



UNIVERSITY of  
ROCHESTER

# HR Intercom

October 2017

University of Rochester Office of Human Resources

*The purpose of HR Intercom is to reinforce the partnership of the Office of Human Resources with all University departments by keeping the University community informed of HR policies, programs, issues, and points of interest.*



HR  
Spotlight

## Martin Luther King Jr. Day 2018 Will Be a University Holiday

The University will recognize Martin Luther King Jr. Day as a University holiday starting in 2018. This coming year it falls on **Monday, January 15**. All schools and administrative areas at the University and the Medical Center will be closed. Medical Center divisions should follow their normal holiday procedures. Wednesday, January 17, is the first day of spring semester classes in the College.

This past year, the University's Presidential Diversity Council explored the possibility of making Martin Luther King Jr. Day an official University holiday beginning in the 2017–18 academic year. The HR policy ([Holidays Policy 330](#)) has recently been updated to reflect the change, and faculty and staff can now take advantage of the holiday to attend community programs or participate in service projects to honor the civil rights leader.

The University will follow the standard holiday policy for staff required to work that day. Hourly staff members who work the holiday will receive holiday premium pay, while those that do not will receive a paid holiday. Talk to your manager, supervisor, or [HR Business Partner](#) with questions or concerns.

## Daylight Saving Time Ends

At **2:00 a.m. on Sunday, November 5**, clocks are moved **back** one hour to mark the end of daylight saving time. Nonexempt (hourly paid) staff on duty when standard time goes into effect will work an additional hour on their shift. These nonexempt staff members must be paid for all time worked, and the additional hour worked must be counted in determining the number of hours worked during that week. If the total hours worked for the workweek are greater than 40, overtime applies. [Read more...](#)

## HTYAP Students Have Busy Summer and Early Fall

Healthcare Technology Youth Apprenticeship Program students got off to a busy start this summer and early fall as they helped with many community outreach events and participated in continuing learning opportunities to broaden their perspective on available opportunities. HTYAP also proudly received the "Making a Difference Award" at the Rochester Black Physicians Gala in September at which Mayor Lovely Warren presented each student with a Certificate of Special Mayoral Recognition for their participation, dedication, and commitment. [Read more](#) about the activities of this outstanding group of young people.

## NYS Election Day Rights/Responsibilities

As a registered voter, an employee may take up to two (2) hours at the beginning or end of their shift, with pay, to allow time to vote **IF** there is not sufficient time outside their working hours to vote. The attached [notice](#) which must be posted in your department 10 days prior to an election, defines "sufficient time" as well as the prior notification the employee must give to their employer. Please direct questions to your [HR Business Partner](#).

## UR, HR Teams Hammer It Home for Flower City Habitat for Humanity (FCHF) Women Build

This year the UR's Office of Human Resources along with additional University departments spearheaded the Habitat for Humanity Women Build project. The initiative was started by Janice M. Holland and Larry Ansini who collaborated on the "Get Involved" community campaign from the Staff Diversity and Community Engagement division. Larry, a true champion, had this to say: "The support for FCHF and Women's Build has been outstanding. As the Champion of 4 teams, I would greatly appreciate any celebration of their efforts to include everyone. This would include Janice and her team – The Melioras – and the 4 teams I was involved in – Dream Builders, Hammer It Home, Los Alamos(t) Engineers (Mechanical Engineering), and UR Home (Univ IT).

We should also mention that we collectively raised over 7k dollars which was over 10% of the community goal. What efforts!!” [Read more and view pictures...](#)

### Guidelines for Using Fire Extinguishers

Environmental Health & Safety has posted [guidelines](#) for proper use of fire extinguishers on their website. The only time a fire extinguisher should be used to fight a fire is if the fire department has been notified; there is a clear exit behind the person using the extinguisher; the fire is small, self-contained, and not spreading rapidly; and you have received fire extinguisher training within the last year. To schedule fire extinguisher training, call the Fire Marshal’s Office at X5-3243. Online training is also available through [MyPath](#); search for *EHS Fire Extinguisher Training 2017*.

### HR Staff Announcements

**Kaitlyn Crawford** (Benefits) was hired 10/4/17 as a Senior HR Assistant.

**Lindsey Schlegel** (Benefits) was hired 10/4/17 as a Senior HR Assistant.

**Kristin Webb** (Benefits) transferred effective 10/16/17 to the position of Manager of Executive Benefits.

**Ajda Turmen** (Benefits) will start 10/23/17 as a Representative I.

**Bernie Jurczak and Doris Ludek** (HRMS) both celebrated 15 years of service on 10/9/17.

**Congratulations!**

## Benefit Highlights

### Benefit Forms

For up-to-date Benefit forms, please visit the Benefit office [forms page](#), for current documents.

