HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

Volume 17, Issue 18 | Boise State University | October 26, 2010

http://hrs.boisestate.edu/

November 11, 2010
Veteran's Day
Boise State - Open

HOLIDAY PAY

Andy Cover – HRS Employee Relations
Susan Eaton - Payroll

Reminder: All employees* will be required to work Veteran's Day, Thursday, November 11.

All state agencies, including Boise State University, are allowed to provide no more than eight (8) hours of holiday pay for full-time employees for any holiday, regardless of schedule; part-time employees receive pay based on their standard hours (i.e., a half-time employee would receive 4 hours holiday pay). Consequently, the University suspends flex schedules (anything over 8 hours worked on a day) for classified employees on holidays.

- Classified employees who are overtime eligible will receive compensatory time for hours worked based on a time and one-half rate (this would amount to 24 hours for a full-time employee for Columbus Day and Veteran's Day). **Classified employees that work Veteran's Day will report the holiday hours worked as "HOA" on the University's Time and Labor System.** The holiday hours worked will accrue as Compensatory (Comp) Time. When the Comp Time is used, the employee will report these hours as "CPT."

- Professional staff and exempt classified employees working Columbus Day and Veteran's Day will have two days applied for use the day after Thanksgiving and during Christmas week.

  <u>If you choose to take November 11th off for any reason (vacation, sick etc) please record the time off as usual in Time and Labor.</u>

Classified staff will be required to use any unused compensatory time for November 26, December 27, 28, 29 and 30. Employees with no compensatory time will be requested to use annual leave for these five days. **Professional staff and exempt classified employees** will use comp time November 26 and December 27 and use annual leave for December 28, 29 and 30. Departments who must have employees working on the above mentioned dates should request prior approval from the President, Provost or appropriate Vice President.

If you need additional information, contact your supervisor or the following Payroll Staff:

Denise Ooley	426-3433
Rex Hadley	426-1812
Susan Eaton	426-3192

***Student employees or Non Benefit Eligible Employees/Adjunct Faculty, please disregard this notice.**

SUPPLEMENTAL RETIREMENT MAXIMIZING CONTRIBUTIONS

HRS Benefits Administration

University employees are eligible to participate in supplemental retirement plans. These plans are entirely employee funded and are in addition to the required plans. The contribution limit for 2010 to maximize supplemental retirement plan is $16,500. Those who are age 50 and older can contribute an additional $5,500 for a total of $22,000.

Employees enrolled in the ORP with either TIAA-CREF or VALIC as their mandatory retirement plan may defer up to $16,500 in both the 403(b) and 457(b) for a combined total of $33,000. Those who are age 50 and older may contribute up to $22,000 into each plan for a combined total of $44,000.

Employees enrolled in PERSI as their mandatory retirement plan may defer up to $16,500 in either a 403(b) or 401(k), but the combined contributions of these two plan types may not exceed $16,500. Those who are age 50 and older may increase that amount to $22,000. Additionally, employees may also contribute to a 457(b) with a limit of $16,500 for those under age 50 and $22,000 for those who are age 50 and older.

Employees may start or change their biweekly deductions to the supplemental retirement plans by submitting a salary reduction agreement http://hrs.boisestate.edu/benefits/forms.shtml. The form would need to arrive in Human Resource Services by 5:00 pm, Thursday, November 4, to be effective on the November 12 pay check. The completed forms can be faxed to 426-3100, or sent via Campus Mail, HRS, MS-1265.

Current participants may also change their contribution amounts via BroncoWeb under the Employee Benefits Summary. Edits made via BroncoWeb are applied to the current pay period. Changes made by October 31, would be effective on the November 12 paycheck which affects the last five paychecks of the year.

If you have questions or are interested in opening a supplemental retirement account, please contact Mary Naccarato, 426-2044 or Nancy Regent, 426-4450.

NCPERS OPEN ENROLLMENT
HRS Benefits Administration

Boise State University employees enrolled in PERSI as their retirement plan may enroll in a voluntary supplemental life insurance plan through NCPERS. Open Enrollment for NCPERS will continue through November 30, 2010. The enrollment form must be received in Human Resource Services, MS 1265, no later than Tuesday, November 30. For more information or enrollment forms, please contact Molly George at 426-2898 or Nancy Regent at 426-4450.

