



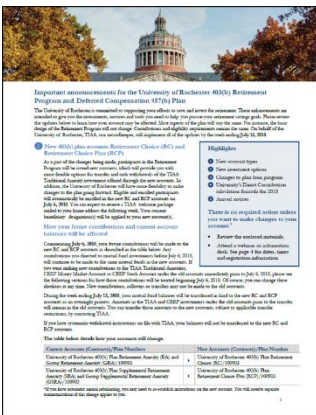
# HR Intercom

June 2018

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.

## Spotlight



### UR 403(b) Retirement Program and Deferred Compensation 457(b) Plan: Changes Coming Soon

Recently, plan participants received information about the 403(b) Retirement Program and Deferred Compensation 457(b) Plan changes coming in July.

These changes impact

Retirement Program accounts, options available for future investment, and how new plan loans will work. Eligible and enrolled participants will automatically be enrolled in the new Retirement Choice (RC) and Retirement Choice Plus (RCP) accounts on July 6, 2018. To see how your future contributions and current account balances may be impacted, read the [full communication](#). Additionally, three new investments will be available July 6, 2018 and two investments will be frozen to new contributions on July 6, 2018. Finally, new loans beginning July 6, 2018 will be made under a new loan program. Click on the link above for more details.

Webinars and information desks are available throughout June and July; you can view the full schedule [here](#). TIAA is available to schedule advice sessions either in person or by phone by calling 800-410-6497, weekdays, 8:00 a.m. to 10:00 p.m. and Saturday, 9:00 a.m. to 6:00 p.m. (ET).

If you have any questions, please contact the Office of Total Rewards at 275-2084.

## News

### 2018 HR Achievement Award Presented to Jamie Mance



The HR Achievement Award is presented annually to an HR employee who has been nominated by a fellow HR employee. Chosen by a committee made up of past recipients, a review of nominations considers the following HR values: performance excellence, engagement, integrity and inclusion.

The 2018 winner is Jamie Mance, Administrative Coordinator for the Office of Total Rewards. Jamie (pictured above center with Senior Director of Total Rewards Michele Hill and Associate Vice President for Human Resources Tony Kinslow), was nominated for the award by Mike Mulherin with supporting statements from Michele Hill, Scott Latshaw and Rachel Carmen.

Jamie received her plaque and Barnes and Noble gift certificate at the 2018 Spring HR Forum on May 24. Her name will be added to the HR Achievement Award Plaque displayed in Wallis Hall.

Congratulations Jamie!

## The University Celebrates Staff Service Milestones

Congratulations to the record number of 1,569 staff members with service anniversary dates from July 1, 2017 through June 30, 2018, who have worked at the University for 10, 15, 20, 25, 30, 35, 40, 45, 50, 55 and 60 years! In addition to receiving a commemorative gift, those staff members were honored at a reception on June 4, and honorees with 25 years or more of service were invited to a dinner on June 6.

View the [list of honorees](#) and congratulate your colleagues! For service award program information, contact Melissa Ritzenthaler at 275-9151 or visit the Service Awards [website](#).

## Changes to Paid Family Leave Process

A new form entitled "Request for PFL" is available on the [Leave Administration website](#). Submission of this form is the first step for employees who are requesting Paid Family Leave. This form, when submitted, will also be sent to the supervisor listed on the form. The employee will receive information on necessary steps to complete their PFL request. Requested dates will be entered into Time & Labor while waiting for approval from Aetna. In addition, when on leave for Family Medical Leave Act (FMLA) and Paid Family Leave (PFL) concurrently, the use of vacation will no longer be required. The employee can choose to supplement this leave with available vacation and/or PTO.

## Manager's Tip

### Summer Holidays and Pay Implications

The summer holiday season continues with Independence Day. Supervisors are reminded to review [University Policy 330 \(Holidays\)](#) for guidance as to who is eligible, what to do in the event an hourly employee has to work the holiday, or what happens if an employee is on Short-Term Sick Leave.

## Learning & Development

### Performance Reviews

Any outstanding standard performance reviews (excluding faculty reviews) will expire June 30, 2018 and no longer be available. If you have any questions, please contact the MyPath team at [mypathsupport@rochester.edu](mailto:mypathsupport@rochester.edu).

### Mandatory Education at URM

URMC employees who were assigned the Mandatory In-Service Education Program for 2018 must complete the education by June 30, 2018.

## Diversity and Inclusion

### University Resource Groups on the Move: Join and Participate Today

University Resource Groups (URGs), formally Affinity Groups, are voluntary associations made up of diverse members of historically underrepresented populations (race, gender, sexual orientation, veteran status, disability, age, etc.) who have common interests. University Resource Groups are open to all University of Rochester employees (staff and faculty) and retirees.

Such groups provide opportunities for employees to directly contribute to the University of Rochester's efforts to support and drive diversity, equity, and inclusion excellence throughout all campuses. Under the new working charter, URGs have a focus on professional development, educational programs, leadership training, and mentoring programs. Also, they will participate in community service which enhances the University's footprint and reputation in the Rochester community.

