



ADOA Receives Three Governor's Awards for Energy Efficiency

On March 31, 2004 at the Governor's Awards for Energy Efficiency luncheon, the Department of Commerce Energy Office presented awards for three programs to Building and Planning Services within the General Services Division.

Arabinda Ghosh, Chief Engineer, was presented with an Award of Special Recognition for his implementation of the Energy Conservation Standards Program. This program was developed to implement the requirements of HB 2324, signed into law in April 2003. This bill amended ARS 34-451 and mandates that the State reduce current energy usage by no less than 10% by 2008 and reduce usage by 15% by 2011.

Current annual energy usage in the ADOA building system (ADOT and the Universities excluded) is approximately 353,000 MWh at a cost of \$23.75 million. To comply with HB 2324, an estimated 35,300MWh (7,060 MWh/year) energy savings is required by 2008. **In terms of dollars, this equates to \$2.3 million in savings over five years.**

For other buildings in the ADOA building system, occupied and managed by other State agencies, ADOA is providing guidance and technical assistance in developing their energy conservation programs. In cooperation with the staff from the Department of Commerce Energy Office, ADOA is hosting monthly meetings for agency facility managers. The meetings are packed with useful information on energy-saving practices, viable methods of financing projects and energy saving technologies.

ADOA is aggressively pursuing energy conservation in State buildings. No cost/low cost actions were implemented using our in-house expertise and manpower. Measures that are more costly are being left for an Energy Consumption Performance Contract (ECPC) currently under negotiation. This type of contract pays the contractor with the savings they uncover on ADOA's energy bills and for energy conservation measures they design and install.

The Award of Merit went to **Mark Grange**, Assistant Chief Engineer, for implementing the Low Cost/No Cost Energy Improvements for immediate energy savings. Measures such as delamping, replacing incandescent lamps with compact fluorescent lamps, and installing wall switches to turn lights off during unoccupied hours were implemented by Mark with the assistance of **Andrew Magany** of Facility Operations and Maintenance (FOAM). These actions alone will save 236,000 KWh annually and \$190,000 over a ten-year period. **This project will have a simple payback of only 82 days!**

Roger Berna, General Manager/Building and Planning, received the Award of Excellence for the new ADOA building. In planning the new building with the developer, Opus West, ADOA utilized the guidelines on Leadership in Energy and Environmental Design (LEED) program, developed by

(Continued on page 5)



Accepting the awards: Arabinda Ghosh, GSD's Chief Engineer with Building and Planning Services (BPS), Roger Berna, BPS General Manager, Andrew Magany, GSD's FOAM Maintenance Technician, Mark Stromgren of OPUS Management, Warren Whitney, GSD Assistant Director and Mark Grange, BPS Assistant Chief Engineer.



Betsey Bayless

A newsletter for the employees of the Arizona Department of Administration regarding agency employees and created by employees.

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The legislature has recognized the hard work and dedication of State employees and has provided a salary increase for State employees in the budget.

For ADOA employees this means the annual salary level of each employee will be increased by \$1,000. All adjustments are effective July 1, 2004. Employees working less than full time will receive a prorated salary adjustment. You will receive the new rate (for two days of the pay period) on your July 9 paycheck. The first full paycheck with the new rates will be received on July 23. Please check with your supervisor should you have any questions or concerns. ADOA proposed the increase for the Governor's Budget and spearheaded the effort for months. Thanks to all of you who took part in this successful endeavor.

We are in some very exciting times here at ADOA. ADOA is changing State government! We are currently involved in three initiatives that will significantly change State government for the better...a new health insurance plan, the privatization of telecommunications and the Human Resources Information Solution system.

Kathy Peckardt (HRD) formed teams and provided leadership in our endeavors in providing better health insurance options for our upcoming Open Enrollment. They have done an outstanding job pulling staff together from all departments of ADOA to ensure we meet the needs of State employees. The challenges have been many, the work long and hard, but the reward will be great...a new and improved health insurance plan for all State employees. In the next few weeks and months you will be hearing a lot more about our new health insurance plan. On June 4, 2004, I forwarded information to you including the names of successful contractors, the available plans per region, and the premiums for the upcoming plan year. Additional information about the new health plans, including physician information will be available the be-

ginning of July. Open enrollment is scheduled to begin August 2, 2004.

