



UNIVERSITY of
ROCHESTER

HR Intercom

January 2021

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

YMCA "School of Roc" Spots Available

There are still spots available in the University's "School of Roc" program, which provides emergency childcare on the University's campus. Organized through a partnership with the YMCA of Greater Rochester, the program was initially launched to support essential employees directly supporting students and patient care, but is now open to all faculty and staff.

The School of Roc program provides childcare and support for various remote learning activities for students ages five through twelve. The program is housed in the Fauver Stadium Event Space on the River Campus and runs through February 12, 2021. Parents have flexible options to enroll their children between the hours of 6:30 a.m. and 6:00 p.m. for up to five days a week, Monday through Friday. For those using the Regional Transit System (RTS) there will be a free shuttle from the RTS stop at Eastman Dental to and from the Fauver Stadium Event Space.

The cost of the program is as follows (note that *Rates will be pro-rated for part-time attendance less than 5 days per week):

- Employees earning less than or equal to \$75,000 will be charged \$50 per week* per child
- Employees earning between \$75,001 and \$100,000 will be charged \$75 per week* per child
- Employees earning between \$100,001 and \$125,000 will be charged \$100 per week* per child
- Employees earning over \$125,000 annually will be charged \$150 per week* per child
- Bargaining unit employees are subject to the terms of their contract and are not eligible to receive this subsidized rate.

Registration is on a first-come basis. Please contact University Human Resources at URMCChildCare@URMC.Rochester.edu to begin the approval and registration process

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.

Career Path Modernization Project Update

The [Career Path Modernization \(CPM\) project](#) launched training in [MyPath](#) on the CPM Job Description Review process. It provides an overview of the different types of job descriptions in use at the University and Medical Center today, and details the steps being taken to review job descriptions at this stage of the CPM project. The training is intended for managers involved in the CPM job description review process, although others are welcome to take the training if they would like to learn more.

Compensation and HR Business Partners continue to partner with departments to review job descriptions, with the goal of reviewing approximately 500 job descriptions by June. In November and December 125 job descriptions were reviewed and updated, bringing the total from September through December to 178.

Manager's Tip

New Sick Leave Legislation

Effective January 1, 2021, the law sets a minimum threshold for sick leave hours provided by employers. It also expands who is eligible for paid sick leave as well as the reasons an employee can use sick leave and requires that employers provide a summary of all

used sick leave to employees upon request. Please visit the [Human Resources website](#) for additional information about how this affects both Medical Center and non-Medical Center faculty and staff and access resources to share with your staff. There is also a module in MyPath specifically for managers titled "Overview of the NYS Paid Sick Time Regulation for Managers" that provides an overview of the New York State Sick Leave Law (NYSSL).

Leadership Development Program

Leaders with direct reports in all divisions of the University of Rochester, Medical Center, and affiliates are welcome to attend classes in the [Leadership Development Program](#). Offerings include sessions on hiring, performance management, engagement and more.

Learning & Development

Performance Evaluations for 2020 on Hiatus

Annual performance reviews have been postponed and will not be launched to staff beginning in January. The Learning and Development and MyPath teams are working closely with senior leadership to devise a plan for facilitating performance reviews in 2021. In the meantime, managers are asked to do their best to complete any outstanding 2019 performance evaluations and encourage staff to complete the Employee Acknowledgement step in [MyPath](#) by January 31. If you have questions, please contact your HR Business Partner. URM's annual Mandatory In-Service Education Program, which typically launches in late January, will also be delayed. More information will be available soon.

The New Year Brings a New Resource for L&D

URMC Learning & Development has launched a new intranet website that will serve as centralized portal for staff training and career development needs. In just one location Medical Center staff will find information on new employee orientation process and resources, leadership and staff class offerings, career development, performance reviews, continuing education, student experiences, and much more. Take a virtual tour by visiting the new [URMC Learning & Development website](#).

Equity, Diversity and Inclusion

Equity, Diversity, and Inclusion Action Plans

The five institutional priorities of the Equity, Diversity, and Inclusion (EDI) Action Plans were created as a multi-faceted approach to increase EDI at the University of Rochester across all campuses, including the Medical Center. This approach involves recognizing and working toward reducing systemic

barriers, mitigating biases, and including and benefiting from the diverse talents of our students, faculty, staff, and community.

The five priorities also help integrate equity, diversity, and inclusion into everything that we do. The EDI Action Plans provide a tool designed to help departments, schools, and units gather data to identify the University's current state and help build a path toward becoming a more respectful and welcoming culture.

For additional information about Equity, Diversity, and Inclusion at the University, please visit the [Equity & Inclusion website](#).

