Stephanie VonBacho, M.S., RN, NEA-BC to Lead the New Center for Workplace Learning and Development

As the new senior director of learning and development, Stephanie brings almost 3 decades of clinical, educational, and administrative experience to her new role charged with ensuring learning opportunities align with the vision and strategic goals of the organization. Reporting to Kathy Gallucci, associate vice president for Human Resources, and Pat Witzel, RN, M.S., M.B.A., NEA-BC, FNAP, Strong's chief nursing officer, Stephanie will work with education leaders on initiatives related to patient care, quality, safety and compliance, and human resources to promote optimal coordination of efforts for the design, implementation and evaluation of training and development. Read more about her exciting plans for the future.

Performance Review Time: What You Need to Know

Over the next several months departments should be preparing annual performance evaluations and assessments. University Policy #194 on Performance Evaluation provides information about the timing and purpose of annual performance assessments as well as other guidelines. For staff completing performance evaluations in MyPath, the self-assessment period opened February 13; self-assessments must be completed by March 13. Access guidelines and steps involved in the performance management process here.

Policy 115 Update Announcement from HR and EH&S

With the wintry weather upon us, please take the time to review the recent updates to Personnel Policy 115 — Procedures for Attendance That May Be Affected by Severe Weather Conditions and Other Emergencies. This policy has been combined with and replaces Personnel Policy 321 — Absence for Emergency Reasons. Updated Policy 115 provides clarity on payroll procedures and mirrors the information on the Environmental Health & Safety website for Emergency Management which notes only those at the highest level at the University have authority to curtail services. For questions regarding this policy update, please contact your HR Business Partner. For questions about the EH&S Emergency Management Severe Weather Plan, please contact EH&S at 275-3241.

Watch for Required Annual Non-Harassment Training Rollout

NYS Education Law and the Violence Against Women Act amendments to the Clery Law require all University-paid faculty and staff to participate in this harassment and discrimination in the workplace training. Completion of this program is an annual requirement for employment at the University, and as such, faculty or staff members who do not complete the course by the deadline will be ineligible for wage and salary increases this year; it must be completed even if you participated last year. Key topics of this 45-minute training concern issues of sex-based harassment and identifying and reporting inappropriate behavior. The course rollout is March 1 and should be completed by April 3. Faculty and staff will receive an e-mail notifying them of this requirement.

Black History Month Events

Many events are scheduled in celebration of Black History Month. Check them out at http://www.rochester.edu/diversity/celebration-months/black-history-month/.
Strong Staffing Member Lauded for Quick Thinking

In late January, Strong Staffing member, Shirley McCullough, was working the night shift in the ED parking lot as a temporary Parking Representative. Noticing a car had pulled into the lot, but the occupant did not get out, she quickly walked to the car and saw the occupant had passed out. She tried opening the door and banging on the window with no success so Shirley then ran and found a Public Safety person who was able to break the window. The car’s occupant was not breathing. A Public Safety member performed CPR and the car’s occupant was revived. While others received recognition for their role, Shirley’s important part in the incident was not mentioned. As a result, she will be recognized at the February 16 URMC Board meeting for her alert observation and quick actions. Well-deserved congratulations to Shirley!

HR Staff Announcements

Candace Bush (HR Management System) will celebrate 10 years of service on 2/26/17. Congratulations!

Benefit Highlights

Financial Health Bite Seminar — Preventing Identity Theft

The Benefits Office invites you to attend an informational seminar on Wednesday, February 22, to learn about the different types of identity theft, how to prevent your personal information from being stolen, and what steps to take if you are a victim. Conducted by a representative from Advantage Federal Credit Union, this seminar will be held from noon to 1 p.m. in College Town, 44 Celebration Drive (2nd floor, Room 2007AB). Guests and lunches are welcome. Registration is required.

America Saves Week Starts February 27

Help get your future off the ground by saving now! Check out the TIAA live webinars on a range of financial topics and visit http://tiaa.org/schedule now or call 800-410-6497 to set up a one-on-one consultation.

IRS Tax Form 1095-C

Prior to the March 2, 2017, deadline the University will mail IRS Form 1095-C to all employees who were offered University health care coverage in 2016. These forms will verify the employee’s 2016 coverage and can be submitted as proof of coverage if requested by the IRS. However, these forms are not required when employees file their 2016 tax returns. Employees with questions can read the IRS FAQs or contact the Benefits Office at 275-2084.

Healthy Teeth, Healthy You!

Did you know oral health is linked to overall health? Maintain good dental health in 2017—visit your dentist! Administered by Excellus BlueCross BlueShield, the UR’s Traditional and Medallion dental plans cover preventative services such as cleanings, oral exams and x-rays at 100% without being subject to a deductible, as long as your dentist is in the Excellus BlueCross BlueShield network. Learn more about other covered services by viewing the Benefit Office Dental Plans website.

Events/Activities Calendar

Benefits offers a variety of sessions for improving and maintaining your well-being. View a printable calendar version of February’s sessions or customize your calendar view on the Well-U website. Click here to access Health and Wellness articles and events.

Contacting HR Intercom: HR Intercom is distributed through @ Rochester on a ten-month basis: January through July and September through November. If you have comments or questions about HR Intercom, please contact: gina.radlo@rochester.edu