ADOA is beginning an initiative to privatize telecommunications services state-wide. **Andre Briere** (Telecommunications Program Office) has formed a superb team to address the State's telecommunications needs and a Request for Proposal was issued. The State will take part in the rapidly changing environment of telecommunications. The privatization effort will result in new efficiencies for all agencies. The telecommunications employees in ISD and at other agencies will feel the disruption most acutely. Because our employees are important to us, the Governor and I have made a condition of the privatization that workers whose functions are privatized will be guaranteed employment with the privatized vendor. In the end, ADOA expects that the total cost of operating and owning the telecommunications resources will be substantially less than is currently incurred. It is very important in these tight budget times that ADOA provide leadership in generating efficiencies of this sort.

As you know, on December 29th the HRIS system replaced existing applications with a single, integrated system to administer payroll, personnel and employee benefits processing to be shared by all branches, departments, and agencies in State government. It has been a long haul and we are now experiencing the benefits of the HRIS system. **Tim Boncoskey** (HRIS) continues to lead the HRIS team in managing and fine-tuning the HRIS system and will be introducing Phase II of the HRIS system, Employee and Manager Self Service. In the coming months you will be introduced to the Employee Self Service program and be able to view your benefits, pay (paychecks and year-to-date pay history), and personal information (leave balances and personal profile).

(Continued on page 3)

Alternative Formats

This document is available in alternative formats.

Contact
Shirley Alexander at
(602) 364-2877.

Wise Words

"Men may doubt what you say, but they will believe what you do."

~Lewis Cass {1782-1866 American Politician}

(Continued from page 2)

These are just three examples of the extraordinary work going on here at ADOA. I am proud of all of you and your commitment and dedication to ADOA. Together we are changing State government.

On a lighter note...summer is here! Of course, summer means three-digit temperatures...which means it is HOT! Along with the heat, several things come to mind: vacations, ADOA's Summer Dress Code and water safety.

Vacations

Summer is the time when many people take their vacations. We all need a break from work. It makes us better employees. Whether it is for a few days, a week or more, a vacation gives us the opportunity to spend quality time with family and/or friends. A break from the normal routine helps us gain a fresh outlook and attitude. I encourage you to plan some time away from work, to relax, recharge your batteries or just regroup. I also want to remind you to plan your vacation days wisely to avoid exceeding the allotted vacation carryover allowance at the end of the year. Covered employees may carry forward 240 hours of accrued annual leave and uncovered employees may carry forward 320 hours of accrued annual leave. With careful planning, it is anticipated there will be very few requests for exceptions.

Dress Code – started early this year (May 17th)

Your appearance and behavior project an image to our customers, including the general public. All ADOA employees are expected to practice good grooming habits and to dress in a manner that is appropriate to their position and their assigned work activities. Since appropriate attire can vary from department to department, or position to position, please ask your supervisor for guidance if you are unsure.

Summer Dress Requirements

Employees may wear business casual attire every workday during the summer period of June 1st through September 30th. Professional casual business attire shall be in good taste, clean, pressed and in good repair. Summer dress will depend on the particular job, meetings or presentations each employee has on a specific day. If an employee is meeting with customers from outside the ADOA, appropriate business attire is expected.

Please read and follow the ADOA Dress Code and enjoy a comfortable summer. If you do not have a copy of the Dress Code, check with your supervisor or the Human Resources department.

Water Safety

Drowning and near drowning can be prevented. Anyone involved with the supervision of children needs to be aware of the dangers associated with any body of water. Below are some useful tips to prevent these needless tragedies.

- Know where your children are at all times.
- Use an approved barrier to separate the pool from the house.
- Never allow children to be alone near a pool or any water source.
- Have lifesaving devices, such as a pole/hook, or flotation device, near the pool.
- Keep large objects, such as tables, chairs, toys, and ladders, away from pool fences.
- Post the 9-1-1 number on the phone.
- Do not allow children to play around the pool and store all toys outside the pool area.
- If you leave the pool area, take the children with you.
- **Always** have a “designated child watcher.”
- Learn to swim.
- Never swim alone or while under the influence of alcohol or medication.
- Never swim when thunder or lightning is present.
- Never dive into unfamiliar or shallow bodies of water.

Have a wonderful and safe summer!

