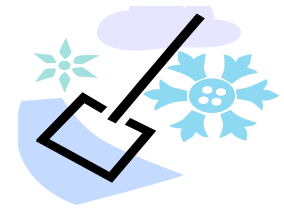


HRS Newsletter



Human Resource Services' FAQ's

What is the CSS leave balance on my pay stub?

CSS stands for "Credited State Service" hours. These are the total number of hours that you have worked for the State of Idaho. If you are a full-time employee, you can divide the CSS hours by 2080 and that will give you the approximate number of years that you have worked for the State of Idaho.

Employee Assistance Program (EAP)

Do the holidays have you stressed out this year? If so, the Employee Assistance Program is a great resource for LCSC employees and their family members!

EAP is a free, confidential counseling and community referral service to help you with problems in your personal and work life. EAP offers:

- 24-hour, toll free crisis hotline
- Face-to-face (and telephonic when needed) confidential assessment and brief solution-focused problem intervention
- Appropriate referrals to community resources and additional health-care services
- A national provider network for appropriate access to urgent and non-urgent care
- Online member services

Employees and dependents enrolled in one of the State's medical plans are eligible for up to 200 hours of mental health and substance abuse benefits and 5 EAP visits per plan year.

All benefit-eligible employees and their dependents, not enrolled in one of the State's medical plans, are only eligible for the EAP benefits (5 visits per plan year).

You or your dependents can schedule an EAP appointment by calling 1-877-427-2327 or visiting their website at www.BPAHealth.com. Referral by your supervisor is not required. They will make every effort to match you or your dependent with the most appropriate local professional counselor. Neither your agency nor your co-workers will have any knowledge of your request for assistance.



Inside this Issue:

- ♦ Seminars & Trainings
Page 2
- ♦ PERSI Benefits *at a glance*
Page 3
- ♦ Lewiston Conference for Women
Page 4
- ♦ January Birthdays
Page 5

Important Dates to Remember:

- ♦ January 1st
New Year's Day
(Campus Closed)
- ♦ January 2nd
New Year's Holiday
(Campus Closed)

Obscure Holidays:

- ♦ January 12th
Clean Off Your Desk Day
- ♦ January 16th
National Nothing Day
- ♦ January 23rd
Pie Day
- ♦ January 24th
Worst Day of the Year
- ♦ January 31st
Have Fun at Work Day

Strengthening Your People Skills in the Workplace

No doubt about it: Individuals with excellent interpersonal skills rise to the top in their careers, in their organizations and in life!

You've probably seen it happen time and again. Take two people with similar skills and knowledge, but one of them has enviable people skills while the other's interpersonal skills are only mediocre. Which one gets ahead faster and goes further? You know the answer to that one - no contest!

What you may not know is that effective interpersonal skills can be learned - just like any other skill.

It's true! In fact, many a top professional who appears to be a "born people person", comfortable and confident in any situation, has taken training to master the interpersonal skills he or she uses to connect so powerfully with others. The ability to build effective professional relationships, to strike up instant rapport, to communicate with tact, and to make a memorable impression are nothing more than a collection of techniques that you can learn and cultivate.

This one-day seminar (Event #1814804) will be held in Spokane, WA on February 13th. The cost is \$179 per person.

To enroll, go online at www.nationalseminarstraining.com or call 1-800-258-7246.

Professional Development & Training at LCSC

LCSC will be holding a couple of employee training programs for the month of January. These programs are open to any LCSC employees which include full-time, part-time, irregular help, adjuncts, and work studies. The training programs are free and offer basic workplace essential skills training. Just go to www.lcsc.edu/pdt to sign up for one or all of the following courses:

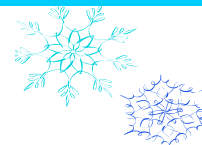
January 9th - Warrior Web: This course is designed to give you an overview of the Lewis-Clark State College WarriorWeb functions. They will discuss the use of WarriorWeb as a Guest to search for sections, the Student menu screens, and Faculty menu screens.

January 15th - Datatel-Colleague Student System Navigation: This course is designed to give you experience in navigating the student screens within the Datatel Colleague system. They will discuss the general access screens relating to students and applicants, plus provide tips for using "User Interface".

January 16th - Classroom Technology: This course will 1. Explain basic technology set-ups used on campus. Review equipment commonly used for instruction. 2. Explain how equipment works and how to efficiently use each piece. 3. Have hands on use of technology in as many rooms as possible.

January 27th - MS Access 2007 Basic: This course is designed to give you entry level experience in Microsoft Access. We will discuss the terminology, navigation, table set up, design and editing, and creating simple forms and reports. This course is a hands on learning experience.

PERSI Benefits at a glance



PERSI Retirement Plan

You become a PERSI member when you go to work in an eligible position with a PERSI employer. When you earn 60 months of service credit you will be vested to receive a lifetime benefit at retirement. The 60-month vesting period does not have to be with the same PERSI employer. So unless you leave public employment altogether, changing jobs should not affect your PERSI membership.

Base Plan Benefits

Enrollment in the PERSI Base Plan (pension) is automatic. Both you and your employer make contributions to PERSI. Your contributions are credited to your personal account, which employer contributions are pooled in a trust to cover benefits. The actual value of your benefit exceeds your contributions. When you retire as a vested member, PERSI will pay you every month for as long as you live - and if you select a retirement option with survivor benefits, your Contingent Annuitant will receive a benefit for life after your death.

Within the first 3 - 5 years of retirement, most members have already received all the money they contributed while working. For example, if your contributions to PERSI during your career totaled \$60,000, and your monthly retirement benefit is \$1,500, you would receive your \$60,000 in approximately 3 years. Although you would have exhausted everything you contributed, PERSI would continue to pay you \$1,500 a month for the rest of your life, plus annual cost of living adjustments (COLAs). So if your retirement were to last another 30 years, you would receive \$540,000 in benefits from the PERSI trust.

