



UNIVERSITY of
ROCHESTER

HR Intercom

February 2021

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.

News

Zoom Captioning Feature

A new auto-transcription/captioning feature using artificial intelligence has been added to Zoom. In meetings where auto-transcription is turned on, attendees will have the option to view captions on the screen and/or view a live transcript in a side panel.

Important to know:

- Auto-transcription has to be enabled by the host of the meeting
- Meeting participants have the ability to show or hide captions/subtitles on their individual screens
- The captions are not accurate enough to provide access for individuals who are Deaf or hard of hearing. Real time captioning, using a human captionist, should generally be arranged for any meetings when captioning is required for disability access
- Auto-transcription should be turned off for meetings in which there is a human captionist assigned.
- This feature is not available for URM C employees due to HIPAA.

To turn on auto-transcription as the meeting host:

1. Start a new meeting
2. Click the "Live Transcript" button at the bottom of the Zoom window
3. Select "Enable Auto-Transcription"

To view captions as a meeting attendee:

1. Click the "Live Transcript" button at the bottom of the Zoom window
2. Select "Show Subtitle" for captions to appear on screen

February is Heart Month

According to the American Heart Association (2020) cardiovascular disease is the #1 killer in America and

the #1 killer of women. Early in the pandemic, emergency room visits for heart attack and strokes

decreased more than 20%

(<https://millionhearts.hhs.gov/>). It is estimated that nearly 45% of cardiac arrest victims receive CPR from bystanders (AHA, 2020). Together, we can improve the survival rates of cardiac events. The American Heart Association Training Center offers a variety of classes that focus on early recognition and treatment of cardiac emergencies for both the clinician and the layperson. URM C employees can view the class schedule on the [intranet](#). Non-Medical Center employees can inquire about opportunities by emailing CNPDTraining@urmc.rochester.edu.

Career Path Modernization Project Update

The [Career Path Modernization \(CPM\) project](#) continues to move forward. To help our community gain a better understanding of this effort, the project team has defined a few terms that are at the core of the goals for the CPM project.

Career Paths (also known as career streams):

Career paths help employees understand the ways in which they can develop and progress in the organization.

Job Structure (also known as job architecture or job framework):

A system that organizes jobs into groups that share common functional responsibilities, such as finance or information technology, and common levels of responsibility. A job structure makes it easier to analyze compensation, enable equity, identify career paths, and to facilitate effective compensation administration.

Manager's Tip

Manager's Toolkit

The recently launched Office of Human Resources website includes a new [Manager's Toolkit](#). This resource will help managers do their jobs more easily and successfully. Inside this guide you'll find information on finding, hiring, and onboarding team

members, employee engagement, performance management, professional development, and more.

Learning & Development

Emails and Conflict and Feedback, Oh My!

Your success in communicating is a skill that applies to every field of work, and it makes a difference in your relationships with others on and off the job. Learning & Development is here to support your professional growth in this area with a variety of communication classes for staff. Check out the current offerings on the new [Professional Success](#) webpage and register for your picks in [MyPath](#).

2021 Annual Mandatory In-Service Program

The 2021 Annual Mandatory In-Service Program for the Medical Center will launch on March 1 with a due date of June 30. New for this year, the program includes the [Integrity Helpline](#), content on Human Trafficking and information on Covid-19. We are also welcoming our affiliate, St James Hospital, to the Mandatory program using MyPath.

Equity, Diversity and Inclusion

Equity & Anti-Racism Action Plan

In the [January issue](#) of HR Intercom, an article featured the five institutional priorities of the Equity, Diversity, and Inclusion (EDI) that were created by the University's Office of Equity and Inclusion as a multi-faceted approach to increase EDI at the University of Rochester across all campuses, including the Medical Center. In alignment with that approach, the Medical Center has put together a robust plan that outlines clear strategies and actions that will strengthen diversity, equity and inclusion across the Medical Center. This plan identifies accountable leaders, sets metrics for measuring progress and assures transparency through regular reporting mechanisms. [Learn more.](#)

Total Rewards

Retirement Program Announcement

The University of Rochester Retirement 403(b) Program and Deferred Compensation 457(b) Plan [announced](#) upcoming modifications to its plans' investment options taking place on or about March 5, 2021. To get more information on current investment options, employees can visit Tiaa.org/Rochester. TIAA also offers virtual counseling sessions for personalized retirement planning and guidance at no cost. To schedule an appointment, call 800-410-6497 or visit Tiaa.org/URschedulenow.

University Home Ownership Incentive Program

To assist with the dream of home ownership, the University has teamed up with the City of Rochester and several banks/credit unions to offer regular full-time and part-time faculty and staff, residents and fellows \$9,000 toward the purchase of a primary residence. For more information, visit the [Home Ownership Incentive Program website](#) and explore our qualifying neighborhoods for your new home.

