

HR Polytechnote

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31st Annual Service Recognition and Retirement Dinner A Success

The 31st Annual Service Recognition and Retirement Dinner was held at the Desmond Hotel and Conference Center Friday, June 27th. One hundred and eighty-five employees were honored for service in 5-year increments ranging from 5 to 40 years. Also honored at this event were 13 employees retiring this year. Together, these employees have devoted more than **2,600** years of service to Rensselaer.

The evening afforded Rensselaer the opportunity to express its gratitude to employees for their dedication and commitment to the Institute.

To view photos from the event, visit the Division's website at <http://www.rpi.edu/dept/hr/index.html>.

11th Annual Pillar of Rensselaer Award Recipient Named

Dale Masten, Assistant to the Dean, School of Architecture has been awarded the 2003 Pillar of Rensselaer Award.

The award is the highest honor the Institute bestows on a staff member.

It is presented annually to a staff member who understands the Institute's mission and history, has been a role model for other employees, has shown concern for students and their welfare, added to the human dimension of the university and who has played an active role in their home community.

Congratulations Dale!



Recognition



Congratulations to Retirees

Ruth Cobb, Dept. Specialist I, Tech Park
Wilma Elliott, Senior Sales Clerk, Rensselaer Union Bookstore
Roland Eustace Jr., Associate Professor, Lally School
Michael Halloran, Professor, Language, Literature & Communication
Anne Kerwin, Associate Project Manager, Tech Park
Elena Prezio, Administrative Secretary, Athletics

UPCOMING EVENTS

Retiree Day September 23, 2003
 Benefits Fair November 7, 2003



IMMIGRATION REMINDER

The Division of Human Resources provides consultation services and assistance to faculty and staff on immigration matters. Michele Santucci, Immigration Attorney is available on-site in the Human Resources

Office on Wednesdays between the hours of 2:00 p.m. – 4:00 p.m. In addition to assisting our HR staff in reviewing visa application materials, Ms. Santucci will provide preliminary consultation services to any non-citizen Rensselaer faculty and staff member in need of obtaining or renewing an immigration visa. Individuals interested in meeting with Ms. Santucci for a preliminary consultation may contact Marie Johnson or Karen Kuziara at x6302 to schedule an appointment.

Celebrate America's Independence



BROWN BAG LUNCH SERIES



The next "brown bag" lunch session for supervisors will be held on **Thursday, July 10th beginning at Noon in Meeting Room #1 of**

the Heffner Alumni House. The topic will be 'Hiring the Right People'. The discussion will include a review of the *Structured Interview Guidelines* and the *8-Step Position Justification and Hiring Process for Regular Faculty and Staff Appointments*. Lunch is provided by the Division of Human Resources. If you'd like to register to attend the July 10th session, send an email to Beverly Pruitt at pruitb@rpi.edu to reserve lunch and a space no later than July 7th. Space is limited to ten (10) participants.

HIPPA NOTICE

The required Health Insurance Portability and Accountability Act (HIPPA) Privacy Notice has been distributed to the campus.



The notice describes how medical information about employees may be used and disclosed and how they can get access to this information. The notice applies to our medical, dental and flexible spending programs.



Payroll Schedules

Semi-Monthly		Bi-Weekly	
Check	Pay Period	Check	Pay Period
7/15/03	7/1 – 7/15	7/15/03	6/21 – 7/4
7/31/03	7/16 - 7/31	7/29/03	7/5 - 7/18