

# HR Polytechnote

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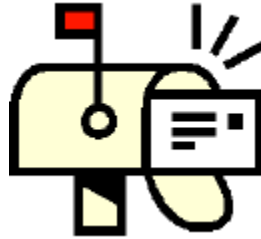
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## It's in the Mail!



By now you should have received your W-2 Form. If you have not received it, contact Payroll at ext. #8696. Remember to notify HR when you have a change in name and/or address so that your mail from Rensselaer can be delivered to you in a timely manner. Send your completed form to Karen Kuziara in Human Resources at via Fax#6370. Name/Address change forms are available in the HR office and through the web page at <http://www.rpi.edu/dept/hr/forms.html>.

## Total Compensation Initiative

**Faculty** A Faculty Advisory Group consisting of 30 faculty representing all schools, levels, and functions has been convened and is driving the effort to establish specific performance criteria upon which compensation decisions will be based. One of the keys to establishing fair and consistent pay practices for Rensselaer faculty is to establish understandable and workable criteria for measuring and rewarding the contributions of our faculty.

The faculty is responsible for developing the qualitative and quantitative criteria upon which performance evaluations and salary decisions will be based, in consultation with department chairs and deans. Human Resources is working to facilitate the process, provide national trends and market data, and ensure adherence to all applicable employment laws and standards. Once the Faculty Advisory Group has completed their discussions and deliberations, the information they have developed will be formally forwarded to the Provost, who in conjunction with the academic deans and department chairs and the Division of Human Resources will attempt to develop a final draft of the criteria and descriptions.

**Staff** The Division of Human Resources, in conjunction with the Vice President for Student Life and the Director of Athletics has recently implemented the first phase of a total compensation plan for the coaches and trainers in the Department of Athletics. The Division of Human Resources has also been working with three focus groups in the Division of Institute Advancement to identify and develop career paths and streamline titles.

## Retirement & Taxes

Tax season is a great time to strategize on how to



reduce current taxable income. 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 around this time of year. 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. Be sure not to contribute more than your maximum allowed by law. The form can be sent to you by calling James Sinnock at ext. 6369.

## BROWN BAG LUNCH SERIES



Our Brown Bag Lunch Series has received overwhelming support and a high level of interest from many of you who would like to attend. As a result, registrants for these sessions should be

those individuals with the authority to hire, promote, discharge, reward, and discipline employees. Such authority should be more than routine or clerical, but require the use of independent judgment.

The next Brown Bag session will be held at the Heffner Alumni House in **Meeting Room #1** on **March 13, 2003**. The topic for discussion will be the Employee Development Program. The session will begin at Noon and conclude at 1pm. If you would like to attend, please send your registration via email to Beverly Pruitt at [pruitb@rpi.edu](mailto:pruitb@rpi.edu) no later than March 6, 2003.

## COMING SOON.....



The New Employee Handbook will be distributed to all employees during the month of April. The handbook will provide employees with a ready reference guide to answer questions about Rensselaer policies, practices, and programs. Look for your copy!

To ensure that all employees receive their copy of the handbook, an acknowledgement form indicating receipt is included for the employee to sign and return to their supervisor. There will be Supervisor Briefings scheduled in March and April at the Troy and Hartford locations for supervisors. These briefings will inform supervisors of the practice changes included in the handbook.

## CHEMICAL INVENTORY

The Division of Human Resources has completed a chemical inventory of all manufacturer-distributed chemical containers on Rensselaer's Troy campus. To assist you in your research, the inventory for each laboratory is available to the specific laboratory owner by providing a written request to Cecile Mars, Director of Environmental Health & Safety. For security reasons, the inventories will not be posted electronically. You are encouraged to make frequent use of Rensselaer's Materials Safety Data Sheet (MSDS) database, as a tool in the safe and effective management of chemicals at Rensselaer. The MSDS database is available on-line at <http://msds.rpi.edu>.



## Payroll Schedules



### Semi-Monthly

**02/28/03** 3/01 to 3/15

**03/17/03** 3/16 to 3/31

### Bi-Weekly

**02/25/03** 2/15 to 2/28

**03/11/03** 3/1 to 3/14

## Admissions & Tuition Benefit



In the spirit of clear communication and understanding of the Rensselaer admissions process and requirements, the offices of Human Resources, Admissions, and Financial Aid are collaborating on a seminar for faculty, staff and their families. Our second annual seminar will be focused on undergraduate and graduate educational opportunities, and will provide information regarding the application process for freshmen, transfers, part-time/non-matriculated study, and graduate study.

We encourage you to join us on Tuesday, April 29 at 4:00 pm in the Rensselaer Union, Room 3602. Refreshments will be served; the format will provide general information and allow for individual questions. This is a great opportunity to learn about both graduate and undergraduate admissions and financial aid for yourself and/or your dependents. Please RSVP to Charlene Morizio, at [morizc@rpi.edu](mailto:morizc@rpi.edu) or extension 2716 on campus by April 23. We look forward to seeing you there!

If you have any additional questions about the Tuition Benefit Program, contact Justin Hoin, HR Assistant at 6737 or Christine O'Grady, Benefits Specialist, at 4094.

The **CDPHP Winter/Spring Schedule** has been finalized. These programs are free, exclusive to Rensselaer Health Plan and Rensselaer HMO Plan members, and provided by trained educators. Subjects include health education, fitness, nutrition, stress management, and wellness. You can find out more about CDPHP's programs by either calling (877)986-2373 or visiting their Web site: [www.cdphp.com](http://www.cdphp.com)



**Happy St. Patrick's Day**