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HR REVIEW

NEWS & INFORMATION FROM THE HUMAN RESOURCES DEPARTMENT

Volume 1, Issue 8 Boise State University December 19, 1994

FROM the DIRECTOR - Jane Kinn Buser

"So hallowed and so gracious the time" - these words from the first scene of Hamlet hold a special significance for me this holiday season. During the year, I tend to think of time as a measured, constant flow; as having a momentum propelled by meetings, schedules, and projects. But time also has a quality - it may be auspicious, joyful, daunting, gay. During this season, a time measured by substance rather than by duration becomes more important.

The words of Shakespeare remind us of what an honor it is to share in the lives of those around us and of the hope and beauty within our world. Feelings of cynicism, disenchantment, and doubt lose a bit of their hold on us. So, as time moves forward, let us take a few moments; and let us make those moments memorable by the exchange of good wishes with a stranger or a toast of good health to family and friends.

May you each have a joyous holiday and may 1995 be a prosperous and heartwarming year. "Peace on earth and mercy mild."

YO! HO HO

Several weeks ago, you received an early package from Santa - a.k.a. Employee Group Insurance - 8 1/2" x 11", about an inch thick and wrapped in clear cellophane. It was your new health insurance update! When (If) you tore the wrapping off and within the first few pages, you will have discovered a *Verification of Receipt* form to be filled out and returned. If you did so...Well Done!! If not...it is important to note that we will be handing out coal this year!! So, to maintain your good marks, please complete and return promptly to the Human Resources Department.

Respectfully yours,

JEB, (The Jolly Elf of Bureaucracy)

BENEFITS NOTE

PEBSCO - The State of Idaho Deferred Compensation Program.

A reader of our last issue suggested we provide information describing the Deferred Compensation Plan for Idaho Public Employees. The plan was designed for those interested in long-term savings for their retirement.

Under the plan, employees may set aside a portion of their pre-tax wages and accumulate it on a tax-deferred basis. In other words, you will not owe taxes on the withheld income - or on its earnings - until the money is withdrawn, generally at retirement. Other retirement and social security contributions are not affected as they are deducted from your income prior to the deferred compensation withholding.

All full and part-time employees on benefits are eligible. You may set aside a minimum of $10/month up to a maximum of 25% of your wages, not to exceed $7,500/year. BSU does not pay any portion of this as, by law, contributions are made only by a deferral of the employee's income. For more information, please contact PEBSCO at 342-8600.

There are a number of other tax-deferred programs from which you may choose. For more information on these or other retirement plans, please contact the Human Resources Department, extension 1616.

FYI

An interactive workshop fostering intercultural unity and sponsored by the Baha'i Campus Club, will be presented January 19, 1995, in the Lookout Room of the Student Union Building at 1:30 p.m. to 3:30 p.m. This presentation is in conjunction with the Martin Luther King, Jr./ Human Rights Week. Those interested in attending need to RSVP to 385-9302.

WELCOME!!

- √ Karen Killmaster - Sr. Secretary, Military Science
- √ Robert King - Custodian, Student Residential Life
- √ Scott Stultz - Air Quality/Energy Conservation Specialist - Physical Plant

TRAINING SCHEDULE

Contact 4419 to register or for additional information:

Employee Orientation 1/11

HUMAN RESOURCES DEPARTMENT STAFF

Jane Kinn Buser	Director	1739
Debi Alvord	Assistant Director	1740
Viola Boman	Human Resource Specialist	1617
Sharon Yates	Benefits Administrator	3265
Joan Thies	Human Resource Specialist	1648
Sandra Howell	Tech. Records Specialist	1638
Kristi Covington	Tech. Records Specialist	1619
Sue Lewis	Public Service Rep.	1616
Catherine Hoselton	Benefits Assistant	4450

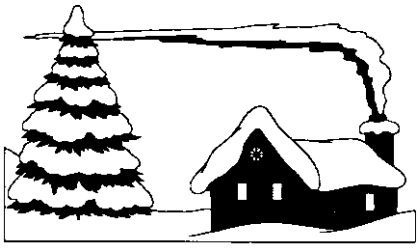
VACANCIES

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

- Clerical Unit Supervisor - Survey Research Center
- Custodian - Physical Plant; Student Residential Life
- Custodian Foreman - Physical Plant
- DP Personal Computer Network Specialist - Registrar's Office
- Grounds Maintenance Worker - Physical Plant
- HVAC Specialist - Student Residential Life
- Maintenance Craftsman - Physical Plant
- Maintenance Craftsman, Senior - Physical Plant
- Maintenance Specialist, Parking -Campus Safety
- Radio Operations Manager - BSU Radio

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

- Assistant/Associate Professor - Athletic Training, Psychology (3 Positions); Health Policy.
- Assistant Professor - Dept. of Social Work; Reading Education; Bilingual Education/ESL; Educational Research; Macroeconomics; Mathematics (2); MA Program in School Counseling; Spanish/Applied Linguistics; Freshwater Ecologist; Sociology (Mexican/American Studies.)
- Dean, Continuing Education and Coordinator of Outreach Programs
- Dean, Social Sciences and Public Affairs
- Department Chair - Art Department
- Instructional Software Developer - SMITC
- Senior Faculty Position - Social Work
- University Attorney

HR REVIEW UPDATE

There will not be an issue of the HR Review delivered on Jan. 3, 1995. Due to holiday schedules , the HRD has opted to delay the first issue of 1995 until January 17th. We thank you for your patience and hope we can continue to serve you well in the coming year.