



Tufts
UNIVERSITY

WORK/LIFE
BOOKLET



Tufts

UNIVERSITY

Welcome to Tufts University!

In support of the University's mission to be a high quality educational research institution, the Human Resources Office provides a broad array of Work/Life programs and services that are available to you. Your Tufts University Identification provides access to these programs.

If there is additional information you would like to see included in future editions of this booklet, please contact the Human Resources Benefits Office.

We wish to thank everyone who assisted with the production of this booklet. As always, we encourage your comments and suggestions.

*Human Resources
Benefits Office*

Employee Assistance Program (EAP)

The Tufts University Employee Assistance Program is for all faculty and staff, their dependents, and household members. The purpose of an EAP is to offer confidential help to those who may be experiencing issues related to life changes and personal stress. Seminars and services include counseling, legal and financial advice and the enhanced benefit of being able to work with a professional to locate day care and elder care resources. Various training programs are provided to assist managers and supervisors to effectively develop and manage staff in the context of today's workplace challenges. Access this information and much more on the Tufts EAP website at:

<http://www.powerflexweb.com/1112/tuftslogin.html> or call: **1-800-451-1834**

Username - **tufts** Password - **employee**

Education and Training Programs

TUITION REMISSION PROGRAM

The Tufts University Tuition Remission Program has been developed to assist eligible employees in pursuing Undergraduate or Graduate Level Courses offered by Tufts University. This exciting program can be used for career enhancement or to pursue a particular academic interest. In addition, eligible dependents may also participate in this program. The goal of the program is to provide educational assistance to benefits eligible employees and their eligible dependents. (Costs related to books, supplies, living expenses and fees are not covered under this program.) For further details, see the Tuition Remission Program booklet under Benefits at:

<http://hr.tufts.edu/> or call: **HR Benefits Office 1-617-627-3270**

STAFF TUITION REIMBURSEMENT PROGRAM

In order to ensure that employees are able to achieve their full career potential, the University has designed a tuition reimbursement program, which seeks to provide full-time University staff with the opportunity to maintain, as well as improve, skills within their current job assignment. This program applies only to job-related courses taken at institutions other than Tufts University and is completely separate from the Tufts Tuition Remission Program. See the Tuition Reimbursement Program under Benefits at:

<http://hr.tufts.edu/> or call: **HR Benefits Office 1-617-627-3270**

UIT TRAINING AND DOCUMENTATION DEPARTMENT

Technical training is available on all three campuses through the UIT Training and Documentation Department. UIT provides programs which strive to offer informative, enjoyable and innovative technical training to members of the Tufts community so that their customers may work and learn in better ways. To view the training schedule, log on to:

<http://training.uit.tufts.edu/>

FINANCIAL SERVICES COMMUNICATIONS AND TRAINING

The Finance Division provides updated documentation on the Tufts Finance website. Classes are advertised on the Tufts events calendar. Individual and/or custom classes are available upon request.

<http://finance.tufts.edu/training/>

HUMAN RESOURCES ORGANIZATIONAL DEVELOPMENT AND TRAINING

The Tufts Organizational Development and Training (ODT) team provides organizational development and professional development for administrative employees on all three campuses. Consultative services are available, on request, to managers and their teams, ranging from team development, strategic planning, change management, and process improvement. Professional development programs designed to help improve and enhance skills and knowledge are available to all employees. A variety of workshops, development programs, and on-line resources are provided for individual contributors (non-managers), managers, and mixed groups throughout the year. For more complete information, see Organizational Development and Training at:

<http://hr.tufts.edu/>

SEMINARS AND WORKSHOPS

A variety of lunchtime seminars are offered throughout the year on a wide range of topics. Some of these topics relate to professional and personal growth subjects such as customer service skills, performance planning, pre-retirement planning, etc. Employees should check their mailbox, the Events Calendar, or Periscope for the schedule and list of seminars.

<http://events.tufts.edu/>

Libraries

MEDFORD CAMPUS

The Tisch Library is the main library on the Medford/Somerville campus. With a shelving capacity of a million volumes, the library supports the teaching and research mission of the Schools of Arts & Sciences and Engineering. The library has an extensive film and microform collection, and a selective depository of U.S. federal government documents. The collection is a full and ever-growing resource to the entire University community.

www.library.tufts.edu/tisch/

The Edwin Ginn Library, located in the Cabot Intercultural Center on the Medford/Somerville campus, reflects the specialized curriculum and research interests of The Fletcher School.

