

worklife ELEVATED

state of Utah employee newsletter September / October 2016



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Human Resource Management

UTAH
LIFE ELEVATED

Meet the Director

Interview by: Shawn Domgaard, DHRM



Jeff Mulitalo, Chief Strategy Officer for the Dept. of Human Resources, is big on data to make informed, strategic decisions that impact the effectiveness and efficiency of HR services and products.

What made you decide to work for the state?

My first experience working for the State of Utah was an undergraduate internship for two legislators in the Utah House of Representatives. I learned so much from that special experience. Perhaps the most significant thing I learned about myself as an intern was that I have a sense of motivation and purpose in public work. I have worked for all three branches of Utah government and for the University of Utah. Looking back, it is pretty clear that the nobility of public service has been a driving force for my educational and career decisions.



What experience do you bring with you to your position?

I was so fortunate to have an opportunity to work for Administrative Office of the Utah State Courts as a leadership consultant and management development program manager. I was then hired by Dr. David Patton to work at the Utah Department of Health as a consultant and director of performance improvement. I joined the Governor's Office of Management and Budget as an operational excellence consultant and worked with several agencies in that capacity. I have also worked as a private consultant. I find great value and satisfaction in helping people and improving organizational performance. These experiences gave me so much exposure to the fields of organizational behavior, operational excellence, organizational design, and leadership. It is gratifying to see how the lessons from these experiences are integrated and contribute to my work with the Department of Human Resource Management.

Why has there been a focus on operations in State Government?

Largely it is because of the value, and importance of the state agencies' missions. I

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Table of Contents

Meet the New Director	1
Flu Shot Schedule	4
SUCCESS	6
URS: 457 Policy	8
FLSA Changes	9
State Fair Coupon	9
Utah Archives Month	10

worklife ELEVATED

Meet the Director (continued)

realize that for a lot of people the focus on operations may feel a bit foreign initially. It doesn't take long for people to realize that operational excellence in government is the motion of our missions or the progress of our purpose. If we really care about the substance of our work, then we will find great value in focusing on our operations. Most of us have not invested so much time in schooling and in our vocations to have our professional experience gummed up by limiting or wasteful practices. So on a personal level, operational excellence should contribute to our sense of accomplishment as we produce more good with the time we have.

On a larger level, focusing on operations is truly meaningful to the people of Utah. We are so fortunate to live in a state with such a strong reputation in every meaningful domain. Operational excellence is an extension of Utah's tradition of being the best managed state. We can produce more value in our service, respond to growth, and do so without placing an undue burden on the taxpayer.

How does data change the way we work in a digital age?

Data can empower work by informing key actions or decisions in the right way, the right place, at the right time. With that in mind, we should always keep in mind that data for the sake of data often does not produce anything of value. We should be striving to gather and analyze data that is meaningful to our purpose, our operations, and our decisions. As the old saying goes, the quality of answer you receive is usually a reflection of the quality of question asked. In a similar fashion, how data contributes to the quality of our work and work experience is a function of the quality and purpose of the data gathered. Generally, we are best served by limiting our focus on the data that is significant to our missions.

It has been my experience that business leaders and employees know how to use data and analytics when it is produced well. As we strive to implement these standards in our use of data, it should help us become more agile, effective, and efficient in our daily work. At DHRM, we are working to improve how we gather data so we can produce important, helpful insights pertaining to the workforce.

What advice would you give to State of Utah employees?

One of my most important mentors once told me: while you may not always be able to change your circumstances, you can always change your attitude. I would hope that every employee in this state can sincerely see the good in what they do. Sometimes our professional lives can be complicated by change or compressed by increased demands. We are lucky to work for organizations whose missions and purposes lend some degree of meaning to change or increases in demand. Cultivating an adaptive capacity will make a difference as we move forward into Utah's future. 



Lend a helping hand.
Charitable organizations fill a vital role in our communities, state, nation, and world.

Your donation can help **care** for the environment, **feed** families, **mentor** young people, **teach** children to read, **provide** homes for pets, and **support** other important services.

