



HR Prepares for Institute-Wide Compensation Study

The Division of Human Resources continues progress on its Six Point Plan Focus initiated last November. Step three of the Plan, an institute-wide compensation study, is now underway.

HR first solicited proposals from several of the nation's top compensation consultants. Several proposals were received, and three finalists were selected to give a presentation on campus to our Academic Deans and members of the President's Cabinet. The Division of Human Resources and the selected compensation consultant will begin the development and implementation of an Institute-wide Total Reward Program.

Work on the Job Descriptions/Performance Evaluations continues. To date, focus group sessions have been held with environmental specialists, groundskeepers, mail clerks, physical plant, academic and auxiliary facilities repair, and non-exempt clerical and administrative staff.

Focus group meetings will continue through June 2001. The following focus group meetings will be held through April:

January: Exempt Administrative, Facilities Design & Construction, positions involving information technology.

February: Exempt Financial Positions, Librarians, Exempt Purchasing/Risk Management, Production, Marketing, Coaches, Public Safety (exempt and non-exempt), Development, Media Relations, Directors.

March: Archer Center, Research Positions (technicians/scientists), Managers.

April: Health Services, Office of Minority Student Affairs, Supervisors.

HR Forms On The Web

Do you need to designate a life insurance beneficiary? Change your address? Submit a request for a Tuition Scholarship? Visit our web site. The address of the Division of Human Resources' web site is <http://www.rpi.edu/dept/hr>. Forms that may be accessed via our website are:

Health:

- Health Insurance Enrollment Form (*Form A*)
- Health Insurance Change Form (*Form B*)
- Dental Enrollment/Change Form (*Form C*)
- Flexible Spending Account Enrollment/Change Form (*Form K*)

Retirement:

- Maximum Exclusion Allowance Calculation Request Form (*Form I*)

Life Insurance:

- Life Insurance Beneficiary Form (*Form E*)
- Authorization to Limit Life Insurance (*Form N*)

Other:

- Long Term Disability Enrollment Form (*Form J*)
- Voluntary Accidental Death and Dismemberment Enrollment Form (*Form M*)
- Tuition Scholarship Request Form (*Form O*)
- Name/Address Change Form (*Form L*)

Rensselaer Faculty and Staff Give Generously To The United Way

It doesn't take long for a new-comer on campus to learn that compassion and community spirit are integral parts of Rensselaer's commitment to giving. We certainly proved that we care this year through our generous contributions to the United Way Campaign. (*Story continued on reverse side*)



Kudos

A special thank you to the electricians at Physical Plant: Richard Cropsey, Bruce Galbraith, Tom Gardner, Jim McDonald, Neal Norton and Nathan Pannone. They saw Rensselaer contracting out high voltage cable splicing at a considerable expense, and thought it would be more cost effective to do it in-house. After discussing this with their immediate supervisor, Kevin Surman, they began training. After several days of classroom training and extensive on-the-job training, Physical Plant now splices and terminates its own high voltage cable -- costing Rensselaer a fraction of what it used to! These new skills have been applied towards routine preventative maintenance and modernization of Rensselaer's extensive grid of overhead and underground power utilities.

Peter Schroth, Professor at the Lally School of Management and Technology, has received one of nine national Recognition of Excellence awards from the American Corporate Counsel Association. "This very prestigious award is excellent recognition of Peter's work," reports Lally School Dean Joe Ecker, "and helps keep the Lally School in the national spotlight." Bravo Peter!

Faculty and staff members of Rensselaer at Hartford collected over \$10,000 for this year's United Way Campaign, a 38% increase over last year. With contributions still coming in, Troy's 2000 United Way Campaign has raised more than \$93,000, up 4% from last year. Once again, Rensselaer Polytechnic Institute is among the lead gift-givers in Rensselaer County and among universities nation-wide. The average contribution among Troy employees is \$146, up from \$130 last year.

The spirited participation of Dr. Shirley Ann Jackson, who chaired the campaign, committee members, and the dozens of volunteers who solicited funds from employees is greatly appreciated. Clearly, the spirit of *communiversity* is alive and well at Rensselaer.

The Changing Face of Rensselaer

New Hires

Helen Grzymala

Associate Dir. Budget, Financial Planning and Budget

Darcy Kullmann

Senior Secretary, Management Academics

Laurie Gillespie

Coordinator, Development Office

Jeanette Raptoulis

Endowment Operations Coord., Controller's Office

Carlton Sauls

Employment Manager, Human Resources

John Mac Enroe

Director, Government and Community Relations

Joseph Greico

Environmental Specialist, Environmental Services

Retirements

Carole Nichols

Environmental Specialist, Auxiliary Support Services

First Annual Memorial Service For Staff

In the spirit of reflection and remembrance, members of the Rensselaer community will meet to honor those of our staff colleagues who have died in the past year. We would like to invite you to join with us in a celebration of their lives at the Chapel and Cultural Center at 11:00 a.m. on Friday, January 26th. Father Ed Kascergius, Chaplain at Rensselaer, and the Pillars of Rensselaer will lead the memorial service. The service will be followed by a reception with light refreshments. This year we will remember:

Frances Anderson

Helen Caola

Mildred Clapper

Alice Cooley

Gloria Daniels

Charlotte Dickinson

Clark Falkenstein

Richard Hahn

Mary Haughney

Ada Houlton

Edward Maitiskella

Catherine McBride

Alfred Nissan

Edith Oken

Eleanor Powers

Ida Prince

Arthur Raufman

Patrick Rowland

William Scott

Chester Stepankoski

Amelia Stewart

Mildred Taylor

Mary Volks

Please join us in this special tribute.