

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.

HR's 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 accomplishments of fiscal year 2012 in relation to the six strategic goals of Human Resources.

Goal 1: Enhance the health and well-being of MIT faculty and staff

- Opened Technology Children's Center at North Court, in Building 68, with seven new childcare slots. Continued planning for a new 126-slot childcare facility for children of MIT faculty and staff (scheduled to open in 2013)
- Designed and convened new Institute-wide Employee Benefits Oversight Committee

Goal 2: Collaborate to deliver and communicate customer-driven products and services that enrich the employee experience

- Completed two union contract negotiations
- Launched PensionConnect, a new, enhanced MIT pension customer service technology and call center
- Designed and delivered MIT's first-ever total compensation statement to faculty and staff
- Re-wrote and re-designed MIT's jobs and compensation websites

Goal 3: Develop talent and increase performance of individuals, groups, and leaders

- Designed and implemented the first employee engagement survey to all areas under the executive vice president and treasurer
- With the Training Alignment Team, completed and implemented phases one and two of enterprise learning.

Goal 4: Advance the understanding of staff diversity and inclusion and promote systemic changes in practices and processes

- Partnered with faculty and staff on Institute-wide diversity summit with more than 280 attendees
- Developed strategy to formally create employee resource groups (also known as affinity groups) at MIT

Goal 5: Minimize risks by ensuring compliance with legal, regulatory, policy, and labor requirements

- Revised Form I-9 process for all faculty and staff
- Updated the personnel policy manual, including a new look and feel
- Revised the following sections of the personnel policy manual:
 - Performance management: probationary period, performance reviews, discipline or corrective action, and termination
- Revised the following sections of Policies and Procedures:
 - Privacy and disclosure of personal information
 - Use of information technology resources
 - Retirement of faculty and staff members

Goal 6: Optimize total compensation and short- and long-term costs related to pay and benefits

- Completed design of MIT's pension changes for faculty and staff hired on or after July 2, 2012
- Implemented new prescription drug program for MIT retirees (Medicare Part D), resulting in \$2.5 million in savings for the Institute
- Designed and communicated benefits dependent eligibility documentation process.

Alison Alden

Vice President for Human Resources and Equal Opportunity Officer