

# HR Central Newsletter

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ADMINISTRATIVE SERVICES

Providing effective, high quality services to our customers in state government and the citizens of Nebraska.



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## 2009 Open Enrollment Begins for State Employees

State Employees will be receiving information soon on the 2009 Open Enrollment benefit selection options. This year, Open Enrollment will occur between October 20 and November 17.

The State continues to try to find the best coverage at the most affordable rates for all State employees. This means looking at many plans and weighing all the options. This year, as in years past, that means changes to the plans.

These changes will be explained in the Options Newsletter and detailed in the Options Guide. These will be distributed in the next couple of weeks to all employees through HR. Benefits information will also be available through

the State Benefits web page at [www.das.state.ne.us/personnel/benefits/](http://www.das.state.ne.us/personnel/benefits/).

Full-time employees and eligible SOS temporary employees will use Employee Self Service (ESS) in NIS for benefits elections. This will be necessary whether you are making any changes



or not for 2009. Part-time employees will complete their open enrollment using the paper forms.

Here are a few things you can do now to be sure you are prepared to complete the Open Enrollment

process:

- Log on to ESS to view your current elections.
- Gather any beneficiary information you may need, such as full names, birth dates, social security numbers.
- Make sure your current physician(s) participates in the plan you are selecting. A phone call to their office may be your best, most accurate source.
- Make sure your address is correct/current with HR.

Remember that the benefits you select now will not go into effect until January 1, 2009.

## New Program Announced to Recognize Employees

In an effort to recognize Administrative Services employees who show outstanding dedication, customer service and teamwork, Carlos Castillo, Director of Administrative Services, is announcing a new recognition program.

Off the Beaten Path: A

Celebration of Leadership will recognize employees through a variety of formal and informal opportunities.

Employees and supervisors will have several options to show their appreciation for their co-workers and staff.

Presentations are being

made to all AS divisions to introduce this exciting program that went into affect October 1. To learn more about how you can acknowledge someone who has gone Off The Beaten Path, visit the web site at [www.das.state.ne.us/personnel/hrcentral/employee\\_appreciation/](http://www.das.state.ne.us/personnel/hrcentral/employee_appreciation/).

## HR Central Newsletter

### HR Central Newsletter Returns

The HR Central Newsletter is back making headlines.

The newsletter will have several standard columns intended to communicate with all Administrative Services employees. Some columns will spotlight AS Divisions and individuals within these Divisions.

Other areas will introduce you to new employ-

ees and give you a chance to say goodbye to others.

We will keep you informed on upcoming events. You will have the opportunity to share your thoughts, family traditions at the holidays, fabulous recipes and more.

We know that many of you have interesting hobbies or volunteer your time. We'd like to know

what you do in your time outside of work.

Do you have a question that you would like to ask Carlos? We can provide a forum to get your question answered.

Your feedback and input are welcome. If you have ideas or comments, please send them to Joni Dulaney for consideration.

*Central Human  
Resources  
team welcomes  
new staff in  
2008.*

### Many New Faces in Human Resources

Human Resources has welcomed four new team members.

Valda Opp, Personnel Assistant, processes payroll for SOS, the Governor, Lt. Governor and their offices. Val worked for the Energy Office and had a family-owned business before joining the HR team.

Abby Shrader, Personnel Assistant, processes payroll for all AS employees. She joins HR after working for E! Entertainment, Jimmy Kimmel Live and DHHS.

Joni Dulaney and Debbie Pester, HR Officers, are responsible for recruitment, selection, hiring, reclassifications, Worker's Compensation and more.

Joni comes to us from the State Patrol and Lincoln Regional Center. She is the contact for the HR Central Newsletter and the AS Food Drive.

Debbie previously worked for the Secretary of State for many years. Debbie is also the Charitable Giving Coordinator. Welcome to you all!



Division Administrators grill hotdogs at the 2007 Director's Appreciation picnic on Centennial Mall.

### AS Director Hosts Appreciation Picnic

Not until 1604 did people have one specific word to express their thanks to someone. That word has been used widely ever since. It is a word that can be used to express admiration, approval, or gratitude. What is this 404-year-old word? Appreciation.

Carlos Castillo, Director of Administrative Services,

would like to express his appreciation for all AS employees by once again sponsoring the second annual Employee Appreciation Picnic.

Employees received email invitations to attend the event scheduled for Wednesday, October 8, from 11:30 a.m. to 1:00 p.m. on Centennial Mall.

Last year's picnic drew over 200 employees who were served lunch by AS Division Administrators.

Please RSVP to Edna Kutschkau to ensure enough food for everyone.

Come enjoy the opportunity to get to know the rest of the Administrative Services family.



*Recognition Ceremony for  
Administrative Services Employees*

## AS Employees Honored for Years of Service

Each year, State employees across Nebraska are honored for their years of service and commitment to State government and the citizens of Nebraska with a Years of Service Recognition ceremony.

The employees being recognized, and their su-

pervisors, are invited to a ceremony where they are publicly thanked by the Governor and/or Lt. Governor.

The dedicated individuals being recognized have been coworkers, supervisors, managers, mentors and role models for 10 to

40 or more years.

