



Polytechnote

April 2001

HR Continues Progress on Six Point Plan

The Division of Human Resources continues to make progress on the Performance Management Project. Representatives from the Division of Human Resources have met with directors, supervisors and employees in the Division of Administration and have finalized their Performance Management Tools. Human Resources is currently partnering with the Divisions of Research, Institute Advancement, Finance, Student Life, the Hartford campus, Rensselaer Technology Park, and the Lighting Research Center to develop the first draft of their Performance Management Tools.

Performance Evaluations and Merit Increase Guidelines

Guidelines for this year's performance evaluation process and merit increase program were distributed to Portfolio owners the beginning of April. Written performance evaluations and recommendations for merit increases must be completed and returned to Human Resources by May 31st.

This year's merit increases will be based on individual performance. All portfolios will be held to a 4% budgeted merit pool. Employees' merit increases will range from 0% - 7% based on overall performance and hire date.

Rensselaer is committed to paying its employees competitively. This year's merit increase pool of 4%, which is consistent with last year's merit increase pool, demonstrates stable pay growth for all employees who meet or exceed performance standards.

Nominations Sought For Pillars Of Rensselaer Award

Nominations for the 2001 Pillars of Rensselaer Award are being sought. The Pillars Award is the highest honor bestowed upon staff of the Institute. The deadline for nominations is April 27th. Please return nomination forms to the Division of Human Resources, attention Jackie Creech, 2144 Burdett Avenue.

HR on Call

Human Resources has responded to over 400 telephone inquiries in the month of March. Employees inquired about pension, medical, tuition and other benefits. The majority of inquiries related to prescription drugs. Did you know that this year, 57% of the increase in health care costs were due to the rise in costs and usage of prescription drugs? You can assist Rensselaer in managing these escalating costs by utilizing the mail order benefit and choosing generic drugs over brand drugs.

Did you know, effective January 1, 2001, the co-pay for prescription drugs has changed? Please review the following chart for specifics charges:

	<u>CDPHP</u>	<u>MVP</u>		
<i>Prescriptions included in each plans formulary</i>	\$20 brand	\$20 brand		
	\$5 generic	\$5 generic		
<i>Mail Order</i>	2 co-pays For 90 day Supply/300 If less	2 co-pays for 90 day Supply/300 If less		
			<u>RHP In network</u>	<u>RHP Out of Network</u>
<i>Prescriptions included in each plans formulary</i>	\$20 brand	30% after	20% after	
	\$5 generic	deductible	deductible	
<i>Mail Order</i>	1 co-pay for 90 day Supply/300 If less	1 co-pay for 90 day Supply/300 If less	1 co-pay for 90 day Supply/300 If less	

If you are currently using PCS Health System for mail order drugs, you should be aware that their name has changed to AdvancePCS. Advance PCS is the nation's largest leading health improvement company and the fastest growing in the industry. You may continue to order refills as you have in the past by mail, telephone, or through the Internet. To establish a mail order account, either contact members services for your medical plan or Louis Padula, Manager of Benefits and Retirement at extension 6164.

Retirement and Taxes

Want to take advantage of tax deferred growth in your retirement plan? Many employees choose to re-evaluate how much they are contributing to their Supplemental Retirement Plan this time of year. Tax season is a great time to strategize on how to reduce current taxable income. If you want to increase the amount you contribute to the plan, simply complete the Supplemental Retirement Program Salary Reduction Agreement with the new per pay period amount. Be sure not to contribute more than your Maximum Exclusion Allowance.

Thinking About Retiring.....

If you're planning to retire within the next few months, please contact Louis Padula, Janice Renna or Jim Sinnock in Human Resources at extension 6303. Benefit quotes can be provided as well as information on Rensselaer's Retiree Medical Program. Applications for benefits under Rensselaer's Defined Benefit Retirement Plan must be filed between 30 and 90 days prior to commencement of benefit payments.

Employment Transaction Form Deadlines

For any employment status change to be effective by a specific check date, ie., hires, promotions, supplemental pays, terminations, salary adjustments, the paperwork must be received in Human Resources by the HR Deadline. Deadlines for April and May are as follows:

Semi-Monthly Payroll:

May 1st for time worked 5/1-5/15 (check date 5/15)

May 16th for time worked 5/16-5/31 (check date 5/31)

Bi-Weekly Payroll:

April 24th for time worked 4/14-4/27 (check date 5/8)

May 8th for time worked 4/28-5/11 (check date 5/22)

For a complete FY 2001 schedule of deadlines, please contact Cindy Kyea, HR Associate at extension 6335.

What's Happening In Our Community?

Vanguard-Albany Symphony Designer Showhouse Comes to Troy. May 1-20, Tues.-Sun. Tour the newly-restored, former Rensselaer County Arts Council Mansion (189 Second St.) on Washington Park. Thirty indoor/outdoor areas "decorated" by dozens of area interior designers, florists and antiques specialists. Lectures on preservation and Troy industrial history. Boutique, art gallery and luncheon cafe. For more information call (518) 724-0357.

The Changing Face of Rensselaer

New Hires

Chester Burzynski

Systems App. Dev., Administration Systems Support

Trish Galvin

Graphic Prod. Asst., Marketing & Media Relations Office

John McCarty

Asst. Groundskeeper, Landscape & Supp. Operations

Jason McNulty

Computer Operator, Network Support Services

Kenneth Nitz

Academic/Facilities Repairer I, Academic Building Repair

Christine O'Grady

Purchasing Systems Coordinator, Purchasing

Lisa Pratt-Barnett

Administrative Secretary, Naval Science – ROTC

Deborah Rott

Applications Developer, Administrative Information Services

Barbara Stubblebine

Assistant to Dean, Architecture

Aimee Teta

Receptionist III, Humanities & Social Science Office

Sandra Thomas

Director of Production & Pub, Arts

Alex Yu

Systems Administrator, Ctr. for Int. Electronics Office

Retirements

C. Judith Parks

Business Manager, CIS Business Services

John Vumbaco

Mechanic, Rensselaer Union

Rensselaer at Hartford Welcomes New Staff Members

Thea Bahadoosingh

Program Specialist, Rensselaer Learning Institute

Kelly Coon

Program Specialist, Rensselaer Learning Institute

Natasha A. Forrester

Program Specialist, Rensselaer Learning Institute

Ying Huang

Programmer/Analyst, Administrative Systems, Technical Information Services

Margaret (Meg) Huber

Controller, Office of the Treasurer

Andrew Musulin

Program Specialist, Rensselaer Learning Institute

Donna Sirois

Conference Marketing Representative, Administrative Services

Penny Weller

Student Services Specialist, Rensselaer Groton Site