



## BIG ACCOMPLISHMENTS IN 2010 LEGISLATIVE SESSION; CHALLENGES AHEAD

BY BILL RITTER, JR

With the 2010 legislative session now concluded, it is time to take stock of all we accomplished and look ahead to the challenges before us.

Without question, one of our biggest achievements was keeping the state budget balanced. I again want to thank state employees for their contributions and sacrifices in helping to make this possible. As we learned from the June revenue and economic forecasts, the worst is certainly behind us, but we will continue to face difficult choices in the months ahead.

Together, we will continue to protect essential services and position Colorado for healthy and sustainable economic growth in the future.

In that regard, the 2010 legislative session brought unprecedented bipartisan advances for the New Energy Economy, education reform and a host of other priorities.

Colorado's leadership in the New Energy Economy will bring tens of thousands of good jobs to Colorado over the next decade as we continue to establish a template that other states can follow when it comes to strengthening energy, economic and environmental security.

The Colorado Clean Air-Clean Jobs Act is now the nation's first statutory plan to replace old, dirty and inefficient coal-fired power plants with cleaner-burning natural gas. And House Bill 1001 gives Colorado the second-highest renewable energy standard (30 percent by 2020) in the nation.

This legislative session also brought significant gains in education reform, including Senate Bill 191, which will lead to excellent educators in every classroom and every school in Colorado.

We also continued to demonstrate leadership in healthcare by addressing cost, quality and access challenges in both our public and private health systems.

This legislative session proved yet again that Colorado is a national leader on so many fronts. While jobs and the economy remain our *Number One* priority, running a responsible, effective and accountable state government is equally important.

My thanks to all state employees for your role in serving as responsible stewards of taxpayer dollars.

Sincerely,

Bill Ritter, Jr.  
Governor

## SOS'S MIKE SHEA RECEIVES NATIONAL AWARD



*"Not only is Mike Shea a dedicated state employee, he is also a military veteran; above is a photo of Shea serving in Iraq, in 2003."*

This past March, Mike Shea, Director of the Licensing and Enforcement Division for the Colorado Secretary of State, received national recognition for his efforts to ensure Colorado's Notaries Public receive the necessary education to perform their duties. Due to Shea's years of dedicated effort Colorado is at the forefront of establishing current and comprehensive standards for our nation's Notaries

Public. Most recently, he was instrumental in the drafting and passage of a statute mandating notary recordkeeping standards for Colorado's 110,000 Notaries Public.

Established in 1957, the National Notary Association (NNA) is the leading authority on the American Notary office and is dedicated to educating, serving and advocating for the nation's 4.8 million Notaries. NNA established the Annual Fong Eu Achievement Award in 1979, in order to recognize individuals who have improved the standards, image and effectiveness of the office of Notary Public in the United States. Mike was presented the award at the annual convention on June 16, in Chicago.

Special thanks and appreciation to Mike Shea for leading the way.

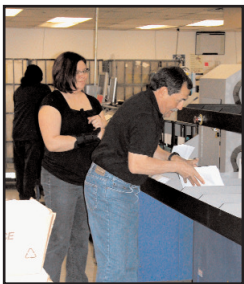


## TAKE YOUR BOSS TO WORK DAY

BY RICH GONZALES  
DPA EXECUTIVE DIRECTOR

As many of you already know the first week of May has been set aside for national recognition of public employee appreciation week and the Wednesday of that week is a day specific to state employee recognition. I have expressed my admiration of the expertise, dedication and can-do-attitude of our state workforce several times and this year I got the chance to learn first hand just how taxing some job duties really are in DPA's "Take Your Boss to Work Day" event.

Weeks ago, we sent DPA employees notice that they could have their Executive Director - that would be me - spend time doing their job while they supervised. While we had a number of replies, but the most intriguing came from Rachel Gallegos in the State Mail Room and the most charming came from Claudia Stevens who works in Fleet. Rachel expressed an interest in having me work on the PTI (letter sorting machine) and Claudia said she had a stack of filing she had been unable to get done due to the many demands on her time. We notified Rachel and Claudia that I would be spending an hour or two doing their jobs and arrangements were made.



