



UNIVERSITY of
ROCHESTER

HR Intercom

November 2020

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.

News

Early Payroll Deadlines in November

Because of the University's observance of the Thanksgiving holiday on Thursday, November 26 and Friday, November 27, the pay date for biweekly hourly paid employees will be Wednesday, November 25. This change affects payroll processing submission deadlines as follows:

- For the biweekly hourly payroll for the pay period ending November 21, all time must be entered and approved by 10 a.m. on Monday, November 23.

To ensure our hourly employees are paid properly, it is VERY IMPORTANT that ALL hourly time is entered and approved by the 10 a.m. deadline on Monday, November 23. Tips on how timekeepers and employees can prepare for the accelerated deadline can be found on [Payroll's webpage](#)

Holiday Decorations

The Fire Marshal's Office reminds us all that holiday decorations must adhere to certain guidelines during the upcoming holiday season. See specifics by location below:

- [Medical Center-Patient Care Area](#)
- [River Campus and Off-Site Housing](#)
- [Eastman School of Music](#)
- [Memorial Art Gallery](#)

Vacation Balance

As we enter the last few months of the calendar year, the University wants to ensure that faculty and staff maintain access to earned vacation time. Given this year's pandemic and furloughs, University leadership increased the standard maximum for 2020 from one year's accrual that may be carried over, to 1.5 year's accrual. In 2021 the maximum will be 1.25 year's accrual, and in 2022 it will return to the standard 1 year's accrual. Employees can view their vacation balance as of their last paycheck in [HRMS](#). It is important to discuss your vacation plans for the

remainder of the year with your manager or supervisor to avoid any lost vacation time.

University Holidays

Typically, the University has eight holidays in a calendar year. When a legal holiday, which is also a University holiday, falls on Saturday or Sunday, the University officially observes the holiday on Friday or Monday, respectively. Due to New Year's Day falling on a Saturday in 2022, the University will observe New Year's Day on December 31, 2021. This will result in nine holidays in 2021 and seven holidays in 2022.

Employees who are scheduled to work on January 1, 2022 maintain eight holidays in each calendar year.

Manager's Tip

Reminder: Extra Compensation Arrangements

All extra compensation arrangements must be approved by the Office of Human Resources prior to any commitment being made to an employee. To ensure compliance with local, state and federal regulations, an additional assignment may need to be created for the employee. Please contact your HR Business Partner ahead of time if the assignment is expected to exceed 4 weeks, if the assignment will occur with regularity, or if you have questions.

[HR Policy 211 Highlight: Extra Compensation, Additional Work outside primary department overview](#)

Additional Work for Hourly paid Staff

On occasion, hourly paid staff may be required to work outside of their current classification or assume additional responsibilities for a short-term period of up to four weeks. The work to be performed must be documented and reviewed and approved by Human Resources and approval from the primary department's leadership must be obtained prior to a commitment being made. Consistent with applicable labor laws, an hourly rate must be established and a record of all time worked be maintained. If appropriate, overtime pay applies and will be charged to the

department account where the additional work is performed.

Additional Compensation for Salaried paid Positions

The nature of salaried paid positions often requires commitments to meet job responsibilities that extend beyond the typical forty-hour workweek. The extra time and effort required normally increases with the level of the position within the University and this commitment is reflected in the base salary for the position.

Exceptions to this policy are approved by Human Resources only in instances where special services are required of a salaried paid staff member. These services normally involve prolonged/unique commitments of time and effort to meet special and usually temporary University needs.

Learning & Development

Supporting Remote Workers

“Strategies for Remote Work Success” is a new module available in MyPath that provides tips and suggestions for employees working from home as a result of the pandemic and who find themselves now balancing their personal and professional lives from same location. [Registration is available in MyPath.](#)

Diversity, Equity and Inclusion

Honoring our Veterans

Every year, the University of Rochester gathers to recognize and celebrate those who have served our country. Veterans are students in the College; they're technicians in Hajim labs, they're nurse practitioners at the Medical Center; they're working in the Power Plant, at Mail Services, in Human Resources, and in the upper levels of executive leadership, among many other programs, departments, schools, and units of the University. Although we cannot be in person together this year, the Office of Equity and Inclusion is continuing our Veterans Day tradition with a [video tribute](#), including remarks from President Sarah Mangelsdorf, and “The Star-Spangled Banner” sung by OEI staff member Arena Crues-Dorch.

“Rochester is committed to supporting our students, faculty, and staff who have served our country,” says Mercedes Ramírez Fernández, the Richard Feldman Vice President of Equity and Inclusion and the University's chief diversity officer. “Our veterans can be found in nearly every level and every unit of our institution. We honor their service and we thank them for the many ways they help us learn, discover, heal, and create.”

Total Rewards

Tuition Reimbursement Reminder

As the semester comes to a close, please remember to submit proof of your successful course/exam completion and applicable course/exam documentation (i.e. grade report, proof of cost and payment) within 90 days of your course/exam completion. Log in to [HRMS](#) and follow the path “Main Menu > Self-Service > Benefits > Tuition > Tuition Benefits Received” to find out when your tuition reimbursement was processed and what paycheck you can expect your reimbursement to be in.

