VOLUME I, ISSUE 1
SEPTEMBER, 2006

# THE SHR QUARTERLY

NEW & NOTEWORTHY

In this Issue

Welcome
New Employee
Work Comp
Military Leave Extension
FMLA
Emergency Contact Form
Important Dates

## Mission Statement

To support the Department of Military Affairs with quality, timely and effective services based on principles of honesty, integrity and the highest ethical standards.

Visit the WING-SHR website at www.dma.wi.gov, Department Operations, State Human Resources. This site is a great resource of information and service to the general public and our internal customers -- employees and supervisors.

Additional sources of valuable information are the OSER web site (Office of State Employment Relations) at: www.oser.wi.gov as well as ETF (Employee Trust Funds) at www.etf.wi.gov.

## WELCOME TO THE FIRST EDITION OF "THE SHR QUARTERLY"!

We're very excited to bring you our new quarterly newsletter. DMA's State Human Resources Office (SHR) is located at TAGO Headquarters in Madison, Wisconsin. You may not know all of the individuals who are here to assist and serve you – both state and federal employees – and we want to work on that!

SHR serves all state employees in the following program areas: payroll, benefits, health and safety, recruitment, retention, compensation, classification, performance appraisal, training, labor/management relations, worker's compensation, organizational design, affirmative action/equal employment opportunity, and pretty much all aspects of your state career from the time you start state service until the time you leave. Your SHR staff members are indicated below.

Each SHR member is specialized in their field of expertise to better assist you during your employment with the state. We will elaborate on who does what in future issues of The SHR Quarterly. We are also readily available to assist federal supervisors of state employees with any questions and/or concerns that may arise.

We welcome any article suggestions you would like considered for the newsletter. Please contact us at SHRFeedback@dma.state.wi.us with any news items you would like to see. Our goal is to keep you informed and provide education about areas of interest to you.

### SHR GETS NEW STAFF MEMBER

As many of you know, State HR Specialist Dawn Dollak recently retired. Dawn was a tremendous asset and her retirement has left a big hole in SHR.

Fortunately, Stacie Meyer has been hired in Dawn's position and starts working for us on October 2.

Stacie comes to us from the Office of State Employment Relations and brings tremendous expertise in recruitment and staffing, as well as other HR programs. Stacie's initial focus will be on strengthening DMA's training program for staff and supervisors as well as recruitment activities.

Please stop in to say 'hi' and introduce yourself!

### Your SHR Staff

Lynn Boodry, Human Resources Director – 608-242-3163
Tom Sandine, Human Resources Specialist – 608-242-3164
Stacie Meyer, Human Resources Specialist - 608-242-3166
Julie White, Risk Management and Safety – 608-242-3157
Katie Esser, Payroll & Benefits – 608-242-3165
Cathy Johnson, Payroll & Benefits – 608-242-3167
Sarah Mautz, Human Resources Assistant – 608-242-3153

All phone numbers above can also be contacted by using DSN number 724 before the last four digits.

## PTAWeb Tip

After entering your time/ leave into PTAWeb, take a look at the Summary Section on the Pay Period Detail screen. Here you'll see just how many hours you'll be paid for. And remember, PTAWeb looks at each week separately for overtime purposes.

# Dates to Watch

Health Insurance Dual Choice Open Enrollment: October 9 - 27, 2006. *It's Your Choice* booklets will be mailed during the first week of October. The booklet is also available online at http://etf.wi.gov.

Employee Reimbursement Account (ERA) Open Enrollment: October 9 - November 17, 2006. Brochures will be distributed with the Dual Choice Booklets. You must re-enroll each fall during the Open Enrollment period to participate in this plan during the following plan year.

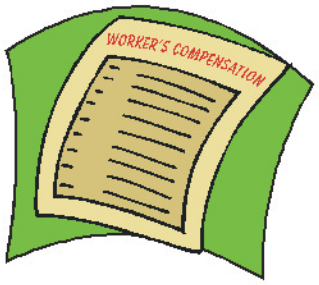
Dental Blue Open Enrollment: October 9 - 27, 2006. Information will be distributed along with the Dual Choice booklets.

Epic Insurance: There will NOT be an open enrollment period for EPIC Insurance this year.

Spectera Vision Care Open Enrollment: October 9 - November 17, 2006. An informational sheet will be distributed along with the Dual Choice booklets.

Hartford Accidental Death & Dismemberment (AD&D) Insurance (formerly CNA): Premiums are updated each October for November coverage. If you currently have this insurance, you will notice the premium update on your October 26, 2006 advice/check stub.

## WORKER'S COMPENSATION REPORTING




Supervisors and employees have been doing a great job of promptly reporting work-related injuries, illnesses and incidents. Keep up the good work! But as a reminder to supervisors and employees who may not have experience in this area, timely reporting of any injuries, illnesses or incidents is extremely important to avoid paying costly fines and to be proactive in eliminating potential hazards. All such injuries, illnesses and incidents should be reported to Julie White, Risk Manager, SHR, by calling 608-242-3157 and faxing the appropriate forms to 608-242-3168 within 24 hours. If you need additional information about worker's compensation, please contact Julie.

## MILITARY LEAVE BENEFITS EXTENDED

Implementation of a recent Governor's Executive Order extends for two additional years the eligibility for state employees serving on active duty to continue to receive differential pay and benefits. This extension applies to both represented and non-represented state employees and allows employees to receive pay and benefits provided for a period of up to four years for military service beginning on or after January 1, 2003.

## FMLA – THE FAMILY AND MEDICAL LEAVE ACT

If you've never seen or heard of FMLA, here is the gist: FMLA allows employees who have a legitimate need to care for their own serious medical need or the needs of an immediate family member up to 12 weeks off from work and protects their work status during that time. FMLA is covered by two laws – state and federal – and gets quite involved, but as an employer, DMA has an obligation to our employees to ensure that we follow these laws. Once made aware, SHR will require employees to complete an FMLA request and a physician certification form. Employees may choose to use paid or unpaid leave for FMLA purposes. If you or one of your employees finds themselves in a potential FMLA situation contact Julie for assistance.

## NEW EMERGENCY CONTACT INFORMATION FORM

SHR has created a new form entitled "Employee Emergency Information" (DMA Form 63-E) for your use. This form provides important emergency information such as who to contact, physician's name, hospital preference, allergies, medications and special health considerations. This information will be kept **strictly confidential** by your supervisor and in your personnel file. The information would only be accessed in an emergency situation.

If you have not already seen and completed this new form, ask your supervisor or contact Sarah or Julie in SHR for a copy of the form.

**State Employees Combined Campaign**

**Oct 9 – Nov 30**

**Materials will be on their way soon.**