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.

From the HR Leadership

Progress on the Journey

The University of Rochester Human Resources Division’s purpose is to provide HR leadership and partnership to the University and to each school, division or department in a way that allows an ever-better ability to learn, heal, create and discover through our greatest resource, our people.

We are on a journey toward our vision of a progressive, innovative and collaborative HR organization that supports a culture of engagement where all people can maximize their potential and where their contributions and discoveries contribute to the spirit of Meliora in support of our world-class University. I look forward to sharing more about this journey in HR Intercom in the coming months.

HR Intercom is an important vehicle for our HR team to share critical news and information with employees and we are always seeking to improve upon how we communicate. In the coming months, we hope you enjoy reading the refocused HR Intercom. It will still have the great health and benefits updates you have seen in the past, and we are working to provide balance across HR areas that are important to our employees. We will include more information on Learning and Development, Diversity and Inclusion and tips for managers.

Our goal is to highlight the breadth of activity in HR as well as the wide-range of opportunities available to our employees, while drawing attention to news, updates and policies that are helpful for our faculty and staff.

If you have any feedback or topics you think could use consideration for a future issue, please contact HR Communications Manager Samantha Burkett. Thank you and we hope you enjoy the improved HR Intercom.

News

Annual Staff Awards Recognize Outstanding Service

Recipients of the annual Witmer, Meliora and Staff Community Service Awards for 2018 were recently honored at a reception in Helen Wood Hall. The Witmer Award for Distinguished Service was presented to Lukira (Lucy) Carroll, Wendy Keck, and Barbara Tanksi. The Meliora Award was presented to Wendy Andreatta, the International Services Office and Strong Memorial Hospital’s C. difficile Infection Prevention Task Force. Christle Pajrowski received the Staff Community Service Award for her work with Greece Residents Assisting Stray Pets (GRASP). To learn more about the recipients, click here and to see photos from the reception, click here.

Summer Holidays and Pay Implications

The summer holiday season begins later this month with Memorial Day. Supervisors are reminded to review University Policy 330 (Holidays) for guidance as to who is eligible, what to do in the event an hourly employee has to work the holiday, or what happens if an employee is on Short-Term Sick Leave.

United Way News

The University exceeded the $1.4 million goal for the 2018 United Way Campaign. Thank you to everyone who supported this effort and made a donation.

Campaign Leadership would also like to thank the 230 Department Coordinators who helped with the campaign during this celebratory centennial year for the United Way of Greater Rochester!

Online pledging will be available until June 1 on the HRMS homepage (look for the United Way logo) if you would still like to make a donation.
Manager’s Tip

Meal Periods – Unpaid and Paid

It is the University’s intent, consistent with New York State law and University Policy #172, that ALL employees (whether hourly or salary, and including student employees), receive an unpaid and uninterrupted meal period of at least 30-minutes when they work a shift of more than 6 hours. If you are a supervisor, you are responsible for ensuring your staff members receive an uninterrupted meal period. For more information, click here.

Learning & Development

Wrapping Up Performance Evaluations

The University community is wrapping up Fiscal Year 2018 performance evaluations that were sent to almost 15,000 employees. As of May 9, 86% of the faculty and staff have completed the performance evaluation process.

Performance reviews are critical, as they provide the means for supporting individual growth and development as well as ensuring organizational success.

This year, the Learning & Development team also offered classes on Performance Management and Goal Writing to assist supervisors and staff.

If you have any questions regarding the performance review process, please contact your supervisor or HR Business Partner.

Total Rewards

Financial Health Bites Seminar: Caring for an Aging Parent

The Office of Total Rewards invites you to attend an informational seminar on Wednesday, June 6 to learn more about caring for an aging spouse, relative or friend. It provides relevant information on anticipating a loved one's daily living activity needs, preparing for the responsibilities of being a caregiver- including the financial, mental and physical impact caregivers may face. Conducted by a MassMutual Representative, this seminar will be held from 12:00 to 1:00 p.m. in College Town, 44 Celebration Drive (2nd floor, Room 2007AB). Guests and lunches are welcome. Registration is required.

