



# The Torch

The official newsletter for Indiana state employees

## State Civil Service System

### New law codifies performance-based culture

When announcing the start of a pay for performance plan for state employees in 2005, Governor Mitch Daniels said, “We are building a new era of performance in state government and will do more for people who do great work.”



Implemented in 2006, Daniels’ plan allowed employees and managers to set specific goals and metrics to measure success and gave each employee the right to receive a performance review. Because of the new vision for the way state employees should be measured, we have achieved a performance-based culture that has delivered better customer service for all Hoosiers.

This transition was possible because employees embraced this concept and worked to improve how we provided services to our fellow citizens. Because of this success, these performance-focused policies were put into Indiana law this past legislative session in the new State Civil Service System.

Governor Daniels made a commitment in 2005 to do more for high-

#### More on Civil Service

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- Performance management
- Standardized policies
- Complaint process

performing employees. Along with the announcement of a pay for performance system, he also added two bonus programs in 2006 – the Governor’s Public Service Achievement Awards, the highest award for state employees, and the spot bonus program where agency heads directly reward employees. To expand on this promise, the new civil service system puts in place additional protections for high-performing state employees. This law strengthens our focus on recruiting, retaining and rewarding state employees according to their performance.

The new law also updates the State Personnel Act of 1941. We thought 70 years was long enough, and it was time to bring the state’s personnel

system into the 21st Century.

To learn more about the civil service system and how it may impact you, State Personnel has created a video to outline the changes. View the video by logging on to the State Personnel website [here](#) or through the employee learning module (ELM) located [here](#).

If you have questions, contact the State Personnel Employee Relations Division via the HR call center at 1-855-SPD-INHR (1-855-773-4647).

State Personnel will be conducting informational Q&A sessions at various locations throughout the state in July to review highlights of the new law and answer questions. More details about specific times and dates of these sessions will be made available in the coming weeks.

#### Classified/unclassified?

### The Civil Service System – What does it mean?

The new civil service system outlines the standards for all executive branch state employees:

- Discrimination is prohibited
- Policies are applied consistently
- Employees will take personal responsibility for their performance
- The focus will be on high quality, effective and efficient customer service

The 1941 State Personnel Act divided the workforce into two categories: merit or non-merit.

The new state civil service system identifies the categories as either classified or unclassified. There are some exclusions from the civil service system. Those exclusions include employees in the legislative and judicial branches, separately elected officials, separate bodies corporate and politic (quasi) and the Indiana State Police.

The state civil service is divided into two parts, the classified service and the unclassified service.

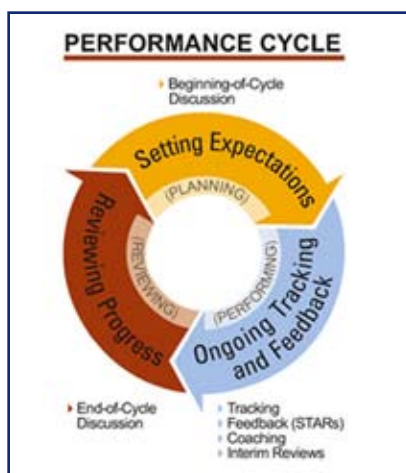
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## SMART becomes ingrained in our work culture

For the past six years, we have been building a high performing government. Since 2006, employee performance standard and outcomes have been SMART

- Specific
- Measurable
- Achievable
- Relevant to the strategic objective of the employee's agency or state institution and
- Time sensitive.

Now, it is part of the law. And the law says that there are standards of performance for each employee, along with expected outcomes and a system of service ratings based upon those standards.



Employees are expected to continue to take an active role in participating in all phases of the performance management process. That means you will need to understand what the expectations of you are, how those expectations will be measured and how they relate to your agency's strategic objectives. Also, managers and supervisors are accountable for completing performance appraisals on all eligible employees.

During an appraisal session, you have the opportunity to discuss with your supervisor the strengths and weaknesses in your work performance,

training needs, other work-related issues/problems and your employment ambitions. New employees in the state classified service should receive a performance appraisal during the working test period after appointment.

As mentioned earlier, an appraisal will be given annually to all employees

in the state civil service. Any time an employee leaves one supervisor for another, takes a leave of absence of more than 30 consecutive days or when necessary to address performance issues or operational needs, supervisors should prepare an interim appraisal.