Rachel showed a lot of patience with me - but I was most impressed with her ability to keep a straight face while I struggled to keep up with the mail sorter.

While our mailroom supervisor advised me that I should wear tennis shoes, I was not prepared for what awaited me at the mail sorting station. Shortly after I met Rachel and she gave me the run-down, the sorter started and I became a character in a sitcom - you know the one where Lucy and Ethel take a job in a candy factory and are tasked with boxing candy that comes flying down a conveyer belt - well I was living that experience, only without the chocolate. I spent maybe an hour working the mail sorting station and let me tell you it was exhausting. I was not alone in this experience, our PIO Julie Postlethwait joined me in this endeavor and between the two of us we just barely managed to keep the process going - with Rachel

jumping in more than a few times to avert disaster. After we had been released and were standing there trying to catch our breath and dry the sweat from our brows, Rachel explained that she worked the station everyday for eight hours a day and that she did it alone. Let me say right here that Rachel has earned my utmost respect not only for her physical stamina but also her mental fortitude or returning everyday to face that beast.

After I had regained my ability to speak, I had a chance to talk to Dan Zamora, who runs the

computer that reads the addresses and shoots each envelope into the correct slot for the appropriate zip code. Dan explained that the sorter reads nine images per second. That's right, in the amount of time it takes most of us to sort through our daily email Rachel and Dan have sorted several thousand pieces of mail. Each month DPA sorts and mails out 1,250,000 pieces of mail and delivers tens-of-thousands pieces of mail to state agencies across the State. Our mailroom is a state-of-the-art mail center that saves the State an estimated \$1.5 Million each fiscal year.



After Rachel release me from service, Dan explained to me just how fast the mail sorter works.

While I have often spoken about how much respect and gratitude I have for frontline employees, I had forgotten one of the most enjoyable aspects of frontline work - the camaraderie. Many of you know that I was the Denver Fire Chief for 14 years, but what you may not know is that I started out with the fire department in 1972, and let me tell you that had it not been for the ability to lean on my fellow fire fighters and in turn back-them-up when needed, I would never have been able to pursue my twenty-nine-year career with the fire department. Don't get me wrong, as rookie I received a tremendous amount of ribbing and the initiation rituals were indeed humbling. But I knew that it was just part of the process of becoming a member of the team; a team that eats together, sleeps together and has each other's backs in life and death situations. Working together with Rachel and Julie on the mail sorting station brought back the same feeling of camaraderie. Working closely with others to achieve a common goal - in this instance not being eaten by the mail sorting machine as well as doing a much needed service for the State - made me miss those days when I worked side-by-side with my fellow firefighters. In the mailroom, we were there for one another and just knowing that I wasn't battling that mountain of mail alone kept my panic at bay. It was perfect timing for me to have this experience; in my



You have no idea just how happy I was to see the stack of filing that awaited me in the state fleet offices. This is something I not only knew how to do, but I didn't risk pulling any muscles getting the job done.

day-to-day work life I don't often get an opportunity to work so closely with others. As State Personnel Director I spend a lot of time working on the classified personnel system, but very little time working with the personnel. Take Your Boss to Work Day was a rare treat that allowed me to get back to the basics and work with people rather than policy and paperwork. I want to thank both Rachel and Claudia for inviting me to work with them and all the others who took the time to train and work with me. I know that this experience is a scenario that is played out everyday, in every agency; namely dedicated people

who take pride in their hard work.



