



## WORKING TOGETHER TO LEAD COLORADO FORWARD FOR A STRONG RECOVERY

By **BILL RITTER, JR.**

As we all know, the global economic crisis continues to pose unprecedented burdens on families, businesses, nonprofits, government agencies and every organization that provides services to the public. The phrase “doing more with less” has never seemed so true.

That is certainly the case for the employees in Colorado state government, and it will be for some time to come. As we move forward together, I want to let you know how much I appreciate your service to the people of Colorado.

I know that the vast majority of state employees are hard-working, dedicated public servants committed to providing the best services possible under extremely challenging circumstances. The resources available to you have never been more limited. Your computer systems are often outdated, and you are fighting upstream against a torrent of increased caseloads and demands for services.

And things will only get more challenging in the months ahead.

That’s why it is so disappointing to me to hear unfair attacks on state employees. While it’s fair game for opponents, cynics and naysayers to criticize elected leaders like myself, it’s unfortunate when state employees are the subject of ill-informed criticism.

Having already closed a \$1.5 billion budget gap, revenue shortfalls are forcing cuts totaling nearly \$400 million from the current fiscal 09-10 budget and a projected \$500 million from FY10-11. I will be announcing the FY09-10 reductions later this month. These cuts will impact virtually every corner of state government and every service we provide to the public.

As difficult as this will be, we remain in far better shape than many other states, and because our economic-development strategy has focused on modern industries such as clean-technology and healthcare, experts believe we will be one of the first states to emerge from the downturn.

The American Recovery and Reinvestment Act has also allowed us to continue providing essential public services at a time when more and more people are turning to us for help. Those services include extended unemployment benefits, emergency food supplies, Social Security assistance, healthcare, and funding for K-12 and higher education.

Without the Act, we would have been forced to shut down the Children’s Health Plan Plus program, which serves nearly 65,000 pregnant women and children. We would have had to cut thousands of people from Medicaid and reduce benefits for thousands more.

While the Act and government employees have become easy targets for attack, we must continue to work together to lead Colorado forward and position the state for a strong and sustained economic recovery.

You have my ongoing gratitude and appreciation for all that you do for the people of Colorado.

## UPCOMING TRAINING OPPORTUNITIES

Professional Development Center Featured Training Opportunities: Many other classes are available. Please visit our webpage and register early. Classes fill quickly.

**Dealing With Difficult People (8/20):** Learn skills to minimize conflict and maximize productivity.

**Progressive Discipline (8/26):** Learn the appropriate steps and application of the State progressive discipline process.

**Process Improvement 101 (9/10):** Learn seven tools for better decision making and improving work processes. (Supervisor Certificate class).

**Microsoft Office 2007 Transition (9/15):** Learn how to quickly utilize the new Office 2007 applications. (Computer stations provided).

**Microsoft Excel 2007 Level I (9/22):** Learn the basics of the most recent version of Excel. (Computer stations provided).

**Questions? Please email us at [prsnl.training@state.co.us](mailto:prsnl.training@state.co.us). Visit the Professional Development Center webpage at:**

**<http://www.colorado.gov/cs/Satellite/DPA-DHR/DHR/1185870964571>**



## 2009 Annual Compensation Report

By Rich Gonzales  
Executive Director, DPA

August 1<sup>st</sup> of every year is a date of interest for all classified employees; it is the statutory required date for submission of the total compensation recommendation known as the "letter." DPA submitted the Annual Compensation Survey Report to the Governor and members of the General Assembly's Joint Budget Committee (JBC.) This report accompanies the letter of recommendations for adjustments to state employee compensation. These recommendations take into consideration the annual compensation survey (commonly known as the salary survey), fiscal constraints and the State's ability to recruit and retain employees.

While, the Governor has already announced that there will be no salary increases for any occupational group for Fiscal Year 2010-11 (FY-11), the compensation survey would seem to indicate that *on an aggregate average*, Colorado State Employees' salaries are paid at a rate 1.3 percent higher than the current market. Therefore, DPA would not have recommend salary increases for most of the occupational groups. Additionally, as there will be no pay raises in the coming fiscal year, the market will self correct and negate any need to address this issue in the future.

At future town hall meetings discussions regarding the letter and report will be welcome. These meetings will allow for you to comment and provide your own viewpoint and interpretation of the salary survey data.

