

# HR REVIEW

NEWS & INFORMATION FROM THE HUMAN RESOURCES DEPARTMENT

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Boise State University

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## FROM THE DIRECTOR - Jane Kinn Buser

The First Regular Session of the 53rd Legislature convened last week. Governor Phil Batt, in his Budget address to the Legislature, outlined a plan which included a 5% salary increase for State employees. It will be up to the Legislature to either approve or alter this amount. The Change in Employee Compensation Committee (CEC) will review and make a formal recommendation to the full legislature.

Many of us have worked for Boise State University for several years and recall that salary adjustments vary each year and we have used different approaches in distributing increases, depending on the amount approved by the Legislature. During the past few years, the Legislature has moved in the direction of Pay For Performance increases. If this philosophy continues, Boise State will be reviewing appropriate salary administration policies to insure that our approach mirrors the decisions of the Legislature.

HRD has received calls from several employees asking about Governor Batt's comments regarding sick and annual leave. I don't have any specific information on this one but we will keep you informed as we learn any details regarding this issue and benefits in general.

## BENEFIT NOTES

### FEE WAIVER UPDATE:

In March of 1994, a new fee waiver form was implemented. While the majority of faculty and staff have been using the new form, some employees are still submitting forms that have become outdated. To ensure that all employees are acquainted with the relevant policy, we will accept only those waivers marked with "(Rev. 5/94)" on the front lower right-hand corner, beginning with the Summer '95 session. If you need new fee waivers, please call x1616.

## PERFORMANCE APPRAISALS

The performance appraisal process is a management tool that allows effective communications between a supervisor and employee as well as a tool used in other personnel actions such as compensation, promotions, reduction in force, etc. This is a reminder to all departments that timely completion of performance appraisals is critical in fulfilling good management principles. BSU administration strongly urges all managers and supervisors to fulfill their responsibilities by conducting thorough and fair performance appraisals. To review the process for classified employees:

- 1) An employee is hired. BSU requires newly appointed classified employees be evaluated at intervals of 520 hours (3 months), 1040 hours (6 months), and annually after that.
  - 2) Within the first week or so the supervisor should meet with the new employee to discuss and set the job duties, responsibilities, performance expectations, and standards for the first 3-month evaluation. This should be agreed upon by the employee and supervisor.
  - 3) Any performance problems should be discussed with the employee to ensure they are aware of the problem and understand how and what the expectations are for correcting problems. Notes describing positive and negative performance and behaviors and the date these were discussed with the employee should be kept in the employee's department file. For serious problems, contact HRD for assistance.
  - 4) The performance appraisal should take place in a quiet atmosphere where there will be no interruptions and where an employee feels comfortable to discuss the topics openly. There should be no surprises during this process. In other words, if performance problems are documented on the appraisal form, these should have been previously discussed with the employee.
- If you have any questions with regard to the performance appraisal process, please call the HRD at extension 1616.

## WELCOME!!

- ✓ Melanie Boettcher - Library Assistant I, Library
- ✓ Steve Boman - Public Service Representative, Financial Aid
- ✓ Annette Carter - Custodian, Student Residential Life
- ✓ Karen Corrigan - Tech Prep Coordinator, College of Technology
- ✓ Lois Crans - Tutor Coordinator, Athletics
- ✓ Michael Divin - General Book Manager, Bookstore
- ✓ Rita Glancey - Secretary, Provost Office
- ✓ Tylee Kite - Senior Secretary, Provost Office
- ✓ Dianna Longoria - Tutor Coordinator, Teach.Ed/SSP
- ✓ Marguerite Mason - Director of Research, IBDEC
- ✓ James McColly - Director Corporate Underwriting BSU Radio
- ✓ Mark Redmon - Custodian, Student Residential Life
- ✓ Mark Springer - Grounds Maintenance Worker, Physical Plant

## TRANSFERS/PROMOTIONS

- ✓ Lisa Bowman - Library Assistant II, Library (P)
- ✓ Lori Dawkins - Senior Secretary, Modern Languages (T)
- ✓ Pam Elliott - Technical Records Specialist, Cashier's Office (T)
- ✓ Brian Nelson - Technical Records Specialist, Continuing Education (P)

## DEPARTURES

- ✓ Judith Donahue - Social Work
- ✓ Fabrizio Pinto - Mathematics
- ✓ Jay Thompson - Center for Data Processing
- ✓ Gaynor Humphreys - Payroll
- ✓ Bertha Gourneau - Child Care Center
- ✓ Carolyn Sinnard - BSU Radio
- ✓ Richard Johnson - Comp. Based Inst.&Res.
- ✓ Bunnittia Walker - Student Residential Life
- ✓ Caroline Gant - Financial Aid

## RETIREMENTS

- ✓ Karen Bounds - College of Technology
- ✓ Robert Cornwell - Marketing and Finance
- ✓ Briattha Lvkken - English Department
- ✓ Dorothy Huston - Modern Languages

## VACANCIES

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

- Clerical Specialist - Continuing Education
- Clerical Unit Supervisor - Survey Research Center
- Custodian - Physical Plant
- Custodian Foreman - Physical Plant
- DP Personal Computer Network Specialist - Registrar's Office
- HVAC Specialist - Student Residential Life
- Maintenance Craftsman - Physical Plant
- Maintenance Specialist, Parking - Campus Safety
- Outdoor Recreation Specialist - Physical Education

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

- Assistant/Associate Professor - Athletic Training; Health Policy
- Assistant Professor - Bilingual Education/ESL; Dep't. of Social Work; Educational Research; Freshwater Ecologist; Mathematics; Numerical Analysis or Low-Dimensional Topology; Reading Education (Non-tenure track) and (Tenure track); School Counseling; Sociology (Mexican/American Studies.)
- Dean, Continuing Education and Coordinator of Outreach Programs
- Institutional Software Developer - SMITC
- Senior Faculty Position - Social Work
- Student Services Coordinator - Asia University America Program (AUAP)
- University Attorney

## TRAINING SCHEDULE

Contact 4419 to register or for additional information:  
Eldercare 1/25;2/22;3/22;4/26;5/24;6/28

- Personnel Selection Interviewing: A Course for Managers/Supervisors 1/24
- Ins and Outs of the Financial System 2/14;2/16
- Performance Management Step 1:  
Developing Performance Plans 2/2; 2/22
- Performance Management Step 11:  
Feedback, Coaching & Progressive Discipline  
A Workshop for Supervisors 3/8
- Dealing with Employees in Difficult Situations  
A Workshop for Supervisors 3/23
- Employee Orientation 4/6
- Diffusing Anger in the Workplace 4/20
- Performance Management Step III:  
Conducting Win-Win Performance Appraisals  
A Workshop for Supervisors 4/25
- Tools & Techniques for Productive Meetings 5/2