



UNIVERSITY of
ROCHESTER

HR Intercom

November/December 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

University Commits to \$15 minimum wage by 2022

As the region's largest employer and a member of the Rochester-Monroe Anti-Poverty Initiative (RMAPI), the University of Rochester is announcing its commitment to set its minimum wage at \$15 per hour by December 2022. "We have a moral responsibility to our lowest wage employees—many of whom have performed essential duties during the COVID pandemic—and the greater Rochester community to take this important step," said University of Rochester President Sarah Mangelsdorf. [Read the full announcement.](#)

Vacation Payout Details

Earlier this summer, University leadership announced a one-time Vacation Payout Program at the end of 2021. This was implemented to ensure that staff benefit from unused vacation time accrued over a challenging and unusual year, when many employees used fewer vacation days than in a typical year. [Read about the details.](#)

Barb Saat Retires as Director of University HR Services

After more than 40 years at the University of Rochester, Director of University HR Services Barb Saat retired at the end of October. A [2020 Witmer Award Winner](#), Saat's leadership, ability to mentor others, and willingness to invest her time in helping others has benefited those around her. One of her key contributions has been her focus on the leadership coaching model, which has made a significant difference for many across the University. Through her deep commitment, Saat has assisted hundreds of University constituents in developing creative approaches and solutions to work issues that develop. Saat will continue to serve the University by providing coaching and mentorship through a TAR appointment in the Office of Learning and Development effective November 1.

Reminder: University New Year's Holiday

Since New Year's Day falls on a Saturday in 2022, the University will recognize the holiday on Friday, December 31, 2021.

Holiday Decorations and Gatherings

The Fire Marshal's Office reminds us all that holiday decorations must adhere to certain guidelines during the upcoming holiday season. See specifics by location below:

- [Medical Center-Patient Care Area](#)
- [River Campus and Off-Site Housing](#)
- [Eastman School of Music](#)
- [Memorial Art Gallery](#)

Please review and follow all current safety guidelines on the [COVID-19 Resources Center](#) when planning any holiday gatherings.

Manager's Tip

Future of Work Networking Sessions

After positive feedback from manager sessions related to the future of work last summer, networking sessions continue for managers to discuss their experiences with remote, hybrid, or returning to on-site work. Sessions will take place on the third Wednesday of each month at noon. [Register here.](#) Contact the [Office of Learning and Organizational Development](#) with questions.

Thanksgiving week early payroll deadlines

Because of the University's observance of the Thanksgiving holiday on Thursday, November 25, and Friday, November 26, the pay date for biweekly hourly paid employees will be Wednesday, November 24. This change affects payroll processing submission deadlines as follows:

- For the biweekly hourly payroll for the pay period ending November 21, all time must be entered and approved by 10 a.m. on Monday, November 22.
- For monthly and semimonthly payroll, all time exceptions must be entered and approved by 5 p.m. on Tuesday, November 23.

To ensure hourly employees are paid properly, it's important that all hourly time is entered and approved by the 10 a.m. deadline on Monday, November 22. Tips on how timekeepers and employees can prepare for the accelerated deadline can be found on the [payroll web page](#).

Learning & Development

Streamlined Process for New Employee Orientation Online Training

In response to feedback from managers and in an effort to simplify the process, beginning mid-November, new hires in the Medical Center and non-Medical Center will be assigned separate online training in [MyPath](#) based on their work location requirements. Topics covered during these trainings as well as approximate timeframes for completion are available on the [New Employee Orientation page](#) of the HR website as well as the [Learning and Development page](#) on URM's intranet site.

Diversity, Equity and Inclusion

Appreciating our Veterans

On Veteran's Day, we recognized the contributions and sacrifice of our nation's veterans and their loved ones. The University would like to honor and thank the many veterans and family members who are part of our community. We reflect on the invaluable contributions of their selfless commitment in service to our country.

