



Building a better tomorrow through our people today...

HR Newsline

Open Enrollment Is Here!!

Open enrollment will be held from **October 30th through November 20th**. Once again, state employees will use the Employee Self-Service in NIS to enroll themselves and their dependents for benefits. This year, **EVERY EMPLOYEE**, (including part-time, temporary and state split employees) **must** enroll for benefits on-line, or they will not have benefits January 1, 2007.

Open enrollment meetings are scheduled to begin October 23rd. Meetings will be held in the NDOR auditorium on November 3rd from 9 am – 12 pm and again on November 9th from 8 a.m. – 11 a.m. Districts will participate in these meetings via teleconferencing and employee questions may be submitted electronically. DAS has indicated that em-

ployees will have the opportunity to attend “live” meetings that will be held in specific locations throughout the state and after the schedule is finalized, a list of all meetings will be published in the upcoming Statehouse Observer. Attendance at the Open Enrollment meetings is highly encouraged so that your questions can be answered and your concerns addressed.

There are a few things you will need to do to prepare for this year’s Open Enrollment. Log-on to NIS prior to the Open Enrollment period to see if your password needs to be reset. If it does, please call the IMS Help Desk at 471-4636 or if you are in the field, use (800) 982-2468. If you have forgotten your User ID, please call Human Resources at 479-4574 and we can pro-

vide that information to you.

Having the following information will help ensure a successful Open Enrollment experience:

Date of Birth for all beneficiaries and dependents.

Social Security number of all beneficiaries and dependents

Current contact information, including address and phone number, of your beneficiaries

Remember to print a Confirmation Statement (with the transaction number) when you complete your benefits.

If you have any questions, please call 479-4574.



Safety Training - Now Online

We are pleased to announce web-based training dedicated to providing tools that protect our greatest resource: our employees.

Last Spring, a pilot program tested what the company *PureSafety* had to offer. The 60-day program left 70 participants encouraged with the offered training.

We now offer this training to all District Construction and Maintenance employees.

PureSafety targets safety topics like:

- Work Zone Safety
- Fire Prevention
- Safe Lifting

All courses have “test your skills” activities, as well as a brief exam to ensure the

information is understood.

PureSafety provides training when **you** have the time and most lessons are about 30-minutes. Best yet, each topic completed counts for Team Safety points.

Look for more information in the near future. For any questions, please contact Carrie Williams or Blane Osterman.

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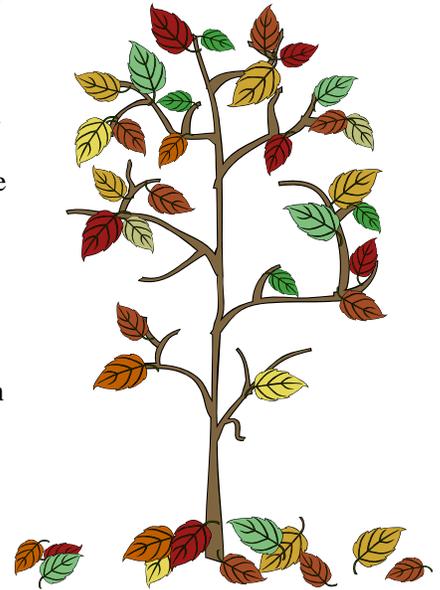
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“Diversity Awareness” To Be Added To The Course List

Today’s changing workforce is comprised of more people representing different cultures, ethnicity, race and gender and introduces a new set of challenges for managers and supervisors as well as the employees themselves. In order to accept change, we need to understand it. Classes are being developed which will provide tools to facilitate increased communication, productivity, and employee satisfaction. The intended outcome of these classes will be to assist employees with developing a greater understanding of themselves, their perspective and the people they work with.

There are two classes “under construction” which are scheduled to be ready by the end of 2006. The first, a four hour course, designed for employees addresses the benefit and value of developing a greater awareness of diversity within the Nebraska Department of Roads. The second course, designed specifically with the managers and supervisors in mind, will be 8 hours focusing on the unique challenges and opportunities of managing a diverse workforce.

Look for additional information about the courses on the Bi-weekly Training Announcement. Seating, when offered, will be limited for these courses, so register quickly through Carrie Williams or Jacki Schrotberger in the HR Training Office.



Succession Planning Program Expands

On September 28, 2006 the Succession Planning Program will welcome approximately 40 additional participants. The first session for these Managers and Supervisors will further explain the goal of the NDOR Succession Planning Program and inform them about future activities.

The Succession Planning Program began 21/2 years ago as an effort to make planning for the future leadership of NDOR a priority. Ensuring NDOR has people “in the wings” that are ready, able, and willing to become Division Heads, District Engineers and/or Deputies is essential to move the Agency forward and meet the challenges being faced by NDOR as our environment is consistently changing and evolving.

The Agency must take a pro-active approach to prepare for the future with our employees, just like we do when we prepare for the construction and maintenance of the transportation system.

Succession Planning is important at all levels of the organization, so as time and resources permit, this program will continue to expand, eventually involving all levels in some aspect of Succession Planning.

October Is National Fire Safety Month

As part of National Fire Safety Month, the Employee Safety section will emphasize Fire Safety at an Agency level.

During the Employee Appreciation Day picnic at Central Complex, the Fire Marshall’s office demonstrated the proper use of Fire Extinguishers. Employees were able to see a real fire extinguished, ask the Fire Marshall questions, and sign up for the fire extinguisher classes offered by HR Safety during October.

