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Building a better tomorrow through our people today...

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Dependent Verification Audit

The recent Dependent Verification Audit caused various levels of concern for employees. Simple and straight forward for most of us, but a little frustrating for some.

The big question we heard a lot was, “Why are we wasting money on this?” I’d answer the question with an analogy. When we contract to have highways built, we “verify” through observation and inspections that we get what we are paying for. We could just take the supplier’s/contractor’s word for it, but we know that isn’t always going to be the best approach. It isn’t even that we can’t trust the supplier/contractor – they may not intentionally be trying to get by with anything, they may just misunderstand, interpret differently, etc. By monitoring and inspecting/testing their work, we know it is correct.

The Dependent Audit is very similar. The benefits package is an expensive item in our budget – the agency budget as well as each employee’s budget. Making sure that claims are only paid for people who are entitled to be covered is a good business practice.

The results aren’t all in, but it appears that here at Roads we have only one, maybe two, dependents that will lose their coverage. That is very good considering our size. The audit confirms that those covered are legitimately eligible and that our employees understand the requirements to cover their dependents and honestly try to meet those requirements.

Here are some things the audit brought up that you should keep in mind for Health, Dental and Vision coverage:

- While Nebraska doesn’t provide for common-law marriages to be established in the state, it does recognize common-law marriages established and recognized in other states. If your common-law marriage was established and recognized in another state, your spouse can be covered on your insurance if you can provide specific proof. You’d want to ask HR about what proof is needed. Before you enroll a common-law spouse for coverage, make sure you have the proof available should it be requested.

ered on your insurance if you can provide specific proof. You’d want to ask HR about what proof is needed. Before you enroll a common-law spouse for coverage, make sure you have the proof available should it be requested.

- Do you have a step-child? Step-children can be covered if enrolled in family coverage only.
- Is your name on your child’s birth certificate? Is your spouse’s name on your step-child’s birth certificate? That is the easiest way to prove the child or step-child is eligible to be on your insurance. If the name isn’t on the birth certificate, you need to make sure you have other acceptable “proof” before adding the child/step-child to your coverage.
- Do you have someone on your coverage that you didn’t mean to have covered but didn’t realize they were covered? They can only be dropped if they meet specific “status change” definitions and then only if the request is submitted within 30 days of the event or during open enrollment.
- Grandchildren can be covered on your insurance under specific circumstances. If you add a grandchild to your coverage, you’ll want to make sure you have proper documents. Don’t just assume that since they live with you, you pay the bills, and claim them on your taxes that you can cover them.

Finally, following the audit, our processes may change to do a better job of “verifying” up-front, rather than discovery via an audit.

Thanks to everyone for their help in making the Audit a success. It again speaks to what a great group of people work at Roads.

A Refresher on the Job Application Process

There may come a time in your career with the Department of Roads when you want to apply for another position within the agency. In order to do this, an on-line State application must be completed for all vacancies both internal and external. Visit www.statejobs.nebraska.gov to review job openings and/or submit an application. A cover letter, resume or other information may be submitted with the application and will be used during the evaluation process. Please remember this is additional information and does not take the place of the application. **If the application is not filled out completely, you may be disqualified from consideration.**

The process to submit the on-line application will require navigation through the program. State Personnel has put together a First Time User Guide and a Returning User Guide for this purpose. These guides outline processes that enable applicants to complete and submit their application. It would be beneficial to review these guidelines prior to completing, submitting or revising an application. To access the guides, visit the following links:

http://statejobs.nebraska.gov/forms/first_time_user_guide.pdf

http://www.statejobs.nebraska.gov/forms/returning_user_guide.pdf

For technical issues related to creating your electronic application, please contact NEOGOV Applicant Support at 1-877-204-4442, then press 1.

Tips for Completing an Application

Evaluate Position Advertisement

When evaluating a position advertisement, pay attention to the required and preferred qualifications. You will want to match your work experience, knowledge, skills and abilities with the qualifications. Be very clear and specific when listing this information on your application. For example, a position could have a required or preferred qualification of “plan reading experience” or “possession of an appraisers license” or “experience with gas and diesel engines” depending on which position is being advertised. If it’s listed on the job posting as a required or preferred qualification, but not listed on the application, credit

will not be given during the screening process. Applications are screened for both the required and preferred qualifications and may determine if an invitation for an interview will be extended.

Applications are screened based on the information provided in the application/resume only. It’s important to thoroughly communicate your qualifications, especially in the areas that pertain to the job advertisement.

Application Process

When starting the application process, you will need to create a user name and password. It would also be helpful to have information available to assist you in giving dates, company names, supervisor names, addresses and phone numbers. Keep in mind that Human Resources may not have your most current application or resume on file. This information should be kept in your own personal file along with your resume, if you have one. The on-line application system allows the applicant to save applications/attachments indefinitely and to access and revise their application at anytime.

Before an application is submitted, it should be reviewed to ensure all information is included and correct. It’s also important to check for spelling and grammatical errors. Once an application is submitted for a particular job posting, revisions will not be accepted. Upon submittal, a confirmation will appear thanking you for applying and verifying that your application has been received. You will also receive an email confirmation.

