



DHR Spring Forum

Thursday, May 25, 2017

8:30 a.m.

Lincoln Auditorium

State Capitol

8:30-9:00 **Susan E. Buxton**
DHR Administrator Welcome
Legal/Legislative
Updates

9:00-9:15 **Jennifer Pike**
OGI Administrator Group Insurance
Updates

9:15-9:30 **Break**

9:30-11:00 **Tom Hardison**
MS, ACC Leaders Who Coach

11:00-11:30 **Susan E. Buxton**
DHR Administrator Round Table
Discussion and Q & A

RULE AND LEGISLATION CHANGES & POLICY AND DOL OVERTIME UPDATE

Susan Buxton, Esq., DHR Administrator

*CHANGES TO THE
RULES OF THE
DIVISION OF HUMAN
RESOURCES & IDAHO
PERSONNEL
COMMISSION*

010. DEFINITIONS -- A THROUGH E.

14. Appointment, Seasonal. An appointment to a regular position in classified service with intermittent work periods **defined by a season (summer, fall winter, spring, holiday or harvest.)** (Ref. Section 67-5302(32), Idaho Code) (3-29-17)

086. APPLICATIONS.

02. Filing of Applications. Applications are currently accepted by internet application system. **(all other means deleted).** (3-29-17)

05. Promotion of Entrance Probationary Employee. Any classified employee on entrance probation may file an application for a promotional opportunity **but is ineligible to be certified to a department or statewide promotional hiring list** until permanent status has been attained. (Ref. Rule Subsection 169.03.) (3-29-17)

120. LIMITED SERVICE APPOINTMENTS.

03. Limited Service Agreement. Appointing authorities making limited-service appointments must prepare, no later than the date of appointment, a written agreement for signature of both the employee and appointing authority describing the non-career nature of the appointment, potential for layoff, and the duration the employee may expect to work. Renewals and updated agreements are required every two (2) years. A copy of the agreement must **kept by the appointing authority.** (3-29-17)

122. TEMPORARY APPOINTMENTS (NON-CLASSIFIED).

01. Hours Limitation. Temporary appointments are limited to one thousand three hundred eighty-five (1,385) hours of work in any twelve (12) month period for any one agency. Both calculations begin on the date of the original temporary appointment (**Ref. Section 67-5302(33), Idaho Code**). (3-29-17)

02. Transition to Classified Service. Temporary employees who have served at least one thousand forty (1,040) hours of continuous service, may go from temporary status to classified entrance probation status in that same position without further examination if the announcement for the temporary position from which the certified register was created indicates that the temporary position has the potential of becoming a permanent classified position. The classified position must be in the same classification and at the same location as announced. (3-29-17)

151. SATISFACTORY SERVICE. When a probationary employee has satisfactorily served the probationary period hours, the employee will become permanent status. The appointing authority shall no later than thirty (30) calendar days after the expiration of the probationary period provide the employee and the Division of Human Resources a performance evaluation. Certification to permanent status shall be effective one thousand forty (1,040) hours of credited state service after appointment, except that it shall be effective two thousand eighty (2080) hours of credited state service after appointment for peace officer classifications unless either period has been extended pursuant to Rule 150.03. (Ref. Section 67-5309(j), Idaho Code, and Rule 210.04) (3-29-17)

152. SEPARATION DURING PROBATION.

01. Notification. If a probationary employee does not serve satisfactorily, the appointing authority must provide the employee and the Division of Human Resources a performance evaluation indicating unsatisfactory performance **in order to process the failure to complete probation separation within thirty (30) days after the expiration of the probationary period.** (Ref. Section 67-5309(j), Idaho Code and Rule Subsection 210.04) (3-29-17)

