



UNIVERSITY of
ROCHESTER

HR Intercom

September 2017

University of Rochester Office of Human Resources

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.



Well-U Wins National Award

Congratulations to Well-U, UR's wellness program, for being awarded the 5th annual,

national [Edington-CBIZ Next Practice Award](#) for excellence in workplace well-being in the categories of Operational Leadership and Self-Leadership. The Award recognizes wellness programs that show a commitment to workplace health initiatives in an innovative and creative manner. [Read more...](#)

Bereavement — Policy 327

Time off without loss of base wage or salary can be granted to a regular FT or PT staff member who suffers the loss of an **immediate family or household member**. See [Policy 327](#) for explicit definitions of both categories, excused time off, time reporting, and calculation of pay. (Represented staff should refer to their collective bargaining agreement.) For questions, contact your [HR Business Partner](#).

Fall HR Compliance Training Scheduled

The University is committed to compliance and continues to offer training on Federal and New York State labor regulations, the Fair Labor Standards Act (FLSA), and their impact on University policies and procedures. Select from three fall training sessions, each offered from 8:30 to 11:30 a.m.: September 26, October 17, and November 14. Register in MyPath by clicking the link, [HR Compliance Training](#).

HR Staff Announcements

Matthew (Matt) Fontaine (Admin. Services), originally a Strong Staffing member, was hired 7/24/17 on a permanent full-time basis as an HR Assistant.

Deborah J. Martin (Admin. Services) celebrated 45 years of University service on 9/11/17.

Zachary (Zack) Beattie (Benefits) was promoted 9/3/17 to HR Representative in the Retiree Health Care area.

Lawrence (Larry) Ansini (Compensation) will retire 9/30/17 after 41 years of University service.

Laura DuMont (Compensation) was promoted to Director of Compensation effective 7/1/17.

Sara Akhmedjanova (Employment Services) transferred into HR 8/7/17 as a Senior HR Assistant (Liaison).

Nevardo Vanegas (Employment Services) was hired 9/5/17 as a Senior HR Assistant (Liaison).

Patricia (Tricia) Monigle (HR Service Center), originally a Strong Staffing member, was hired 8/6/17 on a permanent full-time basis as an HR Assistant.

Alyssa Poinan (Labor Relations), originally a Strong Staffing member, was hired 8/6/17 on a permanent full-time basis as an HR Assistant.

Christine Ludwig (RCHR) was hired 7/31/17 as an HR Business Partner.

John Ventresca (Workforce Learning & Development) from University ISD joined the MyPath team effective 9/1/17 as Program Director, Online Learning.

Congratulations!

Benefit Highlights



Open Enrollment Packages — Go Green!

Open Enrollment packages for 2018 will be sent out soon! Review your mailing address on [HRMS](#) (*Main Menu, Self-Service*) and make any necessary updates to ensure your benefit materials are

Financial Health Bite Seminar — Managing Money Day to Day

Attend an informational seminar to learn how to set up a monthly budget, determine which payment option (cash, credit/debit, etc.) to use to pay your

sent to the correct address.

Or, Go Green! Receive your benefits-related mailings electronically by consenting to eDelivery on [HRMS](#). Questions? Contact Ask URHR at 275-8747.

bills, and how to save or invest your money. Conducted by a Five Star Bank representative, this seminar will be held Wednesday, **September 27**, from noon to 1:00 p.m. in the Med. Center. Guests and lunches are welcome. [Registration](#) is required.



Health & Wellness

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Last Week to Submit Team Names for “Measure the Miles” Fitness & Wellness Challenge

Join the 2017 “Measure the Miles” Fitness & Wellness Challenge through WalkingWorks for a chance to win a variety of great prizes. Enjoy walking, running, biking, yoga, etc? Then this challenge is for you! To participate, your team name must be submitted to well-u-info@rochester.edu by Friday, **September 15**; the challenge runs October 1 – October 31. Learn more [here](#).