## PERA CONTRIBUTION INCREASE - TAKES AFFECT JULY 1, 2010

### Changes to PERA's Member Contribution Rate

Beginning in July, PERA members working for state government will see an increase in their member/employee contributions to Colorado PERA. This is a result of Senate Bill 146 (SB 10-146), which Governor Ritter signed on March 31<sup>st</sup>. The bill was sponsored by the Joint Budget Committee as a budget balancing bill and was part of the Governor's November budget proposal. The Bill made the following changes to state employee contributions:

- In the State Executive and Legislative Branches (excluding State Troopers) the member contribution is increased from 8.00 percent to 10.50 percent. The employer contribution rate is decreased from 10.15 percent to 7.65 percent.
- For State Troopers, the member contribution rate is increased from 10.00 percent to 12.50 percent. The employer contribution rate is decreased from 12.85 percent to 10.35 percent.
- In the Judicial Branch, the member contribution rate is increased from 8.00 percent to 10.50 percent. The employer contribution rate is decreased from 13.66 percent to 11.16 percent.

The contribution changes are a temporary, one-year modifications that will end on June 30, 2011. The change is expected to save the State of Colorado more than \$37 million.

Employer or member contribution rates in the School, DPS, and Local Government Divisions are **not** impacted by SB 146.

### Working After Retirement Contribution Changes

Under Senate Bill one (SB 10-1), retirees who return to work for PERA employers will be required to make contributions at the same rate as members working for that employer.

For example, after January 1, 2011, a retiree who is working after retirement for a school district will have 8.00 percent taken from their paycheck for the working retiree contribution. (The school district will contribute an additional 14.75 percent.)

These working retiree contributions are nonrefundable and will not be used to build on the retiree's benefit. The contribution will not be deposited into the member contribution account; instead it will be placed in the trust fund for the appropriate division.

### PERA INFORMATION

While state employees are members of the Public Employees Retirement Association (PERA) program, it is not a state entity and we cannot answer questions on its 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.



## Colorado Lottery Launches New Game: Mega Millions

Colorado residents now have the chance to win big jackpots four days a week; on May 16<sup>th</sup>, the Lottery launched Mega Millions, a Jackpot game with a starting top prize of \$12 million. The game is structured like Powerball, with players winning the jackpot by matching six numbers in a drawing. Ticket buyers can select their own numbers or can have the system automatically generate numbers. The game is meant to complement Powerball, the Lottery's other mega Jackpot game.

ing up to sell the game, which is expected to generate \$8.4 million in revenue during the last six weeks Fiscal Year 10. In FY11, the game is forecasted to reach \$61.5 million in sales.



For more information visit the Lottery's web site at [www.coloradolottery.com](http://www.coloradolottery.com).

Drawings are held on Tuesdays and Fridays. Beyond the jackpot, Mega Millions also offers other prizes ranging from \$2 to \$250,000. Created in 1996 as the Big Game, Mega Millions had been played mainly in states with larger populations on the East Coast. But late last year, the states operating the Powerball and Mega Millions jackpot games reached an agreement in principle to begin cross-selling their products in all U.S. lottery jurisdictions. The two games are now sold by 38 lotteries nationwide.



The Colorado Lottery Commission provided approval for the Colorado Lottery to sell Mega Millions at its February meeting. The Lottery has spent the last few months gear-

### 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:

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

**Please be sure to put STATELINE in your email subject line**

# WORKING OUTSIDE OF CLASS – WHAT DOES IT MEAN?

BY KIRSTEN JAHN-ELFTON  
 COMPENSATION SPECIALIST, DPA

*What does it mean to be working outside of class?* This is a question that has been asked more frequently, especially when hiring and allocation freezes and layoffs are a reality. In fact, all of us will work outside our classes at one point or another on a temporary basis. Director’s rule 2-7 stipulates that if an appointing authority makes substantial and permanent changes to the assignment of a position, the appointing authority must send the updated job description or position description questionnaire (PDQ) to the HR office for review within six months. There is a misconception that this rule demands that if an employee has not received a promotion for doing new or more duties within six months that they are not required to perform those duties. That is simply not true.