200. PROBLEM-SOLVING AND DUE PROCESS PROCEDURES.

04. Elements of the Problem-Solving Procedure. The procedure must contain a statement from the agency head encouraging employees to use the procedure for any nondisciplinary, job-related matters, and encouraging the employee, supervisors, and upper-level managers and administrators to resolve the matter at the lowest management level possible within the organization. The statement must also provide a means whereby agency representatives can obtain timely authority, if needed, to resolve the matter. The procedure must require the employee to make a reasonable attempt to discuss the issue with the immediate supervisor before filing. After a written filing is received, the procedure must provide for such additional levels of management **within the employee's chain of command** as are appropriate in the agency. The procedure must also provide for the use of an impartial mediator upon agreement by the employee and agency. Timelines must not exceed five (5) working days between each step **unless both the employee and the agency agree, in writing, to a specific number of days to extend the timelines herein, not to exceed thirty (30) days between each step.** The procedure must also inform the employee that he is entitled to be represented by a person of the employee's own choosing at each step of the procedure, except the initial informal discussion with the immediate supervisor. Two (2) or more employees may join in a single filing under the problem-solving procedure. Retaliation for filing under the problem-solving procedure, for participating as a witness, or representative is expressly prohibited. This procedure does not apply to unsatisfactory performance during entrance probation (Ref. Sections 67-5309(j), 67-5315(1)(4), Idaho Code; Rule Section 152). (3-29-17)

04. Transfers, Reemployment and Promotions Between Agencies.

(3-29-17)

b. All performance evaluation documents must be **provided** by the former agency and forwarded to the new agency when an interagency promotion, demotion, or transfer occurs. (3-29-17)

241. WORKERS COMPENSATION OR DISABILITY

b. Utilizing a portion of accrued sick **or other paid** leave to supplement workers compensation to maintain his regular salary; however, no appointing authority may require an employee to accept sick leave, vacation leave, or compensatory time off for overtime in lieu of workers compensation provided by law. Additionally, an employee may not waive his rights to workers compensation and cannot accept earned leave or other benefits in lieu thereof. (3-29-17)

250. SPECIAL LEAVES. (**Earned administrative leave removed from c & d**)

c. Exhaustion of Accrued Leave. Unless prohibited by workers compensation, family medical leave, disability, or other statewide leave policies, the appointing authority has discretion on whether the employee is required to exhaust accrued vacation leave or compensatory time off for overtime before commencing leave without pay. (Ref. Section 240) (3-29-17)

d. Resignation. If vacation leave and compensatory time off for overtime are not exhausted and the employee resigns from state service while on leave, he will be paid for such accruals in accordance with Sections 67- 5334 and 67-5328, Idaho Code. (3-29-17)

10. Employee Assistance Program Leave. **Employees may use sick leave or any paid or unpaid leave as approved to attend appointments through** the Employee Assistance Program (EAP) during normal working hours. (3-29-17)

LEGISLATIVE OVERVIEW

2/3 or 530 of the 770 pieces of draft legislation became bills. The following legislation may be of interest to State employees:

- **H 067aaSaaS Tax Relief (VETOED)** Income tax cut in favor of repealing the sales tax on groceries, and repealing grocery tax credit. The revenue cost was estimated at \$79.3 million.
- **S.J.R. 103** (Died in House Committee) Proposed constitutional amendment that would have updated Idaho's victim's rights standards.
- **H 150** Secretary of State (Held in the Senate) Clarifies the early voting time line for elections for statewide consistency.
- **S 1155** (Introduced Only) Bill contemplates a modernization of administrative hearing process. Allowed stakeholders to review and comment to the germane interim legislative committee.
- **SCR 122** Administrative Hearing Officer Interim Committee reauthorized. **S 1155** Idaho Administrative Procedures Act reformed and modernized.
- State Revenue: Estimated revenue growth for FY 18 is forecasted to be 4.6% higher than FY 17 (ending June 30, 2017).
- State Employee Pay: 3.0% merit pay increase funded.
- **H 286** Education Budget: FY 18 GF appropriation increased by 6.3%, includes funding for 3rd year of the career ladder compensation system.
- **S 1152** Higher Education: Idaho's community colleges' GF increasing by approx. 6.7%, 4-year colleges / universities increase by 2.7%.