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### The Civil Service System – What does it mean?

#### Classified

Employees are identified as classified because their position exists to implement a federal program that, by federal statute or rule, requires specific employment principles. Employees that do not implement a federal program that requires specific employment principles will serve in the unclassified service.

If an agency receives federal funding, it does not automatically categorize its employees as classified. Many agencies receive federal funds, but not all of those funds require specific employment terms for employees.

Each agency head, along with State Personnel and agency legal teams, completed an exhaustive review of all positions that require specific personnel systems. State agencies with employees in the classified service include the departments of Workforce Development, Labor, Child Services and Homeland Security and the Family Social Services Administration. However, not all employees in these agencies are classified.

If a merit employee appointed to the classified service had not attained permanent status by July 1, 2011, i.e., if s/he was hired, promoted or demoted or transferred to a new classification within the previous six months or the working test period has been extended, the employee should consult with his/

her immediate supervisor to identify when the requirements of the working test will be satisfied. Once an original working test period is successfully completed, employees in the classified service can be dismissed, demoted and suspended only for just cause.

#### Unclassified

Every employee in state civil service not assigned to the classified category is identified as unclassified. All employees who were in the merit or non-merit service prior to July 1, 2011, will be in the unclassified service if they have not been assigned to the classified service.

Employees in the unclassified service are not subject to working test periods and are at-will employees who can be dismissed, demoted, disciplined or transferred for any reason that does not contravene public policy.

All employees in the state civil service are held accountable for participating in the process of establishing the standards, outcomes and ratings based on SMART principles.

The State Personnel Employee Relations Division is available to take your calls and answer specific questions. You may contact them directly via the HR call center at 1-855-SPD-INHR (1-855-773-4647).

## Revisions to policies become effective in July

Effective July 1, the standardized policies issued by State Personnel have been updated. Some of the changes were due to the passage of the new law creating the state civil service system. Others were needed to address concerns that have arisen since the last major revision of policies in the summer of 2005. Here are a few highlights of those changes.

### Leaves of Absence

There's a new policy entitled Leaves of Absence that lists all the leaves available to state employees and the general guidelines for requesting and documenting such leaves. For example, employees wishing to use sick leave for extended absences must submit the forms required for the short/long-term disability plan to document the need for sick leave.

### Sick Leave

The Sick Leave policy now allows use of sick leave to care for your spouse, child or parent even if that person does not reside with you. This change also provides employees with income during family-medical leave as all available sick leave will now be used for any family-medical leave absence for serious health conditions of the employee or his/her spouse, child or parent. As before, you can still use sick leave to care for persons who do reside with you, regardless of relationship, if that person is dependent upon you for care.

### Vacation and Personal Leave

The Vacation and Personal Leave policies make it clear that neither leave can be used during a period of incarceration and that vacation leave is provided throughout a career so employees can have periods of rest and relaxation from which they return to work refreshed. These periodic vacations benefit both the employee and the state with increased efficiency. Use of vacation leave merely to extend the final date of employment is prohibited.

### Funeral Leave

The Funeral Leave policy was amended to add great-grandparents and great-grandchildren to the list of relatives for whom funeral leave is available.

### Work Schedules

Work Schedules can now be changed during a calendar week as the law restricting such changes has been removed.

### Military Leave

The Military Leave policy was amended to conform with new procedures related to taxes and insurance. Employees on military leave who receive differential pay will no longer be issued Form 1099, but rather the differential pay will be included in their wages/salary on the annual W2 form for purposes of filing taxes. Employees returning from military leave are responsible for promptly submitting the forms and information to State Personnel-Benefits for reinstatement of insurance coverage. Agency HR or Payroll staff will provide the forms to returning service members.

### Overtime Assignments

Employees are reminded more clearly in the Overtime Assignments policy that volunteering to work a specific overtime assignment is a commitment that must be kept and the consequences of not keeping those commitments are the same as for refusing a mandatory overtime assignment. Managers are reminded to check with HR if an interactive discussion is indicated.

### Discipline

The Discipline policy has been amended to clarify that only employees in the classified service, or those in positions subject to just cause provisions in agency-specific laws, are covered by requirements for predeprivation proceedings and just cause for disciplinary actions.

