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

Small Gifts Add Up to Big Changes

Looking for a way to help spread some holiday cheer?

Join the University community in supporting Champions of Change by helping to fill hygiene kits for Rochester children and adults who are homeless. Those kits, along with a hot meal, free haircuts and hooded sweatshirts will be provided to more than 100 people at Champions of Change’s 6th annual Homeless Holiday Celebration on December 1.

Champions of Change, Inc. is a Rochester-based organization established by brothers Jeremiah West, 12, and Joshua West, 9, young social entrepreneurs with a mission to empower youth of all ages, cultures, and backgrounds to serve as “Change Agents” who look for opportunities to make an immediate and lasting impact within their communities.

You can help by placing new toiletry items by November 21 at one of several drop-off locations at the University. Donation ideas include wash clothes, hand sanitizer, unscented bar soap or body wash, unscented lotion, band-aids or small first-aid kits, deodorant, Vaseline, lip balm, combs and tissues. All items must be new and travel sizes are acceptable.

Contact Janice Holland or Arena Crues with questions.

News

Check Year-End Vacation Balances

As the year winds down, it’s a good idea to check your vacation balance in HRMS. A maximum of one year of accrued vacation can be carried over into 2019. Timekeepers can assist by accessing a Vacation Analysis Report in HRMS (Main Menu > UR Reports and Interfaces > HR > Vacation Analysis) which displays the vacation balance, projected accruals, and carry-over cap for vacation-eligible employees.

Questions? Please contact your HR Business Partner.

PTO Balance Options Available

Employees eligible for the Paid Time Off (PTO) plan who have balances in their account when the plan year ends on January 5, 2019 have until December 31 to choose an option for their balance.

Letters sent to impacted employees offer the options of a cash payout or having funds placed in an existing retirement account, all subject to applicable taxes and retirement contribution limits. Employees can make their choice online in HRMS. A cash payout will be made if no option is chosen. PTO payouts are scheduled to occur in employees’ January 25, 2019 pay statement.

Call ASK-URHR (275-8747) with questions.

Decorate for the Holidays Safely

If you decorate your work area for the holidays, remember to do so safely by following the required guidelines for Medical Center and Patient Care areas and for River Campus and Off-Campus areas.
Manager’s Tip

How Fair Managers Make Decisions

Most managers dedicate significant amounts of time and energy to ensuring they’re being fair. But it’s inevitable that some outcomes will be perceived as fair by some and unfair by others. Don’t assume your decisions will speak for themselves: Be transparent about how and why you made the call. For example, if you want an equitable promotions process, with certain competencies or styles counting more than others, make your intentions known to the team. As long as you have thought carefully about what the business needs, and made your decision as objectively as possible, you have done your job.


Learning & Development

Harassment and Discrimination Training Deadline Approaches

Faculty, staff and managers are off to a good start in completing the second module of the Diversity Learning Series. Assigned in late October through the MyPath Learning Management System, more than 7,500 people have already completed this important initiative. You must complete it before December 31, 2018, to be included in the 2019 annual wage and salary program.

To confirm you’ll get credit for completing the program, be sure to wait until the course has finished processing before exiting the program. In addition, completing the MyPath course evaluation achieves three outcomes: the course moves to your completed transcript; you contribute valuable course feedback; and individuals seeking CME, CNE, or SW credit will satisfy all continuing education requirements.

If you are having trouble accessing the course, consider using a different browser or try another time of day. If that does not work, email MyPathSupport@Rochester.edu for more suggestions.

Please direct questions on the training content to Title IX Coordinator Morgan Levy, and technical questions to MyPathSupport.

Coming Soon: Performance Evaluation Time

The annual Performance Evaluation process begins in less than two months. Gain expertise in the process by attending classes that explore the phases of the performance management cycle, including writing and delivering an annual employee performance review. Learn about rating scales, properly written comments, and common performance-review pitfalls. Watch for class dates and times in MyPath under Performance Management—Conducting the Annual Performance Review.

Mandatory In-Service Streamlining Continues

A positive response to improvements in content delivery for the UR Medicine Mandatory In-Service is spurring further improvements to increase efficiencies. In 2018, using a single set of modules across several hospitals, employees could complete the course requirements by moving directly to the knowledge check. Additional streamlining of the content will boost effectiveness for the 2019 program, and Mandatory requirements for new hires will vary from the annual training required for current staff. Stay tuned for more information as we approach the launch of the 2019 program.

Diversity and Inclusion

URG to Host Summit in Support of Diversity and Inclusion

University Resource Groups (URG), also known as Employee Resource Groups, are voluntary associations of people who have common interests. Open to all staff, faculty and retirees, groups are evolving and designed to help staff grow their skills and gain valuable knowledge. Among URGs’ year-end goals are: expanding by adding new executive champions, increasing membership and enhancing professional development.

