



UNIVERSITY of  
ROCHESTER

# HR Intercom

November/December 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.*



## The University and HR Support Champions of Change Homeless Holiday Celebration

On December 10, the University, along with coordination by Human Resources staff, will host and sponsor the 2nd annual Champions of Change Homeless Holiday Celebration at the Staybridge Suites. A free hot meal, hygiene and dental bags, hooded sweatshirts, and winter wear will be provided to more than 100 men, women and children who are homeless—some who reside under the Rundel Library in downtown Rochester. “The University of Rochester is about Embracing the community it serves and providing a hand-up that builds hope in the hopeless and support to those less fortunate,” states Janice Holland, Associate Director of Diversity and Inclusion and Community Engagement.

Champions of Change, Inc. is a Rochester-based organization established by brothers Jeremiah and Joshua West—8 and 6 years old respectively when they started it—who are young social entrepreneurs with a mission to empower youth of all ages, cultures, and backgrounds to serve as “change agents” in their communities. Homeless Holiday Celebration events are held each year in locations such as Rochester, Buffalo, and New York City. This year our local Champions of Change, Inc. was surprised by The Ellen Show; please click [here](#) to view the video.

As part of the University’s Homeless Holiday Celebration sponsorship this year, the Office of Human Resources will be collecting [Personal Hygiene Kits](#) and seeking University volunteers ready to provide help on the day of the event. If you wish to sign up to volunteer, please contact [Cynthia Sessions](#) via e-mail or by calling 585-273-2598.

## Year-End Vacation Balances

A maximum of one year of accrued vacation can be carried over into 2018. Please remind staff to review their vacation balance on their online pay statement in the “Leave Balances” section. To assist employees with determining by how much they may need to reduce their balances, Time Keepers have access to a Vacation Analysis Report in HRMS (Main Menu > UR Reports and Interfaces > HR > Vacation Analysis) which displays the vacation balance, projected accruals, and carry-over cap for vacation-eligible employees. Questions? Please contact your [HR Business Partner](#).

## New Hire Orientation (NHO) Canceled Week of December 25

Staff New Hire Orientation will be canceled the week of December 25 and will resume January 2, 2018. Orientation for Thanksgiving week, November 20, 2017, will take place. Questions regarding NHO should be directed to your [HR Business Partner](#).

## Holiday Decoration Guidelines

The Fire Marshal’s Office reminds us decorations during the upcoming holiday season must adhere to certain guidelines to be nonhazardous. For more information, please view the guidelines for [Medical Center/Patient Care Areas](#) or [River Campus and Off-Campus Areas](#).

## Reminder

When a current faculty or staff member of your department passes away, please immediately notify the Benefits Office at x5-2087 and send a Personnel Action Form (PAF) to HR Administrative Services, Box 278955. Refer to [Policy 119](#), Death of a Faculty or Staff Member, for additional actions that may be necessary.

## HR Staff Announcements

**Suzette Evringham** (Admin. Svcs.) was hired 11/13/17 as an HR Assistant.

**Kari Lynn Hewitt** (Admin. Svcs. & Employment) will celebrate 10 years of service on 11/28/17.

**Karen Lindner** (Benefits) will celebrate 20 years of service on 11/17/17.

**Brianna White** (Leave Admin.) was hired 11/6/17 as a Senior HR Assistant.

**Pamela White** (Employment Svcs.) transferred into HR to a Senior HR Assistant (Liaison) position effective 11/6/17.

**Susan Yackel** (Benefits) will celebrate 25 years of service on 11/23/17.

**Congratulations to all!**

## Benefit Highlights

### Open Enrollment Ends November 15

2018 Open Enrollment is **ending today**. If you want to contribute or continue to contribute to an FSA or HSA, you **MUST** make an election—the 2017 enrollment will not roll over into 2018. However, your current Health and Dental coverage will continue for 2018 if you do not make a new election. Watch for your confirmation statement in the mail in December.

### Tuition Reimbursement Reminder

To ensure tuition reimbursement, proof of tuition cost, proof of payment and proof of successful course completion need to be received by the Benefits Office no later than 90 days following course completion. For more information, please visit the [Tuition Benefits](#) website.



