

Work/Life Guide

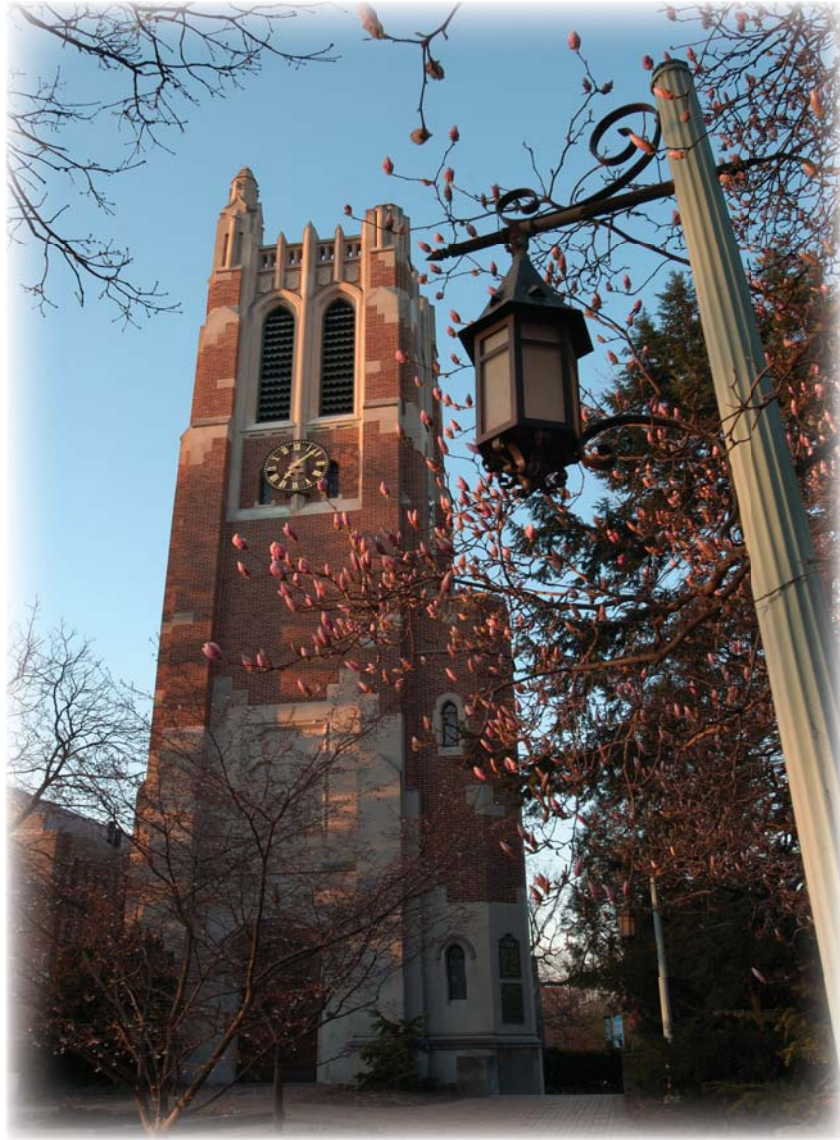
*For MSU
Faculty and Staff*



Family Resource Center
1407 S. Harrison, Suite 225
East Lansing, MI 48823
(517) 432-3745
www.frc.msu.edu

MSU is an equal-opportunity institution.





*Campus resources to support
your work/life balance*

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Introduction

MSU understands that you have a personal life off campus. Whether you are a faculty member, support staff, administrator or student, your ability to address your family and personal responsibilities will help you be a productive, satisfied, successful, and healthy member of the MSU Community.

Your work/life balance is important. MSU provides a support system to ensure your success in your many roles as a parent, caregiver of elders, relationship partner, community member and MSU employee or student. Flexible work arrangements, supervisor support and understanding, and the programs/services of the MSU Family Resource Center are just some of the examples of how MSU can support your personal/professional balance.

This Work/Life Guide will provide you with resources to assist you. If you have questions or concerns, please let us know. We are interested in your feedback and opinions.

Family Resource Center

As the MSU Work/Life office, the Family Resource Center (FRC) is here to help employees, faculty, and students balance their professional lives with their personal lives. We have numerous programs and services to help people succeed. You can find detailed information about the following services throughout this book.