www.library.tufts.edu/ginn/

The Lilly Music Library houses a collection of more than 35,000 musical scores, books on music, reference materials and sound recordings. In-house audio facilities are also available at the library, which is located in the Granoff Music Center (Room M030), 20 Talbot Avenue on the Medford Campus.

www.library.tufts.edu/tisch/music_library.htm

BOSTON CAMPUS

The Hirsh Health Sciences Library, which provides resources in medical, dental, nutrition and biomedical sciences, is located in the Arthur M. Sackler Center for Health Communications at 145 Harrison Avenue. To learn more, visit their website at:

www.library.tufts.edu/hsl/

GRAFTON CAMPUS

The Webster Veterinary Library on Tufts' Grafton campus holds the largest collection of veterinary medicine literature and learning resources in New England. The library also has substantial resources in wildlife and conservation medicine, the role of animals in society, and international veterinary medicine. For additional information, visit their website at:

www.library.tufts.edu/vet/

ON-LINE

The Digital Collections and Archives (DCA) supports the teaching and research mission of Tufts University by ensuring the enduring preservation and accessibility of the University's permanently valuable records and collections. The DCA assists departments, faculty, and staff in managing records and other assets. The DCA collaborates with members of the Tufts community and others to develop tools to discover and access collections to support teaching, research, and administrative needs.

dca.tufts.edu/

Cultural and Special Interest Programs and Organizations

THE AFRICANA CENTER

Founded in 1969, the Africana Center works with staff, faculty and students across ethnicities, nationalities (American Caribbean, South American, etc.), gender and sexual identities to celebrate, recognize and honor the vast contributions of people of African descent to Tufts and the community at large.

<http://ase.tufts.edu/africana/>

THE ASIAN AMERICAN CENTER

Founded in 1983, the Asian American Center is a resource for the University and the Asian/Asian American communities and fosters a supportive environment for the academic and personal development of staff, faculty and students by offering programs and services. The Center recognizes the distinct East Asian, Southeast Asian, and South Asian cultures and identities present in the Tufts community.

<http://ase.tufts.edu/asianam/>

THE INTERNATIONAL CENTER

Since the 1950s, the International Center has facilitated intercultural exchanges between American and international faculty, staff, students and research scholars. The Center works to increase the knowledge of intercultural issues and immigration laws affecting the Tufts international community. The Center also advocates on behalf of the international community to create a campus climate that respects cultural differences.

<http://ase.tufts.edu/icenter/>

LESBIAN GAY BISEXUAL TRANSGENDER CENTER

Founded in 1992, the LGBT Center provides educational and social programs, training and advice for all Tufts students, faculty and staff on issues related to sexual orientation, sexuality and gender. The LGBT Center strives to examine sexual orientation and gender always within the context of other identity markers, such as age, race, ethnicity, nationality and religion. The center also sponsors the LGBT Faculty-Staff Caucus, promotes LGBT and Queer Studies courses and research at Tufts University and represents LGBT concerns throughout the University.

<http://ase.tufts.edu/lgbt/>

WOMEN'S CENTER

Since 1972, the Women's Center has addressed matters of specific concern to women in order to create an atmosphere that is safe, supportive and intellectually rich. Programs are offered to the Tufts community about women, men and gender that are informed by differences of race, ethnicity, culture, religion, sexual orientation, and socioeconomic class.

<http://ase.tufts.edu/womenscenter/>

Financial Planning

CREDIT UNION

Become a member of the University Credit Union (UCU). To sign up, contact the Human Resources Employee Service Center (1-617-627-3075) for an enrollment form. To learn more about the services and products offered by UCU, visit their website at:

www.universitycu.org/ or call: 1-617-739-7447

SAVINGS BONDS

Treasury products are a secure complement to other ways to save money for the future. Likewise, they make meaningful gifts for friends and family. Contact the Human Resources Employee Service Center (1-617-627-3075) to complete an enrollment form to start a payroll deduction. Learn more about savings bonds or enroll directly by visiting the U.S. Treasury website at:

www.treasurydirect.gov/

MORTGAGE SERVICES PROGRAM

Eastern Bank (formerly known as Professional Advantage) has been committed to meeting the home financing, buying and selling needs of busy professionals since 1988. Eastern Bank can assist Tufts University employees with home mortgage financing, provide an experienced real estate agent or a connection to a real estate attorney, and offer competitive homeowners insurance premiums. For additional information on their services, go to:

www.proadvantage.com/tufts/clients.asp or call: **1-800-809-5626**

Arts & Leisure

CAMPUS EVENTS

With numerous facilities dedicated to art, music, film, literature and dance, Tufts offers a vibrant and active arts community to its students, faculty, staff and neighbors. To find out about upcoming events, go to:

