizes, closest to the pin, and longest drive prizes; individual prizes will be awarded for both men's and women's categories as well.

### Registration Information

We only have room for 144 golfers, so make your reservations early! Go to [www.cuofco.org](http://www.cuofco.org), click on the C-SEAP Golf Tournament Registration link and follow the registration instructions. Mail your check payable to Credit Union of Colorado with registration receipt.

All entries and fees must be received by **Wednesday, May 20, 2009**. For more information, please call the Credit Union of Colorado Marketing Department at 303-812-1872 or 1-800-444-4816, Option 4, ext 71412.



## MAY 2009 ~ COLORADO MENTAL HEALTH MONTH

Colorado Senate Joint Resolution 09-054 declares May 2009 as Mental Health Month and encourages Colorado to make mental health a priority. Considering the state of our economy and the rise of stress in America, mental health is more important than ever! If you are experiencing symptoms such as confused thinking; prolonged sadness and/or apathy; excessive fears or worries; withdrawal from friends or activities; excessive anger, hostility or violent behavior; alcohol or substance abuse; extreme highs and lows; feeling overwhelmed by daily problems or stress; or significant changes in eating or sleeping patterns please consider talking with a mental health professional or your doctor - especially when these symptoms cause you distress and interfere with your ability to function. Know that you are not alone; one in four adults in this country have a mental health problem in any given year.

The Colorado State Employee Assistance Program (C-SEAP) is available for you and your family. Please call 303-866-4314 or 1-800-821-8154 for cost-free, confidential professional counseling and/or referral.



Remember, if a person is thinking or talking about suicide or homicide, seek help immediately. You can call 1-800-273-TALK (8255) to reach a 24-hour crisis center or dial 911 for immediate assistance.

## COLORADO STATE EMPLOYEE BREAST CANCER SUPPORT GROUP

A monthly meeting for patients & survivors to connect and share their needs, concerns, and experiences

DAY: 3<sup>rd</sup> Tuesday of each month (meetings began 4/21)

TIME: 11:30 a.m. - 1:00 p.m.

PLACE: Colorado State Employee Assistance Program  
633 17th St., Suite 1120, Denver

For more information, contact support group facilitator: Randi Wood, Breast Cancer Survivor at **303-866-4314** or [randi.wood@state.co.us](mailto:randi.wood@state.co.us)



The mission of Breast Cancer Network of Strength is to ensure, through information, empowerment and peer support, that no one faces breast cancer alone [www.networkofstrength.org](http://www.networkofstrength.org)

## PRESSURE POINTS

### MANAGING WORKLOAD IN A HECTIC AGE:

When schedules are busy and workloads seem unmanageable, self care often falls off the radar screen. By the time we finish our work for the day; do all the things good parents do for their children; maintain our vehicles, houses, and yards and take care of our relationships with spouses, partners, pets, and extended family members; it is easy to set aside our needs as separate human beings. Basics like rest, nutrition, exercise, alone time, spirituality, intellectual stimulation, relaxation, and recreation can be compromised, putting individuals at risk of developing unnecessary physical, emotional, or psychological problems. To make matters worse, some of us make unhealthy choices that add to this risk, choices designed to help us escape from our problems, numb our feelings, and silence the voice inside that asks, "What about me?" Choices like drinking too much, using illicit drugs, or misusing prescription pain medications only lead to more problems.

Take a look at these statistics from the U.S Department of Labor:

- 75 percent of the nation's current illegal drug users are employed—and 3.1 percent say they have actually used illegal drugs before or during work hours.
- 79 percent of the nation's heavy alcohol users are employed—and 7.1 percent say they have actually consumed alcohol during the workday.

The most recent National Survey on Drug Use and Health shows that 8.4% of full-time workers and 10.1% of part-time workers use illegal drugs. The prevalence of heavy alcohol use is 8.8%, and the rate of binge drinking is 30.2%. Problem drinkers spend four times as many days in the hospital as the national average (primarily due to alcohol-related automobile accidents), and healthcare costs for employees who have alcohol problems are about twice as high as for those who do not. Did you know that almost half of all trauma and injury visits to hospital emergency rooms are alcohol-related? Substance abuse also plays a major role in rape and other violent crimes, including domestic violence and suicide, all of which can come to the workplace.

Given today's stressors at work and at home, it is no great surprise to learn that liquor sales are up, but the reality may not be what you think. According to Frank Coleman, spokesman for the Distilled Spirits Council, while liquor sales are still on the rise, they are growing at a slower rate than they were before the recession hit. Coleman recently said, "Whatever growth there is, is in home consumption, and not in bars or restaurants."

Apparently, since people can't afford to go out, many are drinking at home. This is a red flag. Planning to drink in advance and drinking or using other drugs while alone (different from social drinking) can be serious signs of a substance abuse problem.

