

DHR NEWSLETTER

IDAHO DIVISION OF HUMAN RESOURCES
EXECUTIVE OFFICE OF THE GOVERNOR

APRIL 2018 | DHR.IDAHO.GOV

Message from the Administrator

As the 2018 Legislative Session comes to a close, we turn towards completing the Change in Employee Compensation plans each agency will submit to implement the 3% merit raise and the 3% increase to the salary structure recommended by Governor Otter and approved by the Legislature. I sincerely appreciate the Governor and the Legislature's recognition of the hard work undertaken by our state employees and thank them for budgeting these increases and maintaining their benefits package.

DHR will continue Respectful Workplace training throughout the state this spring and early summer. Research shows that in-person respectful workplace training is more effective given that claims in this area are on the rise nationwide. We will be at Lewis-Clark State College on April 5th and will send out a schedule for the upcoming trainings in Post Falls, Boise, Twin Falls, and Blackfoot. If your agency is looking for a specific training, please contact us at DHR and we will be happy to provide training options.

The DHR Spring Forum will be held on May 22nd at the Idaho State Capitol with Active Shooter training, updates by the Human Rights Commission, an E-Verify refresher from a representative of the U.S. Citizenship and Immigration Services, Health Matters wellness update, PERSI update, and training on

FMLA/ADA laws and procedures.

I look forward to seeing you at our HR trainings. As always, please do not hesitate to contact me or any of the DHR staff with questions or for information.

- **Susan E. Buxton**



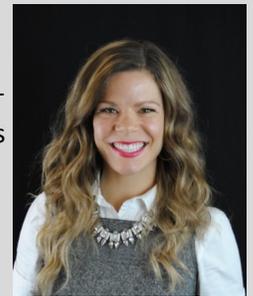
SAVE THE DATE
DHR SPRING FORUM
TUESDAY MAY 22ND - LINCOLN AUDITORIUM
MORE INFORMATION TO COME
DHR

WELCOME TO THE DHR TEAM

Angela Kraft

Health Matters Coordinator

Angela came aboard in January as the Health Education Specialist to coordinate the Health Matters State Employee Wellness Program. Angela was at the Idaho State Department of Education,



where she was a Child Nutrition Program Coordinator. Prior to working for the state, she was an Employee Wellness Coordinator at St. Luke's. Angela holds a Bachelor's degree in Food/Nutrition from the University of Idaho and a Master's Degree in Public Health from Idaho State University.

Mary Ann McCool

DHR Consultant

Mary Ann came aboard in March as a DHR Consultant. Mary Ann most recently worked as the HR Specialist for the Idaho



Division of Vocational Rehabilitation. Mary Ann is originally from Spokane, Washington and began her public sector HR career with the Washington State Department of Corrections in 2000. She also worked in HR for a transit authority and a small city in the Puget Sound area. Mary Ann holds a Bachelor's degree in Organizational Management from Whitworth University.

Training Update



The Crucial Skills Suite

A one-day ADD-ON Crucial class is now open to participants who have already attended a two-day Crucial class. Complete your Crucial Skills Suite today!

Limited seats are still available for the Crucial Conversations® and Crucial Accountability™ classes.

DHR also offers the Crucial Skills™ Suite, where participants can attend three days of training developing skills from both Crucial Conversations® and Crucial Accountability™. Crucial Accountability™ teaches participants how to hold anyone accountable, master performance discussions, and motivate others without using power. Crucial Conversations® provides tools for talking when stakes are high. Participants will learn dialogue skills that create behavior change and assist in building a high performance culture.

Coming Soon! DHR is pleased to offer a new course from the Vital Smart series. **Getting Things Done® (GTD)** is based on the bestselling book of the same name. GTD teaches participants organizational and time management skills to achieve purposeful productivity. The new course will be available this fall. Registration will be open on the DHR website.



Currently, all Supervisory Academy classes are full. DHR will have the fiscal year 2019 classes posted soon.

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

2018 DHR Legislative Statutes and Rule Changes

Statute Changes

Idaho Code Section 67-5309 (k) and 67-5316. Delete the reference to “provisional appointment” as it is no longer applicable and correcting the related section reference in 67-5316.

