HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

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http://hrs.boisestate.edu//

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Mark Your Calendar

Boise State's **TIAA-CREF Representative, David Penrose, will be on campus Tuesday, October 18 from 8 am - 5 pm in the Cataldo Room, on Wednesday, October 19 from 8 am – 5 pm in the Cataldo Room, and on Thursday, October 20 from 8 am – 5 pm in the Boyington Room. All rooms are located in the Student Union Building.**

TIAA-CREF is currently updating their website. To schedule an appointment with David, call TIAA-CREF at 1-800-732-8353 from 8:00 am - 4:00 pm. If you have any questions, please call Human Resource Services at 426-2898.

COLUMBUS DAY REMINDER
Susan Eaton – Payroll Manager

All employees will be required to work Columbus Day, Monday, October 10. The majority of classified employees will earn compensatory time for working on Columbus Day at a rate of time and a half. *Example, if you work 8 hours, you will receive 12 hours of Comp Time.* ***Please code your time worked as HOA in Time and Labor.***

Professional staff and exempt classified employees working the holiday will have one day applied for use the day after Thanksgiving.

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

If you choose to take the day off for any reason (vacation, sick etc.) please record the time off as usual in Time and Labor.

Any questions please ask your supervisor or contact anyone in payroll at the following numbers.

Denise Ooley	426-3433
Crystal Pidjeon	426-3739
Rex Hadley	426-1812
Susan Eaton	426-3192

EMPLOYEE FLU VACCINE
University Health & Recreation Services - Vy Boutdy-Tatum, Promotions Coordinator

Flu Vaccine
Flu shots are available for all employees and their insured dependents over the age of 12. The 2011 Seasonal Influenza vaccine will have an additional component added to it for the H1N1 virus.

When: Beginning October 3, Mon, Tues, Thurs, Fri 8:00 am-5:00 pm; Wed 10:00 am -5:00 pm
Where: Norco Building, Health Center, 2nd Floor
Fee: Insurance will be billed. *Discounted pay rate of $20 available for non-insured. Employee ID and insurance card required.
Appointments: Walk-in, no appointment necessary. *While supplies last.
For more information: Contact John Griffiths at johngriffiths@boisestate.edu or Libby Greaney at libbygreaney@boisestate.edu or call our main line at (208) 426-1459. [Flu vaccine FAQ's]

2011 CLASSIFIED EMPLOYEE RECOGNITION LUNCHEON

On Tuesday, October 25, 2011, Boise State University will honor Classified employees who have attained 5, 10, 15, 20, 25, 30 and 35 years of service at the University. The 2011 Classified Employee Recognition Luncheon will be held in the Simplot Ballroom/Student Union Building. Doors will open at 11:30 am and the program will begin at noon. Luncheon entrée choices are: Chicken Piccata or Classic Lasagna. Cost is $10 paid in advance. Please pay by check, payable to Boise State University, and mail to Debbie Porter, Office of Information Technology, MS 1412. **Honoree lunches are complimentary**. Please RSVP by 5:00 pm, Wednesday, October 19. To RSVP online Click Here. (Please sign in using your Boise State User ID and Password.) Or, contact Debbie Porter (DebbiePorter@boisestate.edu at 426-3096) with entree selection. President Kustra has graciously granted one hour release time with supervisor approval. We apologize, but we will be unable to seat folks who do not RSVP.

Tuesday, October 25 - Classified Employee Recognition Lunch

15th Annual Health Fair
Wednesday, November 16
"Build a Stronger U"

New Hires

BreAnne Hovley - Admin Assistant 2 LSA, STEM

Departures

Hosanna (Jean) Cardeno - Enterprise Application Systems
Lisa Hunt – Student Services
Angela Krommenhoek - Univ. Advancement

Promotions

Bryan Hepburn - Enterprise App. System, Web Developer

Retirements

Robert Bouy – Facilities, Operations & Maintenance

Continuing Professional Education
SkillSoft
http://hrs.boisestate.edu/td/skillsoft.shtml

