



Pat McDonald

COMMISSIONER'S COMMENTS: Happy New Year! As we begin this new year, I want to take a moment to describe three exciting and important undertakings in which the Department of Personnel is involved. Please contact me at 828-3491 or pmcdonald@per.state.vt.us with any questions or concerns.

Recruitment – The Recruitment Services Division has many exciting initiatives planned for 2002 based on four key strategies: (1) Develop an active program of promotion and outreach for State jobs to improve the quality, quantity, and diversity of the applicant pool; (2) Accelerate and improve the recruitment process; (3) Reposition the State as an “employer of choice” through image building and marketing efforts; and (4) Partner with hiring managers to reduce the time it takes to fill vacancies.

Some specific changes aimed at these key strategies are already underway. For instance, at the beginning of the year, Recruitment Services began issuing the Current Recruitment Bulletin every week on Fridays, instead of only twice a month. No more long waits to get positions under recruitment! Changes in policy to streamline the recruitment process are also being implemented. The first of these changes is to eliminate written exam requirements for agency promotional recruitment. There's much more to come, especially the image building and marketing efforts of the State of Vermont as an “employer of choice” that will result from our involvement as a Marketing and Promotional Partner (M.A.P.). M.A.P. is a community of state agencies whose mission is to communicate the qualities of Vermont and its people, places, services, and products. We will keep you posted as things progress.

Classification/Compensation – As you know, the Department of Personnel has been discussing several changes in classification/compensation procedures with the VSEA. Although we are continuing to work on other improvements in the overall classification system, we have reached agreement on several issues. These modifications will become effective on January 13, 2002, and are applicable to all labor contracts. A general overview of the changes is provided below. The actual contract language for these modifications will be included when the new contracts are posted on the Personnel (Employee Relations) web page at www.state.vt.us/pers. We have provided your Personnel Officer with copies of the new language as well. The applicability of these provisions to managerial, confidential, and exempt employees is addressed in a notice sent to your Personnel Officer.

1. **Step Increases:** A different base rate of pay will be used for the calculation of retroactive pay entitlement in certain upward reclassification situations. This change applies to Requests for Classification filed with the Department of Personnel on or after January 13, 2002, and will only apply when the stated criteria are met. The purpose of this change is to avoid the loss of pay that might otherwise occur in certain retroactive upward reallocation/reassignment situations when the employee has received an intervening step after the effective date of the reclassification.
2. **Voluntary Demotions:** Employees who voluntarily demote one or two pay grades (whether the result of classification action or an actual change of position) will not be subject to a reduction in pay. The purpose of this change is to facilitate the movement of employees into appropriate job placements that may better meet the employee's capabilities and the employer's needs.
3. **Probationary Period:** If the effective date of a corrective classification action falls during an employee's original probationary period, no pay adjustment will be effective until after the end of that probationary period. This provision will apply to Requests for Classification Review filed with the Department of Personnel on or after January 13, 2002. The purpose of this change is to permit employees to complete their probationary periods and attain status at the old pay grade level before adjusting their salary to the new classification/paygrade. In so doing, it also avoids the loss of pay that might otherwise occur in certain situations when probationary status employees are reclassified.
4. **Movement into the Supervisory Bargaining Unit:** The rate of pay for employees who move, **for the first time** into a Supervisory Bargaining Unit position will be based on an increase of 8% regardless of the number of pay grades involved. The purpose of this change is to provide an incentive for employees to make the initial career move into a supervisory position.

HRMS/VISION – In recognition of the Agency of Administration's mission to support the effective and efficient management of state government, the Department of Personnel and the Department of Finance and Management have entered into a Memorandum of Understanding that creates an Integrated Technology Team. This team, comprised of the information technology employees of each department and guided by an Executive Committee, will support the newly integrated management information systems of VISION and HRMS, both PeopleSoft products. By creating this partnership, we recognize the importance of and demonstrate our commitment to maximizing the value of these systems. Further, this partnership is an example of how we can make the most of our technical, human, and financial resources as we work to provide the highest level of service to our customers.



FILE YOUR 2001 VT TAX RETURN ELECTRONICALLY THIS YEAR

* EASY

* FAST

* ACCURATE
REFUNDS

* DIRECT DEPOSIT OF

Make filing your Vermont tax returns easier this year and receive your refund faster.

Starting January 2, 2001



- Free VT filing service at www.state.vt.us/tax
- Direct deposit for refunds
- Available 7 days a week ~ 24 hours a day
- Tax payment by credit card
- Instructions available & math done for you
- Filing confirmation given
- Tax information secure and encrypted
- Speedy processing

To VFile, use your social security number and the five-digit personal identification number (PIN) printed above your name to the right. Some restrictions apply (Must be a full-year VT resident who filed last year. Cannot VFile for Act 60 where there is adjustment for business use or ownership, or for a renter rebate claim)

If you use a preparer, ask your preparer about filing electronically with [Fed/State E-File](#) for faster processing, faster refunds, and direct deposit of refunds.



OTHER ELECTRONIC SERVICES OFFERED BY VT DEPARTMENT OF TAXES

- **Refund Tracking:** You can track the processing of your refund by going to our web site of [www/state.vt.us/tax](http://www.state.vt.us/tax) or calling toll-free **1-866-828-2865**. You will need to enter your social security number and the zip code used on your 2001 tax year return. Please wait at least 2 weeks from the date you filed before checking the status of your refund to allow the Department processing time.
- **2001 Act 60 Prebate:** By calling toll-free **1-866-828-2865**, you can find out the amount of your 2001 Act 60 prebate. You will need to enter your social security number and the zip code used on your 2000 tax year return.
- **2002 Act 60 School Property Tax Adjustment Mailing Schedule:** Beginning June 15, 2002, the mailing schedule for the 2002 Act 60 school property tax adjustment payment by town will be on our web site at www/state.vt.us/tax or available by calling toll-free **1-866-828-2865**.
- **Tax Information:** You can read VT tax laws, regulations, technical bulletins and other tax information on our web site at www.state.vt.us/tax

VT DEPARTMENT OF TAXES

109 STATE STREET

MONTPELIER, VT 05609-1401

****NOTICE TO ALL FORMER CHOICE PLUS MEMBERS****

Please note that all claims for medical services received through 12/31/01 **MUST** be submitted to Blue Cross and Blue Shield of Vermont no later than June 30, 2002. If you have any questions, please call the Employee Benefits and Wellness Division.