Under Director’s rule 1-9 the appointing authority has the legal authority to “define the job”. This means that the appointing authority can change a position’s duties at any time, based on business need. Only the appointing authority has the legal authority to change and define the assignment of a position within his or her span of control. Director’s Rule 2-7 simply guarantees that when an appointing authority decides to permanently alter a job assignment, he or she must send the updated PDQ to the HR office within six months.

These days, the need for employees to take on more work is a reality and often a business need. When vacant positions are not being filled, due to a hiring freeze and budgetary constraints, this creates more work for employees to complete. A temporary (not meant to be permanent) assignment of more of the same type of job duties does not warrant an official revision of the PDQ or subsequent HR review. If additional duties are permanently assigned to a position that are similar in scope and responsibility to existing duties, then an update to the PDQ may be in order, but not necessarily a reallocation. Volume or “more of the same” is not a basis for allocating a position to a higher class. Further, if a position permanently takes over some duties or tasks that were previously performed by a position in a higher class, it does not necessarily mean a higher class for the position now assigned the duties.

When there are significant and permanent changes made to a position by the appointing authority that would warrant a possible reallocation, there may be valid reasons why an action is not processed right away, such as lack of budget, a hiring or a allocation freeze. The General Assembly recognized that actions can be delayed for a number of reasons when it passed the statute decades ago stating that there would be no claim to any salary increase until more than 12 months have passed between the official HR reallocation effective date.

The lack of budget or authority to process allo-

cations does not stop the need to assign, shift, or even create new duties that must be performed within existing resources and staff. It is the employee’s responsibility to perform the assigned job duties of their position and it is the appointing authority’s responsibility to ensure that goals and expectations, along with any tools or training needed to meet those goals are provided. Whether or not a specific task is in a position’s PDQ does not preclude the appointing authority from assigning and expecting the employee in the position to perform the duties.

*What if the work unit, division, or department is reorganizing and job duties are unknown for over six months?* The six months referenced in Director’s rule 2-7 applies when permanent changes are made to the job assignment – not for temporary, unknown, or prospective job duties. In a reorganization, it is recommended that the appointing authority complete and implement all changes before finalizing the PDQs. Once the appointing authority has decided on the permanent changes, the PDQs must be sent to HR within six months.

With freezes and layoffs a part of our reality, it is important for everyone to remember that we still need to perform our assigned duties, even if it is more than we used to do. We are all in this together and regular communication and performance planning is even more important than ever.

For further guidance, please contact Kirsten Jahn-Elfton at [kirsten.jahn@state.co.us](mailto:kirsten.jahn@state.co.us) or 303-866-4231.



**THERE IS STILL TIME TO PARTICIPATE  
 IN THE CCDHH SURVEY**

The Colorado Commission for the Deaf and Hard of Hearing is conducting a survey about the CCDHH. This is an opportunity to provide feedback and direction in order to help sustain and improve the Commission and their Office.

Please find 5-10 minutes in the next few days to answer the online survey at [www.surveymonkey.com/s/V3MBNTL](http://www.surveymonkey.com/s/V3MBNTL).

The survey will close on Friday, June 25th. If you cannot take the survey today, please copy this email and place it on your calendar to remind you to participate.

Thank you for taking the time to provide invaluable feedback to the CCDHH.

## NEW PERSONNEL RULE CHANGES

The public hearing regarding changes to the State Personnel Director’s administrative procedures (rules) was held on February 18, 2010. Following consideration of the testimony and written comments received, the Director adopted changes to 1-51, 1-70, Chapter 5, and 8-78, to be effective on May 1, 2010, and well as changes to Chapter 11 to be effective July 1, 2010.

**Chapter 1** changes involve definitions in 1-51 on independent contractors and 1-70 to remove unpaid leave as a reason to adjust service dates.

**Rule 2-7** clarifies requirements and responsibilities around official job descriptions and adds the opportunity for an employee to request an evaluation of his or her position when permanent changes have been made and the position has not been evaluated within the previous 12 months.