Disability Benefits

In addition to your retirement benefit, your Base Plan contributions provide for disability coverage. As a vested PERSI member, if you should become totally and permanently disabled while an active member, you may be eligible for a disability benefit. Disability for retirement purposes is considered to be a *total and permanent physical or mental impairment that prevents you from earning a livelihood*. If you perform any work for compensation, you will not be considered to be disabled.

Death Benefits

The PERSI Base Plan offers financial security for your beneficiaries after you die. Whether an active or inactive member, if you die after becoming vested and had named your spouse as your sole beneficiary, PERSI will offer your spouse the choice of a lump sum payment of your remaining contributions plus interest or a monthly allowance payable for life. The lump sum death benefit for vested members is two times your account balance with interest. If you die before becoming vested, your beneficiary will receive your account balance plus any interest accrued.

Portability of Funds

Your Base Plan contributions are always yours. If you leave a PERSI employer, but keep your Base Plan money in PERSI and later work for another PERSI-covered employer, you retain the service credit earned in your previous job. All service credit you earn while working for a PERSI employer is automatically combined into a single account for you.

If you leave PERSI-covered employment, you may withdraw your Base Plan money, plus any interest earned - although tax penalties and withholdings may apply. Or you may roll over your money and interest to an Individual Retirement Account (IRA) or other qualified retirement plan, including the PERSI Choice Plan 401(k) if you have an account.

See what just 1% more in your PERSI Choice Plan 401(k) account can do for you: For an employee who is 35 years old, with an annual salary of \$30,000, and plans to retire at age 65, 1% more will add approximately an extra \$49,967!

Source: PERSI brochure and PERSI Retirement Booster Calculator

The Lewiston Conference for Women

You're invited to spend a day like no other. Developed by women who have discovered the keys to success, presented by women who will inspire and invigorate you - and designed with your success in mind.

Choose from among 10 incredibly enlightening sessions guaranteed to supply the tools you need, give you the direction you're looking for, and show you great new possibilities for your career and your life - and spark the passion to turn them into action.

Now, more than ever, you have unlimited potential when it comes to what you can achieve. All it takes is the right attitude, the right plan, the right opportunities, and the right tools. Getting it "right" is exactly what this unique day-long event is all about. It's specially designed to give you the powerful information and profound insights that will make a lasting, positive impact on your life.

You're invited to join other professional women from your area to spend the day with some of the most inspiring people you'll ever meet - your conference presenters. These highly experienced and acclaimed experts will move you to action in ways you'll never forget.


This illuminating day is filled with 10 practical, idea-packed sessions. And between workshops, you'll experience meaningful networking at its best. This winning combination delivers your money's worth and more!

Consider this your personal invitation to The Conference for Women. You won't see it marketed in newspapers or by radio. That means the registration information contained here is your way in the door.

To sign up, simply call 1-800-873-7545 or enroll on-line at www.skillpath.com. The cost is \$149 per person.

This exciting conference among professionals and your peers will give you dozens of new ideas and action plans to boost your career, your attitude and your life. You'll leave passionate and eager to reach your greatest potential.

Happy Anniversary To . . .



Allen Schmoock, Information Technology	5 years
Mary Lou Robinson, Nursing & Health Sciences.....	15 years
Clay Robinson, Education.....	15 years
Gene Straughan, Social Sciences	15 years

Welcome New Employees to LCSC!

Sandra Boyd
Programmer/Analyst
Information Technology

Ann Drennan
Enterprise System Admin.
Information Technology

David Burt
Technical Records Spec 2
Admissions/Registrar

January Birthdays

Clay Robinson	1	Sharon Auer	18
Lucy Loewen	1	Marilyn Heckendorn	18
Bob Sobotta	2	Muna Crook	20
Cheryl Jurgens	2	Jana Hoffman	21
Kevin Carpenter	2	Linda Stricklin	23
Connie Crawford	5	Tom Hennigan	24
Tim Cole	7	Kathy Grussing	25
Allen Schmooch	12	Jessica Cromer	25
Judy Schumacher	12	Sheila Dalley	26
Quinn Wilson	14	Claire Davis	27
Mike Benke	14	Wayne Carroll	27
John Haehl	15	Robin VanSickle	30
Joann Storey	16	Mark Smith	31
Tim Baerlocher	17		
Jim McCracken	17		



Human Resource Services

Administration Building, Suite 102
500 8th Avenue
Lewiston, ID 83501

Phone: 208-792-2269 or 208-792-2204
Fax: 208-792-2872

E-mail: HR@lcsc.edu

Website: www.lcsc.edu/humanresources

HRS Staff:

- Vikki Swift
HR Specialist x.2269
- Lindsey Hight
HR Associate x.2269
- Judy Floch
Financial Technician x.2204
- Jan Paynter
Office Specialist 2 x.2269
- Alanna Shuey
Office Assistant x.2269

Our mission is to provide innovative human resource programs and services that support the College's mission in an environment of honest communication, ethical conduct, and respect for all individuals of Lewis-Clark State College.

Our intent is to provide you with the best service possible. We strive to provide you with timely, accurate, and professional advice and service in Benefits, Equal Employment/Affirmative Action, Employee Records, Employee Relations, Payroll, and Compensation and Policy issues.

We want you to always be satisfied (if not elated) at the service you receive from our HRS Professionals. If you have any ideas or suggestions that will help us serve you better, please give us a call at extension 2269 or contact us at HR@lcsc.edu and let us know what you think.

*We are delighted to be able to assist you in any way we can. **GO WARRIORS!***

HRS Staff

