



HR Intercom

June 2009

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.

Will You Be Hiring a Student?

There are three choices to consider when hiring a college student into your department—hiring them on a *Grad/Post Doc Appointment Form*, through *Student Employment*, or as a staff member *through HR*. View www.rochester.edu/working/hr/hri/200906/student_hires.pdf for the details to ensure you use the correct process when hiring your student worker.



The University Celebrates Staff Service Milestones

Congratulations to the 1,091 staff members with service anniversary dates from July 1, 2008 through June 30, 2009 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 June 2 in Helen Wood Hall, and the honorees with greater than 25 years of service were feted at a dinner in Flaum Atrium on June 10. Check out www.rochester.edu/working/hr/hri/200906/service_awards.pdf for the list of honorees and congratulate your colleagues! Visit www.rochester.edu/working/hr/serviceawards for service award program information.

Compensation Administration for FY 2009/2010

The 2009/10 Wage & Salary Guidelines provide important information about compensation for staff. Some program features inherent in previous wage and salary guidelines related to day-to-day compensation administration have been suspended for this year's program; they include End-of Probation/Introductory Period Adjustments, Hiring Range Adjustments, and Range Placement Adjustments. View guideline details at www.rochester.edu/working/hr/hri/200906/wsg.pdf.

Pillars Program Students Enjoy Eventful Last Day

School #29 students who participated in the Pillars of Hope Program received a life-changing treat during their last meeting of the school year. After visiting the Memorial Art Gallery, each student received a specially selected book based on their interest area and reading level. Classroom books to address literacy needs were also donated. Read more about this initiative at www.rochester.edu/diversity/staff/Pillars2009.pdf.



Benefit Highlights

Benefit News Available to You Online 24/7

To stay informed about the latest benefit news, please logon to the Benefits Program website at www.rochester.edu/benefits and click on the "Latest Benefits News" box. You can also print forms and download the 2009 Decision Guide at this site.

Your Health Does Not Take a Vacation; Neither Do Your Health Care Plans



Whether you are traveling within or outside the United States, you can find in-network providers for both Aetna and Excellus. Before your trip, visit their websites and use their "Find a Doctor" feature. Please visit www.aetna.com or www.excellusbcbs.com.

Financial Health Bite Seminar: Building Better Credit

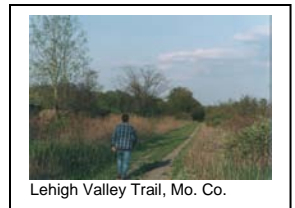
Learn how to build better credit by attending a session of the Financial Health Bites series. Check out https://secure1.rochester.edu/hr/benefits/news/credit_score/ for a list of dates and times these beneficial sessions are offered. Guests and brown-bag lunches are welcome.

National Men's Health Week (June 15-21)

Statistically, men are less likely to have annual exams and take advantage of preventive services (CDC, 2001). Many diseases are preventable if detected early. A goal of men's health week is to raise awareness of preventable diseases among men and boys. Visit www.menshealthmonth.org/week/ to discover why men's health problems are not just a man's issue.

National Trails Day 2009

In recognition of the American Hiking Society's "National Trails Day" the University is sponsoring a trails day event on Wednesday, June 24. Join us as we offer information on local trails and proper footwear, along with many FREE giveaways. To enroll visit <https://secure1.rochester.edu/hr/well-u/enroll/enroll.php?c=100>



Did You Know . . .

- ✓ You can find an HR contact via the website www.rochester.edu/working/hr/contacts/index.php
- ✓ June 7-13 is Headache Awareness Week. Materials on headache prevention and treatment can be accessed online at http://www.headaches.org/National_Headache_Awareness_Week_2009.

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.