

The HR BUZZ



Message From the President



Welcome to the second semester of the 2006-07 academic year. We are concluding Black History Month and about to embark upon Women's History Month and all of its activities. This is an exciting time for the university and its many constituents! There are many topics which are important to members of the NJIT family, and certainly among them is the current Faculty Separation Incentive Program.

For the past year the administration has sought to find avenues for faculty to be provided with an opportunity to choose whether they might wish to separate from tenured positions and yet remain engaged in the University's growth and development. The Incentive Program was created to provide just such an opportunity.

The transition from one stage of professional life to another is complex and exciting. Complex in that it represents some level of closure on a career, of watching student development, and of creating knowledge. It is exciting because it represents further opportunities to push the boundaries of knowledge, information, learning and achievement.

As our faculty interests change, the University wants to continue to be a part of the lives of the people who built its scholarly infrastructure, curriculum and reputation. The Incentive Program offers a graceful and thoughtful transition to those who have labored in our classrooms, labs and lecture halls, to now join us as the founding partners in this place called NJIT.

We thank you for your years of service, the many contributions and accomplishments, and most of all for the commitment you have shared with this institution. Now as you take your place among the founders and other contributors, those of us who remain, salute you and your efforts!



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CALENDAR: Upcoming Events & Holidays

Monthly

March Women’s History Month (Read more on page 8)

Weekly

March 12-16 Spring Recess—University Open—No Classes Scheduled

Daily

March 11 Daylight Savings Time Begins (Read more on page 9)

March 17 St. Patrick’s Day

March 19 Healing Touch Breast Cancer Awareness

April 6 Good Friday—University Closed

April 15 Dean’s Day 2007

April 17 Tax Filing and Payment Deadline (Read more on page 7)

April 21 NJIT Special Olympics Day

April 22 Earth Day (Read more on page 7)

April 25 Administrative Professionals Day

May 13 Mother’s Day

May 28 Memorial Day—University Closed

Note: NJIT Toastmasters will meet on the following Fridays for the Spring Semester. All meetings are in the Campus Center Room 290, The Constance A. Murray Center Conference Room at 1 p.m. For more information contact Mr. Bruce Slutsky at: Bruce.Slutsky@njit.edu

March 9

March 23

April 13

April 20

May 4

Note: TIAA—CREF One-On-One Counseling Sessions are available. Scheduling an appointment is easy; simply select your preferred date from the list:

[Wednesday, March 7](#)

[Wednesday, March 21](#)

[Wednesday, April 4](#)

[Wednesday, April 18](#)

[Wednesday, May 2](#)

[Wednesday, May 16](#)

[Wednesday, May 30](#)

In addition to the above dates (available for scheduling an appointment), TIAA-CREF will be on campus on March 1 for the Faculty Separation Incentive Program and also on March 12 and March 14.


MARCH						
Su	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	\$	10
11	12	13	14	15	16	17
18	19	20	21	22	\$	24
25	26	27	28	29	30	31

APRIL						
Su	M	T	W	Th	F	S
1	2	3	4	5	\$	7
8	9	10	11	12	13	14
15	16	17	18	19	\$	21
22	23	24	25	26	27	28
29	30					

Good Friday

MAY						
Su	M	T	W	Th	F	S
		1	2	3	\$	5
6	7	8	9	10	11	12
13	14	15	16	17	\$	19
20	21	22	23	24	25	26
27	28	29	30	31		

Memorial Day

 = HOLIDAYS

\$ = PAYDAYS

BENEFITS NEWS:

Enrolling in the NJ State Health Benefits Plan at Retirement

When the time comes to retire, the University will cover the retiree in the active employee group for one month beyond the date of retirement. For example, if your retirement date is July 1, you should continue to use your current medical, prescription drug and dental benefits through the month of July.

