

April 2004

Human and Quality Resources Report

ISO. SRI auditors have finalized the dates to conduct their audit. Steve Pettyjohn will be here from May 5th-7th, 2004. In addition, Patty Bicanich, a representative from PDE for the state project for ISO, will be joining us. We will hold our second management review on Tuesday April 27, 2004 to discuss the results of the audits. Quite a few improvements have been made to the manual as a result of audits and a review of the manual.

Recruiting. With the upcoming retirement of Jan Sherman, our cosmetology instructor, we have begun accepting applications for her position. In addition, we have established a timeline to fill the Supervisors of Instructional Support positions and will begin accepting applications for these positions as well. We hope to begin accepting applications for these positions as well. Lastly, for some time we have been recruiting for custodial substitutes, which has been a difficult task.

Direct Deposit. As negotiated in the professional contract effective July 1, 2004, all employees will now be required to receive their pay via direct deposit. This will aid in the processing of payroll as well as provide a savings because we will no longer be printing checks.

Benefit Changes. Benefit changes negotiated in the professional contract effective July 1, 2004 have been made with Highmark. Changes have been communicated and are activated in their system for the effective date. We are working with BAI to have someone come during an in-service to discuss the changes and how they will work. The major change to address will be the deductible and how this will effect with the Select Blue plan.

Service Awards. We are currently researching information on service awards for employees. We are looking at presenting a small token of appreciation to each employee for each 5 years of service they have completed. We will then present the awards each year as employees reach a 5-year milestone.