worklife ELEVATED
state of utah employee newsletter May / June 2013

A publication of the Department of Human Resource Management

UTAH LIFE ELEVATED

Why do you work for the State?

We often hear retiring state employees say they never intended to work their whole careers with the state, but 30, 35, even 40 years later, they chose to stay with the same employer. Most will say the years passed quickly and they enjoyed what they were doing. With this issue of Worklife Elevated we launch a new series of articles highlighting state employment and we'll profile employees about their reasons for joining and staying with the state. - ed.

Bill Starks

Director, Unemployment Insurance Division, DWS

interview by Caroline Updike

WE: Why did you initially take a job with the State?

Starks: I am originally from New Jersey and have an intense interest in skiing. My college applications included only states that had fantastic ski resorts, and the University of Utah (U) was one of the three colleges I both applied and got accepted into. I chose the U, since it was so close to several ski hubs. I eventually graduated with my degree in accounting after taking a year off working at Snowbird. My freshman year, I actually logged 105 days of skiing! After college, I was offered a job with an Accounting Firm and turned it down for a State Job in 1979. I have now been here nearly 34 years and have enjoyed it immensely. I initially took the State Job for the following reasons:

- Less stress yet plenty of opportunities for advancement
- True 40 hour work week (versus the 60+ hour work-week with most accounting firms)
- Work/Life balance (I wanted to be able to ski!)
- Flexibility
- Pension/Retirement options
- Health Insurance it offered
- Benefits after retirement
- And mostly, it worked better for me

WE: What departments have you worked at?

Starks: Unemployment Insurance (UI) is where I started as an Auditor, and I have stayed with DWS in various capacities and now serve as the UI Director.

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Why do you work for the State?

Bill Starks (continued)

WE: Of the various jobs you've held, what was your favorite? Why?

Starks: I've experienced the most satisfaction serving as the UI Director, but it's also been the most stressful. However, having the opportunity to make high level decisions and see the outcomes and results of those decisions, as well as mentoring my team, and celebrating successes is really fulfilling.

WE: In what ways has your state employment helped to enrich your life?

Starks: I've had great mentors – two in particular that come to mind. They were very fair but also had clear performance expectations. They gave me room to share ideas and to have a say. They afforded me autonomy in my work place and I received a lot of support from my superiors/management, which made my job easier and more enjoyable. They had trust and faith in me. There was no micro-managing style, rather, it was an outcome driven management philosophy – management allowed staff to come up with ideas and take risks. They allowed us to both fail and succeed however remain accountable.

WE: What was your most meaningful achievement?

Starks: The three operational components of UI are contributions (taxes), benefits, and appeals. The U.S. Department of Labor recognized the Utah UI Division as the highest performing UI program (among medium-sized states) for the past two years in all three operational components. This is a real tribute to my staff, DTS support, and Executive Management support. It is also cool being nationally recognized by my colleagues.

WE: What is your most memorable moment?

Starks: Surviving the Great Recession was probably the most memorable, the number of claims set unprecedented levels, our UI trust funds almost went broke, and multiple emergency programs were implemented over a very short time frame. Seeing all my staff step up and work so hard during this time period was amazing. UI is a real balancing act; you need to be able to balance the ability of employers to fund the program with the needs of the claimants who become unemployed through no fault of their own. It's been very fulfilling to be able to make a difference for people facing the most difficult times in their lives. Helping someone in that situation is really rewarding.

> "It's been very fulfilling to be able to make a difference for people facing the most difficult times of their lives. Helping someone in that situation is really rewarding."

WE: In what ways have your relationships with your co-workers helped to make your employment that much more meaningful?

Starks: UI's management style, as afore mentioned, has been around a long time, which speaks loudly for the cultural bonds of the group. We have a top notch management team, and I have 100% confidence in them. My initial mentor helped me become an effective manager because he looked out for me and coached me and provided me with opportunities to succeed. He helped me feel like I fit, and it made all the difference having a boss I respected. He was my biggest influence. I try to provide those same opportunities to my staff.

WE: What important lessons have you learned from your time with the State?