Continuation of health benefits into retirement is not automatic. When the Division of Pensions and Benefits receives an *Application for Retirement Allowance*, notification is sent to the Health Benefits Bureau (the *Application for Retirement Allowance* is processed by the Benefits Administrators in HR for members enrolled in the Alternate Benefit Plans, which include TIAA/CREF, ING Aetna, MetLife, Equitable, Hartford or VALIC). The Health Benefits Bureau will mail a *NJ State Health Benefits Retired Status Enrollment Application* to the retiree's home address, along with a rate chart showing the cost for each type of coverage.

“Procrastination”

In any moment of decision the best thing you can do is the right thing, the next best thing is the wrong thing, and the worst thing you can do is nothing.

- Theodore Roosevelt

Employees with 25 or more years of service credit in a pension system BEFORE July 1, 1997 will receive free medical and prescription drug coverage in retirement. In addition, you will be reimbursed for the standard cost of any Medicare Part B premiums paid by you, your spouse or covered same-sex domestic partner. If you attain 25 years of service credit in a pension system AFTER July 1, 1997, you must share the premium costs for enrollment in the Traditional Plan; there are no premium costs for members enrolled in the NJ PLUS or HMO medical plans. Any reimbursements for Medicare Part B for you, your spouse or covered same-sex domestic partner are limited by the terms of the bargaining unit agreement.

If you had dental coverage, you may be eligible to continue coverage through the Dental Expense Plan. Vision Care benefits can be extended for a period of 18 months; you should complete the COBRA Application. You do not need to enroll in COBRA for drug coverage; prescription drug coverage is included in the health plans.

Retired group members and their dependents who are eligible for Medicare must enroll in Medicare Parts A & B. A photocopy of the Medicare card or a letter of confirmation from Social Security stating the effective date of enrollment must be attached to the NJ State Health Benefits Retired Status Enrollment Application. Prospective retirees should apply for Medicare Parts A & B 90 days prior to their retirement date. The NJ State Health Benefits prescription drug benefits are equal to or better than the standard Medicare Part D. Retirees who enroll in Medicare Part D will lose their NJ State Health Benefits prescription drug benefits.

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New Developments & Initiatives

Online Recruitment System

In our endeavor to streamline Human Resources processes, we have contracted with PeopleAdmin, a company specializing in the development of applicant systems for higher education institutions, to provide an efficient and comprehensive on-line recruitment system.

We are very pleased to inform you that implementation of this system is progressing well and we hope to roll it out in early April 2007. With the implementation of this system, the recruitment process will go entirely on line and no paper-based applications will be accepted.

For hiring managers, the most noticeable change will be the ability to create online personnel requisitions and have 24/7 access to applicant resumes as soon as they are uploaded by the candidates. The system consists of the following two modules and has the ability to handle both faculty and staff recruitment:

1) Applicant Tracking Module:

This module focuses on automating the personnel requisition approval process and posting vacancies online. It will also automate the collection, qualification, tracking and distribution of employment applications and key applicant data both for internal use and external reporting.

This module will give the hiring manager much better control of their recruitment process. Hiring managers will be provided with an account to log into the system to initiate a personnel requisition and the approval process will flow electronically to the next level(s). The hiring manager will have the ability to track requisitions at any time.

Once the personnel requisition process is complete, an online job posting will automatically be released on the website. Advertisements for print media or others will be released by HR if they have been requested.

Job applicants will have the ability to create an account to apply for any open position. Once an applicant applies for an open position, his/her application and resume will be immediately available to the concerned hiring manager for review. The system will automatically disqualify applicants who do not meet the minimum qualifications posted for the job.

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HEALTH AWARENESS: A Message from Dean Conrad, Director of the Employee Assistance Program

Organ Donation

We at NJIT wish to acknowledge a very worthwhile statewide program and raise awareness on campus for this important initiative. Three thousand people in New Jersey are waiting for an organ donation on any given day of the year. It is estimated that each day 13 of them lose their lives while awaiting a transplant.

