

# 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. The Division of Human Resources continues to make progress on the implementation of the Total Compensation Initiative.

**Faculty Advisory Group**, formed in May 2002, met on May 1<sup>st</sup> to discuss the criteria that should be used to evaluate performance and how those criteria should be measured and valued.

**Division of Finance** – new career ladders, titles and wage adjustments have been implemented.

**Institute Advancement** – work with focus groups has concluded and recommendations for a new title structure will be presented to senior leadership.

## The Next "Brown Bag" Session



The next "brown bag" lunch session will be held on Thursday, **May 8<sup>th</sup> at Noon in Meeting Room #1** of the Heffner Alumni House. The topic of the May session is **HR Policy & Procedure Manual**. The discussion will include a review of the format of the manual; campus distribution plan; the methods of communicating the policy updates; and a description of the education sessions planned for supervisors to attend. If you'd like to register to attend the May 8<sup>th</sup> brown bag lunch session, send an email to Beverly Pruitt at [pruitb@rpi.edu](mailto:pruitb@rpi.edu) to reserve a space no later than May 5th. Remember --- Attendance is limited...so submit your registration early. If you have already submitted your registration for the May session, you will receive a registration confirmation by May 2nd.

## 2003 Conflict Of Interest (COI) Survey



On an annual basis, Conflict of Interest surveys are sent to trustees, officers, and various Rensselaer faculty and staff in regard to actual or potential conflicts of interest. These individuals complete disclosure questionnaires that are reviewed and reported to the Audit Committee of the Board of Trustees.

This year the Division of Human Resources will send the forms via the web on May 1<sup>st</sup> to more than 600 faculty and staff. The completed questionnaires will be reviewed by the Vice President for Human Resources and the General Counsel for compliance with a report made to the Board of Trustees' Audit Committee. Trustees, officers, faculty and staff who have not been surveyed, but whose outside activities create an actual or potential conflict of interest, also have a responsibility to complete a survey disclosure form; and identify all outside interests held by the individual, or held by his or her immediate family, that conflict, or may conflict, with Rensselaer's interests.

**UPCOMING EVENTS**

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

**2<sup>nd</sup> Annual Tuition Benefit Seminar**



On April 29, 2003 the Division of Human Resources, Admissions, and Financial Aid collaborated and held the second annual seminar on the Rensselaer admissions process and requirement; financial aid; and tuition benefit. The second annual seminar focused on undergraduate and graduate educational opportunities, and provided information regarding the application process for freshmen, transfers, part-time/non-matriculated study, and graduate study.

The seminar was well attended by over 50 employees! Thanks to presenters and coordinators Christine O'Grady, Lou Padula, Lynette Koch, Catherine DeLorenzo, George Robbins, Jeanne Jenkins and Charlene Morizio for a job well done!

If you have any additional questions about Rensselaer's Tuition Benefit Program, please feel free to contact Christine O'Grady, HR Benefit Specialist at 4094.

**FY'04 Merit & Performance Management**

The Staff Merit Increase Pool for FY'04 is budgeted at 2.0% of all regular full-time and part-time salaries in each portfolio. Merit increases will be awarded according to the following guidelines:

<b>Exceeds Standards</b>	<b>2% to 4%</b>
<b>Successful Performance</b>	<b>1% to 2%</b>
<b>Development is Necessary</b>	<b>-0- to 1%</b>
<b>Improvement is Essential for Success</b>	<b>No Increase</b>

Anne Bilynsky, Beverly Pruitt, and Cecile Mars recently conducted performance management workshops for 270 supervisors and managers in each division and school which provided information about the Performance Management and Merit Process, the new Professional Development Program, and the on-line Learning Management System - *Traincaster*.

The **CDPHP Summer/Fall 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)

**New On-Line Learning Management System**

The Division of Human Resources is pleased to provide *Traincaster*, an on-line Learning Management system for employees of the Institute. An individual account has been prepared for you in *Traincaster* containing courses required for your position. The course assignments also appear on the last page of your Performance Management Tool (PMT).



The online system can be accessed from any web browser. Simply point the browser to [www.rpi.traincaster.com](http://www.rpi.traincaster.com). A direct link is also available from the Human Resources web page. Currently, to login, use your Rensselaer Identification Number (RIN) for both the "User name" and "Password" fields.

**E-Mail Notification Reminders**

As an additional informational tool, you will be receiving e-mail notifications from *Traincaster* regarding both completed courses and courses assigned to you but not yet completed.

**Classroom Session Attendance**

There is no pre-registration process or fees associated with Environmental Health and Safety Courses -- designated by **HR (EHS)** in the course description. The associated fees and pre-registration process for the Professional Development courses are outlined in the Performance Development Program located on-line at: <http://www.rpi.edu/dept/hr/pubs/prodevcatalog.html>

**Memorial Day Holiday Observed  
May 26, 2003**



In observance of Memorial Day we return minds and hearts to think upon the ultimate sacrifices made by those in service to our country. Just one day out of the year to honor our loved ones, our ancestors, our friends who died in conflicts and wars -- not to honor war, but those that died in those conflicts and wars.

Rensselaer offers employees ten (10) employee holidays per Fiscal Year (July 1 through June 30). Nine paid holidays and one additional float holiday have been designated for Fiscal Year 2003. A float holiday may be used at each employee's discretion, with supervisory approval, for personal use such as birthdays, religious observances, etc. The floating holiday may be used in increments of four hours.



**Payroll Schedules**

Semi-Monthly		Bi-Weekly	
Check Date	Pay Period	Check Date	Pay Period
05/15/03	5/12 to 5/15	05/06/03	4/12 to 4/25
05/30/03	5/16 to 5/31	05/20/03	4/26 to 5/9