HR Intercom

June 2020

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

Retirement Contribution Changes

As recently announced, the University is making temporary modifications to the Retirement Program due to the financial effects of the COVID-19 pandemic. For fiscal year 2021, which begins on July 1, 2020, the University is changing the retirement contribution formula. The University will provide a 6.2 percent contribution up to a maximum compensation amount of $100,000.

As part of the University of Rochester Retirement Program, TIAA offers free virtual one-on-one consultation sessions to help you with your retirement and other financial goals. You can sign up for a session at tiaa.org/schedulenow or by calling 800-410-6497. You can also explore your contribution options and edit your voluntary contributions through your TIAA account at any time.

State Department of Labor warns of an increase in unemployment fraud

Criminals are taking advantage of the surge in unemployment claims by submitting false claims and collecting unemployment benefits using stolen identity data, which was likely obtained in a previous data breach. Many victims don’t know they have been affected until they apply for unemployment benefits. Some are receiving notification of a claim being opened in the mail. If the criminals have enough information to make an unemployment claim, they could also commit other forms of identity theft.

If you receive a letter about Unemployment Insurance benefits but have not applied, it’s possibly fraud. If you think someone may have used your identity to make a fraudulent unemployment claim, University IT suggests that you:

- Request and review your free credit reports for fraud and close any accounts you know have been tampered with.
- Check the status of your available online services and confirm your social security number has not been used to make an unemployment claim with New York State by logging into or signing up for a NY.gov ID.
- Be extra diligent about unexpected offers via email, phone, or text. If an offer seems too good to be true, it probably is. Trust your instincts, if something seems suspicious use extra caution.
- Follow good cybersecurity practices: Change your passwords regularly, do not reuse passwords, and use two-factor authentication when possible.

Employee Resources for Furlough

Employees who are preparing for furlough should visit our Employee Furlough Resources Site for employee resources and support including what to expect, information on benefits and where to go with questions. The Medical Center also has some specific resources available to employees on the intranet.

You may apply for unemployment benefits directly through New York State’s Department of Labor; extended benefits also may available due to the CARES Act. We know filing for unemployment may be new to you, so we’ve developed some resources to help. We know filing for unemployment may be new to you, so we’ve developed some resources to help; you can find them on the Employee Furlough Resources Site.

Manager’s Tip

Meal Periods (University Policy # 172)

Reminder

All employees (salaried and hourly paid), must be provided at least a 30-minute uninterrupted meal period after working more than six (6) hours. For hourly paid employees it will be automatically
deducted from time worked. DO NOT INTERRUPT AN EMPLOYEE DURING A MEAL PERIOD.

- "Uninterrupted" means no interruptions for any work reason.
- The 30-minute meal period is normally unpaid, but if employee does any work during that time (i.e. answers phone/page/questions, takes work to do, etc.), the entire 30 minutes must be paid.
- If the meal period is interrupted, employee must take uninterrupted 30-minute meal period at next opportunity available within the shift.
- If no uninterrupted 30-minute meal period is taken, the employee must make the appropriate notation on the exception log, so that the time deduction for the meal period can be cancelled. Any manager with knowledge of a missed meal period that is not recorded by the employee must ensure that it is recorded and paid.
- Employees beginning work before 11 a.m. and continuing past 7 p.m. must be provided an additional paid, uninterrupted 20-minute meal period.

Learning & Development

COVID-19 Safety Training

The Office of Human Resources Learning and Development Team is working to finalizing a module titled COVID-19 Safety Training for students, faculty and staff to outline safety controls while on campus. This short module will be available in MyPath and Blackboard with more details when it becomes available.

Diversity, Equity and Inclusion

Healthcare Technology Youth Apprenticeship Program Class of 2020

The Healthcare Technology Youth Apprenticeship Program (HTYAP) celebrated three high school graduates; Dylan Curry, Adamaris Lazu, and Jaylynn Pyatt-Ramos. Each student has completed the two-year HTYAP program and will graduate high-school this month. All three students have been awarded scholarships to attend college in the fall of 2020.

