

# worklife ELEVATED

state of utah employee newsletter March / April 2015



A publication of the Department of Human Resource Management

**UTAH**  
LIFE ELEVATED

## Travelwise Challenge

by Angela Kula, DHRM Communication Coordinator and Chamonix Larsen, DAS Coordinator of Resource Stewardship



The American writer Henry Miller once said, "One's destination is never a place, but a new way of seeing things." The destination of the State of Utah Agencies Winter Travelwise Challenge was not the end location, but it was to encourage state employees to see the remarkable difference we can make in air quality by seeking alternative, eco-friendly modes of transportation. During the challenge, spanning from January 26 through February 20, 26 state agencies participated. Together we took 14,095 non-single occupancy vehicle (non-SOV) trips, traveled 267,746.8 miles, saved 77.3 tons of CO<sub>2</sub>, saved \$87, 488.69, and burned 341,316 calories.

The Department of Environmental Quality is clearly an agency that travels wisely. Their trip quantities show they



Going to the same meeting? Carpooling is a great way to save trips!

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### TOP FIVE CONTRIBUTING AGENCIES

Agency	number of non-SOV trips
Utah Department of Environmental Quality	3,491
Utah Department of Human Resource Management	2,262
Utah Department of Transportation	2,137
Utah Department of Administrative Services	1,891
Utah Department of Technology Services	1,620

(continues)

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## Travelwise Challenge (continued)

have an exceptional group of employees who are committed to daily behaviors that improve air quality. It is also worth acknowledging the Department of Human Resource Management for getting one of the highest rates of employee participation and using this strategy to surpass agencies that had many more employees. The Labor Commission also had noteworthy participation with almost one fifth of their employees logging trips. The Career Service Review Board had 50% employee participation. Although it is a very small office, this is an example how a few (or even just one) individual can make a difference.

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*“I would like to commend all state employees who participated in the Winter State of Utah Agencies Travelwise Challenge. Your efforts improve air quality, reduce congestion, and show how the state can lead by example to elevate the quality of life in Utah.”*

Governor Gary R. Herbert

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### TOP FIVE CONTRIBUTING EMPLOYEES

Individual	Number of non-SOV trips
1. Robert Ford	223
2. Gary Schow	220
3. Will Clark	186
4. Dale Jorgensen	182
5. Elisa Smith	165

While the challenge focused on the collective numbers of top agencies, the contributions of individuals should not go unnoticed. Recognition goes out to those who made significant contributions in reducing SOV trips.

There are undoubtedly many benefits to participating in Travelwise or Clean Air challenges; however, in between challenges there are benefits to trip tracking as well. Tracking your trips can help you recognize your travel patterns and identify areas in need of improvement. You can also continue to monitor the difference you are making in your community by your CO2 reduction and non-SOV trips. So, don't wait for the next challenge to log your trips on the Travelwise Tracker; continue the habit and reap the reward of cleaning up Utah's air.

To find useful Travelwise resources to assist you in achieving your clean air goals, please visit the Employee Gateway for more information. Furthermore, if you have any tips or success stories you would like to share, contact Chamonix Larsen, Coordinator of Resource Stewardship, at [chamonixlarsen@utah.gov](mailto:chamonixlarsen@utah.gov).

With a collaborated effort, we can reach our destination together! 



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## Operational Excellence

*A series highlighting department results with the SUCCESS Framework*

By Kristen Cox, Director, GOMB

During 2014, the Utah Department of Commerce’s Division of Consumer Protection registered approximately 4,500 charitable organizations. Registering charitable organizations is just one of many ways the division works to protect consumers. Due to the high volume of very labor intensive work—a typical registration requires an intensive review of legal and financial documentation—the charity registration process was selected as a priority focus for application of the SUCCESS Framework.

After developing a baseline of historical performance, the division set a reliability standard to complete all registrations within 25 days. During July 2014, only 14 percent of registrations met this standard. However, after implementing improvement strategies, 74 percent of November registrations and 90 percent of December registrations met the 25-day reliability standard.



Back Row (L to R): Christy Daskalakis, Scott Hollist, Shauna DeWolf.  
Front Row (L to R): Amy Corak, Esther Recksiek, Daniel O’Bannon

Increasing speed and reliability is critical for a transactional system like charity registrations. Most importantly, it provides what customers really want from any service—fast response times. However, fast response times are also extremely beneficial from a system point of view—faster response times prevent backlogs, status checks and re-work, all of which can significantly reduce system accuracy and capacity.

The SUCCESS Framework basics that led to this dramatic improvement included:

- Developing a performance baseline and setting a reliability standard;
- Identifying the system critical activity (control point);
- Mapping the registration system using a FAST (functional assessment of speed and time) diagram; and
- Tracking a sample of registrations to determine the major causes of missing or incorrect information

From these basic steps the charities team identified several improvement strategies, including:

- Substantially increasing capacity at the system control point by re-assigning staff responsibilities;
- Decreasing elapsed time between process steps by working registrations in parallel and reducing the “batching” of work; and
- Increasing the percentage of complete registrations.

