



The Torch

The official newsletter for Indiana state employees

Benefits

Dependent eligibility audit set to launch

As announced during open enrollment, the state will launch a dependent health insurance eligibility audit in the next few weeks. If you are a state employee with



dependents enrolled in the state's health insurance program, you are responsible for making sure that your claimed dependents are eligible for coverage.

The audit will be conducted as part of the state's ongoing efforts to manage healthcare costs, so that we may continue to provide you and your eligible dependents with quality,

affordable health coverage.

To prepare for the audit, begin collecting copies of your marriage certificate and birth certificates for children.

These documents will be reviewed to prove eligibility for your dependents. Additional documentation may be necessary for other dependents, such as stepchildren, adopted children, students and/or children with disabilities.

If you have dependent health insurance coverage, you will receive a mailing from Aon in the very near future. Make

sure to read the contents carefully and return all the requested documents before the deadline. Failure to properly respond to the audit by the deadline could result in your dependents losing health insurance coverage.

Family Medical Leave

New fiscal year means new FML certifications

There are a few changes that will take place on June 30. It will be the end of the month, the end of the state fiscal year and approvals for Family-Medical Leave (FML) expire on that date.

The 2009/2010 fiscal year, the current fiscal year, runs July 1, 2009 through June 30, 2010. Employees with an approval for FML for FY 2009/10 and anticipate the need for FML will continue after June 30, are required to submit a Certification of Health Care Provider. That certification must be based on an in-person visit to the health care provider that involves an examination, evaluation or treatment.

Eligibility for FML will be calculated for the new fiscal year. Eligibility requires

employees to have been employed at least 12 months and/or have worked at least 1,250 hours in the preceding 12 months. Unless those requirements are met, employees will not be eligible for FML in FY2010/11. New certifications are due in the employee's local HR office no earlier than June 1, 2010.

Employees are required to provide 30 days' advance notice of foreseeable absences. If an employee does not have 30 days' advance notice, the employee must notify the agency on the same day on which he/she learns of the need for leave. The employee may also notify the agency on the next business day after learning of the leave.

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This month...

Governor's Public Service Achievement Awards ceremony held



The IT team from the Professional Licensing Agency was one of six teams honored by the governor. See page 6 to read about the 46 employees that were honored for their outstanding work. For a complete photo gallery from the event, visit www.in.gov/spd/2438.htm

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Submit your story ideas in an e-mail to: spdcommunications@spd.in.gov



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How much is enough?

Despite the much-touted benefits to engaging in regular physical activity, recent studies have shown that more than 60 percent of Americans do not ignore the findings. But how much is enough to make a difference in one's health?

How much physical activity do adults need?

- Engage in moderate-intensity physical activity for at least 30 minutes on five or more days of the week
- Engage in vigorous-intensity physical activity for at least 20 minutes on three or more days of the week

The American Cancer Society's (ACS) 2005 report on cancer prevention and early detection facts and figures lists examples of moderate physical activities at www.cancer.org. For optimal benefit from less vigorous activities, ACS recommends more time be spent doing them. Likewise, less time can be spent doing more vigorous activities to receive the most health benefits. Here are some examples:

Less vigorous activities

- Washing and waxing a car for 45-60 minutes
- Washing windows or floors for 45-60 minutes
- Gardening for 30-45 minutes
- Walking 1¾ miles in 35 minutes
- Playing volleyball for 45 minutes

More vigorous activities

- Stair walking for 15 minutes
- Shoveling snow for 15 minutes
- Basketball (playing a game) for 15-20 minutes
- Jumping rope for 15 minutes

More examples of moderate-intensity and vigorous-intensity physical activities can also be found on the Centers for Disease Control and Prevention's (CDC) physical activity page.

For more information on the benefits of physical activity, visit anthem.com.

What's the link with exercise and cancer?

Studies from the National Cancer Institute and American Cancer Society have shown that exercise reduces risk of breast and colon cancer as well endometrial cancer. Those who were most active had the greatest reduction in risk.

Individuals who are physically active can reduce their risk of developing colon cancer by 40 to 50 percent. Researchers believe that exercise helps bowel movements become more regular, which decreases the time the colon is exposed to potential carcinogens.

Physical activity also reduces the risk of breast cancer by causing changes in hormone metabolism, body mass and immune function, which might prevent tumor development. Physically active women have up to a 40 percent reduced risk of developing breast cancer.

A recent major report from the Women's Health Initiative found that among postmenopausal women, walking 30 minutes per day was associated with a 20 percent reduction in breast cancer risk. Those with the greatest results were normal weight and experienced a 37 percent decrease in risk. The reduction was lower among women who were overweight.