Betsy Bayless

CAUSE FOR APPLAUSE

ADOA's **Cause for Applause** instant recognition program allows you to recognize fellow employees on-the-spot for doing a job beyond expectations. The program minimizes procedures and maximizes immediate feedback. Cause for Applause certificates are available through your division coordinator or find an electronic copy on your local area network.

ADOA has other programs too. **Take A Bow** acknowledges employees who retire from State service; **Encore** recognizes employees who celebrate a milestone anniversary beginning at their 5th year, then every 5 years thereafter. Divisions also hold celebrations to recognize **Employee** and **Team of the Quarter** recipients.



Mark Your Calendar



May/June Milestones

Five years

ISD Marilyn Lockhart, Rita Martinez
 CP Harold McKee, Jennifer Rawe
 FSD Richard Guthrie, Oscar Mendez, Valerie Ruelas, Greg Vokoun
 GSD Eric Batchelder, Daniel Carter, Christie Fruitman
 HR Yuri Bahti

Ten years

FSD Irene Baskerville
 GSD Armand Brooks
 HR Kellie Beard, Judy Janeck
 ISD Roger Baune

Fifteen years

FSD Tom Zuppan
 ISD Bob Brewer, Leslie O'Neal, Josefina Olivas, Anny Ulrey
 HR Joan Toner

Twenty years

HR Kathy Peckardt, Sue Witt

Twenty-five years

ISD Gordon Brown



June

Every Tuesday **Toastmasters Meeting** at noon in room 400A

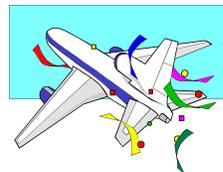


20th **Father's Day**



July

1st **Drawing for America West Airline tickets**



4th **Independence Day**

5th **State holiday in observance of Independence Day**



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the US Green Building Council, for energy efficiency and to minimize negative environmental impacts. The following are some Green Building strategies that were implemented during the construction.

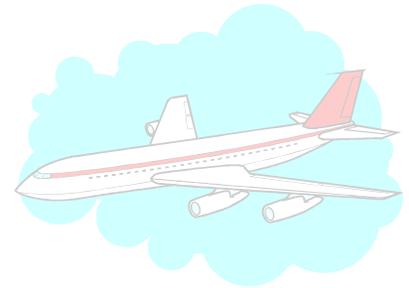
- High-performance glazing with 20 % recycled content.
- High efficiency mechanical system with CO² monitoring system to automatically adjust the speed of the make-up air fans, as necessary. In addition, an economizer mode utilizes cold tower water for cooling as opposed to mechanical cooling utilizing compressors.
- High efficiency lighting throughout with motion sensor-activated lighting in all areas with daylight-sensing dimmers in areas next to windows.
- 2x2 ceiling tiles with high reflectivity for use with indirect lighting. Tiles have 85% recycled content.
- Energy Star electrical transformers that cost 50% less to operate than comparable transformers.
- Energy Star-rated, single-ply 20-year membrane roof with high reflectivity to reduce heat load.
- Use of landscape design to reduce “heat islands” and an innovative irrigation system using a gray water tank to capture all of the “blow down” water from the cooling towers, water normally flushed down the drain, for use in landscape irrigation.
- Low-water-use fixtures throughout the building with motion sensing, metered operation.
- Upsized make-up air and exhaust fans for changing out more air than required by ASHRA 129-1977 requirements for employee comfort and improved work environment.
- The building’s open office design provides for more natural light and improved working conditions.

These measures have produced a savings of over \$100,000 a year in electrical costs alone.

Congratulations Arabinda, Mark and Roger on receiving these awards for your accomplishments and for helping ADOA save valuable resources and dollars!

SECC UPDATE

The 2004 State Employees Charitable Campaign kicked off early this year offering employees statewide a chance to win two round trip airline tickets on America West Airlines. The sale of entries/tickets for the drawing will run from May 10th through June 24th. The drawing will take place on July 1st in the lobby of the State Capitol. ADOA will be selling tickets every Thursday through June 24th in the ADOA lobby. You may also purchase tickets at anytime by contacting Angela Fischer, Suite 470; Connie Geesey, Suite 103; or Ruth Stieger-Gentle, Suite 261. ADOA has chosen “Employees Helping Employees” as the charity to benefit from the money raised through this sale.



