

# NEW EMPLOYEE

## General Information & Benefits Summary

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Welcome to the Department of Health and Welfare! We would like to thank you for making the decision to become a part of our Department and look forward to working with you and having you as a member of our team. This pamphlet was prepared for you to have a guide with information and helpful links so that you may be able to answer any questions you may have as a new employee, or at least point you in the direction of where you can access information to answer questions you may have as a new employee.

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IDAHO DEPARTMENT OF  
**HEALTH & WELFARE**



# Table of Contents

|                                      |    |
|--------------------------------------|----|
| About Us                             | 3  |
| Department Offices                   | 4  |
| Employee General Information         | 5  |
| Health Insurance & Employee Wellness | 6  |
| Time Off Benefits                    | 9  |
| Retirement Plans                     | 11 |
| Life and Disability Insurance        | 12 |
| Other State Employee Benefits        | 14 |
| New Employee Checklist               | 15 |





# About Us

Idaho Department of Health and Welfare is Idaho's largest state government agency and employs approximately 2,900 individuals statewide. Our employees work to provide Idahoans with health and human services, access to health insurance programs, support for families and children, and hospitalization services for mentally and developmentally disabled patients.

We have offices throughout Idaho and operate three hospitals/residential facilities and a state laboratory. Our agency serves approximately a third of all Idaho citizens. Our programs and services are designed to help people live healthy and be productive, by strengthening individuals, families and communities. We strive to promote and protect the health and safety of Idahoans, from birth throughout life.

IDHW is organized into regions to provide programs that foster a productive, healthful and independent quality of life for Idaho citizens. Statewide administrative offices are located in Boise. Each region serves several counties.

The state of Idaho is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations.



# Department Offices





# Employee General Information

As a new employee, here are a few important things to know:

- New employees hired in classified positions and promotional appointments have a probationary period of at least 1,040 hours. Some positions may have longer probationary requirements.
- Temporary employees are limited to working 1,385 hours in a 12-month period for any one state agency.
- You will receive an email with your password to access I-Time to complete your time sheets and view pay stubs. This will could take up to a week to receive.
- Pay day is every other Friday. Your first pay check will be a paper check and thereafter it should be direct deposit--as long as you turn in your direct deposit information timely.
- Employees are eligible for benefits if they work twenty (20) hours or more per week and the term of employment is expected to exceed five (5) continuous months.
- Medical and dental deductions are taken out of the first two paychecks of the month to pay for the following month's coverage. For example, you pay for November's coverage in October.
- PERSI contributions (7.16% of gross wages) are taken out of every paycheck and participation in PERSI is mandatory for eligible State employees.
- You have access to HR policies and procedures on the InfoNet: <https://sharepoint16.dhw.state.id.us/sites/opservices/hr/default.aspx>.
- The Idaho Department of Health and Welfare offers a competitive benefits package. The comprehensive benefits package includes: excellent low-cost medical, dental and vision insurance; generous vacation and sick leave accrual beginning as soon as you start; ten paid holidays a year; participation in one of the nation's best state retirement systems; multiple savings plans; life insurance; wellness programs; ongoing training opportunities; and more.



# Health Insurance & Employee Wellness

## Medical, Dental, and Vision Insurance (OPTIONAL)

Eligible employees can enroll themselves and their eligible dependents for medical coverage and have the choice of a Blue Cross of Idaho Traditional, PPO, or High Deductible plan. Vision coverage is included with medical rates. Our vendor for medical and dental is Blue Cross and for vision it is VSP. For more information: <https://ogi.idaho.gov/medical/>.

Health insurance coverage is effective on the first day of the month following date of hire pending you enroll within 30 days of your date of hire. When an employee enrolls in medical, they are required to enroll in at least the self-only dental coverage.

