



UNIVERSITY of
ROCHESTER

HR Intercom

February 2022

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.

Spotlight

CPM Project Update Winter 2022

We are now more than one year into the Career Path Modernization (CPM) Project, which will provide the University with a new job structure—the foundation for how we hire, pay, develop, and advance our workforce. As we reflect on the past year, we want to share the milestones we reached in 2021, our goals for 2022, and invite you to join us for our upcoming [Community Forum and Q&A sessions](#). [Read more.](#)

News

Annual Total Rewards Statement

Compensation as a University of Rochester employee goes beyond just salary. The University is proud to offer a comprehensive total rewards package, including a benefits program that contributes not only to the present, but also to the future through wellness opportunities, retirement contributions, tuition assistance, and more.

The annual Total Rewards Statement provides a personalized snapshot of your overall compensation as of December 31, 2021, highlighting the additional forms of compensation that you're receiving besides the money that you see in your paychecks each month. To view, log on to [HRMS](#) and click on 2021 Total Rewards Statement.

COVID-19 Booster Requirement

The University of Rochester is requiring all faculty and staff to receive a booster vaccination against the COVID-19 virus by February 21, 2022, or within 30 days of becoming eligible, if that is a later date.

Employees who received their booster dose at an Employee Health vaccine clinic in LeChase Assembly Hall or the SMH Outpatient Pharmacy are already recorded and no further action is required. Employees who have received their booster at any other location, including UR Medicine locations, will need to submit

proof of the booster vaccination through the [University portal](#). (Please note: You must be on the University's network or VPN to access the portal.)

Those with current approved exemptions will be honored and must continue to follow the protocols set by the University. Any new exemption requests must complete the steps to apply on the University portal by selecting "update status".

To learn more about the University's booster vaccine requirement, [visit these FAQs](#).

Learning & Development

2022 URMC Performance Evaluations

After much consideration and feedback from our community, the Medical Center will be launching an updated template that reflects our approach to our work in 2022. The new template will be a hybrid of the longer, traditional approach and 2021's more concise focus on our [ICARE](#) and [Meliora](#) values. Performance evaluations will launch February 15 for Medical Center Staff. For more information on key changes and timeline, visit the [HR website](#). Performance evaluations for non-Medical Center staff will be announced soon.

Manager's Tip

Preparing for Performance Evaluations

Leaders can take advantage of several opportunities to prepare for the upcoming performance evaluations. [Register in MyPath](#) for these sessions:

- Performance Management: Conducting the Performance Review (online module available on-demand)
- Performance Management: Giving Effective Feedback
- Performance Management: Creating and Managing Performance Goals

- Using MyPath for Employee Performance Reviews

For more information, visit [Performance Management](#) in the HR website's Manager's Toolkit.

Diversity, Equity, and Inclusion

Black History Month

Since 1976, February has been distinguished as Black History Month in an effort to honor the contributions and legacy of Black and African Americans to every aspect of American life. The recognition of Black History Month is not an effort to isolate the history and experiences of Black Americans; instead, it creates an opportunity to illuminate the living threads of Black and African Americans have contributed to the very fabric of this nation.

As the University of Rochester continues our work to advance diversity, equity, and inclusion, many departments and groups have developed events to recognize and celebrate the contributions of the Black community to our organization and the communities we serve, including the URM Office of Equity and Inclusion's [28 days of celebrating Medical History Makers](#). Check out more events on the [University calendar](#) and join with our community to further advance the goal of establishing the University as an antiracist institution.

URMC 21-Day Race Equity Challenge

Organized by the Association of Residents and Fellows (AMRF) to foster diversity, equity, and inclusion (DEI), the URM 21-Day Race Equity Challenge is a self-guided learning tool for URM students, residents, fellows, faculty and staff at all levels of familiarity with DEI initiatives. The challenge consists of five parts: read, watch, listen, notice, and act and offers a safe environment for discussion and reflection. [Learn more and join the challenge](#).

Total Rewards

Set a Savings Strategy

Establishing investment goals and selecting the appropriate funds for those goals can be a challenge. The University's partner, TIAA, offers free consultations to help employees learn more about investing. Start by reading TIAA's retirement [savings tips](#) and use their [tools and calculators](#) to design a plan that will meet your individual financial needs in retirement. Schedule your one-on-one consultation by calling 800-410-6497.

Explore Family Care Resources

Check out the [HR website](#) for family-related benefits and resources offered by the University. View resources by categories ranging from new and

expecting parents to elder care. Benefits include Care.com memberships, child care discounts, and more.

Sign up to be a Well-U Champion

[Well-U](#) Champions are the reason that so many faculty and staff benefit from wellness programs at the University. Make your department a better and healthier place to work by signing up to be a 2022 Well-U Champion! [Register here](#).

Tuition Reimbursement Reminder

All employees preapproved for Fall '21 tuition reimbursement at an outside college/university must submit proof of tuition cost, proof of payment and proof of successful course completion to tuitionbenefits@ur.rochester.edu. All documents must be sent no later than 90 days following course completion.

Upcoming Events

(Click links to register)

[Nutrition Basics: Lifestyle Management Program](#)
Friday, February 18 or Monday, February 22
12:00 p.m.

Explore what healthy diets look like and how to create one that works for you in five weekly sessions.

[Stress Reduction: Lifestyle Management Program](#)
Monday, February 21
12:00 p.m.

Gain practical skills to manage your stress, improve your relationships, find a healthier work-life balance, and refocus on your priorities in five weekly sessions.

[Carbohydrates: Friend or Foe?](#)
Friday, March 4
12:00 p.m.

Nutrition fads come and go, but carbohydrates have continued to be controversial for decades in the diet world. Learn more through a registered dietitian from your lifestyle management team.

Please see the [University Calendar](#) for all updates to Well-U events and programs.

WELL-U: What's in it for You?

Take a Break: Enjoy a Mindful Meal

Eating while preoccupied with other activities means only using a small percentage of the brain and senses to taste, while the remaining attention is all going toward the other activities.

We tend to multitask everything in our day, which can create stress in our lives and we let it build until we get to a breaking point. Choose from these Well-U activities for guidance on how to slow down:

- Enroll in a [Mindfulness-based Stress Reduction program](#), to practice mindful eating and earn \$100 for completing.*

- [Coordinate a one-time Well-U presentation](#) for the whole department on Mindfulness-based Eating.
- Compete in [Well-U's Breathe Deep departmental challenge](#) which tasks employees to spend time being mindful and fully experiencing their breath and presence while winning prizes.

If you having difficulty managing your emotions or you need additional mental health support, consider contacting Well-U's [Behavioral Health Partners](#)* or [UR Medicine EAP](#) to talk to a counselor or therapist.

[*Find out if you are eligible.](#)