

# HR REVIEW

NEWS & INFORMATION FROM THE HUMAN RESOURCES DEPARTMENT

Volume 1, Issue 1

September 12, 1994

## FROM THE DIRECTOR - Jane Buser

With pleasure we offer you the first issue of the Human Resources Department newsletter—HR REVIEW. As the community of employees at Boise State continues to grow, so do the issues that concern its members. Key issues, policy changes, and announcements that affect you and your work will be presented in an effort to assist you in taking full advantage of the University environment. Some of the topics which will be covered include new employees and their departments, promotions and transfers, compensation and benefit issues, vacant position announcements and important dates to remember.

We are coordinating our efforts with the Affirmative Action Office, Payroll, and the Training and Development Office to insure that you have the most current information available.

Initially the HR REVIEW will be printed bi-weekly and available on the Monday following a pay day. We welcome your ideas for upcoming issues. Please give me a call at 1739 with your suggestions.

## Q & A SECTION

This section is devoted to questions that HR receives. If you have questions, please send them to HRD, A-218 or call 1616.

Q: Does a fee waiver have to be completed each semester?  
A: Yes

Q: Do spouses need to have the employee's supervisor's signature on a fee waiver?  
A: No

Q: Are College of Technology Outreach Programs covered by the fee waiver?  
A: No

## BENEFIT NOTES

**OPEN ENROLLMENT:** Each year employees who are participating in the Public Employees Retirement System (PERSI) are eligible to enroll in the NCPERS (National Conference on Public Employee Retirement Systems) term life insurance program during the open enrollment period. These employees include classified, temporary employees on benefits and faculty and professional staff hired before July 1, 1990 who elected to stay with PERSI. The open enrollment period is from September 1 to November 30, 1994. Brochures will be mailed out this week with further details. Employees participating in either TIAA/CREF or VALIC should contact Sharon Yates at 3265 for information on ORP life insurance.

## EMPLOYEE ASSISTANCE PROGRAM - EAP -

Effective July 1, 1994, the State of Idaho contracted with a new Employee Assistance Program provider, Interpersonal Dynamics, Inc. The new program contract will provide 12 visits per fiscal year (July 1, 1994 through June 30, 1995). Flyers and brochures were sent approximately one month ago to all employees on benefits. Orientation sessions are scheduled this fall to furnish additional information. The purpose of the EAP is to help you and your family receive assistance with problems as early as possible so that difficulties can be kept to a minimum.

## TEMPORARY EMPLOYEES NEEDED

Qualified applicants are needed for a variety of temporary classified support positions in numerous departments on campus. Please contact Viola Boman at 1617 or apply in person at HRD located at A-218.

## PROMOTIONS

- ◆ James Allen - Technical Records Specialist, Graduate Admissions
- ◆ Merrylea Hiemstra - Administrative Assistant, College of Business
- ◆ Debra Jensen - Senior Secretary, Health Studies
- ◆ Ann Nelson - Administrative Secretary, English Department
- ◆ Laura Scott - Senior Secretary, Secondary Education

## TRANSFERS

- ◆ Joan Balzarini - Clerical Specialist to Development Office
- ◆ Ona Law - Senior Secretary to College of Education
- ◆ Kimberly Peel - Clerical Specialist to Development Office
- ◆ Maxine Shelby - Custodian to Canyon County Campus

## TRAINING SCHEDULE

Call 4419 to register or for additional information.

Employee Orientation	11/1
Eldercare Support Group	9/20; 10/18
Ins and Outs of the Financial System	TBA
Managing your Professional Image	10/13; 11/9
Performance Management Step I: Planning for Effective Job Performance	10/4; 10/5
Purchasing Rules and Regulations	10/27
Time Management	10/25
Dealing with Employees in Difficult Situations: A Workshop for Supervisors	10/18
Performance Management Step I: Planning for Effective Job Performance	10/4; 10/5
Performance Management Step II: Getting Results through Feedback, Coaching and Progressive Discipline	11/2
Performance Management Step III: Conducting a Win/Win Performance Appraisal Interview	12/8

## HUMAN RESOURCES DEPARTMENT STAFF

Jane Buser	1739	Kristi Covington	1619
Debi Alvord	1740	Sandra Howell	1638
Viola Boman	1617	Joan Thies	1648
Sharon Yates	3265	Catherine Hoselton	4450
Sue Lewis	1616		

## NEW EMPLOYEES

(Hired after August 15, 1994)

- ✓ Floyd Bird - DP Systems Analyst, Data Center
- ✓ Rodney Cashin - Teleproduction Specialist, Simplot/Micron
- ✓ Daniel Gourneau - Printing Copy Center Technician, Printshop
- ✓ John Kelly - Mechanical Engineering Systems Analyst, Physical Plant
- ✓ Jackie Morris - Clerical Specialist, Student Residential Life
- ✓ Bunnitia Walker - Custodian, Student Residential Life

## VACANT POSITIONS

Contact Viola Boman at 1617 for additional information on the following positions:

- Custodian - Physical Plant, night shift
- Custodian - Student Union Building, night shift
- Library Assistant I - Library, one-half time
- Custodian - Student Residential Life, day
- Word Processing Specialist - College of Social Sciences and Public Affairs
- Public Service Representative - Financial Aid, one-half time
- Clerical Specialist - Continuing Education
- Carpenter - Student Residential Life
- Painter - Student Residential Life
- Carpenter Foreman - Student Residential Life
- Secretary - Nursing, 9-month
- Clerical Unit Supervisor - Survey Research Center
- Air Quality & Energy Conservation Specialist - Physical Plant
- Building Superintendent - Athletic Department
- Grounds Foreman - Student Residential Life
- Library Assistant 2 - Library, one-half time
- Printing Offset Technician, Sr. - Printshop
- Self-Support Specialist, Client - College of Technology
- **TEMPORARY** Maintenance Craftsman - Student Residential Life
- **TEMPORARY** Custodians - Physical Plant, Student Union Building and Student Residential Life

Contact Trudy Leininger at 3648 for additional information on the following positions:

- Coordinator - Institutional Assessment
- Research Assistant - Raptor Research Center
- Recreation Director - AMAS (HPER)