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

Updates to Parking Fees and Vacation Accrual Aim to Help Employees

As part of the financial recovery process, the University continues to review policies and procedures to ensure that the impact of work interruptions on faculty and staff are minimized to the greatest extent possible. As a result, updates have been made to parking fees and vacation accrual. Parking rates will remain flat for the next fiscal year for all faculty and staff, and parking fee adjustments are being made for employees who have been furloughed. Also, the amount of vacation time that can be carried forward to the next year has been lengthened. Read more about the changes.

Employee Resources for Furlough

Employees who are preparing for furlough should visit our Employee Furlough Resources Site for employee resources and support including what to expect, information on benefits and where to go with questions. The Medical Center also has some specific resources available to employees on the intranet.

You may apply for unemployment benefits directly through New York State’s Department of Labor; extended benefits also may available due to the CARES Act. We know filing for unemployment may be new to you, so we’ve developed some resources to help; you can find them on the Employee Furlough Resources Site.

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 2 days before the day of election.

Manager’s Tip

Don’t Let Social Distancing Keep You From Career Development

We may be taking a "pause" on our instructor-led classes, but continued leadership development is only a few clicks away with these new online modules:

- Managing Remote Employees
- Adapting Your Leadership Style
- Critical Thinking Skills
- Skillful Collaboration
- Talk Like a Leader: What Every Employee Needs to Hear
- The Toughest Supervisor Challenges and How to Overcome Them

To enroll, search these titles in MyPath.

Learning & Development

Performance Evaluations and Mandatory Education

We encourage staff and managers to continue to work on the completion of both annual performance evaluations and mandatory education as appropriate. New deadlines have not been identified for the completion of these required elements at this time, but do anticipate one to be set for late summer. Please contact your Human Resources Business Partner with specific questions.
Diversity, Equity and Inclusion

Affirmative Action

During these challenging times, we must recommit to the values of equity and inclusion and the requirements of the Affirmative Action Program.

The Office of Equity and Inclusion (OEI) continues to ensure the University community adheres to our Affirmative Action Program, which is required by the Office of Federal Contract Compliance Programs (OFCCP). OEI's shared service approach across departments helps to ensure equal access to training and advancement opportunities, supports positive outreach and recruitment efforts for a more diverse pool of applicants, and takes a collaborative approach to address areas of underutilization.

As a hiring department or search committee member, it is essential to inquire about the availability in a protected group (women and minorities) for an open position. If a placement goal exists, you should focus part of your recruitment efforts toward that goal. For additional help, please feel free to contact Director of Staff Equity & Inclusion Kevin Spencer Beckford or Associate Director of Staff Equity & Inclusion Janice M. Holland.

Total Rewards

Tuition Reimbursement Reminder

Proof of tuition cost, proof of payment, and proof of successful course completion need to be sent to the Office of Total Rewards via email no later than 90 days following the course completion to receive your tuition reimbursement. For more information, please visit the Tuition Benefits webpage.

TIAA Offers Virtual Sessions with a Financial Consultant

Given the need for social distancing, TIAA is offering complimentary virtual one-on-one consultation sessions, to help you with your retirement and other financial goals. Sessions are being held over the phone or via video conference. Go to TIAA.org/schedulenow or call 800-410-6497 to schedule your personal consultation.

Planning to Retire?

Visit the Retiree Benefits webpage to review the checklist and on-demand informational webinar to learn more about your retiree benefits. If you are planning to retire in the next few months, email the Retiree Benefits team at the Office of Total Rewards to discuss your plans and set up a meeting.

FSA Run-Out Deadline

The FSA run-out period deadline has been extended from April 29, 2020 to May 31, 2020 for employees who elected a 2019 health care, limited purpose, or dependent care FSA. FSA participants need to submit their 2019 claim to their vendor to receive a reimbursement from their 2019 election. Read the FSA blog post for more information on FSA reimbursement and the deadline.

Upcoming Events

(Click links to register)

Lifestyle Management Program - Nutrition Basics
(5 weekly sessions)
Thursdays, May 28 – June 25

In this virtual program, explore what healthy diets look like with a registered dietician and how to create one that works for you.

Lifestyle Management Program - Stress Reduction
(5 weekly sessions)
Fridays, May 29 – June 26

In this virtual program, gain practical skills to manage your stress, improve your relationships, and find a healthier work-life balance.

Please see the University Calendar for all updates to Well-U events and programs.

WELL-U Health Tip:
Lung Health – Top Priority

Respiratory health is of the utmost importance as we continue to navigate the effects of the coronavirus on our society and our well-being. Below are a few things that you can do to ensure that you are maximizing your lung protection now and always:

- If you have a chronic respiratory illness, stick to your medical maintenance routine.
- Try to eat nutritious meals with your favorite fruits and vegetables - even frozen or canned.
- Follow your doctor's advice for your daily amount of physical exercise. General guidelines for adults are at least 150 minutes of moderate physical activity per week.
- Keep a smoke free home. If smoking, try to cut down – we can help.
- Drink plenty of water throughout your day. Standard Recommendations are:
- 15.5 cups (3.7 liters) of fluids for men
- 11.5 cups (2.7 liters) of fluids a day for women
• Stay healthy, stay home - If you must go out, practice social distancing, wear a mask and wash your hands often.

This tip is brought to you by Well-U and the Center for Community Health & Prevention, offering lifestyle management programs to eligible individuals looking to improve nutrition, manage cholesterol or blood pressure, lose weight, reduce stress, become more physically active, or stop smoking.

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.burke@rochester.edu