



Polytechnote

August 2001

HR Welcomes New Staff Member

Please join us in welcoming Dorothy Leavitt to the Division of Human Resources as Director of Employee Relations and Training.

Before co-founding her own consulting company, Resources Plus, Ms. Leavitt served as the Vice President for Human Resources for a regional healthcare system for many years. Her consulting firm focuses on human resource needs of healthcare, education and emerging growth corporations including management development, organizational audits, structured reorganizations and performance evaluation systems. Over the past year, Ms. Leavitt has assisted Rensselaer with our Performance Management Process and revision of the Human Resource Policy and Procedure Manual.

Current Job Openings (CJO) Update

The CJO is available on the World Wide Web at <http://www.rpi.edu/dept/hr/staffing/employmt.htm>. Hard copies may be obtained at several locations including Human Resources, Folsom Library, Visitors Information Center, Rensselaer Union and Faculty Staff Dining Hall. The CJO is updated every Tuesday.

HR on Call

Human Resources responded to over 300 telephone inquiries last month related to pension, medical benefits, prescription drugs and tuition remission. The HR website www.rpi.edu/dept/hr/ is a great source for many of your HR questions. For instance, want to sign up for or change your benefits at Rensselaer? Go to www.rpi.edu/dept/hr/forms/.

If you have any questions related to your benefits or retirement, contact Debra Kerwin, Benefits Assistant or Louis Padula, Manager of Benefits at extension 6737 or email us at hrmail@rpi.edu.

Retirement and Your Tax Refund

An idea for your tax rebate due out this year...If you put \$300 in a retirement account that earned 8% interest per year, it would grow to over \$2,000 after 25 years. Think about increasing your retirement plan contributions to the Supplemental Retirement Plan. 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 amounts. The form can be sent to you by calling Jim Sinnock or Louis Padula at 6369.

SIX POINT PLAN UPDATE

Peer Review Grievance Procedure

Do you have a problem or concern with a work-related issue? It is usually best to resolve issues directly with your immediate supervisor, but we recognize that will not always happen. The Peer Review Grievance Procedure is a mechanism by which eligible employees can bring individual problems and concerns to a formal hearing for resolution.

An employee may elect to utilize the traditional grievance process through supervisory channels, or may elect to present his/her concern to an impartial panel of five employees made up of three peers and two directors.

The Peer Review Grievance Procedure is available to all regular non-faculty employees below the department director layer who have completed their initial period of employment. Issues appropriate for this process include application of Rensselaer policies, practices, and procedures – typically disciplinary actions. Specifically excluded are issues of pay, performance appraisals, benefits, content of Institute policies, work rules, discrimination including harassment, sexual harassment and matters in litigation.

If you are interested in serving as a Peer Review Panelist, please contact Dorothy Leavitt, Director of Employee Relations at X6038 or leavid@rpi.edu.



On-line Address Changes

The Division of the Chief Information Officer has developed a web page that allows faculty and staff to update their address information on-line. The web page allows employees to update their preferred first name, preferred email address, campus address, home address, associated phone and fax numbers, spouse information, and RPI class year. The web page allows employees to determine what information will appear in the printed directory and also what will be available in the on-line directory.

To find the web page, click on the "Directory" link on the RPI homepage <http://www.rpi.edu/> and follow the links to update your information. You can also go directly to the DIRINFO web page with the following link: <http://www.rpi.edu/About/FAQ/updatedirinfo.html>. When you select the "dirinfo" link, you will be prompted for your RCS login and password.

Any address change you enter using the DIRINFO web page will automatically be loaded into Banner and will update your records for the Directory as well as with the Mail Center, Human Resources, and the Parking office. The campus address entered through DIRINFO is used to determine parking lot assignment; failure to set a campus address here may cause you to end up with a "G" parking permit regardless of your office location. Please be aware that you will still need to notify the Credit Union and any benefits carriers such as CDPHP, MetLife, or Fidelity of your new address.

Legal Requirement for Employment Employment Eligibility Verification (I-9)

The federal government requires that employers confirm an individual's employment eligibility within the first three days of employment. Failure to operate within these guidelines or failure to complete the paperwork in an appropriate manner can result in significant fines for Rensselaer. Given this fact, Human Resources encourages hiring managers to direct their new hires to our office to complete their new hire paperwork, including the I-9, the first day of employment. However, there are individuals in departments or schools who currently facilitate the I-9 process internally for new hires. If this is the case, Human Resources is available to answer any questions you may have regarding the I-9 requirements. In addition, we can provide training to RPI staff on how to complete the Employment Verification Form. Please contact Jude Klein at x4124 or Carlton Sauls at x3053 if you have any questions or would like to participate in a training session.

News From Rensselaer At Hartford

Monday, July 2nd marked the start of the 21st Annual Summer Computer Camp at Rensselaer at Hartford. Children from Barnard-Brown and SAND Elementary Schools, our Hartford neighborhood schools, increase their computer literacy and learn to utilize computer programs for the technologically-driven world.

Employment Transaction Form Deadlines

Semi-Monthly Payroll:

August 30 for time worked 9/1-9/15

September 14 for time worked 9/16-9/30

Bi-Weekly Payroll:

September 11 for time worked 9/1-9/14

September 24 for time worked 9/15-9/28

The Changing Face of Rensselaer

New Hires

Robert Armstrong

Assistant Director, Residence Life

Jacqueline Baker

Assistant Director, Alumni Relations

Michael Bischof

Network Technician, Networking & Telecommunications

Emily Bologna

Area Coordinator, Residence Life

Lael Dickinson

Clinical Assistant Professor, Management Academics

Michael Hollister

Programmer, Advancement Services

Lynda Holt

Coordinator, Office of Executive Programs

Robert Lewis

Sr. Secretary, Biology

Steven Lombardo

Utility Person I, Field House

Lori Maynard

Clerk Specialist I, Disbursement Operations

Dawn McGrath

Assistant Account Executive, Marketing & Media Relations

Elizabeth Putnam

Assistant Institute Archivist, Libraries

Kristopher Showers

Sr. Groundskeeper, Landscape and Support

Gary Symanski

Staff Internal Auditor, Internal Audit

Clorinda Valenti

Sr. Writer, Marketing & Media Relations

Debra Woodworth

Receptionist II, Alumni Relations

Retirees

Michael Gaffey

Professor, Earth and Environmental Sciences

Judith Wells

Student Coord./Office Mng., Env. Management & Policy