



UNIVERSITY of
ROCHESTER

HR Intercom

March 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

UR Career Pathways Delivers the Confidence and Skills to Launch a New Career

The UR Career Pathways program, which launched in December, focuses on professional opportunities for staff within the University community. The program is in its first phase, concentrating on 17 positions which are currently in high demand leading to job paths aimed at cultivating growth, maximizing potential, and deepening job satisfaction. Beyond education and training, the program's Career Coaching and Career Navigation services assist staff with career exploration, advancing foundational job skills, and peer networking. [Read more.](#)

Tracking Remote Work for Staff in HRMS

The University maintains a [Remote Work Policy \(#175\)](#) to help managers across the institution evaluate positions eligible for hybrid or fully remote work.

In order to best support and communicate with our remote workforce, the University tracks hybrid and remote work approvals for staff in [HRMS](#). Faculty approvals continue to be tracked by their departments.

Managers should notify all staff who are approved to work remotely (full-time or hybrid) or change their work status to hybrid or fully remote to read and accept their remote work agreement in HRMS using the directions on the [HR Website](#).

Manager's Tip

Supervisor Series: Ultimate Overview of Leave Administration

Join UR Medicine EAP, Well-U, and Leave Administration to expand your knowledge of plans such as the Family Medical Leave Act (FMLA), Paid Family Leave, Workers' Compensation, and Short and Long-Term Disability on Wednesday, March 15 from 12:00 - 1:30 p.m. Understand the eligibility

requirements, employee responsibilities, and department responsibilities for each plan. This training is for those in a supervisory or managerial role only. [Register here.](#)

Learning & Development

Resources for Performance Evaluations

Managers at the Medical Center need to complete their review by Friday, March 31. For University managers (non-Medical Center), managers must complete their review by Tuesday, April 18. Resources are available in [MyPath](#) to support managers during this process including:

- Performance Management: Performance Review Overview 2023 (online module)
- Conducting the Performance Review (online module)
- Using MyPath for Employee Performance Reviews
- Creating Accountability and Setting Expectations
- Giving Effective Feedback
- Creating and Managing Performance Goals

Become a University LGBTQ+ Safe Space Champion

Safe Space courses are for University employees, are free, and remain virtual. Registration is now open via [MyPath](#). The first course is "Part 1: Gaining Knowledge," and can be found by searching for the "Safe Space Playlist." Following the completion of this course, employees may register to complete "Part 2: Creating Safety." Employees may then choose to become an LGBTQ+ Safe Space champion. Direct questions to the [Office of Learning and Development](#).

Total Rewards

403(b) On the Go

Access your University 403(b) account to check your balance and rate of return, view your statements and important messages, and change your investments any time, any place. Download the TIAA app or visit TIAA.org/rochester.

“Book your trip” for the spring wellness challenge

Well-U’s University-wide wellness challenge inspires you with a nostalgic virtual road trip. Work together in teams, as buddies, or travel solo on an epic shore-to-shore adventure to enhance well-being and improve health. Registration for Coast to Coast will open on the [HR website](#) on Monday, April 17, so gather your tour group now.

Straight Talk About Diabetes

Well-U and their condition management team gives you the facts about diabetes that will help you live your best life. [Sign up](#) for your personalized sessions and discover how balancing your health numbers and recognizing the highs and lows of your blood sugar can make all the difference.

Dumbbell, Kettlebell, or Barbell?

Get the answers to all of your exercise questions in Well-U’s [Fitness 101](#) starting on Friday, March 24, the perfect resource if you are new to physical activity, need a boost to your routine, or looking for alternatives around an injury.

Planning for Retirement: HSAs

If you would like to continue to contribute to your HSA while planning for retirement, you should not enroll in any part of Medicare. If you do enroll in Medicare Part A, your coverage start date may go back (retroactively) six months from when you sign up, and as a result, you may need to stop contributing to your HSA up to six months in advance of enrolling. [Review eligibility criteria](#) as well as other HSA frequently asked questions.

Upcoming Events & Programs

(Click links to register)

[Be Stressed Less](#)

Wednesday, March 22
12:00 p.m.

Join Janette Westman, wellness consultant at Excellus BlueCross BlueShield, to learn about the relationship between stress and diet and review healthy eating tips to support overall wellbeing.

[Nutrition Basics](#)

Friday, March 31
12:00 p.m.

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

[Supervisor Series: Workplace Conflict](#)

Wednesday, April 12
12:00 p.m.

Assess your conflict management style and consider your role as supervisor in resolving conflicts.

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 Healthy Nutrition

Making healthy food decisions doesn't have to be hard. With Well-U and its partners, you can munch your way to enjoyable and good-for-you choices:

- Register for a [Nutrition Basics program or Nutrition and You](#) sessions with a dietitian.*
- Watch "[Making Healthy Choices at Restaurants](#)."
- While working in the Medical Center, find [Be in Balance](#) healthy meal choices in Café 601.
- Get a 20% discount on a new monthly subscription to [Effortlessly Healthy](#).

Other easy ways to create healthy eating habits that last a lifetime:

- Drink more water.
- Substitute one salty snack for a fruit or vegetable instead.
- Make dietary changes that are easy and sustainable as opposed to cutting out a whole macronutrient that your body needs to function.

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](#).