Online accounts with Excellus, HSA Bank, and LBS

Looking to get the most out of your health care benefits? Now is the perfect time to set up your online accounts for your health care, dental, FSA, and HSA. These accounts are a great resource for you to utilize throughout the year – you can view billing information, keep an eye on your deductible, track contributions and reimbursements (HSA and FSA), and much more. Becoming familiar with your vendor's website and your online account is one of many ways to make sure you are getting the most out of your health care plan, dental plan, and spending accounts. See below for more information on where to go to get started:

- Health Care and Dental - [Excellus BCBS](#)
 - Excellus Dedicated Care Team – call at 1-800-659-2808 or 585-232-2632 or email at ERO.SelectDedicated@excellus.com
- HSA - [HSA Bank](#)
 - [HSA Bank Member Website Guide](#)
- Health Care and Dependent Care FSA - [Lifetime Benefit Solutions](#)
 - [Lifetime Benefits Solutions Account Setup.](#)

President's Staff Awards

A virtual recognition event was held on January 22nd to celebrate the 2020 President's Staff Awards. Honorees were previously awarded cash prizes/salary increases for the Witmer Award for Distinguished Service, Meliora Award, and Staff Community Service Award. An article describing the work of each honoree along with a video recording of the event is available on the Awards & Recognition [website](#).

The nomination period for the 2021 Staff Awards is open with nominations due on March 25th. In addition to the Witmer, Meliora and Staff Community Service Award, a new award has been added this year. The Lamar Riley Murphy Leadership Award will be bestowed on one staff member each year who is an exemplary role model demonstrating innovative and proactive leadership. Information and nomination materials for all 4 awards can be found on the [website](#).

Upcoming Events

(Click links to register)

[Get Outside – Winter Edition](#)

Wednesday, February 17
12:30 p.m.

Learn how to make winter magical instead of miserable with [Well-U's condition management team](#). Discuss virtually how to safely enjoy the beauty that is winter and make the most of the longest season (or at least it feels that way) in New York. Get cozy, grab your favorite hot beverage and get ready to have some fun outside this winter.

[Supervisor Series: Utilizing EAP in Supervision](#)

Thursday, February 18
12:00 p.m.

Improve your ability to recognize employees whose personal problems are adversely affecting performance. Join [Well-U](#) and [UR Medicine EAP](#) via Zoom for this workshop that will help you to use EAP as a productivity tool when addressing performance concerns. This training is for those in a supervisory or managerial role.

[Address Your Stress: Five Healthy Ways to Cope](#)

Monday, February 22
12:00 p.m.

How is your health effected by stress and how can you handle it so that you live your best life? Virtually explore ways to take back control with [Well-U's lifestyle management](#) team and reduce the impact it takes on you physically and mentally.

[Preparing for Winter with COVID-19](#)

Thursday, February 25
12:00 p.m.

The prospect of facing winter in Rochester with COVID-19 restrictions can be daunting. Join [UR Medicine EAP](#) and [Well-U](#) for a webinar focused on ways to prepare for and move through the winter months while taking the steps needed to keep ourselves and our loved ones safe.

[Working Parents Network](#)

Thursday, March 4
12:00 p.m.

Can the “terrible twos” really be that terrible? Join [UR Medicine EAP](#) and [Well-U](#) to learn about this and other challenges you may encounter during the preschool years.

[Quarantine Workout Ideas](#)

Multiple sessions available
Various

[Well-U's Fitness 101: Get Started](#) program can help you incorporate timely at-home activity even if you lack space, equipment, or a regular routine. Join the group brainstorm sessions virtually and learn something new to add to your training.

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

WELL-U What's in it for You? Become a Champion

What is a Well-U Champion? Someone who enjoys a healthy lifestyle and wants to encourage wellness within their work area using the support of Well-U and its resources. If you are a University employee, you can be a Champion and the advantages of becoming one are many, such as:

- Creating a fun and enjoyable work team
- Earning kudos on your annual review
- Gaining wellness knowledge
- Having the support of other Champions and the Well-U team
- Receiving Champion only Well-U swag
- Participate in Champion only events
- Having that feel-good sense of inspiring others

If you want to [register](#) to be a Well-U Champion or you already are, these Well-U ideas can help:

- Begin a departmental challenge such as Operation Hydration, 30 Days of Gratitude, and more (check out the [Wellness Challenge Toolbox](#)).
- Hold a [one-time presentation](#) (virtually or in-person) for example, "What's Trending Now in Nutrition", "Conflict Resolution Skills", and more.
- [Focus on de-stressing](#) with selections that include such events as a Stress-Free Zone, a guided relaxation session, or a [stretching or yoga class](#) just for your group.
- Set up a Calming room for staff.
- Start a wellness bulletin board with resources from Well-U.
- Use your imagination and creative! Visit the [Well-U Champion page](#) to find more ideas!

The majority of our time is spent at work, so it should be the most enjoyable time it can be for you and for your co-workers. Well-U is here to help. Email with any questions to Well-u-info@rochester.edu.

Be sure to [sign up](#) for Weekly Wellness, a weekly email newsletter from the Well-U team to stay up to date on programs and offerings.

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