New Employee Welcome & Orientation

Agenda

• Welcome to Harvard
• Benefits Highlights
• Learning about Harvard
• Favorite Perks
• Employee Resources
• Going Forward
Welcome to Harvard!

Video: Welcome Message from President Bacow
Harvard is a Great Place to Work

• Harvard is more than a great teaching, learning, and research community, it’s also a great place to work and to grow careers that are fulfilling and challenging
• Our workforce is full of people who are:
  – Interesting
  – Creative
  – Talented
  – Dedicated

Congratulations!
The Benefits of Working at Harvard

An Introduction to Your Benefits - 2020

Where to learn about your Benefits

- Review your New Hire Benefits Enrollment Packet
- Visit hr.harvard.edu/new-employees
  - View informational videos about your benefits options
  - Access Alex (plan comparison tool for nonunion employees)
Your First 30 Days

• Complete your benefits enrollment via PeopleSoft Self-Service
  - Medical
  - Dental
  - Vision
  - Long Term Disability
  - Supplemental Life Insurance
  - Flexible Spending Accounts
  - Dependent Life Insurance
  - MetLife Legal
  - Allstate Identity Protection

• Designate beneficiaries for your life insurance

Coverage Levels – Medical, Dental, & Vision

Individual Coverage – Employee only

Employee + Spouse/Registered Domestic Partner ‡†

Employee + Child(ren) ‡†
  • Children under age 26
  • Disabled children age 26 and older

Family Coverage *
  • Employee
  • Spouse or registered domestic partner
  • Children under age 26
  • Disabled children age 26 and older

* If electing one of these levels, supporting documentation must be submitted in 30 days (i.e. copy of marriage certificate, birth or adoption certificate).
‡ These levels are available to exempt employees and employees in certain unions. When registering, only your eligible options will be displayed in PeopleSoft.
Help on using PeopleSoft can be found at: https://trainingportal.harvard.edu

Benefit Changes

Qualified Life Events (QLE) Include
- Marriage or registering a domestic partnership
- Divorce
- Birth or adoption of a child
- Dependent’s change in employer coverage
- Employee or Dependent gaining or losing coverage elsewhere

Changes must be made within 30 days of the QLE and must be consistent with the event

Annual Open Enrollment Period
- Fall of each year
- Changes effective January 1st
**Tax Deferred Annuity (TDA) Plan – 403(b)**

**Employee-funded retirement program**
- You will receive TDA plan information from the Harvard University Retirement Center (HURC) within two weeks of your hire date
- Traditional (pre-tax contributions) and Roth (after-tax)*
- Eligible to rollover prior employer plan or IRA
- 100% vested
- Faculty and nonunion staff auto-enrolled after 60 days

*Roth is NOT available for HBS Publishing and employees in DC

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**Tuition Assistance Program (TAP)**

**Tuition Reimbursement Program (TRP)**

**Eligibility & Wait Periods**
- Based on employee classification and hours worked

**Programs**
- TAP – helps pay the cost of tuition for courses taken at participating Harvard Schools
- TRP – helps pay the cost of tuition for qualifying courses taken at other accredited institutions

**Program Details**
- Review the TAP/TRP Booklet - [hr.harvard.edu/tuition-assistance](http://hr.harvard.edu/tuition-assistance)
Wellbeing

Visit HARVie (hr.harvard.edu) for:

• Events Calendar
• Financial Education Calendar
• Office of Work/Life Program Calendar
• Monthly Wellness Newsletter
• Links to financial vendor sites where you can schedule one-on-one meetings

EXCLUSIVE TO THE HARVARD COMMUNITY

GET CARE ON CAMPUS OR CLOSER TO HOME

PERSONALIZED CUSTOMER SERVICE

LOWER PREMIUMS, EXCLUSIVE SAVINGS AND DISCOUNTS

More than just a health plan:
✓ A plan that puts you front and center
✓ Choose a plan to meet your needs

Primary Care Physician locations include:
✓ Three on-campus clinics
✓ Harvard Vanguard
✓ Dedham Medical
✓ Granite Medical
✓ Plymouth Medical Group

HUGHP Member Services is centrally located on campus:
✓ Walk-in
✓ Call
✓ Email

Start saving today:
✓ Lower premiums
✓ Discounts at Harvard Center for Wellness
✓ Fitness and weight loss rebates
What’s Next…

- Watch the New Employee benefits videos
- Check out ALEX to help you compare health plans
- Complete the online enrollment & submit dependent documentation within 30 days
- Complete life insurance beneficiary designation
- Receive health plan ID cards within 2-3 weeks of enrolling
- Receive TDA plan information within 2 weeks of hire date
- Additional Questions
  - Visit HARVie – hr.harvard.edu
  - Contact Benefits Office - Email, call, or visit
  - Review FAQs in the back of your Benefits Enrollment Guide

Learning About Harvard
Finding Your Way Around
The John Harvard Statue (aka “The Statue of the Three Lies”)

