



# HR Intercom

July/August 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.*



## Reminder: Policy Against Discrimination and Harassment

The University is committed to maintaining a workplace and academic environment free from unlawful discrimination and harassment. In support of its efforts and commitment to equality of opportunity, [Policy 106](#), *Policy Against Discrimination and Harassment*, protects University employees, students, volunteers and visitors from unlawful discrimination and harassment based on age, color, disability, domestic violence status, ethnicity, gender identity or expression, genetic information, marital status, military/veteran status, national origin, race, religion/creed, sex, sexual orientation, or other status protected by law. Definitions of terms referenced in this policy as well as information on the complaint process are also included. Please review the policy and contact your [HR Business Partner](#) if you have questions.

## Independent Contractor vs. Employee

The Internal Revenue Service (IRS) has established stringent criteria which must be met for an individual to be considered an Independent Contractor. In most instances an individual performing services for the University will be classified as an employee as will current and former employees or those that perform the same or substantially similar duties as employees. More information is located in [Policy 122](#) and on the Corporate Purchasing [website](#).

## Guidelines Regarding the Rights of Nursing Mothers

Consistent with both Labor Law and University Policy, as an employer we are required to provide a reasonable break time each day to allow employees to express breast milk for nursing children. Please refer to the [Guidelines](#) on the application of this requirement.

## HR Staff Announcements

**Karen Cardinal** (Benefits), originally a Strong Staffing member, was hired 6/26/17 on a permanent PT basis as an HR Assistant.

**Katherine Cutter** (Benefits) was hired 7/10/17 as an HR Representative – Health Care.

**Melanie Williams** (Benefits) transferred from the HR Service Center 6/25/17 and promoted to Analytics Coordinator.

**Sylvia Seeley** (Employment Services) will celebrate 15 years of University service on 8/19/17.

**Peg Lee** (HRMC) on 7/6/17 celebrated 30 years of University service.

**Mark Truitt** (HRMC—Learning and Development) was hired 7/5/17 as a MyPath Technical Support Specialist.

**Amber Whitlock** (HRMC—Learning and Development) was promoted 6/1/17 to Project Director, Talent Management System.

**Kimberly Williams** (HRMS) was hired 7/10/17 as Director of HR Systems Optimization.

**Margaret O'Neill** (HR Service Center) was hired 5/15/17 as an HR Representative – Leave Administration.

**Janice Holland** (Staff Diversity) was promoted 7/1/17 to Associate Director of Staff Diversity and Community Engagement.

**Tasia McCullough** (Staff Diversity) was promoted 7/1/17 to Affirmative Action Manager.

**Derek Hudson** (Talent Recruitment) was hired 6/19/17 as a HR Representative – Recruitment/Staffing.

**Congratulations!**

# Benefit Highlights

## Making Changes to Your Benefits

A change in your life—like getting married, having a baby, or losing coverage—and other [qualifying events](#) may allow you to [make benefit changes](#) outside of Open Enrollment. If you need to change your coverage due to a qualifying event, complete a Qualifying Event Change form and return it to the Benefits Office within 30 days of the qualifying event (or within 60 days for Medicaid or CHIP eligibility events). Not sure what type of dependents are eligible to be covered on your plan? Read the [Who Is Eligible for Benefits](#) section of the *2017 Health Program Guide* to find out. If you have questions, please contact ASK-URHR at (585) 275-8747.

## Financial Health Bite Seminar—Strategies for a Healthier Financial Picture

The Benefits Office and EAP invite you to attend an informational seminar conducted by a representative from Consumer Credit Counseling Service (CCCS) of Rochester to learn about successful debt-repayment strategies, effective negotiation techniques, efficient cash-flow management, and more. This seminar will be held Wednesday, July 26, from 12:00 noon to 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—Refinancing Your Student Loans

The Benefits Office invites you to attend an informational seminar to learn about the options for consolidating your federal and private student loan payments. Conducted by a representative from Citizens Bank, this seminar is offered on two Wednesdays, August 2 or August 16, from 12:00 noon to 1:00 p.m. in College Town, 44 Celebration Drive, Room 2007AB (2nd floor). Guests and lunches are welcome. [Registration](#) is required.

## Wellness Activities/Events



### Events/Activities Calendar

Benefits offers a variety of sessions for improving and maintaining your well-being. View a [printable calendar](#) version of July's sessions or visit 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](mailto:gina.radlo@rochester.edu)