

WELCOME TO BYU–IDAHO

Information and Services for New Employees and Their Families

For more information please contact:

BYU–Idaho Human Resources
226 Kimball Building
Rexburg, Idaho 83460-1670

(208) 496-1700

www.byui.edu/human-resources

email comments to powellp@byui.edu

HIGHLIGHTS ABOUT BYU–IDAHO

- 1888 The institution was established on November 12, 1888 as the Bannock Stake Academy under the leadership of Thomas E. Ricks – President of the Bannock Stake. The school was originally established as an elementary school with three levels.
- 1889 The name of the academy was changed to the Fremont Stake Academy.
- 1900 High school courses were introduced into the curriculum.
- 1901 The name of the academy was changed to the Smith Academy in honor of Joseph Smith, Hyrum Smith, and Joseph F. Smith.
- 1902 The name of the academy was changed to the Ricks Academy in honor of Thomas E. Ricks who passed away in 1901.
- 1915 First year college courses began to be offered.
- 1918 The name of the academy was changed to Ricks Normal College.
- 1923 The name of the school was changed to Ricks College (primarily a junior college).
- 1948 Ricks College became a four-year institution and began offering bachelor’s degrees.
- 1955 The college was changed back to a two-year junior college.
- 2000 Announcement that Ricks College would become BYU–Idaho.
- 2008 Dedication of the Rexburg Temple.

The first principal of the institution, Jacob Spori, had educational degrees in Mathematics, Arts and Music, and Metallurgy. In addition to his education he spoke nine languages. The early years of the school were very difficult financially. In 1890, the school registered a debt of \$177. In an attempt to keep the school in operation, Principal Spori worked on the railroad (in addition to his duties at the school) and applied his wages toward the school’s debts and instructor’s salaries. Principal Spori’s efforts helped to nurture a spirit of sacrifice, humility, and love which were, and are today, an essential part of the institution.

BYU–IDAHO MISSION STATEMENT

Brigham Young University–Idaho was founded and is supported by The Church of Jesus Christ of Latter-day Saints. Its mission is to develop disciples of Jesus Christ who are leaders in the homes, the Church, and their communities. The university does this by:

1. Building testimonies of the restored gospel of Jesus Christ and encouraging living its principles.
2. Providing a quality education for students of diverse interests and abilities.
3. Preparing students for lifelong learning, for employment, and for their roles as citizens and parents.
4. Maintaining a wholesome academic, cultural, social, and spiritual environment.

THE 7 GUIDING PRINCIPLES FOR BYU–IDAHO

1. True teaching is done by and with the Spirit of the Holy Ghost.
2. Every person at [BYU-Idaho] is a teacher.
3. The most effective teaching and learning experiences occur “one by one.”
4. More students must be blessed.
5. Righteous sociality (D&C 130:2) is essential to individual development.
6. Service provides opportunities for growth.
7. A [BYU-Idaho] experience must be affordable for students and families.

BYU–IDAHO HONOR CODE FOR EMPLOYEES

(Reference: BYU–Idaho Policies and Procedures)

“We believe in being honest, true, chaste, benevolent, virtuous, and in doing good to all men.... If there is anything virtuous, lovely, or of good report or praiseworthy, we seek after these things.” (*Thirteenth Article of Faith*).

As a matter of personal commitment, the faculty, administration, staff, and students of ... Brigham Young University–Idaho seek to demonstrate in daily living on and off-campus those moral virtues encompassed in the gospel of Jesus Christ and will:

