

HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

Volume 18, Issue 15

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

September 22, 2011

In This Issue

[Employee Flu Vaccine](#)
[Walgreens](#)
[Powerful Tools for
Caregivers](#)
[Childrens Center](#)
[Auto & Home Insurance](#)
[Colonial Life](#)
[NCPERS](#)
[Employee Learning &
Development](#)
[GoodWill Needs a Helping
Hand](#)
[Volunteer Tour Guide](#)
[Vacancies](#)
[New Hires](#)
[Departures, Transfers,
Promotions](#)
[Campus Recreation](#)
[University Health Services](#)
[I-9's](#)



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.

EMPLOYEE FLU VACCINE

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

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. Departments wanting to cover their employees for their vaccines need to contact Mary Kenworthy before September 23 with their department billing ID and the names of employees eligible for the vaccine.

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: \$45. Insurance will be billed. We are not responsible for insurance reimbursement rates and will not cover any discrepancies in reimbursement. *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 Mary Kenworthy, LPN, at marykenworthy@boisestate.edu or call our main line at (208) 426-1459.

WALGREENS Benefits Administration

Employees enrolled in the State of Idaho health plan may have recently received communications directly from Walgreens, or have become aware that Walgreens may no longer participate in the Express Scripts prescription drug coverage provided through the State's Blue Cross health insurance, effective January 1, 2012.

Express Scripts negotiates national contracts with pharmacies as a normal course of their business, and unfortunately at this time Walgreens is not agreeable to the proposed contract terms for the upcoming year. There is a possibility that these parties will reopen their negotiations and reach an agreement to continue to provide Walgreens as a participating pharmacy. However, if an agreement cannot be reached by year end, members that have recently filled a prescription at Walgreens will be notified by Blue Cross and provided with a list of nearby network pharmacies.

Fortunately, there are additional in-network pharmacies to choose from. Employees may find participating pharmacies convenient to their home or to the University by going to the Blue Cross of Idaho website: <https://www.bcidaho.com/Prescription%20Drugs/index.asp> and selecting "Find a Pharmacy" from the menu. Participating pharmacies include retailers such as Rite Aid, Albertsons, Fred Meyer, and others.

Between now and the end of 2011 employees may continue to utilize Walgreens pharmacies for their prescription needs. After December 31, 2011, if Walgreens does not renew their contract, they would be out of network, and members would have to pay the full cost of any prescriptions at a Walgreens pharmacy, and submit a claim to Blue Cross for reimbursement at the non-participating provider rate. Employees may choose to transfer their prescriptions to another participating pharmacy at any time by either:

- Taking their prescription bottle to a new pharmacy, or calling them and asking them to contact their old pharmacy to transfer their prescription.
- Calling their doctor and requesting that they call their new pharmacy with their prescription information

Employees may contact Blue Cross with any questions or concerns by calling the member service number on their ID card. We will continue to monitor the situation and advise of any developments.

POWERFUL TOOLS FOR CAREGIVERS Benefits Administration

Powerful Tools for Caregivers is a nationally recognized education program for family members caring for a loved one. If you help someone who is frail or living with a long term illness; if you are worried about someone's well-being; if you manage household chores, bills, appointments for a loved one; if you contribute to someone's care