**Chapter 5** on time-off was rewritten. Many of the changes reorganize, simplify, and consolidate rules. The new rules also reflect changes to federal regulations related to family/medical leave and state law related to leave sharing, qualified volunteers, volunteer firefighters, and parental involvement in K-12 academic activities. Highlights of other changes include:

- Prohibits requiring an employee to maintain a specified leave balance (such as a minimum amount of leave), except for purposes of leave sharing or a corrective/disciplinary action.
- Adds a requirement for the department to pay forfeited annual leave hours when an appointing authority cancels approved leave resulting in the forfeiture of that leave.
- Clarifies the ability of an appointing authority to send an employee home when that employee comes to work with an illness or injury which impacts the employee’s ability to perform the job, or could impact the safety of others. The language also describes how leave will be charged in such situations.
- Deletes the requirement that an employee be at work or on paid leave through a termination date for payment of earned leave; Deletes the requirement to adjust leave earning rates for every 173 hours of unpaid leave; and states that leave earning is not prorated during make whole (using accrued paid leave to make up the difference between worker’s compensation payments and gross base pay).
- Removes the requirement that an employee be in paid status the scheduled workday before or after a holiday.

the amount of leave needed, while the appointing authority verifies the relationship and grants the requested leave. Removes the prohibition on the use of bereavement leave for settling an estate. This rule does not change the appointing authority’s ability to deny bereavement leave if unable to validate the relationship.

- Requires departments to determine whether or not they will grant administrative leave for community and school volunteer activities, and requires departments to communicate this policy.

**Rule 8-78** corrects the mailing address for disputes that fall under the State Personnel Director’s jurisdiction to reflect the new consolidated filing process. Under the process put in place last July, all disputes are mailed to the State Personnel Board. Disputes for the State Personnel Director are forwarded by the Board staff to the Division of Human Resources. The only exception would be for appeals of eligibility for group benefit plans; these must be mailed directly to the Director.

**Chapter 11** on benefit plans was rewritten and will be effective on July 1, 2010, the beginning of the new FY11 plan year. Many of the changes reorganize, simplify, and consolidate rules, as well as ensure legal compliance. Part of the purpose was to clearly define authorities and expectations of various parties for benefits – the State Personnel Director, departments, and employees. Highlights of some of the changes are listed below.

- Adds same-gender domestic partners as dependents to comply with state law.
- Adds the Director’s mailing address for eligibility appeals for state group benefit plans. Clarifies the standard for overturning an eligibility determination, stating that the decision will be overturned only if “found to be arbitrary, capricious or contrary to the rule or law.” It also changes the deadline to file an appeal from 20 to 31 calendar days and extends the deadline for the Director to issue the decision from 45 to 90 days.



- Allows up to 40 hours of paid bereavement leave be made available for permanent employees at the time of death of a family member or other person. The change clarifies that the employee is responsible for requesting

### 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)

## Professional Development Center



## Upcoming Training Opportunities

### ATTENTION LEARNERS

Two different types of learning **Online computer training** and **Fact-to-Face Computer Classes**. Check with the training center web site for the wide variety of topics taught as well as specific information on these or any class: [www.colorado.gov/dpa/dhr/pdc](http://www.colorado.gov/dpa/dhr/pdc)

**CPR: Heart Smart Certified Cardiopulmonary Resuscitation Program (July 14, A.M.)** In this half-day class, participants will learn how to perform CPR in a way that stresses the fundamentals and minimizes detailed, technical protocols. After completing the class, participants will be able to: recognize life-threatening emergencies, provide rescue breathing, perform compressions, perform the "Heimlich Maneuver," perform CPR according to the most recent national guidelines, and receive a one-year certification in CPR. The class is limited to 35 participants. \$30.

