

HR UPDATE

STATE OF ALASKA
DIVISION OF PERSONNEL
AND LABOR RELATIONS

FY 08 - ISSUE 06
JANUARY 15, 2008

HR.....SOLUTIONS FOR SUCCESS.



768 © Mike Atbeck, Alaska Division of Tourism

IN THIS ISSUE:

- GOVERNOR'S PEAK PERFORMANCE AWARDS
- NEW LOOK OF THE DIVISION OF PERSONNEL & LABOR RELATIONS
- FILLING RECORDS REQUESTS
- HELPING EMPLOYEES KEEP THEIR HEALTHY RESOLUTIONS
- QUICK FACTS ACCORDING TO US DEPT. OF LABOR

HR UPDATE

LET US KNOW WHAT YOU THINK

Please let us know what you think of our publication. If you have any suggestions about how to improve the HR Update or topics you think should be addressed, please contact franklin.hurt@alaska.gov.

Governor's Peak Performance Awards

Nominations are now being accepted for the Governor's Peak Performance Denali Awards.

Each nomination must be submitted to the employee's departmental Denali Award representative by **February 15, 2008**.

<http://dop.state.ak.us/website/index.cfm?fuseaction=directorsOffice.denaliAnnouncement>

The link contains information about the awards, a link to the forms and a list of the department representatives.

New Look of the Division of Personnel and Labor Relations

By Carol McLeod

In order to better meet the needs of the employees, supervisors, and managers of the State of Alaska, the Division of Personnel and Labor Relations has reorganized into an enterprise wide service model. The service center model places human resource services for each department into one convenient "one-stop shop."

All service centers include a payroll section, a recruiting section, and a management consultation section. This structure allows the service center, and the division, to respond to human resource needs holistically, rather than through contacts with 4 or 5 different functional areas.

In separate upcoming issues of HR Update, each service center will be highlighted to provide greater detail about the human resource, recruitment, and payroll teams that are assigned to each executive branch department. For this issue, the Division would like to introduce the human resource managers, assistant human resources managers and payroll supervisors for each service center and provide important contact information.

Sharon Dick is the human resource manager for the **General Group** service center and **Worth Barthel** is the assistant human resource manager. The departments served

by this center are: Administration, Education and Early Development, Revenue, Community and Economic Development, Law and Labor and Workforce Development. **Rachel Atkinson** is the payroll supervisor for the General Group. Contact and other information for this service center can be found at <http://dop.state.ak.us/website/index.cfm?fuseaction=general.main>.

Maritt Miller serves as the human resource manager for the **Department of Health and Social Services** service center. **Fran Rabago** is the assistant human resource manager and **Miki Cole** is the payroll supervisor. Contact and other information for this service center can be found at <http://dop.state.ak.us/website/index.cfm?fuseaction=hss.main>.

Dianne Kiesel is the human resource manager for the **Public Protection Group** service center and **Teri Hill** is the assistant human resource manager. The departments served by this center are: Corrections, Military and Veterans' Affairs, and Public Safety. **Monica Burke** is the payroll supervisor. Contact and other information for this service center can be found at <http://dop.state.ak.us/website/index.cfm?fuseaction=publicProt.main>.

Stacie Bentley is the human resource manager for the **Resources Group** service center. The departments served by this center are: Environmental Conservation, Fish and Game, and Natural Resources. **Peggy Hart** is the

HR Update FY 08 - Issue 06

assistant human resource manager and **Deanna Lewis** is the payroll supervisor. Contact and other information for this service center can be found at <http://dop.state.ak.us/website/index.cfm?fuseaction=scResources.main>.

Amanda Holland serves as the human resource manager for the **Department of Transportation and Public Facilities** service center. **Sherilyn Knight** is the assistant human resource manager and **Shanna Kato** is the payroll supervisor. Contact and other information about this service center can be found at <http://dop.state.ak.us/website/index.cfm?fuseaction=dot.main>.

For general enterprise wide functions, there are still five functional areas that will remain at the divisional level: Labor Relations, Statewide HR Operations, Classification, Employee Planning and Information Center, and Training and Development/EEO. Contact and other information for these teams are:

Labor Relations

<http://dop.state.ak.us/website/index.cfm?fuseaction=LaborRelations.main>

Statewide HR Operations

<http://dop.state.ak.us/website/index.cfm?fuseaction=stateHrOps.main>

Classification

<http://dop.state.ak.us/website/index.cfm?fuseaction=classification.main>

Employee Planning and Information Center

<http://dop.state.ak.us/website/index.cfm?fuseaction=EPIC.main>

Training and Development/EEO

<http://dop.state.ak.us/website/index.cfm?fuseaction=TrainingDevelopment.main>.