### **FY2020 BIWEEKLY PAYROLL SYSTEM MEDICAL AND DENTAL RATES**

| <b>Full-time Employee (30 - 40 hours per week)</b> |               |                     |                                 |                       |                            |                               |
|--|---------------|---------------------|---------------------------------|-----------------------|----------------------------|-------------------------------|
| <b>Employer Medical: \$474.79</b>                  |               |                     | <b>Employer Dental: \$10.63</b> |                       |                            |                               |
|  | Employee Only | Employee and Spouse | Employee and Child              | Employee and Children | Employee, Spouse and Child | Employee, Spouse and Children |
| PPO  | \$28.00       | \$69.50             | \$48.00                         | \$68.00               | \$89.50                    | \$108.00                      |
| Traditional  | \$34.50       | \$84.50             | \$59.50                         | \$84.50               | \$109.50                   | \$125.50                      |
| High Deductible                                    | \$11.00       | \$29.50             | \$19.50                         | \$28.00               | \$38.00                    | \$46.50                       |
| Dental   | \$4.72        | \$21.63             | \$18.22                         | \$27.92               | \$30.95                    | \$35.79                       |

| <b>Part-time Employee (20 - 29.9 hours per week)</b> |               |                     |                                |                       |                            |                               |
|--|---------------|---------------------|--------------------------------|-----------------------|----------------------------|-------------------------------|
| <b>Employer Medical: \$379.83</b>                    |               |                     | <b>Employer Dental: \$8.50</b> |                       |                            |                               |
|  | Employee Only | Employee and Spouse | Employee and Child             | Employee and Children | Employee, Spouse and Child | Employee, Spouse and Children |
| PPO  | \$122.96      | \$164.46            | \$142.96                       | \$162.96              | \$184.46                   | \$202.96                      |
| Traditional  | \$129.46      | \$179.46            | \$154.46                       | \$179.46              | \$204.46                   | \$220.46                      |
| High Deductible                                      | \$105.96      | \$124.46            | \$114.46                       | \$122.96              | \$132.96                   | \$141.46                      |
| Dental   | \$6.85        | \$23.76             | \$20.35                        | \$30.05               | \$33.08                    | \$37.92                       |





## **Employee Assistance Program (EAP)**

Blue Cross of Idaho contracts with ComPsych to provide no-cost EAP benefits in each of the state's medical plans. The EAP provides short-term counseling services for employees and dependents (up to five one-hour visits per person per benefit period with no copayment required). In addition to individual counseling, the EAP also includes Conflict Resolution and Critical Incident Stress Debriefing services. For more information:

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

## **Employee Wellness**

Included with Medical for enrolled employee and dependents. Available employee wellness programs include a prenatal program, nicotine cessation, disease management, and more.

- Bright Beginnings is a prenatal program which after successful program completion, the mother may choose to receive a \$50 gift card, or reimbursement up to \$50 toward the purchase of a car seat. Mothers also receive a book on pregnancy care upon enrollment.
- The Nicotine Cessation program provides free and anonymous counseling and patches, gum or lozenges are available through the Idaho Quitline (1-800-Quit Now) and [ProjectFilter.org](http://ProjectFilter.org).
- Disease Management offers support to members and dependents who are managing an acute or complex illness or are at risk for or have a chronic condition such as:
  - diabetes,
  - asthma,
  - chronic obstructive pulmonary disease (COPD),
  - coronary artery disease, or
  - heart failure.





Employees also have online access to Health Matters, an employee newsletter and health promotion program designed to promote healthy lifestyles through a variety of programs and resources for State of Idaho employees.

For more information on wellness programs:

<https://ogi.idaho.gov/get-healthy/>

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

### **Flexible Spending Accounts (FSA) (OPTIONAL)**

Flexible Spending Accounts (FSAs) offer convenient and easy ways to save money for eligible medical and dependent care expenses. Employees may set pre-tax money aside in medical (max \$2,500/year) and/or dependent care (max \$5,000/year) accounts. New employees have a 30-day enrollment period at time of hire; current employees have open enrollment every year. For more information:

<https://ogi.idaho.gov/flexible-spending-accounts/>.

