

LIMITED ENGLISH PROFICIENCY



Building a better tomorrow through our people today...

HR NEWSLINE

Limited English Proficiency (LEP) Program is intended for individuals who do not speak English as their primary language and who have a limited ability to read, speak, write or understand English. Under Department of Justice regulations implementing Title VI of the Civil Rights Act of 1964, recipients of Federal financial assistance have a responsibility to ensure meaningful access to their programs and activities by persons with limited English proficiency.

Most individuals living in the United States read, write, speak and understand English. There are many individuals however, for whom English is not their primary language. For instance, based on the 2000 census, regarding individuals older than age 5, over 26 million individuals speak Spanish and almost 7 million individuals speak an Asian or Pacific Island language at home.

In a 2001 Supplementary Survey by the U.S. Census Bureau, 33% of Spanish speakers and 22.4% of all Asian and Pacific Island language speakers aged 18-64 reported that they spoke English either "not well" or "not at all".

Over 92% of the Nebraska population relies on English as the primary spoken lan-

guage. Of the remaining 7.9% of the state population speaking a language other than English, 2% has categorized themselves as speaking English "less than very well" or "not at all". While the overall state need is small in comparison to the State population, some of the larger metropolitan areas report tremendous variance in the spoken languages of the community.

So how does this impact NDOR? According to Executive Order 13166, each Federal agency shall prepare a plan to improve communications and access to its federally funded programs and activities by eligible LEP persons, and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency's programs and activities. So, think of it in this way:

- How do we communicate with an LEP individual that has approached us in the Central Complex lobby or the District Office?
- How do we communicate with an LEP individual over the phone?
- How do we communicate with an LEP individual by email?
- How do we communicate

with the LEP individual in the public meeting?

- On the job site?

Currently, we are working to develop a complete LEP Program within NDOR. This plan will include methods to meet the needs of non-English speaking individuals. This may include printing material in languages other than English, as well as verbal communication.

Like many other State DOT's, NDOR recently asked for willing employees to volunteer for our Employee Translator Volunteer Listing. This list will be used when an LEP individual enters our facilities. We can identify the appropriate language through the use of language cards, and then contact an employee that may be willing to assist in interpreting and speaking with the individual. Currently, our listing includes 6 different languages spoken by NDOR employees. If you would be willing to volunteer to be on this list, please contact Carrie Williams.

Once the LEP Plan has been finalized, we will share this information to all of our employees to ensure we are meeting the needs of the public. If you have any questions, please contact Carrie Williams.

Inside this issue:

| | |
|--|---|
| Job Application Process | 2 |
| Direct Deposit, Payroll Card, or Both? | 3 |
| July 1 Pay Checks | 3 |
| Leadership Development Certificate Program Graduates | 3 |
| Mother's Privacy Room at the Central Complex | 4 |
| Schedule of Events & Training | 4 |

JOB APPLICATION PROCESS

ARE YOU A GOOD FIT?

The job application is your first opportunity to convince the hiring supervisor that you are a good match for the position being filled. Remember, you are competing with other job seekers.

How can you make your application stand out?

Evaluate Position Advertisement

When evaluating the position advertisement, pay attention to the required and preferred qualifications. You will want to match your knowledge, skills and abilities with the qualifications. Be very clear and specific when listing this information on your application.

Applications are screened for both the required and preferred qualifications. **If it's not listed on your application, you won't get credit for it.**

Completing the Application

What are we looking for?

-Completeness and Neatness. In order for the appropriate hiring official to properly assess your qualifications, the application must be filled out completely and legibly. Blanks or incomplete answers may disqualify you. Have information available to assist you in giving dates, company names, supervisor names, addresses and phone numbers.

A cover letter, resume or other information may be included 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. **As stated above, if the application is not filled out completely, you may be disqualified from consideration.**

-Position Applied For. Indicate position title and number on the application form.

-Conviction of Law Violations. Other than a minor traffic violation, indicate if you've been convicted of a law violation. **Note:** This includes both Felony and Misdemeanor convictions. Background checks will be completed before a job offer is made. Failure to disclose this information could result in elimination from consideration.

-Veteran's Preference. Contact State Personnel at 402-471-2075 for information on documentation needed to receive credit for veteran's preference.

-Work History. Relate your experience to the job opening. Employment information and description of duties must be completed. A resume may be submitted in addition to the application. However, all sections must be completed on the application even if a resume is submitted.

-Skills. Relate your skills and abilities to the job opening (examples: computer programs/experience, certifications / licenses, equipment operation, etc.)

-Education. Complete information on coursework taken/ number of hours and if applicable, date of graduation or degree received, etc. Not every position requires a degree, but may require coursework or training. It's important to complete this section even if you haven't graduated.

-Signature/Submittal. Your application **MUST** be signed, dated and received by the listed closing date. **NO EXCEPTIONS.** For an on-line application, your signature is submitted electronically.