**\*\*NEW\*\* - WEBINAR: Roth IRA Conversion - The 2010 Opportunity (July 14, Noon)** This 45-minute webinar is designed to help investors learn the differences between traditional and Roth IRA's. On completion of the webinar, investors will be able to determine if they should open a Roth and/or convert existing funds to a Roth. \$15.

**Business Writing Skills - Level I (July 14, P.M.)** In this half-day workshop, participants learn the skills necessary to write clear and concise business letters, memos, and emails. After completing the class, participants will be able to identify the proper form of written communication, compose a clean and concise business letter, write appropriate memos and emails, and identify simple grammatical errors. Topics included in the class are: a grammar lesson, a punctuation lesson, and subject, pronoun, and verb agreement. Participants will be provided with question and answer time and a written review. \$169.

**Project Management in the Real World (July 15)** This one-day project management fundamentals workshop is designed to introduce participants of all experience levels to proven techniques, methods, and lessons learned through real-live project examples. Participants will use open, interactive, shared learning techniques, and team exercises to apply what they have learned. Participants learn how to organize their work for improved productivity using project management tools and techniques. \$185.

**The Respectful Workplace (July 22, A.M.)** In this half-day workshop, learn what constitutes a respectful workplace and practical skills for attaining a respectful workplace. In addition to individual development, this workshop is a great team-building exercise and intact teams are encouraged to attend. (Supervisory Certificate class.) \$100.



**Managing From the Middle (July 27)** This one-day class is designed to help supervisors, leaders, and managers enhance communication up and down the ladder and utilize influence to motivate and meet expectations. Participants will build skills in handling conflict and making decisions even while not having all the power. \$195

**Financial Fitness for Colorado State Employees (July 28, A.M.)** In this three-hour class, participants learn about short- and long-term financial management and about how to balance competing financial demands. Participants will receive assistance in mastering personal finances and constructing sound financial plans. \$50 per Individual / \$75 per Couple.

**Financial Fitness for Colorado State Employees - Pre-retirement (July 28, P.M.)** In this three-hour class, participants learn how to get their financial houses in order and make informed choices about PERA Pension Payout options, service credit purchases, and insurance concerns. Participants learn about preserving capital and managing retirement savings in varied market situations. All employees are encouraged to attend, especially those within five years of retirement. \$50 per Individual / \$75 per Couple.

**Performance Management: Setting Performance Standards (July 29)** In this one-day workshop, learn how to set up criteria and develop methods to define and use performance standards for your most important processes, practices, and projects, as well as for your daily, routine work tasks \$125.

**Smart Choices: A Guide to Making Better Decisions (August 4)** Workers are often faced with important, tough, or complex decisions. Making the right decision saves money, time and reduces conflict. In this one-day workshop participants will sharpen their decision making abilities by improving skills for determining objectives, creating alternatives, and determining consequences of those alternatives. Participants will receive a copy of the book "Smart Choices." \$185.

**Building A Retention Culture (August 5)** In this one-day workshop, learn the importance of retaining excellent employees, as well as strategies and skills for building a retention culture. (Supervisory Certificate class.) \$185.

**\*\*NEW\*\* - University of Colorado at Denver Certified Public Manager (CPM) Program** - The CPM is a nationally accredited management development certification designed for leaders in government and the non-profit sector. The on-line and in-residence sessions provide professionals the opportunity to gain the knowledge and skills necessary to become stronger leaders, managers, and supervisors. To obtain the costs and more information about the CPM program use the following link: [www.ucdenver.edu/academics/colleges/SPA/Academics/LeadershipPrograms/CPM/Pages/default.aspx](http://www.ucdenver.edu/academics/colleges/SPA/Academics/LeadershipPrograms/CPM/Pages/default.aspx)

Questions or to view the many additional courses offered please email us at [prsnl.training@state.co.us](mailto:prsnl.training@state.co.us) or visit the Professional Development Center webpage at:

[www.colorado.gov/dpa/dhr/pdc](http://www.colorado.gov/dpa/dhr/pdc)

