

A personnel touch from DAS

It wasn't a meeting of the United Nations, but it was a very interesting meeting of two countries. HRBC's Peter Rozantes, Sue Lizee, Mary Sullivan, and Jeanne Gray met with a Georgian delegation from the World Affairs Council of West Hartford to exchange ideas on human resources strategies and concepts.

Since independence from the former Soviet Union, Georgia is striving to build a professional civil service.



The delegates are charged with the task of learning about the US civil service system and applying what is relevant to their own country. "We are looking to the United States and Great Britain as role models," said one member. "We report and make suggestions directly to our government officials."

The delegation listened to a brief history lesson on how the civil service program originated in the United States and the trials and tribulations it encountered. The delegation found this information very useful, saying that in other lectures they attended, speakers only spoke about what was currently going on in state government, without explaining the pertinent background. One delegate explained that government jobs in Georgia are considered very

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Safety zone

In August of 1999, Governor John G. Rowland issued Executive Order Number 16, "Violence in the Workplace Prevention Policy."

Some highlights of the Order are:

- No employee shall bring into any state worksite any weapon or dangerous instrument as defined herein.

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Compensation for unemployment benefits

The Unemployment Compensation (UC) process is not new, but can be complicated if the appropriate procedures are not followed. What action is the state taking? The vendor, R.E. Harrington, has been hired to oversee unemployment insurance issues, so agencies can concentrate on running their business, and not be constantly embroiled in compensation matters.

On Tuesday, September 14, approximately 60 state human resources professionals gathered at the Department of Transportation in Newington to be reintroduced to the representatives of the R.E. Harrington Company. "We hold this seminar every two years because people need to understand R.E. Harrington's role in processing state unemployment compensation cases," said Lisa Chasse, of DAS' HRBC. Speaking on behalf of R.E. Harrington was Tom Durso, Jackie Wass, and Jim Nathan.



From L to R: Tom Durso, Lisa Chasse, Jackie Wass, and Jim Nathan.

In the future, HRBC plans to hold a full-day seminar to address follow-up questions, and to offer an open forum on UC and the HR professional's role.

PARS Handbook

The Department of Administrative Services Human Resources Business Center has posted the Performance Assessment and Recognition System (PARS) Handbook on its website (both in Word '95 and Word '97). "The handbook is very comprehensive and should be a great help to HR professionals," said DAS' Anne Pomeroy Dixon. Just visit our website, download it, and print it out," she added.

The handbook addresses topics such as: Developing objectives, progress reviews, annual reviews, etc. The handbook also contains the necessary forms needed to complete PARS, and corresponding statutes.

"It really should cover all of your questions concerning PARS, and you won't need to request the forms because it's all included," added Dixon.

Official Memoranda

- 99-10 Dual Employment
- 99-11 301's for PARS
- 99-12 Designation of Managerial Positions
- 99-13 Promotional managerial calculations from bargaining unit classifications having deferred annual increases
- 99-14 Workers' Compensation and use of accrued leave
- 99-15 Withdrawal of Resignation

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

Online and on time

The DAS Workers' Compensation Unit has been working with the Third Party Administrator (TPA) Berkley Care to provide online reporting of State of Connecticut Workers' Compensation data and information.

Since the Internet is a universal vehicle for providing information and data instantaneously, the Workers' Compensation Unit has begun to use the DAS website for delivery of Workers' Compensation reports to its customer state agencies.



As of July 14, DAS' Workers' Compensation implemented a pilot program and published a first set of reports on the DAS website. This is just the beginning.

It is expected that with appropriate tools available at all state agencies, DAS can make all the Workers' Compensation Program-related data available through this webcentric technology.

It will save enormous amount paper, time and effort. DAS and Berkley will be able to provide vital data and information quickly and efficiently using state-of-the-art technology.

personnel touch, continued

prestigious and that there is a lot of enthusiasm in Georgia to make the transition from the communist form of government to a more competitive job market.

"Under the old Russian system, employees were all paid equally no matter how much work they did, or what position they held," said Sue Lizee. "They seem to be very receptive to the idea of different pay scales for different jobs."

The panel went on to highlight some of Connecticut's most successful human resources initiatives, as well as some of the trial and error practices learned by human resource professionals. They also identified a number of successful HR campaigns from other states explaining how DAS incorporated and modified them to fit its parameters.

Safety zone, continued

- No employee shall use, attempt to use, or threaten to use any such weapon or dangerous instrument in a state worksite.
- No employee shall cause or threaten to cause death or physical injury to any individual in a state worksite.

"It's important to adopt a zero tolerance for violence in the workplace," said DAS Commissioner Barbara Waters. "These are real issues concerning employees and it's paramount that they be addressed."

"DAS' HRBC is already addressing the issue," said HRBC director Tina Lawson. "Beginning in late October, HRBC will be running 10, two day training sessions for state HR managers." The all-day classes include recognizing and dealing with workplace violence situations, covering the Workplace Violence Manual, definitions of workplace violence, early warning signs and triggers of workplace violence, and the role of human resource managers.

To read Executive Order number 16, go to the following website: <http://www.state.ct.us/governor/executiveorders/no16.htm>

The delegation had a number of questions concerning human resources practices including: staffing; the merit system, position classification and compensation and methodology.

One of the delegates said, "The information was extremely helpful and we will definitely use it, and seek the panel's advice in the future."

**The next issue
of *CONNECTIONS*
will be
available on...
November 19**

Just email it to me

The Department of Information Technology's Electronic Mail Acceptable Use policy is now available online. The policy covers the use,



purpose, and agency responsibilities of email, and is an effective and comprehensive outline of email and its many applications.

"Assume that whatever you email is public information and can be seen by anyone. That's my rule of thumb," said DAS' Management Information Solutions' Sue Miller.

The policy informs email users that there is no presumption of privacy when it comes to electronic correspondence.

To read the policy in its entirety, go to:
www.state.ct.us/cmac/policies/emailcon

 CONNECTIONS	John G. Rowland <i>Governor</i>
John McKay <i>Editor</i>	Barbara A. Waters <i>Commissioner</i>

DAS Human Resources Business Center
165 Capitol Avenue
Hartford, CT 06106