



UNIVERSITY of
ROCHESTER

HR Intercom

May 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

New COVID-19 Vaccine Pay

Under newly-passed New York State legislation, employees who work in New York State can receive up to [four hours of protected paid time off](#) where time off from work is necessary to receive the vaccine without having to use their existing PTO, sick time, or vacation.

This time will be retroactive to any vaccines received on or after March 12, 2021 until December 31, 2022. Timekeepers have until May 24 to change the time codes reported between March 12 and March 27.

This is in addition to the time granted by the University for those full-time and part-time employees [experiencing severe side effects](#) following their second dose.

For more information, view the [University's Time Off to Receive a COVID-19 Vaccine policy](#) or these helpful [FAQs](#).

HR Achievement Award

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



The 2020 HR Achievement winner is Dena Guggino, HR Business Partner in the Medical Center. Guggino was nominated for the award by her colleagues Jose Ortiz and Charmaine Pionilla. Her name will be added to the HR Achievement Award Plaque displayed in Wallis Hall.

University's Well-U program honored

The Rochester Business Journal recently awarded the [2021 Workplace Wellness Award](#) to the University of Rochester as the top employer for wellness (large sector) in recognition of the Well-U program. The award recognizes the commitment to

fostering wellness in the workplace, participation, and outcomes. This year, Well-U increased the focus on mental health and virtual fitness programs including: emotional and mental health programs through Behavioral Health Partners and UR Medicine EAP, virtual wellness challenges, virtual fitness classes, virtual lifestyle and condition management coaching programs. Visit [Well-U online](#) to learn about programs and how to sign up.

Vacation Reminder

As we enter the summer months, employees may be considering vacation time. University leadership increased the standard maximum for 2021 from one year's accrual that may be carried over to 1.25 year's accrual. Employees can view their vacation balance as of their last paycheck in [HRMS](#). Please be aware that upon leaving the University, there is a maximum payout of one-year's accrual of vacation time. More information including the University's vacation policy is available on the [vacation page of the HR website](#).

Time Off for Voting



University of Rochester employees who are registered voters may take off up to two hours of working time to vote in any election without losing pay if

they do not have four consecutive hours either between the opening of the polls and the beginning of work or between the end of work and the closing of the polls. Time off must be taken at the beginning or end of a work shift or at another supervisor-approved time. Employees must notify their supervisor no more than 10 working days and no less than two days before the day of the election.

Manager's Tip

Performance Evaluations: Goal Setting

In performance evaluations, employees and managers evaluate work over the past year, but it is also important to spend time looking forward to the year

ahead. Setting goals has a powerful impact on employee performance, engagement and retention. Ensure employees have SMART goals that are Specific, Measurable, Action Oriented, Relevant and Time-based/Timely. For more information on performance evaluations and trainings available in MyPath, visit the [HR website](#).

Learning & Development

Reminder: Modified Performance Evaluations

This year's modified approach to performance evaluations is now available in MyPath for University staff. This year's templates will focus more broadly on our achievements and growth, allowing employees and managers to acknowledge how they adapted to changing work environments and contributed to their departments, units, and the University. The entire modified schedule is:

- University staff self-reviews: 5/1– 6/15
- University manager reviews: 6/16– 7/31
- Medical Center staff self-reviews: 6/1 – 7/15
- Medical Center manager reviews: 7/16– 8/31

More information is available on the [HR website](#).

New Health Care Learning Opportunities

Two new opportunities for education related to health care discrimination, equity and inclusion are now available in [MyPath](#).

Transgender and LGB Patients: Addressing Disparities and Health Care Needs examines caring for and communicating with transgender and lesbian, gay and bisexual patients, the unique barriers to health care they face, and URM policies and resources in place to break down those barriers.

Living ICARE: Responding to a Patient's Discriminatory Comments features real examples of situations where patients have made discriminatory remarks to staff or providers and the suggested responses for dealing with them.

Diversity, Equity and Inclusion

REAL Conversations: Intersectionality and LGBTQ Social Justice

On April 19, a panel of alumni and students will explore key topics related to today's LGBTQ (lesbian, gay, bisexual, transgender, questioning) movement and the intersection with other social justice issues, including Black Lives Matter, transgender rights activism, and xenophobia. The event, entitled REAL Conversations: Intersectionality and LGBTQ Social Justice, is presented by the Office of Alumni Relations and Constituent Engagement in partnership with the University of Rochester Pride Network, Diversity

Advisory Council, and the Office of Equity and Inclusion. A moderated question and answer session with attendees will follow. [Learn more and register](#) for the event or explore the [REAL Conversations archive](#).

