



HR Intercom

June 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.



UR 403(b) Retirement Program – Automatic Voluntary Contributions Enrollment Coming Soon

The University's 403(b) Retirement Program can help you meet your retirement goals by making it possible for you to save additional amounts on a tax-advantaged basis. All faculty and staff are eligible to make Voluntary Contributions to the Retirement Program at any time. Even small amounts of money invested regularly over your career can help make saving for tomorrow easier.

To highlight the importance of retirement savings, effective July 1, 2017, newly hired or rehired, regular full time and regular part-time faculty and staff* will be automatically enrolled to make Voluntary Contributions to the 403(b) Retirement Program. Automatic Voluntary Contributions will begin unless employees elect a different percentage or decline within 60 days of becoming eligible. Existing employees will not be impacted by this change.

Automatic contributions will be made from pre-tax eligible compensation each pay period at 3%. Once automatic Voluntary Contributions start, employees may elect to change or stop Voluntary Contributions at any time.

Employees who will be automatically enrolled will receive additional communication from the Retirement Program regarding their eligibility.

If you have any questions, please contact the Benefits Office at 275-2084.

Employees will **not be automatically enrolled in Voluntary Contributions if they are temporary employees, departmental fellows, interns, residents, fellows, postdoctoral fellows, postdoctoral research associates, postdoctoral teaching fellows, EDC associates non-GFT clinical faculty, visiting faculty, adjunct/per session faculty, part-time assistant coaches, in-house agency nurses, in-house operating room technicians, leased employees, students whose employment is incidental to their education at the University or the University treats them as independent contractors (regardless of their actual status).*

2017/2018 University Wage & Salary Program

Copies of the *2017/2018 University Wage & Salary Guidelines and Wage Schedules* were provided to Deans, Directors, and Vice Presidents for distribution among their respective areas on 5/25/17. These Guidelines apply to compensation matters such as merit, end-of-probation, hiring range, market, and range placement adjustments, as well as advice on how to deal with promotions, transfers, and reclassifications during the program year (July 1, 2017, through June 30, 2018). **Please note: The guidelines have been reformatted for ease of use, but the components of the program remain the same.** [Read](#) about the steps necessary to complete this process.

New Hire Orientation Moved to July 5 Due to Holiday

Departments please note: Staff New Hire Orientation will be held **Wednesday, July 5**, for the week of July 3 because of the July 4 holiday. Questions regarding New Hire Orientation should be directed to your [HR Business Partner](#).

The University Celebrates Staff Service Milestones

Congratulations to the 1,517 staff members with service anniversary dates from July 1, 2016, through June 30, 2017, who have worked at the University for 10, 15, 20, 25, 30, 35, 40, 45, and 50 years! In addition to receiving a commemorative gift, those staff members were honored at a reception on May 8, and honorees with 25 years or more of service were invited to a dinner on June 6. View the [list of honorees](#) and congratulate your colleagues! For service award program information, contact Melissa Ritzenthaler at 275-9151 or visit the Service Awards [website](#).



HR Staff Announcements

Allen Ibrsimovic (University HR) celebrates 20 years of service 6/19/17.

Sandra L. Moore (HR Admin. Svc. and Employment) celebrated 10 years of service 6/4/17.

Congratulations!

Benefit Highlights

Financial Health Bite Seminar – Caring for an Aging Parent

The Benefits Office invites you to attend an informational seminar to learn more about caring for an aging spouse, relative or friend. It provides relevant information on anticipating a loved one's daily living activity needs, preparing for the responsibilities of being a caregiver—including the financial, mental and physical impact caregivers may face—and explores helpful planning options, tips and resources. Conducted by a representative from MassMutual, this seminar will be held Wednesday, June 21, from 12 noon to 1:00 p.m. in College Town, 44 Celebration Drive, Room 2007AB (2nd floor). Guests and lunches are welcome. [Registration](#) is required.

Financial Health Bite Seminar—Know Before You Close

The Benefits Office invites you to attend an informational seminar for anyone who wants to own or sell a home. This seminar can answer the questions you don't even know to ask. You will learn what you need to know before you buy, owe, sell or sign. Conducted by a representative from the Mortgage Bankers Association, this seminar will be held Wednesday, June 28, from 12:00 noon to 1:00 p.m. in College Town, 44 Celebration Drive, Room 2007AB (2nd floor). Guests and lunches are welcome. [Registration](#) is required.

Life Insurance Qualifying Events

Within 90 days of a qualifying family status change (marriage/establishment of a domestic partnership, divorce/termination of a domestic partnership, death of a spouse/domestic partner or the birth or adoption of a child), you may enroll in or increase your GUL/GOTL coverage amount without evidence of insurability. You also may elect additional dependent coverage without evidence of insurability for a new spouse/domestic partner or for a newborn or newly adopted dependent child(ren). To take advantage of these guaranteed issue offers, you must be actively at work and may not have been previously declined for coverage under the plan. Visit www.rochester.edu/benefits/life for guaranteed limit amounts.

Health and Wellness Activities/Events



Events/Activities Calendar

Benefits offers a variety of sessions for improving and maintaining your well-being. View a [printable calendar](#) version of June's sessions or customize your calendar view on the [Well-U website](#). Click [here](#) to access Health and Wellness articles and events.