PRESSURE POINTS



UNIVERSAL POLICY

PURSUANT TO EXECUTIVE ORDER D 023 09

Governor Ritter signed Executive Order D 023 09 (to view this Executive Order click on the "Workplace Violence" EO on the bottom of the Stateline web page) on October 7, 2009 requiring the establishment of a Universal State Policy to address workplace violence, including domestic violence affecting the workplace. In April 2010, the Universal Policy (UP) became a reality declaring that the State does not tolerate violent behavior or the threat of violent behavior, including domestic violence affecting the workplace, by anyone toward state employees, members of the public, state property, or facilities (a link to the Universal Policy may also be found at the bottom of the main Stateline page.) Congratulations! You work for a state that cares about the safety and well being of all.

As defined by the UP, "violent behavior" means any act or threat of physical, verbal, or psychological aggression or the destruction or abuse of property by any individual. Threats may include veiled, conditional, or direct threats in verbal, written, electronic, or gestural form, resulting in intimidation, harassment, harm, or endangerment to the safety of another person or property. "Domestic violence," which can seriously affect the workplace, means an act or threatened act of violence upon a person with whom the actor is or has been involved in an intimate relationship. (A relationship need not be sexual to be considered "intimate.") Domestic violence also includes any violent behavior against any person or property, including an animal, when used as a method of coercion, control, punishment, intimidation, or revenge directed against a person with whom the actor is or has been involved in an intimate relationship. Domestic violence includes stalking and cyberstalking.

Prevention is about action. Our success in preventing workplace violence is directly linked to our collective effort to maintain a safe working environment. The first step is to challenge attitudes that undermine shared effort. Sometimes people unwittingly condone threatening, intimidating or violent behavior because of mistaken beliefs such as:

- "He/she doesn't really mean to upset people." (Workplace violence is primarily about behavior. How often can one person know another person's true intentions at any given moment?);
- "That's just the way he/she is." (This creates an excuse for unacceptable behavior. Because a person has a history of behaving in ways that intimidate others, and because others have allowed that behavior to continue, does not excuse current behavior.)
- "His/her violent behavior will pass like it always does." (In reality, the risk of recurrence increases with the number of acts.)
- "The risk of making him/her angry by reporting/addressing the behavior is greater

than the risk of ignoring the behavior." (If employees, or even managers, are afraid to deal directly and honestly with the behavior, this is a sure sign that the behavior is problematic and should be addressed.)

- "His/her behavior doesn't impact me, so it's "none of my business." (Remember systems theory; violent behavior impacts everyone eventually. Even more important, what you do or don't do when you become aware of violent behavior impacts everyone else.)
- "Domestic violence is always a private matter, even if one person has threatened to come after another person at work." (It is not uncommon for the abuser to seek out the abused partner at work, endangering not only the victim but possibly coworkers as well. This can be addressed by recognizing domestic violence that may affect the workplace, responding appropriately, and referring victims and abusers to State and community resources, including C-SEAP.)

Your department will be providing you with information, policies, procedures, awareness/prevention training, and resources related to workplace violence, including domestic violence affecting the workplace. As you read the materials and attend the training, please remember that workplace violence never occurs in a vacuum. Report any witnessed or reported acts of violent behavior as defined in the Universal Policy, and be a part of this statewide effort to keep the workplace safe. If you have questions, please talk with your appointing authority, contact your HR office, or call C-SEAP for confidential consultation at 303-866-4314.

C-SEAP GOLF TOURNAMENT  
A SUCCESS



Credit Union President Terry Leis, presents C-SEAP Director Randi Wood with the Tournament proceeds.

Credit Union of Colorado held its annual Charity Golf Tournament to benefit the Colorado State Employees Assistance Program (C-SEAP) on June 4, 2010, and raised over \$10,000 for the C-SEAP Emergency Assistance Fund.