Fortunately, the State will still pay the Supplemental Amortization Equalization Disbursement (SEAD) payment to PERA. To see the specifics of this recommendation and others, please see the letter at [www.colorado.gov/dpa/news/totalcompletter.pdf](http://www.colorado.gov/dpa/news/totalcompletter.pdf)

We also recommended that the State maintain the current percentages of market contribution levels to employee health, life and dental insurance benefits; 90 percent for medical, 85 percent for dental and approximately 72 percent for life insurance. It is important to note that this is a percentage of what private sector employers are paying towards their employee health insurance premiums – *not a percentage of the cost of the insurance benefit*. In other words, if it costs \$1,000 a month to insure an employee under a private company's medical plan, and that company is paying \$750 of the premium, the State is would pay \$675 of the state employee's health insurance premium.



The process then entails the Governor's Office review of the recommendations DPA put forth and both his office and the Joint Budget

Committee will have an opportunity to review any updated information, if needed, and then make their recommendation to the General Assembly at the start of the next legislative session in January. We will continue to keep you up to date as the current and upcoming year's financial picture unfolds.

### Summer Symposia

Colorado is experiencing some difficult times and there is no doubt it is having an impact on each of us in both our professional and personal lives, which is why C-SEAP has put together our Summer Symposia. The remaining dates and topics are:

**August 14** – Fun at Work

**August 21** – The Colleague in Crisis

**August 28** – Efficiencies in State Government

Each presentation is held at noon, in the Old Supreme Court Chambers located on the second floor of the State Capitol Building at 200 E. Colfax Ave., in Denver. Your attendance is appreciated and you questions are welcome.

While it is nice to take a break and visit the State Capitol for the presentation, we recognize that not everyone can carve out the time to attend in person or you are located outside the Denver area, this is why DPA has made the seminars accessible via the web at [www.leg.state.co.us/dics/dics2009a/cslFrontPages.nsf/Audio?OpenForm](http://www.leg.state.co.us/dics/dics2009a/cslFrontPages.nsf/Audio?OpenForm)

If you are unable to attend or watch the session live, each session is also posted to the web, so you can watch any session at anytime that is convenient for you. Just click on: <http://www.dpasymposium.blip.tv/> and select the session or topic that interests you.

Let us know if you have found the symposia useful, and if you would like us to host future sessions and what topics you would find helpful. Send you comments to [DPAComments@state.co.us](mailto:DPAComments@state.co.us).

### 2009 STAR AWARDS

The Governor's State Top Achievement Recognition (STAR) Awards are back, but due to the financial difficulties we are all facing the event will be a bit different this year. The nomination and selection process will be the same and we will still be recognizing employees from all branches of state government, but the award ceremony will be held at the State Capitol so attendees will not have to purchase a lunch to participate. Most importantly, award winners will receive trophies and statewide recognition of their outstanding efforts on the behalf of Colorado and its citizens.

The nomination process will again be paperless and all nominations must be approved by your agency or Department Executive Director or the equivalent. Once the nomination process is in place we will get the word out, so please watch for STAR Award information from your Human Resources Offices and Public Information Officers.



## CHILD SUPPORT ENFORCEMENT DIVISION: MAKES GIVING A WAY OF LIVING

BY MARGIE MCINTYRE

CSE OFFICE MANAGER/DIRECTOR'S ASSISTANT

Recently, Governor Ritter declared August 2009, as Child Support Enforcement Month. Child Support Enforcement (CSE) is a division within the Department of Human Services (DHS), and is staffed with some truly generous state employees that genuinely care about the needs of the children of our state. Following is just a brief review of their voluntary efforts this past fiscal year.

In the summer of 2008, CSE collected and donated six overflowing boxes of school supplies and donated them to the Loyola Grade School in Denver. The school was referred to CSE by United Way as a needy school in the metro area.

In November and December of 2008, the State CSE office erected a "Giving Tree" and decorated it with winter gear (i.e., hats, scarves, mittens, gloves, etc.) for kids. CSE staff then teamed with the State's Food Assistance staff (also of DHS), who collected toys and books for needy children. Together they donated an entire truck full of items, which were delivered to Court Appointed Special Advocates (CASA) for Abused and Neglected Children. Within a week of delivery, CASA held an open-house for all CASA volunteers, Guardians Ad Litem, and caseworkers who distributed the items to children in need.