Our provider for the FSA is Navia: <https://idaho.naviabenefits.com/>



# Time Off Benefits

## Vacation Leave Accrual

Eligible employees earn vacation leave for every hour worked or paid with the exception of paid compensatory leave and on-call taken. All benefitted employees are entitled to vacation leave based on their Fair Labor Standards Act (FLSA) employee designation.

The following table reflects the amount of vacation accrued per employee type and corresponding accrual limits. Rates are based on full-time employment (FTE). One year is based on 2,080 hours.

| <b>Vacation Accrual Rates and Limits</b>           |                         |                              |   |                      |
|--|-------------------------|------------------------------|---|----------------------|
| <b>Employee Designation</b>                        | <b>Hours of Service</b> | <b>Accrual Rate Per Hour</b> | <b>Accrual Rate per Pay Period for Full-Time Employees*</b> | <b>Accrual Limit</b> |
| Covered  | 0-10,400                | 0.04615                      | 3.7 hours   | 192 hours            |
| Covered  | 10,401 - 20,800         | 0.05769                      | 4.6 hours   | 240 hours            |
| Covered  | 20,801 - 31,200         | 0.06923                      | 5.5 hours   | 288 hours            |
| Covered  | 31,201 or more          | 0.08077                      | 6.5 hours   | 336 hours            |
| <b>Administrative/Professional/Computer Worker</b> |                         |                              |   |                      |
|  | 0-10,400                | 0.05769                      | 4.6 hours   | 192 hours            |
|  | 10,401 - 20,800         | 0.06923                      | 5.5 hours   | 240 hours            |
|  | 20,801 - 31,200         | 0.08077                      | 6.5 hours   | 288 hours            |
|  | 31,201 or more          | 0.08077                      | 6.5 hours   | 336 hours            |
| <b>Executive</b>                                   |                         |                              |   |                      |
|  | 0-10,400                | 0.09615                      | 7.7 hours   | 200 hours            |
|  | 10,401 - 20,800         | 0.09615                      | 7.7 hours   | 240 hours            |
|  | 20,801 - 31,200         | 0.09615                      | 7.7 hours   | 288 hours            |
|  | 31,201 or more          | 0.09615                      | 7.7 hours   | 336 hours            |
| *amounts are rounded to the nearest tenth          |                         |                              |   |                      |





### **Sick Leave Accrual**

Employees earn paid sick leave at 0.04615 per hour worked or paid (with the exception of paid compensatory leave), or 3.7 hours per pay period for full-time employment. Sick leave accrues without limit and may be used for funeral or illness of family members. Upon retirement, state employees can arrange for portions of unpaid sick leave to be used to pay premiums on certain employer-maintained insurance, including health, dental, vision, long-term care, prescription, or life insurance.

### **Holiday Leave**

State of Idaho employees enjoy ten paid holidays throughout the year, including: New Year's Day, Idaho Human Rights Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, and Christmas.

### **Other Types of Special Leave**

In addition to sick and vacation leave benefits, other miscellaneous leave benefits may be available to employees. Special leave may include: military leave, organ and bone marrow donation leave, court and jury services, and Red Cross Disaster leave.

### **Family and Medical Leave Act (FMLA)**

FMLA is a federal law that entitles eligible employees to unpaid, job protected leave, under qualifying circumstances, as follows: (1) for a qualifying health condition of the employee or a family member; (2) for the birth or adoption of a child; and (3) for specific purposes to family members of qualifying military service members. Eligible employees may take up to 12 weeks of FMLA leave in a 12-month period.

Annual leave may also be donated from one benefitted employee to another in the event of a serious illness or injury of the employee or family member, which necessitates absence from work.



## **Military Duty/Veterans**

Employees who are members of the U.S. Armed Forces or the National Guard and receive federal military orders requiring them to be absent from work, shall be entitled each calendar year to 120 hours of paid military leave. There are also situations with military where leave without pay may apply.