- **H 315** West Boise Capitol Annex: Department of Administration is working with the Idaho State Building Authority to purchase Hewlett Packard Campus in West Boise. Allows the Division of Public Works to accept management of the tenant leases. Lease fees will be used to maintain campus. State plans to move Tax Commission and other agency offices to HP campus. HCR 29 - ISBA authorized to sell up to \$140 million in bonds to finance acquisition.
- **H 209** Current notary statues repealed and Revised Uniform Law on Notarial Acts established, allowing notarial acts to be performed electronically. Secretary of State required to provide course to educate applicants and notaries on new law.
- **S 1160** Supreme Court FY 18: \$71,656,300 budget, with ten line items included, one of which is the 4th phase of the court's five-year court technology implementation plan.
- **S 1108** Judges' salaries increased at different levels of the judiciary throughout the state. Additional \$707,800 appropriated for judicial salary increases.
- **S 1199** Commission of Pardons and Parole allotted additional \$307,900 for FY 18 to address fiscal impact of increasing number of commissioners from five to seven. Allows commission to address disposition of parole violations with a panel of two commissioners and increased commissioner pay from \$200 to \$300 per day.

- **S 1083** Training, education and certification standards established for emergency communications officers, call takers, and dispatchers.
- **S 1105** Existing law amended that the willful or intentional failure to return rental equipment within 48 hours of when it is due constitutes theft.
- **S 1126** Fire stations where there are personnel on duty included as a “Safe haven” under Idaho Code.
- **H 142** Higher education institutions required to obtain property through a state open contract unless an equal or better price from another vendor is obtained.
- **H 018** Classes of Idaho National Guard members eligible to participate in State Tuition Assistance Program expanded.
- **H 185** Annual state income tax deduction for contributions to college savings program increased from \$4,000 to \$6,000.
- **H 145aas** Definition of “employer covered under PERSI” revised to provide that all new employers added to PERSI must be in compliance with IRS regulations on governmental retirement plans.
- **H 139** Idaho Barber Law and Idaho Cosmetology Law combined to combine the Board of Barber Examiners and the Idaho Board of Cosmetology into a single board to regulate barbering, barber-styling, cosmetology, and electrology professions.

- **H 244** Holders of an individual life insurance policy afforded the option of designating one person, in addition to the holder, to receive notice if the policy is about to lapse or be terminated due to nonpayment of premiums.
- **H 143** Administrator of the Division of Purchasing may authorize agencies to participate in cooperative purchasing agreements and to utilize contracts of other agencies.
- **H 166** Unlawful state contracts replaced to be more equitable to the contracting parties. Contracts found to be unlawful may be terminated, with compensation paid to the contractor for any goods or services rendered prior to termination. A contract can be voided if contractor acted fraudulently or in bad faith, penalties for state officers or employees who do so are clarified.
- **H 031** Nontaxable Roth individual retirement account distributions excluded from a person's income calculation for the purposes of property tax relief eligibility.
- **H 032** Time a nonresident can use a tax-exempt motor vehicle in Idaho increased from 60 to 90 days.
- **H 132** Drivers of passenger cars, motorcycles and pickup trucks, not towing any other vehicle, allowed to drive an additional 15 miles per hour over the posted speed limit while passing on the left on two-lane highway, return to posted speed limit required within a practicable distance.

DHR Related Bills

SB 1055 amends existing law to authorize the director and administrator of the Division of Human Resources to seek certain legal remedies regarding recruitment or retention bonuses. Clarifies ambiguity in Idaho Code for the implementation, authorization and enforcement of recruitment & retention bonuses. DHR policy memo will be circulated to agencies prior to its effective date July 1, 2017.

