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.

Equal Opportunity Office
The Equal Opportunity (EO) Office is a central resource at the University that works to promote and realize the University’s commitment to equal opportunity and affirmative action. Faculty, staff and students can connect with the EO office if they have questions or concerns about harassment and discrimination, preventing and responding to sexual misconduct, and recruiting and retaining diverse faculty and staff. More information on focus and resources is located online at www.rochester.edu/eoc.

New Hire Orientation Changes
To provide each new hire with a welcoming experience and foster excitement about their new career with the University, we have updated the content of the staff New Hire Orientation. The agenda has been shortened to a half-day session allowing staff to join their departments on Monday afternoon. Content will include a broad overview of the University and our mission, vision, values and core culture. We are leveraging MyPath for much of the compliance content which will allow for better documentation of the learning and allow employees to revisit the content at any time in the future. The target date for the new orientation program is March 14, 2016. Questions can be directed to Kathy Miner at 275-7045.

University Presidential Diversity Awardees 2016
Congratulations to the One Community program; Kathy Rideout, Dean of the School of Nursing; and HR’s Janice Holland, Manager of Staff Diversity, Inclusion and Community Engagement, who were recently honored for their commitment to promoting the values of diversity and inclusion at UR. Read more about the work of this year’s honorees.

Your Voice Matters!
A University-wide Diversity Engagement Survey of all employees and students launched February 16, 2016, with an e-mail from the survey administrator, DataStar. This confidential online survey takes about 10-15 minutes and will assess the inclusiveness of our environment and define areas of strengths and opportunities for change. The survey goal is to gather information from you, to help the University leadership know what is important to you and to ultimately improve the place where you work, learn, and care for people. For details go to the Diversity website.

Black History Month
Many events are scheduled in celebration including the Simon National Black MBA Association’s panel discussion, A Time for Change, to be held in the Simon School Eisenberg Rotunda on February 18 from 4:45 p.m. to 5:45 p.m. Moderated by Farid Adenuga, senior in Mechanical Engineering, panelists include Dr. Leonard Brock, community leader and UR faculty member; alumna Vivian Lewis, M.D., Vice Provost for Faculty Development & Diversity; Dr. Kristin Hooker of HR’s Office of Organizational Development and Staff Diversity; Thomas Crews, Academic Program Director of Minority Student Affairs; and Chassity Wells, Simon alumna and founder of Eyeamm.

Preparing Performance Assessments
This is a reminder that departments should be preparing performance assessments over the next several months. University Policy #194 (Performance Evaluation) articulates additional information about the timing and purpose of annual assessments, end-of-probationary or six-month reviews, and other guidelines. Read more...
Plan Now to “Spring Ahead”
At 2:00 a.m. on Sunday, March 13, 2016, clocks will move forward one hour to mark the beginning of daylight saving time. Click here for information on how this affects the payment of nonexempt, hourly paid staff.

2016 UR United Way Campaign – Pledge Early!
The University’s United Way online pledging site will be up and ready for early pledging to the 2016 campaign on February 17. Pledge early to be eligible for a drawing for some great prizes. This campaign is important and every gift, no matter the size, helps! Help our community thrive and give today.

It Is Still Winter…
Fluctuating temps cause periods of melting snow and freezing rain that can make walkways (and hallways) slippery and difficult to navigate. Workplace accidents and injuries, including falls, need to be immediately reported for Workers’ Compensation. Read more about the procedures required to report an incident that occurs during the course of your work, winter walking safety tips, and enter a fun walking safety contest sponsored by EHS and Facilities/Grounds.

HR Staff Announcements
Ron Herreid (HRMS) celebrated 10 years of UR service on February 1.
Annie Newman (ASK-URHR) celebrated 10 years of UR service on January 9.
Nwana Okafor (ODSD, Compensation, Equal Opportunity) was hired as an HR Assistant effective February 1. Congratulations!

Benefit Highlights

MetLife Auto & Home
Local MetLife consultant, Keith Christiansen, will be available for one-on-one appointments on Wednesday, 2/17/16 through Friday, 2/19/16. To set up an appointment, please call Keith Christiansen at 585-787-4560 or visit his website at www.keith.metlife.com.

Financial Health Bite Seminar — Tax Strategies
Benefits will hold an information seminar on better understanding your tax returns, what affects your taxes, and tax-saving opportunities on Tuesday, February 23. Conducted by a representative from Canandaigua National Bank & Trust, the seminar will be held from noon - 1 p.m. in College Town, 44 Celebration Drive, Room 2007AB. Guests and lunches are welcome. Registration is required. Click here for important information on your health benefits and tax filing.

Saving is possible! America Saves Week, February 22-27
This national promotional effort encourages Americans to think about their savings plans and prepare for the future. TIAA-CREF offers online tools and calculators to answer important questions about your current savings strategy and one-on-one counseling sessions to receive personalized retirement planning and guidance. To schedule an appointment, call 800-410-6497 or visit TIAA-CREF’s website. Enroll in a plan at http://www.tiaa-cref.org/rochester and click “enroll/change” or call 800-410-6497 (Monday to Friday, 8 a.m. to 10 p.m. and Saturday 9 a.m. to 6 p.m.).

2015 Total Compensation Statement Available on HRMS
See the full value of your 2015 wages and benefits together in your Total Compensation Statement—available on HRMS with your NetID login.

Well-U February Events Calendar
The Well-U calendar lists programs and activities for the month of February. The focus this month is on Heart Month. View a printable version, or customize your calendar view on the Well-U website. For Health and Wellness articles and events, click here.

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.radlo@rochester.edu