EMPLOYEE NEWSLETTER

April, 2004

News and Information for employees at Muscatatuck SDC during the transition to community-based services.

The State's Job Bank System

There are some parts of the State's Job Bank System that might seem a bit confusing to those employees that have been applying for other State jobs. Here are some tips that might be helpful.

The current job bank system allows applicants to continue to apply and be interviewed for a position ***until the position is filled.*** Applications can continue to be accepted after the job posting closes out of the job bank. This could be good news if you were unable to check the job bank one week and there was a position posted for which you would like to be considered.

You ***must*** submit an application for each individual posting that appears in the job bank. All positions posted to the job bank are assigned a number (posting number). Applications ***do not*** remain active once the position is filled. It is recommended that you make copies of your application, leaving the box in the upper right hand corner empty until you are ready to submit your application.

You should also keep in mind that all employees wishing to take a lateral transfer under their union settlement must submit their request for transfer before the posting closes out of the job bank.

Job Bank Internet Address:
www.IndianaStateJobs.org

Do you know which state job titles you qualify to interview for?

FSSA Office of Human Resources reminds all employees of Muscatatuck State Developmental Center that the State Job Counseling service remains in place and available for just this purpose. It has been some time since anyone has requested the service, and employees new to Muscatatuck may not be aware of the procedure.

PROCEDURE: To request State Job Counseling, all you need to do is complete an official state application and submit it to the Muscatatuck Human Resources or Payroll Offices in the Springdale building. Tell the staff member who accepts your application that you request the State Job Counseling service. Your application will be submitted to FSSA Human Resources in Indianapolis for evaluation.

When the evaluation is completed and officially approved by the State Personnel Department, you will be contacted for a meeting in the Muscatatuck Human Resources Office. At that time, a member of the staff will present you with an official list of all the state job classifications for which you qualify, and will handle any questions you may have about furthering a career in state service.

Questions regarding this program may be directed via email to jobs@fssa.state.in.us.

"What investment and financial decisions should I be making, now that I am 50+ years old?"

Learn the answer to this question on

APRIL 29, 2004

at

MUSCATATUCK

STATE DEVELOPMENTAL CENTER

2:30 p.m./8:00 p.m.

- Growing assets and protection for investors age 50+
- Guaranteeing principal and financial environment
- How conservative should I be?
- What are the most popular investments for investors age 50+?
- What diversification options are popular with investors age 50+?

Please register by contacting Diana Smith at (317)233-3777 or dsmith@spd.state.in.us

If you would like to attend, please clear the time in advance with your supervisor. You are encouraged to bring your spouse or anyone who is part of your financial future.

STATE OVERTIME ELIGIBLE STAFF WANTING TO WORK OVERTIME AS A DST

Any current state MSDC overtime eligible staff other than DSTs who meet the minimum requirements to be a DST (high school diploma/GED or 2 years of full-time paid work experience) and are interested in being trained to work overtime as a DST should complete the following application and send to Carla Harsin, Human Resource Director.

Successful completion of required training to work overtime as a DST is mandatory. Training will be for 8 full days for staff who have not been DSTs in the past. The amount of training and training topics for staff who have previously been DSTs will be determined on an individual basis. Depending on Staff Development's training schedule, training could be every week day for 8 days or be spread over 2-3 weeks. Your supervisor must be agreeable for you to be away from your regular assigned duties to attend the training.

Persons out of classification trained to work as a DST will be scheduled to work DST overtime only after all state DSTs, RTAs, and DSTSs who want to work overtime have been scheduled according to MSDC's Voluntary Overtime Policy.

Payment for out-of-classification DST overtime work is as follows:

-If employee's pay rate is below the minimum of a DST 4 ($11.40 an hour), they will be paid at the rate of $11.40 per hour for the time they work as a DST.

-If the employee's pay rate is within the DST 4 pay range ($11.40 - $17.17 per hour), they will be paid at their usual pay rate.

-If the employee's pay rate is above the maximum of a DST 4 ($17.17 per hour), they will be paid at the rate of $17.17 per hour for the time they work as a DST.

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APPLICATION FOR TRAINING TO WORK DST OVERTIME

NAME _____ CLASSIFICATION _____

WORK AREA _____ SHIFT _____

Have you previously been a DST? _____ If yes, when? _____

Do you have a high school diploma/GED? ____ If no, have you worked full-time for at least 2 years?____

Supervisor's signature indicating agreement for employee to attend up to 8 days of training to be eligible for DST overtime.

_____ _____

Supervisor's Signature Date

Residential Services Administrator signature indicating willingness to have applicant work overtime as a DST. (Mary Carnes or JoAnna Scott)

_____ _____

Residential Services Adm. Signature Date

_____ _____

Applicant's Signature Date

3-3-04

Information to Keep in Mind

Indiana Protection & Advocacy Services:
317-722-5555 or
1-800-622-4845

Div. of Disability, Aging & Rehab. Services:
800-545-7763

Div. of Mental Health & Addiction:
800-901-1133

MSDC/MSH Information Hot Line:
800-903-9822

Ombudsman:
800-622-4484

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There are two ways of exerting one's strength: one is pushing down, the other is pulling up.

Booker T. Washington, (1856-1915) Educator

State of Indiana
Family and Social Services Administration
402 W. Washington St., P. O. Box 7083
Indianapolis, IN 46207-7083

Name
Address
City, State, Zip