Acknowledging Indigenous Heritage this November

As we move through the month of November we honor the resilience of the Indigenous community. The University of Rochester occupies land originally cared for by the Seneca Nation. We encourage you to acknowledge and celebrate Indigenous knowledge and culture as well as take action toward enhancing equitable and inclusive practices by considering the following:

- Include a [Land Acknowledgement](#) in Groups and Digital Presentations. As part of the University's efforts to be a more inclusive and anti-racist organization, including a land acknowledgement statement in group settings

or presentations, or on digital spaces is a powerful way of showing respect and increasing the visibility of indigenous people and culture. Visit the [U.S. Department of Arts and Culture \(USDAC\)'s website](#) for more information on the call to acknowledgment.

- Be mindful when planning holiday gatherings. With the Thanksgiving holiday approaching, it is important to acknowledge that some employees may not celebrate the holiday and themed gatherings can unintentionally exclude others.

Total Rewards

Tuition Reimbursement Reminder

To receive tuition reimbursement, [employees must submit](#) proof of tuition cost, proof of payment, and proof of successful course completion for preapproved Fall '21 classes taken at an outside college/university no later than 90 days following course completion. As a reminder, submit your application for Spring '22 tuition within 30 days of the start of the course(s). [Detailed information](#) can be found on the HR website.

2022 Benefits Confirmation Statement

Employees will receive a benefits confirmation statement in the mail around the middle of December. If you do not receive it by the end of December, contact the [Office of Total Rewards](#). Please review the details of your health and dental elections, including your covered dependents. If you elected to contribute to an HSA or FSA in 2022, those specifics will also be included.

Seasonal Discounts with Care.com

Eligible employees can look for babysitters, housekeepers, or pet care by enrolling at any time in a premium [Care.com membership](#). Also available through [LifeMart by Care.com](#), eligible employees have access to a number of regular and seasonal discounts, including black Friday deals and holiday savings. Visit the [HR website](#) for eligibility information or to enroll.

Retirement Program Maximum Voluntary Contribution Limits Increase for 2022

The maximum annual voluntary contribution limits for the retirement program in calendar year 2022 will increase to \$20,500. Employees age 50 or older by December 31, 2022 are eligible to contribute an additional \$6,500 in 2022 for a total maximum Voluntary Contribution limit of \$27,000. You may change Voluntary Contributions any time throughout the year at [TIAA](#) or by phone at 800-410-6497 (Monday – Friday, 8 a.m. to 10 p.m.).

Upcoming Events

(Click links to register)

[Say Yes to Healthy Holidays](#)

Thursday, November 18 and December 16
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.

[Working Parents Network: Late Teens – Looking Toward the Future](#)

Thursday, December 2
12:00 – 1:00 p.m.

Join Well-U and UR Medicine EAP as we focus on how to navigate curfews, use of the car, dating, and preparing for life after high school. This is an open discussion, facilitated by a UR Medicine counselor.

[Supervisor Series: Workplace Conflict](#)

Wednesday, December 15
12:00 – 1:00 p.m.

For all managers/supervisors: Learn to assess your conflict management style, consider your role as supervisor in resolving conflicts, and explore the value of defining the problem before intervening.

[Nutrition Kitchen](#)

View Anytime

Join lifestyle managements registered dietitians and learn how to cook an impressive holiday meal and healthy alternatives for seasonal appetizer.

WELL-U What's in it for You? Plan Ahead

As the holidays and a new year approaches, many unhealthy choices are made before the end of the year. Take advantage of Well-U opportunities to help your plan to make healthier choices and earn you some extra money.

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

- Complete a [personal health assessment](#) and earn \$125.
- [Sign up](#) for a lifestyle management program like [Tobacco Cessation](#). You could earn \$100 upon completion.
- Talk with a [condition management coach](#) through a program such as [Healthy Weight](#). Feel better and move more while earning \$100 when finished.

The following opportunities are available to all University employees:

- [Request](#) a [wellness presentation](#) for your whole department. Choose from topics like "Job Stress Reduction" or "Plant-Based Eating".
- Kick off your change with a [wellness challenge](#) by request such as Move It or Breathe Deep where friends and coworkers can start right along with you.
- Reserve space in a [virtual fitness class](#) for boot camp, yoga, or Piyo and get your energy revved up.

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.