### Other new policies

There are new policies implementing the changes in the layoff procedure for the civil service system and clarifying the rights and obligations of employees who have separated in good standing (including a layoff) and are seeking to return to state service.

The policies related to salary changes upon promotion, demotion and lateral transfer are located with the other standardized policies. They have been amended to better reflect the use of recruitment differentials and salary ranges in calculating salary increases or decreases.

All of these policies, plus those existing policies that were not modified at this time, are located on the State Personnel website at [www.in.gov/spd/2396.htm](http://www.in.gov/spd/2396.htm). You will also find a very useful page entitled Laws, Rules and Policies for State Employees which contains links to the standardized policies as well as the new civil service complaint form, the civil service law and the promulgated and interim rules applicable to state employees in the civil service system.

### Civil Service complaints

## New law creates more efficient, accessible complaint process

The new civil service law creates a revised complaint process that is expanded to cover most state employees. The law provides that employee advocates, located within SPD employee relations, will be available to help employees resolve employment-related problems. If the employee relations specialist is not able to resolve your work-related issue, s/he will assist you in understanding the procedures available to you.

And what are those procedures? The new law provides a complaint process which will lead to a quicker result for everyone. Nearly all civil service employees, both classified and unclassified, may file a civil service complaint concerning the application of a law, rule or policy to the employee. Only those employees appointed by the governor are not eligible to file a complaint.

The new complaint process is now a three step process for all eligible employees. Step I is the employee's appointing authority or designee; Step II is the State Personnel Department and Step III is the State Employees' Appeals Commission.

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## Emergency room visits cost more than you think

Emergency room wait times are at an all-time high. Your care does not need to be so crowded and costly. You have options, even when you need care right away.



take less time and cost about the same as a regular doctor visit. Plus, most are open weeknights and weekends.

**Retail health clinic** – A clinic staffed by medical professionals who provide basic medical services to walk-in patients; usually located in a major pharmacy or retail store.

**Walk-in doctor's office** – A doctor's office that does not require you to be an existing patient or have an appointment; can handle routine care and common family illnesses.

Many health problems need to be taken care of right away, but they may not be true emergencies. When you cannot see your primary care doctor, you can still get care without visiting the ER.

Retail health clinics, walk-in doctor's offices and urgent care centers can

**Urgent care center** – Doctors who treat conditions that should be looked

at right away but are not as severe as emergencies; can often do x-rays, lab tests and stitches.

Before you go – Call the office or clinic and ask:

- What are your hours?
- Do you have the services I need?
- Will this be covered by my health plan?

Emergency room alternative providers treat conditions that should be looked at right away, but are not as severe as emergencies. For the most up-to-date list of urgent care centers, walk-in doctor's offices and retail health clinics, visit [www.anthem.com/eralt/in](http://www.anthem.com/eralt/in).



### New dental benefit for those with high-risk cardiac conditions

State employees with certain heart conditions can take advantage of Delta Dental's enhanced dental coverage to help them avoid infective endocarditis, a deadly heart infection.

Based on scientific evidence, this benefit was developed to help reduce bacteria levels in the mouth to better maintain oral health and lower the risk for infective endocarditis. The enhanced benefit includes coverage of up to four teeth cleanings per benefit period instead of the typical two. However, it is available only for individuals with heart conditions that place them at high or moderate risk for developing infective endocarditis.

The conditions include:

- A history of infective endocarditis
- Certain congenital heart defects (such as having one ventricle instead of the normal two)
- Individuals with artificial heart valves
- Heart valve defects caused by acquired conditions like rheumatic heart disease
- Hypertrophic cardiomyopathy, which causes abnormal thickening of the heart muscle
- Individuals with pulmonary shunts or conduits
- Mitral valve prolapsed with regurgitation (blood leakage)

The costs of the additional cleanings will be applied to the employee's annual maximum. If an employee has one of the aforementioned heart conditions, he or she should talk with his/her dentist and physician about treatment options.

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### New law creates more efficient, accessible complaint process

The [new complaint form](#) is available on the State Personnel website. This form must be used and must identify the law, rule or policy that was allegedly violated and the remedy sought. Any complaint that does not contain all these items will be dismissed.

