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.

**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.

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.

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<tr>
<th>Course</th>
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<tr>
<td>Employee Orientation</td>
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<td>ElderCare Support Group</td>
<td>9/20; 10/18</td>
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<td>Ins and Outs of the Financial System</td>
<td>TBA</td>
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<td>Managing your Professional Image</td>
<td>10/13; 11/9</td>
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<td>Performance Management Step I:</td>
<td>10/4; 10/5</td>
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<td>Time Management</td>
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<td>Dealing with Employees in Difficult</td>
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<td>Performance Management Step II:</td>
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<td>Performance Management Step III:</td>
<td>12/8</td>
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<tr>
<td>Conducting a Win/Win Performance Appraisal Interview</td>
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HUMAN RESOURCES DEPARTMENT STAFF
- Jane Buser 1739
- Debi Alvord 1740
- Viola Boman 1617
- Sharon Yates 3265
- Sue Lewis 1616
- Kristi Covington 1619
- Sandra Howell 1638
- Joan Thies 1648
- Catherine Hoselton 4450

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)