Nominate a Deserving Colleague/Team for the Annual Staff Awards

There is still time to recognize outstanding colleagues through the University’s annual staff awards program. Nominations are open through February 7 for the Meliora Award, the Witmer Award for Distinguished Service, and the Staff Community Service Award. The Meliora Award recognizes staff members whose work performance over the preceding few years exemplifies the University’s motto, Meliora, through contributions and attributes in specific areas such as service enhancement, process improvement, or cost reduction. The Witmer Award is intended as a “lifetime achievement” award, recognizing staff members for their accomplishments, leadership, and dedication to the University over the course of their career. The Staff Community Service Award recognizes a single outstanding event or continuous voluntary contributions of nonmanagement staff to the University community or to a nonprofit organization in the greater Rochester community. Full- and part-time active staff from any division are eligible. Complete details and nomination materials are available at Rochester.edu/working/hr.

Updated Disability Policy 339

Sick Leave Plan and Short-Term Disability, Policy 339, has been updated effective January 1. This plan pays all or part of basic salary for an eligible individual who is absent from work for a period of days, weeks, or months due to an illness or disability not related to the job and which prevents the individual from performing University duties and responsibilities. A summary of changes can be found in the Sick Leave and Short-Term Disability box on the Leave Administration website. Short-Term Disability questions can be directed to hrdisability@HR.rochester.edu.

2018 Mileage Reimbursement and Moving Allowance Rate Changes

Effective January 1, 2018, the University’s business mileage reimbursement rate will be 54.5 cents per mile.

Also, the IRS Code that provided an exclusion from employees’ income for qualified moving expense payments and reimbursements made by employers has been suspended, except for military-related moving expenses, for tax years 2018 through 2025. All moving expenses reimbursed beginning January 1, 2018, will be taxable to the employee and subject to tax withholding. Beginning on 1/1/2018, all reimbursements of moving expenses to current or prospective employees should be reported to Payroll using a 211 form so the appropriate taxes may be withheld from employee paychecks. This is true even if the expenses were incurred in a prior year, and the employee is not reimbursed until 2018.

Please review the updated Mileage Reimbursement Policy and Moving Policy for more information.

Paid Family Leave (PFL) Now Available

The new PFL benefit which provides pay during an absence for bonding with a newborn or newly placed child, caring for a seriously ill family member, or assisting a family member called to active duty is available to all employees effective January 1. Aetna, our insurance carrier, will administer and manage all claims. PFL is funded through a small payroll deduction, with an annual cap of $85.56 in 2018. The Leave Administration website contains the new PFL policy, more info about the payroll deduction, and an estimate of what employees can expect to pay as well as procedure details. Most eligible employees will see payroll deductions beginning in January. PFL questions can be directed to hrpaidfamilyleave@ur.rochester.edu.
HYTAP Students Give of Themselves This Holiday
The University’s Healthcare Technology Youth Apprenticeship Program students supported the 2017 Champions of Change Homeless Holiday Celebration at which more than 200 homeless individuals were provided with gifts of much needed winter clothing, a warm dinner, and hygiene kits, all donated and collected by UR members with support from Brownie Troop 60161. Read more…

Time and Labor Training Schedule
Training sessions have been established 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. While 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. Registration will occur in MyPath by clicking on the following link: HRMS: Time and Labor Training

Benefit Highlights

TIAA Satisfaction Survey
University of Rochester Retirement Program
Participants received an email on January 9 from TIAA requesting feedback on TIAA services. The email contained a link to a brief survey. Please complete the survey by January 24, 2018, to ensure your opinions are included. If you have questions, call TIAA at 1 (800) 410-6497. We are not linking directly to the survey in the article as it is important that respondents use the link in their email.

Financial Health Bite Seminar – Identity Theft
Benefits invites you to an informational seminar on the different types of identity theft, how your personal information can be stolen, what you can do to prevent it, and what you need to do if you are a victim. Conducted by a representative from Advantage Federal Credit Union, this seminar will be held January 31, from noon to 1:00 p.m. in College Town, 44 Celebration Drive, Room 2007AB (2nd floor). Registration is required.