Civil service complaints must be initiated not later than 30 calendar days after the act or condition outlined in the complaint. It is imperative that you initiate your complaint within the 30-day period so you will not lose your right to file that complaint.

Once a classified employee has successfully completed his/her working test period, s/he can file a complaint concerning dismissal, demotion or suspension.

In addition, unclassified employees have become at-will employees. If an unclassified employee is dismissed, the employee must prove that the sole reason for management's decision is that the employee was exercising a statutory right (such as filing a worker's compensation claim, whistle blowing or filing a civil service complaint, etc.) or fulfilling a statutory duty.

Please contact your agency human resources representative or the Employee Relations Division of State Personnel for additional clarification.

# Asthma has no cure but can be managed

Asthma is a chronic disease that causes inflammation of the airways. It can be life-threatening; asthma accounts for about 5,000 deaths each year in the United States, and that number is rising. While there is no cure, asthma can be managed.

## Symptoms and causes

There is a genetic predisposition to developing asthma – if one or both of your parents have it, you are likely to have it as well.

In addition, exposure to tobacco smoke, certain infections and some allergens early in life may increase your chances of developing asthma.

An asthmatic person’s airways are always somewhat inflamed, and this makes them more sensitive to irritants such as exercise, allergens and infections. Once the airways begin reacting to an irritant and constrict, less air can flow to the lungs, and an asthmatic may wheeze, cough or have trouble breathing.

An asthma attack is a worsening of symptoms, where the muscles around the airways tighten, restricting air flow. This increases inflammation of the airways, stimulating mucus production and narrowing airways even further. In a severe asthma attack, airways close so much that vital organs are not able to get enough oxygen and death can occur.

## Resources

If you have been diagnosed with asthma, find a support group or certified asthma-friendly products on the Asthma and Allergy Foundation of America’s website at: [www.aafa.org](http://www.aafa.org). Or visit the National Jewish Medical and Research Center’s website at: [www.nationaljewish.org](http://www.nationaljewish.org) for interactive online tools including action plans, peak flow tracking and an interactive treatment decision tool.

## Managing your asthma

If you’ve been diagnosed with asthma, you and your doctor will work together to develop an asthma self-management plan for normal days and an emergency action plan for when you have attacks. Your doctor can help you determine what triggers your asthma attacks (see “Common causes of asthma attacks,”) and whether a quick-relief medicine or long-term control medicine might be right for you.

You will also learn how to use a peak flow meter, a small device you can use at home to measure your lung function. The peak flow meter measures how quickly and forcefully you can exhale after taking a deep breath, and can provide an early warning of an impending asthma attack.

Once you have a plan in place, you must carefully monitor your asthma to make sure it does not get worse. If you have symptoms more often, more intense symptoms, or if you are losing sleep or missing school or work because of your asthma, you need to see your doctor to re-evaluate your treatment plan.

Other signs that your asthma is not well controlled are:

- Your peak flow meter shows a low number, or the number varies greatly from day to day.
- You have to use your quick relief inhaler more often – every day is too often.
- Your medicines don’t seem to be working well anymore.
- You have to visit your doctor or the emergency room because of an attack, or you are hospitalized due to your asthma.

Visit [anthem.com](http://anthem.com) for more ways to get healthy — and stay healthy.

## Sources:

National Heart Lung and Blood Institute, *Diseases and Conditions Index, Asthma* (Accessed 06/02/09): [nhlbi.nih.gov](http://nhlbi.nih.gov). Asthma and Allergy Foundation of America, *Asthma Facts and Figures, Fast Facts* (Accessed 06/02/09): [aafa.org](http://aafa.org).

## Asthma fast facts

Every day in America:

- 40,000 people miss school or work due to asthma.
- 30,000 people have an asthma attack.
- 5,000 people visit the emergency room due to asthma.
- 1,000 people are admitted to the hospital due to asthma.
- 11 people die from asthma.

## Common causes of attacks

- Animal dander
- Dust mites
- Cockroaches
- Pollen
- Mold
- Cigarette smoke
- Pollution
- Cold air or changes in weather
- Strong smells from painting, cooking, perfumes, etc.
- Stress, laughing hard, crying
- GERD (gastroesophageal reflux disease); heartburn
- Medicines like aspirin and beta blockers
- Infections like colds, bronchitis or pneumonia

## One call might do it all

Dialing one toll-free number can connect you to multiple HR services with the State Personnel Department. Dial 1-855-SPD-INHR (1-855-773-4647) and select from a menu of options.