This, in turn, can help to build the University's diverse talent pipeline. Learn more about the groups that exist, become an executive champion or for information on how to start or join a group, click [here](#).

## Total Rewards

### Well-U Introduces UR Farmers Market Loyalty Cards

Are you a loyal [UR Farmers Market](#) customer? Well-U will now be rewarding loyal market customers using new loyalty cards! Employees that make a purchase can stop by the Well-U table each week to receive a stamp on their loyalty card, building up to some great, healthy prizes. Stop by the Well-U table at the Farmers Market on Wednesdays between 2:30 and 5:30 p.m. to pick up a card.

### EAP Supervisor Series: Dealing with Workplace Conflict

Conflict is inevitable, yet most of us prefer to avoid it. Dependence on one familiar approach to conflict can limit the potential for effective outcomes. Supervisors can join Well-U and Life-Work Connections/EAP on Tuesday, June 26 from 12:00 – 1:00 p.m. in the K-207 Auditorium, Medical Center to enhance your intervention and conflict resolution skills. Enroll through [MyPath](#).

## Free Fitness Classes for University of Rochester Employees

Well-U provides free, 8-week sessions of fitness classes to employees as part of the Total Rewards package. The next session of fitness classes runs from July 9 to August 31 and registration for these classes begins online on July 3 at 9:00 a.m. Classes fill up fast, so be sure to set a reminder on your calendar. View the Well-U fitness class schedule [here](#).

## Rx Discounts

Your enrollment in a University Health Care Plan can make you eligible for great discounts and services through the [UR Employee Pharmacy](#). The pharmacy, located on the 1st floor of the Medical Center offers a reduction in copay/coinsurance for prescriptions, 90-day fulfillment on maintenance medications and free delivery service for employees at many of the University's off-site locations. Visit the UR Employee Pharmacy page for additional information or contact the URM Employee Pharmacy at (585) 276-3900.

## Financial Health Bites Seminar: Refinancing Your Mortgage

The Office of Total Rewards invites you to attend an informational seminar on Wednesday, June 27 to learn about refinancing your home loan to a lower interest rate, or to shorter/longer term, which may help you reduce your monthly mortgage payment and/or the amount of mortgage interest you pay over time. Conducted by a representative from Wells Fargo, this seminar will be held from 12:00 to 1:00 p.m. in College Town, 44 Celebration Drive (2nd floor, Room 2007AB). Lunch will be provided and guests are welcome. [Register here](#).

## Upcoming Wellness Programs

(Click links to register)

### [Pet Therapy:](#)

Thurs., June 21, 11:30 a.m. - 1:00 p.m.  
Saunders Research Building Atrium

### [Well-U Overview:](#)

Mon., June 25, 12:00 - 12:30 p.m.  
Medical Center

### [Trending Now in #Nutrition:](#)

Thurs., June 28, 12:00 - 12:45 p.m.  
Rochester Tech Park

## Health Tip: Stress Eating – Tips to Control an Unhealthy Behavior

All of us have experienced overeating at one time or another. In fact, when surveyed, 40% of adults reported overeating or eating unhealthy foods because of stress in the past month. Food is a recognized

stress reliever and it is essential for our survival. I say this to remind everyone that **food is not the problem**. There is no such thing as “good food” and “bad food.”

Eating becomes a problem when we consume large amounts of food under stress, without necessarily being hungry. It's also problematic when eating becomes mindless and automatic, as opposed to a mindful behavior. If you regularly overeat to the point of discomfort, or eat to control stress, you may be suffering from emotional eating. This common condition is also referred to as binge eating disorder.

The following tips are designed to help you regain control over your eating habits and therefore decrease the chance of bingeing and/or excessive eating:

**What:** Plan for healthy eating by filling your cart with fruits, vegetables and good sources of protein, limiting your access to unhealthy options. Stick to your shopping list and when it's time to eat, decide on the amount of food to be eaten before you start.

**When:** Eat at regular intervals throughout the day and be sure to include healthy snacks. Whenever possible, avoid engaging in other activities such as working, texting, or talking while eating.

**Where:** Try to avoid eating at your desk, on your couch, or anywhere you typically work. This can help limit the amount of mindless eating you do and can make your overall eating experience more enjoyable.

**Why:** Ask yourself, why am I reaching for food? If the answer is “Because I'm stressed”, consider using alternative, healthy stress coping strategies such as exercise, mindfulness-based stress reduction, or seeking the support of a mental health care provider.

If you find that your emotional eating is triggered by depression, anxiety, or stress, and you would like to obtain a consultation from our team of professionals, you can contact [Behavioral Health Partners](#) at 276-6900.

Behavioral Health Partners is brought to you by [Well-U](#), providing [eligible](#) individuals with mental health services for stress, anxiety, and depression.

### Contacting HR Intercom:

*HR Intercom* is distributed through @Rochester and URM 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](mailto:Samantha.burkett@rochester.edu)