

DHR NEWSLETTER

IDAHO DIVISION OF HUMAN RESOURCES

EXECUTIVE OFFICE OF THE GOVERNOR

AUGUST 2018 | DHR.IDAHO.GOV

Message from the Administrator

On Monday, August 27, 2018, State employees received the first **State of Idaho Employee Opinion Survey** regarding total compensation. The survey will be open for responses until September 10, 2018.

The Governor's Office and DHR have fielded concerns about the health plan questions in the survey. The purpose of the health plan questions is to gauge employees' understanding of their current benefits, the priority they place on those benefits as a component of their total compensation, and their opinion on some of the potential alternate plan options that have been discussed by the Legislature. The Governor has consistently supported employee benefits in his annual budget submitted to the Legislature.

The best summaries of the Legislature's Interim Committee discussions about potential health plan changes or initiatives can be found at these links:

https://legislature.idaho.gov/wp-content/uploads/sessioninfo/2017/interim/170921_segi_Final_State_of_Idaho-Meeting3-Design.pdf

https://legislature.idaho.gov/wp-content/uploads/sessioninfo/2017/interim/FinalReport_segi_SEGI%20FINAL%20REPORT%202017.pdf

To my knowledge, there has not yet been a statewide employee survey addressing the workplace and total compensation. The Korn Ferry survey is a well-researched and validated survey methodology that requires employees to actively make prioritization choices so the resulting data are reliable. DHR has received some comments why prioritizing "rewards" (a term of art in employment compensation and classification) is useful. The need to prioritize is statistically necessary because, if 15 of the 21 benefit items are ranked as "High Priority" by a majority of respondents, there is no clear picture of if or where to take action. Employees are encouraged to take the survey because its results assist the Governor's Office and Legislature by having the best information identifying what is important to employees related to their benefits and salary.

INDIVIDUAL SURVEY RESPONSES ARE CONFIDENTIAL. The results of the survey will only be reported back to the State of Idaho in summarized form. We encourage all employees to complete the survey!

If you have any questions, please email the Division of Human Resources at idhr@dhr.idaho.gov.

- Susan E. Buxton

Updates

SCO Turnover Data

DHR is working with the Controller's Office to change how turnover data is processed. Currently, turnover reports pull data using effective dates of IPOPS actions; this method creates reporting discrepancies due to delayed processing dates of separations. SCO is close to finishing the turnover process conversion. The reports will then pull data using process dates of IPOPS actions. Since FY18 will be the first year of this new data collection method, greater variances in the change from FY17 data are expected.

Respectful Workplace

In Fiscal Year 2019, the Division of Human Resources has presented Respectful Workplace training to over 1,700 state of Idaho employees. Research shows that in-person training is more effective given that claims in this area are on the rise nationwide. Our agency continues to recommend in-person training, please contact your **DHR Consultant** or **Kylie Falk** – kylie.falk@dhr.idaho.gov, to get scheduled.

DHR will be releasing our online training in early November for all state employees who are unable to attend in-person training.

SAVE THE DATE DHR FALL FORUM

MONDAY SEPTEMBER 24TH - LINCOLN AUDITORIUM
8:00AM - 12:00PM



Applicant Tracking System

DHR is excited to announce NEOGOV was awarded the contract in July to begin work on a new Applicant Tracking System. Project implementation is on the fast track and scheduled for this December.

Currently, DHR is in the process of identifying data that will be downloaded/archived from the current system to the new system.

Initial NEOGOV system training was held in August. Training for all state agency users will be scheduled in coming months. Access to online training modules will be provided for selected high recruitment agency staff. Review of the online training modules is required before classroom training. The online training modules take approximately 1.5 hours to view.

If you have any questions about the project, please contact Sharon Duncan, DHR Bureau Chief – Operations at: Sharon.Duncan@dhr.idaho.gov.



