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Required Workplace Posters

(Click the link)

<http://www.dol.gov/elaws/posters.htm>

Federal Mandated workplace posters

<http://www.doli.state.mn.us/LS/Posters.asp>

State Mandated workplace posters

Contact Us

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From the Desk of the SmART HR Staff

This time of year may be a busy time for many of you and being that we're in a gubernatorial transition year, with new appointments pending and established appointments ending, anniversary date salary increases, seniority rosters and their calculations abounding, SmART HR is here to assist you with any administrative or management issue you may have. You're the reason we're here!

You're up front focusing on your core business and we're in the background providing support. Please contact us to take advantage of any of our available services!

651.201.2603

patrick.prose@state.mn.us

Early Retirement Incentive (ERI) Assistance



Payroll processing :

Earlier this year legislation was passed allowing agencies to offer an early retirement incentive (ERI) to certain eligible employees. The incentive allowed for up to 24 months of employer paid health and dental benefits upon the retirement of an eligible employee. If your agency, board or council received approval to offer this incentive, remember to forward a copy of the employee's signed ERI acceptance letter plus the "Cost Calculation" page to the appropriate payroll staff. The payroll staff will track and process the required payments under the offer.

If there are any questions regarding ERI or the processing of these payments, please contact Patrick Prose:

651.201.2603

or

patrick.prose@state.mn.us.

Quarterly Sick Leave Report



Do you find that your employees are missing-in-action on a more frequent basis during the summer and during the holiday seasons? Studies show you're right. Unscheduled worker absences are increasing and, according to various surveys, governmental agencies have the largest number of absences!

This cost does not include indirect costs such as overtime pay for other employees, missed deadlines, sinking morale and lower productivity. Indirect costs can add up to 25 percent to the direct costs, according to *Employee Benefit News* and *HR News*.

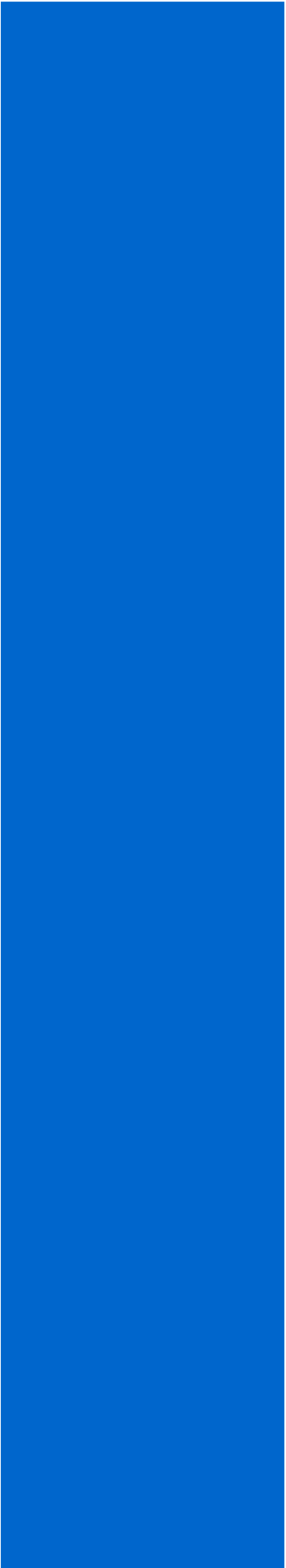
<http://humanresources.about.com/od/laborrelations/a/sickleaveabuse.htm>

Do you see any of the patterns below? Some patterns are pretty easy to identify and may involve unscheduled absences:

- When annual leave is denied
- Sick Leave used as it is earned
- On Mondays or Fridays
- Days before or after a holiday
- Days after pay is received
- Days before or after a "work at home" day
- Days when certain responsibilities devolve on the person, e.g., projects are due, they have responsibility for all or part of a meeting, they are in charge of an event, and the like
- Involving excessive intermittent use for one or two days not involving a chronic, diagnosed health problem

SmART HR recommends supervisors and managers monitor the non-FMLA sick leave use of employees. SmART sends quarterly sick leave reports to Executive Directors listing the non-FMLA sick leave use of each employee.

As an employee closes in on 80 hours of sick use over a 12 month period, SmART recommends employees be coached on their sick leave use.



SmART offers three tips to help manage sick leave use

- 1) Set out clear policies and procedures (the State's contracts and plans provide specific authorized parameters for sick leave use.) Sick leave cannot be granted for reasons not listed in the contract.
- 2) Measure and monitor absences (The Quarterly Sick Leave report can augment what you as a supervisor can track with your time and labor entries)
- 3) Understand your legal requirements. Leave certified as qualifying under the Family Medical Leave Act should not be included in the monitoring of sick leave use. If you believe an employee's leave may be FMLA qualifying, refer them to SmART HR staff for more information and a FMLA packet.

If there are any questions regarding sick leave usage please contact Patrick Prose:

651.201.2603

or

patrick.prose@state.mn.us.