Because the menu is subject to change, as new opportunities become available, you are advised to listen to the entire message before selecting your option.



## INShape Indiana

### DOC's Central Office puts on a healthy face

The Department of Correction (DOC) has a big bunch of losers who show up to work every day. Losers, as in those losing weight, that is.

For the past several years the Department of Correction has offered a weight loss program for employees. During this year's "Biggest Loser" challenge, 28 participants lost a combined total of 419 pounds. Every participant lost some weight, with the greatest individual weight loss being 47 pounds.

Participants paid a small entry fee which provided prize money for the winning team. The challenge included weekly weigh-ins to measure progress, lunch-and-learns on health-related topics, salad pitch-ins and organized lunchtime walks.

The staff was so excited about the success of this year's challenge that



another 21 participants are currently engaged in a second round.

"The combined loss of 419 pounds by Central Office staff during the first round of our 'Biggest Loser' program and the 'Fruit and Veggie Club' was a major accomplishment," said DOC Commissioner Bruce Lemmon. "I am confident that round 2, currently underway, will be just as successful.

Participating staff have shown phenomenal willpower and dedication to eating healthier and displaying great team work and support by encouraging each other with more health conscious choices for snacks."

An offshoot to the weight loss challenge, several DOC staff members created a fruit and veggie club to promote healthier eating in the office. Each day, participants volunteer to bring fresh produce to share with co-workers. This has not only provided a healthy snack option in the work place, but also has cut down on the amount of unhealthy food being brought to work. Access to healthy foods and a supportive environment makes it easier for individuals to make healthier choices on a daily basis.

INShape Indiana offers information and suggestions on living a healthier life. Visit [www.inshapeindiana.org](http://www.inshapeindiana.org) and browse nutrition, physical activity and tobacco cessation resources.

*The Torch* is published monthly by the State Personnel Department and is available online at [www.in.gov/spd](http://www.in.gov/spd)

Submit your story ideas in an e-mail to: [spdcommunications@spd.in.gov](mailto:spdcommunications@spd.in.gov)



## Weight Watchers

### When weight is involved, "less" means "more"

They are living proof that "Weight Watchers at Work" works. Every Thursday these state employees come together over their lunch hour to measure their efforts at weight loss.

One might say their efforts would rate them an "exceeds expectations." Their efforts have garnered some 735 pounds lost and three of them are now lifetime members of Weight Watchers (WW). Other state employees have expressed interest in joining the group, so to accommodate them (since their lunch hour is later), a second session of Weight Watchers at Work is about to launch.

Since there is nothing better than personal testimony, these state employees are willing to share their success and excitement about the program:



*There's 25 pounds less of me after six months on the WW Points + plan! It must be that free fruit or maybe the free E-tools. The At Work Program fits my schedule since I can take care of getting my meeting in during the day, leaving one less stop to make in the evening. And if my schedule doesn't allow me to get to the At Work meeting, I can make it up on the way home. I've even weighed in while on vacation in Florida!*

*It's great to be so successful. In the past I went to WW meetings in the evenings – was not always good for me because of things I had to do after work. The state providing this during work hours is fantastic. I am losing weight better than I ever did at the evening meetings. I am more enthused and actually attend the meetings, not just go to weigh in.*

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## Employee discounts

### Sprint has gone 3D

Be one the first to own the new HTC EVO™ 3D with your state employee discount. Forget the glasses. Create your own 3D photos & videos with two 5.0 megapixel cameras and brilliant 4.3-inch qHD screen.

Switch from another carrier to receive an additional \$100 rebate, free car charger & free shipping when you buy online at [www.sprint.com/IN](http://www.sprint.com/IN) or #866-869-6686.

### Receive \$5 off of you next visit to Marengo Cave

State employees will receive \$5 off a ticket for both adult tours – a \$22 value for \$17. Designated a US National Landmark, Marengo Cave offers 2 easy walking tours and is open daily with extended summer hours. State employees will need to present proof of employment with the state (i.e. state ID badge). For more information, visit [www.Marengocave.com](http://www.Marengocave.com).



