



UNIVERSITY of
ROCHESTER

HR Intercom

September 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

CPM Employee Forum Update

The Career Path Modernization (CPM) Project Team recently held the first round of Employee Forum sessions with more than 750 members of our community in attendance. A recording of the session and the presentation slides are [now available](#).

In response to feedback from those who attended, the next round of Employee Forums will take a different format in order to allow for more dialogue with our community. Additionally, resources on the CPM website, including the [glossary](#) and [frequently asked questions](#), will be updated in the coming weeks.

We have also heard from many faculty and staff and recognize the volume of change for our organization as we continue to navigate the impact of the pandemic. The Project Leadership Team is working with University leadership to evaluate the project timeline in a way that allows us to prioritize today's needs across the organization without losing sight of the long-term. More information on the outcome of that discussion will be available soon.

Vaccination Requirement

The University is instituting a [COVID-19 vaccination requirement for all faculty and staff](#) effective September 27, 2021 at 5:00 p.m.

Learn more through the [COVID-19 Healthcare Provider Vaccination Policy \(#164\)](#) for covered health care workers or [COVID-19 Vaccine Policy \(#165\)](#) for University employees, including additional clarity for employees looking to [request an exemption](#).

Vacation Pay-Out

During 2021, we are finding that vacation balances continue to build, with staff using fewer vacation days than in a typical year.

To ensure that staff benefit from unused vacation time in what has been a unique year, the University will implement a one-time Vacation Pay-Out Program at the end of 2021. All eligible staff through Pay Grade 98 will automatically receive a pay-out of up to 60 hours

of unused vacation time above 1.25 of the employee's annual vacation accrual.

[Read more](#).

Manager's Tip

Connect for Manager Support

The role of a manager can be challenging, especially with the additional stress brought by the continuing effects of the COVID-19 pandemic. All University managers are invited to connect with peers, share experiences and learn about resources at Connect for Support provided by [UR Medicine EAP](#). Register:

[Connect for Support](#)

Tuesdays and Fridays
Starting September 24
12 – 1 p.m.

Hiring During COVID-19

To begin work, employees must have either received the single Johnson & Johnson dose or at least one dose of the two-dose vaccines (Pfizer, Moderna) by September 27, with a second dose planned within the recommended interval.

Candidates should be referred to [COVID-19 Healthcare Provider Vaccination Policy \(#164\)](#) for covered health care workers or [COVID-19 Vaccine Policy \(#165\)](#) for University employees for more information and should be informed that a medical or religious accommodation may be available and will be evaluated as a part of the pre-employment process.

Learning & Development

Crucial Conversations® Training

Two opportunities are available this fall to participate in Crucial Conversations Training which teaches skills for creating alignment and agreement by fostering open dialogue around high-stakes, emotional, or risky topics. The training helps develop the skills needed to speak persuasively, foster teamwork, build acceptance

and resolve disagreements. To register, click on your desired session below:

- [September 14 & 23 | 12:00 – 3:30 pm](#)
- [November 8 & 17 | 9:00 am – 12:30 pm](#)

For questions related to the training, please contact [Karen Scott](#), associate director and crucial conversations program coordinator, URM Learning & Development Department.

Fire Extinguisher Training

Environmental Health & Safety has [posted guidelines](#) for proper use of fire extinguishers. Online training is also available through [MyPath](#) – EH&S Fire Extinguisher Training 2021. To schedule live fire extinguisher training, call the Fire Marshal's Office at 275-3243.

Diversity, Equity and Inclusion

Harassment and Discrimination Training Deadline September 30

In commitment to our collective [Meliora values](#), all employees are required to complete "Culture of Respect: Prevention of Sexual Harassment and Discrimination" in [MyPath](#) by September 30. The course should take approximately 30 minutes to complete.

For more information and [frequently asked questions](#) about the training as well as additional opportunities for online and in-person training, visit the Office of Equity and Inclusion [online](#).

We recognize that content on harassment and discrimination may be sensitive for some faculty and staff. If you have any questions or concerns about this training or need a special accommodation, please submit them via the [feedback form](#). For technical issues please contact [MyPath Support](#).

Total Rewards

Elect E-Delivery

With Open Enrollment for 2022 benefits around the corner, now is the time to enroll in the University's electronic delivery program to receive all benefits-related materials via email instead of physical mailing. Enrolling guarantees you receive information more quickly and efficiently and also promotes environmental efforts. To enroll or verify you are enrolled, go to [HRMS](#) and follow the path Main Menu> Self-Service> Benefits> Elect E-delivery.

University of Rochester Retirement Plan Changes

The University of Rochester Retirement 403(b) Program and Deferred Compensation 457(b) Plan has upcoming enhancements to its plans' investment

options taking place on or about September 27, 2021. To get more information on current investment options, 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](#).

New Discounts Available

Eligible employees can receive discounts on travel, home improvements, insurance and more through their free Care.com premium membership by accessing [LifeMart by Care.com](#). This new benefit joins the current offering available to employees through RARES and YOUR Benefits Extras. [Learn more](#).

Upcoming Events

(Click links to register)

[Wellness Challenge: Walktober](#)

Register until October 8

Join Well-U in a 31-day wellness program and make physical activity part of your daily routine.

[EAP Supervisor Series](#)

Fall 2021 Series

Join [UR Medicine EAP](#) each month where different topics will be covered for supervisors.

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

The key to staying physically active is to do something enjoyable and then stick with it. If you haven't found what motivates you yet, [Well-U](#) has options for employees enrolled in a University health care plan:

- Join the [Fitness 101: Get Started](#) program to learn how to build your own workout plan, break down barriers, and stay injury-free.
- Work one-on-one with a registered nurse wellness coach in a [condition management coaching program](#) to slowly incorporate movement into your lifestyle.
- Schedule a [biometric screening](#) with a registered nurse wellness coach who can make helpful suggestions.

If you are not enrolled in a University health care plan, or even if you are, you can:

- Take a virtual fitness class like [Yoga](#) or [Boot Camp](#) which are designed for all levels.
- Organize a team for Well-U's University-wide [Walktober Wellness challenge](#).
- Request a [Deskercise workshop](#) to learn stretches and self-massage with colleagues.

Check out the [Well-U website](#) for more options and ideas.