



UNIVERSITY of
ROCHESTER

HR Intercom

February 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.



Performance Review Time: What You Should Know

Performance reviews provide the means for supporting individual growth

and development as well as ensuring organizational success.

Appraisal forms should document accomplishments and assess performance, competencies, and progress toward goals and objectives established the previous year. In addition, the document should contain three to five new measurable goals for the upcoming year which reflect organizational/unit objectives.

Prior to the performance review meeting, supervisors should encourage employees to complete self-reviews and supervisors may find it helpful to obtain feedback from employees' peers, direct reports, or customers.

[University Policy #194](#) on Performance Evaluation provides information about the timing and purpose of annual performance reviews as well as other guidelines.

For staff completing performance reviews in [MyPath](#), the self-review phase of the FY18 Performance Review cycle opened January 1 for Medical Center staff and will open March 1 for non-Medical Center staff.

If you need additional information or reference materials concerning any aspect of performance management, please feel free to contact your supervisor or [HR Business Partner](#).

For technical questions regarding MyPath, please contact MyPath Support at mypathsupport@rochester.edu.

Workforce Learning and Development will offer training opportunities for both Management Essentials: Performance Management and Goals Writing. These will be offered at URM and on River Campus at various dates and times. Registration is available in [MyPath](#).

Did You Know?

Each month Strong Staffing selects a "Temporary Employee of the Month" based on outstanding performance reviews provided by our customers. The Temporary Employee of the Month receives a surprise visit from the Strong Staffing team and is presented with a certificate, cake, and complimentary movie tickets. If you wish to nominate a Strong Staffer for this award, please contact Employment Manager Jennifer Forty at jforty@ur.rochester.edu.



United Way
of Greater Rochester

GIVING BACK & LOOKING FORWARD SINCE 1918

Happy 100th Birthday United Way of Greater Rochester

It's a great year to support the annual campaign and join in the celebration! The University's workplace campaign starts soon. In the coming weeks, watch for information from your Department Coordinator and in UR communications.

HR Compliance Training Scheduled for Spring

The University remains committed to compliance and continues to offer compliance training on Federal and New York State labor regulations and its impact on University policies and procedures as well as the Fair Labor Standards Act (FLSA). Three training sessions are being offered this spring, from 8:30 to 11:30 a.m. on March 13, April 18, and May 9. Registration will occur in MyPath by clicking on the following link: [HR Compliance Training](#).

America Saves Week is February 26 to March 3!

It's a lot easier to spend than save, but getting into a saving mindset now could make a big difference later. Interested in how you can jump-start your retirement goals? Visit TIAA's website for [savings tips and insights](#) or call TIAA at 800-410-6497 to set up a free one-on-one consultation.

Plan Now to "Spring Ahead"

At 2:00 a.m. on Sunday, March 11, 2018, clocks will move forward one hour to mark the beginning of daylight saving time. More information on how this affects the payment of nonexempt, hourly paid staff is available [here](#).

HR Staff Announcements

Lori D. Paradiso (Employment) celebrated 10 years of UR service on 2/4/18.

Karen E. Williams (Benefits) will celebrate 10 years of UR service on 2/19/18.

Patricia Monigle celebrated 20 years of UR service on 12/19/17.

Mike Mulherin (Compensation) was hired 1/22/18 as a Senior Compensation Analyst.

Jennifer Forty (Employment) was hired 1/29/18 as Employment Manager.

Sylvia Seely (Employment) retired 1/31/18 after 15 years of University service.

Jamilyn Bradley (HRMC) was hired 2/5/18 as an HR Business Partner.

Congratulations to all!

Benefit Highlights

Save Money Now and in the Future with a Health Savings Account

You can reduce your taxable income and increase your take-home pay with a Health Savings Account (HSA). If you are enrolled in the YOUR HSA-Eligible Plan, start saving money on eligible health care expenses for you, your spouse and your tax dependents – if you haven't already!

Remember:

- You Own It – Unused funds roll over from year to year
- Your HSA Stays with You – Even if you switch employers, change health plans or retire
- Investment Options – You can enjoy investment options
- Triple Tax Savings – TAX-FREE contributions, TAX-FREE withdrawals, and TAX-FREE growth!