**Tuesday, October 25 -
Classified Employee
Recognition Lunch**

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

New Hires

Catherine Bates - CMEO-
Student Success Program,
Educational Specialist
Matthew Beckman - Interim
Assistant AD, Marketing &
Promotions, Intercollegiate
Athletics
Dennis Crenshaw - College
of Arts & Sciences,
Programmer
John Cunningham - General
Counsel, Executive Director,
NCAA Compliance
Emily Jones - Career
Center, Event/Outreach
Coordinator
Chaitanya Kottapalli, -
Enterprise Application
Systems, Data Warehouse
Report Writer
Robin McCown - Chemistry
Department, Lab Lecturer
Andrea Ottum - Human
Resource Services, Personnel
Tech, LSA
Samuel Patterson - Public
Safety, Risk Mgt &
Transportation, Special
Events Manager
Michelle Powell - Human
Resources, Personnel Tech
Ruth Swan-Brown - Center
for School Improvement,
Administrative Assistant 1
Stephanie Thompson -
Material Science & Eng
Dept., Senior Lab
Coordinator
Timothy Watson - Athletics,
Building Facility Specialist
Jennifer Weaver -
Psychology Department,
Assistant Professor
Jordan Weber - Athletics,
Building Facility Specialist
Yaqiao Wu - Material
Science & Eng Dept.,
Associate Research Professor

whether they live at home, in a nursing home, or across the country **You are a family caregiver and this program can help** manage stress & anxiety, frustration, guilt & anger, communication with your family and health care providers, decision making in challenging situations, goal-setting and problem-solving AND taking care of YOU!

Classes meet weekly for six weeks on Wednesdays from noon – 1:30 pm, September 28 through November 3. Classes will meet in the Alexander Room, Student Union Building.

To enroll, call Angela Zirschky, Boise State Learning & Development at 426-2936.

CHILDREN'S CENTER ACCEPTING APPLICATIONS **Hob Boazman – Director, Children's Center**

The Children's Center is currently accepting applications for the upcoming school year. There are limited openings for infants, toddlers, and preschool-age children depending on schedule needs. Contact the Center at 426-4404 or via email at children@boisestate.edu

Enrollment is offered to children of Boise State students enrolled in six or more credits, faculty, staff, adjuncts and alumni. Community members also will be considered if space permits. Priority is given to siblings of currently enrolled families.

The Children's Center is located at: 1830 Beacon Street, at the corner of Beacon Street and Oakland Avenue. Click here for a [University Map](#). Click here for [Driving Instructions to the Children's Center](#). Information about financial assistance is available.

AUTO & HOME INSURANCE SPECIALISTS **MetLife & Liberty Mutual** **Benefits Administration**

Come and meet your local Auto & Home Insurance Specialists
from MetLife and Liberty Mutual

As a **Boise State University** employee, you have access to a Group Auto & Home Program that comes with special savings, the convenience of paying premiums via payroll deduction, outstanding service, and a wide range of policies to suit your needs. This program gives you the choice of three insurance carriers; MetLife, Liberty Mutual and Travelers. Experienced, highly qualified local agents from MetLife and Liberty Mutual will be on campus to help you with a comprehensive insurance review. (Travelers does not have local agents.)

MetLife and Liberty Mutual will be on campus on Thursday, September 28 from 10:00 am – 2 pm in the Farnsworth Room / Student Union Building. To help us in planning, please indicate what time you would like to speak with one or both agents at this link:
[Preferred Appointment Time](#)

COLONIAL LIFE **Benefits Administration**

Boise State University employees have the opportunity to participate in COLONIAL LIFE Supplemental Health Programs. These are voluntary and pay cash directly to you if you are injured or sick and unable to work. Benefits can help with loss of income, deductibles, co-payments or whatever else you choose. COLONIAL LIFE benefits are payroll deducted and are guaranteed renewable for life. These programs are based on a group rate and can be taken with you if you leave the employment of the University. The rates will not be increased. For example if you have family history of cancer, stroke or heart problems the Critical Illness plan pays cover these three. It pays like life insurance except pays while you are alive! The payments are made directly to you to spend as you need.

COLONIAL LIFE associates, Angie Bringhurst and Lynne Davies, will be on campus in the Student Union Building on Friday, October 7, 2011 from 10:00 a.m. to 12:00 p.m. in the Fisher Room. Drop by and learn how these plans fill in the gaps in your insurance.