Starks: Hire top quality staff, regardless of their longevity/long term intentions. If they are the most qualified for the job, yet only plan on staying temporarily, hire them. It's best to hire the best person you can, and if they don't stay, that's ok. I would rather have the best for a little while than mediocrity for a long while. Any high performing team begins with hiring high performing staff. I've also learned in my years with the State to never ever micro-manage and to keep my staff involved in decision making; staff are the real problem solvers. They know their jobs and processes better than you ever will; a top down mentality doesn't work. WE

Would you like to recommend an employee to be interviewed? Email us at: HRNewsletter@utah.gov

FISCAL YEAR 2014 Compensation and Benefits Update

by Billie King, HR Consultant

Fiscal year 2013 is drawing to a close. Our diligence was rewarded for fiscal year 2014, with the Legislature passing Senate Bill 7. This bill provided funding equivalent to a 1% cost of living adjustment. This 1% salary increase (effective 6/22/2013) will be given as a general increase. Employees who are within 1%, at the maximum of the salary range, or in longevity, will receive a one-time bonus equivalent. This bonus equivalent is a calculation of a 1% yearly salary increase, or a combination of a salary increase and bonus totaling 1%. Eligible employees include all positions except elected officials, educators, judges, boards and councils members, and schedule AU's. Non-benefited temporary and time-limited schedule indefinite, (less than 30 hrs) (IN's) and time-limited (TL's) will be determined at agency level, and the legislative and judicial branches will determine eligibility for their employees.

The employer's portion of health insurance increases for fiscal year 2014 was funded. However, employee rates for the Traditional Plan (Advantage/Summit) increased slightly, and the Traditional Plan (Preferred Care) also saw an increase to the premium rate. These new rates will be effective on pay-period 13, which begins 6/22/13. Employees on the STAR Summit/Advantage and Utah Basic Plus Summit/Advantage plans will continue to pay no premiums. Rates for the STAR Preferred plan and Utah Basic Plus Preferred plan will remain the same. STAR plan participants will be eligible for the same annual employer HSA contribution as they received in FY2013.

For further detailed information please refer to the PEHP web site at PEHP.org.

Due to the Affordable Care Act effective July 1, 2013, the flexible spending account limit will be reduced to $2,500; the dependent daycare limit will remain at $5,000.

If you would like to review the legislation from the most recent session, enrolled copies of the bills are available by visiting the Utah State Legislature home page at: le.utah.gov and click on *Bills*.

On a final note: As we prepare to welcome the beginning of fiscal year 2014, in this beautiful spring season of renewal, it is a perfect time to renew and rework our goals, plans, and objectives, both professionally and personally. To help us fully experience "worklife elevated", consider taking a minute or two on a clear spring morning, take a slow deep breath of fresh air and welcome spring!

Governor's Awards for Excellence

The awards ceremony will be held May 9. All state agency award winners and nominees will be listed in the July/Aug *Worklife Elevated* edition.

Award information will be available on the Employee Gateway May 14.

9th Annual Surplus Property

Plant Sale

May 22, 2013

Sale start time 9:00 am
Check website for details:
surplus.utah.gov

Effective January 4, 2014

HB 194 Post Retirement Medical Benefits

by Barbara Smith, HR Consultant

Beginning January 4, 2014, the accrual of sick leave under the post-retirement medical benefit Program II will end and qualifying benefited state employees will be able to participate in a new **Defined Contribution/401(k) matching program**.

With this change, there are some important details that you should know.

- There will be no change to how your sick leave works at retirement for any existing balances under Program I or Program II. Your existing sick leave balances will be honored at retirement.

- There will not be any changes to a pension or 401(k) retirement benefit that you enjoy under Tier I or Tier II with Utah Retirement Systems.

- The new sick leave Program III benefit beginning January 4, 2014, will have no value at retirement. Sick leave can only be used as sick leave, and will be forfeited upon separation or retirement. There will not be a cap or change to accrual rates for the new Program III sick leave benefit.

- With the new Defined Contribution 401(k) matching benefit, every qualifying employee who contributes to a URS 401(k) plan will receive an employer biweekly matching contribution. This rate is still to be determined, and will be communicated to employees later in the 2013 calendar year.

URS and DHRM are teaming up to provide educational seminars, which will be held in the fall of 2013 in order to explain these changes, and to help educate employees about investing in 401(k) retirement options. Be sure to visit the Employee Gateway to review the most update information and FAQs regarding HB 194. WE

2013 Managers Conference

Coming in Clear *Communication in the Workplace*

presented by the Department of Human Resource Management, the Utah Society of Certified Public Managers, and the Division of Risk Management

Thursday, May 3, 2013, 8:30 am to 3:30 pm
Karen Gail Miller Conference Center @SLCC
9750 South 300 West, Sandy

Edu-trainer Rebecca Pace will keynote the conference with *"Communicating Under Fire & Communicating to Win-- The difference between persuading and negotiating and when and how to use each."* Her two breakout sessions will address *"Dealing with Difficult People and Situations-- skills and tactics to use when handling critical attacks."*

Master Mediator Velvet Rodriguez-Poston will conduct breakouts on the topic of how to recognize and address body language.

