

HR REVIEW

NEWS & INFORMATION FROM THE HUMAN RESOURCES DEPARTMENT

Volume 2, Issue 2

Boise State University

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BENCH NOTES

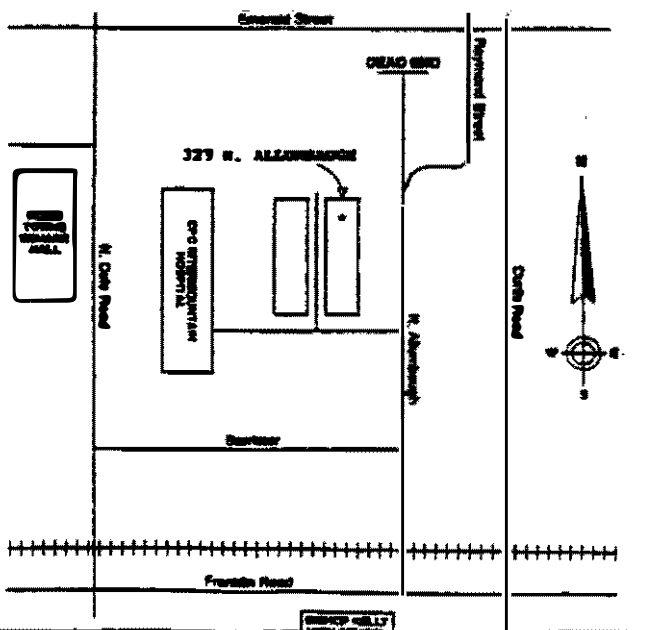
The Employee Assistance Program has implemented a tool for dealing with traumatic situations that may arise within the work place, i.e. real or threatened violence, major illness of a co-worker, death, etc. This tool is EAP's Critical Incident Stress Debriefing (CISD) program. Their trained counselors are available to readily address the concerns in a positive manner, thereby enhancing the avoidance of potentially negative outcomes.

Critical incidents occurring within the workplace can trigger an acute problem sometimes referred to as Post Traumatic Stress Disorder (PTSD). This occurs because the victims of traumatic incidents have not had the opportunity to effectively express the impact they experienced. Since PTSD can be prevented or minimized by debriefing, it is important to activate the process by contacting the nearest EAP counseling center to initiate a CISD.

Debriefing following catastrophic incidents would be offered to:

- ✓ Emphasize the state's serious regard for employees
- ✓ Allow for evaluation of the event to help prevent it from happening again,
- ✓ Give employees a chance to "let off steam",
- ✓ Provide an opportunity to assess each person's reaction to the incident and allow for needed one-on-one follow-up,
- ✓ Encourage a sense of family,
- ✓ Help with the removal of communication barriers between management and employees,
- ✓ Allow for the distribution of accurate information about the event.

The supervisor of an impacted unit or the agency human resource manager would provide the EAP counseling center with a brief description of the incident, the number of employees planning to attend the session, and the agency's contact person and phone number.



Your EAP provider is Interpersonal Dynamics. Their office is located at 323 Allumbaugh in Boise. Their local phone number is 323-1700. To call toll-free in other areas of Idaho, the phone numbers are as follows:

Southwest	1-800-574-0969
East	1-800-658-3837
West	1-800-425-2114

WELCOME

- ✓ Robert H. Ax - Maintenance Craftsman, Senior, Physical Plant
- ✓ Marguerite Mason - Director of Research, IBEDC
- ✓ Melanie Threlkeld - Public Relations Officer/ Journalist, University Relations

DEPARTURES

- ✓ Nadine Freeman - Student Residential Life
- ✓ Kevin Laurie - Campus Safety
- ✓ Donald Jones - Campus Safety

TRAINING SCHEDULE

Contact 4419 to register or for additional information:

Eldercare	2/22;3/22;4/26;5/24;6/28
Ins and Outs of the Financial System	2/14;2/16
Performance Management Step I:	
Developing Performance Plans	2/2; 2/22
Performance Management Step II:	
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 Workshop	4/20
Performance Management Step III:	
Conducting Win-Win Performance Appraisals	
A Workshop for Supervisors	4/25
Tools & Techniques for Productive Meetings	5/2



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 - Student Union Building
- Custodian Foreman - Student Residential Life; Physical Plant
- DP Personal Computer Network Specialist (Novell) - Registrar's Office
- DP Personal Computer Network Specialist (Unix) - Data Center
- Maintenance Craftsman - Physical Plant
- Maintenance Specialist, Parking - Campus Safety
- Parking Attendant - Campus Safety
- Payroll Specialist - Payroll
- Receptionist (half-time) - Athletic Department
- Secretary - Student Union Building
- Student Financial Aid Specialist - Financial Aid

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

- Assistant/Associate Professor - Athletic Training
- Assistant Professor - Bilingual Education/ESL; Dep't. of Social Work; Educational Research; School Counseling; Freshwater Ecologist; Sociology (Mexican/American Studies); Mathematics; Numerical Analysis or Low-Dimensional Topology; Reading Education (Non-tenure track) and (Tenure Track); Communication; Physical Educator (HPER)
- Dean, Continuing Education and Coordinator of Outreach Programs
- Instructional Software Developer - SMITC
- Senior Faculty Position - Social Work
- University Attorney

HUMAN RESOURCES DEPARTMENT STAFF

Jane 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