



UNIVERSITY of  
ROCHESTER

# HR Intercom

April 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

### Support Resources for Faculty and Staff

A [new web page](#) is available for faculty and staff who are looking for University resources and services. The new site offers a variety of links to non-crisis support services for mental health, family care, and career concerns. Please send updates or requests for additions to [Maggie Graham](#).

### Emergency funds available

The last year has brought immense stress and unforeseen change to our University community. For those struggling financially, funding is available for those with an emergency need for assistance with rent due to challenges caused by the COVID-19 pandemic. Applications can be submitted by both tenants and landlords on behalf of their tenants (with consent). More information is available online through the [City of Rochester](#) or [Monroe County](#).

### Return to the Workplace

Last month marked one year since we began living and working during the COVID-19 pandemic. For some, this has meant working remotely. For others, notably those who work directly with patients and students, some research positions and key individuals who have kept things running on-site, work has continued – under strict safety protocols – on campus. We are proud of, and inspired by, how our faculty and staff have come together during challenging times.

Throughout the pandemic, the University has prioritized the health and safety of our community. As vaccination rates increase and public health guidelines ease, we have begun to prepare for an eventual full return to the workplace. A dedicated working group, in partnership with the CURT committee and Human Resources, is being formed to evaluate the right transition path for that return, taking into account cleaning protocols, safe physical distancing, and any continued opportunities for full-time or part-time remote work. Learn more about the [University's plans for returning to the workplace](#).

## Manager's Tip

### Student Hires

As a reminder as the end of the school year approaches, all graduating students will become inactive. Departments are responsible for terminating students that have resigned, graduated, or are otherwise on inactive status through Student Employment. Consider these three choices when hiring recently graduated, non-matriculated, inactive or current students:

1. Hiring recent graduates through Human Resources instead of Student Employment or Form 506/520.
2. Hiring current graduate students or students for Postdoctoral Appointments using HRMS Form 506/520.
3. Hiring current, matriculated students through the Student Employment Office (for those not hired using a 506/520 form).

For more information, contact [Student Employment](#).

## Learning & Development

### Modified Performance Evaluations

Given the extraordinary year we have had, it is clear that what our staff has accomplished and contributed cannot be captured by our traditional performance evaluation process. Therefore, this year will feature a modified approach and timelines to accommodate this change. Staff performance evaluation templates will still be available through MyPath, but will focus more broadly on our achievements and growth, allowing employees and managers to acknowledge how they adapted to changing work environments and contributed to their departments, units, and the University. The modified schedule is:

- University staff self-reviews: 5/1– 6/15
- University manager reviews: 6/16– 7/31
- Medical Center staff self-reviews: 6/1 – 7/15
- Medical Center manager reviews: 7/16– 8/31

More information is available on the [HR website](#).

## Diversity, Equity and Inclusion

### Nearpass Named Assistant Vice President for Civil Rights and Title IX Coordinator



Catherine (Kate) Nearpass has been named assistant vice president for civil rights and Title IX coordinator in the [Office of Equity and Inclusion](#) (OEI). The dual role was recently

created to ensure the University of Rochester's continued compliance with its Policy Against Discrimination and Harassment, federal Title IX regulations, and affirmative action obligations. Nearpass will head OEI's Title IX, equal opportunity, and affirmative action efforts, including complaint investigations, policy work, and education and training.

## Total Rewards

### Summer Tuition Reimbursement

Applications for tuition reimbursement for summer semester classes must be submitted within 30 days of the start of the course(s). The application and more information are available on HR's [tuition benefits page](#).

### Retirement Program Contribution Update

The University partially reinstated the Retirement Program's direct contribution using a modified two-tiered calculation for employees who are eligible and active on or after March 31, 2021. The updated calculation is 6.2% of contributions for eligible compensation up to \$61,300 and an additional 10.5% of contributions for eligible compensation between \$61,300 and \$140,000.

For more information on the partially reinstated retirement formula, FAQs and an interactive Retirement Contribution Calculator, please visit the [Retirement page](#) on the HR Website.

## Upcoming Events

(Click links to register)

[Well-U's Spring Worldwide Wellness Challenge](#)  
Monday, April 26

The challenge has already begun, but registration is available until April 26. Record your physical activity, get support from your teammates, practice energy-boosting and stress-reducing habits, and connect with coworkers through fun, weekly opportunities to win prizes and learn about different places.

[Nutrition Kitchen](#)  
View at anytime

Join April Ho, RD from [Well-U's lifestyle management](#) team to [explore cooking](#) with herbs and spices. April's

recipe will focus on creating flavor with pantry ingredients while putting that spice rack to good use.

## WELL-U What's in it for You? Time to De-Stress

We all experience stress, whether it comes from work, family, school — or all of the above! Taking time for self-care is important to our overall wellbeing. There are so many ways to unwind — at work or home, with a group or individually, by relaxing or actively moving. Whatever you're looking for, Well-U has you covered.

New to running, or looking to run with a group? Join Well-U and Max Effort Training for an [eight-week training program](#) designed for beginners or intermediate runners. [Sign up for an overview](#) on each program to learn more.

For more interaction, try joining a virtual group event:

- [Exercise classes](#): Yoga, Deskercise, Stretching, Zumba, and more
- [Stress Reduction](#): Learn your stressors and how to better manage them
- A departmental [Stress Reactivity Reset](#)
- In-person or virtual [stress reducing events](#)

Well-U also offers many programs and one-on-one connections with a focus on self-care, including:

- Condition management: [Connect virtually with a wellness coach](#) who can help manage ongoing chronic conditions like asthma, high blood pressure, high cholesterol, and more.
- Confidential appointments with a counselor or therapist can help you navigate mental health issues like depression or anxiety. Contact Behavioral Health Partners [online](#) or by phone: 585-276-6900.
- A confidential person to talk to. Visit [UR Medicine EAP](#) or call 585-276-9110.

## Health Tip

Acute stress refers to short-lived or circumstantial stress, whereas chronic stress can lead to burnout, depression, or a weakened immune system. Although we cannot always control the environment that brings on chronic stress, we can control how we react. Pay attention to the symptoms, talk to friends and family who can offer support, try mindfulness, and ensure suitable time to get sleep.

Want more wellness content? [Visit the Well-U site](#) or sign up for our [weekly newsletter](#).

### About HR Intercom:

*HR Intercom* is a monthly digest sent through @Rochester and URM C This Week. All news is available on the [HR website](#). Questions or comments? Contact [HR Communications](#).