Additional Application Information

We require that an application be submitted for all positions. You may complete your application on-line by visiting State Personnel's website at www.statejobs.nebraska.gov or by completing a paper application. For internal only positions, a word formatted application can be sent to you from Human Resources. To obtain a paper application, contact State Personnel or the NDOR Human Resources office. Your application will be kept on file for one year and may be used to apply for multiple positions. If you find a position you're interested in, contact Human Resources at 402-479-4574 or State Personnel at 402-471-2075 and have your application activated. You may want to structure/change your application to fit the job description of the position you're applying for. To change information or tailor it to a position, a new application must be completed. Applications for additional information or assistance in completing the application, contact one of our recruiters:

Geri Waechter – 402-479-4581
Rachelle Rhoades – 402-479-4841

DIRECT DEPOSIT, PAYROLL CARD, OR BOTH?

If you are currently receiving your pay by a warrant, payroll warrants will cease beginning with the pay period starting September 14, 2009. By that date, you must select one of two payroll direct deposit options.

You can have your pay directly deposited to a payroll card (AccelaPay by US Bank/VISA), which is a prepaid Visa card. You do not need a banking relationship to utilize the payroll card.

If you have a checking, savings or money market account with any bank or credit union, you can direct deposit your pay to one or more of your accounts.

There are a number of benefits of using direct deposit. Your pay is deposited to your account(s) or payroll card each payday and the full amount is available for immediate use or withdrawal. You will never have to worry about losing your pay checks.

Here are the links to get forms to request an AccelaPay Card, get a Direct Deposit Form, and information that describes the fees associated with a payroll card.

Link for AccelaPay Card Form:

http://www.das.state.ne.us/accounting/forms/payroll_card.pdf

Link for Direct Deposit Form:

http://www.das.state.ne.us/accounting/forms/direct_dep.pdf

Link for Fees:

http://www.das.state.ne.us/accounting/nis/Pauls_Correspondence/payroll_card_fees.pdf

REMEMBER: Effective with the pay period starting September 14, 2009, the State will no longer be issuing paper pay warrants.

JULY 1 PAY CHECKS

Your July 1, 2009 pay check will include your newly elected benefits. Please review this pay stub for accuracy and contact the Human Resource Division if you believe you have any discrepancies.

The life and long-term disability insurance premiums will continue with the premiums based on your age and salary as of July 1, 2009.

If you have any questions, you may contact one of our payroll staff.

Carlo Campana — 402-479-3688

Linda Lange — 402-479-4575

Rita Carman — 402-479-3527

Diane Holthus — 402-479-4580

Blane Osterman — 402-479-4582

LEADERSHIP DEVELOPMENT CERTIFICATE PROGRAM GRADUATES

The Human Resource Workforce Development Section would like to congratulate the following individuals that have completed and received their certificate for the Leadership Development Certificate Program, Manager Readiness Level:

[Darryl Steinwart, District 5](#)

[Shad Thompson, District 8](#)

[Carol Wienhold, Planning and Project Development](#)

[Jill Kuhel, Planning and Project Development](#)

[Sean Schulz, Planning and Project Development](#)

At this time, there are over 200 enrollments in the three

levels of the Leadership Development Certificate Program and several employees are close to completing the program. If you have not enrolled, we encourage you to take another look at the program

We are also pleased to announce that we will be rolling out some new courses yet this year. The first new course is scheduled for August and is entitled "Developing Others." This course will complement the Mentoring Fundamentals and the Advanced Mentoring Concepts courses. Please watch the LMS and the bi-weekly training announcements for the date.

We look forward to seeing you in the near future and meeting your training needs.



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.

Building a better tomorrow through our people today...

If you have questions or topics you would like to see in this publication, please contact: Lynnee Thiemann
 Lynnee.Thiemann@nebraska.gov
 (402) 479-3565

We will make every effort to address those issues for you.

<http://www.nebraskatransportation.org/area-intranet.htm>

MOTHER'S PRIVACY ROOM AT THE CENTRAL COMPLEX

NDOR has created a room in the cafeteria area at Central Complex that provides a perfect space for nursing moms to use their breast pumps during the workday. The room has a table, chair, outlets and a sink which pro-

vides more convenience to moms who want to continue breastfeeding after returning to work. In the past, it was a challenge to find a private area that could be used on a regular basis to pump here at NDOR. So, a small

room adjacent to the cafeteria was converted into a nice, private area for this purpose.

NDOR is again working to be the Employer of Choice for a broad range of potential employees.

SCHEDULE OF EVENTS AND TRAINING

July 2009

3 Holiday
 14 New Employee Orientation
 16 Nuclear Gauge Safety Training
 21 Speaking to Influence Others
 22 Listening in a Hectic World
 27 Instructor Professional Development Training
 28 Performance Management
 29 Clarifying Performance Expectations
 30 Correcting Performance Problems
 31 Adult CPR & First Aid

August 2009

4 Fundamentals of Mentoring
 5-6 NDOR Supervisor Training
 11 New Employee Orientation
 12 Addressing Emotions at Work
 13 Resolving Conflict with your Peers
 19 On-the-Job Training
 20 A.C.T. & L.E.A.D. with Integrity
 24 Instructor Professional Development Training
 26-27 Lead Worker

September 2009

7 Holiday
 9 New Employee Orientation
 16 Applying EQ at Work
 17 Advanced Mentoring Concepts
 21 Instructor Professional Development Training
 22-24 Fast Start in Project Management
 29 Generational Differences