- Resource and Referral - Helps parents locate quality child care and campus/community support services
- Emergency Backup Child Care – Provides free emergency and short-term child care

- Sick Child Care - Offers subsidized in-home care for mildly ill children
- Elder Care Referral – Provides consultation and assistance for those who are managing the care of a dependent elder
- Breastfeeding Support - Promotes supportive work environments and provides resources for mothers who choose to breastfeed their babies
- Email listservs - For discussion and information between staff and faculty Parenting, eldercare, breastfeeding, special need children and adoption
- Parenting/eldercare classes
- Consultation on work/life issues such as flexible scheduling
- Outstanding Supervisor Recognition Award & Non-Traditional Student Supporter Recognition Program

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1407 S. Harrison, Suite 225
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Childcare

Spartan Child Development Center

MSU provides the facility for the Spartan Child Development Center (SCDC) in Spartan Village. The majority of the children enrolled in the center are those of students, faculty, and staff. SCDC offers full-day, half-day, and part-time programs. They offer a multicultural, non-violent, non-sexist, play-based program for children ages two weeks to six years old. The center is open Monday through Friday, 7:30 a.m. - 6:00 p.m., year round. There is



a \$45.00 application fee. Please contact SCDC for further information.

Spartan Child Development Center
1730 Crescent Road
East Lansing, MI 48823
(517) 353-5154
www.scdc.msu.edu

Child Development Laboratories

The MSU Child Development Laboratories (CDL) are operated in East Lansing's Central School and Haslett's Wilkshire Elementary School by the Department of Family & Child Ecology and the College of Social Science.

The CDLs partner with families in the education and socialization of children during their early years. They offer many opportunities for family involvement in a child's educational experience. Students, faculty members, and



families all benefit from these shared activities, learning from one another and working together for the well-being of the children.

The CDLs provide a learning environment for both preschool children and MSU students. University students learn about child development, strategies for supporting children's social interactions, and methods of developing interesting and appropriate learning activities. These students, under the guidance of departmental faculty members, become team members in planning and carrying out valuable and interesting educational experiences for the children. In providing the highest quality programming for children and families, faculty members also create an exemplary learning experience for college students.

East Lansing Campus
325 W. Grand River
East Lansing, MI 48823
517-355-1900
www.cdl.msu.edu

Haslett Campus
Wilkshire School
5750 Academic Way
Haslett, MI 48840
517-339-6045
www.cdl.msu.edu



Finding Childcare

The Ingham County Office for Young Children (OYC) is a resource and referral service to help parents find licensed childcare.

Office for Young Children

By calling OYC, you can obtain a list of licensed childcare facilities and home programs. OYC works with parents to clarify childcare needs and how to decide on a quality provider. Parents receive names of caregivers and information about how to conduct an interview.

Office for Young Children
(517) 887-4319 or 1-800-234-6996
<http://hd.ingham.org/office-for-young-children.aspx>

Choosing Childcare

It is very important that you take time to select your childcare provider, as quality of care may differ significantly between providers. A match between your child and the setting is necessary for a successful experience.

Initial Phone Contact with Prospective Providers

Begin by calling those childcare providers who appear to meet the criteria for your childcare needs. You may want to ask the following questions:

- How long have you been a childcare professional?
- What is the training background of staff who will interact with my child?
- What days and hours can my child attend?
- What are your fees for caring for my child? Do you participate in any funding programs?
- What types of meals do you serve? Is the parent required to bring food?

- What is your program philosophy?
- How is the day structured?
- How do you handle discipline?
- What happens when my child is absent? Do I still pay? Am I allowed any vacation or sick days during the year? Do you take a vacation? Do I pay during your vacation days?
- What is your application process?
- When can I tour your program?

Visiting Prospective Child-care Providers

Your goal in visiting child care providers is to see their programs in action. Take your child along if possible, so she has the opportunity to experience the program.

Observe the environment:

Is the setting clean, safe and sanitary to your standards? Remember, this is a children's setting; there may be materials and toys on the floor so the children can play and interact, but it should be a safe environment at all times.

Is the physical environment pleasant? Would you enjoy spending a long period of time in this space?

Are the children interacting and active in their play? Children should be busy and involved in activities. They should be talking and moving around in a constructive fashion. Do the children seem generally happy? Are they comforted when they are unhappy?

Are the children supported in their play with other children? Conflicts will occur, children struggle to "share" and they'll get frustrated with each other. These are normal parts of a program. Effective adults will help children work things out by guiding, redirecting and negotiating conflicts. What is the adult to child ratio?

Are the philosophy, program and discipline guidelines of the program consistent with your goals for your child? Is the interaction that you see between children and adults consistent with the philosophy discussed? This information should be included in a parent handbook.

How does your child respond to the setting? Does your child take an interest in the activities of the program? Children will demonstrate this interest in different ways; some will get right in and become involved, others will watch from the parent's arms. You know your child best, so look for signs of interest typical of your child.

How does the provider respond to your child? Did they welcome them, interact with them and introduce them to the other children? Do they appear nurturing and loving?

After the Decision is Made...