## Indiana State Fair

### Volunteers needed for Fishin' Pond

The Department of Natural Resources (DNR) is in need of several volunteers to help kids fish at the State Fair Fishin' Pond.

The Fishin' Pond is in its sixth year and allows children ages 5 to 17 to fish for free. If you have the time (personal or vacation, that is), DNR's fishin' folks would love to have your help. Volunteers get free admission to the fair, a Fishin' Pond T-shirt and the chance to fish with kids for a few hours.

Even if you don't like touching worms, getting fishy, or standing in the sun, other volunteer needs are available. The Pond has four volunteer stations and needs a total of 18 volunteers each three-hour fishing session: Registration (2), Fishing (12), Equipment (2), and Education (2).

The Indiana State Fair will once again be held over a three-week period, from Aug. 5 to 21.

Learn more at [www.in.gov/dnr/5495.htm](http://www.in.gov/dnr/5495.htm)

## Continuing legal education

### CLE available for state contracts course

State employees who work with the state contract process can take advantage of an upcoming continuing legal education course on that very subject.

Representatives from the offices of the attorney general, IDOA and the State Budget Agency will present a thorough foundation and review of state contracts and related procedures. In addition, Inspector General David Thomas will present a one hour training session on ethics.

There are two options for attending the course. Sign up for the July 13 or Aug. 3, session. The session will be held from 9 a.m. to 12:30 p.m. in the Indiana Government Center South auditorium. Registration will get underway at 8:30 a.m.

There are 3.25 CLE hours pending, including one hour of Ethics. Register online: [www.in.gov/attorneygeneral/2840.htm](http://www.in.gov/attorneygeneral/2840.htm)

## Attention engineers

### Continuing education for PEs available online

If you are a Professional Engineer (PE), you know that the state Board of Registration requires PEs take one hour of continuing education in Indiana Rules & Statutes. The board also requires one hour in Ethics each biennium.

Both courses, worth one PDH are available by the American Council of Engineering Companies Indiana (ACEC) in an online and on-demand format. The on-demand format allows you to start a course, submit completed questions and sign on later to finish that same course.

The courses, which are \$25 each, can be taken on your own schedule. Visit [www.acecindiana.org/continuingeducation](http://www.acecindiana.org/continuingeducation) and register for the Indiana Rules & Statutes and Ethics courses today.

If you have questions, contact Colleen Merkel at ACEC Indiana via e-mail at [staff@acecindiana.org](mailto:staff@acecindiana.org) or 317-637-3563.



Governor Mitch Daniels talks with 4H members in the hog barn at the Vermillion County fair in Cayuga.

### Great Wolf Lodge discount now available in Sandusky

Great Wolf Lodge discount now available in Sandusky Clear your calendar, pack your swim suits, and head to Great Wolf Lodge! Just imagine... a colossal indoor water park, 100 game arcade, and fantastic restaurants-all under one roof! Great Wolf Lodge offers state employees a discount off of best available room rates.

- Save 15% at Sandusky, Ohio Lodge when booking using code INDI462B
- Save 20% at Mason, Ohio Lodge when booking using code INDI462B

To receive the discount when making your reservation, all you need to do is go to [www.greatwolf.com](http://www.greatwolf.com), select the Sandusky or Mason Lodge, and enter the code INDI462B into the field just below the calendar on the dates of stay, or call our reservation line at 1.800.913.WOLF. The savings are automatically reflected on all suite types, year around!

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## When weight is involved, “less” means “more”

*I am very happy to be able to attend the “weigh in” and the meetings during my hours at work. I’ve been unsuccessful trying to attend anything after I get home from work. All too often I would get home after working all day and find it easy to make excuses not to get out again or to start doing many things at home that needs to be done. I’m committed and very faithful to take my lunch hour and attend the meetings because there’s no distraction; no need to ‘get back out.’ Additionally, after the meeting I have 15 to 20 minutes left to get some walking in.*

*Shortly after joining WW, I was diagnosed with type 2 diabetes. The program has benefited me tremendously with that aspect. The change in my eating habits and watching my weight falls in line with my physician’s recommendations. As a result of WW I have been able to not only meet with my doctor’s expectations but to exceed them.*

*I would be remiss not to mention that the WW staff has been very helpful. If it weren’t for the fact that the staff members were very efficient in providing us with the necessary information,*