In May 2009, CSE held a Food Drive and collected 144 pounds of food that was donated to the Arvada Community Food Bank "Backpack Program" to benefit children who receive free lunch at school. The Food Bank provides these children with backpacks filled with food on Friday afternoons, so they don't go hungry during the weekend. On the day of the Food Drive, \$70 in cash donations were also collected and split between C-

SEAP Emergency Assistance Fund in support of their co-workers and their families, and Sacred Heart House of Denver, a non-profit that helps single mothers and their children become self-sufficient.

At their Division Meeting in July 2009, the staff held a 15-minute baby shower in support of Newborns-in-Need, a program sponsored by Denver Health Medical Center. The program provides New Baby Welcome Bags to needy mothers to aid in their transition from hospital to home. The CSE staff collected seven large boxes of baby essentials and donated them to the program.

The CSE staff does all this because **they really do care about kids.**



Colorado Department of Human Services Child Support Enforcement Division Staff.

### SSNs REQUIRED FOR SPOUSE, DEPENDENT CHILD BENEFITS

As part of a federal mandate, the Centers for Medicare and Medicaid (CMS) recently began requiring group health plans to report the social security numbers (SSNs) of employees' enrolled spouses and dependent children. **To meet this requirement, the State is adopting a policy of requiring SSNs for any spouses and dependent children with medical or dental insurance.** It will apply to those with current coverage, as well as any employees enrolling in coverage for the first time.

Current employees with spouse and/or dependent medical or dental coverage who have not already provided SSNs will have until **September 12, 2009 to provide this information.** These employees will be contacted directly via U.S. mail about this requirement. If the SSNs are not provided by this date, spouse and dependent children coverage *will be cancelled.* Providing SSNs will protect the State from



CMS fines of \$1000 per day, per person without a listed SSN. Currently, there are approximately 2600 spouses and dependent children without SSNs in the state's plans, which is a potential fine of \$2.6 million *for just one day* of non-compliance.

Employees needing to add an SSN for a spouse or dependent child can accomplish this one of two ways:

- Go to [www.colorado.gov/dpa/dhr/benefits](http://www.colorado.gov/dpa/dhr/benefits) to add the SSNs in the online Benefits Administration System (BAS). Instructions on adding an SSN into the system can be found by clicking on "Instructions to Add an SSN." Access the BAS by clicking on "Enroll / Change Your Benefits."
- Contact your agency's human resources (HR) office. Personnel can enter the SSNs into the BAS. You can find your agency's contact at [www.colorado.gov/dpa/dhr/benefits](http://www.colorado.gov/dpa/dhr/benefits) - click "Your department's HR/benefits personnel" for a statewide list.

Please help the State comply with this federal mandate by ensuring that you have provided the required SSNs.



## Employee Council Raises Funds For Working Together



This past month the Department of Personnel & Administration's (DPA) Employee Council hosted a number of bake sales in order to raise funds for the Working Together Foundation. Over the course of one week, Council members sold baked goods ranging in price from twenty-five cents to one dollar and were able to raise an astonishing \$500! The funds were presented to Working Together Board President Karen Fassler at a get-together honoring the hard work of the council members. Upon receiving the check, DPA Employee Council treasurer Fassler replied "Thank you; you just paid an employee's rent for the next month."



Working Together Board President Karen Fassler receives \$500 check from DPA Employee Council treasurer Maggie Leiman.

The foundation helps state employees who are going through crisis such as unexpected injuries, uninsured medical emergencies, natural disasters, the impact of crime, or dire domestic situations. The most common reason an employee needs help from Working Together is due to a medical condition. The most common use of the funds is for housing.

For more information about the Working Together Foundation, making donations, or volunteer opportunities, call 303-831-8645 (voice message) or go to

[www.state.co.us/dhr/wt](http://www.state.co.us/dhr/wt).

Working Together is a non-profit foundation established in 1992 by a group of state employees who wanted to help fellow state employees with emergency financial grants in times of crisis. Now more than ever, our co-workers need the safety net that Working Together provides.

Please note that Working Together has no office or staff so contact with the foundation itself is limited to voice messaging.

