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.

Spotlight

Preparing for Open Enrollment

Preparing to make your benefit elections during open enrollment (November 1-15, 2018) can be a challenge. With many things to consider, the more informed you are about your benefit options and the enrollment process, the more confident you will feel during this time. If you feel as though you could use some help, we encourage you to attend a Q&A Session, Webinar, or Help Session and contact Ask URHR via phone or email. Use the detailed list below to help you decide which help option is the best for you:

- **Q&A Sessions**: These sessions are designed to allow employees to stop in and have their questions answered, in person, by a Total Rewards representative or a representative from one of our benefit vendors. The full schedule of Q&A sessions can be found here and registration is not required.
- **Webinars**: Listen live or on-demand, whichever works best for you! Our open enrollment webinars review all of the benefit options, the enrollment process, and if you listen live, you can get your questions answered by a Total Rewards representative via the chat feature. Webinar dates and details can be found here and attendees MUST register.
- **Help Sessions**: If navigating the online election process is not for you or you don’t have a computer of your own, do not worry! Help Sessions allow employees to stop in to the Office of Total Rewards and make benefit elections with a Total Rewards representative nearby to answer any tricky enrollment questions that might come up! Three sessions are being offered and the schedule can be found here.
- **Ask URHR**: Still have questions about your benefits elections or the enrollment process? Ask URHR is the place to start. Call 275-8487 or email ask-urhr@rochester.edu.

News

Daylight Saving Time Ends

At 2:00 a.m. on Sunday, November 4, 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. HRMS and Kronos time clocks will be automatically updated. If you have any questions, please contact your HR Business Partner.

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 HRBP.

Diversity Learning Series: Harassment and Discrimination Module Launching

The Diversity Learning Series will launch its second module on harassment and discrimination prevention soon. It builds on the implicit bias training launched in August. Watch your inbox for an email from Tony Kinslow with further instructions.

Decorate for the Holidays Safely

If you decorate your work area for the holidays, remember to do so safely by following the required guidelines for Medical Center and Patient Care areas and for River Campus and Off-Campus areas.

Are You Planning to Retire in December?

Don’t forget to reach out to the Office of Total Rewards! Please email retireebenefits@ur.rochester.edu or call (585) 275-2084 to get started. If you are NOT retiring in December, but thinking about a date in the near future, attend our next Informational Webinar on October 22nd. Register here and look out for upcoming events.
Manager's Tip

Recognizing and Engaging Employees
Employees want to feel appreciated, but a simple “Great job!” isn’t always motivating — especially if you say it all the time. When you want to praise someone for their work on a project, try being curious about how they pulled it off. You might say something like, “That was really impressive. Will you tell me how you did it?” By showing interest in the story behind the accomplishment, you honor the results as well as the person who reached them. You also get a view into how the person solves problems, what parts of the work they love, and what makes them feel proud — insights that can be helpful when making assignments. And if the employee suffered any personal costs during the work, acknowledge the toll it took. Whether they gave up time with family or bore the political risks of a highly visible project, talking about the costs will encourage the person to be honest with you in the future.


Learning & Development

UR Leadership Development Program
The end-of-year schedule of online and instructor-led classes is now posted on the HR website under the Learning and Development/UR Leadership Development Program drop-down. New and experienced managers are encouraged to enroll in classes to improve their professional knowledge, effectiveness in fostering a positive employee experience, and attaining organizational goals. As a reminder, to enroll in a class employees will need to log into MyPath and enter the class title in the Search box.

Unlocking the Power of Collaboration Across Health Care Teams
A new URMC-wide initiative called UR Pursuing Excellence harnesses the power of tightly organized, multidisciplinary teams, constant communication and protocols to reduce patient length of stay and readmissions and improve transitions of care at Strong Memorial Hospital (and, coming soon, Highland Hospital). The idea is to move away from silos and independent specialists and toward a system of highly functioning teams, led by physicians and nurse managers. It’s also an opportunity to elevate resident education and change the way quality and safety improvement efforts are integrated into clinical environments. URMC CEO Mark Taubman calls it “game changing.” Thirteen teams launched in January, and another 14 teams will begin this month. Read more here.

Diversity and Inclusion

Community Engagement Outreach
The Office of Human Resources — Staff Diversity, Equity, and Inclusion Excellence will partner with the City of Rochester’s Pillars of Hope program. “Pillars of Hope are underrepresented professionals who volunteer to visit city schools, share their experiences and provide positive support to the students.” The University group is part of the citywide Pillars of Hope program to serve as role models for students and to share our professional and personal stories of overcoming obstacles. As a volunteer Pillar, conversations may address many problems that plague students, including bullying, peer pressure, and low self-esteem. Also, we introduce and expose students to different careers in health care and higher education. The Pillars program is an early pipeline to the University of Rochester which is mutually beneficial.