The Colorado Clinical Guidelines Collaborative (CCGC) recommends that, if you are a man, you should have no more than 14 drinks per week and no more than 4 drinks in one day. (A standard drink in the U.S. contains about 14 grams of pure alcohol. One drink = 12 oz. Beer, 5 oz. Wine, or 1.5 oz. Liquor.) If you are a woman, the recommendation is no more than 7 drinks per week and 3 drinks in one day. If you are drinking beyond these limits, or if you have used drugs other than those required for medical reasons in the past twelve months, consider the impact on your health, your family, and your job. C-SEAP is available to talk with you *confidentially* about your options for counseling and/or treatment. You may also contact your healthcare provider or go to <http://www.cdhs.state.co.us/adad> for information about substance abuse resources.

The drug and alcohol problems of workers and their families cost employers hundreds of dollars per affected individual in avoidable outpatient, emergency, and inpatient hospital costs and in absenteeism, disability, and turnover. Colorado State employees have a stake in protecting the workplace from alcohol and drug abuse by being educated about its dangers and encouraging individuals with alcohol and drug problems to seek help. Every sphere of human functioning suffers when substance abuse enters the picture, including health, personal and workplace relationships, safety and productivity. Please join C-SEAP in addressing this concern. Nearly 30% of adult Americans engage in risky, problematic use of alcohol and/or other drugs, yet very few are identified or participate in a conversation that could prevent injury, disease, or more severe use disorders. When you see substance abuse in a coworker, talk about the behaviors you are concerned about with compassion and honesty. Here's an example: "I've noticed that you are often absent on Mondays, and I can smell alcohol on your breath at work several times a week. You tell me that your wife/husband/partner is always on your case about drinking. You were joking the other day about driving home in an 'altered' state. You are making mistakes at work. Do you realize that we are all covering for you? Do you know that we all care about you? Do you know how to set up a confidential appointment with C-SEAP? They can help you look at your options." Over the years, State employees have lost their families, their jobs, and, in some cases, their lives as a result of substance abuse. By talking with a co-worker in a meaningful way, you could make a difference.

Denial is a thought process in which a person does not believe that he or she has a problem, despite strong evidence to the contrary. If a friend, a family member, or a coworker comes to you and says, "Please talk with me. I'm concerned that you might have a drug or alcohol problem," be glad that someone cares enough about you to bring their concerns and observations to your attention. One way to manage a growing workload is to take care of yourself so that you will be at your best

*Please see Pressure Points, p. 8*



## STATEWIDE EMPLOYEE STATISTICS FOR APRIL 2009

	Classified	Non Classified	Totals
Filled Permanent Positions	24,154	5,320	29,474
Filled Temporary Positions	732	275	1007
New Hires - Permanent Positions	293	30	323
Deaths	3	0	3
Terminations	19	7	26
Retirements	19	1	20
Resignations	55	18	73
Layoffs	0	0	0

*These numbers include both full and part-time employees of the Executive, Judicial and Legislative Branches. Higher Education has not been included as comprehensive, statewide data is not available to DPA.*

## C-SEAP SERVICES PROVIDED STATEWIDE, APRIL 2009

Number of Clients	400
Total Client Contacts	588
Number of Workplace Consultations to Individual Supervisors/Managers	68
Number of Group-Based Organizational Development Services (Training, Mediation, Crisis Response, Problem Solving Facilitation, Work Group Performance Enhancement)	48
Number of Employees Participating/Attending Organizational Development Service	897

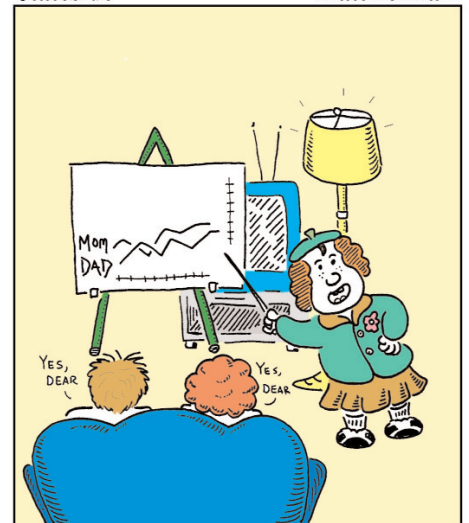
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to get the job done as accurately and efficiently as possible. Abusing drugs or alcohol can negatively impact your relationships, put your health at risk, put your safety and the safety of others at risk, and create serious job security problems for you and your family. Don't try to minimize stress by increasing your use of drugs or alcohol. Instead of trying to escape from your problems, make an effort to address them in ways that will protect you, your family, and the workplace.

Remember, **C-SEAP** is available on a confidential and cost-free basis to assist in identifying and implementing strategies that may be most helpful for you. If you wish to consult with a C-SEAP staff member, **call 303-866-4314 or 1-800-821-8154 for an appointment.**

Watch for information in upcoming Stateline "Pressure Points" articles for information about combating stress and promoting health and well-being. You are the heart and soul of Colorado State Government, and your mental health matters!

Stateside MattHolman



**"Looking at last year's sales, you both need to really start selling more cookies to your friends at work!"**