Filling Records Requests

By Carol McLeod

Many times, supervisors and managers will get a request from an outside agency for an employee's supervisory, personnel, and/or medical file. Often, this request has been sent to various people at multiple locations, including the Human Resources Service Centers and the Employee Planning and Information Center.

In order to ensure that any information that is being provided follows all statutory and regulatory guidelines, please forward all records requests to the Employee Planning and Information Center (EPIC). EPIC will coordinate the collection and dissemination of all appropriate records and will respond to the requestor from its central location. If you get a request from an outside agency, please **do not** respond. Send the request to EPIC or to your HR Service Center.

As a supervisor or manager, you may be asked by the Human Resources Manager in your Service Center to supply copies of various records to EPIC to use for this purpose. Please provide the copies in a timely manner, since this information will be used to answer requests from outside agencies.

Helping Employees Keep Their Healthy Resolutions

By Carol McLeod

Did you know that:

- The average stress-related workers comp claim costs

\$13,339?

- The major causes of premature death and disability among workers are heart disease, cancer, stroke, and injuries?
- The Center for Disease Control and Prevention estimates that physical inactivity contributes to as much as 23% of all deaths from major chronic diseases?
- When employees are encouraged by their employers to adopt healthier lifestyles and habits, they have shown increases in productivity as high as 25%

There are many reasons to encourage all people to live a healthier lifestyle; while many of them are intangible, study after study has shown that for every dollar a company spends on employee health programs, they will get back in excess of \$6.00 through decreased absenteeism, reduced health care costs, increased productivity, and improved employee morale.

The key to an effective healthy employee education program is to be consistent and continual. Studies show that fewer than 10% of employees will actually commit to a change in their work or life habits after just one single health education effort. In other words, without constant reinforcement, employees may want to make a change, but will often slip back in their old, less healthy habits. Other studies show that employees are more likely to continue with healthier habits for at least 6 months if they get three or more opportunities to learn about them and practice them.

Quality of life correlates to the quality of work produced by an employee. As the leader in your agency, what can you do to increase awareness of living a healthier

HR Update FY 08 - Issue 06

lifestyle? It may not be possible to develop or implement a whole health and fitness program, but there are some simple steps that you can take to give your employees the benefits of making healthier choices.

- Education is the key to success in anything, including employee health programs. Putting health and fitness magazines and brochures out in a common area or break room is a simple way to keep employees informed and up-to-date on the latest health and fitness trends.
- Eat healthy. Instead of providing big muffins or donuts for the staff meeting, serve vegetables and fruits as wholesome alternatives. Offer water rather than sodas or coffee in the break room. Provide a small refrigerator where employees can store their healthy brown bag lunches.
- Become an expert at recognizing signs of unrelieved stress, which often shows up as irritability, short temper, increased errors, and fatigue. Something as simple as a word of encouragement or allowing an employee 10 minutes to take a walk around the block can help alleviate some stress. Studies have shown that reducing work-related stress improves overall health and plays a huge factor in employee retention.
- Encourage activity of some sort every day. A walk up and down the stairs and around the building in bad weather, a walk around the block on the days for which Alaska is famous, simply standing up and stretching for a few minutes are all things that can be done without a lot of disruption to others.
- Encourage group efforts. Many employees find it easier to set and meet health and fitness goals if they work with others having

the same needs. Some examples would be groups who walk together at lunch time; meetings before or after work or during lunch times to work together on issues such as smoking cessation, weight loss, stress relief, or other lifestyle matters; and team sports, like volleyball or basketball, after work hours.

- Build your team. Team building events have the valuable effect of reducing stress by creating a more respectful and united work force.
- Don't just talk the talk—walk the walk. Or rather, take a walk, eat fruit rather than cookies, or exhibit other daily behavior that shows that you have chosen to make a change in your own lifestyle. Provide an example of healthy living to promote healthy changes in others.

Healthier employees work harder and take fewer sick days. By taking small steps to improve employee health, you can increase productivity and strengthen your retention rate by decreasing employee burnout.



Quick Facts According the US Department of Labor

<http://www.bls.gov/>

- The average tenure at any one job in the United States is 3 years.
- Employees in the 55-64 year age group will increase by 52% by 2010
- Employees in the 35-44 year age group will decline by 10% by 2010
- Employees in the 26-34 year age group are entering the workforce with less education than employees in the 35-44 year age group.

The Alaska Department of Administration complies with Title II of the 1990 Americans with Disabilities Act. This publication is available in alternative communication formats upon request. To make necessary arrangements, contact the Employee Planning and Information Center for the Division of Personnel and Labor Relations at (907) 465-4434 or the TDD for the hearing impaired at (907) 465-3888.