GIVE THROUGH PAYROLL DEDUCTION OR A ONE-TIME DONATION

SEPTEMBER 19 – NOVEMBER 10, 2016


**UTAH STATE
EMPLOYEES'
CHARITABLE
FUND**
Charitable Deduction

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Honor Your Volunteers with the Lieutenant Governor's Volunteer Recognition Certificate



The Lt. Governor's Volunteer Recognition Certificate, an ongoing program through UServeUtah, is aimed at recognizing just a few of the many volunteers helping to make Utah a better state, while promoting and inspiring further on-going volunteer efforts.



To nominate visit: www.usingerve.utah.gov/recognize



**American
Red Cross**

Did you know that as a State Employee you are eligible for [Disaster Relief Volunteer Leave](#)? Under this Administrative Leave (code R477-7-11), you could join the Red Cross as a Disaster Response volunteer. With many pressing needs in Louisiana and other areas of the country, **we need you.**

Deployments are usually two weeks and as a Red Cross volunteer, we will pay for all travel and lodging expenses. *We also need volunteers to deploy virtually*, so if you can't leave Utah, this is a great option for you.

The American Red Cross will provide all training needed in any area you're interested in: Mass Care, Sheltering, Feeding, Casework, Disaster Public Affairs, Disaster Health, Mental Health, and more.

Apply online at www.redcross.org/utah and let us know what questions you have by calling: 801-323-7000.

Flu Shot Clinics

UPEA invites public employees and their families to come get a flu shot.

Stop by the clinic in your office

Sept. 26th · 11:00am-1:00pm
UPEA Headquarters
1000 W. Bellwood, Murray

Sept. 27th · 10:00-11:30am
Logan Dept. of Human Services
115 W. Golf Course Rd. Suite B, Logan

Sept. 28th · 8:30am-12:30pm
Dept. of Natural Resources
1594 W. North Temple, SLC

Sept. 28th · 3:00-6:00pm
Gunnison Prison
255 S. 300 E., Gunnison

Sept. 29th · 11:00am-1:00pm
AP&P Region 3
36 W. Freemont Ave, SLC

Oct. 3rd · 8:30-11:30am
Sandy DCFS
10008 S. Creek Run Way, Sandy

Oct. 3rd · 2:00-4:30pm
UDOT Region 1
166 W. Southwell St., Ogden

Oct. 4th · 8:00-11:00am
SLEC Workforce Services
150 N. 1950 W., SLC

Oct. 4th · 11:30am-2:30pm
MASOB
195 N 1950 W., SLC

Oct. 5th · 11:30am-2:30pm
Provo Regional Center
150 E. Center St., Provo

Oct. 5th · 4:30-6:30pm
Fred House DOC
14727 Minuteman Dr., Draper

Oct. 6th · 8:30-10:30am
Medical Triangle
44 N. Mario Capecchi Dr., SLC

Oct. 6th · 12:00-3:00pm
Highland Health
3760 S. Highland Dr., SLC

Oct. 7th · 10:00am-1:00pm
Downtown Workforce Services
140 E. 300 S., SLC

Oct. 11th · 9:00-10:30am
Northern Utah Correctional Facility
2445 S. Water Tower Way, Ogden

Oct. 11th · 12:00-2:00pm
Ogden Regional Center
2540 Washington Blvd., Ogden

Oct. 12th · 12:30-4:30pm
State Office Building
350 N. Main Street, SLC

Oct. 13th · 9:00-10:30am
Oquirrh DCFS
2655 S. Lake Eerie Dr., SLC

Oct. 13th · 12:00-2:00pm
Office of Recovery Services
515 E. 100 S., SLC

Oct. 17th · 2:00-4:00pm
Department of Agriculture
350 N. Redwood Rd., SLC

Oct. 18th · 11:00am-3:00pm
Heber M. Wells Building
160 E. 300 S., SLC

Oct. 20th · 9:00-11:00am
Ogden Human Services
950 E. 25th St., Ogden

Oct. 21st · 11:00am-1:00pm
Department of Corrections Admin
14717 S. Minuteman Dr., Draper

Oct. 24th · 11:30am-2:00pm
Office of Education
250 E. 500 S., SLC

Oct. 25th · 9:00am-1:00pm
Cannon Health Department
288 N. 1460 W., SLC

Oct. 26th · 11:00am-2:00pm
Tax Commission
210 N. 1950 W., SLC

Oct. 27th · 11:00am-1:00pm
Fred House DOC
14727 Minuteman Dr., Draper

Nov. 3rd · 9:00-11:00am
St. George DCFS
178 N. 200 E., St. George

Nov. 3rd · 1:30-3:30pm
Cedar City DWS
176 E. 200 N., Cedar City



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The Doctor's in YOUR House!