Total Rewards

2021 Insurance Cards: What you need to know

Health, Dental, and HSA cards have been mailed out. If you enrolled for 2021 and have not received your card by the end of January, please [contact Excellus BCBS or HSA Bank](#). Only new members/first time subscribers will receive new cards. Please note, the Excellus BCBS ID cards only list the subscriber's details. For all other members, continue to utilize the card you have on hand or if you are an FSA member, you do not receive cards.

Online Tuition Waiver Application Available for Spring 2021

The online employee tuition waiver application is available in [HRMS](#) using the following path: Self Service>Benefits>Tuition>Apply Employee Tuition Waiver. Please submit your application within 30 days from the start of your course and it will go directly to your supervisor for approval. [Learn more online](#).

Start the New Year on the Right Path to Retirement

Set up a free virtual consultation with a TIAA representative to set investment goals that will meet your needs in retirement. Read TIAA's [helpful retirement saving tips](#) and use their [planning tools and calculators](#) to formulate a plan that will meet your individual financial retirement needs. Schedule an appointment with an advisor by calling 800-410-6497 or use the [TIAA scheduling tool](#).

Upcoming Events

(Click links to register)

[Connect for Support](#)

Weekly sessions available
12:00 p.m.

These unprecedented times have presented many new challenges to employees. Dedicating time to find support and to engage in self-care may seem impossible. [Well-U](#) and [UR Medicine EAP](#) invite you to join one of our 30-minute "Connect for Support"

sessions. These sessions are designed to provide you with coping strategies and to create a space to connect and support one another. There are three different groups to join: Employees in a non-management role, Managers and Supervisors, and Faculty members. [Email Well-U](#) with any questions.

[Goal-Setting with a Resilient Mind](#)

Wednesday, January 20
12:30 p.m.

Have you ever set a goal and found that it doesn't stick? Goal-setting and taking action requires self-compassion and continuous practice and motivation. Join [Well-U](#) for a webinar that will walk you through how understanding and strengthening resilience can help you to set goals and make them a reality.

[Address Your Stress: Five Healthy Ways to Cope](#)

Monday, January 25
12:00 p.m.

How is your health effected by stress and how can you handle it so that you live your best life? Virtually explore ways to take back control with [Well-U's lifestyle management](#) team and reduce the impact it takes on you physically and mentally.

[Change Your Life: Healthy Weight Program](#)

Enroll at anytime

Today, so much of the nutritional information out there is generic and it can be difficult to apply it to your lifestyle. Through [Well-U's Healthy Weight program](#), your coach can explain any areas that may need attention and provide you with specific nutritional guidance. It is easy to sustain, painless, and can change your quality of life.

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

WELL-U What's in it for You? Get Going in 2021

It's a new year and with that comes resolutions. [Well-U](#), your employee wellness team, is here to support your every effort. As you kick-off your "new year, new you" plan, it can be helpful to know which Well-U programs are available to you.

For all UR employees:

- Fill out the "Health Commitment: Goal Template" found in the back of the [2021 Well-U Program Catalog](#) to visualize your plan, get real about what may hold you back, and how you can overcome anything that may stand in your way.
- Need Support? Call [UR Medicine EAP](#) at 585-276-9110 for a virtual session with a counselor or therapist, completely free of charge and confidential.
- Try a [virtual fitness class](#) such as yoga, deskercise, stretching, Zumba, and more. You

don't have to be an expert or have your camera on so just give it your best!

- Cook-along in the comfort of your own home with [Nutrition Kitchen](#) and make a healthy meal for you and your family.

For UR employees on the health care plan:

- Get your [biometric screening and complete your personal health assessment questionnaire](#) to get a full picture of where your health is in the present moment.*
- Learn the building blocks of a healthy and balanced diet in "[Nutrition Basics](#)".*
- Discover how to introduce an exercise routine into your schedule, even if you have limitations, in "[Fitness 101: Get Started](#)".*
- [Connect virtually with a wellness coach](#) who can help you manage an ongoing chronic condition such as asthma, high blood pressure, high cholesterol, and much more.*
- Confidentially seek out a counselor or therapist to find your way through depression, anxiety, or stress with [Behavioral Health Partners](#) ((585)276-6900).

*When program is completed, incentive can be earned.

This is only an abbreviated list of ideas to get you going. Well-U offers something for everyone! [Visit our website](#), check out a more detailed [eligibility chart](#), or [email us](#) for more information.

WELL-U Health Tip: Small Changes for a Healthy Lifestyle

The smallest of changes can start you in the right direction towards a long-lasting healthy lifestyle.

- Want to move more? Try working in short bursts of jogging within your daily walks.
- Interested in changing your food choices? Exchange your French fries for a baked potato.

The tiniest of changes, one that you barely notice, can set you up for success. Once you stop noticing that change, build on it and add another change. Before you know it, you will have transformed yourself! Ask [Well-U](#) for more ideas and resources.

Contacting HR Intercom:

HR Intercom is distributed through @ Rochester and URM. 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