Paul Teynor, MD., will speak on effectively addressing drug and alcohol issues in the workplace and **David G. Ericksen, Ph.D.** will share guidance for supervising employees with mental health challenges. In the afternoon they will be joined by a panel of legal experts who will discuss complex work-related issues to assist managers in addressing substance abuse and mental health challenges without creating liability

Conference fee is $99 for standard registration and $79 for USCPM members

Click the link above to register.

Risk Management

USCPM

Department of Human Resource Management

Workwell Challenge

Exercise With Our Four-Legged Friends

by Matthew Hill AS, BS. Physical Activity Coordinator

As the weather warms up and spring emerges from its winter long cocoon, many individuals are heading to the parks to partake in their favorite pastime….. running. And many of those individuals are excited to take their best friend or best four-legged friend. But before you get too eager to take your dog with you consider these tips to protect and keep your dog healthy.

1. Get medical clearance from your dog's vet

   We need clearance and so do they

2. Know which breeds are best for running

   Check out the article here: http://www.runnersworld.com/running-tips/breed-apart

3. Consider the age of your dog

   Younger does not make better runners

4. Make sure your dog is on a leash

   Keep others safe no matter what

5. Consider the running surface

   Be aware to protect the feet of your dog

6. Know the signs and symptoms of overheating

   Keep them from getting too hot

7. Ease your dog into running

   You may need to start with walking and build up to running

8. Know your dog's temperament

   This is good so you will know what to steer away from to avoid problems

9. Make sure your pet is up-to-date on his vaccination

   This is always a good thing to have done before taking your dog on a run through public places

10. Be courteous and clean up after your pet

Have fun with your pet and get some exercise in the process. This will keep you motivated and healthy as well as your pet. WE

State Jobs Website

Recruitment System Upgrade

By Shannon Casias, Recruitment Consultant

The Department of Human Resource Management is developing a new online recruitment and applicant tracking system. The new recruitment system will improve the way an applicant applies for state jobs. It will allow more interaction between the hiring officials and HR Analysts in creating recruitments, scheduling interviews, etc. We anticipate the "go-live" date for the new system in the Fall, 2013. The current system, available at statejobspostings.utah.gov, will remain active during the upgrade. WE

Benefit Fairs 2013

Get important information about benefit changes and updates that directly impact you. Also, learn about PEHP's new cost-saving tools that will help you pay less in out-of-pocket expenses. The 2013 open enrollment period runs April 11 - June 14. During this time you can make changes to your medical, dental, and vision plans. Visit with representatives from these vendors to help make the best benefits decisions for you and your family.

- URS (Utah Retirement Systems)
- PEHP
- Medical
- Dental
- Life Insurance
- FLEX$
- PEHPPlus
- PEHP Waist Aweigh
- PEHP Wee Care
- Regence Expressions Dental
- EyeMed – Vision plan
- OptiCare – Vision plan
- The Standard – Short-term disability insurance
- Liberty Mutual – Auto & Home Insurance
- MetLife – Auto & Home Insurance
- Hyatt Legal Plans
- UESP – Educational savings plans
- UPEA – Employee association
- UAGE - Employee association
- Blomquist Hale – Life counseling
- Mountain America Credit Union
- Security Services Federal Credit Union
- ERIC (Employee Resource Information Center)