Studies also suggest that women who are physically active have a 30 to 40 percent reduced risk of endometrial cancer. Changes in body mass and alterations in level and metabolism of sex hormones are the major biological mechanisms thought to explain the link between physical activity and this cancer.

In addition, there is less of a chance for physically active women to develop lung cancer. Researchers believe exercise improves pulmonary function and ventilation keeping active women healthier.

For more information on the benefits of physical activity, visit anthem.com.

What to do with tooth problems

To save your smile, it's important to take action quickly in emergency dental situations. Delta Dental offers these tips on how to handle tooth injuries and pains:

Knocked-out tooth

Find the tooth immediately and place it in a glass of slightly salted tap water or cold milk without first cleaning or scrubbing it. Take the tooth to your dentist as soon as possible, preferably within 30 minutes of the injury, and he or she might be able to replace it in your mouth.

Broken tooth

Rinse your mouth with warm water to clean the area and soothe the tooth. Place an ice pack on the cheek nearest the injury to help keep the swelling down. See your dentist as soon as possible.

Toothaches

Keep food away from the tooth that hurts. Rinse your mouth with warm water after eating and floss your teeth. If your jaw is swollen, place an ice pack on the cheek that hurts. Do not put heat or aspirin on the painful areas. Toothaches can have a number of causes, so see the dentist immediately to keep your teeth healthy.

Mouth sores

Avoid acidic foods, such as oranges and pineapples, which can sting the sores. Often, sores in the mouth are canker sores, which are small ulcers. Call your dentist if your mouth sores persist for more than two weeks. If you notice any lumps or white patches in or around your mouth, you should see your dentist immediately, as they might indicate a more serious problem.

Check your coverage fast and painless

Delta Dental's online Consumer Toolkit® gives you easy access to a wealth of information 24/7.

This secure service lets you:

- Verify your eligibility
- Review up-to-date benefits information
- Check your claims and see what's been paid
- Search directories for participating dentists
- Print ID cards and claim forms
- Review oral health information

Register and log onto the Delta Dental website: www.deltadentalin.com

Indiana State Fair to hold job fair June 3

The Great Indiana State Fair is hoping to fill more than 400 hourly positions during a job fair Thursday, June 3 from 3 to 7 p.m. Most of the jobs are temporary positions that cover the duration of the fair August 6–22.

Interviews will be conducted on site and resumes are welcomed. Informal dress is fine. For more information, contact the Indiana State Fairgrounds at employment@indianastatefair.com.

Fish for free is first weekend in June

Load up the car with friends, family and fishing poles and enjoy a FREE weekend of fishing. Check out a new lake or river or introduce friends and family to a favorite fishing spot. Indiana residents do not need a fishing license or a trout/salmon stamp to fish Indiana waters.

Don't know where to fish? Check out the amazing [Where to Fish](#) interactive map.

Shop at PERF's supermarket of services

The Public Employees' Retirement Fund (PERF) will launch a virtual supermarket of new services and investment options for its members this summer. To make sure you're in line to feed your retirement future, take a moment to understand what's happening and when.

Everything kicks off July 7 with open enrollment. During this time, PERF members can log in to their online account to reallocate the balance of their Annuity Savings Account (ASA) among the new investment funds. Open enrollment closes July 21.

Following PERF's open enrollment, there will be a temporary blackout from July 22 to Aug 1. During this time, you will not be able to make any allocation changes to your ASA.

Starting at 8 a.m. Aug. 1, PERF Online will again be up and running, registering any investment elections you made during open enrollment. In addition, you will then be able to view daily valuations of your ASA balance and make daily changes to your investment allocations. In the past you could do this only quarterly.

Visit PERF's Web site at www.in.gov/perf for detailed information about the soon-to-be-available retirement supermarket. Shop this market and find fresh new ingredients for a healthy retirement.



Governor Daniels enjoys a chat with three patrons of Sherrill's Restaurant in Tipton.

Even the smallest of victims have someone in their corner

You could call them lifesavers or maybe even superheroes. They are our future's biggest advocates and cannot help but take their work home with them every night.



each case and see that the children's needs are being sufficiently met.

Approximately 30 to 35 percent of the children referred are

actually at-risk. Of that percentage, however, only 25 percent are removed from their homes. The goal for the agency is not to tear families apart, but to ensure safety. DCS works constantly with families to improve their situation and help them find their footing again.

"We want to keep kids in their homes, but sometimes that is not what is favorable for them at the time" Wagner said. "We work to eliminate the problem that led to a bad environment, make it safe and withdraw our services."

The office has excellent recidivism rates. Only 4 to 5 percent of cases fall back into poor situations, according to Wagner.

There are heartaches among the victories though. Imagine seeing children who have become victims of

neglect and abuse everyday. Imagine the discouragement when every option has been exhausted and the situation is still unfavorable.

