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.

News

2020 HR Achievement Award Presented to Dan Gibson

The HR Achievement Award is presented annually to an HR employee who has been nominated by a fellow HR employee. Chosen by a committee made up of past recipients, a review of nominations considers the following HR values: performance excellence, engagement, integrity and inclusion.

The 2020 winner is Dan Gibson, Manager of the Data Analytics team within the Office of Total Rewards. Dan was nominated for the award by Mike Mulherin with supporting statements from Michele Hill and Michelle Barrett. His name will be added to the HR Achievement Award Plaque displayed in Wallis Hall. Congratulations Dan!

Time Off for Voting

University of Rochester employees who are registered voters may take off up to two hours of working time to vote at any election without losing pay if the voter does not have four consecutive hours either between the opening of the polls and the beginning of work or between the end of work and the closing of the polls. You may take time off at the beginning or end of your work shift or a time agreed upon with your supervisor. You must notify your supervisor no more than 10 working days and no less than two days before the day of election.

Vacation Balance

As we enter the last few months of the calendar year, the University wants to ensure that faculty and staff maintain access to earned vacation time. Given this year’s pandemic and furloughs, University leadership increased the standard maximum for 2020 from one year’s accrual that may be carried over, to 1.5 year’s accrual. In 2021 the maximum will be 1.25 year’s accrual, and in 2022 it will return to the standard 1 year’s accrual. Employees can view their vacation balance as of their last paycheck in HRMS. It is important to discuss your vacation plans for the remainder of the year with your manager or supervisor to avoid any lost vacation time.

New Data Governance Permission Tool

As part of our partnership with the University’s Data Governance Office, the Office of Human Resources is one of two divisions participating in the pilot effort to utilize the new data permission request tool. This tool was designed to create efficiency and ensure appropriate treatment for human capital data when shared with others. As part of the University’s data governance practices, this tool strives to maximize the benefit of data sharing while minimizing the risk. Please save the link to the new data permission request tool and let’s begin using it. For questions, contact Manager of Security and Data Integrity for HRMS Ashley N. Campbell.
Guidelines for Using Fire Extinguishers

Environmental Health & Safety has posted guidelines for proper use of fire extinguishers. EH&S reminds the University community that a fire extinguisher should be used to fight a fire when:

- The fire department has been notified.
- You have been trained on how to use a fire extinguisher within the past year.
- You know and understand the acronym P.A.S.S.
- There is a clear exit behind the person using the extinguisher.
- The fire is small, self-contained and not spreading rapidly.

To schedule live fire extinguisher training, call the Fire Marshal’s Office at 275-3243.

Online training is also available through MyPath entitled “EH&S Fire Extinguisher Training 2020”.

Manager’s Tip

Workplace Flexibility

Employees who would like to request flexibility in their current work arrangements should start by discussing their needs with their immediate supervisor. Supervisors are encouraged to work with their employees and their HR Business Partner.

As we all continue to navigate the current environment, a flexible approach to work will not only support our colleagues but also allow the University to move forward in fulfilling its educational mission. As a reminder, the following resources continue to be available to support supervisors and staff in exploring flexible work scheduling:

- Life-Work Connections Employee Assistance Program
- University Intercessor

Learning & Development

New Education on Intercultural Communication Available for Healthcare Professionals

A new sequence of three fully online one-credit courses on intercultural communication is designed for healthcare providers who are interested in how the linguistic, cultural, and practical dimensions of working with diverse populations affect accessibility to healthcare. While each course is related to the others, students can enroll in all three separately or take them as an overarching whole. Each online course will span four weeks, with three synchronous meetings during this time via Zoom, from 7:45 - 9:00 p.m. There are no prerequisites for these courses. To enroll, visit the Warner School website, click on Students > Non-Matriculated Students > Forms > Registration & Related Forms, Non-Matric Student Application.

Diversity, Equity and Inclusion

Title IX: A Federal Civil Rights Law

The Office of Equity & Inclusion (OEI) has implemented the new Title IX rules issued by the US Department of Education that went into effect on August 14, 2020. With its work to address issues of sexual misconduct through Title IX and to confront harassment and discrimination through Policy 106, OEI’s mission includes furthering the University’s efforts to dismantle structural racism, eliminate gender-based violence, and address barriers that prevent members of our community from full participation and access.

To submit a report, file a complaint, or identify a concern regarding sexual harassment or sexual misconduct of any type through the Office of Equity & Inclusion and Title IX, please email TitleIX@rochester.edu. For concerns or complaints on other issues of harassment or discrimination, please email Policy106@rochester.edu. If you have experienced sexual harassment, sexual assault, dating/domestic violence, stalking, or sexual exploitation, you can report it through this online form.

What is Title IX?