Retirement Program Maximum Voluntary Contribution Limits Remain the same for 2021

The maximum annual Voluntary Contribution limits for calendar year 2021 will remain at \$19,500. Employees age 50 or older by 12/31/2021 are eligible to contribute an additional \$6,500 in 2021 for a total maximum Voluntary Contribution limit of \$26,000. You may change Voluntary Contributions any time throughout the year at [TIAA.org/rochester](#) or via telephone at (800) 410-6497 (Monday – Friday, 8 a.m. to 10 p.m.).

2021 Health Care Benefits Confirmation Statement

Open enrollment for your 2021 benefits has now ended. Employees who elected health, dental, FSA and/or an HSA for 2021 will receive a confirmation statement in the mail in December. You are encouraged to review and save the statement for your personal records.

HRMS Time and Labor Training: Virtual Sessions via Zoom

Training sessions for January through June 2021 have been established for new Timekeepers, appointed by their department, who are required to attend a class and pass a competency test to be given access to the timekeeping functions in the HRMS system. While class size is limited and priority will be given to new Timekeepers, current Timekeepers may attend if they feel they need more training or a refresher. The class is 3.5 hours and covers all timekeeping functions. [Registration will occur in MyPath.](#)

Career Path Modernization Project Update

The objective of the [Career Path Modernization](#) (CPM) project is to create a modern, relevant job structure that enables the University to attract, retain and develop the most talented workforce. Expected to take three years to develop, the new job structure will reflect the work being done at the University, create career path opportunities to guide employees' professional development, align compensation to regional market conditions, and recognize and reward the University's valued employees.

Since September 2020, the project team has interviewed stakeholders to obtain directional insight and guiding principles for the project, established an Advisory Committee with representation from across the University, including the Medical Center, launched a website to keep the University community informed about the project, and developed a change management plan to ensure the University transitions successfully to the new job structure. The compensation team and HR Business partners began work with departments across the institution to review job descriptions. In September and October, 53 job descriptions were updated as a part of the CPM project.

Project updates will be shared regularly in HR Intercom to help keep the University community informed. If you have additional questions, please contact your supervisor, your [HR Business Partner](#) or your department Advisory Committee member located on the CPM Project website.

Upcoming Events

(Click links to register)

[The Dietary Balancing Act](#)

Monday, November 16 or Friday, December 11
12:00 p.m.

Join [Well-U](#) and the [lifestyle management team](#) to virtually learn how to balance your plate based on your goals. Explore meal planning, portion distortion, and proper serving sizes for you and your family plus a few recipes for practice at home.

[Health Bites: Mindfulness and Meditation](#)

Tuesday, December 8
12:00 p.m.

Join [Life-Work Connections/EAP](#) and [Well-U](#) for a session on mindfulness and meditation to learn valuable tools to utilize this upcoming holiday season.

[Supervisor Series: Workplace Conflict](#)

Thursday, December 10
12:00 p.m.

Join [Life-Work Connections/EAP](#) and [Well-U](#) for the last [Supervisor Series](#) session this year. We will provide tools to help supervisors assess their conflict management style and explore the value of defining the problem before intervening. This is open to those in a supervisory role only.

Please see the [University Calendar](#) for all updates to Well-U events and programs.

WELL-U Health Tip: Managing COVID-19 Fatigue

After months of social distancing, lockdowns, favorite businesses being shuttered, and a lot fewer places to go for recreation, meals, and entertainment, are you feeling "COVID fatigue"? The term was first coined in July, but the condition appears to be real. Feeling bottled up, intensely irritable, and frustrated are the symptoms, but it is also compounded by grief for the loss of a way of life you once knew and anxiety associated with not knowing when it will return. COVID fatigue may place you at risk for increased substance use, poor diet, mismanaging a health condition, poor exercise, domestic abuse, relationship disharmony, depression, and generally putting plans for your life on hold. See below for tips on how to combat "COVID fatigue":

- Exercise: Any exercise, even a simple walk, can help. Exercise releases endorphins and gets some of the adrenaline out when the frustration builds up.
- Talking: Ignoring feelings doesn't make them go away. Talking about our problems with loved ones can help to reduce stress, strengthen our immune system, and reduce physical and emotional distress.
- Constructive thinking: We may think it is the situation that causes our feelings, but actually, our feelings come from our thoughts about the situation. We can't change the situation, but we can adjust our thinking. Be compassionate with yourself and others. Remind yourself, 'I'm doing the best I can.'
- Mindfulness and gratitude: Try being in the moment. You're right here, in this chair, breathing and looking around. We put ourselves through a lot of unnecessary misery projecting into the future or ruminating about the past. For now, just take life day by day.

This article was written with information from [UC Davis Health](#) and [Psychology Today](#).

Contacting HR Intercom:

HR Intercom is distributed through @Rochester and URMCI 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