C-SEAP's Emergency Assistance Fund helps state employees and their family members who are experiencing financial hardships with short-term financial assistance while longer-term solutions are found. The fund helps with much-needed every day living expenses like groceries, utility bills, and medical expenses.

The tournament was a success due to the support and generosity of the participants and sponsors. Credit Union of Colorado would like to thank them for their support.



**C-SEAP SERVICES PROVIDED STATEWIDE**

	April	May/M
Number of Clients	435	397
Total Client Contacts	603	521
Number of Workplace Consultations to Individual Supervisors/Managers	63	49
Total Workplace Consultation Contacts	108	97
Number of Group-Based Organizational Development Services (Training, Mediation, Crisis Response, Problem Solving Facilitation, Work Group Performance Enhancement)	39	19
Number of Employees Participating in Organizational Development Services	481	269
Total Number of Clients, Workplace Consultations and Organizational Development Participants	979	715

**HOW CAN I GENERATE LESS WASTE AT WORK?**

What do the following actions have in common: purchasing bottled water for a meeting, printing e-mail messages and other documents on only one side of the paper, using single service cups for your morning coffee or tea? The answer is that they all waste natural resources and cost money. State agencies are tasked with addressing this issue through the governor’s new Greening Government Executive Order D 2010-006.

So how, as a state employee, should you go about reducing waste? For beginners, take a look at what you do on a daily basis.

Are you still printing every single document and e-mail message that comes across your desk? Not everything needs to be printed and filed; try electronic-filing on your computer. Not only does it save paper, but it makes documents easier to find when you need them down the road. Let’s face it, though; sometimes we need to print. In this case, be sure to print your documents so both sides of the paper are used. Were you aware that paper costs have increased approximately 45 percent since 2004? Even if your agency is meeting the governor’s goal of reducing paper at your agency by 20 percent, you still haven’t even made up for the price increase over the past six years. Take a look at how you use paper, and see if you can reduce your use even more. The Department of Public Health and Environment has decreased its use of paper by 25 percent since 2004 and continually searches for ideas from other state agencies to reduce use further. If you can, send your newsletters electronically, review documents by using track changes on your computer, offer outreach materials to your clients electronically before you send them a hard document and, most importantly, ask yourself before every print job: “Do I really need a hard copy?”



How about those ubiquitous water bottles that show up at every meeting you attend? Start setting out a pitcher of water and reusable glasses for meeting attendees. This not only saves money, but reduces the use of precious natural resources. It’s great to recycle empty water bottles, but let’s first work on generating fewer to recycle. Remember the three Rs: reduce, reuse and then recycle. The new Greening Government Executive Order states: “State agencies should avoid purchases of bottled water except in these situations: where water supply is unavailable; bottled water is needed to protect safety and health; and for use in emergencies.”

It may be unavoidable to generate some waste while at work, but we should all have a goal of zero-waste. Most waste items we generate at work can be easily recycled. If your agency does not offer recycling, speak to your building operations staff or Greening Government representative about starting a program. Most programs today offer single stream recycling, which means everything, from paper and cardboard to glass, plastic and aluminum cans, all goes into the same container. The items are collected and sorted before being processed into new materials. This may get your agency to a 35 or 40 percent diversion rate on waste, but if you want to meet the governor’s Climate Action Plan goal of 75 percent reduction at state agencies, you’re going to have to do more. The next step for most agencies will be to incorporate a comprehensive composting program. A recent waste audit conducted at the Department of Public Health and Environment showed that 81 percent of the material disposed of in the trash could have either been recycled or composted. To learn more about how to begin a composting program at your agency, read the results of the Department of Public Health and Environment’s pilot compost program at [www.cdphe.state.co.us/OEIS/greengov/](http://www.cdphe.state.co.us/OEIS/greengov/).

These are just a few ideas for employees to implement at work. For more information on reducing waste, go to the governor’s Greening Government Web page at program at [www.cdphe.state.co.us/OEIS/greengov/](http://www.cdphe.state.co.us/OEIS/greengov/)