## Health & Wellness HR Intercom November/December 2017

### Holiday Farmers Market Nov. 15

The UR Farmers Market is back for the annual November Holiday Farmers Market. Vendors from all around Rochester will provide a variety of fresh ingredients for your upcoming Thanksgiving meal. The market will be held **today, November 15**, in the [Flaum Atrium](#) from 2:30 p.m. - 5:30 p.m. Most vendors accept either cash or credit card.

### Well-U Brings Relaxation to the Workplace

Participate in a guided relaxation session **November 21** from 12:15 p.m. - 12:45 p.m. in College Town. During this half hour participants will be guided through a mindfulness exercise, causing an intense focus on the present moment that clears the mind of the stressors of everyday life. [Enroll online](#).

### Working Parents Support Group

Parents have the opportunity to ask for advice, talk about balancing work and family, and listen to others' parenting experiences during the monthly Working Parents Support Group meetings. This month's meeting will be held Monday, **November 27**, in the Northeastern Room from 12:30 p.m. - 1:30 p.m. Stop in throughout the hour as your schedule allows. [Enroll online](#).

### Health Tip:

#### Let's Clear the Air

Cancers, heart attack, stroke, emphysema, COPD—the long-term effects of tobacco use are well known. Before your next puff, consider some of the immediate benefits of quitting today:

- **Immediately**, you're impacting the health of the people and pets around you by decreasing their exposure to second- and third-hand smoke. Your choice to quit decreases your family's excess risk of smoking-related illnesses—and decreases the likelihood that your children will smoke.
- **After 48 hours**, your nerve endings begin to regenerate. Your sense of smell and taste begin to improve.
- **After 72 hours**, your lungs' bronchi begin to relax. Your breathing starts to become easier.
- **After 10 days**, blood circulation in your gums and teeth start to return to that of a nonsmoker. Healthier teeth and gums mean fewer root canals, and less decay and tooth loss.

## EAP Supervisor Series: Dealing With Workplace Conflict

Well-U and Life-Work Connections/EAP partner from noon to 1 p.m., **November 28**, to present the EAP Supervisor Series Topic #4, Dealing With Workplace Conflict. It will cover crucial managerial skills such as when to intervene in workplace conflicts, how to approach these situations, and how to maximize effective outcomes. Supervisors can enroll in one or all topics of the series in [MyPath](#).

## Discounted Weight Watchers Memberships

Don't wait until your New Year's resolution to get healthy. Well-U offers regular full-time and part-time faculty and staff the option to participate in Weight Watchers at work, in the community, or online at a discounted rate. Plus, individuals who successfully complete 16 consecutive weeks of the program will receive a reimbursement of 50% of the program cost (subject to taxes). [Learn more](#).

## New Fitness DVD Rental Options

Employees are welcome to borrow fitness DVDs from the Well-U fitness DVD library at no cost. Recently added to the DVD library are INSANITY, Zumba, PiYo, and Jillian Michaels DVDs. View the full list of available fitness DVDs [here](#).

- **After 2 weeks**, your sleep health improves. Nicotine is a stimulant, and its effects wear off throughout the night. Without nicotine, you can achieve deeper sleep—and because you won't be withdrawing from it, you can stay asleep longer.
- **After 8 weeks**, your insulin resistance normalizes—meaning your risk of developing or worsening complications from diabetes is significantly reduced.
- **After 3 months**, you experience sexual and reproductive benefits. For women, this can mean improved hormone responses, more regular menstrual cycles, fewer PMS symptoms, improved fertility, reduced risk of complications during pregnancy, and reduced risk of early menopause. For men, quitting smoking can improve sexual responsiveness, as well as sperm production and motility.

Need help quitting? Our lifestyle management programs offer [tobacco cessation](#) to help you make it happen. [Lifestyle management programs](#) are available as part of the [YOURhealth employee wellness program](#).

### 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.radio@rochester.edu](mailto:gina.radio@rochester.edu)