TIAA-CREF
HRS Benefits Administration

Boise State's TIAA-CREF representative, David Penrose, will be on campus Wednesday, November 3, from 8 am – 5 pm in the Foote Room/Student Union Building: on Thursday, from 8 am – 5 pm in the Boyington Room/Student Union Building: and on Friday, November 5, from 8 am- 2 pm in the Brink Room/Student Union Building. You can schedule an appointment with David by calling TIAA-CREF at 1-800-732-8353 between 8:00 am - 4:00 pm. If you have any questions, please call Human Resource Services at 426-2898.

WORKER'S COMPENSATION INJURIES
Kip McBean – Risk Management & Insurance

Effective Feb. 1, 2010, Boise State University appointed St. Luke's Occupational Health as the preferred medical provider for employees who have worker's compensation injuries. St. Luke's Occupational Health provides nearby clinics and hospital emergency rooms as well as a "managed care" philosophy for employees needing medical treatment for on-the-job injuries.

St. Luke's Occupational Health has locations throughout the Treasure Valley to serve injured employees. Employees injured after Occupational Health regular business hours that need immediate medical attention should go to the nearest St. Luke's Urgent Care Clinic or St. Luke's Emergency Room.

In the event of **emergency on-the-job accidents, call 911**, and paramedics will transport the injured employee to St. Luke's Emergency room.

- In a **non-emergency** on-the-job accident, the employee should drive to the nearest St. Luke's Occupational Health Clinic, or be driven by a co-worker or supervisor, or if needed, can be transported by taxi (Boise City Taxi / 377-3333) to St. Luke's Occupational Health Clinic for medical treatment. The Idaho State Insurance Fund will be billed direct for the taxi charge and the employee should get a receipt from the taxi driver and forward to Risk Management.

- The injured employee's supervisor should immediately notify **(e-mail or telephone) the Risk Management Office** or use the Hurt Line, at 426-4878, to report any work related injuries and forward a completed Supervisor Accident Report (SAR) to Risk Management within 48 hours.

Please click on the link below for additional information about St. Luke's locations:

http://rmi.boisestate.edu/docs/020110WCStLukesMemoMap.pdf

If you have any questions about these procedures, please contact Kip McBean/Risk Manager at 426-3636. Thank you.

ITUNESU!
Employee Learning & Development
Angie Zirschky

Do you know that Employee Learning and Development posts podcasts and vodcasts to iTunesU? And best of all, the content on iTunesU is free! You do not need an iPod to use the site; however, you will need the iTunes software, a free download from Apple. Once you have iTunes installed on your computer, you might find the tutorials and support resources from Apple to be helpful and informative.

Check out our iTunesU site for courses on:

- Health and Wellness
- Personal Budgeting
- Fiscal Procedures and Management
- Library Highlights, and much more....

To access iTunesU, visit Boise State on iTunesU at https://itc.boisestate.edu/itunesu/default.asp. Then, enter your BroncoWeb username and password. Once you have logged into iTunesU, scroll down to Faculty and Staff Development and click on Human Resources - Employee Learning and Development.

For questions, contact Angie Zirschky at 426-2036 or angiezirschky@boisestate.edu

EMPLOYEE LEARNING & DEVELOPMENT
Jerri Mizrahi – HRS Employee Learning & Development Manager

Human Resource Services is pleased to announce our Fall 2010 Learning and Development calendar. For a complete listing and descriptions, visit: http://cedar.boisestate.edu/hrs/workshops/register.asp. Register on-line at: http://cedar.boisestate.edu/hrs/workshops/login.asp or e-mail HREmployeeLandD@boisestate.edu.

From Hiring to Paying Your New Employee

November 9, 2010
2:00 - 3:00 p.m.
Academic Technologies (SMITC) 210
Presenters: Denise Ooley, Payroll and Ashley Spoerer, HRS

This session will provide participants with a detailed look at the processes and steps HR and Payroll take to hire and pay a new employee. Where does HR end and Payroll begin? Join Ashley and Denise and bring all your questions!

Flexible Spending Account Changes

November 10, 2010
Noon to 1:00 p.m.
Academic Technologies (SMITC) 210
Presenter: Molly George, HRS Benefits

Join the Human Resource Services Benefits team on Wednesday, November 10 from noon to 1:00 p.m. for a brown bag luncheon session in the Simplot/Micron building (SMITC), room 210.

