

HR Polytechnote

January—February 2008

The Changing Faces of HR

HR Online

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The Division of Human Resources is ringing in the New Year with exciting new additions to its team. Each new member is an example of the Institute's ability to attract top-tier professionals, as well as its position as an employer of choice in the Capital Region and throughout higher education.

After extensive recruiting and interviews, headed by the Core Recruitment Committee, we are pleased to introduce Larry Hardy as the new Director of Human Resources. In addition, the Division welcomes Joanne Hamilton, Compensation Specialist; Kathryn Knutsen, Safety Specialist; and Patricia Shannon, Executive Assistant to the Vice President.

Larry Hardy joins Rensselaer with over 25 years of comprehensive experience in Human Resources, including directing professional development and training programs; recruitment and retention; employee relations;

and Human Resource information systems.

With a collaborative approach to strategic planning, Mr. Hardy possesses a broad knowledge of hu-

man resources in a variety of sectors, including union and non-union environments and a Fortune 500 company. He also has extensive experience initiating cost containment strategies resulting in significant savings and an excellent ability to address and implement strategic plans for talent acquisition, retention, and succession planning.

Most recently, Mr. Hardy was employed with the University of Massachusetts Dartmouth as the Director of Human Resources. He received his MBA from the California State University at Hayward and his undergraduate degree from the City University of New York, College of Staten Island.

Kathryn Knutsen joins Rensselaer as a safety specialist with more than 18 years experience in the environmental health and safety industry. In her current position, she will over-

see environmental compliance, fire prevention, and hazardous materials/waste management programs. Knutsen is a NYS certified Life Safety Code Enforcement Officer and NYS Department of Labor Licensed asbestos monitor, project manager, and inspector.

Joanne Hamilton, compensation specialist, brings more than 10 years experience in the administration of corporate compensation systems, employee relations, and recruitment. Her current responsibilities include conducting analyses that support the design, implementation, and administration of Rensselaer's compensation program, as well as serving as a resource to the community regarding compensation-related programs and policies. She is currently pursuing her bachelor's degree through Empire State College.

With more than 20 years of experience, Patricia Shannon, executive assistant to the vice president, holds a business diploma in marketing, and a degree in management from the Royal Society of Arts. She is a licensed real estate agent in the state of New York. Prior to joining Rensselaer, she worked for Coldwell Banker, Med-e-Gate Corporation, and Bristol-Myers Squibb.

Retiree Healthcare Premiums Reduced to \$0

Rensselaer retirees have experienced double digit increases in healthcare premiums by as much as 35%, annually. To address the escalating medical and prescription costs as well as the needs of retirees living outside the Capital District, Rensselaer partnered with its medical plan providers - Capital District Physicians' Health Plan (CDPHP); Anthem Blue Cross & Blue Shield; and, the federal government to develop three new medical plan options. Premium costs for medical and prescription drug benefits have now been reduced from \$12,000 to \$0 annually.

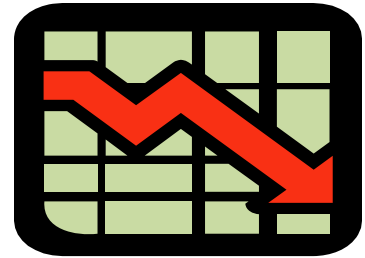
The first option provides comprehen-

sive and affordable medical and prescription benefits to retirees who live in the Capital Region. The second option was designed for retirees residing outside the Capital Region for no more than six months per year. The third option was designed for those retirees who live outside of the Capital Region or reside in the State of Connecticut where Rensselaer's Hartford campus is located.

“The Division of Human Resources is pleased to extend to eligible retirees an extremely low-cost, comprehensive medical and prescription drug plan and will continue to strive to maintain affordable retiree health pro-

grams,” said Curtis Powell, vice president for human resources.

For more information, contact Louis Padula, Manager of Benefits & Retirement at 518-276-6164. To view full text article please go to <http://www.rpi.edu/dept/hr/benefits/retmedpolvart.pdf>



Off The Job Safety—Resolutions for 2008

According to the National Safety Council, accidental injury...is the leading cause of death for people under 40 and the fifth leading cause of death for all ages. Of those accidental injuries, about 39 percent of the deaths and 55 percent of the disabling injuries involved workers off the job.

These disturbing statistics show that while many of us think about safety at work, we don't necessarily apply those same standards to our time off

the job. Following these safety resolutions, compiled from the most common off-the-job hazards, can help you have a safe and healthy 2008.

For a complete list of the most common accidental injuries and tips for prevention please visit www.nsc.org.



OFCCP Audit

Rensselaer received notice from the U.S. Department of Labor Office of Federal Contract Compliance Programs (OFCCP) of a compliance review of the equal employment opportunity policies and practices and Rensselaer's Affirmative Action Program in January.

The compliance review has been completed and it was determined that it is not necessary to proceed further with a compliance evaluation.

The Office of Federal Contract Com-

pliance Programs (OFCCP) is part of the [U.S. Department of Labor's Employment Standards Administration](http://www.dol.gov). OFCCP is responsible for ensuring that employers doing business with the Federal Government comply with the laws and regulations requiring nondiscrimination. This mission is based on the underlying principle that employment opportunities generated by Federal dollars should be available to all Americans on an equitable and fair basis.



Invest in Yourself Professionally

So did you engage in the annual ritual of formulating a New Year's Resolution? Perhaps you considered ideas such as improving your diet, getting more exercise, or changing a bad habit.