### MEDICAL INSURANCE SUPPLEMENT AVAILABLE FOR LOW-INCOME STATE EMPLOYEES

***If Eligible, You Must Apply for the Supplement by August 14, 2009***

The supplement for medical insurance will again be available to qualified low-income state employees with dependent children. The supplement will be used to reduce the cost of medical insurance for the FY10 Plan Year (July 1, 2009 - June 30, 2010) for qualified and approved employees.

Find more information on this year's supplement program and access the online application system at [www.colorado.gov/dpa/dhr/benefits](http://www.colorado.gov/dpa/dhr/benefits) - click on "FY10 Medical Insurance Supplement Program."

***Who is it for?***

The supplement is for low-income employees with dependent children currently enrolled in one of the State's medical insurance options, as well as those *not* currently enrolled. Employees not enrolled, but who are approved, will be given an opportunity to enroll in one of the state medical options. Access the Web site listed above to review the *minimum qualifications* for this program.

***How much of a supplement?***

The amount of supplement for individuals is unknown, as that amount will depend on the total number of approved applicants. The

more approved applicants there are, the smaller the supplement for each individual.

Not everyone who meets the minimum qualifications will receive the supplement, as the money is to be awarded based upon demonstrated need, according to the statute that governs this program. Those applicants who are awarded the supplement should not expect the supplement to completely cover *all* of their medical insurance premiums. It is more likely to cover *only a portion* of the premium.

***What's the purpose of this program?***

The 2007 statute authorizing the program is designed to address the cost of medical insurance for low-income state employees with children. Part of the reasoning behind the program is the fact that state employees are not eligible for CHP+, the federal program to help insure the children of low-income families. The money for the program comes from the State's share of the settlement from the federal tobacco lawsuit.

***Questions? Limited computer / Internet access?***

Employees with questions or limited computer / Internet access should contact their agency benefits or human resources (HR) offices. Personnel in these offices can answer questions, as well as offer assistance in accessing and completing the online application. If you don't know how to contact your agency's benefits or HR office, use this list, or you can call 303.866.3434 / 1.800.719.3434 to find out.





## THE H1N1 FLU AND YOU

By NANCY ENYART

DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT

As we head into the annual influenza season the Colorado Department of Public Health and Environment is preparing for the challenge presented by both the seasonal flu, which kills 36,000 people in the US every year, and the novel H1N1 flu, a new strain of flu that we first encountered in the spring and incorrectly identified as "swine flu." This new strain proved to be very contagious and quickly developed into a pandemic, by definition "an epidemic of infectious disease that is spreading through human populations across a large region; for instance a continent, or even worldwide."

But, regardless of the particular strain of virus, it is still the flu, and although it may be more widespread this year, the prevention and treatment messages remain the same as those we give every year. There are everyday actions that can help prevent the spread of germs that cause the flu.

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand cleaners are also effective.
- Avoid touching your eyes, nose or mouth. Germs spread this way.
- Try to avoid close contact with sick people.

If you are sick with flu-like illness, CDC recommends that you stay home for at least 24 hours after your fever is gone except to get medical care or for other necessities. (Your fever should be gone without the use of a fever-reducing medicine.) Keep away from others as much as possible to keep from making others sick.

There is no vaccine available right now to protect against novel H1N1 virus. However, a novel H1N1 vaccine is currently in production and may be ready for the public in the fall. But there is a vaccine for the seasonal flu that should be available by September and we encourage people to get their seasonal flu shot as soon it is available. For additional information, the federal government has two websites devoted to H1N1: [www.flu.gov](http://www.flu.gov) and <http://www.cdc.gov/h1n1flu/>.

There is the possibility that as much as 40% of the public may be affected by the flu this year. People will be sick, will be caring for sick loved ones or will be staying away from their daily activities so as to avoid exposure to the flu. This will create a significant strain on both the public and private sectors. To deal with this we encourage preparedness both for individuals and for groups. Our website at [www.cdphe.state.co.us/epr](http://www.cdphe.state.co.us/epr) has information on pandemic influenza in general as well as H1N1 specifically.