1. Abide by the standards of Christian living taught by The Church of Jesus Christ of Latter-day Saints. This includes graciousness and consideration for others and the observance of high principles of honor, integrity, and morality.
2. Be honest in all behavior. This means to refrain from cheating, plagiarizing, or knowingly giving false information.
3. Live a chaste and virtuous life. This includes abstinence from all sexual relations outside the bonds of marriage.
4. Obey, honor, and sustain the law.
5. Comply with all of the employing unit’s regulations. This includes compliance with rules relating to campus organizations and to the use of the employing unit or off-campus housing or other facilities.
6. Use clean language.
7. Respect others. This includes:
 - a. Not physically or verbally abusing any person and not engaging in conduct which threatens or endangers the health or safety of others; and
 - b. Not obstructing or disrupting the study of others, the performance of official duties by officers or employees, the teaching, research, disciplinary, administrative or other functions of the University or other authorized activities on the premises of the University.
8. Respect property rights. This includes refraining from theft, concealment, damage, or misuse of the property of others.
9. Abstain from alcoholic beverages, tobacco, tea, coffee, and substance abuse. This includes refraining from the possession, use, or distribution of any narcotic or dangerous drug (as defined by applicable law), except as prescribed by a licensed medical practitioner.
10. Participate regularly in church services.
11. Observe BYU–Idaho standards of dress and grooming. See dress and grooming standards below.
12. Observe high standards of taste and decency. This includes refraining from disorderly, lewd, indecent, or obscene conduct or expression.
13. Help others to fulfill their responsibilities under this Code.

Specific policies embodied in the Honor Code include the continuing employee and student ecclesiastical endorsement requirements (refer to these policies for more detailed information).

Dress and Grooming Standards for BYU–Idaho Employees

Employees occupy a position of role model for students at BYU-Idaho. As role models, a higher and more formal dress and grooming standard is expected of employees when on campus than is expected of students. Specifically:

1. **Male employees** are expected to wear a shirt and tie with dress slacks. Jeans are not appropriate professional attire. In areas where shirts, ties, and dress slacks are not suitable for the work environment, the department chair or director, in consultation with the vice president, will determine satisfactory attire, including the wearing of uniforms where appropriate. Extreme or immodest clothing styles are also unacceptable.

Male employees are expected to maintain a clean and well-cared-for appearance. Hairstyles should be neat, avoiding extreme styles or colors, and trimmed above the collar and the ear. Sideburns should not extend below the earlobe or onto the cheek. Men are expected to be clean shaven; beards are not acceptable. Mustaches, if worn, should be neatly trimmed and may not extend beyond or below the corners of the mouth. Earrings and other body piercing are unacceptable. Shoes should be worn in all public campus areas.

2. **Female employees** are expected to wear modest professional business office attire (dresses, skirts, dressy blouses and sweaters, pant suits). In areas where dresses or pant suits are not suitable for the work environment, the department chair or director, in consultation with the vice president, will determine satisfactory attire, including the wearing of uniforms where appropriate.

Dresses or skirts above the knee or those with slits above the knee, as well as extreme or immodest clothing styles are inappropriate. Casual slacks, blouses, and sweaters, as well as jeans of any color or fabric, are not appropriate professional attire.

Excessive ear piercing (more than one per ear) and other body piercing are not acceptable. Shoes should be worn in all public campus areas.

3. **Safety Clothing.** In situations where dress standards may require modification for safety reasons, e.g. working with machinery or chemicals, the department should follow OSHA's approved safety clothing guidelines. Where specific safety clothing or uniforms are required by management, such clothing will be provided by the department in question.

4. **Dress and Grooming Compliance.** Supervisors are held accountable to ensure employees under their direction understand and apply these dress and grooming standards.

While dress outside the work environment may not necessarily be at the standard described below, the grooming standards should always be followed. Dress outside the work environment should always be modest, appropriate for the occasion, and consistent with the dignity of a representative of BYU-Idaho and The Church of Jesus Christ of Latter-day Saints.

SERVICES AND BENEFITS

Please Note:

- Fees and restrictions apply to some services.
 - Spouses and dependents of employees are asked to observe the BYU–Idaho Honor Code and Dress and Grooming Standards while on campus. (For dress and grooming standards for students, please see www.byui.edu/student-honor-office/ces-honor-code/ on the internet.)
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Activities Calendar

- The activities calendar, which lists a variety of campus activities, is available on the internet.
- WEB ADDRESS: <http://calendar.byui.edu/>

Bookstore

- Open to the public.
- 10% discount on most items (must show BYU–Idaho ID card).
- LOCATION: MANWARING CENTER – 1ST FLOOR (496-3400)
- WEB ADDRESS: www.byuistore.com/

BYU–Idaho Personal Account

- Each employee has an account on which they can make charges for BYUI goods and services.
- The Accounting Office sends out an electronic statement once per month.
- LOCATION: ACCOUNTING OFFICE, KIMBALL 130 (496-1900)
- WEB ADDRESS: www.byui.edu/financial-services/