"You become a little desensitized, but you don't want to be," family case manager Sarah Hunt said. Hunt has worked for DCS for more than two years and currently works with 23 children.

"You can't lose perspective on the factors that contribute to a situation," she said. "You have to remember that people aren't inherently bad, and are victims of unfortunate situations. People can change and learn to adopt new lifestyles."

DCS offers numerous resources to help families find stability. DCS coordinates parenting classes, rent and utility assistance, basic home-care assistance and more family educational training to preserve families.

"I love working with families," Hunt said. "I love protecting and advocating for kids and standing up for those who can't do it themselves."

DCS never knows what awaits them. Their job is unpredictable and emotionally draining, but there is relief among the department knowing that their work is saving lives and rejoining families.

Wagner knows the challenges of his job well. "We don't have the power to fix every situation," he said. "We make every effort to improve it, but sometimes it's just not enough."

DCS staffers say the reward is incredibly fulfilling though. The joy is found in the achievements of children they help and their smiling faces when they visit the office to say thank you.

"What we're doing is working," Wagner said.

The Department of Child Services (DCS) employees work around the clock to ensure the safety of Indiana's children. DCS does this by partnering with families and communities to provide safe, nurturing and stable homes.

Christopher Wagner, director of the Madison County office has 26 years of experience reunifying families. "We strive to provide the minimum sufficient level of care," Wagner said. "A good outcome for us is not having to work with a family anymore."

The Madison County office handles approximately 400 cases. Each month the office receives 180 to 200 referrals via a hot line from community members reporting perceived at-risk children. It is the office's responsibility to assess

Medical information cards

Information could come in handy

In an effort to promote patient safety, the Indianapolis Coalition for Patient Safety is promoting the use of personal medical information cards. Interested persons should complete the form and carry it with them.

In case of an emergency, health care providers would have a good starting point on what kinds of medications you are taking or any allergies you might have. If you decide to complete and carry it with you, please update it as needed.

Download a fillable PDF version of the form at www.in.gov/spd/files/personal_medical_information.pdf

Attention employees

Unpaid voluntary leave program extended

The state's voluntary unpaid leave program, which is scheduled to end June 30, 2010, will be extended another year. Language has been added to the policy statement and to the procedures concerns regarding unpaid leaves encompassing an entire pay period.

The extension will be effective July 1, 2010, and applies to all employees subject to the jurisdiction of the State Personnel Department. Participation in the program is limited and ends on June 30, 2011, unless the policy is extended.

If you have questions, contact your agency HR representative.

(continued from pg. 1)

New fiscal year means new FML certifications

If an employee has a chronic condition for which absences due to incapacity or treatment are foreseeable, then new certifications should be submitted in June for FY 2010/11. This is also required of his/her covered spouse, child and/or parent.

Any employee with foreseeable absences on or after July 1 that are taken before the new certification and approval of the FML request may be subject to disciplinary action. In addition, the absence may be considered unauthorized leave.

More information about FML is available online at www.in.gov/spd/2397.htm. That Web page includes links to the standardized policy/responsibilities and procedures statement, FAQs and definitions and an online PowerPoint overview of FML. That presentation can be accessed through PeopleSoft® ELM and a training record will be generated for those who complete the course.

Contact the Employee Relations Division of the State Personnel Department at 317.232.3080, with your questions.



Original artwork by Jerry Williams

Biking to work

Employees bike to work in May

State Health Commissioner Gregory Larkin, M.D., and IDEM Commissioner Thomas Easterly were among those who biked to work on May 21 as part of Indianapolis Bike to Work Day.

Bike to Work Day promoted bicycle commuting as a viable mode of transportation. Bicyclists commuted to Monument Circle, where they were provided free bike parking, breakfast, giveaways and information about bicycling and regular commuting.

“Riding bikes, walking and taking the bus to work and other destinations help reduce air emissions from vehicles, which can help preserve and even improve air quality,” said Easterly.

Dr. Larkin echoed Easterly on the positives of bicycling, encouraging all state employees who can to try bicycling to work, even just once a month.

“Bicycling is a fun and healthy way to get in the recommended 150 minutes of moderate activity each week,” Dr. Larkin said. “And, riding your bike to work is not only good for you, but it also helps protect the environment by reducing an individual’s carbon footprint and traffic congestion.”



IDEM staff member Oscar Meza completes his ride to Monument Circle as part of the annual Bike to Work Day in Indianapolis.

State employees are provided secure locations at the Indiana Government Center for bikes to be stored during the work day. In addition, all IndyGo Fixed Route buses are equipped with bike racks.



State Health Commissioner Gregory Larkin, M.D. rides downtown on Monument Circle in Indianapolis as part of Bike to Work Day.