In order to be better prepared, people need to be as informed as possible when new information becomes available. In addition to our website and the CDC site, we encourage everybody to join the COHealth Google group at <http://groups.google.com/group/cohealth>. This is the site where we are posting a daily summary of all of H1N1 updates. CDPHE is sharing the most accurate information as we become aware of it so that all of our partners, public and private, individual and group, are able to make informed decisions in dealing with this year's flu season.

More information and fact sheets are available at <http://www.cdphe.state.co.us/epr>.

### WORK-LIFE EMPLOYEE DISCOUNT PROGRAM

Looking for a way to save money during these challenging economic times? You can take advantage of a variety of product and service discounts available to state employees through the Work-Life Employee Discount Program located at [www.colorado.gov/dpa/discounts](http://www.colorado.gov/dpa/discounts)

### STATELINE WANTS TO HEAR FROM YOU!

If you have any comments, concerns, questions you want answered or want to share a story idea, drop us a line at any of the following email addresses:



[stateline@state.co.us](mailto:stateline@state.co.us); [dpacomment@state.co.us](mailto:dpacomment@state.co.us); or [julie.postlethwait@state.co.us](mailto:julie.postlethwait@state.co.us)

### CDOT MAKES A WISH COME TRUE

Earlier this summer, the Colorado Department of Transportation made a wish come true for Brenton, a 9-year old boy from Texas, who is battling cancer. Brenton's wish was to visit Colorado and to drive through the Eisenhower Tunnel. Crews from the Eisenhower Tunnel not only met Brenton's wish, but gave him and his family a detailed tour of the Eisenhower Tunnel, far meeting their expectations.



As the family said, "We saved the best tour for last." They were truly amazed by this engineering feat and Brenton was able to take a ride in the Eisenhower Tunnels fire truck. in the fleet.



## PRESSURE POINTS

The following article was authored by Ruth M. Glenn, MPA, Director, Domestic Violence Program, CDHS, OBHH

### Domestic Violence ~ and the workplace

Colorado and state employees have faced the reality of domestic violence. We witnessed the death of a state employee and a police officer due to domestic violence and these are just two instances of the many that have occurred in our state in recent weeks.

As state employees, it is critical that we know what domestic violence is and how we best take action, if appropriate. When a co-worker is the victim of domestic violence it has an impact on the workplace. Every year, according to a Justice Department study, approximately 18,700 violent workplace events are committed by an intimate of the victim: a current or former spouse, lover, partner, or boyfriend/girlfriend. The reality of this statistic is that domestic violence is one of four types of situations that classify as workplace violence.

In addition, co-workers, are often left feeling helpless, frustrated, and angry when another coworker is being or has been victimized; this becomes a workplace issue.

#### Who is affected by domestic violence?

Domestic violence occurs in all types of families and relationships. There are no cultural, economic, or age indicators for perpetrators or victims of domestic violence. Many studies show that women are most often the victims of domestic violence, but men can also be victimized.

#### What is domestic violence?

Domestic violence is a pattern of behavior one person (perpetrator) uses to gain power and control over his or her partner. Power and control is maintained by use of intimidation, threats, emotional and verbal abuse, physical attacks, sexual assault, and homicide. When domestic violence enters the workplace it may be in the form of harassment and stalking. In some instances co-workers and the work environment itself can become vulnerable due the perpetrator committing acts against co-workers and the physical workspace in the efforts to maintain control of the victim.

#### When does domestic violence happens at the workplace?

Most frequently, those who commit domestic violence do so in privacy. Sometimes, for various reasons, the domestic violence escalates outside of the home. This is when you will most likely witness these acts in the workplace. Victims of domestic violence are vulnerable in this setting and in most instances the perpetrator of this crime can find the victim at work. This is when the work place becomes most impacted. With good safety and risk measures already in place, security checkpoints, good lighting, procedures for

those who have protection orders and such, preventing domestic violence from impacting can be accomplished. If domestic violence does create an impact, it is helpful to understand how others as well as the victim are feeling and responding to the situation. Above all, any workplace violence is unpredictable, but most specifically, we very rarely can predict when domestic violence will occur in the workplace.

#### What should we do?

When and if domestic violence “spills” into the workplace, there should be procedures in place to assist employees as they deal with the issue. Domestic violence as well as other workplace violence issues, often leave coworkers fearful, angry, and frustrated which often results in many other workplace issues, long after the violence has subsided.