*meeting in a convenient location, making the sessions interesting and holding the meeting within the allotted time span, many of us probably wouldn’t have stuck with the program. We were always made to feel that we could rely on them for directions and support.*

*I have tried for years to lose weight. Since I have been attending WW At Work, I have lost weight for the first time. I love the convenience of having the meetings at work and being able to purchase WW products at the meetings. The program is easy to follow and allows you the freedom to still eat most everything you want in moderation.*

*After having two babies in two years, I wanted to do something to get the “baby weight” off. WW At Work program has made that easy. Being able to have access to a meeting at work (no stopping before or after work) and access to the online tools has made losing the weight easy. And the program is fantastic. I don’t have to give up anything. I like that I have learned to make the program just a normal part of my lifestyle. I don’t have to make separate meals for my family. My boys are learning to love fruits and veggies, but also are seeing that nothing is off limits but that some things are to be enjoyed in moderation.*

This group of state employees meets at the Indiana Government Center, but the Weight Watchers At Work program is available across the state. If your work site is interested in setting up something similar and with agency management approval, call 1-800-AT-WORK or log onto this [website](#).

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## SMART becomes ingrained in our work culture

Since implemented in 2006, state employees and managers have reported a higher level of performance in the organization and expectations that are more clearly understood as a result of completing the performance management process. By taking a proactive, coordinated approach to setting and reviewing performance goals or implementing work improvement plans, the performance management process continues to assist employees in clearly defining expectations and desired outcomes.

### Employee discounts

#### Broadway Across America in Indy offers cheaper seats

Limited time priority discounted seats are available to all state employees for the Broadway in Indianapolis Season. This season see Beauty & The Beast, Fiddler on the Roof, The 25th Anniversary Production of LES MISÉRABLES and 2010 Tony nominated smash Million Dollar Quartet. Details and a direct link to buy tickets are available at [www.in.gov/spd/2606.htm](http://www.in.gov/spd/2606.htm).

#### Two eateries add discounts

Black Buggy Restaurant and Catering in Evansville and the Red Geranium Restaurant at the New Harmony Inn are offering discounts. Details are available at [www.in.gov/spd/2449.htm](http://www.in.gov/spd/2449.htm).

#### Tuition discount available to WGU Indiana

In May, WGU Indiana and Governor Mitch Daniels announced a 10 percent tuition discount for all state employees. Interested students can visit [indiana.wgu.edu](http://indiana.wgu.edu) or call (877) 214-7014 for more information about the university as well as the 10 percent tuition discount available to state employees.



Original artwork by  
Jerry Williams





# INDIANA STATE FAIR

AUGUST 5 - 21, 2011

*It's Incredible!*

## STATE EMPLOYEE DAY AT THE INDIANA STATE FAIR

THURSDAY ★ AUGUST 11

Show your State Employee Identification Badge\* at the gate for your  
**FREE admission to State Fair FUN!**



Big Time Rush presented by VOICE.TV  
Hoosier Lottery Grandstand ★ 6:30 pm

Hoosier Heritage Day - Indiana's past, present & future on display  
State Fair Blvd. ★ All Day



MHS presents The Stars of the Peking Acrobats  
Dow AgroSciences Celebration Park ★ Noon, 2:30 & 5 pm

Fido 500/Weiner 100 presented by  
Eastgate Chrysler Jeep Dodge & Westgate Chrysler Jeep Dodge  
Hoosier Lottery Grandstand Side Lot ★ Noon, 2:30 & 5 pm



Family Day Midway Special with unlimited rides from Noon-11 pm for \$22

### Blue Monkey Sideshow

Take in a high energy, modern variety show with Indianapolis-based troupe performing traditional acts such as sword swallowing, and the human blockhead  
Dow AgroSciences Celebration Park ★ 3:30, 5:30, 7:30 & 9 pm



★ PLAN YOUR TRIP TODAY AT [WWW.INDIANASTATEFAIR.COM](http://WWW.INDIANASTATEFAIR.COM) ★

#### DISCOUNT ADMISSION TICKETS

Don't forget to purchase your discount admission tickets available at Indiana Walmart Stores, CVS/pharmacy, Indiana Farm Bureau, The Marten House Hotel and the Fairgrounds Box Office.

