

CONNections

A publication of the Department of Administrative Services Human Resources Business Center Volume 2, November 2000

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An HR base

Human Resources Database combines resources for easy use

Statutes. Regulations. General Letters. No one ever said that the information needed to be a human resources professional would be easy to find. DAS is working to change that.

For the past year or so, DAS' Anne Pomeroy Dixon, Dick Omohundro, and Shari Grzyb have worked to consolidate statutes and regulations pertinent to human



DAS' Shari Grzyb (right) teaches Carla Kushin how to use the new HR database.

resources issues, compensation items, management personnel policies, general

see HR base on page 4

Making a career out of HRLC

The HR Learning Center has kicked off its fall and winter course schedule with some new additions to the curriculum.

On top of the already popular ADA, FMLA, Workplace Violence and Sexual Harassment Prevention classes, the HR Learning Center has introduced, among other courses, the Talent Management System.



The Talent Management System consists of four separate classes – CareerPower, CareerPower for Coaches, Love 'Em or Lose 'Em, and Mentworking. These courses empower employees to set realistic goals and strategies to improve their careers, and build coaching and mentoring relationships that allow state employees to develop and retain valuable employees.

see HRLC on page 3

Official Memoranda Information

#00-022

date issued: 9/25/00
Status of General Letter
Review Project



#00-021

date issued: 8/22/00
General Letter No. 31 – Working Test
Period Extensions



#00-020

date issued: 8/15/00
General Letter No. 30 – Impact on an
employee's personal leave time
following a change in employment
type



#00-019

date issued: 8/11/00
Form 301 for PARS



#00-018

date issued: 7/21/00
Updating the Vacancy Register



#00-017

date issued: 7/21/00
PARS Summary Forms A and
PARS rosters



#00-016

date issued: 7/12/00
Longevity schedule for executives



#00-015

date issued: 6/28/00
Salary Increases

For more information on these memoranda,
visit the DAS website at:
[http://www.das.state.ct.us/HR/om/
bhrmdir.htm](http://www.das.state.ct.us/HR/om/bhrmdir.htm)

Spotlight on training

Workplace Violence Prevention Legal Issues

Workplace Violence Prevention issues continue to be a top focus for state human resource professionals. As of September 2000, approximately 500 human resources professionals have been trained on workplace violence topics such as: prevention strategies, conducting investigations, legal issues, and conducting threat assessments. Additionally over 300 supervisors and managers have attended training on their responsibilities in the workplace.

On Thursday, October 26, several human resources professionals gathered for Workplace Violence Prevention training on legal issues and how they impact the role of the human resources professional. Trainer Frank Rudewicz, Esq. of Decision Strategies Fairfax International has been the chosen vendor for the state since last year.

Laurie Adler from the Office of the Attorney General spoke on the legal requirements of the Freedom of Information Act. She highlighted Section 19 of Public Act 00-69 that gives security exception to FOI i.e., keeping certain material private to deter giving out information that may endanger the safety of employees. Also in attendance was Paul Bodenhofer from the Office of Policy and Management Office of Labor Relations for presenters and attendees to use as a resource for specific state employee related questions on collective bargaining issues.

The class then discussed a hypothetical case study involving a fictional human resources professional confronted with a myriad of questions surrounding an employee's conduct. The interactive scenario included whether or not to do background checks, possible drug abuse, and performance issues.



Instructor Frank Rudewicz, Esq.

The course also covers hiring procedures, arrest/conviction records, impact of the Americans with Disabilities Act, rights of privacy, and defamation of character.

The Human Resources Learning Center is offering a variety of classes on workplace violence prevention. If you would like more information, please contact Kathleen Sullivan at (860) 713-5231.

Partnering with ConPELRA

On November 15, 2000 from 8:00 - noon, the CT IPMA Chapter will partner with the ConnPELRA group to offer a half-day training session focusing on diversity in the workplace. This event will be held at the Hawthorne Inn in Berlin and will begin with a full breakfast buffet and will feature a panel discussion about recruiting with an eye toward diversity. Guest speaker Saranne Murray will focus on the legal aspects of a diverse workplace. Call Caroline Beitman at (203) 630-4037 for more information.

CORE-CT and DAS

The State of Connecticut has announced that Andersen Consulting will be its consulting partner for the Requirements Definition and Software Selection phase of the Core-CT project. DAS' Rick Miarecki, Anne Pomeroy Dixon, and Lina Simonu will be an integral part of coordinating this effort.

Miarecki has been appointed one of the directors of the CORE-CT initiative and Anne Pomeroy Dixon is on the change management team for the human resources functions and a backup to Rick. The change management team will participate in the Joint Application Design (JAD) sessions to pinpoint major business process changes, identify issues, and develop the change management plan, which includes business process change assessment, a communications plan, and training strategy.

Lina Simonu is the subject matter expert and will provide expert knowledge for the appropriate business processes, act as a representative for agencies and departments, and will be heavily involved in JAD sessions.

DAS' Cathy Daly and David Krayeski have been appointed to the Human Resources Advisory Committee.