You can also use your Health Savings Account to pay for things that don't fall under qualified medical, dental, and vision expenses such as:

- Long-term care insurance
- Health care continuation coverage (such as coverage under COBRA)
- Health care coverage while receiving unemployment compensation under federal or state law
- Medicare and other health care coverage if you are 65 or older (other than premiums for a Medicare supplemental policy, such as Medigap)

Visit the Benefits Office [Health Savings Account](#) website for more information and eligibility criteria. To view account information, Aetna Members can log in to [PayFlex](#) and Excellus Members can log in to [HSA Bank](#). Questions? Contact the Benefits Office at benefitoffice@hr.Rochester.edu.

Health & Wellness

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AHA Heart Walk T-shirt Design Contest

University faculty and staff are invited to submit designs for the official UR Medicine T-shirts for the American Heart Association's [2018 Heart Walk & Run](#). Entries will be accepted through Friday, March 2. Read the [guidelines for submission](#), and send entries to well-u-info@rochester.edu. The winner will receive two free shirts, free entry into the Heart Run, and a Well-U prize pack!

Fitness Class Registration

How many of your friends receive free fitness classes through their job? As a University of Rochester employee, you have access to special wellness benefits, including free fitness classes, right where you work! The next session of Well-U sponsored fitness classes will be held March 5 - April 27, and you can view the upcoming class schedule on the [Well-U website](#). Registration for classes is online only, and begins on Tuesday, February 27 at 9:00 a.m.

Become a Runner Program

Running is a sport that almost anyone can do, but takes time and dedication to do it well. Receive the guidance, motivation, and accountability you need in order to reach your running goals by participating in Well-U's 12-week [Become a Runner program](#). Informational sessions about the program will be held on March 14 at the Saunders Research Building and March 15 at Rochester Running Company.

Upcoming Wellness Programs

(Click links to register)

[Ready, Set Train:](#)

Mon., Feb. 19, 12:00 - 12:45 p.m.
Helen Wood Hall

[Guided Relaxation Session:](#)

Tues., Feb. 20, 12:15 - 12:45 p.m.
Helen Wood Hall

[What's My Healthy Number?:](#)

Wed., Feb. 21, 12:00 - 12:45 p.m.
Helen Wood Hall

[The Mysteries of Your Mood:](#)

Fri., Feb. 23, 12:00 - 12:45 p.m.
URMC Natapow Room

[Working Parents Support Group:](#)

Mon., Feb. 26, 12:00 - 1:00 p.m.
URMC, Louise Slaughter Conference Room

[EAP Supervisor Series:](#)

Tues., Feb. 27, 12:00 - 1:00 p.m.
URMC, Room K207

The UR Farmers Market Returns:

Wed., Mar. 7, 2:30 – 5:30 p.m.
URMC Flaum Atrium

Sign up for the [UR Farmers Market Newsletter](#) to stay up-to-date on the products that our vendors will be bringing each week, location changes and more.

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:
Samantha.burkett@rochester.edu

Health Tip:

Let's Have a Heart-to-Heart about Blood Pressure

Whether you've been diagnosed by your doctor, or your numbers are just higher than normal, lowering your blood pressure can go a long way to reduce your risk of cardiovascular and kidney disease, heart attack, and stroke. Consider these lifestyle tips to help you keep your blood pressure in a healthy range:

- **Eat beets!** Antioxidants found in red and purple fruits and vegetables like berries, plums, grapes, pomegranates, and beets have been shown to improve blood pressure and overall blood vessel health. Aim to fill your plate with fruits and vegetables at every meal – and choose fresh or frozen whenever possible.
- **Get moving!** Getting at least 150 minutes of moderate physical activity each week strengthens your heart, and improves how efficiently it can pump. Greater efficiency means less force on your arteries—and lower blood pressure.
- **Go nuts!** Research shows that the potassium, magnesium, and fiber found in tree nuts like pistachios, almonds, walnuts, and hazelnuts can contribute to lower blood pressure and improved overall cardiovascular health
- **Ask us:** If you have high blood pressure, figuring out what steps you should take to lower it can be overwhelming. Luckily, our [lifestyle management](#) experts are here to provide you with the information you need to start making more heart-healthy choices, and the support you need to stay motivated. For questions, or to schedule an appointment with one of our registered dietitians, [contact us](#).

This tip is brought to you by the Healthy Living Center, offering [lifestyle management](#) programs to [eligible](#) individuals looking to improve nutrition, manage high cholesterol or blood pressure, lose weight, reduce stress, become more physically active, or stop smoking. These lifestyle management programs are available as part of the [YOURhealth employee wellness program](#).