Share and Share Alike

Have you every created a personal group in GroupWise that you use for meetings or setting appointments and wanted others to also be able to use the same group? GroupWise allows you to share your groups with others. You can maintain control of updating the group or allow others to share in that function too.

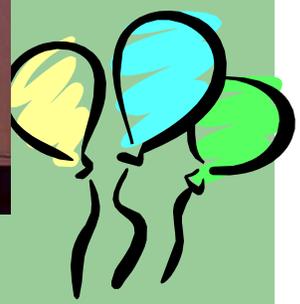
To give someone access to your personal group, click on Address Book on the tool bar at the top of the GroupWise window. Highlight the name of the group you wish to share. Click on **File > Sharing** from the menu bar. Click on the button for **Shared with** then either type the last name of the person or use the Address Book icon to look up the name. Once the name has been selected, click on the **Add User** button. The name will appear in the **Share List** box. Highlight the name and choose whether this person is to be able to read only or have rights to edit the list, then click **OK**. The recipient will receive a message indicating that you are giving permission to use the group. You have the ability to modify the wording of the message and the subject line. Once you click **OK**, the message will be sent and the recipient then accepts the sharing option.

After giving the permissions, the recipients always view the current list even when additions or corrections are made. The permissions can be removed at any time by accessing the **File > Sharing**, highlighting the person’s name and clicking on the **Remove User** button.

Tech Tip



Employee Recognition in Phoenix



Employee Recognition in Tucson





KARIE MILLER – on the Run

It started with an invitation.

It proceeded to reading, then training.

It ended with an experience that could only be described as “amazing!”

In summer 2003, Karie Miller received a telephone call from a Tucson friend who was planning to participate in a May 2004 sprint triathlon, his first, and asked if Karie would like to join him. A sprint triathlon is half the distances of a standard triathlon, which is known as an Olympic triathlon.



At the time of the invitation, Karie knew two things: she did not consider herself an athlete but she was willing to take on the challenge. She began her adventure by reading a few books on triathlons for a better understanding of what to expect and how best to train. Then, the training began and Karie created a grueling regime for herself. She worked out five to six days a week, arriving at the gym as early as 3:00 a.m. to work out for an hour-and-a-half before work.

Her rigorous physical training required an equal amount of mental training. In October, she tackled her fear of swimming when she added twice-weekly swims. In March, she bought a bike and added twice-weekly treks to her schedule. The last bike Karie had owned had suffered a premature death from rust and lack of use.

Karie complemented her physical workouts with good nutrition – heavy on the fruits and vegetables.

On May 2nd, Karie arrived at Tempe Town Lake, the site of the first event – swimming – at 5:15 a.m. Scantly clothed and with the sun still asleep, her only thought was “How am I going to stay warm?” The water proved as cold as she had anticipated but 500 meters later, she was back on dry ground and off on the 12.1-mile bike leg which included some challenging hills. The final segment was a 5K run. Prior to training, running had been Karie’s strongest event but it proved challenging on her “weary legs.”



Asked if the total experience, from the training through the actual competition was worth it, Karie would only smile as she stated emphatically, “You bet!” She had even more fun than she had anticipated and was awed to be among some incredible athletes. The support of her fellow participants was one of the most meaningful aspects of her experience. She retells of a fellow cyclist, 230-pound strong, who would shout words of encouragement as she passed him climbing a hill only to have him pass her on the downward slope as he explained, “230 pounds can be an advantage.”

She even admits that she has been bitten by the “triathlon bug.” As she prepared for and completed her first triathlon, she believed that once would be enough but she is already planning on participating in the same triathlon next May. If she competes in the sprint triathlon, she will attempt to beat this year’s time. She may even complete the Olympic triathlon, which is twice the distance in each event.

Karie’s triathlon experience has much to teach us about our life experiences - the importance of setting goals; the value of mental as well as physical preparation; the benefits of perseverance and, most importantly, the decision to have fun. Congratulations, Karie!

Suggest Arizona Awards



Loa Schell with Director Bayless.

Heather Keller, (HRD) suggested a new employee address correction process resulting in substantial postage savings. Heather received a trophy and a \$200.00 cash award.

For her suggestion regarding the printing of payroll reports, **Sue Witt, (HRD)** received a trophy and a \$100.00 cash award.