[Register here](#) today so when the “unexpected” happens, you’ll see a doctor faster, easier and cheaper 24/7/365.

Enroll in Telemedicine at no cost to you. By using Amwell’s telemedicine, you’ll see a doctor for a reduced co-pay, and find the path to wellness more quickly.

Be sure to enter Service Key: PEHP

Medical Plan	Primary Care	Specialist
The STAR Plan	\$40	\$75
Traditional Plan	\$10	\$35





(Shown in picture L to R) Kristen Jensen, Arie Leeflang, Jim Grover

Digging in with SUCCESS

By: Kristen Cox, Executive Director, GOMB

The Utah Division of State History (UDSH), a division of the Department of Heritage & Arts, holds the most comprehensive set of archaeological site data in Utah. Three years ago, more than 110,000 archaeological site forms (including more than 1 million total pages) were housed at the UDSH office in Salt Lake City. For government and private consultants, the location of the records often forced hours of travel to access the physical records required by law for cultural resource compliance. In 2013, the USDH antiquities section saw an opportunity to greatly enhance record access through digitization. By providing digital access in the field, consultants working on transportation, oil and gas, and other development and land management projects greatly improved their ability to move projects forward. Through digitization and by using tools associated with



the SUCCESS Framework, consultants' access to digital records increased from 19.1% to 97.14% by project end in 2015.



The SUCCESS Framework is a set of management principles designed to boost the quality and efficiency of government services with the goal of creating more value for every tax dollar invested.

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/>

THE GOAL

Provide online access to 110,000-plus archaeological site forms to reduce operational costs and private consultant and government dependency on physical records.

THE STRATEGY

Identify the Critical System Constraints and Form Partnerships to Achieve the Goal

- It was apparent early in the process that creating a team of highly skilled digital archivists in-house would not be a long-term need.

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- UDSH partnered with the University of Utah Marriott Library to create the IMACS Scanning Project. Allowing the Marriott Library staff to focus on scanning, collecting meta-data, and digitally hosting the archaeological site forms (IMACS) allowed the UDSH team to focus on project management.

Perform a Triage of Records to Identify the Documents Most Used

- The quality measure for the project was the percent of records accessed online over the number of records accessed in person. To move quality in the right direction as quickly as possible, staff prioritized IMACS documents from most in demand to least in demand.
- The throughput target was the approximately 2,000 records being processed monthly which mapped to a four-year completion window.
- Operational expense equaled the staff time to prepare/manage workflow and the Marriott Library's cost for scanning services. Near project completion, operational expenses decreased significantly and scanning costs were reduced to include only new documents.

THE RESULTS

- The project exceeded the stated goal and online records have been established as the primary method of access.
- Quality was defined as the percent of records accessed online over the number of records accessed in person. The baseline quality score averaged at 19%. Over the course of the project, quality has increased to over 90%.
- Throughput was defined as the number of documents scanned per month. By the end of the project, scanned records increased steadily and nearly doubled to 4,000 monthly. The result was a completion date nearly one year early.
- The baseline site form usage averaged at 523 forms. At project completion, 3,667 records were accessed in October and 4,454 in November. The results signal that site data access has improved and more records are being efficiently accessed.
- Operational expenses have reduced to minimal levels.



THE FUTURE

By focusing on complete solutions, UDSH policy now requires all new archaeological site forms to be created or added digitally. The system will continually be reviewed to ensure it meets the needs of users and that usage remains high. UDSH's next steps include making all archaeological records available digitally to support efficient planning and development in Utah.

Future projects include the digitization of archaeological reports that contain data other than the site forms and that span back to the 1940s. Other records include archaeological finds ranging from 10,000-year-old Paleoindian sites to the rusting relics of Utah's uranium boom of the 1960s. 