SB 1057 (VETOED) Amends existing law to revise a provision regarding job evaluation and to provide that the annual survey shall contain certain data. Governor vetoed bill and instructed **DHR to bring forth rule changes in the 2019 legislative session which removes any reference to the Hay Management Consultants and ensure Idaho market data is more prevalent in future CEC reports.** DHR requests agencies to provide information regarding recruitment and retention issues related to total compensation to be sure accurate survey information is collected by emailing Paul Spannknebel at Paul.Spannknebel@dhr.idaho.gov.

Update on Overtime Rule

- In April, the DOL requested and was granted a third extension to submit its brief to the U.S. 5th Circuit Court of Appeals.
- DOL due date to submit its brief moved from May 1 to June 30, 2017.
- National experts have postulated that under new DOL Secretary Acosta, the expectation is that the DOL will opt “not to defend” the overtime rules. This could mean that the case would be sent back to the lower court that had issued the temporary injunction—which would then issue a permanent injunction.
- It has been recommended to not revert back or undo changes made proactively to comply with the rule, at least until there’s a clearer idea of the overtime rule’s fate in late June. DHR will monitor plans by the DOL to revisit or otherwise address the issue.
- Issuing a revised rule may not be an immediate priority of DOL but may occur within the current Administration’s tenure.

Recent Idaho Supreme Court Cases of Interest

Rodriguez v. Consolidated Farms, LLC, 2017 Ida. LEXIS 421, 390 P.3d 856 (Feb. 23, 2017)

In an appeal from the Industrial Commission of the State of Idaho, the Idaho Supreme Court affirmed the Industrial Commission's finding that Rodrigo Rodriguez is permanently disabled. On appeal, Consolidated Farms, LLC, and Indemnity Insurance Company of North America ("Appellants") argued that the Industrial Commission's finding was error because: (1) Rodriguez had failed to make a prima facie showing that he qualified as permanently disabled under the odd-lot doctrine; and (2) Appellants had demonstrated that a job had been offered to Rodriguez that was both suitable and regularly and continuously available. In holding that the Industrial Commission had not erred, the Idaho Supreme Court concluded that: (1) substantial and competent evidence supported the Industrial Commission's conclusion that Rodriguez had made a prima facie showing that he was not regularly employable in any well-known branch of the labor market absent a business boom, the sympathy of a particular employer or friends, temporary good luck, or a superhuman effort; (2) Appellants failed to demonstrate that a suitable type of work was regularly and continuously available in a well-known branch of the labor market; and (3) Appellants failed to show that the job offer made to Rodriguez was itself suitable and regularly and continuously available. The Idaho Supreme Court granted costs on appeal to Rodriguez.

Hammer v. City of Sun Valley, 2016 Ida. LEXIS 418 (December 21, 2016)

The Idaho Supreme Court affirmed the judgment of the district court. This is an appeal out of Blaine County from a judgment dismissing the Plaintiff's lawsuit seeking to recover under the Idaho Protection of Public Employees Act. The district court ruled that the Plaintiff had waived her claim against the City of Sun Valley pursuant to a release she had signed and that the Act did not provide a cause of action against City officials. After Hammer was terminated, the Plaintiff was no longer an employee, and so the IPPEA did not apply to allegations of wrongful conduct occurring after her termination. Supreme Court awarded the respondents costs on appeal, and awarded the City attorney fees on appeal for defending the appeal against it.

Elliott v. Murdock, 2016 Ida. LEXIS 385, 385 P.3d 459 (December 2, 2016)

The Supreme Court affirmed summary judgment in favor of Steve Murdock in this Jefferson County defamation case. The Supreme Court held that the district court properly concluded that plaintiff and her foundation, For The Love Of Pets, Inc. were limited public figures and that they failed to present admissible evidence that a statement made on a call-in radio show defamed them. Ms. Elliott deems herself an advocate for animal welfare. Her concern for the welfare of pets and livestock in her community is reflected in her frequent letters to the editor on animal welfare subjects in local newspapers. Ms. Elliott's original complaint stated that seven of Mr. Murdock's statements on the radio show defamed her. When the parties reached the summary judgment stage, she only took issue with two of the statements. On appeal, her contention is limited to a single statement. This statement did not defame her or the Foundation, but instead repeated information reported in the public media. Supreme Court awarded attorney fees and costs on appeal.

