



UNIVERSITY of
ROCHESTER

HR Intercom

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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

2022 Open Enrollment

The University of Rochester offers a comprehensive benefits package that helps employees and their families live their best lives through a range health care options, retirement plans, tuition benefits, and more. Open Enrollment for your 2022 benefits runs November 1 through November 15. This is the period when you can take action on many of the University's benefits, including changing your health care plan, electing to contribute to a Health Savings Account (HSA) or Flexible Spending Account (FSA), and electing to increase or decrease your plan coverage. To prepare, visit the [Open Enrollment website](#) and review the [2022 Open Enrollment Planning Steps](#).

Daylight Savings

At 2:00 a.m. on Sunday, November 7, clocks will be moved backward one hour to mark the end of daylight saving time. Nonexempt (hourly paid) staff who are on duty when daylight saving time goes into effect will work one more hour on their shift. For example, staff members who normally work eight-hour shifts will work and be paid for nine hours. The time clocks for HRMS and Kronos automatically change and there is no manual effort required on the part of the employee or timekeeper.

Supervisors are encouraged to communicate this practice with employees who will be impacted by the time change. If you have any questions related daylight savings, please contact [ASK URHR](#).

Time Off for Voting



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

the voter does 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. You may take time off at the beginning or end of your work shift or a time agreed upon with your

supervisor. You must notify your supervisor no more than 10 working days and no less than two days before the day of election.

Manager's Tip

Future of Work Networking Sessions

After positive feedback from manager sessions related to the future of work last summer, six new networking sessions have been added for managers to discuss their experiences with remote, hybrid, or returning to on-site work. Potential topics for discussion include technology and space, making and revisiting tough decisions, and employee engagement. Sessions will take place on the third Wednesday of each month at noon, beginning October 20. [Register here](#). Contact the [Office of Learning and Organizational Development](#) with questions.

Hiring Manager Confirmation Emails

Hiring Managers will now receive automated confirmation email with the posting number when their job opening is posted on the University's career site.

The confirmation email will also contain important reminders for hiring managers including when an opening has been flagged as "underutilized" for one or more minority populations by the Office of Equity and Inclusion. These open positions require the hiring manager take affirmative steps to actively recruit a diversity of applicants for the position. Hiring Managers are required to document these recruiting efforts and submit them to the Office of Equity and Inclusion at the end of the recruiting process.

New CVT Time Code

In accordance with the [University's employee COVID-19 vaccine requirement](#), weekly COVID testing is required for faculty and staff who have received an approved medical or religious exemption. Employees should discuss their schedule with their manager to coordinate a time for testing.

Individuals are expected to be tested during their normal work hours. However, if that is not possible,

and with approval from their manager, an employee can be tested outside of their normal shift. To be paid for this time, hourly employees tested outside of their normal shift should record the time to travel to and from the testing location as well as be tested by using time and labor code CVT in [HRMS](#).

Learning & Development

COVID-19 workplace safety plans

During the COVID-19 pandemic, the University, including the Medical Center, has been focused on the health of faculty and staff by closely following workplace safety guidelines. Recently, both the federal government and New York State have released new workplace safety rules to standardize safety protections for employees. On September 6, Governor Kathy Hochul announced the designation of COVID-19 as an airborne infectious disease under the New York Health and Essential Rights Act, which requires all employers to implement workplace safety plans to protect employees against exposure and disease.

The [University's Hero Act: Airborne Infectious Disease Exposure Prevention Plan for Covid-19](#) is available on the Environmental Health and Safety website. The US Labor Department's Occupational Safety and Health Administration (OSHA) has also released an emergency temporary standard that applies to healthcare settings where suspected or confirmed coronavirus patients are treated. After a review, it has been determined that the University's health system has already implemented all of the measures cited in the workplace safety rules. The University will continue to ensure compliance with the rules and adapt protocols based on new information from OSHA and the Centers for Disease Control. Details about Medical Center processes and protocols for meeting the new standard can be found in the [University of Rochester Medical Center \(URMC\) COVID-19 Plan](#), which is available in Policystat.