Loa Schell, (MSD) was recognized for her suggestion of posting public meeting notices. Loa received a trophy and a \$75.00 cash award.

These three recipients were among the twenty-five State employees representing four agencies, who received recognition in the Suggest Arizona Program - Employee Suggestion Program. Congratulations Heather, Sue and Loa!



Sue Witt with Director Bayless

Capitol Police Join the Arizona Law Enforcement Torch Run Benefiting Special Olympics

On May 7, 2004, the 23rd annual Arizona Law Enforcement Torch Run to benefit Special Olympics took place in Phoenix. The Law Enforcement Torch Run is a five-day event held in May of each year to raise funds and awareness for Special Olympics. The Torch Run starts from six different locations throughout the State of Arizona five days before the Annual Special Olympics Arizona Summer Games. At the end of the five days, the run culminates at the Opening Ceremonies where law enforcement personnel run the torch into the ceremonies and light the "Flame of Hope" to officially open the Games. Participating in this year's run from the Capitol Police were Captain **Andrew Staubitz**, Sergeant **John**

Burris and Officers **Jared Bunn**, **Tim Duron** and **Neal**

Peden. Capitol Police Officers ran the portion of the Torch Run from 9th Street and Washington east to 16th Street and Washington during which Sergeant John Burris and Captain Andrew Staubitz both had the honor of carrying the torch.

Sergeant Burris was responsible for Capitol Police participation and fund raising. They raised over \$1,500 for this year's Torch Run through a bake

sale, silent auction, t-shirt sales and individual donations. For their contributions, the Special Olympics of Arizona awarded Capitol Police a plaque and letter of recognition.



Andrew Staubitz, John Burris, Neal Peden, Tim Duron, and Jared Bunn



Bret Boettcher, Jared Bunn, Tim Duron, Neal Peden and Andrew Staubitz



Andy Staubitz

ACTS OF KINDNESS

"If you cannot do great things, do small things in a great way."

~Napoleon Hill
{author}

Giving from the heart is a desire all of us have...it's human nature. It is very easy to reach in your pocket to pull out loose coins to hand to the homeless standing on street corners. Let me tell you about my most gratifying act of kindness.

While driving, there have been times when I've seen transients and, in my heart, I wanted to stop at Jack-In-the-Box or Burger King to buy them a meal but, reality kicks in and I'm running late again so I say to myself, maybe some other time. In one particular incident I had ordered a pizza and had allotted myself fifteen minutes to get the pizza on my way to picking up my children. While waiting for my pizza, I noticed an elderly gentleman who was using a cane and had a hospital band on his wrist. He could hardly walk; his hands and body were shaking from fatigue. He approached the counter and said, "I'm very hungry and I would like a slice of pizza." The store manager told him they did not sell individual slices and turned him away. It was heartbreaking watching him struggle to the door. After I got my order and was walking out, I looked for the man hoping to give him a share of my pizza. I couldn't find him. I rushed off to pick up my daughters and take them home. As I was serving the pizza, I found I wasn't hungry anymore and my heart was telling me to go back and look for the man. I packed up the food and rushed off. It was a sigh of relief to see him standing there as if he knew I was coming to see him. I gave him the pizza and he offered to pay me as I told him "No," hugging him. "This is from my heart and my dad. God bless you." I said.

Walking to my car, I felt tears of sadness for all the people in his situation and tears of joy because my heart was finally content. This act of kindness made up for all those I had never made time for.

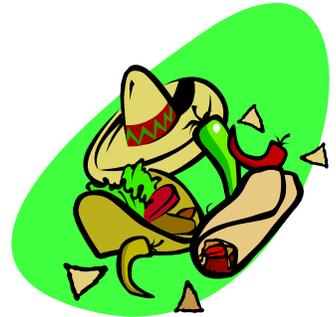
By Luis Garcia

Acts Of Kindness: If you have experienced an act of kindness you wish to share, please send the details to Kathe Cochrane at kathe.cochrane@ad.state.az.us.



MSD's ANNUAL CINCO DE MAYO POTLUCK

MSD's annual Cinco de Mayo Potluck was a big success. The food was delicious and plentiful. The enchiladas were made by the excellent cooks at Fleet (or their wives).



