**HR Intercom**

April 2018  
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.

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**Paying at Least the Minimum of the Pay Range**

Consistent with University Wage & Salary Guidelines, all hourly paid employees who have completed their probationary period and whose performance at least meets expectations must be paid at least the Minimum of their assigned pay grade. Employees in Professional, Administrative, and Supervisory (PAS) classifications who have completed six months in classification and whose performance at least meets expectations must also be paid at least the Minimum of their assigned grade. NOTE: It is expected that newly hired or rehired employees be paid at least the Minimum of their assigned grade at the time of hire.

Please be aware that multi-year increases to the New York State Minimum Wage are scheduled to occur by 70 cents per hour through the year 2020. The next scheduled increase is to $11.10 per hour effective 12/31/18. As a result, we are in the process of reviewing University wage schedules. We ask that you be sensitive to these scheduled changes in your hiring and compensation decisions. If you have additional questions please contact your HR Business Partner.

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**Upcoming Well-U Fitness Class Registration**

Well-U brings you free, 8-week sessions of [fitness classes](https://example.com) including Zumba, Boot Camp, Yoga, and more. Registration for the May-June session of fitness classes opens on Tuesday, May 1 at 9:00 a.m.

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**Reminder: Campaign in Progress – Help make an Impact**

Your investment – large or small - in the United Way Campaign stays in this community. Don’t know what to give and how it will help?

You can [create an impact](https://example.com) at any level and help [raise the thermometer](https://example.com) so that the University can reach its campaign goal and help those in need. Don’t delay – [make a pledge](https://example.com) to the University’s United Way Campaign today!

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**Financial Health Bites Seminar: Preventing Identity Theft**

The Office of Total Rewards invites you to attend an informational seminar on Wednesday, May 2, to learn about the different types of identity theft, how to prevent your personal information from being stolen, and what steps to take if you are a victim. Conducted by a representative from Canandaigua National Bank & Trust, 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](https://example.com) is required.

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**Ergonomics Assessments**

Are you sitting at your desk correctly? Is your chair at the right height? Is your screen an appropriate distance from your face? Designing your work environment to properly fit your body will not only make you more comfortable, but also more productive. Well-U encourages those that sit at a desk for long periods of time to consider setting up a no-cost [ergonomics assessment](https://example.com) to make sure you’re “doing it right” – your body will thank you for it.

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**Hiring College Students**

The last day that graduating students may work through student employment is May 20, 2018.

There are three choices to consider when hiring recently graduated, (former UR “students”), non-matriculated or current students. For more information on this process, [click here](https://example.com).

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**UR Farmers Market**

Well-U brings local businesses to the Flaum Atrium every Wednesday from 2:30 - 5:30 p.m. Foods including breads, jams, honey, maple products, nuts, leafy greens, pastas and more are available for purchase. Sign up for the [Farmers Market newsletter](https://example.com) to find out which items will be available each week.
Stay on Schedule

One of the best ways to ensure optimal health is to have regular check-ups and stay on schedule to receive recommended health screenings. If you are enrolled in a UR health care plan, preventive services received from in-network providers are covered at 100%. For a copy of your Third-Party Administrator’s Preventive Services Guide, visit the Excellus BCBS website or the Aetna website.

Be sure to stay on schedule for dental cleanings! If you are enrolled in a UR dental plan, preventive services (cleanings, oral exams and x-rays) are covered at 100% if your provider is within the Excellus network. To learn more about the UR dental plans, visit the Office of Total Rewards website.

Health Tip:
Finding Solutions to Eating Healthy

When you’re low on time, inspiration, or resources, eating healthy—and feeding a family—can feel almost impossible. Whatever the barrier, consider these lifestyle tips to help make the most of your efforts to eat better and live healthier:

Low on Time? Invest Wisely
Investing just a couple of hours in meal prep on the weekend can provide a huge return during the week! To save time and cut after-work worry, plan weeknight meals on Saturday morning, create a grocery list, and make one trip to the store. When you get home, wash and chop fruits and vegetables for snacks, and make large batches of a few different meals. Now you can stock the fridge and freezer with healthy, ready-to-go weekday lunches and dinners.

Overwhelmed? Enlist Help
Planning meals around different diets, allergies, and preferences can be challenging and can sap your creativity! Consider downloading a meal planning app to help you stay organized and inspired.

On a Budget? Cut Costs
Convenience options like individually-packaged yogurt, oatmeal, and meat, and pre-cut fresh fruits and vegetables save time, but often cost more. When you’re shopping on a budget, consider buying whole foods and bulk sizes and then breaking them down yourself. If you have the time, washing and chopping your own produce or preparing your own overnight oats could be a reasonable way to spend less—and get more servings for your dollar.

Need Some Help? Ask Us!
Our experts are here to provide you with the information you need to start making healthy choices, and the support you need to stay motivated. In the 5-week Nutrition Basics program you can learn about basic tools to improve your nutrition and overall heart health. To get started, check your eligibility and enroll online.

This tip is brought to you by the Healthy Living Center, offering lifestyle management 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 your Total Rewards Package.

Maternity Care Resources

Having your first child is an entirely new adventure, and establishing a plan for having a healthy baby starts well before you enter the delivery room. Check out Well-U’s maternity care page for information about nutrition & exercise, birthing options, classes, breastfeeding, and more.

Managing Your Health Savings Account (HSA)

The Office of Total Rewards recently partnered with PayFlex (Aetna) and HSA Bank (Excellus) to host two HSA educational webinars, providing employees with an overview of HSAs, along with other valuable information regarding HSA portability, tax filing, and investment opportunities. If you were unable to participate in the webinars, but are interested in learning more about your HSA account, visit the HSA page on the Total Rewards website for information.

Upcoming Wellness Programs
(Click links to register)

Live Cooking Demo:
Thurs., Apr. 19, 11:30 a.m. - 12:30 p.m.
Café 601

EAP Supervisor Series, Topic #4:
Thurs., Apr. 19, 12:00 - 1:00 p.m.
Medical Center

Grocery Shop for Your Health:
Mon., Apr. 23, 4:45 - 5:15 p.m.
Medical Center

EAP Supervisor Series, Topic #5:
Tues., Apr. 24, 12:00 - 1:00 p.m.
Medical Center

Self-Defense Class:
Thurs., Apr. 26, 12:00 - 1:00 p.m.
AAC Auditorium

Working Parents Support Group:
Mon., Apr. 30, 12:00 - 1:00 p.m.
Medical Center