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 Training: Management Essentials**

Attention Supervisors and Managers! HR sponsors training and development opportunities through a leadership program designed to help build the foundation of knowledge that you, as leaders, need to understand to be successful. *Management Essentials: HR Fundamentals, Regulatory and Compliance* in-classroom training will help you learn about regulatory and compliance issues as they relate to policies and procedures you need to be aware of in your role, department, and throughout the University. [Session details/registration](#) are available to all managers and supervisors.

**Time Reporting Highlights**

The primary U.S. wage-hour law is the Fair Labor Standards Act (FLSA) which establishes minimum wage levels, overtime pay rates, recordkeeping requirements and child labor standards. To comply with the various aspects of the law, the University has established time capture guidelines and guiding principles. Supervisors and managers are encouraged to read a helpful [summary](#) of the various aspects of implementing the law.

**HTYAP Students Have Busy Spring**

HTYAP (Healthcare Technology Youth Apprenticeship Program) students organized and conducted a citywide youth conference, *A New Generation of Success*, that was well received. In addition, they broadened their horizons through an experiential field trip to historically black universities in Virginia. [Read more](#) about these events as well as the recent recognition of group members.

**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.

**Annual Staff Awards Recognize Outstanding Service**

Recipients of the annual Witmer, Meliora, and Staff Community Service Awards for 2016 were recently honored at a reception in the Evarts Lounge of Helen Wood Hall and at this month’s Board of Trustees meeting. HR’s [Larry Ansini](#), Director of University Compensation, was a Witmer Award recipient. Award parameters and the outstanding contributions of all this year’s honorees plus photos of the April 27 awards reception are located on the [HR website](#).

**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.
HR Staff Announcements

Janice Holland (Organizational Development & Staff Diversity) will celebrate 15 years of service June 25. Congratulations!

Benefit Highlights

Financial Health Bite Seminar – Refinancing Your Mortgage
The Benefits Office invites you to attend an informational seminar Wednesday, May 18, to learn about refinancing your home loan to a lower interest rate, or to a shorter/longer term, which may help you reduce your monthly mortgage payment and/or the amount of mortgage interest you pay over time. A representative from Wells Fargo bank will conduct this seminar to be held from noon -1:00 p.m. in College Town, 44 Celebration Drive (2nd floor- Room 2007AB). Guests and lunches are welcome. Registration is required.

Tuition Reimbursement Reminder
To ensure tuition reimbursement, proof of tuition cost, tuition payment and successful course completion all need to be received by the Office of Human Resources no later than 90 days following course completion. For more information, please visit www.rochester.edu/benefits/tuition.

Retirement Program Breakpoint to Be Updated July 1
The breakpoint for the University’s Direct Contribution to the Retirement Program will be updated effective with the plan year beginning 7/1/16 from $52,881 to $54,087. (The breakpoint is indexed annually based on changes in national average wages as reported by the Bureau of Labor Statistics.) 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 $265,000 IRS limit which will remain the same for the new plan year.

Retirement Program Receives 3rd Place – Plan Sponsor of the Year Finalist
The UR Retirement Program’s Financial Fitness Challenge held last fall, won third place for the Plan Sponsor Council of America (PSCA) Signature Award in the Financial Wellness category. The goal of the challenge—a collaboration between the University and TIAA—was to encourage employees to think about their benefits and retirement savings in a fun, innovative way while improving financial know-how. For more resources to help guide you on the path to financial success, check out Benefits new resource page on financial well-being.

Health and Wellness

Well-U Events/Activities Calendar
May’s calendar lists many Well-U events and activities for improving and maintaining your well-being. View a printable calendar version or customize your calendar view on the Well-U website. To access Health and Wellness articles and events, click here.

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