Dylan Curry will attend SUNY Morrisville College for nursing, Adamaris Lazu will attend the University of Pittsburgh for Rehabilitation Science, and Jaylynn Pyatt-Ramos will attend Nazareth College for nursing. We are incredibly proud of these students and look forward to celebrating their future. Special thanks to Khamera Rucker, Kevin S. Beckford, Arena Crues, and Susan Stafford for joining us in the vehicle convoy to celebrate these bright future leaders.

Total Rewards

University Home Ownership Incentive Program

To assist with the dream of home ownership, the University has teamed up with the City of Rochester and several banks/credit unions to offer regular full-time and part-time faculty and staff residents and fellows $9,000 toward the purchase of a primary residence. For more information, visit the University Home Ownership Incentive webpage and explore our qualifying neighborhoods for your new home.

Medicare and Your HSA

Employees who are nearing age 65 and currently contributing to a Health Savings Account (HSA) should begin to understand how their Medicare enrollment impacts their HSA eligibility and what options are available to them. The latest Total Rewards What You Need to Know blog provides reliable details to help employees best understand their specific situation and actions to consider.

HRMS Time and Labor Training Schedule

Training sessions for new timekeepers have been established for July 2020 – December 2020. New timekeepers are required to attend the 3.5 hour class and pass a competency test to access the timekeeping functions in HRMS. Current timekeepers may attend if they feel they need more training, but class size is limited and priority will be given to new timekeepers. Register in MyPath under HRMS: Time and Labor Training.

Upcoming Events

(Click links to register)

Well-U: Live Virtual Workout Workshop
Thursday, June 18

Join Well U’s lifestyle management team to learn how to create your own high intensity interval training (HIIT) workout to burn more calories, build more muscle, and make it your own.

Lifestyle Management Program - Stress Reduction (5 weekly sessions)
Mondays, June 22 – July 20

Gain practical skills to manage your stress, improve your relationships, find a healthier work-life balance, and refocus on your priorities in weekly Zoom sessions.

Lifestyle Management Program: Fitness 101 (5 weekly sessions)
Fridays, June 26 – July 24

Gain a better understanding of the various components of fitness, explore motivational challenges
to being more physically active, and learn how to prevent injuries in weekly Zoom sessions.

Please see the University Calendar for all updates to Well-U events and programs.

**WELL-U Health Tip:**

**Chronic disease and the current pandemic**

If the COVID-19 pandemic has shown us anything, it is that life can change quickly, and that we need to be able to adapt to the "new" normal to be prepared for the future. That truth applies to us all, but for those suffering from chronic diseases (especially high blood pressure, chronic lung disease, diabetes, heart disease, or any disease that compromises your immunity) there is another truth: COVID-19 puts you at higher risk. You may be more vulnerable, but there are steps you can take to manage your chronic disease and lower your risk.

So what exactly does managing your chronic disease mean? It means arming yourself with information and practical methods to keep yourself as healthy as possible. It empowers you to make informed decisions every day about what you do (and don’t do) that can:

- Minimize the signs and symptoms of the disease
- Reduce the chance of complications from the disease
- Slow the progression of the disease

The best way to tackle this in the middle of everything that is going on is to get help. Well-U has programs for individuals with chronic diseases, including those that put you at higher risk for COVID-19. What makes these programs special is that we are not only helping you gain important information about your chronic disease and master skills to help you manage it, we are helping you understand how to do this in the midst of the COVID-19 pandemic, where everything is different. Work with our coaches to:

- Get the most up-to-date guidance on how to manage your chronic disease.
- Recognize how the challenges of the COVID-19 pandemic may have affected you.
- Learn how to keep yourself safe and healthy when the methods you used in the past are no longer feasible (Need a little extra help with nutrition and activity? We have specialists who can help with that!)
- Understand how to manage the inevitable anxiety and stress this pandemic has caused.
- Acquire practical strategies to overcome barriers, old and new.

It has never been more important than it is today to take care of yourself. Let Well-U help! Condition management coaching is available in-person or virtually to eligible individuals as part of Well-U. Enroll today.

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**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*