

COMPREFORM

ACTION BULLETIN

Bulletin No. 5

TO: Agency Human Resource Directors

FROM: Sara Redding Wilson, Director

Department of Human Resource Management

DATE: August 17, 2000

SUBJECT: Video Orders

The Compensation Reform videotape is well on its way to completion. This tape, running about 12 minutes in duration, is designed for use by CRTs and human resources officials who will use it during meetings with employees. The tape provides a general overview of compensation reform in Virginia for the purpose of providing consistency and a common base of understanding about the broad framework of the new plan. It is intended to be used by agencies as a platform for launching more detailed information and agency-specific training.

The finished program will be available as a VHS formatted videotape or as a Direct Video Disk (DVD), capable of being played in a computer CD-ROM or DVD-ROM drive. In order to allow for sufficient quantities of both formats to be produced, you will need to complete the accompanying Video Order Form attachment and submit it, preferably via e-mail, no later than 5:00 p.m. on Wednesday, August 23rd. Send your completed order form to Linda Sledge at Isledge@dhrm.state.va.us For any questions or changes that may need to be made to your form, you may contact Ms. Sledge at 371-8460. The completed form also may be faxed to 371-0164.