

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 priorities and accomplishments in FY2009 are highlighted below in relation to the five strategic goals of the department.

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

- New dental coverage for MIT retirees has been implemented. More than 400 retirees enrolled in this program, along with 200 of their dependents.
- New voluntary auto and homeowner's insurance was introduced at discounted rates.
- Faculty enrollment at MIT child care centers increased from 22 percent to 31 percent, and the faculty waiting list decreased by over 40 percent (from 72 to 52). The Center for Work, Family & Personal Life established the faculty-led Child Care Task Group as a subcommittee of the Council on Family and Work, providing a structure for faculty input and recommendations on child care issues.
- HR remained on schedule to meet all new health and welfare legislative compliance deadlines: impact analysis, financial analysis, and modeling have been completed with respect to Mental Health Parity Act compliance; compliance alternatives have been identified; and COBRA and fair share contributions have been completed.
- A new long-term disability program has been implemented.

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

- The 401(k) platform was redesigned, with new fund managers approved and new index and life cycle funds added. Rollout is scheduled for fall 2009.
- HR updated working notices, created furlough policies, and reviewed justifications for all layoffs in departments, labs, and centers (DLCs), including statistical analyses. Individual employees were counseled. In addition, the department conformed layoff policies to practices in specific areas (important for cost recovery), gaining more consistency; reduced risks of complaints of unfair treatment; and provided a suite of job search services focused on the external job market to employees on layoff notice.
- HR Operations provided significant leadership to the Office of the Vice President for Finance (VPF) in analyzing issues to improve Payroll organization, creating recommendations for a new structure and supporting the new Payroll director in his transition.

- A first-ever Staff Links website has been created to augment the MIT homepage, providing a new resource to help meet staff needs more effectively and efficiently.
- General Benefits customer service has been dramatically improved through the creation of a new Client Services team. Service standards were established, and a formalized reporting structure for monitoring metrics was implemented. Email inquiries were streamlined for more efficient response times.
- HR Benefits and VPF formed a strategic partnership to conduct vendor enrollment data reconciliations, which will result in premium recovery and savings in monthly administrative fees.

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

- Under the sponsorship of the Training Alignment Team (TAT), HR partnered with the Office of Sponsored Programs and VPF to design new integrated sponsored research administration and payroll curricula, including targeted audience and learning objectives.
- More than 100 employees participated in the Essentials of Managing, Managing for Excellence, and L2L programs, and more than 20 employees attended the new Administrative Officer Fundamentals Program.
- Approximately 800–900 seats were filled for professional development open enrollment classes.
- The department updated the training guide and layoff materials for managers and provided training to approximately 125 managers conducting layoff meetings.
- The performance development website was launched.

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

- HR coadministered the Diversity Congress and created a post-Congress project plan.
- Institute-wide “diversity dialogues” were created and administered.
- The department assisted with diversity and inclusion programs offered through the School of Humanities, Arts, and Social Sciences and the School of Architecture and Planning and brought national diversity and inclusion speakers to campus.
- A Diversity and Inclusion category was added to the Excellence Awards lineup.
- A robust diversity and inclusion section was developed for the new faculty website.

Goal 5: Provide ongoing support to the faculty

- HR supported the Office of the Provost by instituting a faculty pay program aligned with current economic conditions and budget reductions.
- The department supported data collection for the Race Initiative, the Integrated Postsecondary Education Data System Survey, the Microsystems Technology Laboratories Task Force, and the Supplement Task Force.
- A one-of-its-kind faculty work/life website was launched.
- A Faculty Renewal Program for the Office of the Provost was rolled out.

Personnel

The following administrative staff positions were filled in FY2009: assistant manager of labor relations, instructional designer for TAT, senior benefits analyst, director of staff diversity, retirement plans manager, and senior financial analyst. The support staff was strengthened with the hiring of an HR representative I (Benefits) and an HR representative II (Benefits). Joining the department as transfers-in were an administrative assistant II and a senior administrative assistant.

There were five promotions in HR, two from support staff to administrative staff. Five layoff notices were given.

As of June 1, 2009, women accounted for 74 percent of the administrative staff, and minorities accounted for 18 percent. The corresponding figures for the support staff were 79 percent and 32 percent.

Human Resources is updating all job descriptions with a due date of September 2009.

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/>.