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## Required Workplace Posters

*(Click the link)*

[www.dol.gov/osbp/sbr/efa/poster/matrix.htm](http://www.dol.gov/osbp/sbr/efa/poster/matrix.htm)  
*Federal Mandated workplace posters*

<http://www.doli.state.mn.us/LS/Posters.asp>  
*State Mandated workplace posters*

## Contact Us

[Maureen.cerrato@state.mn.us](mailto:Maureen.cerrato@state.mn.us)

[Patrick.prose@state.mn.us](mailto:Patrick.prose@state.mn.us)

## From the Desk of the SmART HR Staff

In March, we wished SmART's payroll and benefits coordinator, Twana Fulton, the best of luck as she left our office to pursue another job opportunity. It was a great career move for her and she will be missed. Until we have hired her replacement, please contact Maureen Cerrato with payroll questions and Anita Gardner with questions regarding benefits. Patrick Prose will continue to be your contact for staffing and labor relations.

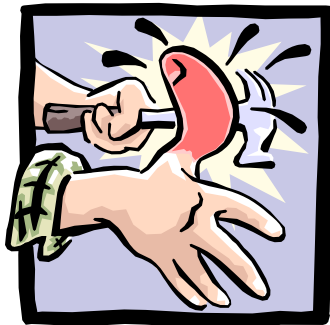
- Maureen Cerrato – (651) 201-2616 or
- Anita Gardner - (651) 201-2602 or
- Patrick Prose – (651) 201-2603

Your feedback and suggestions for format or topics for future issues are welcomed!

Send to me: [patrick.prose@state.mn.us](mailto:patrick.prose@state.mn.us).

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## First Reports of Injury and Workers' Compensation



If an employee becomes injured while at work, a First Report of Injury (along with other forms as indicated in the handbook below) **MUST** be completed by the employee's supervisor within 24 hours of notification of the incident. All inquiries regarding Workers' Compensation or OSHA reporting requirements should go directly to Risk's Worker's Comp division.

Worker's Comp contact person is **John Sargent at 651 201 3031**. There is also a valuable handbook available that answers all Workers' Compensation questions located at:

<http://www.risk-workerscomp.admin.state.mn.us/Includes/pdf/WorkersCompAgencyHandbook2008.pdf>

## Training Opportunities



Free training Tuesdays!  
See below for the  
registration details.

These training opportunities are open to all council staff!

### **Tuesday, April 20**

### **The Human Side of Change**

Change is a fact of life! The only thing that doesn't change is change and human beings are continuously addressing the issues that change brings into their lives (or not!). This session provides a framework for change and how human beings transition to a "new normal" when change occurs. The principles presented in this class can be utilized in both work and life situations.

### **Tuesday, August 10**

### **Time Management**

This class is full of helpful tips to better manage your time. You will examine time management philosophy and principles, identify your personal time management style and learn how to overcome the psychological barriers to managing your time.

### **Tuesday, October 19 Managing Conflict in the Workplace**

Conflict is a disagreement resulting from individuals or groups that differ in attitudes, beliefs, values or needs. Conflict also arises when the perceptions people hold are different from one another. This class provides a proven foundation for managing conflict wherever and whenever it arises.

There are 24 seats available in each session, so register early!

**Time:**

8:30 – Noon (all sessions)

**Location:**

Nokomis Conference Room (inside the Human Resources Office, 3<sup>rd</sup> Floor, Centennial Office Building)

**To Register:**

[www.training.admin.state.mn.us/hr](http://www.training.admin.state.mn.us/hr)

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## SmART Score Card



Coming to an Inbox near you...

The SmART Score card. You know the core business and direction of your agency and what you need from SmART HR. SmART HR wants to help your Council remain effective and efficient now, and into the future. Please let us know how we are doing in meeting your needs by completing the score card you'll receive soon.

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## Year-end report for your Council



What is this year-end report?

Taking some measurable data from SEMA4 and some other warehouses of information, we have compiled an agency snap-shot that we hope you'll find helpful in tracking your Council's ability to properly manage:

- Compensatory time payment
- Non FMLA Sick leave usage
- Completion of performance reviews for staff
- Overtime payment
- Prompt payment

This report is being sent to you at the same time as the SmART Score card, giving you the opportunity to assess your Council in these functional areas, as well as the report's value to your Council.

