**Spotlight**

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

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 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.

The frequency of breaks needed to express milk may vary depending on situation-specific factors. Typically the frequency of breaks is two to three times during an eight-hour shift with longer shifts requiring an additional break.

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 coworkers and the public.

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

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**News**

**Independent Contractor vs. Employee**

The Internal Revenue Service (IRS) has established stringent criteria which must be met for an individual to be considered an Independent Contractor. In most instances an individual performing services for the University will be classified as an employee as will current and former employees or those that perform the same or substantially similar duties as employees. More information is located in [Policy 122](#) and on the [Corporate Purchasing website](#).

**The Office of Total Rewards is Moving to Corporate Woods**

The Office of Total Rewards (Benefits & Compensation) will close its College Town office at 12:00 p.m. on Wednesday, July 18 and will reopen at 7:30 a.m. on Friday, July 20 at their new location, [60 Corporate Woods](#), suite 310. Visitor parking will be available in the lot closest to the building and all phone numbers will remain the same.

**Hazard Assessment Tool & Training Indicator**

Environmental Health & Safety (EH&S) has developed an assessment tool within MyPath to assist University employees and supervisors in determining their required EH&S safety training. This assessment takes only 20 minutes and is based on the safety risks you might be subject to in your work environment, such as hazardous materials, processes and equipment. EH&S has also received questions regarding what training employees should take in order to be OSHA compliant.

Based on an individual’s responses in the assessment, their required safety training curriculum will be listed for them. To go to the tool, [click here](#). For more information, see our listing of [FAQs](#).
**Manager’s Tip**

**UR Leadership Development Program**

On the first Monday of every month, the UR Leadership Development Program class schedule is sent to Strong Memorial Hospital managers and supervisors and to River Campus administrators for further distribution. For information on the program or to enroll in a class, logon to MyPath, select Browse for Training, and under the Subject option drop-downs select Compliance Training, Professional Development, or Management & Leadership. For questions, contact Maureen Terena.

**Learning & Development**

**Professional Nursing Council Education Module, Cycle of Aggression and De-Escalation, Goes Live**

The emotional turmoil many patients experience creates a physical response which at times can manifest in frustrated, difficult and even aggressive behaviors. This recorded session discusses strategies for how to manage these situations by identifying signs of escalation, applying preemptive response techniques, and utilizing existing and new available resources. While focused on the patient caregiver environment, the concepts discussed are transferable to other situations, and this module is open to everyone. To enroll, logon to MyPath and enter 18134 in the Search box.

**HIPAA Highlights Now on MyPath**

In addition to the HIPAA website, HIPAA Highlights are now available on MyPath beginning with the January 2018 issue. To access, logon to MyPath and type HIPAA Highlights in the search box.

**Diversity and Inclusion**

**Diversity Book Club**

The Office of Staff Diversity, Equity, and Inclusion Excellence is relaunching the Diversity Book Club Series. The Diversity Book Club focuses on authors and works that promote critical thinking within the realm of diversity and inclusion. This year we will read Why Are They Angry With Us by Larry Davis, Fading Scars: My Queer Disability History by Corbett Joan O’Toole, Waking Up White and Finding Myself in the Story of Race by Debby Irving, El Deafo by Cece Bell, and many others.

Our first book in the series is Stamped From The Beginning by Ibram X. Kendi. A one-hour discussion, facilitated by Dr. Kristin Hocker, will be held on Thursday, September 20 from 12:00 to 1:00 pm in Helen-Wood Hall 1W-502. A light lunch will be provided.

**Total Rewards**

**Summer Dates for the University Farmers Market**

The University Farmers Market is being held once a month for the summer. Summer dates include July 18 and August 15 at 2:30 - 5:30 p.m. in the Flaum Atrium. Stop by the Well-U table to sample a healthy recipe and enter the raffle for Bluetooth headphones in July, and a Fitbit or an Oakley backpack in August.

**Retirement Program Breakpoint Updated Effective July 1**

The breakpoint for the University’s Direct Contribution to the Retirement Program was updated effective with the plan year beginning July 1. The Direct Contribution is 6.2% of base salary up to the breakpoint, plus 10.5% of base salary in excess of the breakpoint, up to the IRS includible compensation limit. The breakpoint changed from $55,623 to $57,500. The IRS compensation limit increased to $275,000.