Focusing on making a positive impact on the Diversity and Inclusion Initiative, URG will host an inaugural summit, UR Making a Difference, from 9 a.m. to 1 p.m. on December 7 in the Class of ’62 Auditorium. Keynote speaker is Kevin McDonald, JD, EdD, Vice Chancellor for Inclusion, Diversity & Equity and Chief Diversity Officer at the University of Missouri.

Event topics include Living the Brand, A Culture of Respect; Working While Deaf and Hard of Hearing; Disability: We’re All In; and Women and Men of Color: We are Not Invisible, a panel discussion featuring diversity representatives from UR, Monroe Community College and Nazareth College.

Email Arena Crues or call (585) 276-6494 by December 4 to register.
**Total Rewards**

**Training Set for Timekeepers**
Training sessions for January-June 2019 are set for new timekeepers who are required to attend a class and pass a competency test to be given access to the timekeeping functions in the HRMS system. Class size is limited and priority will be given to new timekeepers; current timekeepers may attend if they feel they need more training. The class is 3.5 hours and covers all timekeeping functions. Register in MyPath by visiting HRMS: Time and Labor Training.

**Timely Filing for Tuition Reimbursement**
To ensure tuition reimbursement, proof of tuition cost, proof of payment and proof of successful course completion need to be received by the Office of Total Rewards (tuitionbenefits@ur.rochester.edu) no later than 90 days following course completion. For more information, please visit the Tuition Benefits webpage.

**UPCOMING WELL-U EVENTS**

**November 14 – Holiday Farmers Market**
Add farm-fresh foods from vendors from all around Rochester to your Thanksgiving table. Stop by the Flaum Atrium from 2:30-5:30 p.m. Most vendors accept both cash and credit cards.

**December 4 – EAP Supervisor Series: Workplace Conflict**
Conflict is inevitable, yet most of us prefer to avoid it. Dependence on one familiar approach to conflict can limit the potential for effective outcomes. Join Well-U and Life-Work Connections/EAP from noon-1 p.m. in Helen Wood Hall to help expand your understanding of conflict and enhance intervention skills. Supervisors may register in MyPath.

**December 7 – Stretch to De-Stress**
Does stress have you tied up in knots? Take a break from your inbox and appointments to join lifestyle management experts Jennifer Lee, CPT, and April Ho, RD, CPT, to learn how to reduce and prevent the physiological effects of stress. Discover how stress can cause both physical and mental stiffness, explore the benefits of stretching, and learn some techniques to help you release tension, reduce pain, improve posture and flexibility, and increase mental clarity and productivity. The session is from 12-12:45 p.m. at College Town and includes some light stretching. Enroll online.

**December 19 – Holiday Farmers Market**
Gather fresh foods for your holiday meals from local vendors in the Flaum Atrium from 2:30-5:30 p.m. Most vendors accept both cash and credit cards.

**HEALTH TIP:**
**Coping with Holiday Stress**
This time of the year can have different meanings for different people, but it is generally a time to connect with family and friends to celebrate shared beliefs and values. Although it’s a time of celebration, the holidays also come with increased stress, financial struggles, unmet expectations and challenging family interactions. This holiday season, try to stay:

- **Problem-focused**—Find ways to reduce or eliminate your stressors. Take a moment to determine what the most stressful aspects of planning for the holiday are for you and consider alternative ways to manage each situation. For example, rather than driving in heavy traffic to visit relatives, adapt your travel times or develop a plan to make the trip itself as fun as possible. If you find food preparation to be overwhelming, consider what foods you can prepare ahead of time. And if the cost of giving is a burden, consider less expensive ways to show that you care, such as acts of service.

- **Appraisal-focused**—These skills help you change the way you think about a stressful event by reshaping the way you view the experience. This helps you challenge assumptions and leads you to see problems, issues or experiences in a different light. This can include looking for the positive aspects of a situation, challenging your thoughts on what the “perfect” holiday looks like, and setting reasonable expectations.

- **Emotion-focused**—You may feel pressured to meet everyone else’s needs, but it’s important that you take time to get enough sleep, exercise, eat healthfully, and get the support you need. The holidays may cause you to feel sad or lonely when faced with the absence of loved ones who have passed, or with memories that are difficult to recall. It can be helpful to talk to friends and family about your emotions and to recognize that you are not alone this holiday season.

If you find that the additional stressors the holiday season can bring are causing anxiety, or significantly affecting your mood, you might want to consider therapy. Behavioral Health Partners (BHP) offers treatment for anxiety and depression, and has a team of mental health professionals who can accurately assess your symptoms and make recommendations for treatment. To schedule an intake appointment, give us a call at (585) 276-6900. *Behavioral Health Partners is brought to you by Well-U, offering eligible individuals mental health services for stress, anxiety and depression.*

Contacting HR Intercom:
HR Intercom is distributed through @ Rochester and URMC 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.