

# CONNections

A publication of the Department of Administrative Services Human Resources Business Center

Volume 2, March 2001

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## 100 Days and Counting

And then there were 71.

With the launch of DAS' one hundred days Corre-CT campaign last month, the agency has focused on eliminating archaic and unnecessary guidelines and regulations, particularly in Human Resources and Procurement.

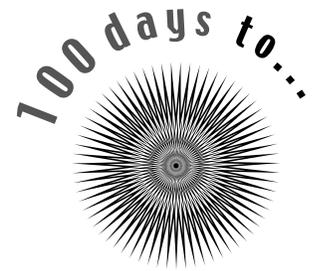
"It's important to recognize the success we have already had," said Commissioner Waters. "So when a major stride is made we'll be hosting celebratory pep rallies not only to recognize the employees that made it possible, but also to benchmark and get a visual picture of where we are."

Dr. Martin Anderson emceed such an event on March 1, just 29 working days into the project.

HRBC's Mickey Hickerson, Nick Visone, Pam Libby, Shari Gryzb, and DAS Procurement's Carol Wilson reported on their progress in reformatting class titles, modifying and updating the job class database, constructing a new classification database, investigating new tactics for re-employment, and looking at statutes that can be eliminated or modified to human resources functions easier.

"There has just been a flurry of excitement with this project," said Commissioner Barbara Waters. "I

*continued on page 4*



**...correCT**

## Preventive Medicine

"We're simply trying to raise awareness," was Dave Lynn's overall message at the workplace violence prevention training HRBC hosted last month. "Experts in this field agree that without awareness, even clear warning signs can go unnoticed and awareness training programs have proven to reduce workplace violence for employers across the nation," he added.

"If we highlight a few of the early warning signs to look out for, it really gets people thinking and makes them more sensitive to possible cues," he added. Through Governor Rowland's

Executive Order No. 16, it is now mandatory for state employees to have training on workplace violence prevention.

Every Thursday morning since January 18, Dave Lynn and Deb Hearl have been raising the level of consciousness of workplace violence through their lecture, related experiences, and training videos.

"It really helps drive home the fact when I relate my own experiences with workplace violence, and remind people of certain incidents including the Oklahoma City bombing and the Connecticut Lottery



*Preventive measures: HRBC's Deb Hearl and Dave Lynn*

*continued on page 2*

# Official Memoranda Information

#00-028

date issued 12/19/00

Item No. 362-E



#00-027

date issued 12/19/00

NP-3 (Clerical) Salary Schedules



#00-026

date issued 11/30/00

Administrative & Residual (P-5)  
Seniority List Update



#00-025

date issued 11/27/00

Deferred PARS payout and  
related information



#00-024

date issued 10/24/00

Contract Award - PARS certificates



#00-023

date issued 10/17/00

P-5 (Administrative & Residual)  
salary schedule



#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

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

## Could you taste the difference?

People are still talking about their favorite dishes...and asking for the recipes!

More than 200 employees contributed everything from appetizers, entrees, and desserts to the *Taste of DAS*, in recognition and celebration of the agency's rich diversity.

Diversity Council's Janis Nome said she hoped this would encourage people to "view their co-workers with a new perspective, and bring about a fresh dialogue about our differences, similarities, and beliefs."

"The turn out was more than we had dreamed of," said fellow Council member Diane Donato.

"The dishes represented such diverse backgrounds and cultures, it was exactly what we were trying to accomplish."

The Diversity Council sponsored the *Taste of DAS* on March 2 to kickoff the upcoming diversity training on March 19 through April 30.

Each employee will attend one three-hour session encompassing all aspects of diversity such as age, gender, sexual orientation, religion, and race.

Federal Property

Distribution's Carolyn St. Paul said, "My friend Jean Desrosiers and I really enjoyed the taste of DAS. I couldn't believe all the food. I think I tried just about everything. The collard greens were great...I had never had them before. I vote to have this again next year. Great idea!"