For more information on FMLA, Military or other types of Special Leave:  
<https://sharepoint16.dhw.state.id.us/sites/opservices/hr/HRPolicyManual/Section%2026.aspx>

# Retirement Plans and Tax Shelters

## **Public Employees Retirement System of Idaho (PERSI) Base Plan**

State of Idaho employees are automatically enrolled in the PERSI Base Plan, a defined benefits plan. **Participation in the PERSI Base Plan is mandatory for eligible State employees.** When an employee retires, PERSI Base Plan will pay them every month for as long as they live. Current contribution rates are 7.16% of gross wages for employees; the state of Idaho contributes an impressive 11.94%. Employees are vested after 60 months of employment. PERSI is a nationally-recognized state retirement system. For more information on PERSI Base Plan: [https://www.persi.idaho.gov/members/base\\_plan.cfm](https://www.persi.idaho.gov/members/base_plan.cfm)

## **PERSI Choice - 401(k) (OPTIONAL)**

The Choice 401(k) Plan is an optional PERSI account. It contains any gain sharing contributions state employees receive, any voluntary contributions employees make, any rollovers requested from other plans, and any employer contributions on an employee's behalf, as well as the earnings on those funds. The Choice 401(k) Plan is a defined contribution plan, meaning the amount employees receive at retirement is based on the contributions and earnings in the plan. May sign up at any time. For more information:  
[https://www.persi.idaho.gov/Members/choice\\_401k\\_plan.cfm](https://www.persi.idaho.gov/Members/choice_401k_plan.cfm)



### **Idaho College Savings Program (IDeal) 529 Plan (OPTIONAL)**

Employees can participate in an IDeal 529 plan, a program that helps families save for higher education. Earnings grow tax-deferred and qualified withdrawals are tax free. May sign up at any time. For more information: <https://www.idsaves.org/>

### **Federal Treasury Savings Bonds (OPTIONAL)**

Employees can set this up as a payroll deduction. <https://www.savingsbonds.gov>

### **Nationwide 457(b) Deferred Compensation Plan (OPTIONAL)**

State employees may participate in a 457(b) deferred compensation plan, a retirement plan created to allow public employees to put aside money from each paycheck toward retirement. May sign up at any time.

### **Nationwide Roth 457 Plan (OPTIONAL)**

State employees may also participate in a Roth 457 after-tax deferred compensation plan. May sign up at any time. For more information on either 457 plans: <https://www.idahodc.com>

## Life and Disability Insurance

### **Basic Life Insurance**

The state pays the premium for this coverage; there is no cost to employees. Term life insurance is equal to 100% of an employee's annual salary rounded up to the next \$1,000 (minimum of \$20,000) and includes dependent coverage at no charge. Coverage is effective at the beginning of the month following hire.

### **Accidental Death and Dismemberment Insurance (AD&D)**

AD&D pays a percentage of employees' annual salaries for certain serious physical losses, including loss of life, due to a covered accident. AD&D benefits are part of the basic life insurance benefits and are in addition to any benefits paid by basic or other state life insurance plans.





### **Short-Term Disability**

Benefits are equal to 60% of pre-disability salary for the first 26 weeks of disability. Waiting period is the longer of: 30 continuous days of Total Disability, or 30 continuous days of Residual Disability, or the expiration of all accrued sick leave earned at the date of disability. Coverage is included at no cost to employees.

### **Long-Term Disability**

Benefits are equal to 60% of pre-disability salary when totally disabled (Maximum benefit: \$4,000 per month). Waiting period is the longer of: 26 continuous weeks of Total Disability or Residual Disability, or the exhaustion of all sick leave earned as of the date of Total Disability or Residual Disability. Coverage is included at no cost to employees.

### **Voluntary Term Life Insurance (OPTIONAL)**

Employees may purchase additional coverage in the amount of one, two, or three times annual salary (rounded up to the next \$1,000) with a minimum benefit of \$20,000 and a maximum benefit of \$500,000. Premium cost is age/salary based. Coverage for spouse and children is available when coverage purchased for self. New employees have a 30-day enrollment period at time of hire. If the request is made after the 30-day enrollment period, the employee must submit Proof of Good Health.