By implementing these changes, the Department of Commerce has demonstrated a willingness to examine current processes, work hard, and affect meaningful outcomes. By doing so, Utah’s charitable donations are protected because of the dedication and professionalism of the Division of Consumer Protection employees. Thanks to the following individuals for their specific efforts to improve the process: Daniel O’Bannon (Division Director), Christy Daskalakis, Shauna DeWolf, Amy Corak, Scott Hollist, and Esther Recksiek. 



The SUCCESS Framework is a set of management principles designed to boost the quality and efficiency of government services with the goal of delivering ever-increasing value per dollar to the citizens of the state of Utah.

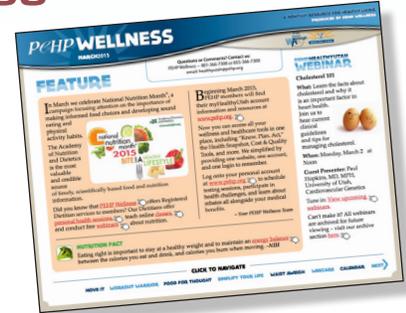
For more information about Operational Excellence and the SUCCESS Framework, please visit the Governor’s Office of Management and Budget at: <http://gomb.utah.gov/operational-excellence/>

## Spring Announcement from PEHP Wellness

Spring is the season for new beginnings, transformation, and growth...making it a perfect time for change. Beginning March 2015, PEHP members will find their **myHealthyUtah** account information and resources from [HealthyUtah.org](http://HealthyUtah.org) at a new home on the PEHP website!

We consolidated all of your health benefits in one convenient place in the member's section of [www.pehp.org](http://www.pehp.org). Why the change? Merging online resources from the Healthy Utah website makes it easier for you to take full advantage of your health and wellness benefits. Now you can access all your wellness and healthcare tools in one place, including "Know. Plan. Act", the Health Snapshot, Cost & Quality Tools, and more. We simplified by providing one website, one account, and one login to remember.

Remember that PEHP Healthy Utah is an exclusive wellness benefit for eligible PEHP members and their spouses. We offer a variety of programs, services, and resources to help members get and stay well – including rebates for good health and improvements.



To learn more about your PEHP Wellness resources simply log onto your personal account at [www.pehp.org](http://www.pehp.org). There you can schedule testing sessions, participate in health challenges, and learn about rebates all alongside your medical benefit information. **WE**

## PEHP Open Enrollment Schedule

2015 open enrollment runs from **APRIL 15 to JUNE 12**. During this time, employees can make changes to their medical, dental and vision plans. To ensure employees have the latest information about their benefits including any changes or updates, PEHP is sponsoring several benefit fairs offered **April 20th through May 28th**. **WE**

<b>2015 State Benefit Fair Schedule</b>					
Agency	Address	City	Room	Date	Time
MASOB Building	195 N 1950 W	Salt Lake	Common Area	20-Apr	9:00-2:00
Workforce Services	475 W Price River Dr.	Price	Large Conf. Room	21-Apr	10:00-12:00
Corrections	255 E 300 N	Gunnison	Large Conf. Room	22-Apr	9:00-12:00
Snow College	800 W 200 S	Richfield	Admin. Bldg. Room 147 A&D	22-Apr	2:00-4:00
Dixie State University	225 S 700 E	St. George	Gardner Center Ballroom	23-Apr	9:00-12:00
UDOT	1470 N Airport Rd	Cedar City	Large Conf. Room	23-Apr	2:00-4:00
State Courts	450 S State St.	Salt Lake	1st Floor Conf. Room	27-Apr	10:00-2:00
Ogden Regional Center	2540 Washington Blvd.	Ogden	Large Conf. Room	28-Apr	10:00-1:00
Davis ATC	550 E 300 S	Kaysville	Student Commons	29-Apr	1:30-3:30
Calvin Rampton Building	4501 S 2700 W	Salt Lake	Atrium	30-Apr	9:00-2:00
Workforce Services	180 North 100 West	Logan	Large Conf. Room	4-May	10:00-12:00
Natural Resources	1594 W North Temple	Salt Lake	Auditorium	5-May	9:00-12:00
State Office Building	Admin. Building	Salt Lake	Auditorium	6-May	9:00-1:00
State Hospital	1300 E Center St.	Provo	Gymnasium	7-May	10:00-2:00
Dept. of Education	250 E 500 S	Salt Lake	Basement Large Conf. Room	11-May	9:00-12:00
Workforce Services	140 E 300 S	Salt Lake	Room 101 N & 101 S	12-May	9:00-2:00
Tax Commission	210 N 1950 W	Salt Lake	Room 1026	13-May	10:00-1:00
Cannon Health Building	288 N 1460 W	Salt Lake	Room 125	14-May	10:00-2:00
Development Center	895 N 900 E	American Fork	Heather Building	18-May	10:30-2:30
DOC (Fred House)	14727 Minuteman Dr.	Draper	Gymnasium	19-May	9:00-2:00
Workforce Services	1290 E 1450 S	Clearfield	Large Conf. Room	20-May	10:00-12:00
Recovery Services	515 E 100 S	Salt Lake	9th Floor Conf. Room	27-May	1:00-3:00
DCFS	950 E 25th Street	Ogden	Large Conf. Room	28-May	9:00-11:00