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

Departures

Ying Chen - Internal Audit & Advisory Service
Betty Clark – Admissions
Angela Clovis - Fac Oper & Maint, Central Rec
Stacey Day - CMEO- Upward Bound
Donnie Hale - CMEO- Upward Bound
Gary A. Hunt – Treasury
Kevin Nuss - C of E Civil Engineering
Bobby Pascoe - Intercollegiate Athletics Stadium
Mireyda Pavajeau - High School Equivalency Program
Josh Rizkowsky - Intercollegiate Athletics Men
Aaron Thurber - Physics
Mary (Kay) Tiemann - Council on Economic Education

Transfers

Lynn Lockhardt - Office of Sponsored Programs, Financial Technician

Promotions

Jennifer Bellomy - General Counsel, Assistant Director, NCAA Compliance
Kenneth Blair - Telephone Services, System Engineer – HPC
Robert Heise – Parking / Traffic Supervisor, Public Safety, Risk Mgt & Trans
John Newhouse - Div of Ext Studies-Program, Coordinator, District Ed Program
Sunny Wallace - University Advancement, Sr Director, Development/Alumni
Kimberly Woodings - Enterprise Application Systems, Director, Student Systems

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 <http://cedar.boisestate.edu/hrs/workshops/login.asp>. Skill Soft On-Line Training can be found at: <http://boisestate.skillport.com/SkillPortFE/login/login.cfm> **User ID:** "Employee ID Number", Password: "welcome".



Connecting Across the Generations

Wednesday, September 28, 2011

11:00 a.m. - noon

Simplot Micron Building Room 210

Instructor: Jerri Mizrahi, Learning and Organizational Development Manager

From established Traditionalists to Millennials, workplace values and communication methods can vary greatly. Understanding the key differences across generations and what keeps them motivated at work can help employees stay engaged and keep job satisfaction high. This session will look at four generational groups: Traditionalists (born between 1922 - 1945), Baby Boomers (born between 1946 - 1964), Generation X (born between 1965 - 1981), and Millennials (born between 1982 - 2002). During this session, participants will:

- Discuss workplace characteristics (stereotypes) of generations
- Identify characteristics of their generation
- Discuss what members of their generational group think about stereotypes/characteristics
- Explain what they would like others to know about their generation
- Identify and discuss emerging generational issues

Time and Labor

Wednesday, September 28, 2011

2:00 to 3:00 p.m.

Simplot Micron Building Room 210

Instructor: Denise Ooley, Payroll Services

Learn the steps to enter your time into Time and Labor available via BroncoWeb. Participants who choose to stay through the end of the training will also receive instruction in how to manage and approve Time and Labor entry.

Information Security for Front-line Employees

Thursday, September 29, 2011

11:00 a.m. - noon

Simplot Micron Building Room 210

Instructor: Tonya Buie, Information Security Office

You are on the "front lines" meeting people and handling information. This program describes the type of information that passes through your office and what you need to know to protect it.

The Great Workplace: Building Trust and Inspiring Performance

Monday, October 3, 2011

1:30 - 4:30 p.m.

SUB - Simplot C

Instructor: Kathy Drury-Bogle, PHR

Cost: \$12 for participant booklet

Research proves it. For a great workplace to exist, employees must trust the organization implicitly, take pride in what they do, and be inspired to achieve superior performance. And that requires a different breed of leadership—leaders who know how to instill and reinforce these beliefs in every communication, every decision, and every interaction. It requires leaders who realize that how they do what they do makes a world of difference to employees.

The Great Workplace: Building Trust and Inspiring Performance is a combination assessment and workshop that's designed to increase employee productivity and boost performance. The material is based on more than 25 years of research conducted at the Great Place to Work Institute®—the producers of the FORTUNE 100 Best Companies to Work for Annual List.