<http://ase.tufts.edu/gallery/> for the Campus Gallery, or

<http://events.tufts.edu/> for all other campus events

MOVIE TICKETS

Discounted movie tickets are available on the Medford Campus at the Information Booth in the Mayer Campus Center. Other recreational services can be found at:

<http://ocl.tufts.edu/>

Campus Dining

MEDFORD

There are numerous dining destinations on the Medford/Somerville Campus. Employees can take advantage of an All-You-Can-Eat venue at Carmichael or Dewick-MacPhie Dining Hall. Or employees may decide to go to one of the retail destinations: newly renovated Hodgdon Good-To-Go; lunch at the Faculty-Staff Dining Room at the Chase Center in Carmichael; Mugar Hall Café; the Campus Center complex featuring The Commons Deli & Grill, and newly renovated Hotung Café; The Brown and Brew Coffee House in Curtis Hall; the Tower Café in Tisch Library; Jumbo Express; or Cart On the Quad. For more information visit:

<http://dining.tufts.edu/>

BOSTON

Corporate Chefs operates four dining areas on the Boston campus: Soup's On, Dental 7th Floor, has grab-and-go service available from 7:30 a.m. until 2:30 p.m. on weekdays; Plaza Café, Floating Hospital 1st Floor, also has grab-and-go service available from 7:30 a.m. until 2:30 p.m.; Jaharis Café, 1st Floor Jaharis Building, featuring sandwiches, hot entrees and grab-and-go available from 7:30 a.m. until 2:30 p.m. weekdays; and Food 4 Thought, Sackler 4th Floor (outside the Hirsh Health Sciences Library), featuring espresso drinks, pastries, soup, salads and sandwiches. For more information, please visit:

<http://dining.tufts.edu/>

GRAFTON

Elms Cafe, located at the new Agnes Varis Campus Center, offers a variety of breakfast foods as well as a diverse lunch selection, including delicious vegetarian fare, Monday through Friday from 7:00 a.m. to 3:00 p.m. For more information, please visit:

<http://dining.tufts.edu/>

Employee Discount Programs

The Tufts University Purchasing Office has negotiated discounts with a number of suppliers who provide goods and services of interest to employees. Such discounts can be obtained by contacting the supplier listed, identifying yourself as a university employee and by presenting a valid university photo identification card. For more information, please visit:

http://finhost.finance.tufts.edu/purchasing_th/ven_vendors_emp_th.php

Or call: 1-617-627-3225

Automobile and Homeowners Insurance

Explore the advantages of MetLife Auto and Homeowners Insurance. These group insurance programs are designed to make protecting an employee's car, home and other personal property more convenient by providing special group rates, easy payment options, payroll deduction, and extended service hours. Log onto:

www.metlife.com *or call: 1-800-GET-MET8*

Commuter Benefit Program

Train, bus, subway, vanpool, parking at the train station – however employees ride, the Commuter Benefit Program – sponsored by Tufts University and administered by WageWorks – provides all employees with the ability to pay for eligible commuting costs through automatic, pre-tax payroll deductions. All it takes is a quick online or phone order to get a pass delivered to the home every month and set up on direct, automatic monthly payments. Boston employees automatically receive a 25% state-mandated discount towards the purchase of bus, train, commuter rail, or commuter boat MBTA passes. To enroll in the Commuter Benefit Program, go to:

<http://www.wageworks.com/> or call: **1-877-924-3967**

Day Care

TUFTS EDUCATIONAL DAY CARE CENTER

The Tufts Educational Day Care Center offers an innovative year-round, full-day educational pre-school and kindergarten program for children from within the Tufts community and its surrounding cities. The Center is located in a state-of-the-art preschool facility on the Medford campus. For more information, contact:

<http://ase.tufts.edu/tedcc/> or call: **1-617-627-3412**

ELIOT-PEARSON CHILDREN'S SCHOOL

Located in Medford, the Eliot-Pearson Children's School offers full day programs for kindergartners, first and second-graders, as well as half-day programs for pre-schoolers and toddlers. The staff of the Children's School is composed of professional teachers with extensive training and experience in early childhood education.

<http://ase.tufts.edu/epcs/> or call: **1-617-627-3434**

Fitness Programs

Recognizing the importance of fitness and good health, Tufts University provides employees with recreational facilities on the Boston and Medford Campuses.

BOSTON CAMPUS

In **Boston**, there is a small gym available for free in Posner Hall. Employees may also join the Chinatown YMCA on Washington Street at 50% off the joining fee and 31% off whatever type of membership is chosen.