### Basic Estate Planning–It’s For Everyone!

The Benefits Office invites you to an informational seminar to learn about estate planning—a process in which individuals specify how their assets should be managed during their lifetime and after their death. Also learn about basic estate planning tools such as wills, trusts, and healthcare directives, that help protect you and help create a legacy for your loved ones. This seminar will be conducted by a representative from TIAA. Guests and lunches are welcome. [Registration](#) is required.

### National Retirement Security Week!

Oct. 16-20 highlights how knowing the basics about saving for retirement and retirement income can help you feel secure about your future. To get started, visit [TIAA.org](#) and see what you can do to create your personal success story.

### Preparing for 2018 Open Enrollment, November 1-15, 2017

Open Enrollment provides you with the opportunity to re-evaluate your current Benefit plans and figure out if they will continue to be the best fit for you and your family in 2018. Review your 2017 claims to see how much you spent for the overall year on your [ExcellusBCBS](#) or [Aetna](#) account, mark your calendars for one of the upcoming [Open Enrollment Benefit Sessions](#) and keep an eye out for Open Enrollment materials in your mailbox.



## Health & Wellness HR Intercom October 2017

### Flu Shots Offered Near You

Don’t have time to go to the doctor or stop at your local pharmacy? Take a look at the list of Well-U sponsored flu [clinic locations](#) for 2017 and get your flu shot checked off of your to-do list while you’re at work!

### PAWsitve Attitude

Well-U brings therapy dogs to the Memorial Art Gallery from 11:30 a.m. – 1:00 p.m. on Wednesday, **October 18**. Don’t miss the chance to stop and get some much-needed puppy love before you finish the rest of your day. No registration required.

### Last UR Farmers Market of the Regular 2017 Season

**October 18** is the last market of the regular 2017 season. If you need to grab some honey, pickles, pasta or cider, be sure to stop in at the Flaum Atrium from 2:30 p.m. - 5:30 p.m.

Mark your calendars! The Farmers Market will return for **2 holiday markets** on **November 15** and **December 20**. Sign up for the [Farmers Market newsletter](#) to stay up-to-date with the latest UR Farmers Market happenings.

## Are You a Working Parent?

It takes a village to raise a child, and the U of R is a part of that village. Well-U encourages working parents to join your co-workers at the monthly Working Parents Support Group. This month's meeting will be held Monday, **October 23**, from 12:30 p.m. - 1:30 p.m. in the Medical Center. Whether you want to ask for advice, talk about balancing work and family, or just listen, everyone is welcome and leaves feeling better about themselves as a parent. [Enroll online.](#)

## EAP Supervisor Training: Rethinking Work-Life Balance

Well-U partners with Life-Work Connections/EAP to offer this 5-part supervisor training series for managers and supervisors. Topic #3, Rethinking Work-Life Balance, will be covered on Tuesday, **October 24**, from noon to 1 p.m. and will examine our current perspectives on work-life balance while taking time to learn from the Millennial generation's cutting-edge ideas about the topic. Supervisors may sign up for one or all sessions of this series on [MyPath](#)

### 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](mailto:gina.radlo@rochester.edu)

## Health Tip:

### Do You Know the Signs of Depression?

Depression is more than just being sad. It is a mood disorder which combines physical and mental symptoms that represent a significant change in a person's typical functioning.

The World Health Organization estimates depression affects more than 350 million people worldwide. And since symptoms of depression can vary and at times be subtle, it can easily be overlooked and/or neglected. If you are concerned that you or a loved one may be experiencing depression, here are some signs to look for:

- Persistent sadness
- Loss of interest or pleasure in activities
- Significant changes in weight
- Disrupted sleep
- Decreased energy
- Negative feelings about self
- Difficulty thinking
- Suicidal thoughts or actions

It's important to know the symptoms described above are common human experiences that for the most part in and of themselves do not automatically indicate someone is depressed. There is a greater likelihood someone is depressed if they experience many of these symptoms for an extended period of time.

If you or a loved one have questions or concerns about any of these symptoms, it's a good idea to seek help and advice from a medical professional. One easy place to start is with your doctor. [Eligible](#) individuals may also contact [Behavioral Health Partners](#) (BHP) to set up an appointment to meet with a mental health professional who can accurately assess your symptoms and make recommendations for treatment. You can reach BHP by calling (585) 276-6900.

*BHP is part of the [YOURhealth employee wellness program](#), offering [eligible](#) employees, their spouses or domestic partners, and their covered dependents age 18 and over, mental health services for stress, anxiety, and depression.*