

# HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

Volume 17, Issue 19

Boise State University  
<http://hrs.boisestate.edu/>

November 3, 2010

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

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

## **NOVEMBER AND DECEMBER HEALTH INSURANCE PREMIUMS NOTICE HRS Benefits Administration**

As a result of 2010 Legislation, there will be no regular payroll deductions for health insurance premiums during the months of November and December. During these months, health coverage will continue for all enrolled active employees, with premiums paid from the Department of Administration's reserve funds.

While Boise State will not remit employee or employer premiums for enrolled participants during the "premium holiday" period, any adjustments from prior periods will be processed through the payroll, as necessary.

Normal payroll deductions for health coverage will resume on January 7, 2011. Please contact your Benefits Administrator at 426-1616 if you have any questions or concerns about this notice.

## **COLONIAL LIFE – SUPPLEMENTAL HEALTH BENEFIT HRS Benefits Administration**

Learn about supplemental health insurance and other plans offered from Colonial Life by visiting with Angie Bringhurst and Lynne Davies, Supplemental Health Benefits Specialists. They will be available in the Fisher Room / Student Union Building Friday, November 5, 2010 from 9:30 am. to 12:00 pm. Benefit-eligible employees are able to sign up for Colonial Life via payroll deduction.

## **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, December 1, from 8 am – 5 pm in the Foote Room/Student Union Building and on Thursday, December 2, from 8 am – 2 pm in 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.



**2010 FINANCE & ADMINISTRATION  
GOOD GOVERNANCE  
INFORMATION FAIR  
November 11, 2010**

**Accomplishing your goals through a system of good governance!**

**From 10 a.m. to 12 p.m. on Thursday, November 11,** representatives from all areas of Finance and Administration will be available to answer your questions, and provide valuable tips on using the University's various resources to find what you need when you need it. Representatives from Accounts Payable, Budget, Cashiering, Human Resource Services, Payroll, Treasury, Internal Audit, Office of Information Technology, Policies and Procedures, Tax Compliance, Asset Management, Purchasing and P-Card, and more will be available **in the Lookout Room on the 3<sup>rd</sup> floor in the Student Union.**

This event is designed to give you the knowledge and reference points you need to become and stay informed about fiscal policies and procedures.

Please join us!!! Meet department representatives, ask questions, get answers, and network with peers.

*Refreshments and drawing for door prizes!*

### **Contact Person**

Liz Wieneke  
426-1017  
[ElizabethWieneke@boisestate.edu](mailto:ElizabethWieneke@boisestate.edu)

## **STALKING Marisol Garcia, Program Assistant, Women's Center**

Officer Matt Brechwald will be discussing partner stalking on Tuesday, November 16 at 5 pm in the Hatch C, Student Union Building. Matt will focus on who stalks, what stalking behavior looks like, what your options are if you are being stalked and how stalkers can be held accountable in our society. Matt Brechwald is a former police detective who specialized in Violence Against Women issues, specifically partner stalking.

## 2010 BSU HEALTH FAIR

### Tim Jones – Health Promotion Programming Class

The Health Promotion Programming Class is sponsoring the 2010 Health Fair. The Health Fair will be held in the Jordan Ballroom on the second floor of the Student Union building on Wednesday, November 17.

President Kustra has granted one hour release time, with supervisors approval, for university employees to attend.

## 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](mailto: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

## 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.

## 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

- Customer Service Representative 1 – Athletic Ticket Office

## OPEN TO Eligible Employees Until Filled (Including BSU)

- Customer Service Representative 1 – Registrar's Office
- Financial Technician – Student Life Finance Office
- Management Assistant – President's Office
- Technical Records Specialist 1 – College of Engineering

**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.

## NEW HIRES

- Kelly Hall - SW Regional Special Ed. Coordinator, Center for School Improvement & Policy Studies

## DEPARTURES

- Paul Berntsen - Student Housing
- Michael Laliberte - VP Student Affairs
- Beth Oppenheimer - Student Union

## PROMOTIONS

- Barbara Laubner - CMEO-Upward Bound, Administrative Assistant 2
- Kelly Palmer - Boise State Public Radio, Associate General Manager/Director, Development