For the first 15 to 20 minutes, the benefits staff will be giving an overview of the upcoming changes to flexible spending accounts that

will take effect on January 1, 2011. This presentation will be followed by a question and answer period. The benefits staff will be available until 1 p.m. to answer questions about the presentation, or to answer any general benefits-related question. Everyone is welcome to attend this seminar.

For more information, please contact Molly George at 426-2898 or mollygeorge1@boisestate.edu

Register online at: http://cedar.boisestate.edu/hrs/workshops/login.asp or e-mail HREmployeeLandD@boisestate.edu. Walk-ins are also welcome.

Data Warehouse Training (New User)
Thursday, October 28, 2010
SMITC 209 10:00 a.m. - Noon
Register: Online
at http://cedar.boisestate.edu/hrs/workshops/login.asp or e-mail HREmployeeLandD@boisestate.edu.
***Participants must register by Thursday, October 21st. Registration will be closed after this time.**

Data Warehouse (Refresher)
Friday, October 29
SMITC 209 9:00 to 11:00 a.m.
Register: Online
at http://cedar.boisestate.edu/hrs/workshops/login.asp or e-mail HREmployeeLandD@boisestate.edu
***Participants must register by Friday, October 22nd. Registration will be closed after this time.**

This training provides a two-hour overview of student data available in the data warehouse and allows participants to practice finding and extracting data. There are two levels of training. One level is for users who have been previously trained and who need a refresher course. The other level is for users who are new to the data warehouse environment. Training is limited to those who need to report on student information.

Other Learning & Development Opportunities

New! Advanced Microsoft Word Techniques
October 27, 2010
8:30 a.m. - Noon
Academic Technologies (SMITC) 209
Cost: $70
Instructor: Andy Lanning

P-card Approver Role Review
October 27, 2010
11:00 a.m. - Noon
Academic Technologies (SMITC) 210
Presenter: Anna Pollworth, Purchasing

Time and Labor Training
October 27, 2010
1:00 - 2:00 p.m.
Academic Technologies (SMITC) 210
Presenter: Denise Ooley, Payroll Services

Online Class Scheduling Training
October 27, 2010
2:00 - 3:30 p.m.
Academic Technologies (SMITC) 209
Presenter: Registrar's Office

Purchasing 101: The Basics
October 28, 2010
10:00 - 11:00 a.m.
Academic Technologies (SMITC) 210
Presenter: Greg Kunde, Purchasing

New! Assertiveness Skills that Work
November 2, 2010
10:00 a.m. - Noon
SUB - Hatch C
Presenter: Dr. John Roberts, Business Psychology Associates

Microsoft Excel Advanced
November 2 and 3, 2010
8:30 a.m. - Noon
Academic Technologies (SMITC) 209
Cost: $70
Instructor: Andy Lanning

Defensive Driving Course
November 3, 2010
8:00 a.m. - Noon
SUB - Barnwell Room
Presenter: Larry McGhee

New! Using Social Media for Professional and Career Networking
November 4, 2010
2:00 - 3:30 p.m.
Academic Technologies (SMITC) 209
Presenter: Alex Gutierrez, Associate Director Career Center

VACANCIES

Boise State University is a State agency and must hire Classified positions through the Division of Human Resources (DHR). Current vacancies at Boise State are listed below. For more information regarding state job openings, see the Division of Human Resources website at: *http://dhr.idaho.gov/*.

You must currently work for the State of Idaho as a permanent employee eligible to transfer or your name must be within the top 25 listed on the appropriate Division of Human Resources register to apply for the positions listed below. **Job announcements are current and updated on our website located at:** *http://hrs.boisestate.edu/joblistings/classified/*. Announcements listed may be used to fill both current and future vacancies.

Call **Jordy LePiane** at **426-1536** for additional information regarding **Classified positions**.

Temporary Opportunities
Open to ALL APPLICANTS

- Event Worker 1 – Parking & Transportation

OPEN TO
Eligible Employees Until Filled
(Including BSU)

- Building Facility Specialist – Student Union
- Customer Service Representative 1 – Registrar's Office
- Financial Technician – Student Life Finance Office
- Management Assistant – President's Office

OPPORTUNITIES OPEN TO PERMANENT BOISE STATE EMPLOYEES ONLY

- Technical Records Specialist 1

Professional Staff and Faculty Positions: Call **Michelle Berard, 426-3170**, or visit Human Resource Services / Employment's website at http://hrs.boisestate.edu/employmentservices/ for position descriptions and information regarding Professional Staff and Faculty positions. Visit http://hrs.boisestate.edu/joblistings/professional/ and *http://hrs.boisestate.edu/joblistings/faculty/* for current openings.