Idaho Code Section 59-1603 (11). Conformity with Classified Positions. Clarifying language in the Statute related to 59-1603, adding “in consultation with the Division of Human Resources”. Additional language was added to the statute allowing for the implementation, authorization, and enforcement for the issuance of recruitment and retention bonuses for non classified employees. In the 2017 Legislative session, the similar language was added to Idaho Code 67-5309D (3) for classified employees.

Rule Changes

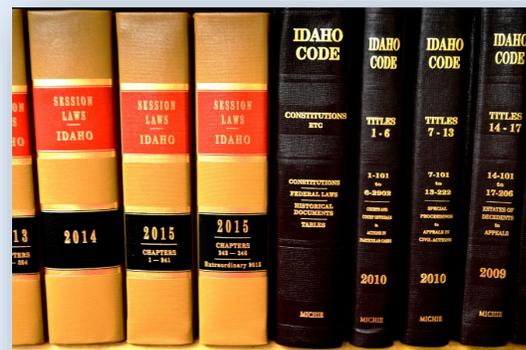
DHR participated in negotiated rulemaking in September 2017 in order to gather input from state agencies and interested parties to draft the proposed rule changes. Our draft rule changes were published in the Idaho Administrative Bulletin, on our Division’s website, and sent via email to all state agencies for their review and comment. DHR accepted comments from September 6, 2017 through noon on September 15, 2017. The following rule changes were presented and approved by the 2018 Legislature:

15.04.01.010.13. Definitions A Thru E, Appointment, Provisional. The definition of provisional appointment was deleted and related references since this appointment type is no longer applicable. This appointment was used prior to the implementation of the Applicant Tracking System.

15.04.01.074.04 (b). Assignment of Hay Evaluation Points, Factoring Process. The specific reference to Hay Management consultants was deleted. Although Hay Evaluation points are used to evaluate classifications, it is not required to use the Hay Management consultants as a vendor.

15.04.01.080. Recruitment. The reference to coordination of recruitment with Director of Department of Labor was deleted as it is redundant and the Applicant Tracking System is funded by DHR.

15.04.01.250.08.(a), (b). Special Leaves, Leave During Facility Closure of Inaccessibility and 15.04.01.251. Administrative Leave. Clarified approval process for closure of state offices and facilities necessary for placing state employees on administrative leave with pay. The approval authority shall be with the Governor or Governor’s designee.



State of Idaho employees are expected to use the state Internet access at work in a responsible and productive manner. All Internet data that is composed, transmitted and/or received by the State of Idaho’s computer systems is considered to belong to the State of Idaho and is recognized as part of its official data.

If an employee is unsure about what constitutes acceptable Internet usage, they should follow up with their supervisor for further guidance and clarification.

E-Verify Update

Have you checked out the E-Verify website lately? Since the State of Idaho began using E-Verify in 2007, E-verify has added many useful features to its website. Interactive training includes comprehensive online tutorials, quick reference guides and manuals, Form I-9 resources, as well as detailed customer service by phone or email.

In 2017 E-Verify released a redesigned participation poster. The updated poster informs current and prospective employees of their legal rights, responsibilities, and protections in the employment eligibility verification process. It is now available in English and Spanish as one poster. Please ensure that you are displaying the updated version of the E-Verify poster in your agency. To access the updated poster, log into your E-Verify account and click on the resources tab.



Public Employee
Recognition Week
May 6-12, 2018

State Employee
Recognition Day
May 9, 2018

MAKING
GOVERNMENT BETTER
FOR EVERYONE,
EVERYDAY.
THANK YOU STATE
EMPLOYEES.

<http://www.naspe.net/state-employee-recognition-day>

April is National Humor Month

They say laughter is the best medicine, but did you know that laughter has proven health benefits? A good laugh can soothe tension, aid in relaxation, and release endorphins (*feel good hormones*) to your brain. Laughter has also been shown to actually strengthen a person's immune system and help relieve pain by encouraging the body to release its own natural painkillers! Visit the Health Matters website at healthmatters.idaho.gov to learn more about the connection between humor and good health.



What is Health Matters?

Health Matters is Idaho's wellness program for state employees. Everyone is invited to participate and take advantage of Health Matters resources, regardless of enrollment in state-sponsored health insurance. We provide health tips, resources, challenges, and events to support the health and well-being of our state employees via the Health Matters eNewsletter. The eNewsletter is emailed out twice a month to wellness contacts in each state agency. If you do not currently receive the Health Matter eNewsletter from someone within your agency, email healthmatters@dhr.idaho.gov to be added as a contact.