Organ donation is considered to be the “Gift of Life.” You may designate yourself an organ donor on your license and register with The Sharing Network www.sharenj.org. When you make this decision be prepared to sit down with your family and discuss your wishes. It is an opportunity to speak about your beliefs and feelings on a topic that often draws debate.

Anyone over the age of 18 may be a registered donor. If you have an active cancer, are HIV–positive or have a serious infection you are not eligible to be a donor.

The New Jersey Sharing Network is a certified organ procurement organization. Since 1987 the Network has been responsible for obtaining organs and tissue and matching donors and recipients.

Viable organs – lungs, heart, liver, kidneys, pancreas as well as bones, tendons, corneas, skin and veins – from one person can be life-saving for 8 people and life-enhancing for up to 50.

Bone Marrow Donation

Bone marrow donation is critical to the lives of leukemia patients and others with cancers and life-threatening disorders of the blood system.

You may be a bone marrow donor if you are between the ages of 18 and 60. Your name may be entered in local, national and international databases for possible donation.

If you are matched and still willing to donate the marrow may be removed from your pelvic bones or blood. You will need some recovery time after this process.

Matches for bone marrow are generally more successful when they come from persons of a similar ethnic group as the recipient. Asians, African–Americans, and Hispanics are especially needed to volunteer to be marrow donors.

You may contact the National Marrow Donor Program, www.marrows.org, to gather more information on where and how to register. In Newark, Beth Israel and University Hospital are designated transplantation sites. Hackensack Hospital, Saint Barnabas, Robert Wood Johnson and Our Lady of Lourdes in Camden are other sites.

A Bit of Inspiration “Courage”

Patience and perseverance have a magical effect before which difficulties disappear and obstacles vanish. A little knowledge that acts is worth infinitely more than much knowledge that is idle.

- John Quincy Adams

New Additions to the NJIT Family

The Department of Human Resources would like to welcome the following new hires to the NJIT Family.

Employee Name	Department	Employee Name	Department
Ahn, Keun Hyuk	Physics	Lucas, Christopher	NJTPA
Alcala, Jose M.	NJ School of Architecture	Moore, Carrie S.	Spon. Chair: Arch. & Build. Sci
Baker, Margaret M.	University Advancement	Penczak, Bryan M.	Extended Learning Delivery
Brown, Robert A.	Defense Procurement	Perez, Maria F.	Telecomm. & Networking
Brush, Brian	NJTPA	Potts, Laramie	Engineering Technology
Caramitru, Lisa	AVP University Budgeting	Price, Kathleen	Computer Science
Choi, Kwang	Office of University Web Services	Ramirez, Anthony	Public Safety & Security
Coleman, Denise	Human Resources	Rasmussen, Eric N. *	Intercollegiate Athletics
Doney, Lucas W.	Public Safety & Security	Regan, Kevin	Public Safety & Security
Failla, Marilyn V.	Grant & Contract Services	Rotstein, Horacio G.	Mathematical Sciences
Fileus, Alexandra	Mathematical Sciences	Schneider, Joshua A.	NJTPA
Gary, Steven	Educational Opportunity Program	Sheibanie, Amir Farzad	Mathematical Sciences
Hearns, Meghan	Counseling Center	Swift, Katharine M.	Biomedical Engineering
Hoang, Ann D.	Van Houten Library	Taylor, Nisha	University Advancement
Hughes, Antoine	Public Safety & Security	Walton, Clifton	Building Services
Lamourt, Darlene	University Advancement	Walton, Ryan	Office of University Web Services
Lapok, Lukasz A.	Chem. & Environmental Sci.	Weber, Norbert	Biomedical Engineering
Liu, Chang	Center for Solar Research	Yang, Jian	Computer Science
Lozarito, Lilia A.	Office of the Dean-SOM		

Note: * Rehire

Enrolling in the NJ State Health Benefits Plan at Retirement (Continued from Page 3)

Medical coverage will end if you formally request the termination of coverage in writing; if you are billed for coverage and your premiums are not paid; your plan discontinues service in your area and you do not submit an application to change to another plan; if you or your spouse, or covered same-sex domestic partner fail to enroll in Medicare Parts A & B when eligible; you cease to receive retirement benefits or you die. If you divorce, coverage for your spouse ends at the end of the month in which you divorce. If you terminate a same-sex domestic partnership, coverage ends at the end of the month in which the partnership terminates.

