

# HR Polytechnote

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## Total Compensation Initiative Update



Rensselaer Polytechnic Institute partnered with Mercer Human Resource Consulting (Mercer) to create a Total Compensation System for all Faculty and Staff members of the Rensselaer community. Our goal is to establish a pay system that will ensure that job performance, compensation levels, and development programs are aligned with the Rensselaer Plan.

### **Some of the project steps:**

- o Conducted leadership interviews with each Division/School
- o Established a Faculty Advisory Group
- o Collected market pay data for 18 faculty disciplines and 113 staff benchmark jobs
- o Developed Institute-wide career ladders for eleven job families
- o Developed standardized staff titles across job families and careers ladders to establish consistency across the Institute
- o Calculated preliminary costs of the program. Cost will be refined as job placement is finalized.

### **Some of the projects implemented:**

- o *Administration Division* - career ladders and wage adjustment for Environmental Services, Grounds and Transportation, Skilled Trades, Stockroom, Field House Utility Staff
- o *Division of the CIO* - wage adjustments for select managers, professionals and technicians, career ladders for librarians
- o *Division of Student Life* - wage adjustments for Archer Center professional staff, Athletics utility staff, coaches and trainers
- o *Provost* - Faculty wage adjustments for select faculty
- o *Division of Finance* - career ladders and wage adjustments (in progress)

### **Next Step:**

- o Implementation of career ladders and wage adjustments in other divisions and schools will continue through FY'04.

## **BROWN BAG LUNCH**



The next Brown Bag Lunch session will be **4/10/03**, in the Patroon Room of the Student Union located at Rm. #2424. The discussion topic will be the updated HR Guidelines for supervisors. The session will begin at Noon and conclude at 1pm. Send your registration via email to Beverly Pruitt at [pruitb@rpi.edu](mailto:pruitb@rpi.edu) no later than 4/04/03.

## **GROUNDHOG JOB SHADOW DAY 2003**

The Groundhog Job Shadow Day was held Tuesday, March 11<sup>th</sup> at the Heffner Alumni House Conference Center. The one day event was sponsored by the Division of Human Resources to provide high school students with an up-close look at what a 'real job' is like and how the skills they learn in school are put to use in the workplace.

### **Thanks to the following Workplace Hosts:**

**Bernie Drobnicki** Public Safety, Administration  
**Joe Audino** Public Safety, Administration  
**Helen Grzymala** Budget, Division of Finance  
**Paul Galbraith** Physical Plant, Administration  
**Will Fahey** Environmental Health & Safety, HR  
**Geoffrey Seber** Alumni Relations, Institute Advancement  
**John Bradley** Networking & Telecommunications, Division of the CIO



**Karen Long** Enrollment Management, Provost  
**Eileen McLoughlin** Budget, Division of Finance  
**Lisa Trahan** First Year Experience, Student Life  
**Phylis Federici** School of Engineering, Provost  
**Don VanSteele** School of Engineering, Provost  
**Mark Frost** Physical Plant, Administration  
**Loretta Ebert** Library, Division of the CIO  
**Jude Klein** Human Resources, Division of HR

## UPCOMING EVENTS

Employee Recognition and Retirement Dinner..... June 27, 2003  
Retiree Day ..... September 23, 2003  
Benefits Fair ..... November 7, 2003

### CardioPulmonary Resuscitation



To recognize the importance of a healthy heart, Rensselaer at Hartford participated in several educational programs. Nearly 30% of the employees completed the American Heart Association's "CPR for Family and Friends" program.

The course covered life-threatening emergencies where the skills of Cardiopulmonary Resuscitation (CPR) and the Heimlich maneuver could help save lives.

**HOYTS Cinemas was recently purchased by Regal Cinemas. Your movie passes purchased through the HOYTS Cinemas cash program from Human Resources will be honored by Regal Cinemas.**

As we all focus more attention on national security issues, please be aware that the Office of Environmental Health and Safety can assist any faculty or laboratory manager in the safe storage or disposal of hazardous materials on campus. These services are provided at no cost to and can be arranged to any schedule. Please also take advantage of the central chemical inventory, maintained in the Office of Environmental Health & Safety, before purchasing highly hazardous materials. In many instances, existing stocks of materials present in another laboratory can be used with the permission of the laboratory owner, eliminating the need for new purchases and increased hazardous materials inventories. For additional information, please contact Cecile Mars, Director of Environmental Health and Safety at [marsc@rpi.edu](mailto:marsc@rpi.edu) or at campus ext. 6114.



### Dealing with Trauma

In response to recent events, Capital District Physician's Health Plan (CDPHP) has placed a "Dealing With Trauma" link on their homepage: [CDPHP.COM](http://CDPHP.COM). Please feel free to direct family and friends there.

### Acknowledgement of Receipt

The Employment section of the Division of Human Resources has worked in partnership with the Division of the CIO to automate some of the paper transactions to increase speed and accuracy in delivering service to our customers. The Current Jobs Opening (CJO) list is posted weekly on the Careers webpage at <http://www.rpi.edu/dept/hr/careers.html>. A new process will now allow the Division of Human Resources to immediately reply to the applicant via an automated response template which will improve the level of customer service provided to applicants.

### Congratulations to Retirees

#### Robert Frezon

Integrated Administrative Computing Solutions

#### Alice Heist

Connecticut Quality Council

#### Joseph Krahula

Rensselaer at Hartford

#### Michael Savic

Electrical, Computer and Systems Engineering

#### Sandi Stewart

Environmental & Site Services

#### Guang-Rong Yang

Physics, Applied Physics & Astronomy



### Union Update Union Update Union Update Union Update Charges Dismissed...Election Scheduled

The National Labor Relations Board (NLRB) has dismissed unfair labor practice charges against Rensselaer Polytechnic Institute, and will not proceed on any of the allegations filed against the university. The Acting Regional Director of the NLRB investigated the charges through its local office in Albany, and decided that the suggestions of improper conduct by Rensselaer officials were completely without merit or did not warrant further action. The NLRB has issued a new election date which is **Tuesday, April 15, 2003**. The original election date was scheduled to have taken place January 16, 2003.

#### Employee Assistance Program

Employee Assistance benefits are available to our employees through Capital EAP, Family and Children's Service of the Capital Region, Inc. Employees and their families can receive help to prevent or solve personal or work-related problems with access to **free, confidential, professional counseling and assistance**. Capital EAP also serves as a resource to managers and supervisors to assist in the identification and intervention of work performance issues. You can go to [www.capitaleap.org](http://www.capitaleap.org) for more information or call 518.462.0181.

### WHEN DUTY CALLS.....



As America's new war begins, calls for reservists to report for duty are increasing. Today, the National Guard and Reserve are an integral part of our defense forces. Rensselaer recognizes that all employers have a role in maintaining a strong national defense. We actively support and encourage our employees who are called to report for duty.

A brochure is available in the Division of Human Resources and on our web page to give you information about Rensselaer's policies on military leave. We are also providing some basic information on public benefits and laws available to you and your family back home.