## Governor's Award for Excellence Nominations

The Governor's Award for Excellence program provides an opportunity for state employees to be recognized for achievements that demonstrate excellence and dedication to the citizens of Utah.

Nominations are accepted for the following award categories:

- Energy and Environment
- Heroism
- Humanitarianism
- Innovation and Efficiency
- Leadership
- Outstanding Public Service

Each agency in the executive branch may select either one individual or one team to be the recipient of the Governor's Award for Excellence. The selected individual or team will be honored with the award and represent their department at the awards ceremony on May 5, 2015. Nominations must be submitted to your agency following its procedures. Please contact your department management or respective HR director for more information regarding submission processes and deadlines.

You may obtain the statewide nomination standards and category descriptions on the [Employee Gateway](#). WE



## URS Pre-Retirement Seminars

*Time to focus on the finish line*

If you are in the late stages of your career or within 10 years of retirement, the *Pre-Retirement Seminar* is for you. This is an all-day seminar that starts at 9 a.m. and ends at 4 p.m.

The following topics will be addressed:

**Retirement Income/Pension:** How your benefit is calculated, what options are available, and how inflation will impact you.

**401(k), 457, and IRAs:** Learn how to maximize these retirement savings accounts at the end of your career, how to manage them after retirement, and how to take advantage of tax saving opportunities.

**Legal & Estate Planning:** The importance of living wills and personal property letters.

**Other Topics:** Medicare and the basics of Social Security benefits.



**THURSDAY, APRIL 9, 2015**

Salt Lake City

Salt Lake County Government Center  
2001 S State Street  
Commission Chambers, Room N1100

**FRIDAY, APRIL 17, 2015**

Ogden

Weber Center  
2380 Washington Blvd.  
Commission Chambers

To register, log into your [myURS account](#) and click on the *Education* tab. Future dates and locations listed online.

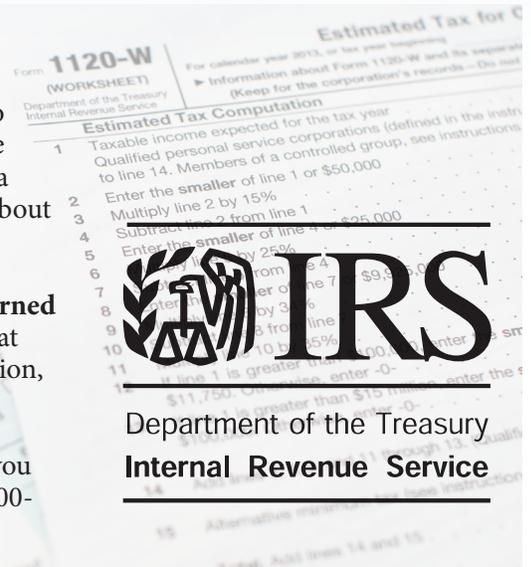
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## Tax Help Now

Have you filed your taxes yet? If not, here are some things the IRS wants you to know. If your household income is less than \$60,000 in 2014, you qualify to file online for FREE through the **Earn It Keep It Save It** program. All you need is a computer, internet access, an email account, and your tax documentation. In about an hour you can wipe the sweat off your brow because your taxes will be done.

In addition, if you earned less than \$52,427 in 2014 you may qualify for the **Earned Income Tax Credit (EITC)**. EITC is a refundable credit and the IRS predict that millions of taxpayers will qualify for the first time this year. For more information, visit the [IRS online](#).

For more information about these tax filing and credit options and to learn if you are eligible, please consult with your tax advisor or with the IRS directly at 1-800-906-9887.



Form 1120-W (WORKSHEET) Department of the Treasury Internal Revenue Service

Estimated Tax for 2015, or for year beginning

Information about Form 1120-W and its separate instructions is available at [www.irs.gov](#). (Keep for the corporation's records - Do not discard.)

