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.

News

Learn about the Human Resources Service Desk

The Human Resources Service Desk is a platform to communicate your concerns or questions regarding your employee information. Attend an open session on Monday, September 30, at 2:30 p.m. to ask questions and learn how to use the service desk platform. Register on MyPath and search for HR Service Desk Open Sessions.

Look Out for Upcoming Open Enrollment Communications

Information about 2020 benefits will be made available mid-October. Around that time, you’ll want to visit the Total Rewards website and pay special attention to @Rochester announcements. For now, we encourage you to enroll in e-delivery, or check to see if you’re already enrolled (you may have been auto enrolled in e-delivery when you were hired). Those enrolled in e-delivery will receive most Open Enrollment information via email, allowing you to receive the information faster and access it anywhere, anytime. To enroll, or check to see if you’re already enrolled, go to HRMS and follow the path Main Menu> Self-Service> Benefits> Elect E-delivery.

Guidelines for Using Fire Extinguishers

Environmental Health & Safety has posted guidelines for proper use of fire extinguishers. EH&S reminds the University community the only time a fire extinguisher should be used to fight a fire is when:

- The fire department has been notified.
- You have been trained on how to use a fire extinguisher within the past year.
- You know and understand the acronym P.A.S.S.
- There is a clear exit behind the person using the extinguisher.
- The fire is small, self-contained and not spreading rapidly.

To schedule live fire extinguisher training, call the Fire Marshal’s Office at x5-3243.

Online training is also available through MyPath – EH&S Fire Extinguisher Training 2019.

Manager’s Tip

Manager Training Available on MyPath

The Office of Human Resources is offering training sessions for managers related to managing hourly-paid employees. A recorded session is available in MyPath for managers to review when time allows. Please contact your HR Business Partner with any questions.

MyPath Training for Managers are also available for System Training and Reporting Training. Please visit the HR Service Desk if you have additional questions.

Learning & Development

Performance Goals Training Sessions

Are you new to the organization and will be participating in an upcoming review period? Do you find yourself frustrated with entering or updating your Performance Goals and/or Key Job Responsibilities? If so, please register and attend one of the Performance Goals Training sessions.

Leadership Training Now Available

September means “Back to School” and Learning & Development has got a seat for you in some of our new leadership training classrooms! Several new instructor-led and online modules are now available – register in MyPath for:

- Developing Your Direct Reports*
- Coaching for Development *
- Creating and Managing Performance Goals
- Labor Relations Training for Leaders
- Process Improvement for Leaders
EAP Supervisor Series: Overview of Leave Administration Plans

*Manager Tip: According to LinkedIn’s 2018 Workforce Learning Report, a whopping 94% of employees would stay at a company longer if it invested in their careers. Career development opportunities were also shown to be desirable in our recent employee engagement survey. Development is no longer an optional perk or reserved for only certain positions. It’s expected by today’s talent. Find out how to use talent development as a retention and engagement strategy with these two new and convenient online learning courses in MyPath.

Diversity and Inclusion

Staff Equity Officers Aim to Enhance Culture and Climate

The University of Rochester is proud to announce the formation of Staff Equity Officers (SEOs), a diverse group of staff that includes exempt, non-exempt, and union employees from across the University.SEOswill strive to enhance the culture and climate within all University worksites including the River Campus, the Medical Center, and all off-site locations and affiliates.

This role has been in development for nearly three years and kicked off eighteen months ago with the creation of the Staff Equity Officers Foundation Committee (SEOFC). The Foundation Committee members recommended those invited to become SEOs and planned a retreat to launch the program. The retreat focused on educating SEOs on the University’s obligations to Affirmative Action.

The SEO program is coordinated by the Office of Staff Diversity, Equity and Inclusion, whose goal is to help University staff to Learn, Grow, and Change.

To learn more about Staff Equity Officers, please contact Janice M. Holland or Kevin Beckford.

Total Rewards

Financial Health Bite Seminar - Personal Finance

The Office of Total Rewards invites you to attend a webinar to help you assess your current financial situation and take action toward financial wellness. Securian Financial will break it down into simple steps that help you recognize challenges and set goals. Two webinars will be offered on October 8 and 10. Register online to take charge of your finances and savings.

Register for the Walktober Challenge

Ready, set, and go! Walktober registration is now open. During this 31-day activity challenge (held the whole month of October) you’ll step closer to a brighter outlook, more restful sleep, and making walking a priority…for life. Get started by visiting Well-U; you may win big prizes.

Farmer’s Market

The University Farmer’s Market is held weekly on Wednesdays in Flaum Atrium from 2:30 – 5:30 p.m. Sign up for the Farmers Market newsletter for a weekly reminder with a fun health tip and information about Well-U’s giveaways and sample recipes.

Foam Rolling Class

Foam Rolling is a simple way we can help ourselves move. Join Well-U in the Medical Center on Tuesday, September 24 as they provide an overview of the benefits of foam rolling and ways to incorporate it into your daily life to improve posture and flexibility. Register online.

Health Tip:

Think Mediterranean (And Ward Off Disease)

Who doesn't want to live a long, healthy life? A few simple changes to your diet really can help prevent, or mitigate the onset or progression of chronic disease.

Recently, the World Health Organization (WHO) published recommendations for cognitive health, advocating that the Mediterranean-style approach to eating is recommended to ward off disease and maintain good health. Consider sticking to these simple guidelines for a healthier life:

- Fill your diet with mostly fruits, vegetables, legumes (lentils, beans), nuts and whole grains (oats, wheat, brown rice, millet, maize). Aim for at least 5 fruits and vegetables per day!

- Sugars should make up less than 10% of your total calories per day - that’s about 12 teaspoons. Sound like a lot? Aim for 6 teaspoons and reap even more health benefits! One serving of breakfast cereal contains approximately 6 teaspoons of sugar.
- **Fats**: should make up about 30% of total calories per day. Choose unsaturated fats (think fish, avocado, nuts, sunflower, canola and olive oils) instead of saturated fats (think fatty meat, butter, palm and coconut oil, cream, cheese, ghee and lard) and trans-fat (found in meat and dairy foods from animals such as cows, sheep, and goats).

- **Use less salt!** About 1 teaspoon of iodized salt per day is all you really need. Worried about your food tasting bland? Try adding fresh herbs, lemon, and cracked black pepper instead!

- **Alcohol**: Moderation is the key to good health! That means up to one drink per day for women (12 oz. of beer, 5 oz. of wine, 1.5 oz. of distilled spirits) and two drinks per day for men. This is not intended as an average over several days, but rather the amount consumed on any single day.

WHO also notes the importance of social engagement for wellbeing throughout life; all the more reason to share that healthy meal with family and friends.

For personal coaching and support to help you manage a chronic condition, consider partnering with a wellness coach from Well-U's condition management coaching program. Condition management coaching is available to eligible individuals as part of Well-U.

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