- Harvard was founded in 1636, not 1638
  - The school was originally called New College and was founded by the Massachusetts Bay Colony
- John Harvard wasn’t the founder
  - New College was renamed in 1639 after John Harvard donated his library and half of his estate to the school
  - Despite never visiting the campus, John Harvard’s gift helped ensure the college’s enduring legacy
- The statue isn’t of John Harvard
  - No images of John Harvard exist so when sculptor Daniel Chester French made the statue in 1884 he chose a student named Sherman Hoar as the model

John Harvard
Founder
1638

Video: Innovative Projects Happening at Harvard
Harvard Schools and Units

- Central Administration
  - Campus Services
  - Finance, HR, IT, Operations
  - Interfaculty Initiatives
- Continuing Education
- Libraries, Museums, Theaters
- Affiliated & Allied Institutions
- Offices in 16 foreign countries
- Over 160 research centers
- Projects all over the world

Finding Your Way Around
http://map.harvard.edu/
Campus Tours

- Tours are run throughout the year by the Harvard Visitor Center
  - Virtual and self-guided audio tours are also available through their app

http://www.harvard.edu/on-campus/visit-harvard

Learning About Harvard

- [www.harvard.edu/about-harvard](http://www.harvard.edu/about-harvard)
  - Maps
  - Directories
  - Org Charts
  - Acronyms
  - FAQs
  - Events
  - History
  - Social Media Portal
- Harvard Mobile App
- Harvard Magazine
- Harvard Gazette
Explore your Harvard

Link gives you personalized suggestions on:

- **News and events** from hundreds of sources across Harvard.
- **Colleagues** and organizations doing work related to yours.
- **Other faculty** who teach your students and other Harvard classes related to what you teach (for faculty).
- **Links to resources** from your school or unit, PeopleSoft, Canvas, and many more.

1. Go link.harvard.edu
2. Enter your website and/or keywords
3. Get suggestions on what to explore around Harvard

Brought to you by the Office of the Vice Provost for Advances in Learning.

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**Campus Safety**

*MessageMe Alerts:* Receive emergency notifications via text, email and/or phone call.

Update your preferences now at: [https://messageme.harvard.edu](https://messageme.harvard.edu)

For more advice about staying safe on campus, consult the extensive resources available from the HU Police Department at: [https://www.hupd.harvard.edu](https://www.hupd.harvard.edu)
Harvard Policies

Harvard has extensive policies on workplace topics including:

- Discrimination
- Sexual and Gender Based Harassment
- Workplace Inclusivity
- Drug and Alcohol Use
- Fiduciary Responsibilities
- Whistleblowing
- DMCA and other Copyright Protections
- Affirmative Action
- Information Security & Privacy
- Environmental Health & Safety
- Safety & Protection of Minors
- Conflicts of Interest
- Social Media Use

An overview of policies and other useful information can be found in Harvard's Staff Personnel Manual at: https://hr.harvard.edu/staff-personnel-manual.

The full text Harvard's Human Resources, Financial, and Information Technology policies are available at: http://hr.harvard.edu/university-policies.

For assistance with these issues, consult your local HR office.

The Perks of Harvard

A Few of our Favorite Things
Holidays, Earned Time, and Discounts

- hr.harvard.edu/holiday-calendar lists the dates of upcoming holidays and winter recess
- hr.harvard.edu/paid-time has details about the University’s generous paid time off benefits, including sick time, vacation time, personal time, and parental leave
- hr.harvard.edu/employee-discounts provides information about discounts on cell phones, computers, insurance, and much more

Harvard’s Center for Workplace Development

Expand Your Potential with CWD

- Career and Professional Development
- Management and Leadership Education
- Coaching and Consulting
- Adult Basic Education
- Online courses:
  - Harvard Training Portal
  - Harvard ManageMentor
  - LinkedIn Learning

Find out more about CWD’s offerings at hr.harvard.edu/learning-development
Outings & Innings

Purchase discount passes and exclusive tickets for yourself or others
Find out where your HUID can get you discounts and free admission
Check out lists of digital resources, virtual events, and other fun perks

Create your free account and sign up for the O&I E-list at: outingsandinnings.harvard.edu
or visit our Cambridge office at 44R Brattle St

Athletics & Fitness

• Gain access to Harvard’s 10 gyms and training facilities
• Take classes, use pools, join teams, participate in fun activities, and more
• Membership costs $24/year for employees or $124/year for employees and their families
• Get tickets to Harvard sports events
• Learn more at: recreation.gocrimson.com
Libraries, Lectures, Museums, and Other Events

Use your ID to:
- Borrow books from the Harvard Libraries
- Visit the wide variety of University museums
- Attend lectures and other campus events
- Access digital records of academic materials

ID Cards

- Cambridge Campus
  - Campus Services on the 8th floor of the Smith Campus Center
- Harvard Longwood Campus
  - Kresge Building, T.H. Chan School of Public Health, 1st floor
- Business School
  - HBS Operations Center on the lower level of Shad Hall
Employee Resources and Service Organizations
Building Connections to the Harvard Community