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits sex discrimination at educational institutions that receive federal funding. Under Title IX, sexual discrimination includes harassment on the basis of sex. This can take many forms, including:

- Verbal or written harassment
- Sexual assault, including rape and other unwanted sexual touching
- Stalking (when done on the basis of sex)
- Dating or domestic violence

Visit the University’s Title IX page for more information.

Total Rewards

Career Path Modernization Project Website Live

A new website is now available with information on the Career Path Modernization Project. It features an overview and timeline of the project, committee membership and answers to frequently asked questions. This site will continue to be updated regularly throughout the project with important
milestones, information on progress and other resources.

**Open Enrollment Website Resources**

The [Open Enrollment Website](#) for 2021 benefits elections is live! The site includes all the information you need to make the most informed benefit elections during Open Enrollment, November 2 – November 16. Helpful sections include:

- **ALEX Tool**: The tool helps give you a custom recommendation while explaining benefits terminology.
- **FAQs**: Enrollment can be overwhelming—FAQs can help answer your questions.
- **Communications**: Looking for an email or article that you saw and can’t find? This document is updated weekly to show all communication that have been sent out.
- **Sessions and webinars**: Leading up to and during Open Enrollment, the Office of Total Rewards offer numerous ways that employees can help themselves to be the most prepared to elect their benefits.

**Lifestyle Benefits**

[Travel Assistance Services](#) and [Legacy Planning Resources](#) are available at no additional cost to employees covered under the University Group Life Insurance Plan, as well as their spouse/domestic partner and/or dependent children.

**TIAA Offers Virtual Sessions with a Financial Consultant: National Retirement Security Week, October 19-23**

Retirement may be later, but the time to save for it is now. October 19th – 23rd, is National Retirement Security Week and it is an important reminder to assess your savings progress. Are you where you should be? Remember: Help is available to evaluate your savings and keep your plan on track. TIAA continues to offer one-on-one consultation sessions at no cost, to help you with your retirement and other financial goals. Sign up for a session [with TIAA](#) or by calling 800-410-6497.

**Upcoming Events**

(Click links to register)

The [Dietary Balancing Act](#) Monday, October 26

Join [Well-U](#) and the [lifestyle management](#) team at noon to virtually learn how to balance your plate based on your goals. Explore meal planning, portion distortion, and proper serving sizes for you and your family plus a few recipes for practice at home.

EAP Supervisor Series: Work-Life Balance Starts with You as the Leader

Thursday, October 29

Join [Life-Work Connections/EAP](#) and [Well-U](#) at noon as we discuss work-life balance. This session will focus on factors that contribute to your own work-life balance and an action plan to improve it. This workshop is for those in a supervisory role only.

Please see the [University Calendar](#) for all updates to Well-U events and programs.

**WELL-U Health Tip:**

**5 Tips for Addressing COVID-19 Anxiety**

1. **Limit exposure to news and social media.** Of course, this cannot be an all or nothing situation. Some level of information is necessary to keep you and your family safe. However, constantly checking the news and sensationalized stories on social media is never helpful, as you would be exposing yourself to a constant stream of the collective fears of others.

2. **Create a new routine for yourself and family.** School closings, telework, social distancing and the avoidance of crowds or public places are only a partial list of the new living reality we all need to adjust to for the next few weeks until our health officials can be convinced that the spread of the virus is under better control. These new realities cause significant disruption in our daily routine. Our daily schedules add a sense of predictability and therefore, some comfort to our lives. Disrupting this routine can be anxiety provoking to some more than others. One way to manage such anxiety is to re-create a new routine and a new schedule with daily activities for yourself and your family; embrace the new reality and use it to catch up on much needed family time. You can find helpful information and additional tips on managing anxiety and stress from COVID-19 on the CDC website.

3. **Maintain your connection with others.** Use phone contact and video chat to connect with others on a regular basis. Try to avoid commenting on news reports and headlines. Instead, reach out for support and share with each other tips on what has been helpful to you that may also help your friends, your colleagues or your loved ones.

4. **Address the anxiety of the children in your home.** Although children seem to be less affected by the COVID-19 virus, they can be vulnerable to the stress and anxiety present around them. Schools are closed and children no longer have access to their friends. Their routine has been upended as well. They will have questions that need answered in a simple and factual manner. Refer to the COVID-19 CDC webpage for further information.
5. **Use anxiety relieving and distraction strategies.**
   Some suggestions include:
   - Listening to music.
   - Watching your favorite show.
   - Reading that book that you never had the time to start.
   - Create a daily exercise routine that can be done at home.

Behavioral Health Partners is brought to you by **Well-U**, offering **eligible** individuals mental health services for stress, anxiety, and depression. Our team of mental health professionals can accurately assess your symptoms and make recommendations for treatment. To schedule an intake appointment, give us a call at **(585) 276-6900**.

### 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](mailto:Samantha.burkett@rochester.edu)