IT Classification Modernization Project Update

Since the Spring Forum, new classifications have been factored by Korn Ferry utilizing the Hay profile method. HR and IT SMEs located at several agencies statewide have partnered with DHR to develop new exams for all 40 new classes. A communication campaign is currently being developed for employees. The groundwork for replacing current IT classes in state systems is also underway. New classes and exams will be entered directly into the state's new application tracking system, aligning the implementation of the new IT classes with the roll-out of NEOGOV in December of 2018.



DHR Training

Fall Registration is OPEN!

The new **Getting Things Done®** (GTD) course is a one day course offered in the Treasure Valley area. GTD is a “stress-free productivity training that will change the way you engage with work and life.” This training covers a behavior based skillset applied at the individual, team, and organizational levels to improve productivity. A course fee (\$178.00 + Access Idaho online registration fee) is charged to cover costs of training materials provided by Vital Smarts. Let's Get Things Done together!



Supervisory Academy cohorts are open for registration. Not in the Boise area? Register now for classes held in Twin Falls, Post Falls, Blackfoot, or Lewiston. Supervisory Academy covers best practices in management for all state employees who are supervisors or aspiring supervisors. Supervisory Academy is FREE and open to all State of Idaho employees.



For training information or class registration, please visit us at:
<https://dhr.idaho.gov/Training/DHRHostedTraining.html>

Mindfulness Matters

Mindfulness is paying full attention to what is going on in the present moment. It means being aware of your thoughts, feelings, and surroundings instead of going through life on autopilot. Mindfulness matters because it can help manage stress, anxiety, and depression. It has also been associated with a greater enthusiasm for life and improved self-esteem.¹

Research shows the average person spends nearly 47% of their waking hours thinking about something other than what they're doing². During a busy work day finding time for a 30-minute mindful exercise can feel impossible. But that doesn't mean you can't be mindful at work. Mindful exercises can be as short as you want. Even one minute of consciously connecting with one of your senses can be classified as a mindful exercise. You don't even need to close your eyes or be sitting down. Be creative and find short times in your day to add a bit of mindfulness.

Add a few regular reminders throughout your day to prompt you to be mindful³:

- Set an alarm on your phone (try a vibrating alarm that won't disturb coworkers).
- Make an appointment with yourself by adding a mindfulness moment to your calendar.
- Put a small note or picture on your desk that will remind you to be mindful.

For more information on mindfulness and overall health, visit www.healthmatters.idaho.gov.

Sources: 1 <https://news.harvard.edu/gazette/story/2010/11/wandering-mind-not-a-happy-mind/>; 2 <https://newsinhealth.nih.gov/2012/01/mindfulness-matters>; 3 <https://www.mindful.org/10-ways-mindful-work/>



Benefit Focus News from Office of Group Insurance

You have access to virtual care!



If you are enrolled in the State's health plan, you now have access to telehealth services through MDLive. Sophie, your personal health assistant, makes creating an account quick and easy using your smart phone.

TEXT 'BCIDAHO' TO MDLIVE (635483)

The cost of your visit is subject to the Office Visit co-pay/co-insurance in your health plan. Plan contracts are posted on the Office of Group Insurance website, <https://ogi.idaho.gov/medical/>.

Office of Group Insurance

www.ogi.idaho.gov

Email: ogi@adm.idaho.gov

Phone: 208-332-1860

Fax: 208-332-1888

Toll Free: 800-531-0597

Mail Order Rx is NOW Available

Getting your ongoing prescriptions is even easier with the CVS Caremark® Mail Order Pharmacy. Have your maintenance medications (medications you take regularly for a long-term or chronic condition) delivered directly to you, with no additional cost—and you could save money as well as time.

Get started at the Blue Cross of Idaho member portal, <https://members.bcidaho.com> - select *Prescription Drugs - Benefits and Coverage - Access Your Pharmacy Benefits Now*. You will be redirected to the CVS Caremark site where you can select Prescriptions and Start Mail Service.

