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

The Diversity Learning Series

In keeping with the University’s commitment to cultivating a welcoming and inclusive community, the Diversity Learning Series recently launched its first module on implicit bias.

This training establishes a common language and shared understanding of implicit bias and raises awareness of how bias shows up in the workplace, may influence decisions, and impacts others.

The second module on harassment and discrimination will build upon the implicit bias module, offering additional training on harassment and discrimination. Supervisors will take an extended training to better equip them to create an environment free of harassment and discrimination and to respond to potential issues.

All faculty and staff must complete both the implicit bias and the harassment and discrimination modules by December 31, 2018 to be included in the 2019 annual wage and salary program.

This series signals an investment in, and commitment to, our efforts to continue to strengthen Rochester’s Culture of Respect and to support our new Vision & Values Statement.

For more resources and learning opportunities, visit the Diversity Learning Series page and the Diversity and Inclusion Education & Training page.

Contacts for questions regarding the training are:

- Director of Staff Diversity, Equity and Inclusion, Kevin Beckford kbeckfor@ur.rochester.edu.
- For technical issues related to MyPath, please contact MyPathSupport@rochester.edu.

News

Reminder: The Office of Total Rewards has Moved to Corporate Woods

The Office of Total Rewards (Benefits & Compensation) recently moved from its College Town location to 60 Corporate Woods, suite 310. If you need assistance and cannot make it to the office during their office hours, 7:30am-5:00pm, you may contact them by phone at 585-275-2084 or by email at totalrewards@rochester.edu.

HR Compliance Training Scheduled for Fall

The University remains committed to compliance and continues to offer HR Compliance training on Federal and New York State labor regulations and its impact on University policies and procedures as well as the Fair Labor Standards Act (FLSA). Compliance Training sessions are available to Timekeepers, Administrators, Managers and Supervisors. Three training sessions for the University are being offered this Fall. Check availability and register through MyPath.

Time and Labor Training Scheduled Through December

Time and Labor dates have been posted through December 2018. Due to high demand, these classes fill up quickly. Check availability and register through MyPath.
Manager's Tip

Developing a Diverse Candidate Pool

Increase your pool of qualified candidates from underrepresented diverse groups by strategically broadening your advertising and outreach to attract women and minorities. Outreach efforts can include attending job fairs, business conferences, or career fairs at colleges and universities such as historically black colleges and universities (HBCUs), connecting with professional associations and groups that support individuals with disabilities, and veteran outreach. For additional information or resources, please contact Tasia Moye at Tasia.moye@rochester.edu

Learning & Development

Register today for In-person Training on Implicit Bias and Safe Space

Continue your learning from the Diversity Learning Series’ online modules by taking an in-person training course. Experiential Implicit Bias provides an opportunity to continue learning and discussion about implicit bias. A two-part Safe Space series helps participants learn how to be a supportive ally for LGBTQ individuals. Visit MyPath and search for the course name to learn more and to register.

Antimicrobial Training Reminder

Antimicrobial Training for Providers that launched in July has a deadline of September 30, 2018. Providers include clinical nurses, nurse practitioners, physician assistants, faculty, residents and fellows. Those who have not completed the training, please do so before the deadline.

Diversity Book Club

The Diversity Book Club focuses on authors and works that promote critical thinking within the realm of diversity and inclusion. The next book will be Disrupting the Culture of Silence: Confronting Gender Inequality and Making Change in Higher Education by Kristine De Welde, Andi Stepnick, and Penny A. Pasque. E-mail Cynthia Sessions to register your interest and be on the lookout for a discussion date in November.

Total Rewards

EAP Supervisor Series: Overview of Leave Administration Plans

Join Human Resources and the department of Leave Administration on Tuesday, September 25th from 12-1p.m. in Helen Wood Hall as they provide supervisors the opportunity 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 and check out the other topics in the series here.

Budgeting Seminar

The Office of Total Rewards invites you to attend an informational seminar from 12-1p.m. on Wednesday, September 26th in College Town to learn how to establish a budget in order to meet your short- and long-term financial goals. This seminar will be conducted by a representative from Five Star Bank. Guests and lunches are welcome. Learn more and register.

The Starting Line: Beginning to save for retirement

Join TIAA for a live webinar on Thursday, September 27th at 3p.m. to learn how to manage debt, find additional ways to save, create a budget, and begin to plan for retirement. Click here to reserve your spot and browse additional webinar offerings.

The University Farmers Market is Back for the Fall

Every Wednesday, the University Farmers Market provides fresh, locally-made foods to the University community. Add it to your calendar so you don’t forget; they’ll be in the Flaum Atrium from 2:30-5:30p.m. through October 17th.

Upcoming Events

(Click links to register)

- Injury Prevention for Runners • September 20th, 12-12:45p.m. • Helen Wood Hall
- Fuel Your Fitness • September 27th, 12-12:45p.m. • Clinton Crossings
- Self-Massage Class • October 4th, 12-12:30p.m. and 12:30-1p.m. • Rochester Tech Park
**Health Tip: Sticking with Exercise: What's the Next Step?**

Experts say it takes 30 days for a new behavior to become a habit—but with so many things competing for your time and energy, how can you ensure a habit like exercise will stick with you past that first month? Consider these lifestyle tips to help you stay on track when working toward your fitness goals:

- **Know excuses:** Despite your best attempts to fit exercise in everyday life, life will get in the way. So how can you ensure that roadblocks don’t completely detour your journey? The key is recognizing your persistent personal barriers to staying active and deciding which are real and which are excuses. Pay attention to your patterns of thought and behavior. Do you regularly skip leg day? Always feel too tired to make morning yoga? Dread (and avoid) the busy gym after work? There is no right way to be fit, but maybe what you’re doing really isn’t right for you. If that’s the case, it’ll always be hard to show up. Listen to your body—just be sure not to let it talk you out of being active altogether.

- **Stay engaged:** Once you’ve started working out consistently and developed a baseline level of fitness, you might notice that your current routine is becoming comfortable—or maybe even boring. Take some time to consider what you enjoy about working out and think creatively about how you can incorporate different elements to reinvigorate your routine. Want to connect with likeminded others? Consider joining a class. Miss that day-after muscle soreness? Try adding a new activity. Sometimes shifting your focus is all it takes to refresh or restore your perspective.

- **Revise goals:** At the start, it can be helpful to have a precise goal or two to center your efforts. For many, that may mean losing a certain number of pounds, lifting a certain weight, or just being active a certain number of minutes each week. However, when it comes to making a lifelong habit of exercising, your plan may need to change to accommodate your body’s adaptations. If you’re nearing your starting goals, remember that to stay F.I.T.T. you may need to reconsider the frequency (F), intensity (I), time (T), and type (T) of workouts you’re doing. If you’re active four days a week for 30 minutes, think about increasing to five days or 45 minutes. If you’re walking, consider intervals of jogging. Regularly revisiting your fitness goals can help you manage and maintain your progress over the long term.

- **Find support:** Whether you’ve been at it for years or are just getting started, our experts are here to provide you with the information you need to make healthy choices, and the support you need to stay motivated. In our 6-week program, *Fitness 201: Get Stronger*, you can work with a personal trainer to discover how strength and interval training can realistically fit into your routine. To get started, check your eligibility and enroll online.

This tip is brought to you by the lifestyle management team, offering programs to eligible individuals looking to improve nutrition, manage high cholesterol or blood pressure, lose weight, reduce stress, become more physically active, or stop smoking. Lifestyle management programs are available as part of Well-U.

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**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*