Healthcare While Traveling

Are you packing your passport and suitcase and heading to your favorite vacation destination this summer? Before you leave, don’t forget to learn about how your UR Health Care coverage works while you are traveling.

To learn more about your coverage, view “Aetna While Traveling” or the Excellus “BlueCard Worldwide” brochure. If you have questions, please contact Aetna at 1-877-864-4583 or Excellus at 1-800-810-BLUE (2583).

EAP Supervisor Series: Overview of Leave Administration Plans

The employee wellness program is providing supervisors the opportunity to join Human Resources and the department of Leave Administration on Tuesday, May 22 from 12:00 to 1:00 p.m. in the Medical Center K-207 Auditorium for a chance to gain valuable knowledge about plans including: Family Medical Leave Act (FMLA), the newly implemented Paid Family Leave Act (PFL), Worker’s Compensation and more. Enroll through MyPath.

The UR Farmers Market Is Moving Around

The UR Farmers Market is held on Wednesdays from 2:30 to 5:30 p.m., and we’re moving around in the upcoming months! Take a look at the list of upcoming Farmers Market dates & locations so that you never miss your chance to buy fresh, local goods.

Don’t Forget to Schedule Your Biometric Screening

High cholesterol has no symptoms but can cause many health complications. Well-U encourages eligible individuals to better understand where their current health stands by completing a Personal Health Assessment (PHA), including a biometric screening. Those that complete their PHA & biometric screening can receive a $125 incentive once per calendar year.
HR Staff Announcements

Patricia R. Clark (Admin Services) celebrated 10 years at the University on 5/5/18.

Cynthia Jadwin-Gavin (Strong Staffing) will celebrate 10 years with the University 5/27/18.

Congratulations!

Upcoming Wellness Programs
(Click links to register)

Guided Relaxation Sessions:
Thurs., May 17, 12:15 - 12:45 p.m.
Saunders Research Building

Self-Defense Class:
Thurs., May 24, 4:30 - 5:30 p.m.
Brooks Landing

Health Tip:
Making the Most Out of Carbs

Carbohydrates (carbs) are often demonized as being a precursor to weight gain, and a whole lot of conflicting information regarding them exists. Many diabetic patients are afraid of carbohydrates, believing that all will send them on a blood glucose roller coaster. But this is not the case. All carbohydrates are not created equal.

What are carbs? In short, they are substances that, once broken down, become the preferred energy source for your body and brain – also known as glucose or sugar. Carbohydrates, along with fat and protein, are macronutrients, a type of food essential to health.

To make the most out of carbs, choose the complex ones that are full of fiber and contain three or more sugars. These are the closest to how they are found in nature - not processed or refined. Complex carbs digest more slowly, leading to more stable blood glucose, which is the secret to managing diabetes and a healthy weight. They're also more filling, which means less ravenous snacking throughout the day.

Simple carbohydrates, on the other hand, contain little or no fiber and are often processed. In fact, many are just pure sugar, like soda and candy. These breakdown quickly and cause spikes in our blood sugar, which is what we want to avoid for optimal health.

Carbohydrates are essential, but quality matters! As with any food, keeping your portion equal to the recommended serving size is important. Try some of these healthy, high quality carbohydrates and notice the difference in how you feel:

- Amaranth
- Legumes (beans, lentils, peas)
- Barley
- All vegetables
- Buckwheat
- Fruits (eat higher sugar, lower fiber fruits in moderation)
- Farro
- Nuts and seeds (raw or sprouted are best)
- Oats
- Quinoa
- Sprouted grain breads

This tip is brought to you by the condition management program, offering personal wellness coaching tailored to fit your individual needs and goals as part of Well-U. For more information or to enroll, call (585)275-6300, or email URWell.Programs@rochester.edu. Contact your eligibility.

Contacting HR Intercom:

HR Intercom is distributed through @Rochester and URMC This Week on a ten-month basis: January through July and September through November. If you have comments or questions about HR Intercom, please contact: Samantha.burkett@rochester.edu