University Health Services
http://healthservices.boisestate.edu/calendar.cfm

Women's Center
http://womenscenter.boisestate.edu/

Association of Classified Employees
http://www.boisestate.edu/ace/

Professional Staff Association
http://www.boisestate.edu/prostaff/

AMBASSADORS FOR HEALTH
Lauren Thomas, MS
Health Educator, University Health and Recreation Services

Interested in becoming a part of a healthier Boise State? Ambassadors for Health are looking for excited individuals in each department on campus who will help bridge the gap between University Health and Recreation Services programming and the faculty and Staff at BSU. An Ambassador for Health is a member of the Boise State University faculty and staff that promotes health and wellness to fellow faculty and staff in their department as well as students. Ambassadors work with University Health and Recreation Services to update the campus on resources and events which help them lead a healthy lifestyle. Ambassadors also serve as examples for their department on how to live a healthy lifestyle. As incentive, Ambassadors receive a leadership role on campus, special pricing on select services and programs, and a chance to improve personal health along the way!
Visit http://healthservices.boisestate.edu/wellness/employee/index.cfm to learn more information, or call Lauren Thomas at 426-2701, or by email at laurenthomas@boisestate.edu.

NCPERS OPEN ENROLLMENT
Benefits Administration

Boise State University employees enrolled in PERSI as their retirement plan may enroll in a voluntary supplemental life insurance plan through NCPERS. Enrollment information will be sent to eligible employees by campus mail. Open Enrollment for NCPERS will continue through November 30, 2011. The enrollment form must be received in Human Resource Services, MS 1265, no later than Wednesday, November 30. For more information or enrollment forms, please contact Mary Naccarato at 426-2044.

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

Learning and Development offers a variety of personal and professional development sessions available to you for little or no charge. Browse our course offerings to find a session that will help you enhance or develop new skills. Course offerings include training and workshops in Software/Web Training, Time & Labor, Fiscal Procedures & Management, Communications, Personal & Professional Growth, and Supervision & Leadership. In addition, **SkillSoft, Books 24x7** offers Boise State employees **FREE** access to over 800 on-line courses in business and software skills. To browse and register for classes, visit Employee Learning and Development on the Human Resource Services website.

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**.

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.

OPPORTUNITIES OPEN TO THE PUBLIC
Announcements Currently Open on the State Web Site

- Administrative Assistant 2 – Materials Science & Engineering
- Administrative Assistant 2 – University Advancement
- Custodian Leadworker – Taco Bell Arena
- Licensed Practical Nurse – University Health Services
- Mechanic – Facilities, Operations and Maintenance
- Personnel Technician – Human Resource Services

Campus Recreation
http://rec.boisestate.edu/

Classes Currently Offered

Instructional Fitness Programs

Toilet Bowl Tournament

Indoor Soccer League

3 on 3 Basketball League

Volleyball League

Self Defense Workshop

Healthy Eating While Dining Out

Introduction to Bicycle Commuting

Street Smart Cycling

Rappelling & Lead Climbing Skills Series

Red Rock Film Tour

Cardio for Cans Fitness Incentive

University Health Services
http://healthservices.boisestate.edu/.

Classes Currently Offered

Freedom from Smoking

Employee Wellness Screening

Brown Bag Lunch Series

How to Make Healthy Choices While Dining Out

Myofascial Release (Foam Rolling)

Holiday Eating

Walktober

TRANSFER OPPORTUNITIES FOR CURRENT BSU EMPLOYEES

- Administrative Assistant 1 – Bookstore
- Administrative Assistant 1 – LSA/HELP
- Administrative Assistant 2 – Materials Science
- Building Facility Specialist – Athletics
- Customer Service Representative 1 – University Health Services
- Financial Technician – English Department
- Library Assistant 3 – Albertsons Library
- Library Section Manager – Albertsons Library
- Office Specialist 1 – Morrison Center
- Office Specialist 2 – Advising & Academic Enhancement
- Senior Maintenance Craftsman – Facilities, Operations & Maintenance
- University Shop Assistant – College of Arts & Sciences
- Web Design Specialist – College of Engineering / Part Time

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.