#### Key things to remember:

- Victims and abusers do not talk openly about the violence and it is often not immediately revealed.
- Victims are not to blame for the violence at home or in the workplace.
- Support and appropriate referral, if known soon enough, can assist domestic violence victims and co-workers.
- In most instances, determining how and if domestic violence will come to the workplace is unpredictable.
- Zero tolerance in the form of prevention is the first key to ensuring safety for victims and the workplace.
- Development of strong policies/procedures is critical in addressing this workplace concern.

It is crucial that domestic violence be seen as a serious workplace issue. It is a preventable problem, like other workplace issues. If you or a co-worker need more information or assistance, there are resources available for victims, the workplace, and co-workers.

C-SEAP 303-866-4314  
 Confidential counseling and referral, financial assistance  
 Workplace violence risk reduction, urgent intervention  
 Conflict resolution, workshops/training  
<http://www.colorado.gov/dpa/eo/eap/index.htm>

State Domestic Violence Program (Dept. of Human Services)  
 303-866-2855  
 Resources, training, general information  
[www.colorado.gov/cdhs/dvp](http://www.colorado.gov/cdhs/dvp)

Colorado Coalition Against Domestic Violence 303-831-9632  
 Resources, referral, general information  
[www.ccadv.org](http://www.ccadv.org)



## STATEWIDE EMPLOYEE STATISTICS FOR JULY, 2009

	Classified	Non Classified	Totals
Filled Permanent Positions	23,998	5,227	29,225
Filled Temporary Positions	1,289	330	1,619
New Hires - Permanent Positions	126	62	188
Deaths	2	0	2
Terminations	17	3	20
Retirements	26	6	32
Resignations	73	28	101
Layoffs	1	3	4
<b>Total Separations</b>	<b>119</b>	<b>40</b>	<b>159</b>

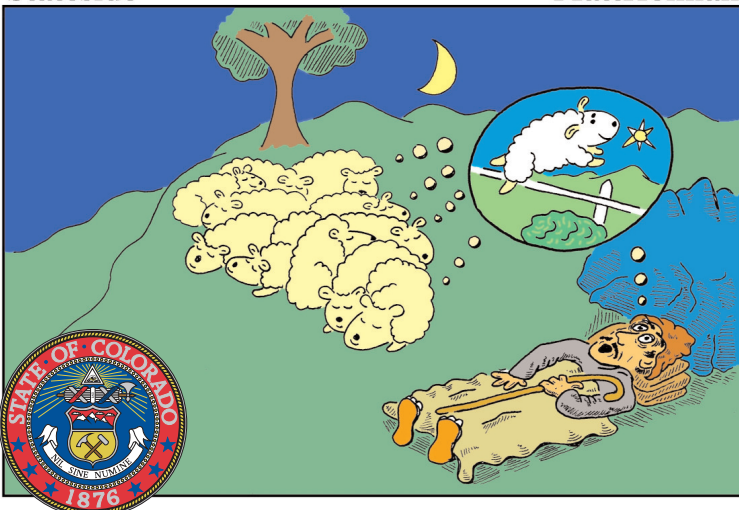
*These numbers include both full and part-time employees of the Executive, Judicial and Legislative Branches. Higher Education has not been included as comprehensive, statewide data is not available to DPA.*

## C-SEAP SERVICES PROVIDED STATEWIDE IN JULY, 2009

Number of Clients	397
Total Client Contacts	524
Number of Workplace Consultations to Individual Supervisors/Managers	85
Total Workplace Consultation Contacts	147
Number of Group-Based Organizational Development Services (Training, Mediation, Crisis Response, Problem Solving Facilitation, Work Group Performance Enhancement)	37
Number of Employees Participating in Organizational Development Services	384
<b>Total Number of Clients, Workplace Consultations and Organizational Development Participants</b>	<b>866</b>

Stateside

MattHolman



### COLORADO STATE EMPLOYEES BREAST CANCER PEER 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

**TIME :** 5:45 - 7:00 p.m.

**PLACE :** Colorado State Office Building  
12157 West Cedar Drive,  
Lakewood

For more information please contact the support group facilitator Randi C. Wood at 303-866-4314 or via email at [randi.wood@state.co.us](mailto:randi.wood@state.co.us).