We are pleased to present the names, AS Division and years of service of the 87 Administrative Services employees who will be celebrated this year. Their combined service with the State totals 1,770 years.

### Budget

Lyn Heaton	15
David Spatz	35

### Capitol Commission

John Steele	10
Brett Daugherty	20
Jerry Allen	25
Robert Ripley	25
Mark Lofgreen	35

### Director's Office

Doni Peterson	20
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### Materiel

Tim Mattox	10
Robert Thompson	10
Bettie Cookus	15
Brian Curran	15
Kathy Devries	15
Michael Cordes	20
Connie Heinrichs	20
Alok Kwankin	20
Marilyn Butterfield	30
Julie Dabydeen	30
William Schwartz	40

### NIS

Margo Sawyer	30
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### State Personnel

Stacey Dvorak	10
Charles Roberson	10
Janis Heim	30
Kaywin Sohl	30
Loraine Epperly	35
Andrew Russell	35

### Office of the CIO

Martine Bemis	10
John Canfield	10
Ryan Christensen	10
Carmen Cochrane	10
Judy Davidson-Whitehead	10
Estelle Dejonge	10
Jill Drake	10
Steven Hartman	10
Michelle Metcalf	10
Todd Nichols	10
Brent Phillips	10
Thomas Rolfes	10
Gardenia Sanchez-Aparicio	10
Lisa Schafers	10
Laurie Schlitt	10
Randy Sowards	10
Kathy Thaller	10
Michael Bittinger	15
Dale Hermsen	15
Karen Sarnecki	15
Larry Zink	15
David Berkland	20
Kathleen Brakhage	20
Marcus Hanneman	20
Dave Keele	20
Loretta Lopez-Urdiales	20
John Ottemoeller	20
Gayle Sell	20
Kevin Smith	20
Douglas Volkmer	20
Douglas Hawn	25

Melvin Joy	25
Vicki McElroy	25
Judy Berggren	30
Brenda Decker	30
Vivian DeHain Feess	30
Michael Leonard	30
Steven Schafer	30
Barbara Sieradzki	30
Cindy Cameron	35
Russ Davidson	35
Roger Freese	35
Larry Hill	35
James Ohmberger	35
Jim Pritchard	40

### Accounting

Charles Hetherington	10
Susanne Lovercheck	10
Gail Witzki	15
Ramona Hartley	20

### Building

Thomas Gilbert	10
Aaron Hughes	10
Kerry Rodysill	10
Jason Day	20
Susan Kroeger	20
Morton Scott	20
Michael Rindone	25
Curtis Watkins, Jr.	25
James Stofer	30
Gordon Rankin	35

### TSB

Bryan Prenosil	20
James Davis	25

*2008 Governor's Special  
Project Coordinator*

## Debbie Pester Recognized by Governor

Debbie Pester, HR Officer, was among those who received the Governor's Recognition of Superior Service award for her role in the Charitable Giving Campaign at a luncheon held September 25th at the Governor's residence.

The event included lunch, a welcome from Robert P. Houston, Director of the Nebraska Department of Correctional Services and remarks from Governor Heineman. The

Governor expressed his appreciation to the 21 nominated honorees from eight State agencies for their "dedication to superior commitment to the Nebraska State Employee Charitable Giving Campaign" with a signed, framed certificate for each recipient.

The 2008 campaign ran from August 4th to August 29th. Pledge cards were sent to all State employees to designate their

voluntary contribution to a United Way-funded agency. A total of \$27,858 was donated by 220 Administrative Services employees for the 2008 campaign.

Debbie distributed and collected the pledge cards for AS, as well as sending friendly reminders to get pledge cards returned to the HR office.

Congratulations, Debbie, on a job well done!

*Employees  
of the Year  
and  
Managers  
of the Year  
Announced*

## 2008 Manager, Employee of the Year Announced

Each year, the Governor recognizes employees and managers from all State agencies who go above and beyond in their work. Nominations are submitted and reviewed carefully before final determinations are made.

This year, 17 employees and eight managers were nominated from Administrative Services.

Please join us in congratulating these AS 2008 Employee of the Year recipients:

- Bryan Prenosil, Automotive Technician, Transportation Services Bureau.
- Rinda Sawyer, Administrative Assistant II, 309 Task Force.

Managers of the Year are:

- Craig Van Slyke, Print Shop Manager, Materiel Division.

- Bob Howard, State Network Supervisor, OCIO.

Recognition ceremonies will be held on October 30th at the Capitol with a reception following at the Governor's residence.

Thank you to all nominees for your dedication.



## October Offers Many Reasons to Celebrate, Learn

Mother Nature is signaling that cold weather is on its way. But October is far from boring.

We'll celebrate Cookie Month, Adopt a Shelter Dog Month, Eat Country Ham Month and National Popcorn Popping Month.

It is Lupus Awareness Month, Domestic Violence Awareness Month, Breast Cancer Awareness Month, and National Diabetes Month.

We also have Halloween, Name Your Car Day, Take Your Teddy Bear To

Work Day, Wear Something Gaudy Day, Mother-In-Law Day, Make A Difference Day, Bald and Free Day, Virus Appreciation Day (huh??) and the all-important Bosses Day (16th).

What will you celebrate?