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

Open Enrollment in November

Open enrollment is just a few weeks away from November 1 thru the 15; here is what you need to know to be best prepared to make your elections!

- **The Total Rewards website** and Open Enrollment page is your best place to visit first.
- **ALEX Tool**: This online tool explains tricky benefits terminology and can provide a personalized recommendation on benefit elections.
- **FAQs**: We know enrollment can be overwhelming. Find answers.
- **Q&A Sessions & Webinars**: Leading up to and during Open Enrollment, we host numerous ways that employees can help themselves to be the most prepared to elect.

Do You Interview Applicants for Open Positions?

A new online module in MyPath is required for staff members at any level who are involved in the applicant interview process. Not just for hiring managers, “Ethical and Legal Obligations in the Hiring Process” provides any employee involved in the hiring and recruitment process with baseline ethical and legal responsibilities as outlined by University policy. As influencers in the hiring process, it highlights the obligation to create fair and equitable access to job opportunities and fosters skills that assist in making the most effective hiring decisions. The module is approximately 25 minutes in length and can be searched by title or assigned to applicable direct reports by department managers who have these permissions in MyPath.

Employee Transition to Hourly-Paid

For employees transitioning to hourly-paid in PAS Grades 50-52, the first hourly paycheck will be distributed on October 18, covering September 29 - October 12.

If you have any questions or concerns about the transition, please contact your supervisor or Ask-URHR.

Learn about the Human Resources Service Desk

The Human Resources Service Desk is a new communication tool to inquire about employee information, departmental updates, training and much more. A user guide is available to you via HRMS’s Helpful Information page. Request a live demonstration of the Service Desk by contacting Ashley Campbell.

Manager’s Tip

Managing the Transition to Hourly-Paid

The Office of Human Resources is offering training sessions for managers related to managing hourly-paid employees. A recorded session is available in MyPath for managers to review when time allows. Please contact your HR Business Partner with any questions.

If a department would like to initiate use of the web clock or the UR Time Entry Page, a request must be sent from the Business Partner to HRMS. Changes will apply to all non-exempt employees in the department, not to individual employees.

The default meal period for hourly-paid employees can be changed in HRMS by following the pathway UR Reports and Interfaces → Forms → Personnel Data Update. Please contact your HR Business Partner with questions.

2020 Performance Review Training Resources

With the 2020 Employee Performance Reviews on the horizon, leaders who will be writing reviews have several training resources available to them for first-time reviewers or as a refresher. Register in MyPath for:
• Performance Management: Conducting the Performance Review (same class that has been offered throughout 2019).
   *Coming Soon: This training will also be available online for 2020.*

• Performance Management: Creating and Managing Performance Goals.

Visit the Human Resources Performance Management Guide for the necessary tools to assist leaders in conducting comprehensive and effective performance meetings with their employees.

**Time Off for Voting**

University of Rochester employees who are registered voters may take off up to three hours of working time to vote at any election without losing pay.

Time off may be taken at the beginning or end of a work shift or a time agreed upon with the supervisor. The employee must notify their supervisor at least 2 days before the day of election.

**Life-Work Connections/EAP Supervisor Series**

Life-Work Connections/EAP will be holding the second session of the Supervisor Series on Tuesday, October 29 from 12:00 – 1:00 p.m. in the Medical Center. In this session, managers and supervisors will expand their understanding of conflict and enhance their intervention skills. Topics include how to use confrontation constructively, the application of appropriate conflict styles for specific situations, and how and when to intervene in conflict between co-workers. This session is for employees in a supervisory role only. Register in MyPath.

**Learning & Development**

**URMC Opioid Task Force**

The URMC Opioid Task Force has worked for more than a year on a multidimensional approach to addressing the opioid crisis. Part of the goal of the Task Force was to provide specialized training geared to all staff, including those who work in non-clinical roles. Recommended for all URMC faculty and staff, these modules, housed in MyPath, will each take approximately 30 minutes to complete. They include:

- Overview of Opioid Efforts: A summary of URMC’s system-wide approach
- Destigmatization of OUD: Facts to dispel the stigma related to opioid use disorder
- Naloxone Prescribing: Understanding the medication and its important role in treating overdose.

