



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

On July 11 and 12, Andrew Klein, Ph.D., Kimberly Keating and Mary LoJacono, consultants from William M. Mercer, Incorporated (Mercer), met with members of the President's Cabinet, Deans, Department Chairs and members of the Executive Committee of the Faculty Senate to obtain a broader perspective of current pay issues and to understand how to align the compensation program with the strategy and needs of Rensselaer. The information collected from these meetings will prove invaluable as we move forward with this initiative.

We are in the process of establishing an Advisory Committee, with representatives from across campus, to help guide our work, validate our initial findings, ensure that we obtain a broad perspective of our pay issues, and to assist in the development of appropriate pay programs and strategies.

Regarding next steps, together with Mercer, we will:

- Establish an Institute-wide compensation philosophy and strategy.
- Develop a communication strategy and help execute that strategy.
- Create a salary program for faculty and staff that is internally equitable and externally competitive.
- Design compensation policies, procedures, and guidelines for an effective salary administration plan.
- Develop a strategic multi-year salary administration plan that is consistent with the organizational goals of the Rensselaer Plan and maps out costs to Institute-wide goals.

Our intent is to complete the pay study by the end of the fiscal year (June 30, 2002).

## ***HR on Call***

The Benefits unit in the Division of Human Resources has responded to over 400 telephone inquiries in the last two months. They were related to pension, medical, prescription drugs and other benefits. One of the other benefits frequently inquired about is Rensselaer's Tuition Remission benefit. Since we are about to begin our Fall Semester, if you have any questions related to this benefit please contact Debra Kerwin or Louis Padula at 518-276-6737 or [hmail@rpi.edu](mailto:hmail@rpi.edu).

## ***New Hire Process Training***

The Division of Finance recently provided training on the revised budget process and position funding protocol. In mid-August, the Division of Human Resources will be conducting training sessions for hiring and financial managers on Rensselaer's new hiring process. This will include a review of the position justification and recruitment process. In addition, HR will introduce the new Position Approval Form. Meeting notices will be sent to each Vice President's office during the week of August 6th. Appropriate staff members will be asked to register for one of the three training sessions.

## ***Call for Notaries***

Are you a notary? Would you like to be included in HR's Notary Public database? This listing is furnished to employees who require notarization of documents. Currently, three HR staff members are in the accreditation process. Please contact Jackie Creech, Office Manager at extension 2888 or via email at [creecj@rpi.edu](mailto:creecj@rpi.edu), if you would like your name included.

## ***KUDOS***

Kudos to the Rensselaer at Hartford MS Walk Team who won the “Best Rookie Team” Award. The award recognizes the team for meeting its fundraising goal and organizing a team of walkers for Rensselaer at Hartford’s first-ever participation in the event. The Rensselaer at Hartford team raised a total of \$2,186.75. Congratulations to the Rensselaer at Hartford MS Walk Team, and thank you to everyone who supported this event.

## ***Medical Benefit Carrier Relocates***

Capital District Physician’s Health Plan’s (CDPHP) offices have relocated effective July 23, 2001. Their new address is CDPHP, Patroon Creek Corporate Center, 1223 Washington Ave, Albany, NY 12206-1057. The number for CDPHP’s enrollment representatives has also changed. The new number is (518) 641-3900. The toll-free number will remain the same; 1-888-258-0477.

All CDPHP and RHP members should have received new medical cards that reflect the new address as well as the AdvancePCS group number, CDPHP website address, Value Options phone number, and Prior Authorization phone numbers.

## ***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 August are as follows:

### Semi-Monthly Payroll:

**August 1** for time worked 8/1-8/15 (check date 8/15)

**August 22** for time worked 8/16-8/31 (check date 8/31)

### Bi-Weekly Payroll:

**August 14** for time worked 8/4-8/17 (check date 8/28)

**August 27** for time worked 8/18-8/31 (check date 9/11)

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

## ***The Changing Face of Rensselaer***

### New Hires

#### **Mark Frost**

*Director, VP of Administration Office*

#### **Pamela Murarka**

*Financial Manager, Science & Technology Studies*

#### **Lynn Stachewicz**

*Assistant Director, RU Student Activities*

#### **Jerome Ware**

*Environmental Specialist I, Environmental Services*

#### **Jill Yanus**

*Environmental Specialist I, Environmental Services*

### Retirees

#### **Robert Ducatte**

*Director, Department of Athletics*

#### **Peter Fedorchak**

*Painter, Auxiliary Support Services*

#### **Raymond Foster**

*Environmental Specialist, Auxiliary Support Services*

#### **Victoria Lee**

*Sr. Secretary, Sr. Advisor to the Pres./Inst. Historian*

#### **Margaret McLeod**

*Asst. to the Chair, Science and Technology*

#### **Theodore Mirczak**

*Acting Vice President, Administration*

#### **Cornelius Mohnihan**

*Prof., Materials Science & Engineering*

#### **Jon Mueller**

*Senior Director, VP for Administration Office*

#### **Lee Ostrander**

*Assoc. Professor, Biomedical Engineering*

#### **Janice Renna**

*Senior Director, Human Resources*

#### **Donald Watson**

*Clinical Professor, School of Architecture*

#### **Jack Wilson**

*Professor/Co-Director, Ctr. for Tech. Entrepreneurship*

#### **Allen Zelman**

*Professor, Biomedical Engineering*