**Qualifying Events**

We understand that life is full of changes and those changes can result in the need to adjust your health and/or dental plan. Employees have the opportunity to elect plan changes when they experience certain qualifying or life changing events by filling out a qualifying event form. View our Qualifying Event Matrix for the complete list of qualifying events. If you have experienced a listed event and would like to make a change to your health or dental plan, fill out and submit the Qualifying Event form to the Office of Total Rewards. All forms must be received within 30 days of the qualifying event date.

**Reminder: Tuition Benefit Applications**

Be sure to email your employee Tuition Waiver/Reimbursement application to the Office of Total Rewards within 30 days from the start of your course(s) for review.

**Upcoming Events**

(Click links to register)

**Guided Relaxation Session:**

Tues., July 24, 12:15 - 12:45 p.m.
Medical Center

Take a few minutes to gather your thoughts and get back on track at a guided relaxation session with Well-U. During the session you will be guided through a process to help you clear your mind, allowing you to regain your focus for the day.
Financial Health Bites Seminar – Caring for a Loved One with Special Needs:  
Wed., July 25, 12:00 - 1:00 p.m. 
College Town, 2nd Floor, Room 2007AB  
Whether you are a family member or a caregiver for one of the nearly 1-in-5 Americans living with a disability, this seminar will provide you with the knowledge and resources needed to navigate the unique situations and challenges associated with planning and caring for a loved one with a developmental disability, mental health issue, traumatic brain injury or age-related illness.

Well-U Overview:  
Thurs., July 26, 12:00 - 12:30 p.m. 
Medical Center, Northeastern Conference Room  
Interested in improving your health & wellness? Whether you’re curious about fitness, nutrition, stress, or just want to find out what Well-U has to offer, attending a Well-U Overview Session will help you gain a better understanding of what Well-U can do for you.

Financial Health Bite Seminar – College Financing:  
Wed., August 22, 12:00 - 1:00 p.m. 
College Town, 2nd Floor, Room 2007AB  
Learn about various strategies for saving and paying for a college education. Additionally, learn about the latest cautions and facts related to choosing a college.

Fuel Your Fitness!  
Wed., August 22, 12:00 - 12:45 p.m. 
Brighton Business Center  
When it comes to supporting your active lifestyle, do you know what your body needs? Explore the advantages of whole-food and supplemental protein sources, learn more about nutrient timing with exercise, and discover what and when you should be eating to get the most from your workouts and improve your overall performance.

Health Tip:  
New to Exercise: How Do I Get Started?  
Work, stress, time, weather, pain: as even experienced exercisers know, many barriers can get in the way of working out and staying motivated. If you’re new to exercise, the added burden of not knowing where to start or what to expect can be intimidating—enough to derail some of the best intentions. Don’t give up before you get started! Consider these lifestyle tips to help you stay on track when setting and working toward your fitness goals:

Start small: It takes 30 days for a new behavior to become a habit, so making just one or two small changes ensures you won’t become overwhelmed. Remember that for exercise to be a regular part of your life, it needs to be maintainable long-term. By keeping your goals small and achievable, you’ll be motivated by your daily victories.

Be realistic: A new habit shouldn’t displace your current responsibilities or the things you enjoy! If you have regular early-morning work meetings, don’t commit to a daily 6 a.m. spin class. If you don’t like gym workouts, research walking paths in your area, or find workout videos you can do from your living room. The key is to find something that works for your lifestyle and that you look forward to.

Write it down: Putting your plan in writing can help you focus on your goals and track your progress. On Sunday, jot down your activity goals for each day that week, and be specific. Detail what you will do, when, and for how long you will do it. If you meet your daily goal, check it off—and if not, record what got in the way. Keeping a log can make it easier to recognize patterns and adjust, if necessary.

Stay flexible: Flexibility doesn’t just refer to stretching! When it comes to making a habit of exercising, even the best plans need room for adaptation. Expect slip-ups and remember that they are part of the process—but they aren’t an excuse not to exercise at all. This way, if you hit “snooze” and miss your early workout, you can find a way to get those 30 minutes in later that day.

Ask for help: Our experts are here to provide you with the information you need to start making healthy choices, and the support you need to stay at it. In the 5-week program Fitness 101: Get Started, learn the keys to living a more active life. 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. These lifestyle management programs are available as part of your employee wellness program.