



# HR Intercom

November/December 2009

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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## New Hire Orientation Cancelled the Week of 12/28/09

Staff New Hire Orientation will be cancelled for December 28 and 29, 2009 and will resume January 4 and 5, 2010. The Orientation session for Thanksgiving week, November 23 and 24, 2009 will take place. Questions regarding orientation should be directed to your [HR Liaison](#).

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## Nominations Being Accepted for 2010 Staff Awards

If you would like to recognize a dedicated colleague, innovative coworker or team, or a staff member who has made a significant contribution of time and effort to the community, nominations for the Witmer, Meliora, and Staff Community Service Awards are being accepted through January 28, 2010. Details and nomination materials are available online at [www.rochester.edu/working/hr/](http://www.rochester.edu/working/hr/).

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## Offer Letters for Transfers and Promotions

As an update to last month's article explaining the need for offer letters, please keep in mind that offer letters should be provided to those receiving transfers or promotions as well. The offer letter is a clear way to communicate the new job title, pay rate and job expectations, and is as important for internal employees taking a new job as it is for an employee who is new to the University. Sample offer letters for external and internal candidates are located on the [HR website](#).

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## University Time Reporting Guidelines

An annual reminder about compliance was recently sent to University employees related to Time Reporting Requirements and applicable University Human Resources Policies. This communication was sent via e-mail for the first time for those who had a work e-mail address and if not, it was mailed to your home. If you did not receive this communication for any reason, it can be accessed at [www.rochester.edu/working/hr/compliance/20091030/letter.pdf](http://www.rochester.edu/working/hr/compliance/20091030/letter.pdf).

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## Year-End Reminder: Paid Time Off (PTO) Payout

The PTO Plan Year ends January 2, 2010. If you are PTO eligible and you have a PTO balance, please visit [www.rochester.edu/working/hr/hri/pto.pdf](http://www.rochester.edu/working/hr/hri/pto.pdf) to get instructions for selecting how you would like to receive the value of your unused PTO hours.

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## There's Still Time to Register for a Management Elective Session!

Would you like to be a more effective manager/supervisor in your interactions with staff and customers? The Management Elective class, *Understanding Generational Differences at Work*, explores the impact of different generations' work styles on the workplace. Please e-mail [Sarah VandenBosch](#) for more information or to register.

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## Benefit Highlights

### Open Enrollment for Health Care Program Under Way

The 2010 annual open enrollment period for the University Health Care, Dental, Health Savings, and Flexible Spending Account programs continues through November 18. During this time, eligible employees can enroll in or make changes online through HRMS or by calling ASK-URHR weekdays from 8 am to 5 pm until November 13 and 8 am to 6 pm November 16-18. Visit [www.rochester.edu/benefits/health](http://www.rochester.edu/benefits/health).

### Tax-Deferred Voluntary Contribution Limits Remain the Same for 2010

The maximum Voluntary Contribution limits for the 403(b) Retirement Program for calendar year 2010 have been announced. For those under age 50, the maximum remains \$16,500. For participants age 50 and older by December 31, 2010, the maximum remains \$22,000.

### Individual Counseling Sessions Available for Retirement Program

Take the opportunity to meet, at no cost, with a representative from TIAA-CREF, Fidelity, T. Rowe Price or Vanguard to assist with your retirement and financial planning under the University of Rochester Retirement Program. Click [https://secure1.rochester.edu/hr/benefits/retirement/one-on-one\\_sessions.pdf](https://secure1.rochester.edu/hr/benefits/retirement/one-on-one_sessions.pdf) for scheduling information.

### Tuition Reimbursement Reminder

To ensure tuition reimbursement, proof of tuition cost, proof of payment, and proof of successful course completion need to be received by the Benefits Office no later than 90 days following course completion. For more information, please visit [www.rochester.edu/benefits/tuition](http://www.rochester.edu/benefits/tuition).

### AHA Acknowledges UR as Fit-Friendly Company

For the second straight year, the American Heart Association recently awarded UR a plaque recognizing the University as a Gold Level Start! Fit-Friendly Company. The award showcases companies country-wide that have gone above and beyond when it comes to their employees' health. Click [here](#) to view articles and the 2009 Honor Roll.

### Strategies to Survive the Holidays

During **week 2** of our [12 Healthy Holiday Habits Campaign](#), Well-U is holding a special program November 17 on holiday time management. Learn valuable time management skills from our Human Resource Development team. Visit <https://www.rochester.edu/working/hr/wellness/enroll/enroll.php?c=127> to enroll online.

### Body Care Products Safety Program

A representative from [Clean New York](#) will be at the Medical Center on November 24 to present a talk on body care products and how to avoid toxic chemicals that may affect your health and environment. Visit Well-U's Healthy Holiday campaign page [https://www.rochester.edu/working/hr/wellness/healthy\\_holiday/](https://www.rochester.edu/working/hr/wellness/healthy_holiday/) for more info.

### November is American Diabetes Month

Well-U encourages you to take a moment this month to educate yourself on the symptoms of diabetes and preventive behaviors. Visit the ADA website, [www.diabetes.org/](http://www.diabetes.org/), for great information and resources.

### Did You Know . . .

- ✓ When sitting at your computer desk, good posture can actually prevent painful back injuries. For desk exercises, information on back health, go to [http://www.acefitness.org/fitfacts/fitfacts\\_display.aspx?itemid=25](http://www.acefitness.org/fitfacts/fitfacts_display.aspx?itemid=25)

**Contacting HR Intercom:** HR Intercom is distributed through @Rochester on a ten-month basis, January through July and September through November. If you have comments or questions about HR Intercom, please contact: [gina.radlo@rochester.edu](mailto:gina.radlo@rochester.edu).