**Estimated Tax Computation**

1	Taxable income expected for the tax year	
2	Enter the smaller of line 1 or \$50,000	
3	Multiply line 2 by 15%	
4	Subtract line 3 from line 1	\$25,000
5	Enter the smaller of line 4 or \$25,000	
6	Enter the smaller of line 5 or 25% of line 1	
7	Enter the smaller of line 6 or \$9,000	
8	Enter the smaller of line 7 or 3% of line 1	
9	Enter the smaller of line 8 or 3% of line 1	
10	Enter the smaller of line 9 or 10% of line 1	
11	If line 1 is greater than \$100,000, enter -0-	
12	If line 1 is greater than \$15,000, enter -0-	
13	Enter the smaller of line 10 or line 11	
14	Enter the smaller of line 13 or line 12	
15	Alternative minimum tax (see instructions)	
	Total. Add lines 14 and 15.	

**IRS**  
Department of the Treasury  
**Internal Revenue Service**

## UCPM Spring Quarter Registration Now Open

The Utah Certified Public Manager® program (UCPM) is pleased to announce that registration for **Spring Quarter 2015** is now available online. Program learning outcomes and competencies, policies, instructor schedules, recent program changes, and other information can be found online at [www.cpm.utah.gov](http://www.cpm.utah.gov). UCPM increases the professional performance of current and future government managers by increasing the capacity of its participants to effectively lead people, manage work processes and develop effective leadership behaviors.



For more information and to register, please visit the website at <https://dhrm.utah.gov/training/cpmmainpage-training>. 



## Daylight Saving Time Change

On **Sunday, March 8, 2015**

2 a.m. springs to 3 a.m.

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Messages from our benefit partners

## Rate Drop for Voluntary Short Term Disability Coverage

Effective November 1, 2014, The Standard Insurance Company reduced Short Term Disability rates by approximately 12% across all age bands.

The Standard has provided State of Utah employees with a voluntary Short Term Disability program for over 5 years. Many of you have already taken steps to protect your income by enrolling in this valuable program. The voluntary Short Term Disability replaces a portion of your income in the event you cannot work because of non-work related illness (including pregnancy) or injury.

If you are not already enrolled, The Standard will be offering a special open enrollment during the 2015 Annual Enrollment period (April 15 – June 12). This special open enrollment opportunity will allow an employee who is not currently enrolled in the plan to enroll in the

voluntary Short Term Disability program without the late enrollment penalty. The effective date of coverage for the voluntary Short Term Disability will be July 1, 2015.

If you would like to take advantage of this special open enrollment period, please visit [The Standard's website](#) to make your enrollment elections. Using the enrollment system is easy and you will receive your enrollment confirmation immediately after you have completed your enrollment.

To learn more about the short term disability benefit, make sure you attend an upcoming benefit fair or visit the [Employee Gateway](#) now to learn more about the short term disability benefit.



TheStandard®

MetLife®



## A New Way to Save on Your Metlife Auto and Home Policy

MetLife Auto & Home has expanded its multi-product discount, of up to 10%, for group Auto Insurance to include a discount for having a Hyatt Legal policy.

If you're an existing policyholder, simply call MetLife Auto & Home to have this discount applied, prior to the time your policy renews. 1-800-GET-MET8.

If you are not currently a policy holder, you can enroll in Auto & Home at any time; the Hyatt Legal benefit is available during open enrollment.

## Springtime Outdoor Safety and Maintenance Tips

A message from Liberty Mutual Insurance by Dennis Goebel, Vice President, Liberty Mutual Insurance



Liberty Mutual

Before we can fully enjoy spring time, we may first need to clean up some of the damage caused by winter. You can prepare for the upcoming season with these spring home maintenance tips:

- Siding and Roofing – Check your siding and roofing for loose materials, chipped paint, and rot. Look for areas where caulking has weathered away, such as around the chimney. Call a roofing expert when necessary.
- Deep Cracks – Cracks in sidewalks and driveways can pose tripping hazards. Seal the cracks with concrete or mortar.
- Standing Water – Drain any areas where water collects and attracts mosquitoes or causes a backup.

- Outdoor Home Lighting – If you discover lighting that is not working despite changing light bulbs and checking the fuse box, you may have a short in the line caused by moisture, which will require the expertise of an electrician.

Complete these pre-spring home and lawn maintenance tasks, and your house will be as ready as you are for the pleasant days ahead.

To learn more about Liberty Mutual Auto and Home Insurance, or get a free, no-obligation quote, call 1-800-524-9400 or visit [libertymutual.com/utah](http://libertymutual.com/utah).

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DHRM

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## Leadership Development

# Soaring to Success

State of Utah

Managers Conference

# 2015

**Wednesday, May 13, 2015**

Red Lion Hotel Conference Center  
Salt Lake City

[Click here or visit the Employee Gateway for more information](#)

Keynote Speakers:

Author Steph Davis, *Learning to Fly*  
Singer/Producer Nathan Osmond



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