2013 State Benefit Fair Schedule

AGENCY	ADDRESS	ROOM	DATE	TIME
Recovery Services - **Salt Lake**	515 E 100 S, Salt Lake	9th Floor Conf. Room	1-May	12:00-3:00
DATC - **Kaysville**	550 E 300 S, Kaysville	Student Commons	2-May	1:30-3:30
Workforce Services - **Salt Lake**	140 E 300 S, Salt Lake	Room 101 N & 101 S	6-May	9:00-3:00
Ogden Regional Center - **Ogden**	2540 Washington Blvd., Ogden	Large Conf. Room	7-May	10:00-2:00
DWS - **Logan**	180 North 100 West, Logan	Large Conf. Room	8-May	10:00-12:00
Human Services/Environmental Quality - **SLC**	195 N 1950 W, Salt Lake	Common Area	9-May	9:00-2:00
Workforce Services - **Price**	475 W Price River Dr., Price	Large Conf. Room	13-May	10:00-12:00
Workforce Services - **Moab**	457 Kane Creek Blvd., Moab	Conf. Room	14-May	10:00-12:00
Department of Corrections - **Gunnison**	255 E 300 N, Gunnison	Large Conf. Room	15-May	9:00-12:00
UDOT - **Richfield**	210 W 800 S, Richfield	Large Conf. Room	15-May	2:00-4:00
Dixie State College - **St. George**	225 S 700 E, St. George	Eccles Fine Arts Lobby	16-May	9:00-12:00
Workforce Services **- Cedar City**	176 E 200 N ,Cedar City	Large Conf. Room	16-May	2:00-4:00
Tax Commission - **Salt Lake**	210 N 1950 W, Salt Lake	Room 1026	20-May	10:00-2:00
Natural Resources - **Salt Lake**	1594 W North Temple, Salt Lake	Auditorium	21-May	9:00-12:00

Messages provided by Voluntary Benefit Vendors

Spring and Summer
Household Tips

After the long winter months come to an end, your house may be in need of some extra care. MetLife Auto & Home® offers these tips to add to your annual spring cleaning and summer preparation.

- **Inspect the air conditioner.** Check the outside condenser unit and remove all debris and leaves that may have built up in and around the unit during the winter. Replace air filters monthly during the summer months when your air conditioner is working the hardest. Clogged filters make the cooling system less efficient.
- **Clean your gutters.** Prevent flooding and leaks in your house by cleaning your gutters in early spring. Leaves, branches and other debris should be removed so that rain can easily drain away from your house.
- **Change the batteries in smoke detectors.** Do this at least once a year; the first day of spring is a great time to start this habit. Make sure to test smoke alarms regularly by pushing the testing button included on all models.
- **Look for signs of termites.** Springtime is when termites thrive. Check your basement and house foundation for damage or any cracks or holes which can be an easy entryway for termites. If you're not sure if you have a problem or not, call a pest control professional; many offer free consultations.

Call MetLife Auto & Home today at 1 800 GET-MET 8 (1-800-438-6388) and find out if you are eligible for special group discounts on auto and home insurance because you work for State of Utah.

MetLife®

Voluntary Benefit Update

Short Term Disability – The Standard
Able to enroll during Open Enrollment
2 Options to choose from

Group Legal – Hyatt Legal Plans
Beginning July 1, 2013
rates will be $21.25
(Small increase from $20.75)

Long Term Care – The Prudential
No longer accepting new enrollees
after June 30, 2013

Visit the Employee Gateway for enrollment information
Click on *Benefit Resources* under *My Benefits*

Liberty Mutual. INSURANCE

Save Time and Money with Payroll Deduction

Now you can forget about installment fees and remembering to make monthly payments. Sign up for Payroll Deduction and your monthly insurance premium will be automatically deducted from your paycheck. The convenience is one more way you can enjoy peace of mind with Liberty Mutual. And did you know that State of Utah employees could save hundreds on our quality auto and home insurance?* Visit Liberty Mutual or call (800)524-9400 (mention client # 110225) for a free quote.

*Discounts and savings are available where state laws and regulations allow, and may vary by state. Certain discounts apply to specific coverages only. To the extent permitted by law, applicants are individually underwritten; not all applicants may qualify. Please consult a Liberty Mutual sales representative for additional information.

Leadership Skills for Supervisors

LEADERSHIP SERIES

Dates: **May 13, 21, 29, 2013**
Location: Various Salt Lake locations
Time: 8:30 a.m. – 3:30 p.m.
Presented by: Dan Chase, DHRM / ULI
MPA, Ph.D. (candidate)

Supervisors will learn enduring leadership principles for guiding employees and teams to higher levels of effectiveness and job satisfaction. Supervisors will learn the critical role they play in agency leadership and how to create meaning and cohesion in their work units.

Leadership Section

The **Leadership Skills for Supervisors** program consists of the following four monthly sections:

May	**Leadership**
June	Interpersonal Effectiveness
July	Communications
August	Performance Management

Each section will be taught once a week for a month at different locations across the Wasatch Front.

Attendees can sign up for courses at the following link:

https://hreventure.dhrm.utah.gov/utc

Utah Leadership Institute
Department of
Human Resource Management

We're Listening!
We welcome comments about and suggestions for the newsletter. Please send emails to: *HRNewsletter@utah.gov*

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