HYTAP Students Continue to Make a Positive Impact

As part of their URMC experience to broaden their work/leadership capabilities and share the opportunities of being a part of The Healthcare and Technology Youth Apprenticeship Program with community peers, HTYAP students organized and presented their 2nd annual youth conference, "It's Our Time for Positive Impact" on April 29. Attended by 116 community students from 11 to 20 years of age, the HTYAP members facilitated breakout sessions and all had the opportunity to hear a keynote address presented by 12-year-old Jeremiah West; co-founder of Champions of Change, Inc., a nonprofit organization dedicated to doing “little deeds that have a huge impact” within the community. Jeremiah spoke on the importance of making a positive impact and preparing for your future. Read about the interesting topics and motivational information shared at this outreach event for young members of the Rochester community.

Annual Staff Awards Recognize Outstanding Service

Recipients of the annual Witmer, Meliora, and Staff Community Service Awards for 2017 were recently honored at a reception in the Evarts Lounge of Helen Wood Hall and at the May Board of Trustees meeting. HR’s Peg Lee (scroll down to view), Sr. HR Business Partner, was a Witmer Award for Distinguished Service recipient. The HRMS (Human Resources Management System) team (scroll down) received the Meliora Award exemplifying the University’s motto. The outstanding contributions of all this year’s honorees plus photos of the awards reception are located on the HR website.

HR Outstanding Achievement Award

The Office of Human Resources annually selects an HR employee to receive the Human Resources Outstanding Achievement Award. HR selection committee chair, Melissa Ritzenthaler, and Tony Kinslow, Associate Vice President for HR and Chief Human Resources Officer, are pleased to announce this year’s recipient is Taylor Brodell, Manager, Retirement Program, Benefits Office. Congratulations to Taylor! Read about the qualities Taylor exemplifies. (Pictured: Michele Hill, Director University Benefits; Taylor Brodell; and Tony Kinslow.)

Summer Holidays and Pay Implications

The summer holiday season begins later this month with Memorial Day. Supervisors are reminded to review University Policy 330 (Holidays) for guidance as to who is eligible, what to do in the event an hourly employee has to work the holiday, or what happens if an employee is on Short-Term Sick Leave.

Volunteers and Unpaid Interns: What You Need to Know

Summer is a popular time to be approached by those looking for an internship or volunteer experience. When bringing on a volunteer or unpaid intern, there is more to consider than the individual simply agreeing to be unpaid. The State and Federal Departments of Labor have very specific rules regarding the duties that can and cannot be performed by these individuals. Consult with your HR Business Partner along with a review of the duties as compared with Policy 126 (Use of Volunteers) before committing to a volunteer or internship experience.

A Dialogue With Dr. Frederick Jefferson

Recently at the Genesee Valley Club, seven underrepresented women from across the University enjoyed a dialogue with the incomparable Dr. Jefferson and shared in his wisdom on honing leadership skills and how to manage those skills in this large organization and the communities we serve. Read about the wisdom Dr. Jefferson shared.
Meal Periods – Unpaid and Paid (University Policy 172)

It is the University’s intent, consistent with New York State law and University Policy #172, that **ALL** employees (whether hourly or salaried, and including student employees), receive an unpaid 30-minute uninterrupted meal period when they work a shift of more than 6 hours. In the rare instance that an hourly paid employee has missed his or her meal period and/or when the employee’s meal period has been interrupted for work purposes and the employee otherwise was not provided another 30-minute uninterrupted meal period in the same shift, an override is required in HRMS. If you are a supervisor, you are responsible for ensuring your staff members receive an uninterrupted meal period which may mean finding alternate solutions to ensure coverage during meal periods. Read more about this topic’s guidelines.

**HR Staff Announcements**

**Zachary Arnold** (Talent Recruitment Division) transferred from the Medical Ctr. to HR effective 6/1/17 as Associate Director for Talent Recruitment.

**Zachary Beattie** (Benefits—Post Retirement) was hired 5/8/17 as a Sr. HR Assistant.

**Christopher Clark** (Learning and Development), Sr. Analyst/Programmer, transferred 5/1/17 from the Medical Ctr. to HR.

**Graziella (Gracie) DiCesare** (Admin. Services and Employment) celebrated 15 years of service on 4/29/17.

**Deanna Donohue** (Employment Services) was hired 5/2/17 as a Sr. HR Assistant (Liaison for Campus Hires).

**Carolyn Kunz** (Learning and Development), Sr. Analyst/Programmer, transferred 5/1/17 from the Medical Center to HR.

**Shaun Lewis** (Learning and Development), Software Specialist, transferred 5/1/17 from the Medical Center to HR.

**Cynthia Sessions** (Equal Opportunity Office) was hired 4/24/17 as a Secretary IV.

Congratulations!

**Benefit Highlights**

**Retirement Program Breakpoint Updated Effective July 1**

The breakpoint for the University’s Direct Contribution to the Retirement Program will be updated effective with the plan year beginning 7/1/17. The direct contribution is 6.2% of base salary up to the breakpoint, plus 10.5% of base salary in excess of the breakpoint, up to the IRS limit. The breakpoint will change from $54,087 to **$55,623**. The IRS limit will increase to $270,000.

**Financial Health Bite Seminar — Budgeting**

The Benefits Office invites you to attend an informational seminar to learn how to establish a budget, including identifying realistic spending habits, to ensure you meet your short- and long-term financial goals. A representative from Genesee Regional Bank offers this seminar Wednesday, May 24, from 12 noon -1:00 p.m., in College Town, 44 Celebration Drive, Room 2007AB (2nd floor). Guests and lunches are welcome. Registration is required.

**Financial Health Bite Seminar — Know Before You Close**

The Benefits Office invites you to attend an informational seminar for anyone who wants to own or sell a home. This seminar can answer the questions you don’t even know to ask. You will learn what you need to know before you buy, owe, sell or sign. A representative from the Mortgage Bankers Association offers this seminar Wednesday, May 31, from 12 noon - 1:00 p.m. in College Town, 44 Celebration Drive, Room 2007AB (2nd floor). Guests and lunches are welcome. Registration is required.

**Health and Wellness Activities/Events**

Benefits offers a variety of sessions for improving and maintaining your well-being. View a printable calendar version of May’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