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.

Martin Luther King, Jr. Day
January 18, 2016, commemorates the life of Dr. King, a man of idealism, passion, and sense of social justice for all people. Scheduled events include the Martin Luther King, Jr. Commemorative Address given this year on January 23 by Marc Morial, president of the National Urban League. Read more about why we celebrate the life of Dr. King, his vision and impact.

New Personnel Policy/Procedure
The University has adopted Personnel Policy/Procedure 196: Compensation Discussions and Disclosures. The new policy outlines the University’s commitment to not discharge or discriminate against employees or applicants for employment because the employee or applicant has inquired about, discussed or disclosed their own compensation or the compensation of another employee or applicant. The policy is located online at: http://www.rochester.edu/working/hr/policies/pdfpolicies/196.pdf.

Wage and Salary Guidelines
Supervisors should be aware that day-to-day attention and sensitivity must be given to support the consistent and timely application of the University and/or Medical Center Guidelines. Read more…

HTYAP Students Continue Community Outreach
Healthcare Technology Youth Apprenticeship Program students have had a busy fall and winter keeping up with school, work assignments, and giving their gift of time to the Rochester community. Read more about completed projects as well as upcoming plans for a city-wide conference.

Staff Awards Nomination Period Deadline Approaches
Don’t miss this year’s opportunity to nominate a deserving staff member or team! Nominations for three annual staff awards—the Meliora Award, the Witmer Award for Distinguished Service, and the Staff Community Service Award—are due by February 12, 2016. Full- and part-time active staff members of any University division are eligible for all awards. Details and nomination materials are available at www.rochester.edu/working/hr/ (scroll to “Recognition Programs”).

HR Staff Announcements
Michelle Barrett (Benefits) was promoted effective 12/1/15 to Associate Director, Benefits.
Taylor Brodell (Benefits) was promoted effective 1/1/16 to Manager, Retirement Program.
Janice Holland (ODSD) was promoted to Manager, Staff Diversity, Inclusion and Community Engagement effective 12/1/15.
Lisa Julian (Leave Administration) transferred effective 12/13/15 to an HR Assistant position.
Courtney Lubin (Benefits) began duties 1/11/16 as an HR Assistant in the Retirement Program area.
**Benefit Highlights**

**Life Insurance Beneficiary Information**
You may view or change your life insurance beneficiary information online any time by logging into HRMS (www.rochester.edu/people) and clicking on “Securian Life.” If you do not name a beneficiary, policy benefits will be paid, in order of priority, to your lawful spouse, children, parents, siblings or estate.

**Financial Education - Live Webinars Available**
Improve your financial wellness through TIAA-CREF’s Virtual Environment at www.tiaa-cref.org/ve. This interactive site offers you 24/7 access to a wide range of articles, on-demand seminars, and live webinars. Attend a webinar to gain real world financial tips, tactics and techniques to help start, build, and maintain your retirement savings. Review the [January – March schedule](#) and [register](#) for a webinar today!

**Health and Wellness**

**Take Charge of Your Health!**
Staying healthy may be one of the most important factors in living a long life. One of the best ways to ensure optimal health is to have regular check-ups to get recommended health screenings. Preventive services received from in-network providers will be eligible for coverage at 100% by your University Health Care Plan. For a copy of your Third-Party Administrator’s Preventive Service Guide visit the websites of either [Excellus BlueCross BlueShield](#) or [Aetna](#).

Take advantage of Aetna’s and Excellus’s money-saving discounts on products and services that can help you eat healthy and get fit. Aetna features discounts on health and wellness programs and products. Excellus BlueCross BlueShield offers discounts on health and wellness, family care, financial well-being, and travel services through Blue365. You can find more information on these topics as well as other healthy motivating topics at [www.aetna.com](http://www.aetna.com) and [www.excellusbcbs.com](http://www.excellusbcbs.com).

**Well-U January Events Calendar**
The Well-U calendar lists programs and activities for the month of January. View a [printable version](#), or customize your calendar view on the [Well-U website](#).

Featured Well-U January events (including Burnout and Shape Up sessions, Walk With a Doc, tips for a healthy smile, and this month’s Health Tip—New Year, New You—can all be viewed [here](#).