



UNIVERSITY of
ROCHESTER

HR Intercom

May 2019

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.

Spotlight

Annual Staff Awards Recognize Outstanding Service



Recipients of the annual Witmer, Meliora and Staff Community Service Awards for 2019 were recently honored at a reception in Helen Wood Hall. The Witmer Awards for Distinguished Service were presented to Debra Andreacchi-Roth, Nancy C. Specht and Constance White. The Meliora Awards were presented to Hillary Lincourt, Brenna M. Rybak, Vicki VanDeWalle (pictured above with University of Rochester President Richard Feldman), and the Golisano Children's Hospital 7 North Unit-Based Performance Program Team (pictured below with President Feldman). Dennis Carr received the Staff Community Service Award for his work with The Friends of Mount Hope Cemetery. To learn more about the recipients, [click here](#) and to see more photos from the reception, [click here](#).



News

Guidelines Regarding the Rights of Nursing Mothers to Express Breast Milk in the Work Place

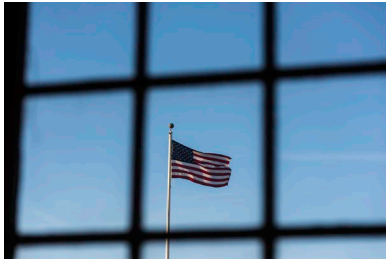
Please note this information reflects general application of University Policy and Labor Law, understanding that each individual case depends on the specific facts and circumstances and any examples provided may not apply in all cases.

- This law is applicable to all public and private employers in New York State, regardless of the size or nature of their business.
- These break times may be provided for up to three years following childbirth.
- The break time may be a separate unpaid break, or the use of a meal or rest period may be utilized.
- The room or location provided by the employer for this purpose must be a location other than a bathroom that is shielded from view and free from intrusion from co-workers and the public.
- The frequency of breaks needed to express milk may vary depending on factors such as the age of the baby, the number of breast feedings in the baby's normal schedule, and whether the baby is eating solid food; typically, the frequency of breaks is two to three times during an eight-hour shift with longer shifts requiring an additional break.
- The break length may also vary, and while it may coincide with regular breaks and lunch periods, that may not happen in all cases. While the act of expressing milk alone typically takes fifteen to twenty minutes, other factors must be considered in arriving at what constitutes a reasonable break, such as the time it takes to walk to and from the lactation space and the wait, if any, to use the space.

We encourage you to contact your HR Business Partner for further clarification if necessary. Questions can also be directed to Ask-URHR at 275-8747.

Manager's Tip

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.

Learning & Development

Toastmasters Open House

Looking to improve your public speaking skills? Check out Toastmasters! Bi-monthly meetings are offered onsite at the Medical Center and members learn useful tips and tricks that will help develop this important communication skill in a safe and supportive environment. Join the [Daybreakers' Toastmasters club](#) for an open house and guest day. Learn about how Toastmasters offers a fun environment to improve presentation skills. The event takes place Thursday, May 16, 7:30 to 9 a.m., in Louise Slaughter Conference Room (1-9555), Medical Center. Email vpm-3685@toastmastersclubs.org for more information. Refreshments will be served.

Diversity and Inclusion

HTYAP 4th Annual Youth Conference



On April 25, the Healthcare Technology Youth Apprenticeship Program (HTYAP) held their 4th annual conference with a theme of "I Still Have a Dream."

The HTYAP program was created in 2007 to provide a direct pipeline for underrepresented students in the Rochester City School District who are disenfranchised, yet have maintained good

academics, positive behaviors and have an expressed interest in healthcare and/or its related technology.

The event hosted 235 youth attendees at Vertus High School and featured a keynote address by HTYAP Peer Leader Jeremiah Anderson who shared his support for becoming an active participant in change for the future.

The HTYAP experience focuses on four pillars: robust employer engagement and work-based learning; healthcare careers including STEM, integration of work-based learning and education and community service.

Total Rewards

Tuition Reimbursement Reminder

We are nearing the end of the spring 2019 semester. To ensure tuition reimbursement, the Office of Total Rewards needs to receive proof of tuition cost, proof of payment, and proof of successful course completion no later than 90 days following course completion (email tuitionbenefits@ur.rochester.edu). For more information, please visit the [Tuition Benefits](#) webpage.

Qualifying Events

In order to make mid-year changes to certain benefits, you must experience a qualifying event (QE). The details about qualifying events can be tricky; review the following resources to better understand the process:

- [QE matrix](#)
- [2019 QE Change Form](#)
- [Blog Post: What is a Qualifying Event?](#)

Upcoming Events

(Click links to register)

[Live Cooking Demo:](#)

Thurs., May 16, 12:00 – 12:45 p.m.
LeChase Assembly Hall, Medical Center

Learn about cooking and nutrition as we prepare a healthy dish, right at your table.

[EAP Supervisor Series: Recognizing Stress, Depression & Anxiety in the Workplace:](#)

Thurs., May 16, 12:00 - 1:00 p.m.
60 Corporate Woods

Obtain tools and information to assist you with recognizing the signs of stress, anxiety, and depression among your employees, and learn what you can do to help.

[Fitness Forecast:](#)

Tues., May 21, 12:00 – 12:45 p.m.
Saunders Research Building

Don't let a little rain stop you from staying active! Explore different ways to work out in your home when the weather isn't cooperating.

Health Tip: (Work)out of Office: How to Exercise While Traveling

When you're away from home for business or leisure, it can be challenging to keep your usual fitness routine. Between travel, tight conference schedules, meetings, sightseeing, and enjoying time (and food) with friends and family, you might feel like you have too little time to exercise. But don't take a vacation from your workouts! Pack up these tips to stay active:

- Pack for success: Save the suitcase space and wear your bulkier workout shoes on travel days! Keep in mind that lightweight workout clothes, a swimsuit, headphones, healthy snacks, and even a resistance band can easily fit in a carry-on.
- Active transportation: Regardless of how you travel, be sure to break up long periods of sitting. If time allows, stroll through the airport

terminal rather than scrolling on your phone at the gate. When traveling by train, get up occasionally to walk through the cars. If you're driving, take breaks to get out and stretch.

- Stay busy: Hotel gyms are an obvious choice for exercising travelers and can provide the same comforts and challenges of your own home gym. But if you'd rather snooze your alarm than beat other guests to the elliptical (you are on vacation, after all!), try a bodyweight or resistance band workout in your room, or follow along with an online workout video.
- Sightseeing-and doing: Enjoy your surroundings! Make some time to explore the neighborhood on foot, even if that means walking to lunch or between meetings.

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](#).

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