Barrett v. Hecla Mining Co., 384 P.3d 969, 2016 Ida. LEXIS 362 (Idaho Nov. 18, 2016)

The Idaho Supreme Court upheld the Kootenai County District Court's grant of summary judgment to Hecla Mining Company, et al. (Hecla). Relying on its holding in *Marek v. Hecla*, No. 43269 (Idaho Nov. 18, 2016), the Court held that Barretts' claims were governed by the Idaho Worker's Compensation Act, and because there was no evidence that Hecla's actions amounted to "willful or unprovoked physical aggression" under Idaho Code section 72-209(3), summary judgment was affirmed. Idaho Supreme Court reinforces the exclusive remedy which protects employers from increased common law litigation in the event of employee injuries.

Barr v. Citicorp Credit Serv., USA, 384 P.3d 383, 2016 Ida. LEXIS 351, Unemployment Ins. Rep. (CCH) P8526 (Idaho Nov. 2, 2016)

In an appeal from the Idaho Industrial Commission (Commission), the Supreme Court affirmed the Commission's decision and order which affirmed the decision of an Appeals Examiner for the Idaho Department of Labor (IDOL). Ms. Barr appealed the decision of the Commission that found her ineligible for unemployment benefits because she was discharged for misconduct in connection with her employment. Barr worked for Citicorp as a customer service representative from 2009-2014. In December of 2013, Citicorp sent out a company-wide email instructing employees not to contact the workforce management group (TCC) to request voluntary time off 2 (VTO). Instead, employees were instructed to request VTO through Citicorp's electronic scheduling planner (ESP). Despite this directive, Barr continued to contact TCC to request VTO. Barr received coaching and progressive discipline, including a final warning for the continued misconduct. Following the final warning, the misconduct continued. Barr indicated that she had understood the final warning, but that calling TCC was "like an addiction." Barr was suspended and sent home, and terminated the next day. The Supreme Court held that substantial and competent evidence supported the Commission's decision. The Supreme Court awarded IDOL its costs on appeal.

Harper v. Idaho Dep't of Labor, 384 P.3d 361, 2016 Ida. LEXIS 349, Unemployment Ins. Rep. (CCH) P8527 (Idaho Nov. 1, 2016)

The Idaho Supreme Court affirmed the order of the Industrial Commission. This is an appeal by a claimant for unemployment benefits from a decision and order of the Industrial Commission holding that she was not entitled to benefits because she was terminated for cause. Claimant was discharged for employment-related misconduct based upon her failure to perform her job duties to Employer's expectations when she was capable of doing so and for insubordination. A claimant is not eligible for unemployment benefits if the claimant was discharged for misconduct in connection with his or her employment. I.C. § 72-1366(5). Supreme Court awarded the Respondent costs and attorney fees on appeal.

Hayes v. Kessler, 2016 Ida. App. LEXIS 127, 392 P.3d 11 (Idaho Ct. App. Nov. 4, 2016)

Hayes is an inmate in the custody of the Idaho Department of Correction (IDOC). Hayes brought a civil rights complaint pursuant to 42 U.S.C. § 1983, alleging multiple violations of his constitutional rights, when prison employees refused to provide him with a dental pick, made threatening and disparaging remarks toward him, and followed unconstitutional disciplinary procedures.

There are two threshold requirements for a § 1983 claim: (1) a person must act under color of state law when committing the challenged act; and (2) the claimant must establish that the conduct deprived the claimant of a constitutionally protected right, privilege or immunity. The Eighth Amendment protects a detainee not only from deliberate indifference to his or her current serious health problems, but also from deliberate indifference to conditions posing an unreasonable risk of serious damage to future health.

The dentist who cleaned Hayes' teeth on July 28, 2011, provided a sworn affidavit in which he opined, "Hayes' condition on July 28, 2011, was a result of years of periodontal disease and poor dental health and not the result of the lack of a dental pick for 39 days . . . even if Hayes had a dental pick during this time frame, he would have still suffered from periodontal disease."

