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

The University Celebrates Staff Service Milestones

Congratulations to the staff members with service anniversary dates from July 1, 2019 through December 31, 2019, 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 on February 24, and honorees with 25 years or more of service were invited to a dinner on March 2.

This marks a change for the Staff Service Award Program from honoring staff on the fiscal year and holding celebrations in the summer to the calendar year and holding them in the late winter/early spring.

View the list of honorees and congratulate your colleagues. For service award program information, contact Melissa Ritzenthaler at 275-9151 or visit the Service Awards website.

Manager’s Tip

Guidance for Managing Situations Surrounding COVID-19

We know that as managers you are getting questions from faculty and staff on what recent guidelines, and potential future measures, may mean for themselves and their teams. The Office of Human Resources has been working with University leaders to revise policies and develop supporting materials to assist you in answering questions as decisions are made.

Managers can work with their HR Business Partners if they have questions about the guidelines or process for requesting remote work.

Materials are posted on the COVID-19 website as they become available. Thank you for your patience and understanding as we all work through this together.

Learning & Development

Performance Reviews

Managers at the Medical Center have until April 12 to submit their performance review. The University standard performance reviews launched on March 1 with employee self-reviews.

Please take advantage of the many performance management resources available to managers and supervisors in MyPath.

For specific staff-related questions, please contact your HR Business Partner. For performance evaluation process questions, please contact Learning and Development. For technical issues or questions, please contact the MyPath team.

Diversity, Equity and Inclusion

Creating a Culture of Belonging

We all know it is possible to be included, and yet still feel like an outsider. Research shows that a sense of Belonging improves motivation, health, and happiness. Exclusion creates pain and conflict and undermines wellbeing. What can you do to encourage everyone to feel that they belong as a part of your work team?

The term Belonging was coined by Pat Wadors, for Vice President of Talent Global Organization at LinkedIn. Wadors describes Belonging as "a feeling as an employee that your authentic self is welcomed and celebrated so you can thrive. It means feeling that you can take your mask off, be yourself, and feel comfortable contributing. When sitting at the table, you see and hear people like you. Whether it's your organization's marketing material or internal website, you see yourself reflected."

If interested in learning more about Belonging please contact Staff Diversity, Equity, and Inclusion at sdei@rochester.edu.
Total Rewards

How to Receive $9,000 Towards Your Dream Home

To assist with the dream of home ownership, the University has teamed up with the City of Rochester and several banks/credit unions to offer regular full-time and part-time faculty and staff, residents and fellows $9,000 toward the purchase of a primary residence. For more information or to explore qualifying neighborhoods for your new home, visit the Home Ownership Incentive Program.

What You Need to Know About your FSA Claims

Employees that participated in University’s Flexible Spending Account (FSA) and Dependent Care FSA (DCFSA) have important deadlines to keep in mind. The run-out period to submit 2019 claims for your qualified medical expenses is fast-approaching. Visit the March What You Need to Know blog to learn more about the deadline and how to submit your claims.

Have You Checked Your Investments Lately?

Having a diverse mix of investments can be as important as how much you save. Log into your TIAA account to make sure your investments are keeping you on track with your retirement goals. TIAA offers online tools and calculators to answer important questions about your current savings strategy as well as individual counseling sessions for personalized retirement planning and guidance. To schedule an appointment, call (800) 410-6497 or visit http://www.tiaa.org/schedulenow.

Batten Down the Hatches for Yo Ho Ho!

Get together the buccaneers because Well-U’s Yo Ho Ho Spring Wellness Challenge is coming! All types of wellness activities are cheered - good nutrition, stress reduction, exercise, etc. Registration opens March 30 and the challenge begins April 13. Learn more.

Upcoming Events

Please see the University Calendar for all updates to events and programs.

WELL-U Health Tip:
10 Not-So-Typical Healthy Habits

There’s more to being healthy than eating kale and logging steps. Here are some ways you can choose to thrive every day and encourage your mind, body and spirit to grow:

1. Harness your inner child: Think jump ropes, hula hoops and Frisbees to get your heart rate up and have some fun!
2. Do something you’ve never done before: Try that new recipe, read that book, attend an event. The world has so much to offer – explore it!
3. Laugh: At yourself, with your friends, alone in the woods. It’s medicine for the soul.
4. Listen: Quiet your inner critic next time you have a conversation and allow yourself to just listen.
5. Buddy up: Make plans to meet a friend at a yoga class or for lunch. Don’t underestimate the power of sharing experiences with someone else.
6. Do something you love even if it’s just for a few minutes: Water your plants, journal, immerse yourself in music, drink your coffee sitting down on the couch.
7. Unplug: Notice the stillness.
8. Be grateful: Acknowledge the good things in your life. There is always something to be grateful for.
9. Take a nap: Yes, the to-do list is endless. It will be there when you wake up.
10. Pay it forward: Buy someone coffee, let the other car go first, compliment a stranger. Small acts add up to big beauty in this busy world.

Interested in exploring more ways to thrive? Partner with a wellness coach with the condition management coaching program to learn how to move, eat, sleep and manage your way to better health. Condition management wellness coaching is available to eligible individuals as part of Well-U.

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