For more information on disability and life insurance mentioned above and on the previous page: <https://ogi.idaho.gov/life-disability/>.

### **Decreasing Term Life Insurance – National Conference on Public Employee Retirement Systems (NCPERS) (OPTIONAL)**

Employees may purchase low-cost, group decreasing term life insurance with a \$16 per month premium, regardless of age. This plan has some coverage for dependents (as defined by tax code). New employees have a 90-day enrollment period at time of hire; current employees have open enrollment every year. For more information on NCPERS: <https://mybensite.com/persi/>.



# Other State Employee Benefits

**Workers Compensation:** Provides financial protection for on-the-job injuries and illnesses. Employees must notify HR and see a preferred provider. <https://iic.idaho.gov/>

**Unemployment Insurance:** Provides financial assistance for out-of-work employees.

**Social Security:** Provides financial assistance at retirement, disability, or death.

## **Pay Days and Direct Deposit**

All state employees are paid on a bi-weekly schedule. The state requires direct deposit; paperless pay stubs are available online. Paychecks are deposited every other Friday. Pay stubs can be viewed online at <https://ipops.sco.idaho.gov/> which is also where you enter your time worked on your time card. You can also reach this link from home. You should receive an email from Employee Services within a week of your start date with your log in information.

## **State Employee Discounts**

State employees are eligible for numerous discounts on participating services, including fitness centers, vision correction, and cell phone plans. Discounted tickets may be available for fun activities such as amusement parks, concerts and shows, and sporting events. A good resource for looking into some of the discounts is Employee Happenings: <https://healthmatters.idaho.gov/Resources/Happenings.html>

## **Employee and Supervisory Training Opportunities**

DHW offers over 200 trainings for employees through our online Learning Management System and classroom settings. Classes and online courses may be required for some positions, and a variety of optional trainings are available for employees interested in learning more about themselves (self-discovery) and mastering new skills (self-improvement). CEUs are available for some courses.

Supervisors participate in the DHW Supervisor Training and Resource (STAR) Program and attend a series of courses to develop and strengthen their leadership and management skills. State employees may also apply for the Certified Public Manager® (CPM) program. To see what is available and to sign up for classes go to:

<https://sso.dhw.idaho.gov/learninghub/index.html>



# New Employee Checklist

## **ASAP:**

- Complete other required training: IDHW Customer Service Plan, IDHW Emergency & Evacuation Procedures, IDHW Privacy and Confidentiality Course, New Employee Orientation, Respectful Workplace, Securing the Human, Strategic Plan, your Region's Programs and Services Orientation, and User and Approver I-Time Training. Your Program may have additional training that is required as well.

## **First Week:**

- Turn in I-9 documents (within first 3 days of hire), W-4, Direct Deposit Form, and Certificate of Insurance Form.

## **Within 30 Days:**

- Take the on-line Employee Benefits for New and Current Staff course in the Learning Hub.
- Turn in PERSI Beneficiary Form and Principal Beneficiary Form(s).
- Sign up for medical, dental and vision if needed. You will be able to complete the on-line application once you receive your I-Time log in information. Once you enroll, you will not be able to change the plan (PPO, Traditional, High Deductible) you enrolled in until Open Enrollment. After your initial enrollment period, you may add family members and/or drop coverage for yourself or dependents at any time. To Enroll: go to <https://ipops.sco.idaho.gov/>, log in, select Employee Self-Service in the left menu options, select Self Service in the top menu bar, and then click on Medical and Dental Enrollment. Click Submit when done.
- Sign up for Flexible Spending Account (FSA) if interested. If you do not enroll during the first 30 days of your employment, you will have to wait until Open Enrollment. To sign up for the FSA, go to <https://ipops.sco.idaho.gov/>, log in, select Employee Self-Service in the left menu options, select Self Service in the top menu bar, and then click on FSA Enrollment Application.
- Turn in Voluntary Term Life (VTL) Enrollment form if interested.





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*At IDHW....*

*You make a difference!*

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