

HR REVIEW

NEWS & INFORMATION FROM THE HUMAN RESOURCES DEPARTMENT

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Boise State University

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RECLASSIFICATIONS

Many classified employees ask about the term "reclassification". Reclassification is defined as a change in position duties and responsibilities which results in a change in classification. A reclassification is generally interpreted by the Personnel Commission as a natural outgrowth of a position. However, there are situations where reorganizations (abrupt changes in responsibilities) result in reclassifications.

A change in classification to a higher paygrade is called an upward reclassification. Upward reclassifications result in a salary increase of 10% or the minimum of the new class, whichever is higher. The incumbent must meet the minimum qualifications established for the new classification but is not required to pass any further qualifying examinations.

A change in classification at the same paygrade is referred to as a lateral reclassification and results in no salary adjustment. A change in classification to a lower paygrade is referred to as a downward reclassification. In this case, the incumbent's salary would be protected up to the maximum salary level of the paygrade for the new classification.

To request a classification review, approval must be received from the department administrator, dean and appropriate vice-president per BSU policy. The vice-president will advise Human Resources to schedule the position for a classification review. HRD will coordinate the position analysis process with the Idaho Personnel Commission which has final classification authority for all state of Idaho classified positions.

If you have any questions, call Debi Alvord or Joan Thies.

HOLIDAY TIME REPORTING

The HRD has had several inquiries pertaining to the holidays and earning comp days. We hope the following will clear up any confusion.

All employees were required to work Columbus Day (Oct. 10, 1994) and will be required to work Veteran's Day (Nov. 11, 1994). The majority of classified employees will earn three days of compensatory time for working these two days. Professional staff and exempt classified employees will earn two days of compensatory time for working these two holidays. The comp time earned will be applied to Friday, Nov. 25th, Friday, Dec. 23rd, and Tuesday, Dec. 27th.

Professional staff will be requested to use annual leave for December 27, 1994. Classified exempt employees will be requested to use annual leave or other accumulated compensatory time for December 27, 1994. New employees who did not work either Columbus Day or Veteran's Day will need to use either vacation, comp, or leave without pay.

Departments who must have employees working on some of the above mentioned dates should request prior approval from the appropriate vice-president or from the President.

EMPLOYEE SUGGESTION SURVEY

What are your thoughts on the increase you received this year? Were you satisfied, indifferent, or upset with the amount you received or the process used? Do you have suggestions for future salary increases? A survey form posing these inquiries will soon be mailed to all employees. This material will be used to provide feedback to the Legislature and for future planning. Your input is needed and appreciated.

WELCOME

- ✓ Helen Boller - Secretary, Bookstore
- ✓ Laurie Byrd - Receptionist, Social Work
- ✓ Judy Fivecoat - Secretary, Physical Plant
- ✓ Holly Franko - Library Assistant I, Library
- ✓ Joy Phillips - Custodian, Physical Plant
- ✓ Kathleen Smethers - Self-Support Specialist/
Client, Outreach
- ✓ Stanley Venters - Grounds Maintenance Worker,
Athletics
- ✓ Stephen Watts - Co-Principal Investigator, Raptor
Research
- ✓ Wayne Russell - Carpenter, Student Residential
Life

TRANSFERS/PROMOTIONS

- ✓ Melissa Lobato - Public Service Rep., Financial
Aid
- ✓ Rosemary McClenahan - Administrative
Secretary, HPER
- ✓ Sandra McConnel - Word Processing Specialist,
College of Social Sciences & Public Affairs

DEPARTURES

- ✓ Melissa Leavitt - Bookstore
- ✓ Dick Miller - IBEDC

RETIREMENTS

- ✓ Mary Smith - College of Business
- ✓ William Warberg - Computer Info. Systems &
Production Management

INFORMATION, PLEASE?

HRD is working on a Management Information System (MIS). We would like to hear from managers and department heads on the kinds of reports which would be helpful to you. Examples include turnover, overtime, sick leave utilization, etc. Please send ideas to Viola at A-218.

EAP representatives will be conducting general orientation meetings at BSU campus on Wednesday, November 16th. There will also be supervisory sessions. These sessions will be held in the Farnsworth Room in the SUB. (Times TBA.)

VACANCIES

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

- Air Quality & Energy Conservation Specialist -
Physical Plant
- Custodian - Physical Plant, Student Residential
Life, Student Union Building
- DP Personal Computer Network Specialist -
Registrar's Office
- General Book Manager - Bookstore
- Grounds Maintenance Worker - Physical Plant
- Radio Operations Manager - BSU Radio
- Records Clerk - Athletics
- Senior Secretary - Military Science

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

- Assistant/Associate Professor - Athletic Training;
Psychology
- Assistant Professor - Dep't. of Social Work;
Macroeconomics; Mathematics (2); MA Program in
School Counseling; Spanish/Applied Linguistics
- Curriculum Coordinator/ESL Instructor - Asia
University America Program
- Department Chair - Art Department
- Director of Research & Training - ISBDC
- Senior Faculty Position - Social Work
- Tech Prep Coordinator - College of Technology

EAP DIRECTIONS

In response to those employees who requested directions to the EAP provider, Interpersonal Dynamics, we present the following:

