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# HR REVIEW

*NEWS & INFORMATION FROM THE HUMAN RESOURCES DEPARTMENT*

Volume 1, Issue 4 | Boise State University | October 24, 1994

## FROM THE DIRECTOR - Jane Buser

November 8th, Election Day, is rapidly approaching. Early each spring I begin hearing from our employees about their concerns for salary increases and benefit enhancements. Often they are frustrated and sometimes angry because the legislature has not authorized sufficient funds to support adequate salary increases.

This note is a reminder that you can have an impact on what happens to your compensation package. The easiest step in the process is to vote on election day. However, by informing yourself about the voting records of incumbents and by determining the position of the other candidates regarding the compensation issues of state employees, you may use your vote to its greatest effect. Contact the Idaho Public Employees Association at 336-2841 to obtain voting record information.

Finally, remember that voting is only the final step in the election process. You can also have an impact by volunteering to help candidates. Yard sign locations and passing out brochures are just two examples of ways you can participate.

We have a better chance for positive outcome next spring with your involvement in the electorial process this fall.

## PLANNING FOR RETIREMENT

Financial planners, benefit advisers and investment counselors advise employees to begin saving for retirement as early as possible. In today's economic climate, planning for retirement is a primary concern in anyone's overall financial planning. We encourage employees to participate in supplemental retirement plans. There will be informational seminars held in the next two months to help with preretirement planning.

TIAA-CREF will be on campus this week — October 25th and 26th. You should have received an invitation to these meetings, but if not, please contact our office for information.

VALIC will be on campus on November 9th and 10th; more information will be sent later on times and locations.

PEBSCO, the State of Idaho deferred compensation plan, will be presenting a program later in November.

We hope you will take advantage of these programs to maximize your retirement.

## REMINDER

Boise State's internal policy states that the Human Resources Department be notified three working days prior to the date a new employee begins work. Some departments have not been as successful as others in following this requirement. Please remember that it usually takes seven to ten days to gather all the required signatures before the Payroll and Personnel Change Form (for faculty and professional staff) arrives in the Human Resources Department.

The ever-increasing workload prohibits us from "walking" the document through to the State Auditors Office. We appreciate your efforts to insure the Human Resources Department receives Payroll and Personnel Change Forms three days prior to the effective date. This action insures new employees are paid in a timely fashion.

## WELCOME

- √ Carolyn Bowler - Library Assistant I, Library
- √ Debra Dunn - Receptionist, Athletics
- √ Michael Johnston - Carpenter Foreman, Student Residential Life
- √ Fabiola Juarez - Minority Admissions Counselor/ Recruiter, New Student Information Center
- √ Lance Olson - Custodian, Physical Plant

## PROMOTIONS

- √ Shelly Doty - Library Assistant II, Library

## DEPARTURES

- √ Rebecca Danielson - Social Work

## TRAINING SCHEDULE

*Call 4419 to register or for additional information.*

| | |
|---|---|
| Employee Orientation | 11/1 |
| Eldercare Support Group | 11/22 |
| Ins and Outs of the Financial System | TBA |
| Managing your Professional Image | 11/9 |
| Purchasing Rules and Regulations | 10/27 |
| Time Management | 10/25 |
| Performance Management Step I: Planning for Effective Job Performance | 10/26 |
| 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 | Director | 1739 |
| Debi Alvord | Assistant Director | 1740 |
| Viola Boman | Employment Administrator | 1617 |
| Sharon Yates | Benefits Administrator | 3265 |
| Joan Thies | Personnel Analyst | 1648 |
| Sandra Howell | Tech. Records Specialist | 1638 |
| Kristi Covington | Tech. Records Specialist | 1619 |
| Sue Lewis | Public Service Rep. | 1616 |
| Catherine Hoselton | Benefits Assistant | 4450 |

## VACANCIES

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

- Air Quality & Energy Conservation Specialist - Physical Plant
- Carpenter - Student Residential Life
- Clerical Unit Supervisor - Survey Research Center
- Custodian - Pavilion, Physical Plant, Student Residential Life, Student Union Building
- HVAC Specialist - Student Residential Life
- Radio Operations Manager - BSU Radio
- Records Clerk - Athletic Department
- Secretary - Bookstore
- Secretary - Physical Plant
- Word Processing Specialist - Social Work

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

- Assistant/Associate Professor - Psychology
- Assistant Professor - Dep't. of Social Work
  Assistant Professor - Macroeconomics
- Assistant Professor - Spanish/Applied Linguistics
- Department Chair - Art Department
- Director of Research & Training - ISBDC
- Senior Faculty Position - Social Work

## FOR YOUR INFORMATION

Capital Educators Federal Credit Union Extended Hours

**BUSINESS HOURS**

| MAIN OFFICE | DRIVE-UP |
|---|---|
| Mon. thru Fri | Mon. thru Fri. |
| 8:30am — 5:00pm | 8:00am — 6:00pm |

| BRANCH OFFICE | DRIVE-UP |
|---|---|
| Mon. thru Fri. | Mon. and Fri. |
| 8:30am — 5:00pm | 8:30am — 5:30pm |
| | Tues., Wed., Thurs. |
| | 8:30am — 5:00pm |

## TEMPORARY EMPLOYEES

Applicants are needed for temporary Custodian positions. Please contact Viola Boman at 1617 or apply in person at HRD located at A-218.