Hayes alleged that Sergeant Green threatened to punch Hayes in the face if he continued to "smart off." By themselves, threats are typically insufficient to "shock the conscience." Even when viewed in a light most favorable to Hayes, the alleged threats made by Sergeant Green, although inappropriate, do not rise to the level of a constitutional violation.

In Hayes' § 1983 complaint, he specifically alleged that he was not given notice of the hearing date, was not allowed to read his statement into the record, was not allowed to get witness statements and that he was placed into administrative segregation as a result of this proceeding. Hayes failed to show that he had a protected liberty interest sufficient to implicate Fourteenth Amendment due process protections.

Performance and compa-ratio must be factors as stated in Idaho Code, Section 67-5309B(4):

To emphasize merit, the matrix should have a meaningful distinction between increases for performance ratings.

Plans must specify how nonclassified positions are included and must comply with Idaho Code, Section 59-1603:

In addition to performance and compa-ratio, directors are encouraged to develop a matrix that addresses agency-specific issues including, but not limited to, compression, high turnover, and retention.

Salary compression occurs when there is only a small difference in pay between employees regardless of their skills or experience. Salary compression is the result of the market rate for a given job outpacing the increases historically given by the organization to high tenure employees.

DHR Policy Update

- FMLA – Revised and available on website
- Telecommuting – Collecting data/input and revising
- Compensation Policy – Collecting data/input and revising – (equity and market increases, retention bonus – recoupment)

Priority on HR Professional Resources page update and ensuring accurate links on our entire DHR site.

[Request to Agencies: Please contact DHR \(email Paul.Spannknebel@dhr.idaho.gov\) with any legislative ideas you may have that would affect Title 67, Chapter 53 Personnel System](mailto:Paul.Spannknebel@dhr.idaho.gov)

*See **DHR** website for complete
Statutes, Rules & Policies*



Benefits At A Glance

The State of Idaho is pleased to offer a comprehensive benefits package for employees of state agencies, political subdivisions, universities and colleges which includes medical and dental insurance; as well as life insurance, disability coverage and flexible spending accounts.

Benefits are an important component of Total Compensation along with salary and retirement. We encourage employees to explore and understand the benefits available to them in order to make the best decisions to meet their insurance needs.

This is only an overview of the benefits program administered by the State's Office of Group Insurance (OGI). For detailed benefits, plan coverage, eligibility, premiums and more, visit:

<https://ogi.idaho.gov>.



Consult your agency's human resource office or the Office of Group Insurance for enrollment periods applicable to benefits summarized below.

MEDICAL INSURANCE: Options include Blue Cross of Idaho Preferred Provider (PPO), Traditional or High Deductible plans. Each medical plan provides comprehensive coverage with different levels of out-of-pocket expenses and premium contribution rates. The Blue Cross of Idaho member portal gives participants access to a cost transparency tool (CostAdvisor), wellness resources (WellConnected), and a searchable database of network providers.

No enrollment waiting periods for medical insurance for benefit eligible employees. The agency and the employee share the cost of premiums. The employee's share of medical premium is based on the plan type and number of people they enroll for coverage. A detailed Summary of Benefits & Coverage (SBC) for each plan type as well as full plan contracts and premium rates are available on the Office of Group Insurance website. Employees may also choose to decline benefits.

VISION BENEFIT: Each medical plan includes a Vision Benefit. Blue Cross of Idaho contracts with VSP (Vision Service Plan) to administer this benefit. Participants can choose a VSP network vision care provider or non-network provider; the benefit is the same, the difference is in the method in which claims are submitted.

DENTAL INSURANCE: When an employee enrolls in a medical plan, they are required to enroll for at least self-only dental coverage. Employees can continue with self-only coverage, regardless of the number of dependents on their medical plan, or they can elect family dental coverage. Premiums are based on the number of people enrolled on the employee's plan. Premiums are posted on the Office of Group Insurance website.

