



UNIVERSITY of  
ROCHESTER

# HR Intercom

November/December 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.*

## News

### Year-End Vacation Balances

As the new year approaches, be aware that a maximum of one year of accrued vacation can be carried over into 2023. Employees can view their vacation balance in HRMS, including projected accruals and the carry-over cap. Please contact your area's timekeeper or [HR Business Partner](#) with questions.

### Prepare for Severe Weather

Generally, the University will remain in operations and continue regular services regardless of adverse weather. In rare instances, services can be closed early only with the approval of senior leadership (President, Provost, SR VP for Administration and Finance or Sr. VP for Health Affairs).

Under [Policy 115](#), all staff members at URMC are considered essential and should expect to report to work. Employees in other divisions should discuss with their managers their essential/non-essential category and if they are expected to report to work if services are closed.

Supervisors may use the EXC code for hourly paid employees who are being excused because of a University or division-wide closure. Those who are released to go home when there is NOT an official closure or who are unable to report to work, have the flexibility to make up the time within the workweek or use vacation or PTO (if appropriate). Those employees who work remotely will not be impacted if services are closed early and should expect to work their regular work schedule.

Questions about Policy 115 should be directed to your [HR Business Partner](#).

## Manager's Tip

### Supervisor's Series

Join Well-U and UR Medicine Employee Assistance Program (EAP) for two upcoming Supervisor Series

events: Recognizing Anxiety, Stress, and Depression on Wednesday, November 16 and Workplace Conflict on Wednesday, December 14. Both sessions are at noon and [registration is available in MyPath](#).

## Learning & Development

### Improve Emotional Intelligence

Emotional intelligence is an important set of skills that help recognize and manage emotions—not just in ourselves, but also in others. It can help build relationships, reduce stress, diffuse conflict, improve job satisfaction, and even reduce feelings of burnout. [Register in MyPath](#) for the new Building Emotional Intelligence course to learn strategies for developing these skills and how to apply them to daily experiences.

### LGBTQ+ Safe Space

In early 2021, the University launched the current version of its Safe Space Program, designed to reduce the bias and ignorance that could lead to homophobia, transphobia, and sexist interactions. The program consists of two free, virtual courses that are open to all and available in MyPath. In Part 1: Gaining Knowledge, learn about rapidly expanding identities and language, review LGBTQ+ history, and examine the 'coming out' process. Part 2: Creating Safety offers suggestions on how to enhance LGBTQ+ inclusion. Employees who then complete the Safe Space Agreement will be recognized as an LGBTQ+ Safe Space Champion and receive the updated Safe Space sticker, pin, buttons and more. To register, search [MyPath](#) for "Safe Space Playlist". Questions can be directed to the [Office of Learning and Development](#).

## Total Rewards

### Retirement Program Voluntary Contribution Limits Increase for 2023

The maximum annual voluntary retirement contribution limit for calendar year 2023 will increase to \$22,500. Employees age 50 or older as of December 31, 2022 are eligible to contribute an additional \$7,500 in 2023,

for a total maximum voluntary contribution limit of \$30,000. You may change voluntary contributions anytime throughout the year at [TIAA.org/rochester](https://TIAA.org/rochester) or via telephone weekdays between 8 a.m. and 10 p.m. at 800-410-6497.

### **Tuition Reimbursement Reminder**

To ensure timely tuition reimbursement for classes at an outside college or university for the Fall 2022 semester, please provide proof of tuition cost, proof of payment, and proof of successful course completion to the Office of Total Rewards via [email](#) no later than 90 days following course completion. Also, please submit applications for Spring 2023 classes no later than 30 days from the start of the course(s). The application and more information about tuition reimbursement can be found on the [HR Website](#).

### **Get a Biometric Screening in 2022**

A biometric screening is a quick and confidential way to get a full picture of your overall health. [Complete a screening](#), as well as a Personal Health Assessment, in 2022 and earn a \$125 incentive from [Well-U](#).

### **Quit Smoking or Vaping**

Decrease or stop smoking and/or vaping with Well-U's [You Can Quit](#) program, designed to help you develop a plan, manage withdrawal symptoms, prevent relapses, and improve your overall health. [Enroll here](#).

### **Upcoming Events & Programs**

(Click links to register)

#### [Health Bites](#)

Tuesday, December 13  
12:00 p.m.

Learn basic mental health and mental illness vocabulary, myths, common barriers to treatment, signs vs. symptoms, and the warning signs of suicide.

#### [Crush Your Fitness Goals](#)

Monday, November 21 or Monday, December 5  
12:00 p.m.

Join certified personal trainer, Justin Kelsey from Well-U's lifestyle management team, to learn more about motivation, creating sustainable habits, and clearing your hurdles.

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

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

### **Take a Break: Be Grateful**

During the holiday season, spending time with family members can bring out our best and worst. Practicing being grateful has many benefits which include reducing tension and strain, improving physical and mental well-being, better relationships, reducing aggression, improving self-esteem and mental strength, and better sleep.

[Well-U](#) has a variety of programs that all faculty and staff can participate in, and get you started on the path to saying thank you to the universe--and maybe even your family members--during the holidays and every day:

1. Bring together your department or a group of friends at work with Well-U's [30 Days of Gratitude challenge](#) that will walk you through the practice and even may end in some prizes.
2. [Organize a one-time presentation](#) for your department with UR Medicine EAP such as "Conflict Resolution Skills" or "Coping with Work and Family Stress" which can give you the ability to better deal with difficult situations inside and outside of work.

Maybe socializing seems overly daunting to you and it seems to be more than you can handle alone. There are times in everyone's lives that they need some mental health support. Contacting Well-U's Behavioral Health Partners\* or UR Medicine EAP to talk to a counselor or therapist may help.

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