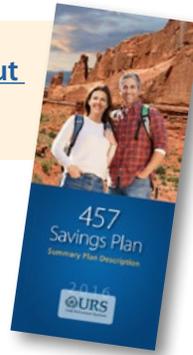
457: No Early Withdrawal Penalty

Here's the great thing about a URS [457](#) — no early withdrawal penalty.

A 457(b) deferred compensation retirement plan is much like a 401(k), but specifically for public employees. With both, you contribute pre-tax dollars that grow tax-deferred. You pay taxes when you withdraw your money.

But here's the key difference. With a 401(k), you pay a 10% early withdrawal penalty tax if you're younger than 59½. With your 457, you aren't

[Learn more about the URS 457](#)



subject to this penalty. If you leave your job at any time, for any reason, you can withdraw penalty-free.

What does this mean to you? Imagine if you lost your job and had to tap your retirement savings to pay bills. You could consider a 457 to be employment insurance.

Maybe you plan to retire

early. You can count on your 457 for penalty-free withdrawals at any age. Speaking of early retirement, did you know you can use your 457 or 401(k) to buy future service credit toward your URS pension? Transfer funds directly from the savings plans, with no taxes or penalties, to buy service credit and increase your pension benefit.

It's easy to open a 457 and to adjust your contributions. Just log in to [myURS](#) to easily manage your account and start building for a better tomorrow. ■

	401(k) Tax-deferred Pay income tax when withdrawn	457 Tax-deferred Pay income tax when withdrawn	Traditional IRA May be tax deductible Pay income tax when withdrawn	Roth IRA After-tax deposits Tax-free withdrawals
Withdrawals	<ul style="list-style-type: none"> » Retirement » Termination » Age 59½ if still employed » Hardship (Elective deferrals only) 	<ul style="list-style-type: none"> » Retirement » Termination » Age 70½ if still employed » Unforeseeable emergency 	<ul style="list-style-type: none"> » Any time 	<ul style="list-style-type: none"> » Any time
Early Withdrawal Penalty Tax	<p>Yes — 10% early withdrawal penalty tax if withdrawn before age 59½.</p> <p>Exceptions:</p> <ul style="list-style-type: none"> » you work into the calendar year you turn age 55 (age 50 if you separate from service as a qualified public safety employee — see Page 2) » payout based on life expectancy » disability 	<p>No penalty tax if you withdraw your money after you've left your job.</p>	<p>Yes — if withdrawn before age 59½.</p> <p>Exceptions:</p> <ul style="list-style-type: none"> » first home » higher education » payout based on life expectancy » disability 	<p>Contributions: No</p> <p>Earnings: Yes — if withdrawn before age 59½.</p> <p>Exceptions:</p> <ul style="list-style-type: none"> » first home » higher education » payout based on life expectancy » disability <p>(For more exceptions, see IRS Publication 590.)</p>



Important FLSA Changes

If you read the July-August 2016 newsletter, you will already know that the United States Department of Labor announced, on May 18th, changes to the Fair Labor Standards Act (FLSA). The changes include an increase to the minimum salary needed for executive, administrative and professional employees to be classified as FLSA exempt. The new minimum will be \$913 per week (\$22.83 per hour).

Your agency directors were given the deadline of July 6, 2016 to submit their recommendations on how to handle jobs with a salary range minimum below \$22.83. For some jobs, it may be possible to increase the salary range minimum and keep the job FLSA exempt. In other situations, the jobs will switch from FLSA exempt to FLSA non-exempt.

Information will be coming out as early as September 12, 2016 regarding the new FLSA changes. The Department of Human Resource Management (DHRM) has created some Frequently Asked Questions (FAQs) that will be placed on the employee gateway, along with some fact sheets and training videos. In addition, affected employees who are switching to FLSA non-exempt status and their supervisors will be notified by email on October 24, 2016 regarding their upcoming status change. Employees who are remaining FLSA exempt, but are having adjustments made to their salary ranges will be notified by email on November 7, 2016.

Finally, all of the applicable FLSA changes will be implemented by the State of Utah at the beginning of the pay period containing December 1st, which is the federal effective date. Therefore, the State of Utah's implementation and effective date will be November 19, 2016. 

\$5 Gate
Admission

State Fair Discount

Gate
Admission **\$5**

Present this coupon with your STATE OF UTAH EMPLOYEE BADGE at any Utah State Fair Ticket Booth to receive \$5 Gate Admission.



