

WELLBEING RESOURCES FOR HARVARD UNIVERSITY FACULTY AND STAFF

WINTERIZE YOUR WORK-FROM-HOME PLAN

Without fail, every winter brings a few snow days—those bad-weather occasions when schools and child care facilities are closed and employees are asked to stay off the roads (even though the campus remains open). In addition to digging out your gloves and ice scraper, you'll want to get comfortable with a range of collaborative tools you can use to telework in a pinch—easily and efficiently.

You can collaborate with colleagues (wherever they might be) without missing a beat by using [Zoom](#), an easy-to-use video conferencing tool that offers a seamless experience across mobile devices, desktops, and conference rooms, along with Skype for Business, Outlook Calendar sharing, and Webex. Harvard also recently rolled out Microsoft Teams, which combines video conferencing, document sharing, and online chats.

Need files? No problem. With HUIT's OneDrive, you can access your work files on your home computer. Want to get up to speed on some of these collaborative tools? Consider taking part in an upcoming [Teams](#) (HarvardKey required) or [OneDrive](#) (HarvardKey required) workshop.



If you find that you prefer to work from home on a regular or occasional basis, check with your manager to find out if telework—which has been shown to [increase employee productivity](#), [reduce turnover](#), and [lower costs](#)—is a feasible option for your position. You can learn more by accessing Harvard's [Flexwork Principles & Guidelines](#) and [Flexwork Tools and Resources](#).

HOUSE HUNTING MADE EASIER

Finding your home sweet home

From securing financing to choosing a location to settling on an architectural style, the home-finding process involves many steps. To help you navigate the process, Harvard offers a number of useful resources:

- **Mortgage pre-approval:** [Harvard Credit Union](#) offers a range of fixed- and variable-rate programs, along with home-buying workshops.
- **Harvard-sponsored home-buying service:** The [Real Estate Advantage Program](#) can help you find the right loan and agent—plus, you can receive a cash rebate when you purchase a home.
- **Rental listings:** [Harvard University Housing](#) provides information about renting University-owned properties and links to other rental listings.



- **Discounted mortgage program:** Receive a discounted rate and save on closing costs with our [preferred mortgage lender service](#).
- **Insurance:** Whether you rent or own, protect your home and belongings with [home insurance](#).

MIND AND BODY

Nothing warms the spirit like giving to others, but don't forget to care for yourself as well.

- Stretch out and get moving at the [Center for Wellness'](#) gentle movement classes, including Tai Chi, Pilates, and Essentrics®. Winter enrollment begins December 9.
- Do your part during Longwood's [Season of Giving](#) toy and clothing drives.
- Help those in need through [Phillips Brooks House's Holiday Gift Drive](#), which seeks new toys for kids and clothing donations for the Harvard Square Homeless Shelter.

LIVING AND WORKING

We're here to help you keep your work/life on an even keel with these programs and resources:

- Available 24/7, the [Employee Assistance Program](#) (EAP) offers free and confidential consultation for depression, legal and financial issues, and other personal or work-related concerns. Call 877-EAP-HARV (877-327-4278) or check out the [EAP](#) online.
- Is flexwork a good option for you (or your employees)? Find out at our [December 3 session of Flexwork Training](#).
- [Care@Work](#) provides backup care for children, elders, and other adults when snow days disrupt regular schedules, or when extra support is needed around the holidays. Sign up before you need it by completing the [registration waiver](#).

LEARNING AND GROWTH

Get a jump on your New Year's resolutions (and enhance your skills) by registering for upcoming Harvard classes and workshops.

- From communication to computer skills, explore all the career-related offerings from the [Center for Workplace Development](#).
- Unlock your creativity (and productivity) with a workshop that takes you through the five phases of a [Design Thinking Mindset](#) (HarvardKey required).
- Microsoft Teams brings chat, teleconferencing, and more to the Office suite, and lets groups collaborate in real time. Take a [one-day class](#) to learn more (HarvardKey required).

FINANCES AND SECURITY

Close out the year with some positive steps that can give you peace of mind.

- Harvard offers post-retirement health plans to eligible faculty and staff and their eligible spouses and dependents. You can calculate your eligibility with this [spreadsheet](#).
- Use it or lose it. Don't forget to spend down your Flexible Spending Account before the March 15 deadline. You can check your balance and find a list of eligible expenses at [Benefit Strategies](#).
- Lose it, don't use it. Safely dispose of expired or unused drugs at HUHS Pharmacy's [Consumer Drug Take-Back Receptacle](#).

To explore additional Harvard employee events, view the [full calendar](#) on HARVie.