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

2020 Staff Awards

The University’s Recognition Program within the Office of Total Rewards is now accepting nominations for the 2020 Staff Awards. Awards include the Meliora Award, recognizing excellence in performance of a service in the last few years; the Witmer Award for Distinguished Service, acknowledging a lifetime achievement of an outstanding career with the University; and the Staff Community Service Award, celebrating a non-management staff member’s dedication to the community through volunteering. Winners receive cash prizes or salary increases, free parking, a recognition reception in their honor and more! All nominations must be received by February 5.

Redesigned HR Website Coming Soon

In the next several weeks, a redesigned HR website will launch on the University website. Notable improvements will include enhanced search functionality, improved user experience, a cohesive presentation of HR information and a manager’s toolkit to provide resources and support for supervisors.

In conjunction with the new HR site, a new Policies and Procedures website will offer a central location to browse, read, print, and share University-wide policy documents, guidelines, and procedures. The site is designed to meet the highest web standards for usability and accessibility as a way to ensure access to all. The site’s enhanced search function means it will be easier for faculty, staff, and students to browse and find policies by topic and keywords. All policies on the site will include standard ways to display information such as issue date and contact information. Policies will also include links to related policies and supplemental information.

The new Policies and HR websites are part of a larger effort to improve the University’s digital spaces and to reflect Rochester’s commitment to openness and accessibility. More information will be announced as the launch date is determined.

MyPath Support Line

We are proud to announce that we now have a phone line for MyPath Support for general technical inquiries at 585-602-7284. If a ticket has not been submitted via the HR Service Desk, a new ticket will be generated while on the call. General hours of operation are: 9:00 a.m. – 5:00 p.m., Monday through Friday.

Manager’s Tip

New Regulations for Hiring Managers and Interviewers

New legislation effective in January in New York State prohibits employers from asking for salary history from an applicant. The law applies to both internal and external job applicants. Additionally, employers are prohibited from using an applicant’s current or past salary as consideration in determining the compensation for the position. To learn more, visit the interviewing section of the Supervisor’s Guide to Hiring on the HR website or reach out to your Human Resources Business Partner.

A new online module in MyPath is available for staff members at any level who are involved in the applicant interview process; not just for hiring managers. The module titled “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.
Celebrating the Multigenerational Workplace

Multigenerational workforces have been shown to be more productive and have less turnover than those without age diversity. Learn more about misconceptions related to workers of all ages and how that can hold us back from positive culture change and success.

Learning & Development

2020 Mandatory In-Service Education

The 2020 Mandatory In-Service module will be launched in mid-January and will be due for completion by June 30, 2020. Updates to the program include fewer modules (24 topics have been combined into 8) and new section names to help employees more easily identify the location-specific modules.

New Education Available

Several new learning topics are now available in MyPath:

- Medical Terminology: This introductory course familiarizes the learner with common terms within the medical workplace.
- Active Violence: This training video presents run, hide, fight and other best practices for keeping health care employees safe during an active violence incident.
- Introduction to UR Financials: This module and reference guide provide an overview of our finance system.
- Destigmatization of Opioid Use Disorder (OUD): This module will help you describe risks associated with opioid use, demonstrate sensitivity toward patients with a diagnosis of OUD and identify methods of creating safe spaces for patient care.

Performance Reviews

As we welcome in a new year, it is also that time of year to kick off Performance Reviews. The Medical Center Standard and Nursing staff performance reviews launched Monday, January 6 and the University standard performance reviews will launch on March 1.

Please take advantage of the many performance management resources available to managers and supervisors listed below. Most of these resources can be accessed directly through MyPath unless otherwise indicated.

- Conducting the Performance Review
- Creating and Managing Performance Goals
- Developing Your Direct Reports
- Coaching for Development
- Performance Management Guide (HR Website)
- MyPath Help
- Adding co-planners
- Launching off-cycle reviews
- Managing employee goals

There are a number of resources available to assist with questions or concerns. 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

EEOC and Affirmative Action: Understand the Difference

The University of Rochester is an Equal Opportunity Employer with an active and current Affirmative Action Plan. Please refer to our Workplace Values and Equal Opportunity Policy (Policy 100) and our Affirmative Action Policy for Minorities, Women, Disabled Individuals and Protected Veterans (Policy 102).