Good for up to five (5) Fair Gate Admission Tickets. A separate coupon is needed for each ticket purchased.

For employee and family members only.

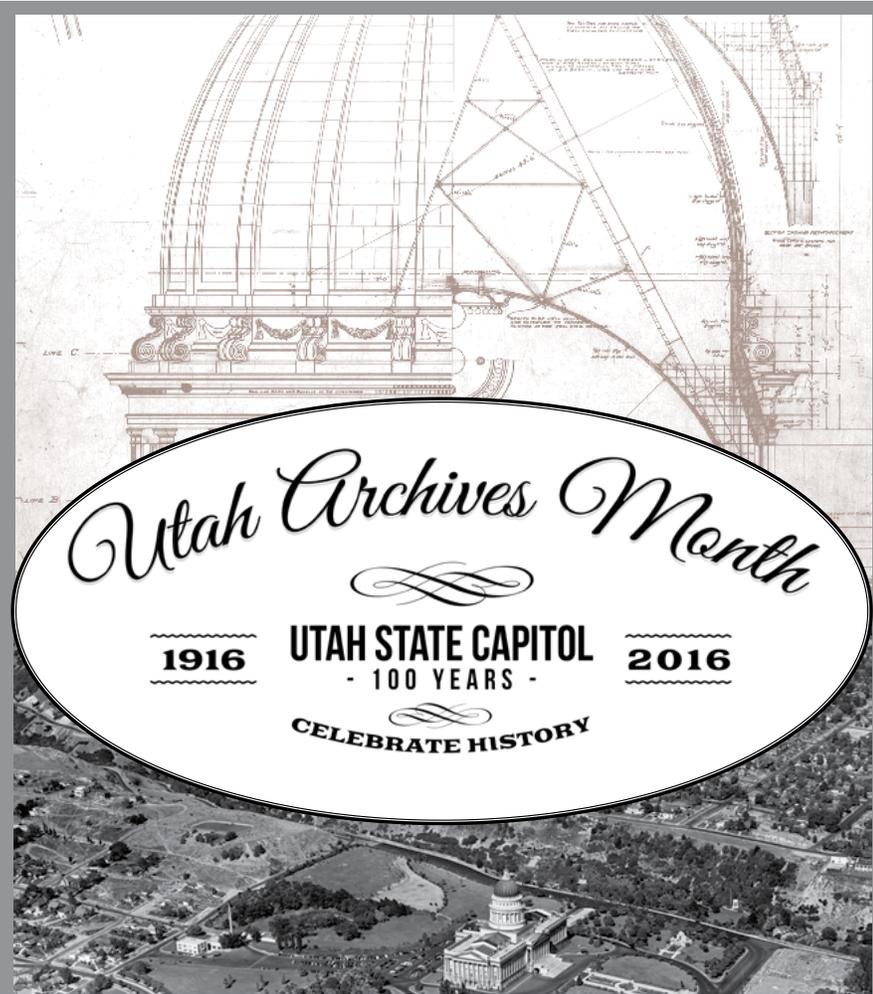
NOT VALID WITH ANY OTHER OFFER OR COUPON. NO CASH VALUE - VALID TUES - THURS SEPT 13 - 15, 2016 ONLY

Utah Archives Month

Two events held at the Archives building, 346 S Rio Grande Street, focus on family history. “Wake the Dead,” an overview of family history resources at the research center, is scheduled at noon on Monday, October 3. A “Personal Digital Archiving” class will be held at noon on Monday, October 17. A noon-hour brown bag on Wednesday, October 19, by Judith McConkie will deal with Capitol artwork.

Two additional events will feature presentations about the Capitol. Allen Roberts is writing a book about Richard Kletting, Capitol architect, and Charles Shepherd will talk about the Capitol restoration project. We are still finalizing dates for these presentations and hope to hold these on Capitol Hill.

[more info -->](#)



ARCHIVES MONTH is an annual event sponsored by archives and special collections from across Utah. Archives showcased include academic, private, corporate, religious and governmental repositories. All events are free and open to the public.



www.utaharchivesmonth.org
#ArchivesMonth



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