Joyce Wright cooked 25 pounds of delicious beef for the burritos. There was a best salsa contest and the winner was **Go Ortiz**. **Danta Marola** from Surplus Property won the bean counting contest by guessing 2,000 and the actual count ended up being 2,020. Probably the most fun was pin the mustache on "Bill" contest. And the winner was.....**Elaine Johnson**.



Robert Gandara and Go Ortiz ready to serve.



"Señor Bill"



Human Resources Division Reorganization

To improve customer service, reduce costs and eliminate duplication, the Human Resources Division (HRD) was recently reorganized. This reorganization included eliminating the ADOA Human Resources Office (HRO) as a separate entity. The HRO staff and services are now a part of the central ADOA human resources operations.

The following table lists the contact person and telephone number for key Human Resource functions.

Function	Contact	Phone
Staffing and Recruitment		
Employees are encouraged to first contact their divisional personnel coordinator regarding staffing and recruitment issues. If additional assistance is needed, the following staff should be contacted.		
Recruitment.....	Emilio Velez	542-4757
Resumix	Debbie Stanton	542-4740
Staffing	Ron Loyd	542-0680
Employee Relations including but not limited to:	Anna Moreno	542-4737
Donated Annual Leave requests Family Medical Leave Act (FMLA) Policy interpretations Rule interpretations		
Benefits including:	Jessica Espinoza	542-5008 Option 4
Benefit enrollment questions Death benefit claims Life insurance beneficiary changes Long-Term Disability Short-Term Disability Qualified Life Event (QLE) benefit changes		

Enhanced Training for State Employees Begins with Shared Training Opportunities

- Additional training opportunities, particularly in outlying areas
- Interaction with an expanded pool of training staff
- Elimination of redundant training requirements
- Networking opportunities with fellow State employees

These are but four of the benefits State employees will begin receiving in July 2004 as the result of countless hours of work by and the dedication of training personnel statewide.

The State will initiate a Shared Training Calendar. Any State employee may participate in any course listed on the shared training calendar. The schedule of training opportunities is available on the Arizona Government University (AzGU) web site:

www.azgu.gov.

Imagine, for example, that you are an ADOA employee working in Tucson and that you would like additional customer service training. Imagine further that the Department of Revenue is offering customer service training in Tucson. You will now be able to participate in that training and receive credit.

This is the first step of many that will significantly enhance training in the State of Arizona.





Ask the Experts

Spotlight on Risk Management of Financial Services Division

Why does ADOA Risk Management exist?

ADOA Risk Management is essentially the State's insurance company and was established in 1976 to provide insurance coverage to State agencies and employees for property, liability and workers' compensation losses in accordance with the statutory provisions found in A.R.S Section 41-621 through Section 41-625. Risk Management is responsible for making and carrying out decisions that will minimize the adverse effects of accidental losses that involve State government assets.

What does Risk Management insure?

- All State-owned buildings, including those of the three State universities
- All property owned by the State
- All officers, agents and employees of the State against liability for acts or omissions of any nature while acting in authorized governmental or proprietary capacities, except as prescribed by statute
- Workers' compensation injuries of State employees, and
- Environmental damage and health threats associated with State-owned/operated property

If an employee brings personal property to work (e.g., a radio), and it is damaged or stolen, does Risk Management cover the loss?

No. Employee personal property is generally not covered.

How many claims did Risk Management handle during fiscal year 2003?

- 3,535 general liability claims
- 5,355 property claims
- 4,701 workers' compensation claims

What was the cost of those claims?

General liability claim costs in FY '03 were \$35.4 million.

Property claim costs in FY '03 were \$7.68 million.

Workers' compensation claim costs in FY '03 were \$17.8 million.

State employees frequently drive State vehicles. What is the financial impact of automobile crashes involving State employees?

During the last four fiscal years, total costs for State employees involved in automobile crashes amounted to \$31 million in bodily injury, property damage and workers' compensation claims. Approximately 200 State employees are injured each year in on-the-job automobile crashes.

What can State employees do to help reduce auto losses?

Be courteous and responsible when driving a motor vehicle. Drive defensively, obey the speed limit, buckle up, stop for red lights and never drive under the influence of alcohol or drugs. Risk Management offers a Defensive Driving Class for all State employees. If you drive regularly on State business, you should take a refresher class every two years.

