



UNIVERSITY of  
ROCHESTER

# HR Intercom

June 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

### Career Path Modernization Project Update

As announced in the email update on June 14, the CPM Project Team continues to make progress and work through critical project milestones. They shared the following updates:

#### Ongoing Resources and Updates

We have recently expanded the [CPM website](#), which now includes a [glossary of terms](#) that will be helpful to understanding the project. Additional resources and information will continue to be made available online as the project continues.

#### University Community Involvement

Creating solutions that work across our organization requires engaging our faculty and staff in a variety of ways. As the project progresses, we will maintain our committee meetings where representatives from across the institution provide guidance for the Project Team. A list of committee members can be found on the [CPM website](#). Additionally, we are hosting workshops with a cross-functional subset of individuals who are closer to the hiring and structural challenges we face today in order to gain feedback on a proposed new structure, job families, titling conventions, and career paths.

We will also host employee forums for all faculty and staff to learn more about CPM, ask questions, and provide feedback to the Project Team. More information will be available soon on the [CPM Website](#).

## Manager's Tip

### HR Policies

The HR Website features a [policy page](#) that organizes Human Resources-related policies into topics such as paid and unpaid time away from work, wage and compensation, and more. With both policy number and title listed, this resource makes it easy to navigate the [University's Policy Website](#).

## Learning & Development

### Reminder: Modified Performance Evaluations Deadlines

This year's modified approach to performance evaluations is now available in [MyPath](#) for University staff. This year's templates focus broadly on our achievements and growth, allowing employees and managers to acknowledge how they adapted to changing work environments and contributed to their departments and the University. The deadlines are:

- University manager reviews: July 31
- Medical Center staff self-reviews: July 15
- Medical Center manager reviews: August 31

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

### Cultural Learning Tool Phased Out

Culture Vision, an online cultural norms reference guide, is no longer available for use at the University of Rochester Medical Center. The guide is being discontinued by its developer, Cook Ross, and no other comparable guide is available at this time. Users at URMC are now encouraged to browse the many e-learning modules in [MyPath](#) that more appropriately and effectively educate users about cultural considerations.

## Diversity, Equity and Inclusion

### New Director of Staff Equity and Inclusion

In continued efforts to pursue excellence in equity and inclusion, Dr. Dominica Ranieri has recently joined URMC as the Director of Staff Equity and Inclusion. This role provides leadership and oversight for staff equity, inclusion and cultural competence initiatives. Working collaboratively with the University's Office of Equity and Inclusion, SMD's Office of the Senior Associate Dean for Diversity, Equity and Inclusion, and Human Resources leaders, Dr. Ranieri will also provide leadership, guidance and support to ensure that our initiatives align with organizational/institutional commitments.

## Tips for Writing Inclusive Job Descriptions

The University encourages employees to seek opportunities for career growth. Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. To encourage a diverse candidate pool both internally and externally when posting a position:

1. Utilize a [Gender Decoder](#) to avoid the use of gendered language (i.e., masculine- and feminine-themed words, such as those associated with gender stereotypes) that reinforce institutional-level mechanisms that perpetuate existing gender-based inequality.
2. Utilize non-binary pronouns. Avoid the use of gendered pronouns. If necessary, it is recommended to use singular pronoun “they”.
3. Make sure your requirements are true “must haves”. If the knowledge and process can be learned on the job, these do not need to be listed as they turn away applicants. Focus on performance objectives, skills, & experience truly necessary for success.

## Total Rewards

### Retirement Program Updates

As [previously announced](#), the University is returning to a full reinstatement of the Direct Contribution formula to the 403(b) Retirement Program. Beginning July 1, 2021, the University Direct Contribution will be 6.2% of eligible compensation up to a breakpoint of \$63,100, then 10.5% of eligible compensation in excess of the breakpoint, up to the IRS compensation limit of \$290,000.

In addition, the University is adding a birth/adoption distribution provision to the 403(b) Retirement Program effective July 1, 2021. This allows eligible employees to take a penalty free withdrawal from their Retirement account within the first year of a qualified birth or adoption. To learn more about these benefits, please visit the [Retirement Program](#) website.

### Employee Discounts

The University offers employees access to local and national discounts through two vendors. [RARES](#) is available for reduced admission to local attractions such as Six Flags-Darien Lake and Genesee Country Village and Museum. [YOUR Benefits Extras](#) includes additional savings on travel, entertainment, electronics, gifts, and more. Learn more about these offers on the [Employee Discounts](#) web page.

### Health Care Rate Changes

In response to the financial implications of COVID-19, the University previously announced the delay of health and dental premium increases which would typically have gone into effect January 1, 2021 and

through June 30, 2021. Effective July 1, 2021, health and dental premiums will increase in accordance with the [2021 rates](#). If you have any questions, please email [totalrewards@rochester.edu](mailto:totalrewards@rochester.edu).

## Upcoming Events

(Click links to register)

### [Nutrition Kitchen](#)

View anytime.

Join April Ho, RD for June’s recipe that will focus on incorporating seasonal vegetables into your meal.

### [Meal Planning Made Easy](#)

Thursday, June 24

12:00 p.m.

Join Kayla Womeldorff, RD for a virtual, interactive lunch and learn on how to build healthy and tasty meals, manage picky eating (from adults and kids), and budget friendly grocery staples for quick meals.

## WELL-U What’s in it for You? Start Something New

[Well-U](#) has many resources that employees can use to get out of their comfort zone and make progress this summer. If enrolled in the University health care plan, employees can be paid for taking steps toward physical and mental health by:

- Learning practical tactics to decrease tension in the [Stress Reduction program](#)
- Controlling high cholesterol or blood pressure through the [lifestyle or condition management programs](#)
- [Quitting smoking](#) with support from a personal coach

For employees not enrolled in the University health care plan, Well-U provides the following opportunities:

- [UR Medicine EAP](#)
- Free [Zumba classes](#)
- Virtual [Yoga classes](#)

Utilize the goal template found in the back of the [2021 Well-U catalog](#) and visit the [Well-U website](#) for more events and programs.

#### About HR Intercom:

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