These are certainly all admirable intentions; however, consider this: How about making a resolution to invest in yourself at work? A recent Associated Press article stated that "American workers stay longer in the office, at the factory or on the farm than their counterparts in Europe and most other rich nations." With all the time and effort that we spend at work, we owe it to ourselves to invest in making our professional life as rewarding as possible.

Having trouble getting to all the tasks on your schedule? Consider going to a Professional Development seminar focusing on managing priorities and setting verifiable

goals. Are you in charge of a work group? How about a seminar on developing team agility or managing change? Do you do a considerable amount of computer work? Sign up for one of the certified Microsoft Office seminars being offered on campus. Do you ever sit in meetings that fall short of their productivity potential? You could attend a focused workshop designed to outline Effective Meeting Management Strategies.

In short, think about ways that you can improve your life at work and then take action to change them! The next time that you think to yourself, "I cannot afford to be away from the office to attend any Professional Development seminars," consider this: Whether you are a manager creating the means for your employees to develop professionally or an employee committing to new ideas, you can't afford not to invest in yourself professionally.

For more information regarding the Professional Development opportunities available to employees at Rensselaer, contact Will Fahey, Training and Program Development Specialist, on 518-276-2318 or via email at faheyw@rpi.edu.



People Are Talking!

New Nanny Benefit:

"Wow—kudos to you all. Rensselaer has become so much more family friendly in the past 5 years—thanks for your hard work!"

"I would definitely use the nanny service again, either for an emergency or planned event. One great aspect is that you can request a specific nanny, so I would probably try to request the same one. My child has a new friend."

"My son is in the middle school now, but I have definitely had times throughout my career when I had been torn about what to do. All companies should do this."

"This is fantastic especially for those parents who have very little ones at home and have a spouse who works crazy hours. On behalf of all of us who fall into this category, thank you.... What a wonderful idea....."

Retiree Medical Benefits:

"The Division of Human Resources staff should be very pleased that such an attractive choice of plans could be established with CDPHP. The PPO Plan is almost unbelievable. Thanks to you, and others at CDPHP who made these plans a reality for 2008 for two tremendous options. I am sure that all retirees who take the time to evaluate the cost-benefit ratio of these plans will be impressed and pleased."

"I want to praise the retiree medical programs you have put together. I really appreciate the way you have expanded the choices and reduced the cost."



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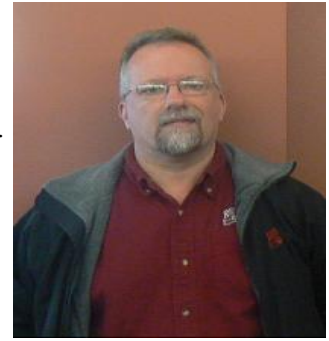
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Changing the World

In the first of a new column highlighting how members of the Rensselaer community are indeed changing the world, we turn the spotlight on David Paige, supervisor in Environmental and Site Services.

David Paige is dedicated to the missionary work his church undertakes and took part in his first mission trip in June 2005, when he spent a month in Navai-sha, Kenya in East Africa bringing medical care to members of the Masaii tribe.



Most recently, he visited Pearlinton, Mississippi to work with members of a community halved by the effects of Hurricane Katrina. Paige and his group focused on helping people still unable to return to their homes after two years by providing carpentry work, painting, and sub-floor installation.

Paige uses his own leave time to take the trips and is grateful to his supervisors and senior management for their support of his mission work. He is most grateful, however, for being able to serve people in need and truly believes that he, “gets so much more than what [he] gives.”

If you know a member of the Rensselaer community who is changing the world and would like to share their story, please email Jackie Turner at creecj@rpi.edu.

Division of Human Resources' Contacts:

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Employee Relations	518-276-3980
Salary Administration	518-276-6335
Professional Development	518-276-2318
HR Information Systems	518-276-6035
Environmental Health & Safety	518-276-6427
Operations & Administration	518-276-6008

New Opportunities!

In FY07, the Division of Human Resources filled over 200 staff positions. Thirty of the new positions were filled with internal candidates!

If you are seeking additional career opportunities, visit the Careers at Rensselaer page. Found at <https://rpijobs.rpi.edu>, job seekers can search the current listings, create an on-line application, attach a current Cover Letter and Resume to an application, and track the status of your application.

Internal applicants are encouraged to follow this simple list of Do's and Don'ts:

- **DON'T take it lightly.** Be sure to update your application, and submit a current resume. Take the application process as seriously as an external candidate would.
- **DO tell why you are qualified.** Make sure you meet all of the requirements of the position before tossing your hat into the ring. Then, make sure you explain how you meet the qualifications in your cover letter.
- **DO be specific.** Be sure your cover letter, resume and application give specific information. Specific achievements that are directly related to the qualifications of the position are more effective than generalizations.
- **DON'T ignore spelling and grammar.** Your application, cover letter and resume say a lot about you. Don't let these items say that you are careless, or worse, that you don't have the ability to put yourself in the best light possible.
- **DO make yourself known.** Gain visibility by volunteering for high-profile projects and tough assignments. You will be at an advantage if the managers already know your name when your resume crosses their desks.
- **DO refresh your knowledge.** If you have been with your employer for a while, your resume writing or interviewing skills may be rusty. So practice, practice, practice. Consult reference manuals, friends, family and members of your professional network for advice on positioning yourself in the most positive way.

For assistance with the on-line application process, or for information regarding any of the openings on the site, please contact the Division of Human Resources employment group via email at hrmail@rpi.edu, or at 518-276-6994.