



HR Polytechnote

January/February 2006

PUBLISHED BY THE DIVISION OF HUMAN RESOURCES

WELCOME

- Dafney Amilcar, Student Life
- Hawa Aphy, Administration
- Gina Battista, Institute Advancement
- William Bloomer, Administration
- Matthew Brady, Administration
- Marlene Brenenstuhl, Human Resources
- Donald Brownell, Student Life
- Lorrie Caulfield, Administration
- Jillian DeGregorio, Institute Advancement
- Andrew Delson, DotCIO
- Jess Dimailig, Administration
- Janelle Fayette, Student Life
- Monique Felder, Rensselaer @ Hartford
- Tracy Ferritto, Finance
- Adam Firebaugh, Administration
- Jacob Fisher, DotCIO
- Kevin Fuscus, DotCIO
- Eyi Gozo, Administration
- Karen Hansen, Student Life
- Rebecca Henriksen, Institute Advancement
- Angela Khanai, Administration
- Mitchell Masterson, Administration
- Ellen McKay, Enrollment Management
- Thomas McMartin, Administration
- Dominic Moffitt, School of Engineering
- Frank Moscovitz, DotCIO
- Patricia Mugrace, Student Life
- Danielle Nebres, School of Science
- Colin O'Connor, Administration
- Julia Perkins, Enrollment Management
- Lisa Pivoda, Administration
- Carole Romano, DotCIO
- Carol Rosenberg, Enrollment Management
- Khaled Salama, School of Engineering
- Lindsay Shea, Institute Advancement
- Sharon Simmons, School of Science
- Carol Sinnott, Administration
- Daniel Student, Administration
- Melody Teasley, Administration
- Michael Tentnowski, Director of the Incubator
- Robyn Thurston, Institute Advancement
- Michael Udway, Administration
- Adelaida Vasquez, Administration

Tax Deferred Growth

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. Tax season is a great time to strategize on how to reduce current taxable income. If you would like to increase the amount you contribute to the plan, simply complete a Supplemental Retirement Program Salary Reduction Agreement with the new per pay amounts. The form may be obtained via the HR website; Online Forms tab.

Reminder – 2005 Flexible Spending Accounts

Please remember the deadline for submitting flexible spending reimbursements for expenses incurred in 2005 is March 31, 2006. Charles F. Herman Associates partners with the Division of Human Resources as a third party administrator of the flexible spending accounts plan. Expenses should be submitted directly to Charles F. Herman & Associates. If you require additional assistance, please contact the Division of Human Resources at 276-6302.



Keep an Eye on Your Retirement Investment Allocation

If you are participating in Rensselaer's Defined Contribution Retirement Plan or a Supplemental Retirement Program, it's a great idea to review your investment portfolio from time to time. Most financial advisors recommend doing this at least once a year.

It is important to begin by setting a target for your investments that reflects your individual needs, taking into account such factors as your age and all possible sources of retirement income. Once your target allocation is established, you should periodically compare the performance of your accumulated savings to your target, and review the target itself to see if changing circumstances dictate a different strategy.

To assist you with your asset allocation, both Rensselaer fund sponsors; Fidelity Investments and TIAA-CREF, provide one-on-one retirement counseling on campus. For an appointment, please call Fidelity at 1-800-642-7131 or TIAA-CREF at 1-866-842-2046.

New York State Minimum Wage Increase Effective January 1, 2006

Effective January 1, 2006, the State's minimum wage increased from \$6.00 per hour to \$6.75 per hour. The final increase from \$6.75 per hour to \$7.00 per hour will be effective January 1, 2007.

Annual Memorial Service

The Annual Memorial Service for Faculty and Staff will be held at the Chapel and Cultural Center on Monday, March 20, 2006 at 10:00am. A reception with light refreshments will follow the service. Please mark your calendar, and join us for this special tribute.



Human Resources is Pleased to Announce...

Peter Collopy as the Director of Environmental Health and Safety.



Mr. Collopy has over thirty (30) years of experience in health physics and environmental health and safety. Prior to joining Rensselaer, he was the Safety Officer and Project Manager for MACTEC, an environmental safety and nuclear fuels decommissioning and demolition contractor. Mr. Collopy began his professional work career at Carnegie Mellon University as a Radiation Safety Officer and Industrial Hygienist and was subsequently promoted to the position of Director of the Environmental Health and Safety Department. In addition, Mr. Collopy served in the capacity of Director of Environmental Health Safety at MJM Corporation and as Director for Technical Services, for Afftrex, LTD, and Applied Health Physics; all of which are radiological services firms.

Nefsi George has joined Employment Operations as an Operations Associate. Nefsi brings to HR several years of administrative experience, having worked in a busy Baltimore law firm while pursuing her Masters in Human Resources. Nefsi is available to answer questions about Employment Transaction Forms, the People Admin Applicant Tracking System, and related processes.

Marie Johnson has been promoted to Operations Specialist in the Benefits Administration area. Marie has worked for 2 years in the Division of Human Resources as an Operations Associate, and is pursuing her Bachelor's degree in Business. Marie is available to answer questions about benefits, including health and dental enrollment, tuition reimbursement and flexible spending accounts.

PAYROLL SCHEDULES

| SEMI-MONTHLY | | BI-WEEKLY | |
|---------------|---------|--------------------|---------|
| PAY PERIOD | CHECK | PAY PERIOD | CHECK |
| Feb .16 to 28 | Feb. 28 | Feb. 11 to Feb. 24 | Mar. 7 |
| Mar. 1 to 15 | Mar. 15 | Feb. 25 to Mar. 10 | Mar. 21 |
| Mar. 16 to 31 | Mar. 31 | Mar. 11 to 24 | Apr. 4 |
| Apr. 1 to 15 | Apr. 14 | Mar. 25 to Apr. 7 | Apr. 18 |

RETIREE RECOGNITION

John Bradley, Director, Information Technologies Infrastructure

Gary Judd '63, Prof., Lally School of Management

Jonathan Newell, Professor, Biomedical Engineering

John Norsworthy, Prof., Lally School of Management

Preventing Slips, Trips and Falls

Slips, trips and falls represent a serious threat of injury at work, school and at home. In most cases slips, trips and falls can be prevented by observing some basic safety rules.

Cleaning and maintenance: Clean, dry surfaces provide the safest areas for walking. Use care in areas that are wet and/or in the process of being cleaned. In areas where maintenance activities are being completed, watch out for tools and equipment that may be present.

Lighting: Adequate lighting is essential in preventing injuries. If you become aware of an area that has missing or inadequate lighting, contact the Office of Environmental Health and Safety at ext. 6427.

Floors/Rugs: Pay attention for uneven portions of flooring, the corners of rugs and uneven or damaged concrete.

Footwear: Footwear is an important part of preventing slips and trips. Comfortable, proper fitting shoes that are appropriate for the conditions (i.e. snow and ice) will help you adjust to the conditions.

Carrying Oversized Objects: Carrying oversized objects can obstruct your vision and lead to a fall.

Snow and Ice: Snow and ice can create difficult walking surface conditions. Take your time in such conditions and do not walk with your hands in your pockets as this may lead to an injury if you do fall. Pay



Congratulations

Congratulations to Brian R. Hartlieb, System Administrator, Technical and Information Services, Rensselaer Hartford Campus, who completed an M.S. in Computer Science from Rensselaer on December 30, 2005. Yet another member of the staff/faculty who is joining the ranks of Rensselaer alum!



Contact HR

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