Interviewing

Before an interview, it’s helpful to review the job description and the application you submitted. Internal NDOR applicants should not assume the interview panel knows their specific qualifications. It’s important to be very thorough when answering each question.

For additional interviewing tips, you may want to visit the following website provided by State Personnel:

<http://www.statejobs.nebraska.gov/interviewing.shtml>

New Brochures Available

Two color brochures are available for use by Districts and Divisions. The brochures are entitled “Equal Employment Opportunity” and “Providing a Harassment-Free Workplace”. The brochures are located in the “Downloadable Documents and Forms” section of the Human Resources Division’s Intranet website at the addresses listed below.

<http://www.dor.state.ne.us/intranet/hrintra/docs/EqualOpport.pdf>

<http://www.dor.state.ne.us/intranet/hrintra/docs/Harassment.pdf>

WellnessPPO Deadlines

Will you be able to Enroll in the WellnessPPO Health Plan for the plan year 2012-2013?

Yes, IF, you enrolled in one of the four Wellness Programs prior to December 29 **and, IF** you complete the plans requirements by March 30, 2012:

- Walk This Way – log into the Health Fitness website at least 600,000 steps
- Feel Like A Million – earn at least 1,000,000 points.
- Empowered Coaching – complete at least 3 coaching calls
- Condition Management – complete at least 4 coaching calls

You must also complete an Annual Biometric Screening and a new on-line Health Assessment. The Screening and the Assessment will be available April 1, 2012. If you don't meet the deadlines for the Screening (deadlines are different depending on

which screening option you choose – check the 2012 Open Enrollment Information for specifics) or you don't complete the Health Assessment, you will automatically be switched to the BC/BS PPO plan for the 2012-2013 year.

No, IF, you did not enroll in one of the Wellness Plans by December 29, 2011, or if you did not complete the plan requirements by March 30, 2012.

If you aren't currently covered by any of the State Health Insurance plans or started work after January 1, 2012, you will also have the option to choose the WellnessPPO. You will be required to complete the on-line Health Assessment by the specific date provided to you after Open Enrollment closes. You'll want to watch your mail for the information about logging on to complete the Assessment. If you miss the deadline, you will be switched to the BC/BS PPO plan.

Coverage Other Than WellnessPPO

Are you covered by the BC/BS **Choice Plan**? The BC/BS **PPO Plan**? The **High Deductible PPO Plan**?

Did you know **you are eligible and encouraged** to participate in Walk This Way, Feel Like a Million, Empowered Coaching, or Condition Management.

Your premiums help cover the cost of the WellnessOptions program, the program the state has been using the last several years to help control/manage medical expenses in an effort to hold the line on premium increases.

Regardless of which insurance you choose for your family, the common feature of all the plans is that the WellnessOptions tools are available to help you and your spouse learn more about healthy habits/lifestyles, disease prevention and management, and fitness routines.

Take advantage of one or more of the WellnessOptions programs – they'll help you maintain or improve your health, wellness and fitness. And even if they don't, it is highly unlikely they'll do you any harm.

Not sure how to get started? Just log on to the HealthFitness site at:

<https://www.liveforlife.net/go.hcn?hcn2~SBegin~stateneb>.

Your user name is your NIS number with leading zeros to make it an 8 digit number. If you've never been logged on, your password is the same number as your username. If you've logged on before but forgot your password, click on the Forgot Your Password? link on the log-on screen.

Blood Drive Dates for 2012



February 28, 2012

April 25, 2012

June 20, 2012

August 15, 2012

October 23, 2012

December 12, 2012

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Our Mission Statement

The Human Resources Division leads the agency's efforts to be an employer of choice for a diverse workforce. Human Resources provides quality customer service; offers leadership development opportunities for career advancement; provides assistance with recruitment, benefits, classification, and compensation; and promotes quality performance of employees through workforce development and health and wellness activities in a safe environment.

WORKFORCE DEVELOPMENT
Calendar of Events and Training

<u>FEBRUARY</u>		<u>MARCH</u>		<u>APRIL</u>	
1	Stress Management	1-2	NDOR Lead Worker — Tools for Peak Performance	9	First Aid/CPR/AED Certified Training
2	Developing Others	6	NDOR New Employee Orientation	11	Challenging Negative Attitudes
8-9	Effective Communications	7	NDOR Nuclear Gauge Safety Training & Haz-Mat Training	17	Performance Management
10	First Aid/CPR/AED Certified Training	8	Hallmarks of Supervisory Success	19	NDOR Interviewing
15	NDOR Fundamentals of Mentoring	9	Delegating for Shared Success	24-25	NDOR Supervisor Training
16	Generational Differences	12	NDOR 360 Degree Feedback Process	27	State Holiday
16	Peer Today Boss Tomorrow	14	Effective Presentation Skills		
20	State Holiday	15	Clarifying Performance Expectations		
22	NDOR (OJT) On the Job Training	15	Correcting Performance Problems		
23	Conducting Effective Meetings	27	A.C.T. and L.E.A.D. with Integrity		
28	Applying EQ at Work	28	Listening in a Hectic World		
29	NDOR Blood Drive	29	Speaking to Influence Others		

Log into the LMS system at <https://nebraska.csod.com/client/nebraska/default.aspx> to register for classes.