We are currently recruiting university staff and faculty interested in becoming a University Pillar. The time commitment is 1 hour a month. Our assigned school is Adlai E. Stevenson School No. 29 – 88 Kirkland Road, Rochester, NY 14611. If interested, please email Cynthia Sessions at Cynthia.Sessions@rochester.edu for additional information.

Total Rewards

Think Long Term: National Retirement Security Week
Do you know how much money you will want to have saved by the time you retire? How do you compare to your peers when it comes to saving for retirement? How do you even know if you’re on track? October 21-27 is National Retirement Security week and in honor of this, TIAA has created a page of online tools to help you find out all of those answers. Check out their savvy saver page for some eye-opening retirement saving tools and tips.

Financial Health Bite Seminar – Basic Estate Planning
The Office of Total Rewards invites you to attend an informational seminar on Wednesday, October 24th from 12-1p.m. in the Medical Center to learn about estate planning, a process in which individuals specify how their assets should be managed during their lifetime and after their death. Here you will learn about basic estate planning tools such as wills, trusts, and healthcare directives, all of which help to protect you and create a legacy for your loved ones. This seminar will be conducted by a representative from TIAA and will wrap up with information from Hyatt Legal Plan representatives. Guests and lunches are welcome; refreshments will be provided. Registration is required.
October 17th - Last University Farmers Market of the Regular 2018 Season
The last Farmers Market of the 2018 regular season will be held today from 2:30-5:30p.m. in the Flaum Atrium. Stock up on all of your local favorites and stop by the Well-U table to enter the free raffle for a chance to win a Fitbit. Two Holiday Farmers Markets will be held in the upcoming months on November 14th and December 19th. Sign up for the Farmers Market newsletter to receive an email reminder the day before the Holiday Markets (we’d hate for you to forget)!

October 23rd - EAP Supervisor Series: Generational Differences
The 3rd topic of the Fall 2018 EAP Supervisor Series will be presented on Tuesday, October 23rd from 12-1p.m. in Helen Wood Hall. This presentation will discuss the positive qualities that different generations bring to the table, work-life balance, and more. Supervisors may register for one or all topics of the series in MyPath.

October 23rd - Weight Watchers Open House
Have you been thinking about joining Weight Watchers? Join Well-U and Weight Watchers for an Open House on Tuesday, October 23rd, from 11:30a.m. -12:15p.m. in the Medical Center to find out more about Weight Watchers and the at-work meetings offered at the University. Learn more about the University employee discount and 50% reimbursement on the Weight Watchers webpage and contact Well-U with any questions.

October 25th - Stress Eating
Join Well-U and Katie Schneider, Registered Dietician and Clinical Nutrition Manager of Food and Nutrition Services, as she explains what exactly stress eating is and provides tips and strategies to make healthier food choices while dealing with stress. Enroll online.

November 6th – Free Well-U Fitness Class Registration
As a University of Rochester employee, you have access to special wellness benefits, including free fitness classes, right where you work! The next session of Well-U sponsored fitness classes will be held November 12th – December 21st and online registration begins on Tuesday, November 6th at 9a.m.

HEALTH TIP
Sleep – maximize the benefits
Sleep involves the intentional reduction of mental and physical activity for a period of time. The ability to sleep provides the human body an opportunity to service itself, meaning that sleep is a way in which the human body heals itself on a consistent basis. Sleep attends to almost every tissue in the body and has a direct effect on hormones, immune system, cardiovascular system, appetite, cognitive function, and growth (NIH, 2017).

Sleep Hygiene
Sleep hygiene can be thought of as intentional behavioral methods which encourage healthy sleep patterns (Irish, Kline, Gunn, Buysse, & Hall, 2015). Because sleep hygiene surrounds individual choices, the ability to improve it are within our own control.

Sleep hygiene requires consistency and discipline. Below are some of the empirical areas of sleep hygiene offered by Irish et.al (2015) which may improve the quality of individual sleep and its restorative effects on the human body:

- Reduce bedroom noise
- Reduce and/or avoid caffeine prior to preparing for sleep
- Avoid nicotine and alcohol prior to preparing for sleep
- Exercise consistently
- Manage stressors
- Create a disciplined sleep pattern

Resources to explore:
- App for Meditation and Sleep: https://www.calm.com/
- Yoga Nidra - A technique studied in the practice of improving sleep quality, reduction of anxiety, depression (Datta, Tripathi, & Mallick, 2017): https://sleep.biomedcentral.com/articles/10.1186/s41606-017-0009-4

This tip is brought to you by Life-Work Connections/EAP, providing professional and confidential guidance at no cost for employees and their family members as part of Well-U. EAP will help assess issues and provide short-term counseling and referrals as needed.

References:


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