The COVID-19 safety training has been updated in [MyPath](#) to reflect these plans; search for "COVID-19 Safety Training." Employees can report any possible plan violations to their supervisor, [HR Business Partner](#), or the [Integrity Hotline](#) and are granted retaliation protection.

Diversity, Equity and Inclusion

Maintaining Diversity, Equity and Inclusion initiatives through increased recruitment efforts

Diversity is a top priority for the University of Rochester. Navigating diversity hiring initiatives is critical in creating change and supporting diversity, equity and inclusion efforts. Here are some tips for recruitment:

- Develop more accessible role requirements and avoid setting high qualifications. In a study we conducted of underrepresented job seekers, we found that 50% of respondents reported having observed exclusionary language in a job posting. Diverse candidate pools often have qualified applicants with non-conventional experience or backgrounds. The more required specific qualifications or experiences, the more limited the pool.
- Develop an equitable sourcing approach. Brainstorm new networks that could be a strong source for the position and consider building long-term, reciprocal partnerships.
- Focus on creating structured equitable opportunities. Begin hiring search committees with an unconscious bias training. Training can be requested through the [Office of Equity and Inclusion](#) (OEI). Implement structured interview scorecards to assess the holistic profile of a candidate.

Visit the School of Medicine and Dentistry's [OEI website](#) for more information.

Honoring Deaf Professionals

Thirteen deaf professionals (students, staff, faculty and others) who learn and work at the University were celebrated as part of [International Week of Deaf People](#) in September with a "Celebrating Thriving Deaf Communities" display in the Medical Center. The focus on deaf talent is part of a larger effort to create language equity and help build a deaf-centered model of access services. An independent consultant hired by Deaf Professional Interpreting and Access Services, now under the School of Medicine and Dentistry (SMD) Office of Equity and Inclusion (OEI), will be sharing recommendations during a Town Hall on November 3. More information can be found on the [SMD OEI website](#).

Total Rewards

Wellness Offerings to Aid Work/Life Balance

Numerous [programs](#) funded through donations to the COVID-19 Emergency Fund are available to give you options that might make life just a little easier. Some of the programs available include grab 'n' go dinners, discounts from local retailers, and [relaxation kits](#) for your department.

Upcoming Events

(Click links to register)

[Say Yes to Healthy Holidays](#)

Thursday, October 28
12:00 – 1:00 p.m.

By modifying holiday recipes and practicing intuitive eating techniques, registered Dietitian Leah Webster can help you celebrate without feeling deprived.

[Nutrition Kitchen](#)

View Anytime

Join Nina Rosien, RD and explore healthy comfort food options.

WELL-U What's in it for You? Stay on Track

Staying motivated can be a struggle no matter what the goal. [Well-U](#) has programs and events to help you get started and stay focused. The following opportunities are available to all University employees:

- Complete the "[Health Commitment: Goal Template](#)" found in the 2021 Well-U Program Catalog – writing out goals, barriers, and plans can help with follow through.
- Participate in or organize a [departmental wellness challenge](#) based on your goal - having the support of others, makes it easier to stay strong.
- Seek mental health support at [UR Medicine EAP](#) – counselors and therapists can help guide the way in a private and confidential way.

Employees and significant others enrolled in the University health care plan can also:

- Finish the annual [biometric screening](#)* or schedule a second to see how your goal is progressing – watching success pile up helps with motivation.
- Start a [new program](#)* - continually learning helps you make better decisions along the way.
- Talk through your obstacles with a counselor or therapist with [Behavioral Health Partners](#) – get help with a clear picture of what struggles may arise and guidance on how to overcome them.

Well-U offers healthy habit programs for all UR employees. To find more details on what programs you may be eligible for, check out Well-U's [2021 eligibility chart](#) or [email us](#) with any questions.

**Incentives for a personal health assessment, consisting of the online health survey and biometric screening, and a lifestyle management program can only be earned once per calendar year. A second program and screening can be completed within a calendar year however, no additional incentive will be earned*