Boise State University prohibits discrimination in educational and employment opportunities, services, and benefits on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, or sexual orientation. The University also affirms its commitment to providing equal opportunities and equal access to University facilities. For additional information, contact the Office of Equal Employment Opportunity and Affirmative Action at (208) 426-1979. For inquiries specifically related to sex discrimination and/or Title IX of the Education Amendments of 1972, please visit our website at http://www.boisestate.edu/generalcounsel/titleix.shtml or call Kendra Smith, Title IX Coordinator, at (208) 426-4407.

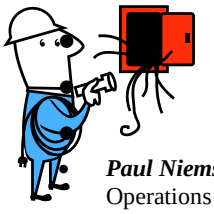
DEPARTURES

- Eric Forte - Albertsons Library
- Todd Haynes - Office of Campus Sustainability

PROMOTIONS

- Merrilou Burris - AVP of Student Affairs, Management Assistant
- Maureen Moore - College of Engineering, Director, Information Technology

RETIREMENTS



- ***Paul Niemsyk***, electrical foreman, with the Facilities Operations and Maintenance Department, began his BSU career in 1977. Paul will be retiring October 29, 2010 after more than 33 years of dedicated and faithful service. Join us in celebrating his retirement. A gathering in his honor will be held October 29th at 2:30 PM in the FOAM Maintenance Shop (building #009—across the street from the Engineering Building on University Drive). Help us give him a good send-off!

Work Study Positions & Employees

To advertise Work-Study or non-Work-Study positions for students, use our new and improved web-based posting system, BroncoJobs at: http://career.boisestate.edu. Click on Employers Post Your Jobs Here (located under the quick links). Then register for a new account.

To hire a Work-Study student employee, complete the Work-Study Employee Action Form Request at: http://career.boisestate.edu/SEWorkStudyEmployeeActionFormRequest.htm. We will complete the verification process and return the form to you to complete and submit to Human Resource Services.

To hire, change salary, or separate/terminate a student employee (non- Work-Study), complete the Employee Action Form Non-Work-Study Students. To separate or change salary for Work-Study student employees, complete the Employee Action Form for Work-Study Students.

For additional information on hiring a student employee, visit http://career.boisestate.edu/SEHandbook-Supervisor.htm or contact the Career Center at 426-1747.

CAMPUS RECREATION
Heather Carlson

Visit : http://rec.boisestate.edu/ and check out Campus Recreation's homepage for a complete calendar and list of events.

Facebook
Become a Fan on Facebook, just click http://www.facebook.com/reqs.php#/pages/Boise-ID/Boise-State-Campus-Recreation/55273220688?ref=ts

Twitter
Follow us on Twitter at: http://twitter.com/BoiseStateRec

Cardio for Cans
Join us for this FREE incentive to benefit the Idaho Food Bank. Every minute of cardiovascular exercise gets you closer to earning a can of food to be donated to the Foodbank. Over the month of November watch the tower of food in the Rec Center lobby grow! Registration is open from October 20–November 5, with the incentive running November 1–November 30. For details or to register, call 426-1131 or click http://rec.boisestate.edu/fitness/incentives/.

Swim Meet
Registration Period: October 11–November 1. Meet Date: November 7. Sign up as an individual or a team (consisting of 4 or more swimmers) for FREE. Events include: 50 yard back, 50 yard breast, 50 yard butterfly, 50 yard free, 100 yard individual medley, 200 yard freestyle relay and 200 yard medley relay. For details or to register, call 426-1131 or click http://rec.boisestate.edu/intramurals/schedules.cfm.

Wallyball Tournament
Registration Period: November 1–15. Tournament Date: December 2. Entry Fee: FREE.
For details or to register, call 426-1131 or click http://rec.boisestate.edu/intramurals/schedules.cfm.

Grand Gulch Canyonlands Backpacking
Come join the Outdoor Program on this expedition through some of the most breathtaking red rock canyons of southern Utah. Grand Gulch is known for its extensive Native American ruins and you will have the opportunity to explore several amazing archaeological sites. This trip offers an exciting off-trail exploration of the southern Utah desert. No previous experience is needed but a willingness to learn will be necessary. There is not a more exciting and beautiful place to spend Thanksgiving. The trip dates are November 20–27, with a registration deadline of November 7. Cost is $379.
For details or to register, call 426-1131 or click http://rec.boisestate.edu/outdoor/adventure/programs.cfm.

