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**

**URMC announces new leader orientation**

The Office of Human Resources' Department of Learning and Development is launching a new, full-day orientation program designed to help managers be more effective in their day-to-day leadership. Newly hired or recently promoted managers will gain a better understanding of how their work contributes to URMC’s mission, vision, values and key strategic initiatives.

“The New Leader Orientation session is the first step in creating a robust and comprehensive learning and development program for those moving into management positions,” says URMC’s recently-appointed associate director of Leadership Development, Karen A. Scott, M.S., HRD.

The new program is meant to complement the University’s New Employee Orientation and role-specific orientation programs. Participants will gain an understanding of the “big picture” as it pertains to URMC, as well as a roadmap and resource manual to support further training and development in their new role.

“We know that the way to achieve employee engagement, which ultimately drives patient satisfaction and positive organizational outcomes, is through strong leaders. We’re excited to have a dedicated resource to support our leaders in this effort by assisting them with this initial orientation, along with ongoing development of the necessary skills, knowledge and behaviors that foster trust, confidence and competence in this role,” says Stephanie VonBacho, MS, RN, NEA-BC, senior director for Learning and Development.

The first URMC New Leader Orientation class will be held from 8 a.m. to 4:30 p.m. on Wednesday, April 3, 2019. Recent and new leaders can register for this first session via MyPath by March 27. Information about future sessions can also be found in MyPath.

Questions? Please contact Karen A. Scott for more information.

**News**

**Employment verification – The Work Number®**

Buying a home or car? Applying for a loan? Leasing an apartment? Chances are you will need proof of employment or income. Obtain secure income and employment verification via the web or telephone by using our partner, The Work Number® service, where you control the process of authorizing access of others to your employment information. More information, FAQs, and forms are available on the HR website.

**Manager’s Tip**

**Paying at least the minimum of the pay range**

Consistent with University Wage & Salary Guidelines, employees are to be hired at no less than the minimum of their assigned pay range. Recently hired, transferred or promoted employees who may have been hired under previous pay grade ranges may fall below the minimum of the current ranges. If that’s the case, the employee’s wage must be brought up to the new minimum for their grade.

If you have additional questions please contact your HR Business Partner.

**Learning & Development**

**Performance evaluations**

The performance review cycle launched for River Campus and other non-Medical Center employees on March 1. Self-evaluations are due March 31. If you have additional questions about the 2019 Performance Review process, please contact your HR Business Partner.
Diversity and Inclusion

Important discussions on diversity, equity, and inclusion at the University

The Office of Staff Diversity, Equity and Inclusion are introducing a new opportunity for important discussions to be held at the University during Where’s Kevin? Town Hall events. Recruiting and retaining a more diverse staff, building authentic community and increasing connections with diverse community businesses and suppliers are topics to be discussed. The Town Hall events will showcase the importance of creating an environment where everyone can thrive.

The Office of Staff Diversity, Equity, and Inclusion believes it is imperative for us to make sure that all members of the University community, including all staff, faculty, and students, understand the importance of greater transparency around diversity, equity and inclusion and its impact to the culture and climate of the university. This can be done by sharing information about:

- The vision and value statements, including MELIORA for everyone
- Policy 102 on Affirmative Action and Policy 106 against discrimination and harassment.
- University Resource Groups;
- Diversity, equity, and inclusion resources;
- Recruitment and retention;
- And more

The first open Town Hall is Wednesday, April 10 at the School of Medicine and Dentistry Room 2-7544, from 12:30 p.m. to 2:00 p.m. The sessions is an open Q&A.

Please R.S.V.P to arena.crues@rochester.edu by April 8, 2019.

University Farmer’s Market returns

Join Well-U and vendors from all around Rochester for the 2019 season of the University Farmers Market. Stop by the Flaum Atrium on Wednesdays from 2:30 to 5:30 p.m. for the chance to stock up on your favorite local products and meet the business owners. Be sure to check out the date and location changes on the University Farmer’s Market web page and sign-up for the Farmers Market newsletter.

Plan ahead with Care.com

Who’s watching Fido while you travel over spring break? Who’s keeping the kiddos occupied this summer? Plan ahead by taking advantage of your free Premium Care.com Membership for those times when you need a little help making it all work. Visit the Family Care web page for eligibility information and to sign up.

New healthcare resource

The Total Rewards website will be featuring two, healthcare-focused blog posts each month that are great resources when navigating your healthcare plan. One post will focus on explaining healthcare’s commonly misunderstood language and tricky situations to help you understand the features of your chosen health care plan. The other post will feature a tip or trick from one of the University’s partnering healthcare providers (Excellus, Aetna, HSA Bank, etc.) to help you get the most out of your healthcare plan. Find the most recent posts on the Total Rewards website, or go here to find all healthcare related news and updates.

First-time home buyers

Learn about the steps you need to take in order to achieve home ownership, including information regarding your different loan options, choosing a realtor, etc. at one of the upcoming First-Time Home Buying Seminars. Dates for in-person seminars include April 3 with a representative from Advantage Federal Credit Union and April 10 with a representative from Wells Fargo. This seminar is also available as a webinar on April 24 with a representative from Chase.

Total Rewards

Are your investments keeping you on target?

Choosing the right mix of investments can be just as important as saving for retirement in the first place. Make sure your strategy is meeting your retirement goals by logging in to your TIAA account to track your investments and check your asset allocation. If you could use some assistance, call (800) 410-6497 to schedule a no-cost, in-person appointment with a TIAA financial consultant.
Health Tip: Four ways to stop silent killers in their tracks

“To stay healthy, you need to be aware of how you feel.”

That’s usually good advice, but there are some health problems that are known as “silent killers” because they often have no symptoms associated with them.

High blood pressure is the most common “silent killer”. You may not know you have it, but left unchecked, high blood pressure can lead to very serious health problems over time. Use these tips to help you stop this silent killer in its tracks!

Move well: We know that at least 150 minutes of moderately intense exercise a week has great benefits. Sound daunting? The key is to start doing some moderate activity every day. Even short, 10-minute intervals of moderate activity during the day can help. How do you know that you are at the “moderate level” of activity? Monitor your ability to talk: if you can carry on a conversation but you can’t sing, you are engaged in moderate activity.

Eat well: Eat more whole foods – these are the ones that are as close to how they are found in nature as possible. Fill half your plate with bright, colorful whole foods at every meal. Remember, if it is made from a plant, eat it; if it is made in a plant, don’t!

Sleep well: It is becoming clearer that adequate, restful sleep is important for good health, and that not getting enough sleep, or getting poor quality sleep, is bad for your blood pressure. Shoot for seven to nine hours a night, and keep track of any problems you are having falling or staying asleep.

Stress less: Chronic stress is consistently linked to high blood pressure. Figuring out how to control stress can be complicated, well, because life can be complicated. Give mindfulness and mindful meditation a try- you may be pleasantly surprised at how easily these techniques fit into your busy day and how much calmer and in control they make you feel.

Interested in exploring these ways (and others) to control your blood pressure? Partner with a wellness coach with the condition management coaching program to learn how to move, eat, sleep and manage your way to better health. Condition management wellness 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