

HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

Volume 18, Issue 16

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

October 19, 2011

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Mark Your Calendar

Boise State's **TIAA-CREF Representative, David Penrose, will be on campus Tuesday, November 29 from 8 am - 5 pm in the Cataldo Room, and Wednesday, November 30 from 8 am - 5 pm in the Cataldo Room. 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.

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



November 11, 2011
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, Friday, 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.

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.

Classified staff will be required to use any unused compensatory time for November 25, 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 25 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
Crystal Pidjeon	426-3739
Rex Hadley	426-1812
Susan Eaton	426-3192

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

**2011 CLASSIFIED EMPLOYEE
RECOGNITION LUNCHEON**

New Hires

Corey Laurence -
Bookstore, Administrative
Assistant 1
Matthew Pene -
Communications &
Marketing,
Communications Specialist
Brian Peterson -
Intercollegiate Athletics,
Building Facility Specialist
Wendy Spitzer - College
of Arts & Sciences, Science
Writer
Frank Stieber -
Albertson's Library, Library
Assistant 2

Departures

Pete Putra - CMEO-
Upward bound
Eric Quintero Appointe -
University Health
Lynda Robinson -
Sociology
Martin Rush - Facilities,
Operations, and
Maintenance
Valerie Tichenor -
Intercollegiate Athletics
Men

Promotions

Esrtourto Alonzo - to
Assistant Network
Administrator, College of
Education
Johan Blom - to Systems
Engineer - Team Leader,
Information Technology
Katie Bubak - to
Statewide Spec Ed
Technical Assistant, Center
for School Imp & Policy
Studies
Joel Herron - to Senior
Maintenance, Facilities,
Operations & Maintenance
Jeremy Shaw - to
Storekeeper, Facilities,
Operations & Maintenance
Jack Vant - to Application
Engineer, Multimedia,
Information Technology

Retirements

Jill Collins - Albertsons
Library

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.

5 Year Honorees

Jose Aguilar	Mary Hoglund	Twyla Perkins
Jenn Ambrose	Cami Jefferies	Lynelle Perry-Kolsky
Brittany Archuleta	Kelley Johnston	Mark Raya
Lynne Barnes	Stephoney Krogel	Joy Roberts
Norris Bennett	Erika Kuntz	Terra Rossland
Curtis Blevins	Michael Lee	Andrew Rule
Kim Brandt	Sophia Luna	Robert Sisneros
Appie Brown	Jimmie Mays	Diane Smith
Marge Butterfield	Shannon McCormick	Gregory Stanley
Cristin Carter	Aimée Mickelsen-Hall	William Stipe
Donna Deason	Sharon Miller	Virginia Treat
Shawna Hanel	Sephanie Moran	Jean Weber
John Healas	Joyce North	Elizabeth Wieneke
		Verla Wilson

10 Year Honorees

Gary Anderson	Gregory Gaskill	Justin Larson
Nathan Andrus	Richard Hobart	Martha Plascencia
Carrie Applegate	Beverly Howard	Aaron Radcliffe
Michele Armstrong	Elizabeth Johansen	Bryce Rathbun
Carl Fritz	Norma Kindall	Gary Rubush
		Ramona (Denny) Turner
		John Vance

15 Year Honorees

Sharon Brown	Junice Eichelberger	Charles Haupt
Eric Christensen	Denise Fitelson	Heather Meyer
Nancy Daugherty	Lesley Goranson	Kay Rodriguez

20 Year Honorees

Lucinda Chumley	Rex Hadley	Orie Shreve
Celia Clemens	Gueneth Johnson	Anne Sorenson
Valencia Garrett	Sue Masoner	Muriel Sower
Suzetta Gibson	Sally Naranche	

25 Year Honorees

Janice Burkholder	Dana Robinson	Larry Stolworthy
Angela Garcia	Richard St Clair	Lynn Swanson
Peggy Johnson		

30 Year Honorees

Eleanor Fisk	Ann Lee
Helen Smith	Peggy Medley

35 Year Honorees

Newly Appointed Emeriti

Christine Borton	Marvel Palmer	Jane Sailor
Mario Briseno	Gwen Pittam	Nancy Williams
Wendy Downs	Jerry Robinson	

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

- Program Information Coordinator - Admissions

TRANSFER OPPORTUNITIES FOR
CURRENT BSU EMPLOYEES

- Administrative Assistant 1 – LSA/HELP
- Custodian Leadworker – Taco Bell Arena
- Financial Technician – English Department
- Licensed Practical Nurse – University Health Services
- Library Assistant 3 – Albertsons Library
- Mechanic – Facilities, Operations and Maintenance
- Office Specialist 1 – Morrison Center
- Personnel Technician – Human Resource Services
- Senior Maintenance Craftsman – Facilities, Operations & Maintenance
- University Shop Assistant – College of Arts & Sciences

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.

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

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

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

Current Events
Employee Flu Vaccine
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.

Brown Bag Lunch Series
11/7/11 – Myofascial Release
Registration required, visit rec.boisestate.edu/reconline to register.
12/7/11 – Holiday Eating
Registration required, visit rec.boisestate.edu/reconline to register.

Employee Wellness Screenings
Scheduled for 11/11/11 & 12/9/11
Registration required, visit rec.boisestate.edu/reconline to register

Nutrition Q & A
Tuesdays 4:30 – 5:30 pm