MEDFORD CAMPUS

The **Medford** campus has a fitness center which offers several fitness programs. There is also an indoor pool and indoor/outdoor running tracks. Employees should go to the Athletics Department at Halligan Hall on the second floor to validate their IDs. Access for all Medford facilities is through Cousens Gym. Spouses and immediate family members (dependents who are 16 to 25 years of age) living in employees' households are eligible to use the facilities.

See <http://ase.tufts.edu/athletics/> or call: **1-617-627-3232**

GRAFTON CAMPUS

Faculty and staff at the **Cummings School of Veterinary Medicine** may use the fitness center located in the basement of the Agnes Varis Campus Center. Employees also receive a 25% discounted corporate membership at the Westboro Tennis and Swim Club, which is a full-service fitness and recreation facility offering a variety of different programs.

See <http://www.westborotennisandswimclub.com/>

or call: **1-508-366-1222**

PERSONAL FITNESS TRAINING

Personal fitness training programs are available through the Physical Education Department on the Medford Campus.

See <http://ase.tufts.edu/physed/ppp/main.asp>

CHIROPRACTIC AND MASSAGE

The Health Service Department is located at 124 Professors Row on the Medford Campus and has a special arrangement for Chiropractic Services, which are available by appointment on Wednesdays from 8:50 a.m. to 6:10 p.m. Cost is \$50 for the first visit and \$30 for all subsequent visits. Most major health insurances are accepted.

Faculty and staff may also benefit from a session with a massage therapist at a cost of \$20 per half hour/\$40 per hour. A Licensed Massage Therapist is available by appointment on Tuesdays from 9:15 a.m. to 2:30 p.m.

Additional information on both chiropractic services and massage therapy can be found at:

<http://ase.tufts.edu/healthservice/chiropractic.htm> or call: **1-617-627-3350**

Service Recognition

The Service Recognition Program reflects Tufts University's appreciation for the contributions that individual employees make to the University over time. Beginning with the 10th anniversary and every five years thereafter up to the 25th anniversary, employees automatically receive a personalized gift that represents recognition of their commitment and long-time service.

Distinction Awards

The Distinction Awards Program celebrates staff and faculty who make the University an outstanding place to work and learn. The awards also recognize the accomplishments of individuals and teams whose work represents the very best at Tufts. The award categories are as follows: Extra Mile Award, Bridge Builder Award, Change Agent Award, Unsung Hero Award. For detailed descriptions of the award categories and eligibility requirements, to obtain nomination forms, and to see past winners, please access the program's website below. A selection committee composed of staff and faculty select the winners.

<http://distinctionawards.tufts.edu/>

Tufts Print & Electronic Publications

Tufts produces more than a dozen different print and electronic publications, such as Periscope, Tufts Journal, and Tufts Alumni Magazine. For a comprehensive overview of these publications, go to:

<http://universityrelations.tufts.edu/?pid=179&c=20>

Tufts also maintains an extensive online calendar of events being held at all campuses at:

<http://events.tufts.edu/>

Zipcar

Through a special arrangement with Zipcar and Toyota, Tufts employees age 21 and over can join Zipcar for only \$25 a year (plus hourly charges), which covers all insurance, maintenance, and gas – and designated parking. There are currently 4 Zipcars available at Tufts – 2 Electric Vehicles (RAV4 electric cars) and 2 Toyota Prius. The Zipcar and Toyota collaborations are part of a larger effort managed by the Tufts Initiative to reduce University greenhouse gas emissions and protect the global climate. For more information or to sign up, go to:

<http://www.zipcar.com/tufts/> or call: **1-866-494-7227**

PeopleSoft Employee Self-Service

Employees of Tufts University use Employee Self Service to access payroll, benefits and personal information online. Shortly after hire, employees receive a letter at their home address which includes their User Name and Password for the system.

<http://eserve.hr.tufts.edu>

PERSONAL INFORMATION

Employees can review and update their personal information, such as address changes, federal or state withholdings, and emergency contacts.

BENEFITS INFORMATION

Employees can review benefit plans, dependent and beneficiary information, and flexible spending accounts. They can also enroll in or change their 403(b) Voluntary Retirement account contributions.

TIME OFF INFORMATION

Employees can review time off taken as well as vacation, sick and personal time earned.

PAYROLL, TAXES AND SALARY

Employees can retrieve and print payroll information, which is generally available online two days before the pay date.

For help accessing Employee Self Service accounts, employees should contact the University IT Support Center at:

<http://uit.tufts.edu/> or call: **1-617-627-3376**



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