PREMIUM ONLY PLAN: A tax-advantaged program where employees can elect to have medical and dental premiums deducted on a pre-tax basis, before federal or state income tax or FICA taxes are withheld.

EMPLOYEE ASSISTANCE PROGRAM (EAP): All benefit eligible employees and their dependents have access to confidential, short-term counseling to help them handle concerns constructively, before they become major issues. The EAP includes up to five (5) visits per person per plan year with no copayment required.

FLEXIBLE SPENDING ACCOUNTS: Health Care Flexible Spending Accounts (HCFSA) and/or Day Care Flexible Spending Accounts (DCFSA) allow employees to use pre-tax dollars to pay for expenses not covered by health insurance (i.e. copayments, deductibles, prescriptions) and/or dependent care expenses. Employees do not have to enroll in any other health benefit plan to participate in flexible spending.

New employees, or those with a qualified life event specific to the Day Care FSA, have 30 days from date of hire to enroll, or you must wait until the next open enrollment period. Enrollment for flex accounts is done on an annual basis and does not carry over from year-to-year.

BASIC LIFE INSURANCE: Life insurance is provided by the agency at no cost to the employee. The agency's human resource office will provide employees with the Principal Life Insurance Enrollment/Beneficiary Designation form.

ACCIDENTAL DEATH & DISMEMBERMENT: Included in the Basic Life Insurance policy, no special enrollment is required. AD&D provides a percentage of annual salary for certain serious physical losses, including loss of life, due to a covered accident.

SHORT & LONG TERM DISABILITY: Disability coverage is included in the Basic Life policy, no special enrollment is required. When an employee is unable to work because of an illness (including pregnancy) or injury, the employee may be eligible for disability benefits. Disability benefits can provide a source of continuing income and/or continued access to group insurance coverages for a period of time. Disability benefit amounts may be directly reduced by other sources of income.

VOLUNTARY TERM LIFE (VTL) INSURANCE: Employees may purchase additional term life insurance up to 3x their annual salary as well as additional spouse and dependent coverage. New employees who elect coverage will need to check the appropriate box on the Principal Life Insurance Enrollment/Beneficiary Designation form **AND** complete a Voluntary Term Life enrollment form within 30 days of hire. The agency human resource office will then calculate the appropriate premium deduction. Employees can apply for VTL coverage at anytime; those without a qualifying life event who apply after the 30-day initial enrollment period must provide proof of insurability before enrollment can be evaluated.

STATE POLICE OPTIONAL LIFE: Purchase of this additional coverage is available only to police office members of the Idaho State Police, as defined in I.C. 59-1303(3). The agency and employee share the cost of the premiums. The agency human resource office will provide the Principal Life Insurance Enrollment/Beneficiary Designation form.

Office of Group Insurance

650 W. State Street, Room 145

P. O. Box 83720

Boise, ID 83720-0035

Phone: (208) 332-1860 or (800) 531-0597

Fax: (208) 332-1888 Email: ogi@adm.idaho.gov

Website: <https://ogi.idaho.gov>

USING SICK LEAVE FOR STATE RETIREES WHO ARE 65 & OLDER



PAY FOR MEDICARE SUPPLEMENT INSURANCE WITH SICK LEAVE

If you retire directly from employment with the State of Idaho and are age 65 or older, you may be eligible to convert your unused sick leave to a fund that can be used by PERSI to pay premiums for Medicare Supplement, Advantage or Part D plans. The amount of sick leave that can be transferred is set forth in Idaho Code sections 67-5333 and 33-1228.

If you are under age 65, and hired on or before June 30, 2009 please contact the HR department at your employer or the Office of Group Insurance for information on how to enroll in the state retiree insurance.