#### NEW: MIDWAY WRISTBAND VOUCHER

Planning to visit the Midway once you get to the fair? Make sure you stop by your local Walmart before Aug. 5 and save BIG! For just \$17 purchase a Midway Wristband Voucher. The Best prices EVER for the Biggest Midway in the Midwest! Voucher good for select dates only.



# INDIANA STATE FAIR

AUGUST 5 - 21, 2011

*It's Incredible!*

It's the 2011 Indiana State Fair and this year it's more exciting than ever. It's the home of the hottest acts, the tastiest food, biggest midway, and the coolest animals all at the lowest prices! It's 17 days of fun, flavor and family memories. Don't miss it. Make your plans now to be a part of something truly **INCREDIBLE!**

## INCREDIBLE SAVINGS! ★ ★

Planning to visit the Midway once you get to the fair? Make sure you stop by your local Indiana Walmart before Aug. 5 and save BIG! For just \$17 purchase a Midway Wristband Voucher. The **BEST** prices EVER for the Biggest Midway in the Midwest! Voucher good for select dates see [www.indianastatefair.com](http://www.indianastatefair.com) for details.

**SAVE A BUCK!** Discount admission tickets available at Indiana Walmarts, CVS/pharmacy, Indiana Farm Bureau, The Marten House Hotel, and the Fairgrounds Box Office.

**YEAR OF 2011 SOYBEANS**  
PRESENTED BY INDIANA SOYBEAN FARMERS



**THE E3 MONSTER TRUCK NATIONALS**  
PRESENTED BY LUCAS OIL SAT. AUGUST 6 - 1 & 7 PM



**MERCYME & THIRD DAY**  
WED. AUGUST 10 - 7:30 PM



**SUGARLAND**  
WITH SARA BAREILLES SAT. AUGUST 13 - 7:30 PM



**JANET JACKSON**  
WED. AUGUST 17 - 7:30 PM



**LADY ANTEBELLUM**  
FRI. AUGUST 19 - 7:30 PM



**LUCAS OIL INDY SUPER PULL**  
SUN. AUGUST 7 - 1 & 7 PM



**BIG TIME RUSH**  
THURS. AUGUST 11 - 6:30 PM



**HOOSIER RODEO SERIES FINALS 2011**  
MON. AUGUST 15 - 1 & 7 PM



**TRAIN & MAROON 5**  
WITH GAVIN DEGRAW THURS. AUGUST 18 - 7:30 PM



**LUCAS OIL DEMO DERBY**  
SUN. AUGUST 21 - 4:30 PM LAST BLAST FIREWORKS

Get your Hoosier Lottery Grandstand concert tickets at the Indiana State Fair Box Office (317) 927-7601, all Ticketmaster locations, [ticketmaster.com](http://ticketmaster.com) or charge-by-phone at 1-800-745-3000.

★ ★ WWW.INDIANASTATEFAIR.COM ★ ★



*State Employee Night*

**SATURDAY, JULY 23<sup>RD</sup> AT 7:05 P.M.**

**INDIANS VS. ROCHESTER RED WINGS**



**Enjoy a special rate available only to State Employees** when you experience Baseball Up Close at Victory Field. Arrive at 5:45 p.m. for Autograph Night and line up for autographs from almost every Indians player and coach. During the game enjoy the always exciting ZOOPERstars as they entertain fans for a Zooper Saturday! *Tickets must be purchased in advance.* Go to [IndyIndians.com](http://IndyIndians.com) to order your tickets. Enter promo code "state" in Step 3 of 5 to receive your discount



Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_

Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

To receive discount, tickets must be ordered in advance.

Box Seats (\$11)    \_\_\_ x 11 = \_\_\_\_\_  
 Reserved Seats (\$7)    \_\_\_ x 7 = \_\_\_\_\_  
 Lawn Seats (\$6)    \_\_\_ x 6 = \_\_\_\_\_  
 TOTAL \$ \_\_\_\_\_

Payment Options:

Check \_\_\_\_\_    MC \_\_\_\_\_    Visa \_\_\_\_\_    Discover \_\_\_\_\_  
 Credit Card #: \_\_\_\_\_    Exp. Date: \_\_\_\_\_  
 Name on card: \_\_\_\_\_    Sec. Code: \_\_\_\_\_  
 Signature: \_\_\_\_\_