## RETIREMENTS

- Paul Niemysk – Facilities, Operations & Maintenance

## 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>

### Learn to Swim

If you are interested in becoming more familiar with the water, learn a new stroke, refine your strokes, learn basic diving, or just want someone to give you a good hard workout we have an instructor for you! You can sign up for a private lesson, or buddy up for a semi-private lesson. Private lessons are \$17 for a single session, \$75 for 5 sessions or \$150 for 10 lessons. Semi-private lessons are (per person) \$12 for a single session, \$55 for 5 sessions and \$105 for 10 lessons. For details or to register, call 426-1131 or click <http://rec.boisestate.edu/aquatics/programs/>.

### Cardio for Cans

What if your workout could benefit you AND someone else? 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. Through 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/>.

### 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>.

### Xbox 360° NCAA Football Tournament

Registration Period: November 8–29. Tournament Date: December 5. Entry Fee: FREE. For details or to register, call 426-1131 or click <http://rec.boisestate.edu/intramurals/schedules.cfm>.

### 5 on 5 Pre-season Basketball Tournament

Registration Period: November 8–29. Tournament Date: December 6. Entry Fee: \$15 per team. 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. 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 dates are November 8 from 11am–1pm and November 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. This class is similar to our regular cycling class, but lengthened to 90 minutes. Please bring an extra water bottle for this extended ride. The final three Endurance Rides are 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/grouper/enduranceRide.cfm>.

### Wilderness First Aid

This seminar is being taught by the Wilderness Medicine Training Center (WMTTC) and will certify the participants in the internationally recognized Wilderness First Aid curriculum. Whether you're a professional guide, parent, hunter, or weekend warrior the information presented in this seminar could prove invaluable if either you or someone you are with is injured in the outdoors. 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>.

### 12 Days of Fitness

Stay motivated and stress-free this December. Pick up your free booklet at the service desk. Complete a healthy activity each of the 12 days and enter to win cool prizes in random drawings throughout the 12 days! Registration is open from November 17–December 13, with the incentive running December 1–12. For details or to register, call 426-1131 or click <http://rec.boisestate.edu/fitness/incentives/>.

### Swim Idaho

Idaho is 305 mile wide. Do you have what it takes to swim across it? This is a free incentive program. Keep track of your distance with our lifeguard staff. Reach destinations like Boise, Ketchum, Idaho Falls and the Wyoming border! Each destination wins you a cool aquatic prize! For details or to register, call 426-1131 or click <http://rec.boisestate.edu/aquatics/programs/>.

### 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/>.

### **Employee Flu Shot Clinics**

Flu Shot Clinics for all interested employees. 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. Departments wanting to cover their employees for their vaccines need to contact Mary Kenworthy before September 24 with their department billing ID and the names of employees eligible for the vaccine.

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](mailto:marykenworthy@boisestate.edu)

### **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: [healthservices.boisestate.edu/foremployees](http://healthservices.boisestate.edu/foremployees)

When: Friday, November 12, 7:00-9:00am

Where: UHS Lab Room 111, Norco Building

Fee: \$25 \*Note: Insurance billing on your own.

Registration: Registration required, log onto [healthservices.boisestate.edu/calendar/employeewellness.cfm](http://healthservices.boisestate.edu/calendar/employeewellness.cfm) to register.

### **Grocery Store Savvy 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

Location: WinCo, 110 East Myrtle Street, Boise

Fee: \$5

Registration: Registration required, log onto to [healthservices.boisestate.edu/calendar/fitness.cfm](http://healthservices.boisestate.edu/calendar/fitness.cfm) to register.

### **Health 4 the Holidays**

Whether you want to stay active, eat healthy, maintain the best weight for you, or manage your stress during the holidays, now you can by signing up for this 28 day incentive program. Sign up individually or with a team to learn healthy tips to maintain your health this holiday season!

When: November 15 - December 12

Where: Kick-off event at Campus Recreation

Fee: FREE

Registration Deadline: November 12

Registration:

[healthservices.boisestate.edu/calendar/employeewellness.cfm](http://healthservices.boisestate.edu/calendar/employeewellness.cfm)