In the event of death, your spouse or covered same-sex domestic partner will receive a letter and application offering continued coverage in a plan of their choice at their own cost.

“Goals & Goal Setting”

Every ceiling, when reached, becomes a floor, upon which one walks as a matter of course and prescriptive right.

- Aldous Huxley

For additional information contact Ms. Patricia Lawrence: Patricia.Lawrence@njit.edu.

Filing Your Taxes: What You Need To Know

Why taxpayers are getting extra time to file

Taxpayers will have extra time this year to file and pay. April 15, the normal deadline to file and pay taxes, falls on a Sunday this year and the following day, Monday, April 16, is Emancipation Day, a legal holiday in the District of Columbia (DC).

By law, if filing and payment deadlines fall on a Saturday, Sunday or legal holiday, there is no penalty if the requirements are met on the next business day. Under a federal statute enacted decades ago, holidays observed in the District of Columbia (DC) not only have an impact in DC but also nationwide. The deadline for filing and paying this year is April 17.

For more important tax information, visit: www.irs.gov.



Celebrate Earth Day: April 22, 2007

Thirty-seven years ago, millions of Americans celebrated the first Earth Day. What was once just a day of national environmental recognition has advanced into a world-wide campaign to protect our global environment.

To aid in the promotion of land conservation, cleaner air and an improvement in water quality, visit: www.epa.gov/earthday to find helpful tips and fun ways to protect the environment and your health every day.

Online Recruitment System (Continued from Page 4)

The system has the ability to inform the applicants, through their account or system-generated e-mails, about the status of their candidacy.

2) Position Description Module:

This module will enable hiring managers to create unique position descriptions online. Human Resources and approved contacts will have access to view these online position descriptions.

This module will function in conjunction with the personnel requisition process of the applicant tracking module for job postings. Since these two modules are fully integrated, job applicants will be able to view the full job description/qualifications for the posted positions.

Also, this module will replace the current paper-based classification/re-classification process.

If you have any questions or concerns please direct them to the Project Manager, Ms. Annie Crawford, at crawford@njit.edu.

Special Events During Women's History Month

Wed, March 21: Lillian Gilbreth Colloquium

2:30 p.m., Campus Center Ballroom

Guest Speaker: Dr. Deborah Estrin, Professor of Computer Science, UCLA & Director of the Center for Embedded Networked Sensing (CENS)

Dr. Deborah Estrin is a professor of Computer Science at UCLA. Dr. Estrin holds the Jon Postel Chair in Computer Networks, and is Founding Director of the NSF funded Center for Embedded Networked Sensing (CENS). Dr. Estrin received her PhD in computer science from Massachusetts Institute of Technology (MIT), and her BS from U.C. Berkeley.

Before joining UCLA she was a member of the University of Southern California's Computer Science Department. In 1987, Dr. Estrin received the National Science Foundation Presidential Young Investigator Award for her research in network interconnection and security. During the subsequent 10 years much of her research focused on the design of network and routing protocols for very large global networks such as: scalable multicast routing and transport protocols, self-configuring protocol mechanisms for scalability and robustness, and tools and methods for designing and studying large-scale networks.

Since the late 1990s Dr. Estrin has been collaborating with her colleagues and students to develop protocols and systems architectures needed to realize rapidly-deployable and robustly-operating networks of physically embedded devices. Most recently this work includes participatory sensing systems based on automated, programmable, and adaptive collection of environmental, physiological, and social parameters at the personal and community levels.

