



UNIVERSITY of
ROCHESTER

HR Intercom

April 2019

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.

Spotlight

Hiring Students

The last day that graduating students may work through student employment is May 19. All students that graduate become inactive following graduation. Departments are responsible for terminating students that have resigned, graduated, or are on inactive status through Student Employment. There are three choices to consider when hiring recently graduated, (former UR “students”), non-matriculated, inactive or current students:

1. Hiring “Students” Through Human Resources (for recently graduated, former “students” who are unable to be hired through Student Employment, or through Form 506/520).
2. Hiring Current Students Using HRMS Form 506/520 for Graduate Student/Postdoctoral Appointments (for current University of Rochester Graduate Student and Postdoctoral candidates).
3. Hiring Current Students through the Student Employment Office (for hiring current matriculated UR students not hired on a 506/520 form).

For more information, [click here](#).



News

Spring into Motion

Registration for Well-U’s upcoming wellness challenge, [Spring into Motion](#), begins April 22. You may register as an individual or as a team, and the first 100 people to register will automatically be entered into a raffle to win a FitBit. The challenge begins on May 6 and takes all types of activity into account (walking, swimming, biking, dancing, etc.).

Manager’s Tip

Performance Evaluations



The performance review cycle is in the Manager Review stage for River Campus and other non-Medical Center employees.

Supervisors must submit a review by April 30. If you have additional questions about the 2019 Performance Review process, please contact your [HR Business Partner](#).

Learning & Development

URMC Leader Retreat

If you were not able to attend the URMC Leader Retreat: The Trustworthy Leader, held on March 8, a recording of the session is now available in MyPath. This video presentation will provide clarity regarding the importance of trust, specifically in a medical environment. Dennis Chernenkoff, our invited speaker from the Franklin Covey organization, will examine our personal credibility as leaders, as well as behaviors that foster greater confidence among the entire staff. In addition, he introduces a language, a structure and a process for developing, extending and restoring trust. This curriculum is approximately 3 hours and 30 minutes long, broken into 15 – 20 minute segments.

Diversity and Inclusion

Safe Space Program

This month, Scott Fearing joined the Staff Diversity, Equity and Inclusion team as the Manager of Diversity Education. Here is what he has to say about the University of Rochester's Safe Space Program:



Scott Fearing

"My first undertaking will be an analysis and evaluation of the Safe Space training program that is offered to faculty and staff. This seems a very fitting task because in 2009 the University contracted with me, as the Director of Education at the Gay Alliance, to assist in the creation of the first campus Safe Space training program.

"Since I first brought the training materials to campus the Safe Space program has been through many changes and had a number of different coordinators. Past program leadership in collaboration with volunteer staff educators have educated thousands of employees over the years, leading to a strong and visible Safe Space presence in University facilities.

"However, it is important to acknowledge that times have changed, issues have changed, our understanding, language and awareness have changed, and so the program needs to continue to evolve. The ultimate goal is to have campus wide knowledge about all LGBTQ identities as well as the campus and local resources available to the communities and their allies. This is what makes a safe, fully welcoming campus environment.

"I bring nearly 30 years of LGBTQ curriculum development and adult education experience to the University. This background allows me to build upon the Safe Space programs past success as I create a refreshed, renewed program on LGBTQ awareness and inclusion."

Total Rewards

Tuition Benefit Overview Webinar

On April 30, the Office of Total Rewards will host its first tuition benefit overview webinar, outlining the features of the employee and dependent child tuition benefits. During this webinar they will discuss eligibility, explain the differences between the tuition waiver and reimbursement, talk about the benefits available for dependent children, and review the different application processes. Employees can find additional details and enroll [here](#).

Health Care & Dental Reminders

- Both University Health Care Plans cover preventive services at 100% (no copay or deductible). It is recommended that you check with your TPA ([Excellus](#) or [Aetna](#)) before seeking a service to confirm that it is considered preventive.
- If you are enrolled in a University Health Care Plan, you can choose doctors from [three tiers](#). Use the [provider search tool](#) to find a Tier 1 (Accountable Health Partners) doctor, and your respective TPA directory ([Excellus](#) or [Aetna](#)) to search for Tier 2 in-network doctors.
- Both University [Dental Plans](#) cover two cleanings per year at 100% (no copay or deductible).

University Farmers Market May Location Changes

The Farmer's Market will be held in the Saunders Research Building atrium throughout the month of May at its usual time, 2:30 – 5:30 p.m. Sign up for the [Farmers Market newsletter](#) to stay up to date on Farmers Market changes.

Upcoming Events

(Click links to register)

[New Session of Well-U Fitness Classes:](#)

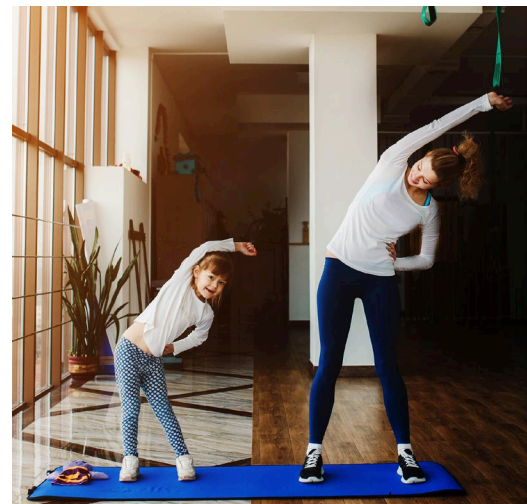
Free for University employees
Tues., April 30, 9:00 a.m.

The next session of Well-U-sponsored fitness classes will be held May 6 - June 28. The class schedule can be found on the [Well-U website](#) and online registration begins Tuesday, April 30 at 9:00 a.m.

[Fitness Forecast:](#)

Tues., April 30, 12:00 - 12:45 p.m.
Rochester Tech Park

Don't let rain stop you from being active! Join Well-U's [lifestyle management](#) experts April Ho, RD, CPT and Jennifer Lee, CPT to explore ways to work out in your own home when the weather isn't cooperating.



Health Tip:

Benefits of Exercise: When Do They Kick In?

We know that consistent exercise improves our health—but how? And when? Consider these lifestyle tips to help you stay on track when setting and working toward your fitness goals:

- As you're working out: Your lungs are getting stronger as your brain signals them to expand faster and contract deeper to deliver oxygen to your muscles.
- Within an hour: The release of chemicals like serotonin, dopamine, and norepinephrine boosts your mood, the increased production of immunoglobulins boosts your immune system, and the kick to your metabolism boosts your calorie-burn throughout the day.
- The next day: Your heart and brain are working more efficiently and effectively, meaning lower blood pressure and greater mental focus.

- That week: After a week of consistent exercise, your sensitivity to insulin continues to improve, lowering your blood sugar, and with it, your risk of type 2 diabetes.
- After a year: You're not only improving your endurance and metabolism, you're reducing your risk of cardiovascular disease and cancer. You're also lengthening your DNA, protecting your chromosomes from the damage that comes from aging, and adding years to your life.

This tip is brought to you by the [lifestyle management team](#), offering programs to [eligible](#) individuals looking to improve nutrition, manage high cholesterol or blood pressure, lose weight, reduce stress, become more physically active, or stop smoking. Lifestyle management programs are available as part of [Well-U](#).

Contacting HR Intercom:

HR Intercom is distributed through @ Rochester and URM C 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