FSC's Sonji Fonseca said,

"People over here are still

talking about it. Everyone is comparing his or her favorite dishes - Spanish rice to collard greens; sausage and peppers to curried chicken, and spring rolls to beef patties."

Deanne Shapiro of LifeSkills, one of the diversity trainers, said she was overwhelmed and delighted with the luncheon.

"A *Taste of DAS* told us volumes about the spirit of DAS and the cooperation needed to put on such an event. It also told us about the spirit of inquiry...people were genuinely interested in learning more about other cultures," she said.

"DAS is the only agency that has done anything like this. I might add that DAS is also the only agency that is treating diversity training as a celebration and not dental surgery!" Shapiro said.

Commissioner Barbara Waters thanked all who helped: Diversity Council, Communications Office and Coordinators, Property Management, decorators, cleaner- uppers, and the 200 employee 'caterers.'

"This dream of a day became real only because so many of you cared enough to pitch in. I know that you spent your personal time and money on this celebration. What wonderful generosity and spirit! You really make this a special place to be," Waters said.



Above:  
LifeSkills  
associates  
enjoy DAS  
diversity  
first-hand.  
Right:  
Diversity  
dishes  
abound to  
kickoff  
upcoming  
training



### Preventive continued

incident," said Lynn.

Right now Lynn and Hearl have trained approximately 180 DAS employees with 80 more signed up for future classes. "That leaves about 100 employees who have *not* signed up for training," said Hearl.

"We can't emphasize enough how important this training is and for employees not to assume that they don't need it," said Hearl. "Also, a workplace violence prevention program will only be successful if all employees are trained and participate in the process."

Other topics covered in the lecture include: what to do if you witness or are exposed to a threatening or intimidating situation, reacting and responding to a phoned-in bomb threat, and how to identify suspicious packages or letters.

## Management Update Updated

A few years ago, a newsletter called *Management Update* was circulated to state managers and supervisors. Well, *Management Update* has been *updated*. Welcome *What's News*, an informative, colorful, and completely revamped version of *Update*.

*What's News* will provide information about current developments in employment law for managers, supervisors, HR professionals, and Affirmative Action Officers. It will include recent court rulings on the Americans with Disabilities Act and Family and Medical Leave Act, harassment and discrimination decisions, new federal regulations, and more. It will also cover upcoming training offered by the HR Learning Center and lectures for managers and supervisors to attend.

"It's important for managers, supervisors, and human resources personnel to know the most recent information on employment law issues - not only to better perform their jobs and protect themselves and their agencies from liability - but also to inform employees on the implications of the law as it relates to them," said *News*' editor Sandra Sharr, Esq. "However," she cautioned, "the newsletter is not intended to be a substitute for individual professional legal advice on a specific case. Individual problems must always be reviewed by a professional on a case-by-case basis, taking into account the particular facts and circumstances surrounding the case."

"I hope that managers and supervisors will find the newsletter a helpful tool. I look forward to their feedback and to any suggestions for topics they would like to see covered in the future," said Sharr.

The first issue is due out in the spring of 2001. If you would like to be added to the distribution list, please e-mail your mailing information to [laura.breux@po.state.ct.us](mailto:laura.breux@po.state.ct.us).

## Do you know how long your company should keep various types of employment-related records?

from [www.monster.com](http://www.monster.com)

Definitely not forever: Imagine the storage nightmares and cost of warehousing. But records should be kept longer than a day, a week, or even a month. The major federal and state labor and employment laws specify records that must be kept by an employer and the timeline for retention, filing, and destruction of those records.

For instance, under the Americans with Disabilities Act (ADA), employers must keep "personnel records" (such as applications, compensation records, promotion, demotion, etc.) for at least one year after the record is made or the described action is taken, whichever occurs later.

Requests for accommodation by an individual with a disability are also considered employment records and must be kept for one year after the record is made. Similarly, workers' compensation records must be kept for five years, including all forms and records required by the Occupational Safety and Health Act (OSH Act). Each state has its own rules and regulations regarding workers' compensation, so employers must check with their state for specific information.