GETTING STARTED

- Your HR office will provide PERSI with the balance of your unused sick leave, which will then be converted to a dollar value by PERSI.
- YOU are responsible for directly contacting one or all of the approved Medicare supplement carriers and selecting a plan.
- The carrier is responsible for setting up an account in the PERSI portal and billing PERSI each month for your premiums.
- PERSI will draw down your sick leave balance to pay premiums. You will be notified when your balance is nearing depletion. You can view your sick leave balance anytime on the PERSI member portal.
- YOU are responsible for contacting the carrier directly if you have any questions or concerns about the premiums charged to your account.

APPROVED CARRIERS*

Blue Cross of Idaho
1-800-545-1797

PacificSource
1-888-492-2583

Regence Blue Shield of Idaho
1-888-863-3637

United Healthcare/AARP
1-888-734-3623

*Approved carriers subject to change. Go to the website of Office of Group Insurance for the most up-to-date list of approved carriers and contact information at www.ogi.idaho.gov/retiree/

RESOURCES



Senior Health Insurance
Benefits Advisors Program
(Idaho SHIBA)
www.doi.idaho.gov/shiba/
1-800-247-4422



www.persi.idaho.gov
1-800-451-8228
(208) 344-3365



State Office of Group Insurance
www.ogi.idaho.gov
1-800-531-0597
(208) 332-1860

DHR Forum May 2017 Handout

Coaching Skills Practice

Leaders who Coach

Empower your team!

Coach as Listener Practice

1. Pair Up-Tell a real story—3 Minutes Each
2. Listen for the other person's perspective and the context. Let go of your own agenda and needs.
3. No solutions or problem-solving!
4. Practice listening, and then share what you heard.



If you don't have a partner or are watching this by yourself, recall a recent conversation and summarize what you heard.

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Leaders who Coach

Empower your team!

Coaching Questions Skills Practice:

What and How Questions



1. Prepare 3 what or how questions.
2. Pair Up
3. Only ask what and how questions (3 at least)
4. Switch roles—you will have 3 minutes to “coach”

If you don't have a partner, or are watching this by yourself, prepare the questions you'd like to ask in an upcoming conversation and practice asking them.

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Personal Action Plan



1. What are your “take-aways” for your HR practice?
2. What will you start doing?
3. What may get in your way?

Leaders Who Coach

offers premier programs for building a coaching culture, and developing the capacity of leaders to engage, empower and elevate people and teams to a new level of performance. Over 450 leaders in 60 organizations have participated in the *Leaders Who Coach Program*.

About Us

Jan Salisbury MS, PCC and Tom Hardison MS, ACC are credentialed executive coaches with the International Coach Federation. They are certified Coaching Out of the Box® trainers. Each bring more than 30 years of experience in business, leadership development, organizational development and training, as well as coaching leaders and teams.

ANNOUNCING JUNE LEADERS WHO COACH OPEN PROGRAM



Get that monkey off your back!

When:

Building on the introduction to coaching to be presented at our Spring Forum, we want to share an opportunity to participate in the next **Leaders Who Coach** Open Program scheduled for **June 6 and 7th, 2017**. It is a great opportunity to learn with leaders from diverse organizations.

What:

When you coach, you engage others to define the real issues and use their strengths and abilities to create solutions. Leaders Who Coach participants say that coaching frees up their time and energy to innovate and serve their mission.

According to the **Leaders Who Coach** facilitators' experience and the research, coaching increases engagement, collaboration and creativity. Join over 450 leaders and professionals in more than 60 organizations who have participated.

**"I now coach all of my teams
– Millennials, Gen Xers and
Boomers. Who doesn't want
to be empowered?
– Senior Technology Leader**

Where:

The June 6th and 7th program will be held at the United Dairymen of Idaho in Meridian, Idaho.

Registration:

Register online [here](#). There are a limited number of open spots. **Registration ends Tuesday, May 30th**. Registration is \$1,145 per person. Enter discount code **DHR617** to receive \$70 savings.

Contact Tom Hardison (tom@leaderswhocoach.com) or Jan Salisbury (jan@leaderswhocoach.com) if you'd like more information.