Additionally, fire drills will be conducted in each of the Central Complex buildings. This is an ongoing effort to ensure our employees are familiar with the proper exit routes that need to be used in the event of an actual fire and give the NDOR responders a chance to practice their roles. Division Managers can review the fire evacuation procedures for their areas before the fire drill in order to help prepare for the event.

Districts are encouraged to have employees take Fire Extinguisher training through *Pure Safety*, our new online training tool. They are also encouraged to schedule their own fire drills, especially if the buildings have multiple rooms and/or levels.

With the efforts in October we would like to achieve a greater understanding about fire safety so our employees know how to prevent fires, and how to deal with a fire when it occurs.

October Schedule of Events

- **1st** - Schedule your vacation if you are in a use or lose situation.
- **3rd** - **North Platte/Scottsbluff** - Governor's Service Awards
- **4th** - **Grand Island** - NDOR Annual Employee Recognition Luncheon /Ceremony
- **5th** - **Lincoln** - NDOR Employee Recognition Conference
- **5th** - **Norfolk** - Governor's Service Awards
- **9th** - **Holiday** -Columbus Day
- **10th** - **Grand Island** -Governor's Service Awards
- **12th** -**Beatrice** - Governor's Service Award
- **19th** - **Omaha/Lincoln** - Governor's Service Awards
- **23rd** - **Lincoln** - Governor's Employee & Manager of the Year
- **29th**-Daylight Savings Time Ends (Set clock back one hour)
- **30th** - Open Enrollment Begins

November Schedule of Events

- **7th** - Election Day!
- **10th-Holiday**-Veterans Day (Observed)
- **20th** - Open Enrollment ends (Midnight)
- **23rd** - **Holiday** - Thanksgiving Day
- **24th** - **Holiday**- Day after Thanksgiving

December Schedule of Events

- **7th**- National Pearl Harbor Remembrance Day
- **9th** - Last day of 2006 payroll year
- **10th** - First day of 2007 payroll year
- **16th**- First Day of Hanukkah
- **22nd**- First Day of Winter
- **25th** - **Holiday** - Christmas Day
- **26th**- Kwanzaa
- **31st** - Vacation leaves are balanced



HR Help Line

Tips and Tools To Increase Your Chances of Getting an Interview!

Tip #1—Tell Us What You Know!

When filling out an employment application, provide enough information about your job duties so that they are understandable to any lay person. Compare what your current duties are to those duties in the advertisement. What similarities are there? What skills do you possess that would be of benefit to the new job? What can you offer? Then list them. It might be a good idea to have a friend or significant other review your application and compare it to the job advertisement to ensure you have included all of the pertinent information. Screening is done on information in the application so the more you include, the better your chances.

Remember, even if we know you or have your personnel file, we can't

assume anything. Each process stands alone based on the information you provide to us.

Tip #2—Be specific. Job titles and corresponding job duties can vary by location and so can the equipment they use. If there are special skills or certifications that you have, list them on the application or an attached resume. You can provide supporting documentation such as cover letters, resumes, college transcripts, or any other additional items that would better explain your knowledge, skills and abilities. These items must be attached to the application and/or sent in before the closing date in order to be used in the process. Items received after the closing date cannot be considered.

Tip #3—Keep it Current. Keep a copy of your most current resume and application. When a position opens that you are interested in, compare your application to the job's requirements and preferences. Contact Human Resources to pull your application or fill out a new one if information needs to be added. Be sure to submit it before the closing date.

Tip #4—When In Doubt Ask! Human Resources is here to help. Jenifer Lautenschlager and Gloria Eikerman, the recruiters for NDOR, are available and willing to assist you in the application process. They may ask you questions to help you focus on your strengths, special skills, and work experience, and translate them onto an application.



***Building a better tomorrow
through our people today...***

**If you have questions or topics
you would like to see in this
publication, please contact :
Tia Bachman at 479-4557
Or send her an e-mail.**

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.

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

Human Resources Welcomes Tia Bachman

Human Resources welcomed the newest addition to our staff earlier this spring when Tia Bachman was promoted to the Administrative Assistant position for the HR Division. Tia's primary duties are to assist Sue Larson with any needs she may have from managing her schedule to researching projects. Tia is also heavily involved in supporting Compensation, Classification, Recruitment and Selection. Her desk is located in the front office and she will be the first person you meet when you walk in to Human Resources. Tia will be happy to assist you with your HR needs and if she can't help, she will certainly refer you to someone who can.

Tia lives in Hickman with her husband Chris, their two boys, Ian (5)

and Eli (2), and her dog Bruiser. In her free time, she enjoys reading and attending Jazzercise. Each year she plans a vacation at a new and relaxing location. Her favorite vacation spot is Puerto Vallarta, Mexico because of the beautiful scenery and peaceful atmosphere.

Before coming to Roads, Tia was in the US Navy as an Aircrew Survival Technician Equipmentman. During her enlistment, she was stationed on the Nuclear Aircraft Carrier, USS John C. Stennis in San Diego, California. She had the opportunity to travel all over the world and notes some of her favorite ports as: Hong Kong, Malaysia, Korea, and Dubai. After being discharged from the service Tia went on to be a pharmacy technician with Wal-Mart and then a Staff

Assistant for Roads at District 1, Superior Street. Please take a few minutes to welcome Tia to Central Complex.