To access these modules, log into MyPath and search “opioids” or the titles above to locate the modules. In the coming weeks, a second set of modules will provide specific training for providers and clinical staff focused on screening and intervention, prescription guidelines and monitoring, opioid tapering strategies and guidance on medication-assisted treat (MAT).

**Resuscitation Quality Improvement**

During the past 15 months, URMC has been exploring the best delivery methods for Resuscitation Quality Improvement (RQI) training. Please make note of the following important updates:

- Effective October 3, 2019 staff no longer have access to the RQI learning via MyPath.
- Staff will be provided a direct link to the RQI learning platform (RQI 1Stop) this week.

If you have received an email regarding your new RQI Learning assignment from MyPath, please disregard.

If you have already completed the fourth quarter learning, you will receive your next assignment at the beginning of next quarter (January 2020).

We would like to take a moment to say thank you to those who participated in a pilot designed to evaluate the feasibility of integrating RQI and MyPath. Your valuable input and feedback helped us determine a more robust approach to accessing the training. We will be back in touch shortly with details on the new platform (RQI 1 Stop).

**Diversity and Inclusion**

**Serving Community Members in Need**

The Office of Staff Diversity, Equity, and Inclusion (SDEI) recently spent a day at St. Peter’s Kitchen serving community members in need. St. Peter’s Kitchen has been serving the Rochester community for more than 30 years. They offer the hot lunch program, a community garden, Foodlink’s Mobile Pantry, Holiday meals, Holiday Food Baskets, and emergency services for rent and utilities. For more information on
St. Peter's Kitchen please visit the organization’s website.

SDEI is proud to be partnered with community organizations to provide a hand-up, not a hand-out. The SDEI team helped to prepare the hot lunch meal, serve the community, and provide clean-up. SDEI is a proud supporter of our community and continues to partner as tangible examples of “Ever Better.”

**Total Rewards**

**Farmer's Market**

The University Farmer's Market will hold the last market of the season today, October 16 from 2:30 - 5:30 p.m. in the Flaum Atrium.

**Reduced Prices for Buffalo Bills & Rochester Amerks Tickets**

The Buffalo Bills are offering all University faculty, staff, retirees, and families the chance to purchase discounted tickets to the many of the 2019 Buffalo Bills home games (subject to availability). For more information and to purchase tickets, visit the Discounts & Perks page of the Total Rewards website.

The Rochester Americans are also offering all University of Rochester faculty, staff, retirees, and families the chance to purchase discounted tickets for the 2019-2020 season (subject to availability). Tickets are only $18 and can be purchased online. Please contact Jacob Satter with any questions via email at or 585-448-3776.

**Tai Chi**

Well-U and Wendy Smith, certified Tai Chi instructor, will present an introduction to Tai Chi class on Thursday, October 31, from 12:00 – 1:00 p.m. in Helen Wood Hall. This one-hour class will focus on the beginning movements of Sun Style Tai Chi. Register Online.

**Health Tip:**

**Help for New Parents**

One of the biggest challenges in an individual's life is becoming a parent. While it is quite normal to have some ups and downs after having a new baby, it is also a time of increased risk for the development of postpartum mood and anxiety disorders.

It is common for new parents to feel weepy or anxious. This is referred to as the "baby blues" and it is generally mild and resolves two weeks after delivery. How does someone know if there is something more serious happening? If you answer yes to any of the questions below, it is possible that you are suffering from postpartum depression or another perinatal mood or anxiety disorders.

- Are you feeling sad or depressed?
- Do you feel more irritable or angry with those around you?
- Are you having difficulty bonding with your baby?
- Do you feel anxious or panicky?
- Are you having problems with eating or sleeping?
- Are you having upsetting thoughts that you can't get out of your mind?
- Do you feel as if you are "out of control" or "going crazy"?
- Do you feel like you never should have become a mother/father?
- Are you worried that you might hurt your baby or yourself?

Fortunately, postpartum mood and anxiety disorders are treatable. Contact your healthcare provider to access care.

Behavioral Health Partners is brought to you by Well-U, offering eligible individuals mental health services for stress, anxiety, and depression. Our team of mental health professionals can accurately assess your symptoms and make recommendations for treatment. To schedule an intake appointment, give us a call at (585) 276-6900.

**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