New Employee Assistance Program



SEGIP has contracted with LifeMatters EAP (651-259-3840; 800-657-3719) to provide assessment and counseling services to state employees and their immediate family members. LifeMatters consultants are behavioral health professionals trained in the areas of counseling psychology, social work, chemical dependency, and marriage and family therapy.

Why use EAP?

EAP services are:

- Provided at no cost to the user

- Professional and confidential

- Easily accessible by phone (651-259-3840; 800-657-3719) or the Internet at www.mylifematters.com

A call to LifeMatters EAP connects you with behavioral health specialists who will help you assess and plan for any situation. If your path to resolving the problem will include another resource, such as a service in your health plan or community, your consultant will help you identify and connect with that resource.

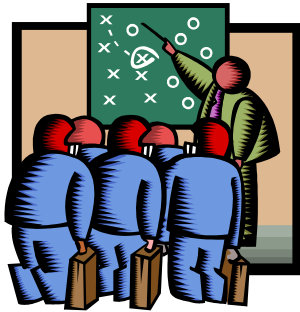
LifeMatters' web site contains a wealth of information, tools, and self-assessment instruments for all kinds of situations.

Don't hesitate to "call when it is small." No problem is too minor for consultation. By reaching out early, you may be able to avoid a crisis later on.

Anonymous consultation

Individuals may prefer to consult with the EAP anonymously. Individuals are welcome to call the EAP and withhold their real identity while asking for help with their situation.

Continuity of Operations Plan (COOP)



All agency COOP's required delivery date of June 2011

Up until this point, the COOP was somewhat difficult for smaller agencies to maneuver around and mainly designed with larger entities in mind. In order to help remove the difficulty, the Office of Enterprise Technology (OET) has designed and published a template for smaller agencies to utilize. Recently you received some mandatory reporting information from OET and you were also invited to attend their extremely helpful workshops / training seminars designed to assist you in developing your agency's COOP. It may be that you were unable to attend the training or provide the mandatory reporting information in a timely fashion. If this is the case, please see below.

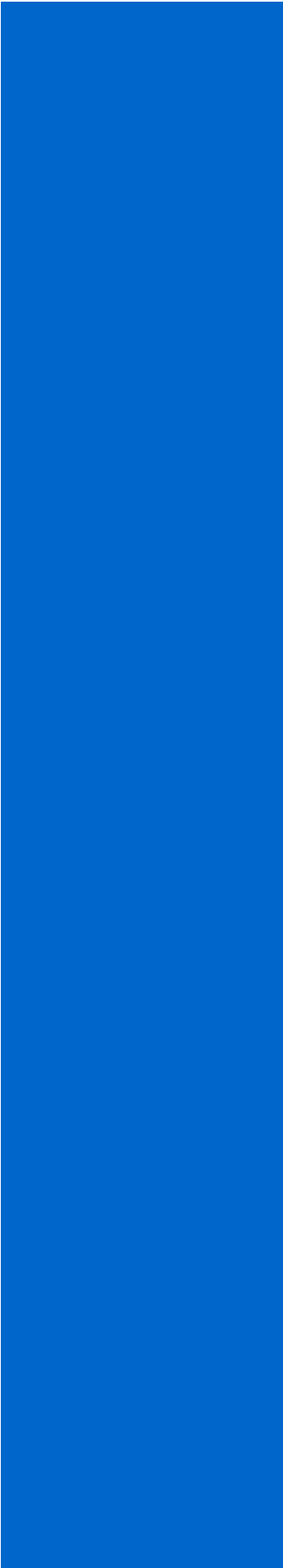
Here is some background on the COOP requirement:

*The Office of Enterprise Technology (OET) will be gathering and compiling metrics on the State of Minnesota's continuity of operations program. OET was assigned this responsibility in the Security Services initiatives of the 2009 Minnesota iGov report and the Enterprise Continuity of Operations Plan Standard (COOP Standard). The purpose of gathering metrics is to track the progress of agencies toward compliance with the COOP Standard. Agencies included in the Enterprise Security Program Applicability Standard 2009-6 are required to provide the information requested. **All SMART Councils are included in the list of mandatory reporting entities.***

COOP Requirements:

Each quarter, entity business continuity coordinators will be requested to provide information to OET regarding their entity's continuity of operations program. The entity information should be gathered and consolidated as necessary by the entity business continuity coordinator. The information should be reviewed and approved by the entity business continuity executive sponsor prior to submitting to OET.

OET is implementing a monthly workgroup for all small agencies to assist them with reporting requirements and overall COOP planning. This is a significant benefit to smaller agencies and takes place at the Dept of Education in Conference Center A at 1:30 PM on the second Wednesday of every month. Make plans to attend and receive the assistance being offered.



For further information or assistance with your COOP reporting,
contact:

Siri Johnson 651.201.1147 (Office), 651.775.3827 (Cell)

Or

Lisa Belland 651.201.1149 (Office), 651.775.3829 (Cell)

Or

Denise Arel 651.201.1148 (Office)

Department of Administration



Small Agency Resource Team

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