

## TFI SPONSORS COMMUNITY SERVICE AWARDS



**Ed Hubbard** presented the 2003 TFI/CSP Community Service Award to Bonnie Webb and Cydney McFarlan of the California Staffing Professionals in Las Vegas, Nevada on May 3<sup>rd</sup>. In addition to recognizing the recipients for their contributions to the

community, TFI donated \$1,000 to their chosen charity. Bonnie requested that her award be given to Muscular Dystrophy Foundation and Cydney chose Canyon Acres Children's Services.

**Judy Collins** presented the 2003 TFI/TAPC Community Service Award at the Texas Association of Personnel Consultants Awards Banquet on May 2<sup>nd</sup>. The award was given to Joni Hruska Fichter, CTS, president and co-owner of Career Placement, Inc. As part of the award, TFI donated \$1,000 to recipient's charity of choice. Joni requested that the donation be divided between the South Campus Sports Association and The Chi Omega Center which serves persons with mental retardation. Joni has elected to provide matching donations to each of these charities. **Judy** also presented Tom Fowler of Fowler & Associates with the 2003 TFI/IRG Community Service award in Dallas this past July. Tom was recognized for his work with the SMU/Cox School of Business Career Center .

## TFI TIDBITS.....



We welcome the return of **Michelle Evans** to the staff of TFI. Recruiters who used our services several years ago will remember that Michelle was a valued member of our original team. For the last three and a half years Michelle has been serving as payroll manager for a local manufacturing company. We are very excited that she has elected to re-join our team to oversee payroll operations and systems development.

**Rachel Cirigilano**, the newest employee at TFI Resources, recently moved to the Houston area from Michigan. Rachel is providing administrative support to the payroll processors and helping Kim Horrell with marketing research.

TFI sponsored the Illinois Staffing Association Owners/Managers Meeting held in Chicago, Illinois on September 17<sup>th</sup>. TFI appreciates the opportunity to sponsor owner/manager meetings for staffing industry associations and is currently looking for additional sponsorship opportunities for next year.



## LOOKING AHEAD.....

TFI will be out and about this fall at various conventions, meetings, banquets, etc. Take a quick look at our schedule to see if we are going to be in your area. If so, we would love to see you!

**October 15:** Independent Recruiters Group (IRG) Monthly Meeting, Prestonwood Country Club, Dallas, Texas.

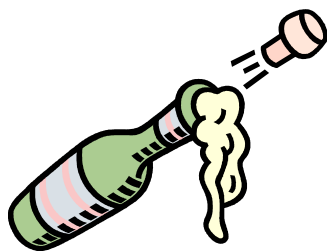
**October 16:** New Jersey Staffing Alliance (NJSA) Conference, Woodbridge Hilton, Iselin, New Jersey.

**October 17-18:** California Staffing Professionals (CSP) Owner's Retreat, Las Vegas Embassy Suites, Las Vegas, Nevada

**October 27-30:** American Staffing Association (ASA) 2003 Convention , The Mirage Hotel, Las Vegas, Nevada.

**November 13:** TFI 10<sup>th</sup> Anniversary Celebration, 5:30 p.m. at Maggiano's, Northpark Mall, Dallas, Texas.

**November 20:** TFI 10<sup>th</sup> Anniversary Celebration, 5:30 p.m. at Vargo's, Houston, Texas.



## IT'S PARTY TIME!

We are proud to announce that we are currently celebrating our 10-year anniversary. TFI Resources began operations in the summer of 1993 and with

the help of a terrific staff and a great group of independent recruiters has expanded to almost every state. We want to thank those who have made our progress possible by hosting parties in two cities - one in Dallas at Maggiano's restaurant on November 13<sup>th</sup> at 5:30 p.m. and another in Houston at Vargo's restaurant on November 20<sup>th</sup> at 5:30 p.m. We hope to see everyone there!

# BEST PRACTICES FOR ENSURING EMPLOYEE PRIVACY

Reprinted from April 2003 Paytech Magazine, published by American Payroll Association.

In 2002, California launched a sweeping measure to curb identity theft by reducing the use of SSNs by employers and others doing business in the state. In the wake of increasing concerns about identity theft, don't be surprised if several other states follow suit. Here are some steps you can take to protect against identity theft in your workplace:

**Reduce your use of SSNs.** Collect the information only when required to do so by federal or state law. If you need a unique personal identifier, come up with an alternative to the SSN.



**Keep the information private.** If you are required by law to collect workers' SSNs, avoid posting or displaying the information publicly on timecards, security badges, etc. Likewise, avoid using it for ancillary purposes, such as password or code for access to Internet Web sites or other services, including on-site benefit kiosks.

**Minimize the flow of information.** Unless absolutely necessary, avoid sending documents with SSNs on them through the mail. (It may be difficult to avoid sending applications or forms when required by law. When you must mail this information, make sure the information is not visible through an envelope window.)

**Use secure e-mail only.** Don't send SSNs by e-mail unless the connection is secure or the SSN is encrypted; likewise, don't require others, including employees or applicants, to include their SSN in an e-mail unless the connection is secure or the number is encrypted.

**Limit access.** Only workers who need access to documents with workers' SSNs should have it.

**Monitor employee access.** Use logs or electronic audit trails to monitor employees' access to records with SSNs. (Be sure to inform these workers that you will be monitoring their activities.)

**Store information securely.** Encrypt stored information, including back-ups. Don't store the data on computers or other electronic devices that are not secured against unauthorized access. Assess risks and conduct audits to ensure that the steps you're taking are effective.

**Secure third parties.** Make sure that any third parties with access to employee SSNs — including insurance and other benefit administrators — take the same security steps as you do. Enter into a confidentiality agreement with them.

**Inform employees of breaches.** Immediately notify any employees who may be affected by an unauthorized disclosure of their information.

**Plan for security.** Develop a written security plan for record systems. Include policies and practices for protecting confidentiality of classified information.

**Plan for record disposal** Include practices for disposal of confidential information, such as shredding. Make sure shredders are placed conveniently for those expected to use them.

**Educate workers.** Provide for workers on their responsibilities when handling SSNs; discipline employees who deliberately breach your privacy plan.

**Involve your union.** Keep union officials apprised of any security plan you put in place, including disciplinary action you plan to take against workers who violate your plan.

## STAFFING GROWTH SHOWS SIGNS OF STRENGTH

Reprinted with permission from the American Staffing Association. Taken from Results of First Quarter National Survey.

America's staffing companies employed 11.7 percent more people in the first quarter of this year than in the same period last year, according to data released by the American Staffing Association.



U.S. staffing firms employed an average of 2.13 million temporary and contract workers per day from January through March of this year, sharply higher than the 1.91 million employed in the first quarter of 2002, when industry employment was at its lowest level since 1996. It was the second consecutive quarter of staffing employment growth after eight quarters of decline. And it was the largest first-quarter rate of growth since 1995.

"Sustained employment growth in the staffing industry suggests that the U.S. economy may be gaining strength," say ASA president and CEO Richard Wahlquist.

The survey showed staffing employment the first quarter was 1.2 percent less than in the fourth quarter of last year. In the 10 years that ASA has been tracking staffing data on a quarterly basis, employment has always declined from the fourth to the first quarters. However, this year's decline was in the smallest in the history of the survey — the next smallest was a 3.6 percent decline first quarter of 1994.

U.S. sales of temporary and contract staffing services totaled \$13.1 billion in the first quarter, according to ASA's survey, an increase of 5.0 percent over the same period last year. This was the third consecutive quarter of positive year-over-year comparisons after six consecutive quarters of negative 12-month changes.