Governor Daniels proclaimed May 17-21 as Bike to Work Week in Indiana. It’s all part of National Bike Month, observed annually in May.

BASEBALL UP CLOSE | INDIANAPOLIS INDIANS | INDYINDIANS.COM



State Employee Night
FRIDAY, JUNE 11TH at 7:15 P.M.
INDIANS VS. PAWTUCKET RED SOX

Enjoy a special rate available only to state employees when you experience Baseball Up Close at Victory Field. After the game, start your weekend with a BANG! as the Indians shoot off fireworks from center field. View your ticket purchasing options at www.in.gov/spd/2439.htm

46 state employees receive Public Service Achievement Awards

Governor Mitch Daniels presented the sixth round of Governor's Public Service Achievement Awards to 46 state employees representing six agencies on May 5.

"These individuals have proven that there is always a way to get better, always a way to make the money go further and always a way to serve our fellow citizens a little more effectively," said Daniels.

Christine Atkinson was honored for her outstanding customer service at T.C. Steele State Historic Site in Brown County. Her programs are largely self-funded through fees, donations, grants and sponsorships. Under Christine's leadership, site attendance, grants and/or scholarships, gift shop sales and overall revenue all increased in 2009.

Doug Evans, Lisa Williams, Hiram Sizemore and **Charles Jones** of the Department of Correction's Apprenticeship Team implemented a program that focuses on preparing offenders for re-entry into the workforce and reducing recidivism. That program is credited as the largest correctional apprenticeship program in the nation and is being implemented in other states.

Brad Steward, Gregory Roeder, Phillip Jones, Wayne Werne, Jamie Winner, Christine Martin, Michael Spalding, Amy Zillmer, Abraham

Bear, Robert Duncan, Laurie Burgess, David Ramey and **Sean Sheldon** of the Department of Natural Resources (DNR) were honored. The team helped achieve the certification of "sustainably managed" on all 154,000 acres of the state's forests. They were able to pass or exceed all environmental reviews and met or bettered standards while increasing timber revenue by 66 percent over the past five years; using a portion of those revenues to acquire 800 to 1,000 new acres of land annually, all without adding any new full-time foresters.

Herb Price, Gregory Fredenburgh, Eric Burton, Jatin Patel, Jennifer Nikirk and **Peter Wallace** are part the Professional Licensing Agency team honored by the governor. The PLA's IT team used technology and innovative methods to change business processes and create new Web services to improve customer service and cut costs. Besides saving \$130,000 in postage alone, a new Web service allowed licensees to obtain digitally certified license verifications online. Overall, the changes made by the team generated \$149,700 in revenue for the IN.gov Web portal. In addition, some 50,000 more licenses were renewed in 2009 than 2008.

A partnership of three agencies culminated in creation of the Young Hoosiers Conservation Corps (YHCC). Team members from the three agencies

were **Leslie Crist, Nate Klinck** and **Brianna Morse** of Department of Workforce Development (DWD); **Jon Vanator** and **Amanda Ricketts** of DNR; and **Jeana Jefferson** and **Syl Creech** of the State Personnel Department. YHCC offered summer

employment to 1,900 unemployed Hoosiers between the ages of 18 and 24. This young workforce built more than 30 miles of new trails and rehabilitated 500 miles of existing trails; constructed 15 new buildings, renovated and repaired 380 buildings, rehabilitated 50 historic buildings and treated or removed 5,000 acres of invasive species.

Stephanie Parks, Linda Holderness, Peggy Sethman, Ron Miller, Joyce Riggs and **Josh Vandevoort** were honored as part of a team from DWD. In spite of record-setting unemployment rates and a tripled unemployment claims volume, these team members not only met, but exceeded the federal Department of Labor's standards for first payment timeliness.

The combined efforts of nine employees of the Public Employees Retirement Fund (PERF) resulted in the Fund being named Money Management Letter's Large Public Plan of the Year for 2009. **Shawn Wischmeier, David Jacobs, Joshua Rabuck, Robert Brandt, John Borgo, Katherine Stanutz, Barbara Badanek, David Cooper** and **Greg Davis** were part of the honored investment team. The group retooled the fund's under-diversified structure, which enabled it to survive the financial crisis and recover faster during the market recovery over the last 12 months and added nearly \$500 million to the portfolio in 2009 compared to what it would have returned had it performed at the average of other large public plans.

Daniels created the Public Service Achievement Award in 2005 to reward employees who improve efficiency, provide better service, and stretch tax dollars. State agencies submit nominations of individuals or teams for review and recommendation to the governor. Teams receive up to \$4,000 to be divided among team members while individual award winners receive a medal and \$1,000. In 2009, awards were presented to 35 state employees.



DNR's Division of Forestry group poses with Gov. Daniels at the GPSAA ceremony.