Transit
50% off monthly MBTA transit passes (Subway, Bus, Commuter Rail and Ferry)
Pre-tax savings on transit station parking and non-MBTA transit options

Bike
Get reimbursed up to $360/year for bike commuting expenses

Carpool
50-75% off annual parking permit with 2 or more carpoolers

Getting Around Town
Discounted BlueBikes and Zipcar memberships
Emergency Ride Home program
Free Harvard Campus Shuttle

Commute Planning
Personalized commute assistance from CommuterChoice staff
Useful Apps: TransLoc Rider, Transit, Harvard Evening Van

commuterchoice.harvard.edu
commuterchoice@harvard.edu
Employee Resource Groups (ERGs) at Harvard

Groups of employees who connect based on shared characteristics, affinity, values, and life experiences.

Current Employee Resource Groups

• Association of Black Faculty, Administrators, and Fellows (ABFAF)
• Association of Harvard Asian and Asian American Faculty and Staff (AHAAAFS)
• Association of Harvard Latinx Faculty and Staff (AHLFS)
• LGBTQ Harvard Staff and Faculty Employee Resource Group (QERG)
• Committee on the Concerns for Women at Harvard (CCW)

Find more information at - https://employeeresourcegroups.harvard.edu/

Office of Work/Life

The Office of Work/Life stands at the intersection of wellbeing and organizational effectiveness. We’re about maximizing schedules, expanding community, maintaining wellbeing, easing the mind, defining options, preparing for the future, caring for family, and partnering to create and preserve each employee’s unique and complex version of work/life balance.

Harvard’s EAP

• Workplace Consultation
• Short-term Counseling
• Legal Assistance
• Financial Consultations

Dependent Care Resources

• Help Finding Care
• Child Care Scholarships
• Back-up Care
• Adoption Resources
• Lactation Support
• Senior Care Planning

Mindfulness Programing

• Virtual Classes
• Courses
• Ten Percent Happier App
• Guided Meditation Line 617-384-2256 (4-calm)

Flexwork

• Options
• Remote Work
• Tools and Resources
• Guidelines for Employees and Managers

Learn more at the Office of Work/Life at: https://hr.harvard.edu/worklife
Committed to maintaining a safe and healthy educational and work environment that is **free from sexual harassment and misconduct**, through:

- Ensuring faculty, staff, and students receive accurate and consistent information regarding community resources and responsibilities
- Assisting impacted parties with filing formal complaints and accessing resources
- Informing all involved parties of their rights and options
- Developing education and prevention initiatives
- Training and supporting University’s Title IX Network

**University Title IX Office**

Nicole Merhill  
Title IX Coordinator

Caysie Harvey  
Associate Title IX Coordinator

University Title IX Office  
Smith Campus Center  
Suite 901  
titleix@harvard.edu

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**Harvard Information Security**

- Click Wisely – Check URLs
- Report Harvard Phishing
- Strong Passwords & 2-Step Verification
- Password Manager
- Enable Automatic Updates
- Weekend Shutdown
- Secure Sensitive Data
- Follow DMCA Policy

security.harvard.edu
Welcome to HUCTW!

- HUCTW is Harvard’s largest union, representing 5,200 staff members in Harvard’s offices & labs, museums & libraries, in every corner of the campus.

- Harvard staff founded HUCTW in 1988 to ensure that we have voice in the decisions that affect our working lives.

- We have made enormous gains for members in salary, healthcare, flex schedules, education costs, childcare, housing, and more.

- After orientation, please stop by our table to sign your membership card & pick up information about the unique benefits available to members.

  Website: www.huctw.org | Tel: 617-661-8289

HUCTW: Harvard Union of Clerical and Technical Workers
Other Employee Resources and Service Organizations

- Campus Services
  - Parking Permits & One-Day Passes
  - Environmental Health & Safety
  - Housing and Real Estate
- University Disability Resources
- Common Spaces / Events Office
- Travel and Reimbursement
- And much more…
- Office for Sustainability
- Global Support Services
- ID Card Services

Going Forward

The Next Steps on Your Harvard Journey
Tools to Help You Get Started

- New Employee Resource Guide
  - Links to more information and useful sites
- New Employee Website
  - https://hr.harvard.edu/new-employees
  - Benefits Videos
  - Getting Started
  - Succeeding in Your Job
  - Campus Guides
- Campus Services Portal
  - https://www.campusservices.harvard.edu/

Tools to Help You Get Started

- Learn how to report time, use Harvard’s administrative systems, and sign up for training or compliance classes
  - trainingportal.harvard.edu
- Use the Self-Service tiles in PeopleSoft for enrolling in benefits and other important tasks
- Refer to hr.harvard.edu for University policies, benefits, perks, and lots more
Local Human Resources Office

Check with your local HR office for information about…
• Local orientation programs
• Activities for new employees
• Access to buildings, systems, and resources
• Local policies and procedures
• The structure of your department
• Finding your way around
• Help getting started

Harvard Human Resources wishes you every success in your new job!