



## **DMHAS OOC EMPLOYEE FAQ & RESOURCES**

*Below is a list of general FAQ employees may find helpful.*

### **Q. What is the mission of DMHAS?**

A. The mission of the Department of Mental Health and Addiction Services is to improve the quality of life of the people of Connecticut by providing an integrated network of comprehensive, effective and efficient mental health and addiction services that foster self-sufficiency, dignity and respect.

### **Q. Who does DMHAS serve?**

A. While the Department's prevention services serve all Connecticut citizens, its mandate is to serve adults (over 18 years of age) with psychiatric or substance use disorders, or both, who lack the financial means to obtain such services on their own. DMHAS also provides collaborative programs for individuals with special needs, such as persons with HIV/AIDS infection, people in the criminal justice system, those with problem gambling disorders, substance abusing pregnant women, persons with traumatic brain injury or hearing impairment, those with co-occurring substance abuse and mental illness, and special populations transitioning out of the Department of Children and Families.

### **Q: Where can I find information regarding parking and the shuttle service?**

A: General information regarding parking can be found on the [DMHAS OOC Onboarding web page](#). For any further question, please contact the Human Resources Department at 860-418-6938.

### **Q: I lost my ID badge / Key Card. How do I get a new one?**

A: Contact the Human Resources Department at 860-418-6938 and they will arrange for you to receive a replacement. Replacements will be subject to a fee.

### **Q: When do I get my first paycheck? Where do I pick up my paycheck?**

A: If you are a transfer, you will receive your first paycheck on the regular pay schedule. It will either be direct deposit or a paper paycheck, dependent on what your previous preference was. If you are a new state employee, you will receive your first paycheck on the 2<sup>nd</sup> pay period after your start date (one month). For instance if you started on 11/13/15, your first paycheck will be on 12/11/15. Paper paychecks pick up location is dependent on your particular office. Please consult with your supervisor.



**Q: Is there a lactation room available?**

A: There is several lactation rooms located throughout the building. Contact the Human Resources Department at 860-418-6938 to make a reservation.

**Q: Does this building have any amenities?**

A: There locker rooms for employee use located on the ground floor of.... There is also a Webster Bank ATM located outside the cafeteria. Employees also have the ability to join the CT State Employees Credit Union (CSEA). More information can be found at: <http://www.csecreditunion.com/Home.aspx>

**Q: In case of inclement weather, where do I find out about office closures, delayed opening, early release?**

A: All decisions for early release and/or late openings are made by the Office of the Governor. Once a decision for an early release or late opening has been made, the information will be posted on [Department of Emergency Services & Public Protection web page](#).

**Q: How do I get my work related travel reimbursed?**

A: There are several resources available to assist with your travel reimburse including: [Mileage Reimbursement Guidelines](#), [Mileage Spreadsheet](#), and Mileage/travel reimbursement form.