Campus Parking

- Employees are entitled to one transferable “A” permit (employee parking lots) and one “N” or “S” permit (general parking lots). “A” permits are valid in all lots.
- Parking passes may be obtained through the University Security and Safety office. To get a parking permit you must present your vehicle registration.
- LOCATION: UNIVERSITY SECURITY AND SAFETY, KIMBALL 150 (496-3000)
- WEB ADDRESS: www.byui.edu/security/

Cell Phones

- Purchase cell phones for office and/or personal use.
- Phones may be purchased for family members. (Purchase must be initiated by the employee.)
- LOCATION: SPRINT KIOSK (in Bookstore), MC – 1ST FLOOR (496-3469)
- WEB ADDRESS: <http://www2.byui.edu/cellphone/>

Continuing Education

- Offers a variety of credit and non-credit courses. (Please note: restrictions apply for *tuition waivers* for new employees and their families. See “Tuition Benefits” section of this document.)
- LOCATION: CONTINUING EDUCATION, ASB 103 (496-1251)
- WEB ADDRESS: www.byui.edu/ce/

Copy Centers

- Open to the public.
- Black and white copies, color copies, lamination, binding, etc.
- LOCATION: MC (next to the University Bookstore) (496-2880)
- LOCATION: UNIVERSITY PRESS, ASB 119 (496-2850)
- WEB ADDRESS: www.byui.edu/university-services/print

Demonstration Gardens

- Open to the public.
- LOCATION: south of the Taylor Building.

Devotional

- Broadcast live on KBYR-FM (91.5) at 2:00 p.m. on Tuesdays.
- Transcripts and audio files of devotionals are located on the BYU–Idaho web page.
- WEB ADDRESS: <http://web.byui.edu/DevotionalsandSpeeches/>

DMBA

- Provider of health and retirement benefits for full-time employees and their families.
- Supplemental retirement programs are also available (i.e. 401K). Employees can invest in DMBA programs (After-Tax and Before-Tax options) or TIAA-CREF.
- Part-time employees may participate in the supplemental retirement program.
- The DMBA toll-free telephone number is 1 (800) 777-3622.
- WEB ADDRESS: www.dmba.com

Employment Opportunities (on the BYU–Idaho campus)

Non-Students Jobs:

- Job openings are posted on the internet at www.byui.edu and www.providentliving.org.
- Applications and resumes are kept on file for one year.
- It is the responsibility of the applicant to keep abreast of job openings and ask to be considered for particular openings.
- LOCATION: HUMAN RESOURCES, KIMBALL 226 (496-1700)
- WEB ADDRESS: www.byui.edu/human-resources/employment
- WEB ADDRESS: www.providentliving.org

Students Jobs:

- Openings for on-campus jobs.
- LOCATION: HUMAN RESOURCES, KIMBALL 226 (496-1700)
- WEB ADDRESS: www.byui.edu/human-resources/student-employment

Entertainment

- Open to the public.
- Fine arts events, sporting events, etc.
- WEB ADDRESS: <http://calendar.byui.edu/>

Fall Banquet and Guest Speaker

- Held each Fall for full and part-time employees and their spouses.

Family History Center

- Open to the public.
- Open Monday thru Saturday, and Sunday afternoons.
- LOCATION: MCKAY LIBRARY 220 (496-9536)
- WEB ADDRESS: www.lib.byui.edu/

Food Court

- Open to the public.
- LOCATION: MANWARING CENTER – 2nd FLOOR.
- WEB ADDRESS: www.byui.edu/university-services/food-services

Hart Gym/BYU–Idaho Center

- Use of the facilities is restricted to full and part-time employees and their dependants.
- P.E. equipment, clothing, and lockers are available.
- Yearly “use” and “locker rental” fees apply.
- The University gives first priority to University classes and activities.
- LOCATION: HART GYM 202 (496-7480)
- WEB ADDRESS: www.byui.edu/activities/recreational-facilities/hart-equipment-room/

Human Resources Office

- Provides assistance on employment, benefits, and employee training.
- LOCATION: HUMAN RESOURCES, KIMBALL 226 (496-1700)
- WEB ADDRESS: www.byui.edu/hr/

