



UNIVERSITY of
ROCHESTER

HR Intercom

February 2023

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

Staff Award Nominations

Celebrate a deserving colleague for their hard work and dedication by submitting a nomination for one of the annual President's Staff Awards. The nomination period opens today for the following awards:

- The Witmer Award for Distinguished Service honors a select number of employees for careers characterized by outstanding and sustained contributions to the University.
- The Meliora Award recognizes a staff member or team of staff whose work and performance exemplify the University's motto, Meliora.
- The Staff Community Service Award honors a nonmanagement staff member whose volunteer service to the University or a nonprofit within the Greater Rochester community is outside of their usual assignment.
- The Lamar Riley Murphy Leadership Award recognizes a staff member for innovative and proactive leadership.

The deadline to submit a nomination is Wednesday, March 1. [Find details here.](#)

Changes to the University's Policy on Contagion Pay

Effective January 1, the University has made changes to University Policy 324: Reassignment/Absence to Prevent Contagion Due to Workplace Exposure to align with New York state guidance and updated administrative practices.

Changes to the Coronavirus Addendum include:

- A limit of three instances, retroactive to January 1, 2022, of paid time off due to COVID-19 illness.
 - For faculty and staff who received COVID-19 contagion pay in 2022, the

University will count one instance toward their three eligible instances.

- Those who did not use COVID-19 contagion pay in 2022 will begin 2023 with three eligible instances.
- If an individual is not eligible for contagion pay, they may use their accrued time (sick, PTO, vacation) if available.
- Faculty and staff should report an absence due to COVID-19 illness directly to their manager rather than calling University Health Services. Medical Center faculty and staff should continue to log into Dr. Chat Bot to report if they are symptomatic or have tested positive.
- All subsequent instances requiring contagion pay beyond the initial instance will require a positive test from a licensed provider or testing facility.
- Follow guidance from a personal medical provider or Employee Health for Medical Center employees to return to work following an absence.

For more information, visit the [HR website](#).

Temporary Referral Bonus Program

The deadline for the 2022-23 Referral Bonus Program is Tuesday, February 28. Through the program, current employees can receive up to \$5,000 for recommending candidates for staff positions at the University who are then hired into a full-time or part-time position as outlined by the program guidelines. Find more information on the [HR website](#). The process for nursing practice referrals is available by [downloading this PDF](#).

Manager's Tip

Performance Evaluations at the University

Performance evaluations at the University (non-Medical Center) will be assigned this week. The self-

review portion is due by Wednesday, March 15. Managers will need to complete their review by Tuesday, April 18.

Medical Center performance evaluations launched in January. The self-review portion is due by Saturday, February 18. Managers will need to complete their review by Friday, March 31.

Learning & Development

Opportunities for Franklin-Covey Courses

The Office of Human Resources is now offering new opportunities to engage with Franklin-Covey's award-winning content, including courses like "7 Habits of Highly Effective People," "6 Critical Practices of Leading a Team," and "Speed of Trust." To learn more, visit the [HR website](#).

Total Rewards

Mental Health Support

Easily accessible and confidential appointments are available for all University employees through Well-U. Contact [Behavioral Health Partners](#) or [UR Medicine EAP](#) to help you and the ones you love thrive every day at home and at work.

Retirement: Boost your Knowledge

The University's retirement partner TIAA offers live webinars to increase your financial knowledge. [Search webinars](#) for topics that are most important to you.

Domestic Partnerships and Health Care

A domestic partnership is a [qualifying event](#) and requires a [qualifying event form](#) and the following documents, which are available on the [HR website](#), to be submitted within 60 days of the domestic partnership date:

- Certification of Domestic Partner Status form
- Certificate of Domestic Partnership
- Tax Affidavit Form (if your domestic partner is considered a taxable dependent)

Tuition Reimbursement Reminder

Faculty and staff who were preapproved for Fall 2022 tuition reimbursement at an outside college or 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 & Programs

(Click links to register)

[Fresh Start to Health](#)

Friday, February 17
12:00 p.m.

Learn how to filter out the misinformation around nutrition and diet, build a healthy plate, and get more physical activity. Start your 2023 commitment to yourself by virtually joining registered dietitian and certified personal trainer April Ho.

[Nutrition Basics](#)

Tuesday, February 21
12:00 p.m.

Discover the answers to all of your burning questions surrounding food, diets, nutrients, and best practices.

[Coping with Work and Family Stress](#)

Wednesday, February 22
12:00 p.m.

Learn how to manage your stressful life, change what you can change, and let go of the things you can't. Join Well-U and UR Medicine EAP as we introduce the concept of stress, explain how perceptions influence stress levels, and identify personal resources to mitigate stress.

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

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

Everyday Ways to Exercise

There is a lot of information around exercise and it can be daunting to find what works for you. Well-U and its partners have options that will help you succeed in the simplest of ways:

- Enroll in [Fitness 101](#) to find out from the experts what form of exercise will benefit you the most.*
- Watch the video "[Easy Ways to be More Active](#)."
- Get free unlimited access to [Well-U's Studio Sweat onDemand](#).
- Get a discounted membership to a gym like the [YMCA](#) or [other local options](#).

Other easy daily and weekly habits that can fit into your schedule:

- Stand up from your desk every 15-20 minutes while at work.
- Take a short walk after dinner.
- Get an exercise buddy to hold you accountable.

Well-U is here to support any wellness goal you may have. For questions, ideas, and support, [email Well-U](#).

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