A Bit of Inspiration "Success"

Because I am Woman, I
must strive effortlessly
to succeed. For when I
fail, they will not say it is
she who has failed; but
rather it is Women who
have failed.

- Unknown

Friday, March 23

Vendor Fair To Benefit Women's Scholarships

10:00 a.m. to 5:00 p.m., Campus Center 1st Floor Lounge

Wednesday, March 28

FOUR WOMEN COMPOSERS: The Music of Nadia Boulanger, Rebecca Clarke, Fanny Mendelssohn, and Clara Schumann - Performed by The Downtown Chamber Trio

2:30 p.m., Campus Center Atrium

NOTE:

During the month of March the Murray Center for Women along with RA's from Residence Life will be collecting baby items (bottles, Pampers, blankets, baby powder, baby lotion and wipes); personal hygiene items such as soap, deodorant, etc. and school supplies will also be collected. These items will be donated to a local shelter for women and children.



Daylight Saving Time Rules Have CHANGED

Starting in 2007, Daylight Saving Time (DST) will begin each year at 2:00 a.m. (local time) on the second Sunday in March in most of the United States and its territories. Standard Time will begin at 2:00 a.m. (local time) on the first Sunday of November.

Accordingly, this year, DST begins at 2:00 a.m. (local time) on March 11, 2007 and ends at 2:00 a.m. (local time) on November 4, 2007.

Prior to 2007, DST began at 2:00 a.m. (local time) on the first Sunday in April, and ended at 2:00 a.m. (local time) on the last Sunday in October. The new rules for DST beginning in 2007 mean an extra four or five weeks of DST each year.

The Daylight Saving Time and time zones are regulated by the U. S. Department of Transportation. Visit their website if you need more information on DST.

OPEIU and PSA Performance Management and Merit Review Process

REMINDER:

All supervisors responsible for conducting performance evaluations should begin to prepare for the annual performance evaluation process for OPEIU and PSA employees. Performance evaluations serve as a basis for employee development, a continuing reciprocal communication process, and a progress report for employees. Performance evaluations should assess the performance of your staff during the past year as well as provide them with goals and objectives for the coming year. All evaluating supervisors will be receiving more information from Human Resources on the forms and process as well as deadline and submission dates.

Key Phone Numbers

Benefits - 973-596-3143

Compensation & Classification - 973-596-8234

Employment Assistance Program - 973-596-3293

Employment - 973-596-3139

Employment Verification - 973-596-5525

Updating your information - 973-596-5525

Labor Relations - 973-596-3142

Tuition Remission - 973-642-4937

Worker's Compensation - 973-596-3143

Payroll - 973-596-3159, 973-596-3161

Public Safety - 973-596-3120 (non-emergency number); 973-596-3111 (emergency number)

Parking - 973-642-7190

“Leadership”

Do not follow where the
path may lead.

Go instead where there
is no path and leave a
trail.

Harold R. McAlindon

SPECIAL RECOGNITION

We'd like to take the time out to recognize Senior Custodian Melvin Harris' son, Nafis Harris, for his outstanding accomplishment. Nafis is a freshman and member of Rahway High School's robotics team, Team 1228-"A-MERCK-IN-INDIANS". Nafis' team has qualified for the New York City Regional Robotics Competition hosted by FIRST (For Inspiration and Recognition in Science and Technology) for a mechanical claw they designed. The mechanical claw will be on display at the Jacob K. Javits Convention Center, Friday, March 16 through Sunday, March 18, 2007. This national competition will include sixty-three robotics teams from areas such as New York City and the metropolitan area as well as Brazil, Israel and the United Kingdom.

We wish Nafis and his team all the best!

FYI:

NJIT's Annual Service Awards Reception is scheduled to be held: Thursday, May 24, 2007 at 3 p.m. (Campus Center Ballroom).

When was the last time you updated your personal information with the Department of Human Resources? Do we have a current phone number and mailing address for you? Does your emergency contact information need to be updated? If you need to verify or update your information, contact Staci Mongelli at x5525.