

Vice President for Human Resources and Equal Opportunity Officer

The mission of the Human Resources Department (HR) is to advance a vibrant and diverse work community where individuals thrive and contribute to MIT's excellence.

Our values are to:

- Demonstrate excellence through flexibility, creativity, and openness to learning and adapting to the changing needs of the Institute
- Collaborate fully with each other and the diverse MIT community to deliver HR best practices
- Show accountability through our interactions with our customers and each other
- Provide communication that is transparent, timely, and sensitive
- Value individuals through openness, trust, respect, and inclusion

The following is a report on the strategic priorities and accomplishments of FY2010 corresponding to the five strategic goals of the Human Resources Department. Also included is a description of each individual business area.

Goal 1: Promote the health and welfare of the university community

- Supported Institute-wide Task Force on HR/Benefits and Benefits Advisory Group.
- Initiated the redesign of healthcare programs for 2011 Open Enrollment.
- Implemented coverage changes necessary to comply with Mental Health Parity Act.
- Conducted preliminary analysis of healthcare reform impact on MIT's healthcare programs.
- Developed written policies for military leave and medical coverage for divorced spouses.
- Developed and implemented new policy to require documentation for dependents covered under MIT's healthcare program.
- Reorganized and transitioned employee and student child care scholarship programs.

Goal 2: Continue to promote and deliver services and products worthy of MIT

- Finalized severance policy for review by Academic Council, resulting in expanded guidelines for non-working notice.

- Provided layoff support and services to departments, labs, and centers (DLCs), including job search resources for laid-off employees.
- Implemented platform redesign of 401(k) plan, including development of all communication materials.
- Created “Retirement 101” presentation and delivered to various DLCs across the Institute.
- Completed compliance review of retirement documentation and implemented projects to migrate plan into full compliance, i.e., 1,000 hour rule in-service distributions.
- Initiated internal strategic planning process, including outreach to the community through focus groups; developed customer service guidelines and operating principles.
- Redesigned the <http://web.mit.edu/training/> website to improve usability.
- Launched Enterprise Learning to deliver a fully featured learning environment under the sponsorship of the Training Alignment Team.
- Led Campus Police and Service Employees International Union/campus contract negotiations.
- Streamlined administrative and financial processes through new administrative pool.
- Improved financial processes within business areas by adopting guidelines from MIT’s Audit Division and the Vice President for Finance for digital transaction processing.
- Developed standard HR metrics for every school, with comparisons for all schools, and three-year trending.
- Developed new infrastructure to enable HR website to meet the needs of the MIT community.

Goal 3: Improve employee, manager, and leader skill sets through development

- Built the World of Work website for employees to explore and manage their own career development.
- Conducted needs assessment and created design for new program for administrative assistants.
- Added new curricula, including change management and informal investigations, to Training to Go sessions; approximately 500 employees participated.
- Launched new Managers’ Resource Group for alumni of the Essentials of Managing program in order to provide ongoing professional development for managers.

- Created first inaugural job family career panel for financial careers at MIT; approximately 65 employees attended.
- Provided ongoing professional development open enrollment classes; approximately 650 seats filled.
- Offered Essentials of Managing and Managing for Excellence sessions with 55 participants.
- Offered two peer career management groups, one of which was specifically for laid-off staff.

Goal 4: Facilitate Institute-wide action toward a diverse and inclusive community

- Increased visibility of diversity and inclusion through outreach, events, and website.
- Upgraded Affirmative Action Plan as applicant disposition data now being collected on every filled position.
- Created a diversity and inclusion consulting and resource guide for DLCs.
- Developed and delivered Advancing Diversity & Inclusion@MIT workshop for the Vice President for Finance, HR Partners, and the Working Group on Support Staff Issues.
- Hosted the Ivy Plus conference on affirmative action and diversity and inclusion.
- Developed internal training on diversity and inclusion for HR practitioners.
- Presented multicultural professional development symposium for staff.

Goal 5: Provide ongoing support to faculty

- Increased faculty enrollment at MIT childcare centers on campus from 31% to 41%.
- Created a salary program for faculty and staff consistent with current economic conditions and budget reductions.
- Provided data for the Faculty Race Initiative report.
- Selected new vendor to provide enhanced resource and referral work-life services for MIT community through the Center for Work, Family and Personal Life.

Personnel

Administrative Staff: 3

- Learning and development specialist, Organization and Employee Development
- HR specialist, Benefits

Support Staff: 3

- HR representative, Benefits
- Administrative assistant II (term position), Administrative Team
- Administrative assistant II (term position), Benefits

Transfers In:

- Program coordinator, Center for Work, Family, and Personal Life
- Human resources officer, Employee Relations/Labor Relations
- Senior administrative assistant

Transfers Out:

- HR specialist II, Staffing
- Learning and development specialist, Organization and Employee Development
- HR representative II, Benefits

Terminations: Ten HR employees terminated; four out of ten were due to layoffs (three in FY2009, one in FY2010)

Promotions: One promotion and one reclassification

As of June 1, 2010:

Administrative staff, females: 81%

Administrative staff, minorities: 15%

Support staff, females: 83%

Support staff, minorities: 27%

Human Resources updated all job descriptions as of September 2010.

Alison Alden

Vice President for Human Resources and Equal Opportunity Officer

More information about Human Resources at MIT can be found at <http://hrweb.mit.edu/>.