



# Polytechnote

December 2000

## ***HR Continues Progress on Six Point Plan***

Employees who are employed in Environmental Services, Grounds and Mail Services have received new job descriptions. Career ladders and a new performance management tool have also been implemented for these employees.

In addition to these significant accomplishments, more than 100 employees in these job classifications received wage increases. These wage increases were made to address internal inequities among employees in Environmental Services, Grounds and Mail Services and were based on local and regional wage data. The wage increases were effective two full weeks before originally anticipated in mid-November.

The Division of Human Resources has now begun working with employee and supervisor focus groups in Academic and Auxiliary Facilities Repair, Campus Maintenance and Physical Plant. These focus group meetings were held during the month of November to identify the scope of work, competencies, skill levels, career levels and performance measures. Employees also communicated issues of concern during the focus groups, which will be addressed by the Institute. Managers and employees will review the newly developed job descriptions and provide the Division of Human Resources with comments by the end of December.

Focus groups for employees in Secretarial and Clerical job classifications will be held during the month of December. Under the Human Resources *Six Point Plan Focus*, between now and June 2001 all jobs, institute-wide, will be evaluated. A detailed schedule will appear in next month's edition of the Polytechnote.

## ***New Rates***

New rate increases for Health and Dental insurances will be reflected in:

*Biweekly* check dated 1/16/01

*Semimonthly* check dated 1/15/01

## ***Tax Sheltered Annuity Contributions***

The Tax Sheltered Annuity program at Rensselaer offers you the opportunity to save for your retirement on a pre-tax basis. Under this program, you may elect to have contributions taken directly from your paycheck for deposit into your retirement account. You do not pay Federal and State taxes on these contributions until you withdraw them at retirement. Fidelity, TIAA-CREF and Scudder are the vendors for investing in these supplemental accounts.

The IRS places restrictions on the maximum amount you may contribute each calendar year. If you made Tax Sheltered Annuity contributions in 2000, the Division of Human Resources will send you information about your estimated maximum contribution for 2001. First time participants must complete a Maximum Exclusion Allowance Calculation Request Form.

If you need more information about the Tax Sheltered Annuity program, or if you need an election form or Maximum Exclusion Allowance Calculation Request Form, visit our web site at [www.hr.rpi.edu](http://www.hr.rpi.edu) or call 276-6303.

## ***GM Supplier Discount***

Are you in the market for a new car, truck, sport utility vehicle or minivan? This is your chance to drive down the cost of driving and get an eligible new GM vehicle at a great price! As an employee of Rensselaer, you qualify to receive the GM Supplier Discount through September 30, 2001. It's easy to get your discount; find out how by logging onto [www.GMsupplierdiscount.com](http://www.GMsupplierdiscount.com). Or call Program Headquarters at 1-800-960-3375.

## ***Happy Holidays***

The Division of Human Resources would like to wish you and your family a happy and safe holiday season and New Year.

## GOOD JOB!

**Kudos to the Office of Enrollment Management.** For the Office of Enrollment Management, autumn leaves signal the arrival of thousands of prospective students and their parents to a series of open houses. Such an event was held on November 11 when Discover Rensselaer Day attracted 1170 visitors to campus. On that day, the entire Enrollment Management staff and about 150 other Rensselaer faculty, staff and students, many of them volunteers, worked to put Rensselaer's best foot forward. "These wonderful people made this program sing," said Dean of Enrollment Management, Teresa Duffy.

### ***Welcome to Rensselaer!***

#### **John Mahoney**

*Dir. of Enrollment & Inst. Research, Enrollment Mgmt.*

#### **Jenny Teahl**

*Env. Specialist, Environmental Services*

#### **Change Ryu**

*Asst. Professor, Chemistry*

#### **Lucy Norman**

*Speechwriter, Marketing & Media Relations*

#### **Jay McMahan**

*Microelectronics Design Process Engineer,  
Ctr. for Int. Electronics Office*

#### **Donna Hopkins**

*Librarian, Library*

#### **Kristin Isabella**

*Admin. Asst., Advising & Learning Asst. Ctr.*

#### **Kristian Schultz**

*Sr. Secretary, Financial Aid Office*

#### **Janet VanAuken**

*RN, Health Services Office*

#### **Nicole Gully-Hughes**

*Admin. Secretary, Env. & Energy Eng.*

#### **JoAnn Roberts**

*Office Secretary, Human Resources*

#### **CarolAnn Casey**

*Receptionist, Undergraduate Admissions*

#### **Kathi Chaszczewski**

*Sr. Secretary, Undergraduate Admissions*

#### **Suzanne Olson**

*System Administrator, Academic Computing*

### ***Rensselaer at Hartford***

David J. Stec was appointed Managing Director for the Center for Lean Business Management (CLBM) and named Adjunct Assistant Professor in the Lally School of Management & Technology. His responsibilities include sales and marketing, program development, program instruction, and operations for the CLBM. Stec will be teaching a course on statistics and operations management for the spring 2001 term. He holds a B.S. from Worcester Polytechnic Institute, a M.S. from

Rensselaer Polytechnic Institute, and a M.S. and a M.B.A. from Massachusetts Institute of Technology.

Hortense Saunders was named Enrollment Specialist in Enrollment Management. She has over four years of service to Rensselaer having transferred from the Rensselaer Learning Institute where she was Senior Secretary.

Marcia Wallace was officially appointed Administrator, Distance Education Degree Programs for the Rensselaer Learning Institute (RLI). She had served as the Interim Administrator prior to her official appointment, and previously as a Program Specialist in RLI.



#### **Human Resources Staff**

#### **Extension**

#### **Karen Kuziara**

*HR Associate, Employment*

**6994**

#### **Curtis Powell**

*Vice President*

**2888**

#### **Cindy Price**

*Coordinator, HRIS*

**6163**

#### **Janice Renna**

*Senior Director*

**6038**

#### **JoAnn Roberts**

*Office Secretary*

**6303**

#### **Carlton Sauls**

*Manager, Employment*

**3053**

#### **Deborah Spaulding**

*HR Generalist, Compensation*

**6369**

#### **Jacquelyn Turner-Creech**

*Office Manager*

**2888**

#### **Geri Tymeson**

*Asst. Manager, Benefits*

**3061**

#### **General Number**

**6302/6303**