What does workers' compensation provide?

The Workers' Compensation Act of 1926 promotes a no-fault insurance system that requires Arizona employers to provide coverage for the costs of medical treatment and lost wages for injuries suffered on the job. Coverage is provided for all employees at no cost to the employee. The State of Arizona provides coverage to State employees through self insurance and processes claims according to the laws governing all employers and rules and regulations established by the Industrial Commission of Arizona.

What should a State employee do if injured on the job?

- If the injury is life-threatening, seek emergency help immediately by calling 911.
- If the injury is not life-threatening, seek help and/or first aid and notify your supervisor immediately.
- Call 542-WORK or 1-800-837-8583 within 48 hours to report the injury. This service is available 24 hours a day/7 days a week.

What happens next?

The claim will be assigned to a professional workers' compensation adjuster to first determine compensability and then process payments for medical expenses and any compensation due. If you have not lost time from work in ex-

(Continued on page 13)

cess of seven days, you may not be personally contacted by your adjuster; but when your claim is accepted, you will receive a Notice of Claim Status. Another Notice of Claim Status will be issued when you have been discharged by your medical provider. If your attending physician determines you are unable to work, and you are off work for eight or more calendar days, you are entitled to payment for lost wages. If your claim is denied, you will receive a Notice of Claims Status informing you of the denial upon Risk Management's notification from the Industrial Commission of Arizona.

Is workers' compensation a benefit?

No. It is a constitutional right given to all employees who suffer an injury arising out of or in the course and scope of their employment regardless of who their employer is. Retirement plans and health insurance are examples of benefits. They are not required by law and may not be offered to all employees. Since workers' compensation is a right guaranteed by the State constitution, all employees are covered and must be treated equally, whether they work forty hours or one hour a week.

Are workers' compensation payments taxed?

No. There are no deductions for state or federal taxes, social security, union or retirement contributions. Compensation payments are based on 66-2/3% of the employee's actual average monthly wage or \$2,400 per month, whichever is lower.

Does Risk Management have a web site?

Yes. The address is www.azrisk.state.az.us. The web site includes information for all risk management functions, on-line claim forms, and a link to contact Risk Management by email.

What is Risk Management's address and telephone number?

The address is 100 North 15th Avenue, Suite 301, Phoenix, AZ 85007 and the main telephone number is 602.542.2182.

Employees of the Third Quarter

Congratulations to those named Employee of the Third Quarter from their divisions.

- Nicole Ankenman Capitol Police
- Oscar Mendez FSD/SPO
- Brian Nguyen FSD/GAO
- Brenda Bonser FSD/Risk
- Richard Moreno GSD
- Brenda Jones HRD
- Annette Fettig MSD



Brenda Jones

Nichole Ankenman



Oscar Mendez



Brenda Bonser



Josefina Olivas



Richard Moreno



Brian Nguyen



Annette Fettig



PEOPLE ON THE MOVE



Division	Welcome	Good-bye, Good Luck
Financial Services	<ul style="list-style-type: none"> • Steve Allman transfer from Risk Management. • Charles Brandt – new hire • Rachel Mendez – new hire • Vahn Vo – new hire 	<ul style="list-style-type: none"> • Lee Baron transferred to Revenue • Marjorie Wilborn left state service
General Services	<ul style="list-style-type: none"> • Sara Cramer transferred from DES • Leslie Leason – new hire • Emerson Stiles transferred from School Facilities Board 	<ul style="list-style-type: none"> • Mary Fleet retired • Lonnie Jones left state service • Scott Turner left state service
Human Resources	<ul style="list-style-type: none"> • Amelia Biggs transferred from ADOT 	<ul style="list-style-type: none"> • Melba Davidson transferred to Game & Fish • Linda Herold left state service • Nancy Stelter retired • Theresa Stuart left state service
Information Services	<ul style="list-style-type: none"> • Kevin Lawler – new hire 	<ul style="list-style-type: none"> • Karen Motlok left state service • Ron Motlok left state service • Jaqueline Nelson left state service • Raquel Palma left state service • Justin Ross left state service • Dale Barton deceased
Management Services	<ul style="list-style-type: none"> • Connie Gibson – new hire 	
Capitol Police	<ul style="list-style-type: none"> • Tim Duron – new hire • Neal Peden – new hire 	