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**

**University Welcomes New Director, Learning & Organizational Development**

Michelle Lewis was recently named Director of Learning and Organizational Development. She will oversee the non-Medical Center and collaborate closely with Stephanie VonBacho, who leads Med Center Learning and Development. Having worked in learning and development in Facilities since October 2012, Michelle has a passion for leadership development, team building and strategic organizational improvements. She has a master’s degree in education, a coaching certificate, and over 20 years of experience in corporate and educational learning environments. Michelle is a past president of the Rochester Chapter of the Association for Talent Development and spent five years on the board of directors. She also has various facilitator certifications. Michelle will begin work with an initial inventory and needs assessment for the University in the area of learning and development.

**Manager’s Tip**

**Timekeeping Reminder**

Please ensure that timekeepers are approving time by the scheduled payroll deadlines. Departmental time must be approved in HRMS by departmental timekeepers promptly by 5 p.m. on designated Mondays to ensure that employees receive timely paychecks.

**Additional Leadership Development Courses Now Online**

New Leadership Development Courses are now available in MyPath. Topics include:

- Managing Remote Employees
- Adapting Your Leadership Style
- Critical Thinking Skills
- Skillful Collaboration
- Talk Like a Leader: What Every Employee Needs to Hear
- The Toughest Supervisor Challenges and How To Overcome Them

**Learning & Development**

**Temporary Changes to New Employee Orientation**

Instead of in-person New Employee Orientation class at the Staybridge Suites, new hires outside of Nursing Practice will be notified by their HR Liaison to report directly to the department on their start date. Hiring managers will receive a weekly email message providing important “to-dos” for the new employee’s first day, including the completion of their MyPath assignments. Please contact Jenny Argentieri with any questions.

Additionally, the Center for Nursing Professional Development and Nurse Recruitment have created a Rapid Onboarding process for our temporary nurses brought in to assist during this crisis, which will provide the essential knowledge and training required to get them to their units in the most safe and expeditious manner.

**Performance Evaluation Deadlines**

**Medical Center:** The April 12, 2020 due date for the 2019 Performance Reviews has been postponed. At this time, we do not have a new due date determined, however the 2019 performance review delivery will still
be required for all eligible staff members at some point in the upcoming months. More information will be communicated once this situation is under control and can provide further details. Evaluations will remain open at this time and those who are able to complete them are encouraged to do so.

While the performance review process is suspended at this time, there are some important tasks and deliverables that staff members without current work assignments may wish to complete:

- 2020 Mandatory In-Service Education
- 2019 Performance Reviews (past due self-reviews, goal writing, delivery by manager where possible)
- Quality Assurance tasks
- CPR compliance through the RQI system (note: The American Heart Association will now extend AHA Instructor and Provider Course Completion Cards for 120 days beyond their recommended renewal date, beginning with cards that expire in March 2020).

**Non-Medical Center:** We understand that additional time may be needed by staff and managers to complete self-assessments and performance evaluations. We request that if possible, managers work with their staff to complete their reviews on time using the normal process and timeline. If your workload is such that you cannot complete these by the due date of April 30, please discuss a revised timeline with your Cabinet-level leader. It is our goal to have performance evaluations completed by the end of the fiscal year.

### Diversity, Equity and Inclusion

**A Note From Vice President and Chief Diversity Officer Mercedes Ramírez Fernández**

The Office of Equity and Inclusion extends heartfelt appreciation to all who continue to serve during the current COVID-19 crisis. We understand that equity and inclusion remain a priority, especially during times of uncertainty. Please know that the University’s commitment to creating a culture of respect and an environment of equity, inclusion, and access are essential to our work and the people we serve. We hold true to that work not just during this crisis, but every day.

We understand these can be anxious and uncertain times. We want to hear from you. Please reach out to us via email to connect, to offer your thoughts, to share a concern, or to just say hi. You can report complaints of harassment and discrimination for non-students on the [University’s website](#). If you’re interested, you can also read and subscribe to our [Encompass](#) newsletter.

### Total Rewards

**Tuition Waivers**

Are you unsure if your tuition waiver application has been processed? We began processing waiver applications for classes during summer 2020 in the beginning of April. Check out the status of your tuition benefit at the end of the month in [HRMS](#) by following the path Self Service > Benefits > Tuition > Tuition Benefits Received.

**Updated HSA and FSA Covered Expenses**

The Coronavirus Aid Relief and Economic Security (CARES) Act, was passed by Congress in March, includes important provisions that allow participants to use their HSA and FSA on over-the-counter medications without a prescription and feminine hygiene products. The [HSA](#) and [FSA](#) webpages are updated to include these details.

### Upcoming Events

(Click links to register)

**Well-U Virtual Workout Workshop**

Thurs., April 16

A virtual class to learn how to create your own high intensity interval training (HIIT) to burn more calories, build more muscle, and make it your own.

**Health Bites: Plant-Based Nutrition and Changing Medical Paradigms**

Tues., April 21

Why do changes in our scientific knowledge take so long to be put into medical practice? This seminar will include a Q&A session.

**EAP Supervisor Series: Recognizing Stress, Depression, and Anxiety in the Workplace**

Thurs., April 23

Join the virtual workshop that is designed to provide supervisors with tools to recognize signs of depression, anxiety and distress in your employees.

Please see the [University Calendar](#) for all updates to Well-U events and programs.

### WELL-U Health Tip: Establishing Your New Normal

During this time of uncertainty, many are faced with the transition to working from home. Some have a full house as family members return home from school, work or elsewhere. While others might feel isolated. No matter the circumstances you find yourself in, it is crucial to establish and maintain a routine. Consider...
these lifestyle tips to help you stay productive and healthy throughout these changes:

- Get adequate sleep (7-8 hours per night for adults according to the CDC). Try to wake up at your "normal time" as if you were going to work. Plan out your day/week in advance. See where you have breaks and schedule yourself a walk outside to get fresh air and some added steps.

- Pack your lunch and snacks the night before even when working from home. This helps avoid mindless snacking and boredom eating. When meals are planned out and set aside for the day, we are less likely to graze throughout the day.

- Put on a workout outfit when you first wake up. When you have a break in your schedule you’re more likely to get up and move. Less time is wasted if your breaks are short since you are already in workout gear...plus you’re comfortable.

- Put 4 - 16 oz. water bottles in the fridge each morning (or the night before). Each time you open the fridge you have a visual reminder of how many more bottles you need to drink to reach 64 oz.

This tip is brought to you by the Center for Community Health & Prevention, offering lifestyle management programs to eligible individuals.

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