Drop-In Body Compositions
A three-site body composition test using skin fold calipers. Body composition refers to the relative percentages of body weight comprised of fat mass and fat-free or lean body mass. Participants leave with an explanation sheet of body composition and guidelines for healthy ranges. The final drop-in date is Nov 9 from 5:30pm–7:30pm.
For details or to register, call 426-1131 or click http://rec.boisestate.edu/fitness/instruction/.

Endurance Rides
Turn up the volume and pump up your workout with a great ride. Please bring an extra water bottle for this extended ride. The final three Endurance Rides are October 27 (6–7:30pm), November 12 (5:30–7pm) and December 4 (11am–12:30pm). Endurance Rides are FREE and located in the Student Recreation Center Cycle Studio.
For details or to register, call 426-1131 or click http://rec.boisestate.edu/fitness/groupex/enduranceRide.cfm.

Wilderness First Aid
This seminar is being taught by the Wilderness Medicine Training Center (WMTC) and will certify the participants in the internationally recognized Wilderness First Aid curriculum. This special program is open to the community and will be taught at the City of Boise Foothills Learning Center. The course will be taught with an emphasis on hands on practical skill application. Students must pass an on-line exam prior to attending the practical session. The seminar dates are December 4–5, with a registration deadline of November 21. Cost is $215. For details or to register, call 426-1131 or click http://rec.boisestate.edu/outdoor/adventure/programs.cfm.

Fitness Testing and Training Specials
Purchase any Fitness Assessment and Program Design Combination and receive a $10 off coupon for a follow-up Assessment and Program Design. Second appointment must be completed by June 30, 2011. Purchase any personal training package and receive two free sessions.
For details or to register, call 426-1131 or click http://rec.boisestate.edu/fitness/training/.

University Health Services
Vy Boutdy

Employee Flu Shot Clinics
The 2010 Seasonal Influenza vaccine will have an additional component added to it for the H1N1 virus. If you had the H1N1 vaccine in 2009, this is safe to receive.
When: Monday - Friday beginning October 4, 8:00am-5:00pm (Tuesdays, 9:00am-5:00pm)
Where: University Health Services, Norco Building, check-in and pay at the 1st floor information desk
Fee: $20 cash or check only. *Note: Insurance billing on your own (UHS is not responsible for insurance reimbursement rates and will not cover any discrepancies in reimbursement). Employee ID required.
Appointments: Drop-in, no appointment necessary.
For more information: Contact Mary Kenworthy, LPN at marykenworthy@boisestate.edu

Freedom from Smoking
Want to quit smoking? Freedom from Smoking, researched and developed by the American Lung Association, is the gold standard for smoking cessation programs. Learn valuable tools about how to quit, receive information about Nicotine Replacement Therapy and other quitting aids and get the support needed to quit smoking once and for all.
Instructor: Chelsea Stone, BS, CHES
When: Thursdays, October 28 – November 18, 12:00-1:30pm
Where: UHS Multipurpose Room 117, Norco Building
Fee: $10
Registration: Registration required, log onto healthservices.boisestate.edu/calendar to register.

Employee Wellness Screening
Wellness screenings can help you to identify protective and risk factors that are pertinent to your health. Screening Offerings: Cardiac Risk Panel (12 hours of fasting required), Body Composition/Heart Rate/Blood Pressure and Chair Massage.
For More Information:
http://healthservices.boisestate.edu/foremployees
When: Friday, November 12, 7:00-9:00am
Location: UHS Lab Room 111, Norco Building
Attendees: Employees
Fee: $25 *Note: Insurance billing on your own.
Registration: Registration required, log onto healthservices.boisestate.edu/calendar to register.

Grocery Store Tour
Have you ever wished someone could take you grocery shopping and show you how to spend your money to create a healthy diet? Your wish has come true! Sign up now for tours offered by University Health Services and WinCo Grocery Stores. Come learn about smart grocery shopping on a tight budget.
Instructor: Jennifer Summers, BS
When: Wednesday, November 17, 7:00-8:00pm
Where: WinCo, 110 East Myrtle Street, Boise
Fee: $5
Registration: Registration required, log onto healthservices.boisestate.edu/calendar to register.