Total Rewards

Temporary Changes to Flexible Spending Accounts

The newly signed Consolidated Appropriations Act for 2021 provides additional benefits for Flexible Spending Account (FSA) holders due to the continued COVID-19 pandemic. University employees who contributed to a Health Care, Limited Purpose, and/or a Dependent Care FSA for 2020 can expect the following changes:

- The submission timeframe for 2020 Health Care and Limited Purpose FSA claims has been extended. Please refer to the [FAQs](#) for more information.
- All unused Health Care or Limited Purpose FSA account funds will be carried over from 2020 for use on eligible expenses in 2021 for those who elected a Health Care or Limited Purpose FSA account during Open Enrollment 2021.
- All unused 2020 Dependent Care FSA funds will be carried over into a 2021 Dependent Care FSA account. If the employee did not elect a Dependent Care FSA in 2021, an account will be set up to use those funds.
- Employees can continue to receive reimbursement in the 2021 plan year for a non-disabled child who reached age 13 during the 2020 plan year.

Lifetime Benefit Solutions (LBS) will automatically rollover all FSA funds (including those in a PayFlex FSA account for 2020) that meet the eligibility outlined above. The funds will be available in an LBS account the week of May 24, 2021. For more information, visit the [FSA page](#) on the HR website.

Employee Tuition Waiver Application

Applications for tuition reimbursement for summer semester classes must be submitted within 30 days of the start of the course(s). For courses at the University of Rochester, apply in [HRMS](#) following the path: Self Service → Benefits → Tuition → Apply Employee Tuition Waiver. The application for external courses and more information are available on HR's [tuition benefits page](#).

Time and Labor Training

New timekeepers are required to attend a training class and pass a competency test to be given access to timekeeping functions in HRMS. Training sessions for July – December 2021 are now available. While class size is limited and priority will be given to new

timekeepers, current timekeepers may attend to reinforce prior training. The 3.5 hour class covers all timekeeping functions and registration is available in [MyPath](#).

Upcoming Events

(Click links to register)

[Benefits Overview Webinar](#)

Monthly, 3rd Tuesday
12:00 p.m.

For newly hired or newly benefit-eligible employees, the webinar provides an in-depth presentation about benefit offerings.

[Supervisor Series: Workplace Conflict](#)

Thursday, May 20
12:00 p.m.

Managers and supervisors learn to assess conflict management styles, consider the role of a supervisor in resolving conflicts and explore the value of defining the problem before intervening.

[Fitness 101: Get Started](#)

5 weekly sessions beginning Monday, May 24
12:00 p.m.

Jen Lee, CPT will explain the various components of fitness, motivational challenges to physical activity and preventing injuries. Only employees enrolled in the University health care program are [eligible](#) to attend.

[Meal Planning Made Easy](#)

Thursday, May 27
12:00 p.m.

Registered dietitian, Kayla Womeldorff, will host a virtual, interactive lunch and learn on how to make healthy meal planning a breeze. Topics will include how to build healthy and tasty meals, managing picky eating (from adults and kids), budget friendly grocery staples for quick meals, and simple recipe ideas.

[Nutrition Kitchen](#)

View at anytime

Join Jill Chodack, RD for tips and tricks to navigate healthy grilling. May's recipe will focus on crafting healthy alternatives for traditional fan favorites.

WELL-U What's in it for You? Get Outside

Well-U offers programming for employees to enjoy warm weather and get outdoors. Any Well-U telehealth program (which is 90% of the programs) can be done outside on a laptop or smartphone, weather permitting:

- [Learn to run](#) with weekly (socially distanced) group runs for all levels.
- Dance to the pre-recorded [weekly virtual Zumba class](#).
- Challenge coworkers to a friendly [Move It competition](#) complete with Well-U prizes
- Sign up with the YMCA with no joining fee and 25% off the monthly rate.
- Walk the many [pre-planned paths and measurements](#).

Employees enrolled in the University health care plan are also eligible for:

- Socially distanced [Fitness 201](#) sessions.
- [Lifestyle management programs](#) including [Stress Reduction](#), [Mindfulness-based Stress Reduction](#), Tobacco Cessation, and more.
- [Virtual condition management coaching program](#).

Visit [Well-U online](#) to explore more options.

About HR Intercom:

HR Intercom is a monthly digest sent through @ *Rochester* and URMCC This Week. All news is available on the [HR website](#). Questions or comments? Contact [HR Communications](#).