Health & Wellness
HR Intercom January 2018

What You Didn’t Know About YOUR Health Care Plan
You may think of YOUR University Health Care Plan as a safety net, only using it when something goes wrong. Instead, you should be thinking of it as an opportunity to avoid future health obstacles. How? Preventative Services — Individuals enrolled in a University Health Care Plan are eligible for 100% coverage (no cost to you) for preventative services, including a regular check-up visit and any recommended health screenings received from in-network providers. Discounts — Both Excellus and Aetna offer discounts on programs and products related to health and wellness, including fitness, healthy eating, and more. For information about the preventative services and discounts YOUR Health Care Plan offers, visit the Aetna or Excellus websites.

Explore Your Wellness Benefits
Learn about the variety of wellness benefits U of R employees receive by signing up for the Weekly Wellness newsletter. Sent every Monday, this newsletter informs you about upcoming wellness events, notifies you of new programs, and gives you the opportunity to learn new info about health and wellness.
New 2018 Well-U Programs
Be the best version of yourself in 2018 with a new Well-U program. Eligible individuals may participate in no-cost lifestyle and condition management programs including Nutrition, Fitness, and Self-Management.

Submit a Photo for “Wear Red Day”
Well-U encourages faculty and staff to “Go Red” for National Wear Red Day on Friday, February 2. This effort is a part of the American Heart Association’s Go Red For Women campaign to raise awareness and fund the fight against cardiovascular disease and stroke. Groups or individuals wearing red are encouraged to take a picture and email it to well-u-info@rochester.edu. All photos submitted by midnight February 4, will be posted on the Well-U Facebook page, with the top “liked” photos winning some great, healthy prizes!

Upcoming Wellness Programs
(Click links to register)

Guided Relaxation:
Wed., Jan. 17, 12:15 p.m. - 12:45 p.m.
Saunders Research Building

Live Cooking Demo:
Thurs., Jan. 18, 11:30 a.m. - 12:15 p.m.
Café 601

Immune & Mood:
Fri., Jan. 19, noon - 12:45 p.m.
Helen Wood Hall 1W304

Ready, Set, Train:
Mon., Jan. 22, noon - 12:45 p.m.
URMC Natapow Room

EAP Supervisor Series: Encouraging Workplace Wellness:
Tues., Jan. 23, noon - 1:00 p.m.
URMC, Room K207

Working Parents Support Group:
Mon., Jan. 29, noon - 1:00 p.m.
Helen Wood Hall 1W502

Champion Breakfast:
Wed., Jan. 31, 7:30 a.m. - 9 a.m.
College Town
Email well-u-info@rochester.edu to RSVP or for more information.

Contacting HR Intercom:
HR Intercom is distributed through @ Rochester on a ten-month basis: January through July and September through November. If you have comments or questions about HR Intercom, please contact: gina.radlo@rochester.edu

Health Tip:
Know Your Numbers: What They Mean, Why they Matter
Biometric screenings – why are they important and what do they tell you, really? While your results are not intended to diagnose any health problems, they do offer a wealth of insight into your overall health and well-being. Here are a few things you’ll learn in a brief 20-minute screening:

- **Body Mass Index (BMI):** A measurement that defines your weight as normal, overweight or obese. Being overweight or obese puts you at a higher risk for many health problems, so this is a great place to start when setting goals for your future.

- **Abdominal girth:** If you carry extra weight in your middle, your health risk is higher than if it is distributed across your body or if you carry it mainly on your hips and thighs.

- **Heart rate:** While resting, how many times does your heart beat in one minute to deliver the minimum amount of blood your body needs?

- **Blood pressure:** This is the pressure of your blood on the walls of your blood vessels as it travels through your body. Having consistent high blood pressure can lead to many health problems. If it’s high, you may not even know it!

- **Total cholesterol:** A fat-like substance found in the blood that is essential to normal body functions. Elevated total cholesterol puts you at higher risk for heart disease and blood vessel problems. The four types measured at your biometric screening will reveal how diet and exercise changes can improve your numbers.

- **Glucose:** Your body’s primary source of energy. Too high or too low glucose can affect how you feel and could be an indication of health problems. Elevated glucose levels could indicate diabetes or pre-diabetes—something you’ll certainly want to be aware of!

Take 20 minutes to be in the know. Your current and future health will thank you. Biometric screenings are available at no cost to eligible individuals as part of the YOURhealth employee wellness program. Departments with 10 or more participants can request an on-site clinic.