What is the difference between the Equal Employment Opportunity Commission (EEOC), Equal Employment Opportunity, and Affirmative Action? The U.S. Equal Employment Opportunity Commission (EEOC) is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of the person’s race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information, also known as protected classes. Equal Employment Opportunity (EEO) rights are guaranteed by federal and state fair employment laws and are enforced by EEOC and its state counterparts.

It is also illegal to discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. For additional information, please reference U.S. EEOC.

Affirmative action plans (AAPs) define an employer's standard for proactively recruiting, hiring and promoting women, minorities, disabled individuals, and veterans. AAPs include numerical measures with the intent of increasing the representation of minorities. The charge for The Office of Federal Contract Compliance Programs (OFCCP) is to enforce affirmative action mandates.

For additional information, please feel free to contact Director of Staff Diversity, Equity, and Inclusion Kevin Beckford or Associate Director for Staff Diversity and Inclusion and Community Engagement Janice Holland.
2020 Insurance Cards: What you need to know

Health, Dental, and HSA cards have been mailed out. If you enrolled for 2020 and have not received your card by the end of January, please contact the appropriate vendor. Only new members/first time subscribers will receive new cards. For all other members, continue to utilize the card you have on hand or if you are an FSA member, you do not receive cards. For further information, read the blog on 2020 insurance cards.

Voluntary Retirement Contribution Limits Increase for 2020

The IRS has announced that the maximum Voluntary Contribution limits for the 403(b) Retirement Program for calendar year 2020 will increase to the following: for those under age 50, the maximum is $19,500; for participants age 50 and older by December 31, 2020, the maximum is $26,000. You may enroll or change your Retirement Program elections online or via telephone at 800-410-6497 anytime during the year.

Tuition Reimbursement Reminder

To ensure tuition reimbursement, please email the Office of Total Rewards with proof of tuition cost, proof of payment, and proof of successful course completion no later than 90 days following course completion. For more information, please visit the Tuition Benefits website.

New York State Minimum Wage Adjustments

At the end of 2019, as we have done for the past three years, the University increased the minimum wage in compliance with New York State (NYS) as it continues its annual progression to a statewide $15 minimum wage.

Effective December 31, 2019, the University’s new minimum wage increased 70 cents to $11.80. Associated with this increase, there have also been modest increases to the starting wages for many of our pay grades. For more information, please reach out to your supervisor.

Upcoming Events

(Click links to register)

Supervisor Series: Using EAP in Supervision
Thurs., January 16, 12:00 - 1:00 p.m.
Medical Center

Find out how EAP can be used as a productivity tool when addressing job performance concerns.

Live Cooking Demo
Tues., January 21, 12:00 - 12:45 p.m.
Medical Center

Watch as a healthy meal is prepared for you, learning about ingredients and cooking techniques as you go.

WELL-U Health Tip: Thrive On, Even in Winter

The winter months in Western NY can seem like they go on forever. However, there are ways we can beat the gray, gloomy weather and continue to thrive.

Celebrate the daylight

Winter Solstice is technically the darkest day of the year, but did you know in some cultures it is the celebration of the rebirth of daylight? After December 21st the days start to get longer, which means more natural light, more sunshine (hopefully), and more vitamin D! Natural light helps us with our circadian rhythm, improves mood, and can even make us more productive! So take a quick screen break and look out the window!

Get Moving

Winter isn’t going anywhere, and unfortunately we can’t hibernate all season like some mammals. Going outside and enjoying the weather on your own terms might be just the cure to thrive during the winter months. Take a walk, try some winter hiking, go ice skating, or even try something new like snowshoeing or cross-country skiing. There are wonderful parks around Monroe county set up for all these fun adventures. Bundle up and have some fun!

Eat In-Season Fruits and Vegetables

Eating with the season is a wonderful way to thrive during the winter months. Think warm and comforting root vegetable soups, sweet and bright citrus fruits, and dark leafy greens to help boost your immune system and give you some comfort.

Stay Hydrated

Did you know our bodies are about 60% water? The winter months do a number on our skin. With dry heat and cold blustery wind, it is important to stay hydrated throughout the season. Water helps rehydrate our skin and can increase energy and even fend off a mindless sweet tooth. Water helps repair our body from the inside out, so do your body a favor and raise a glass (or 8).

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