ID Card

- Available to full-time employees and their dependents, and part-time employees.
- Gives eligible participants check-out privileges at the library, discounts at the bookstore, use of facilities at the Hart Gym, etc.
- Spouses and dependents (age 8-26) are eligible for an ID card.
- LOCATION: I-CARD OFFICE (inside the Accounting/Bursar’s Office), KIM 130 (496-1900)
- WEB ADDRESS: www.byui.edu/financial-services/my-personal-account/i-card

Information Desk

- LOCATION: KIMBALL BUILDING LOBBY (496-1400)
- LOCATION: MANWARING CENTER LOBBY (2ND FLOOR) (496-1404)

Library

- Open to the public.
- Check-out privileges for full-time employees and their dependents, and part-time employees. Others may purchase a library card.
- LOCATION: MCKAY LIBRARY (496-9522)
- WEB ADDRESS: www.lib.byui.edu

Media/Event Services

- Check-out privileges for full and part-time employees.
- Equipment rentals (TVs/DVDs, projectors, etc.)
- LOCATION: EVENT SERVICES, MC 230 (496-3150)
- WEB ADDRESS: www.byui.edu/university-services/event-services

Online Magazine

- BYU–Idaho Magazine (online)
- LOCATION: ALUMNI OFFICE (MC 175) (496-3300)
- WEB ADDRESS: www.byui.edu/newsroom

Outdoor Equipment Rentals

- Open to the public.
- Rent sleeping bags, tents, ski equipment, cooking gear, etc. (Call for availability.)
- LOCATION: OUTDOOR RESOURCE CENTER (under the stadium) (496-7337)
- WEB ADDRESS: www.byui.edu/activities

Orientation for New Employees

- Each new employee is required to attend three different orientation sessions:
 - 1) New Employee Orientation (campus information and policies).
 - 2) Benefits Orientation (health, life, and retirement benefits).
 - 3) BYU–Idaho Onboarding Series (history, mission, and values of BYU–Idaho).
- LOCATION: HUMAN RESOURCES, KIMBALL 226 (496-1700)
- WEB ADDRESS: www.byui.edu/hr/

Planetarium

- Open to the public.
- Presentations are given Thursday evenings at 7:00 p.m.; seating is limited (the theater seats 40).
- LOCATION: ROMNEY BUILDING 107
- WEB ADDRESS: www.byui.edu/planetarium/

Policies and Procedures

- Campus policies and procedures. Must be an employee to access the web page.
- LOCATION: HUMAN RESOURCES, KIMBALL 226 (496-1700).
- WEB ADDRESS: www2.byui.edu/policies/

Scroll (Student Newspaper)

- Published once per week.
- LOCATION: I-COMM STUDENT MEDIA OFFICE, SPORI 114 (496-3730)
- WEB ADDRESS: <http://byuiscroll.org/>

Tuition Benefits (For Credit and Non-Credit Courses)

- *Restrictions apply* – See BYU–Idaho “[Tuition Benefits](#)” policy for additional information.
- Free tuition for spouses (after employee has been working full-time for two years – or one year if employee is 27 years old or older).
- Free tuition for dependents – up to 76 credits (after employee has been working full-time for two years – or one year if employee is 27 years old or older).
- Dependents must first be officially admitted to BYU-Idaho (contact the Admissions office).
- LOCATION: HUMAN RESOURCES, KIMBALL 226 (496-1700)
- WEB ADDRESS: www.byui.edu/human-resources/

University Catering

- Open to the public.
 - Catering available for office or personal use.
 - LOCATION: FOOD SERVICES, MC 291 (496-2840)
 - WEB ADDRESS: www.byui.edu/foodservices/catering/cateringhome.htm
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NOTE FOR EMPLOYEES OF *LDS PHILANTHROPIES* AND THE *CORPORATION OF THE PRESIDING BISHOPRIC*:

Applicable benefits at BYU–Idaho include:

- BYU–Idaho ID card
- Discount at BYU–Idaho Bookstore
- Library check-out privileges
- Use of facilities in the Hart Gym/BYU–Idaho Center
- Discount tickets for campus events
- Employee parking permit