Any medical record for a worker or applicant, whether under the ADA, Family and Medical Leave Act, or workers' compensation, should be kept separate from personnel files. Access to medical information should be by necessity only. Employers should check with legal counsel for the appropriate guidelines for employment-related records.

## Join the team and find a cure!

A team from DAS and IPMA will join thousands of women, men, and children to help the Susan G. Komen Breast Cancer Foundation, Connecticut Race for the Cure, raise funds and awareness on Saturday, May 12, 2001 in Walnut Hill Park, New Britain, CT.

Deb Atkinson is captain of the IPMA team and Phil Karas is captain of the DAS team.

Seventy-five percent of all race proceeds stay here in Connecticut to support public awareness and education, the screening and treatment of medically underserved women, along with support and outreach programs.

The remaining 25% of the proceeds are combined with funds from the Komen Race for the Cure events held throughout the United States to fund breast cancer research nationwide, education initiatives, and innovative breast health projects.

Events on the day of the race include: Kid's K; Men's 5K Run; Women's 5K Run; 1 Mile Walk, and 4K Walk.

Employees interested in being on the DAS team, please contact Phil at 713-5211. If you are a member of IPMA and would like to join, please contact Deb at 713-5266. Registration is \$15.00 (Kids 0 - 12, \$5.00) - Please contact Phil or Deb no later than April 9.



## 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:  
[john.mckay@po.state.ct.us](mailto:john.mckay@po.state.ct.us)

100 days continued

can't remember the last time I saw so much activity with amazing results in such a short time."

For these teams to do their jobs more smoothly, SLC has been lending its facilitating services. Any Corre-CT team that needs help in organizing and facilitating meetings can use SLC as a resource. "We've sharpened our skills and are willing to lend a hand to the project," said SLC Director Cathy Daly.

Procurement's Carol Wilson couldn't help but be impressed with the activity and achievements already made. "This meeting has given me a lot of ideas and motivation to think what else we can do in the procurement office to streamline some of our own functions."

Anderson encouraged attendees and their coworkers to use the DAS suggestion box, located on the DAS Intranet to submit suggestions on how to streamline agency processes. "This doesn't just involve a few employees," said Commissioner Barbara Waters. "We're encouraging everyone to look at what they do on a daily basis, and ask, "How can I make this better?"

## DAS Certifies Two More

IPMA's certification program has a public sector focus, as HR professionals operating in a public sector environment face situations and challenges not present in a private sector setting. Now, two of DAS' own are IPMA-CP certified. Both Diane Mazar-Roberts and Dr. Martin Anderson have successfully fulfilled the criteria to receive their designation as International Personnel Management Association Certified Professionals (IPMA-CP).

The certification program consists of two parts:

One, a behavioral component based on the IPMA HR Competency Model, plus a written examination and successful completion of the exam will be required for certification. And secondly, narrative that demonstrates technical capability through experience.

The IPMA HR Competency Model was developed to enhance the human resource practitioner's performance, by encouraging professional growth and excellence in areas identified as critical to ensuring exemplary organizational performance. There are twenty-two competencies contained in the Model.

Congratulations to you both. For more information, please contact Sarah Shiffert, Senior Director, Association Services IPMA, at [sshiffert@ipma-hr.org](mailto:sshiffert@ipma-hr.org) or (703) 549-7100.

## Directions.com

Directions to the State Office Building at 165 Capitol Avenue, Hartford and all examination sites can now be found at the DAS Human Resources examination website ([www.das.state.ct.us/exam](http://www.das.state.ct.us/exam)). Customers, as well as staff, will be able to go to the DAS website and find directions to the exam site they have been scheduled at. These directions also have a link to the Yahoo website for that exam location. Through the Yahoo connection, customers can get a map to the site from major roads in the area and enter their home address to get specific and detailed driving directions from their home to the test sites. The Yahoo site also provides customers with hotels/motels in the area.

In the future, this will replace the need to include directions with scheduling letters. Not only is this an excellent resource, but it will reduce the number of calls to DAS pertaining to directions and locations.