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

Fall Triathlon

Bike Rodeo

Bicycle Maintenance Session: Women-Specific

Advanced Climbing, Rappelling & Lead Climbing Skills Series

Self Defense

Healthy Eating While Dining Out

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

Learning Outcomes

- Examine the essential elements of a Great Place to Work®, including trust and communication
- Develop an understanding of the key role managers play in building a great workplace
- Identify opportunities and generate ideas for making realistic changes

Audience

The program is designed for front-line managers who have daily interactions with employees. Human resources professionals will also find the content useful in designing policies and practices that maximize trust-building in the organization.

GOODWILL PROGRAM
Association of Classified Employees



The GoodWill Program, a food voucher system allowing qualified classified employees to receive one or two free meals a week, needs your help.

Primarily funded by Boise State employee donations, the program was founded by the Boise State Association of Classified Employees (ACE) to assist employees whose paychecks cannot always stretch to cover the cost of food between paydays. Given the current economic climate, applications for the the GoodWill Program have nearly tripled.

Employees can easily participate through payroll deduction with a minimum gift of only \$2 per pay period. The payroll deduction form is located at <http://hrs.boisestate.edu/forms/goodwillpayrolldeduction.pdf>. Donation checks are also appreciated. Checks can be made payable to ACE and sent to Debbie Porter, ACE Treasurer, Office of Information Technology, MS 1412.

VOLUNTEER TOUR GUIDE
Idaho State Capitol Building
Michelle O'Brien – Capitol Tour Program Coordinator

The Capitol Tour Program and the volunteer tour guides, called docents, who conduct the tours in our beautifully restored Capitol Building, are ambassadors for Idaho who touch the lives of 12,000 to 15,000 children and adults each year. Visitors to the Capitol Building include thousands of Idaho school children, as well as tourists and interest groups from around the state, the U.S. and even internationally. The program relies on volunteers and is currently in a drive to recruit more volunteer tour guides into the program.

The tours last approximately one hour and volunteers can pick and choose the times and/or groups they would like to lead. Training is provided and volunteers will not only have the opportunity to “shadow” a current docent, but are also provided a tour script along with other tools to learn about the Capitol’s architecture and history. Tours are usually scheduled Monday through Friday at 10:00 a.m. and 1:00 p.m.

Because most of the tours are during the work day, employees wanting to volunteer will need to work with their supervisors to get approval and manage their work schedule to handle the time they take to lead tours. This is a volunteer activity and the time to participate is not compensated.

This is a valuable opportunity to educate the public about the Idaho Capitol Building and its wonderful history and role as the “People’s House” in state government.

Please work with your supervisor if you are planning to make the commitment to participate. To express interest, complete the [Volunteer Form](#) and submit it to:

Michelle O'Brien
Capitol Tour Program Coordinator
[208-332-1012](tel:208-332-1012)
capitol tours@iso.idaho.gov

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>

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/>

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 1 – LSA/HEP
- Administrative Assistant 2 – Materials Science & Engineering
- Building Facility Specialist – Athletics
- Customer Service Representative 1 – University Health & Recreation

TRANSFER OPPORTUNITIES FOR CURRENT BSU EMPLOYEES

- Administrative Assistant 1 - Bookstore
- Administrative Assistant 2 – Division of Extended Studies
- Library Assistant 3 – Albertsons Library
- Office Specialist 2 – Advising & Academic Enhancement
- Senior Maintenance Craftsman – Facilities, Operations & Maintenance
- Storekeeper - Facilities, Operations & Maintenance
- University Shop Assistant – College of Arts & Sciences
- Web Design Specialist – College of Engineering / Part Time

DID YOUR DEPARTMENT HIRE A NEW EMPLOYEE? I-9'S & HIRING PAPERWORK

The Immigration and Naturalization Service requires that Section 1 of the I-9 Form be completed on or before the **first** day of employment. **The employee has three business days in which to provide documentation that he or she is eligible for employment, required in Section 2 of the I-9 Form. If the I-9 is not completed within the three-day time frame, federal statute requires the employee to be terminated from employment with Boise State University.**

Hiring paperwork must be completed 2 weeks prior to the effective date of hire to allow timely process for employee payment.