"I cannot stress how proud I am of these employees," said Commissioner Barbara Waters. "DAS continues to promote itself as a leader in state government and their involvement and importance in this sweeping statewide project speaks volumes about the talents and abilities that are found here."

HRLC continued

CareerPower reinforces the idea that an employee's career is his or her own responsibility, and gives employees the tools to plan and implement a program for continuous professional development and growth. *CareerPower for Coaches* assists managers and supervisors in building a distinct set of skills so they can support employees and help them grow professionally and realize their career goals. *Love 'Em or Lose 'Em* increases employee retention by providing practical strategies that each manager can immediately implement while coaching and managing their employees, and Mentworking, a combination of mentoring and networking, fosters a climate where productive, ongoing, supportive relationships develop among people at all levels of the agency.

"The CareerPower program has been a big success," said trainer Cheryl Sawina. "We've trained almost half of the agency and wanted to keep the program moving so we've introduced new courses." Because of the success of these courses, DAS will be extending CareerPower training to outside agencies. "For a long time, other agencies were very curious about CareerPower and how to get training. Now we can market to other agencies for all state employees," said Sawina.

In addition to the Talent Management System classes, the HR Learning Center is offering a number of new courses in its fall/winter brochure. Two new workplace violence prevention courses have been added: Conducting Threat Assessments and Conflict Management. Also, Lina Simonu has joined the HR Learning Center trainers with her incredibly popular new course, Fundamentals of SERS - a training course for state human resources professionals on the State Employees Retirement System

(SERS). For more information on HR Learning Center, contact Andrea Frankl Keilty (860) 713-5267 or Kathleen Sullivan (860) 713-5231

Course Schedule

CareerPower - 12/4
Room G38-A, 8:45 a.m. - 4:00 p.m.

CP for Coaches - 11/20
Room G38-A, 8:45 a.m. - 4:00 p.m.

Love'Em or Lose'Em - 12/14
Room G38-A, 8:45 a.m. - 1:00 p.m.

Development Plan
Lunch and Learns - 11/9 and 12/19
Room G38-A and G38-B respectively
11:30 a.m. - 1:30 p.m.

Mentworking - TBA after 1/01

NOTE: All workshops will be held at the State Office Building, 165 Capitol Ave., Hartford. For more information, please contact Cheryl Sawina at (860) 713-5246.

CONNECTIONS

CONNECTIONS is published on a bimonthly basis by the Department of Administrative Services Communications Office. The goal of the newsletter is to share information and advances being made in the human resources field and communicate these findings to all state human resources professionals.

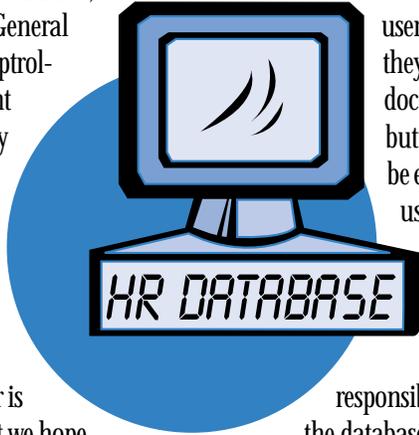
The editor accepts suggestions and submissions for publication, however, articles may be edited for length and content.

Governor John G. Rowland
Commissioner Barbara A. Waters
Editor John A. McKay

E-mail articles and suggestions to:
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letters, and more into one organized database. Future aspirations include indexing bargaining unit contracts, Office of Labor Relations General Notices, Office of the Comptroller memoranda, retirement plan information, and any other appropriate material as well so all of these resources are available to users statewide.

“What we have done so far is really just the base of what we hope to accomplish down the road,” said Human Resources Business Center’s Shari Grzyb. “Eventually, we will transition this database to an online resource for state human resources professionals and will be able to link entire manuals, brochures, and all written material concerning HR business rules to this database.”



Here’s how it works: The database indexes reference material by topic, sub-topic, and subject. Each field is searchable by key words. As you search a specific HR topic, all related statutes, regulations, general letters, memos, etc. are sorted and users may click on whichever reference they wish to review. The actual document appears at the click of a button. Searches will also be able to be executed by a “search box” where users may type in key word(s) and the reference material will again be sorted and accessible.

DAS Human Resources will be responsible for updating and maintaining the database. All of the information available to users is the most current information available. While ensuring the records in the database are accurate, DAS will also be maintaining historical documents “behind the scenes” so that all records will be kept electronically. Historical documents will be available upon request to avoid confusion between current and obsolete information. This is essential if DAS is to keep the information “clean,”

but also be able to have complete records at users fingertips.

Grzyb subscribes to a number of listserv mailing lists and is hopeful that as new information concerning HR policy/procedure is distributed, the database will be updated promptly to reflect these changes.

“I believe it is going to be a great asset to all HR professionals statewide. Having worked a different agency setting prior to coming to DAS, I know there is an overwhelming need for this type of tool. I’m really excited to be a part of this project. Marsha Liburdi, Lisa Chasse, and Marilyn Lafontaine also deserve recognition for their part in this endeavor. Without all of us working together, with Anne and Dick, this database would not be possible,” she added.