EAP Supervisor Series

Well-U brings you this 5-part series to help supervisors discover and learn new ways to deal with problems, along with the tools and resources available to assist you and your employees. Tuesday, **September 19**, kicks off the EAP Supervisor Series with the topic “Get Your Team Back on Track.” The first session will be held from noon - 1 p.m. in the Medical Center. Register for the first class by logging into [MyPath](#). (This link goes to the first class. To register for additional classes, type *EAP Series* in the *Search* box on that page).

Self-Defense Class

How would you react in a life-threatening situation? Learn strategies to confront and defend against an attacker, how to avoid becoming a victim, and more techniques on Thursday, **September 21**, from noon – 1 p.m. in Helen Wood Hall. No prior experience is necessary. Loose, comfortable clothing is recommended. [Enroll online](#).

Helpful Parenting Information

Parenting can be difficult, especially with the added pressures of having a career. Join Life-Work Connections/EAP in collaboration with Well-U on one Monday each month for an opportunity to join other career-minded parents for advice and support. This month’s meeting will be held **September 25** from 12:30 - 1:30 p.m. in the Northeastern Room and participants are encouraged to stop in throughout the hour as their schedule allows. [Register online](#).

Health Tips for Fun Family Health

Family health is more than keeping your family well. It’s also emotional health, like the importance of spending time together. Use these ideas to make regular activities into fun, family bonding experiences:

Eat dinner together – Finding time to sit down for a family meal can be a challenge, but it is a prime opportunity to talk, listen and enjoy a good meal together.

Make chores fun – Instead of relegating each member of the family to doing separate chores by themselves, turn chores into a game you can all do together. Play music while you’re doing laundry and enlist the kids to sing and dance while helping to fold and put clothes away.

Exercise together – Exercising as a group can add fun and bonding to what would otherwise be hard work. Get together with loved ones to go for a hike, swim, or play a favorite sport.

Read a book together – Reading a good book is one of the simple pleasures of life and a great way to exercise your mind. Select something the whole family can enjoy and read a portion of it aloud each night.

Make over your meal plan – Families that eat healthier also tend to have other healthy habits, such as regular physical activity. Get your family involved with recipe ideas and meal planning. Take kids to farmers’ markets, let them pick their own fruits and vegetables, and involve them in food preparation. Or better yet, start a family garden.

These tips are brought to you by [Life-Work Connections/EAP](#), providing professional and confidential guidance at no cost for employees and their family members as part of the [YOURhealth employee wellness program](#). EAP will help assess issues and provide short-term counseling and referrals as needed.

Close Your Eyes, Relax

Press pause in the middle of a busy workday to better manage your day. Well-U joins Life-Work Connections/EAP on Tuesday, **September 26**, from 12:15 – 12:45 p.m. in College Town to take you through a 30-minute guided relaxation session during your lunch hour. Come ready to take deep breaths and relieve tension. [Enroll online.](#)

Mindfulness Techniques for Stress Management

Mindfulness trains our attention so we may better prioritize, maintain focus and increase our resilience. At work, mindfulness helps us feel more comfortable with changes and uncertainty. Join Marla Pelletier of Inward Office as she introduces you to practical techniques such as breath awareness and body scanning. The session is held Tuesday, **September 26**, from 12:15 - 1:00 p.m. at Rochester Tech Park. [Enroll online.](#)

Self-Care Tips to Maintain a Healthier Lifestyle

Staying healthy may be one of the most important factors in living a long life. One of the best ways to ensure optimal health is to have regular check-ups to get recommended health and dental screenings. Below are a few self-care tips you have access to if you are covered under one of the University's health care plans.

Tip 1: Make the Most of Your Health Care

Preventive care—such as routine screenings, contraceptive care, and adult immunizations—is an important component for early disease detection. The University's health care plans offer coverage for preventive services to help you stay healthy. Learn more about [covered preventive health services](#) offered under your health care plan.

Tip 2: Save Your Smile

Maintaining good health starts with good habits, like seeing your dentist regularly. [University dental plans](#) cover oral exams and cleanings twice per calendar year at no cost to you or your covered family members.

Tip 3: Know Your Numbers

Want a quick snapshot of your overall health? The University offers biometric screenings to eligible individuals enrolled in a University health care plan. [Make an appointment or check other available clinics.](#)