



## New Jersey Schools Insurance Group

450 Veterans Drive  
Burlington, New Jersey 08016  
(609) 386-6060 • FAX (609) 386-8877  
[www.njsig.org](http://www.njsig.org)

### Board of Trustees Meeting of September 16, 2015 Human Resource Report

---

---

With input and feedback from internal staff members the job descriptions for the employees transitioned from the Member Services department to the Underwriting Department has been completed. The jobs were extensively evaluated internally and externally with the HAY Group consultants. The Executive Director and the Client Relations/Underwriting Manager have met with all affected employees and explained the scope/roles of their new positions.

We are currently looking to fill a few of our open positions within the organization. We have begun our internal posting process to evaluate any potential internal candidates.

The month of September means two things for the Group. The completion of our annual performance review process and the onset of the benefits open enrollment season. The State has released preliminary reports on the new benefit plans for next year. I continue to monitor all available information. Once the State finalizes their plans for 2016 I will hold informational meetings with all the staff.

Should you have any questions regarding any of the above issues or any other of the Group's Human Resources matters I am always available.

*Chai Respes*

Chai Respes, Human Resource Manager