**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.*
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. Honorée 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**
- **Jenn Ambrose**
- **Brittany Archuleta**
- **Lynne Barnes**
- **Norris Bennett**
- **Curtis Blevins**
- **Kim Brandt**
- **Appie Brown**
- **Marge Butterfield**
- **Cristin Carter**
- **Donna Deason**
- **Shawna Hanel**
- **John Heals**

- **Mary Hoglund**
- **Cami Jefferies**
- **Kelley Johnston**
- **Stephoney Krogel**
- **Erika Kuntz**
- **Michael Lee**
- **Sophia Luna**
- **Jimmie Mays**
- **Shannon McCormick**
- **Aimée Mickens-Hall**
- **Sharon Miller**
- **Joyce North**

- **Twyla Perkins**
- **Lynelle Perry-Kolsky**
- **Mark Raya**
- **Joy Roberts**
- **Terra Rossland**
- **Andrew Rule**
- **Robert Sisneros**
- **Diane Smith**
- **Gregory Stanley**
- **William Stipe**
- **Virginia Treat**
- **Jean Weber**
- **Elizabeth Wieneke**
- **Verla Wilson**

### 10 Year Honorees

- **Gary Anderson**
- **Nathan Andrus**
- **Carrie Appleget**
- **Michele Armstrong**
- **Carl Fritz**
- **Gregory Gaskell**
- **Richard Hobart**
- **Beverly Howard**
- **Elizabeth Johansen**
- **Norma Kindall**

- **Justin Larson**
- **Martha Plascencia**
- **Aaron Radcliffe**
- **Bryce Rathbun**
- **Gary Rubush**
- **Ramona (Denny) Turner**
- **John Vance**

### 15 Year Honorees

- **Sharon Brown**
- **Eric Christensen**
- **Nancy Daugherty**
- **Junice Eichelberger**
- **Denise Fitelson**
- **Lesley Goranson**

- **Charles Haupt**
- **Heather Meyer**
- **Kay Rodriguez**

### 20 Year Honorees

- **Lucinda Chumley**
- **Celia Clemens**
- **Valencia Garrett**
- **Suzetta Gibson**
- **Rex Hadley**
- **Gueneth Johnson**
- **Sue Masoner**
- **Sally Naranche**

- **Orie Shreve**
- **Anne Sorenson**
- **Muriel Sower**

### 25 Year Honorees

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

### 30 Year Honorees

- **Eleanor Fisk**
- **Helen Smith**
- **Ann Lee**
- **Peggy Medley**

### 35 Year Honorees

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

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.

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/.

Opportunities Open to the Public

- 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.