## Driving a State Vehicle



There are times when your employees may need to travel for work. Here are a few reminders regarding employee travel:

### **State vehicle**

A state vehicle is the best choice, in most cases, for official travel. State vehicles provide a safe, reliable and cost-efficient transportation solution for most in-state travel needs. More information is online at <http://www.fss.state.mn.us/FleetServices.html>.

### **Enterprise Rent-a-Car**

The state has negotiated a \$36.00 daily rental rate, with unlimited mileage, for a mid-size car through Enterprise Rent-a-Car. This contract provides agencies with the best option for travel.

### **Personal vehicle**

Although state employees at times will use their personal vehicles for state business, agencies should limit this activity whenever possible. In most cases, a state vehicle or an Enterprise vehicle will be more economical. When business travel exceeds 100 miles, the cost to the agency is lower using an Enterprise vehicle when compared to the personal mileage reimbursement standard.

It is also important to realize that the state cannot insure the use of a personal vehicle, therefore, the employee is responsible for insurance costs, including any deductibles or subsequent loss of use of the vehicle because of damage.

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## Managerial Reviews



As a reminder, the Managerial Plan requires manager's to receive an annual performance appraisal. Typically these reviews are conducted in the first part of the calendar year to coincide with the Managerial Plan pay increases. Unfortunately, the Plan does not allow for any increases during fiscal year 2010, but it's still important to conduct the review. SmART will be sending reminders to board chairs about the performance appraisal requirement. Executive Directors should also conduct an annual performance review with all their employees.

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## ETL Pay Codes



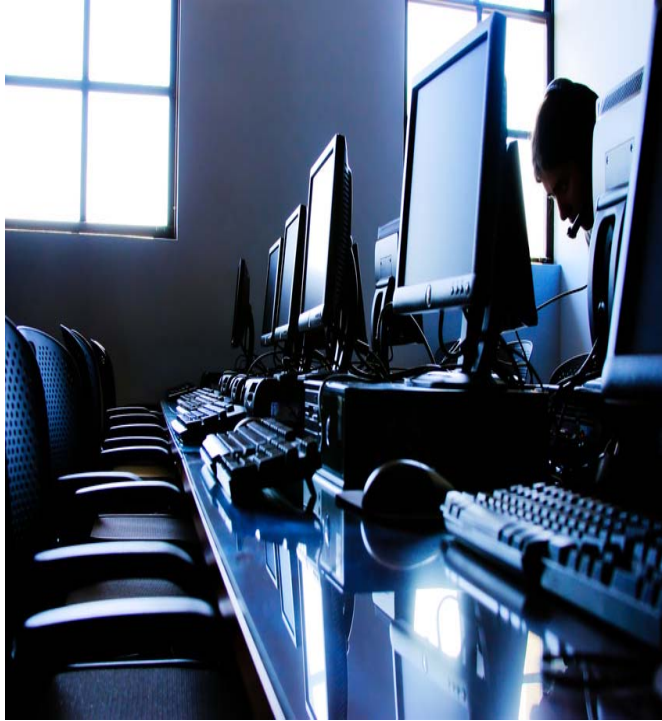
The Comments Tab is Essential!

As you know, ETL is the code used for any leave approved by a supervisor that is unpaid. There are times when one of the Council's employees is on leave without pay due to ineligibility for vacation time or a number of other reasons.

The key to staying ahead of any audit findings: The individual employee or person authorizing must utilize the comments tab for that pay period, indicating the reason that ETL was used.

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## Sexual Harassment Training Online:



Convenient and Effective!

The goal of eliminating sexual harassment in the workplace begins with prevention. In an effort to provide state agencies with additional training resources for sexual harassment prevention, MMB provides an online interactive learning program for employees and supervisors/managers. State agencies may use the online learning program as an additional tool to enhance their current sexual harassment prevention training provided to their employees.

Access the site via a state computer at:  
<https://extranet.mmb.state.mn.us/SH/intro2.html>

After successfully completing the online course, the program allows the employee to print a personalized certificate of completion.



The Small Agency Resource Team is a division of the Department of Administration. Our mission is to help our managers and employees succeed.

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