After you have selected the best program for your child, it is important to finalize the details. Make an appointment to meet with the caregiver to cover details. Specific areas you should be sure to cover are:

- Fees, payment plan, and any penalties or additional fees that may be charged
- Days of care provided, such as beginning date, holidays and days closed
- Arrival and pickup times and procedures
- First day procedures and paperwork required
- Special supplies to bring (i.e., diapers, child's belongings, special foods)
- Home to provider transition for the child

Criminal Background Checks

When hiring a childcare provider (either in-home or out of the home), you may want to see if they have had a criminal offense in Michigan. This can be done by sending a typed or clearly hand-written letter that includes the provider's name (maiden, alias, or previously used), address, social security number, date of birth, race, sex, his/her Michigan driver's license number and a check for \$10 made out to the State of Michigan. The provider must also sign the letter.

Include a self-addressed, stamped envelope so that the file can be returned to you as soon as possible. The criminal background check will contain information on any crimes the person has been convicted of. However, you will not receive notice of any unsubstantiated accusations. It takes two weeks to process the request. If you have questions, contact the Freedom of Information Unit at (517) 373-3598. Mail your request to the following address:

Department of State Police
Central Records Division
General Office Building
7150 Harris Dr.
Lansing, MI 48913

Daycare Licensing & Grievances

If the provider is licensed, you may do an internet search through the Michigan Department of Human Services website to view any grievances that have been filed (click on "Doing Business with DHS," "Licensing," then "Child Daycare Centers and Homes"). Requests can be submitted via email, fax, online, or mail.

Daycare Licensing & Grievances
7109 W. Saginaw 2nd Floor
Lansing MI 48909
1-866-856-0126
www.michigan.gov/dhs/

My Spartan Career

To post an ad looking for a MSU student to come into your home to care for your child, you may opt to post an online ad. Contact the Student Employment office to get registered and to have it posted, at no charge.

Student Employment
110 Nisbet Building
East Lansing, MI 48823
(517) 355-9510
www.spartanTRAK.com

Nanny Companies/websites

Nanny Network
www.nannynetwork.com

Sitter City
www.sittercity.com

Care.com
Work Place Options

AuPaire Care
www.aupairecare.com

EURAuPaire
(800) 333-3804
For more information, contact FRC
at (517) 432-3745.





MSU Sports Camps
 (517) 353-0730/432-0730
www.sportcamps.msu.edu/

**City of East Lansing
 Childcare Programs**
 (517) 337-7615
www.cityofeastlansing.com

YMCA Summer Camps
 (517) 332-8657
 2306 Haslett Rd.
 East Lansing, MI 48823
www.ymcaoflansing.com

- Cancellation fee - there will be a three hour charge for scheduled visits canceled with less than 12 hours notice.

Each MSU employee is eligible for 16 hours of subsidized sick childcare per child, per fiscal year, to be used in blocks of two hours or more. If the child's illness requires more than 16 hours of care, call FRC for authorization of more hours.

Home Instead Senior Care
 1760 E. Grand River Rd.
 East Lansing, MI 48823
 (517) 333-3649 or (517) 449-4301

Sick Childcare

Have you worried what would happen if you had an important meeting, project, or class to attend, and your child was ill and unable to attend daycare or school?

In collaboration with Home Instead Senior Care, a national home care agency, MSU offers a subsidized sick-child care service to students, faculty and staff. Program details:

- In home care for mildly ill children while parents work - care is provided by trained home aides, screened and employed by Home Instead
- Currently, MSU employees pay \$5.25 per hour for a home aide - the University subsidizes 70% of the cost, parents pay 30% of the cost for care (students receive a 10% discount)
- Call Home Instead directly to request care - parents may call 24 hours a day
- A minimum of four hours notice is needed for care to be arranged, but it may take longer - the sooner you call the better, as on-call staff cannot be guaranteed
- Pre-registration is strongly encouraged; forms are available at the FRC office

Emergency Back-up Childcare

Have you had to miss days from work because your regular childcare provider was unavailable?

Each MSU employee or student is eligible to use this service 5 days each year for each child in the family.

The service is free of charge. A child must be free of communicable disease and capable of participating in regularly planned activities.

On campus the Spartan Child Development Center in Spartan Village accepts children one to six years old. Off campus Mrs. B's Daycare, a group home, accepts children of all ages. Both are open during normal workday hours.

Spartan Child Development Center
 1-6 year olds
 7:30 a.m.-6:00 p.m.
 1730 Crescent Road, East Lansing
 (517) 353-5154
www.scdc.msu.edu

Mrs. B's Daycare
 Infants-12 yr. olds
 6:00 a.m.-6:00 p.m.
 2445 Dobie Road, Mason
 (517) 676-3020
www.frc.msu.edu/caring-for-children/childcare/emergency-child-care/

MSU Family Helpers

If you would like an updated list of MSU students who are interested in babysitting, elder caregiving, tutoring, or pet/house sitting, please contact the FRC or visit the website. These students (in various majors) have had criminal background checks, however FRC cannot endorse them. You must screen them and negotiate the pay rate individually.

MSU Family Helpers List
<http://www.frc.msu.edu/wp-content/cfForms/babysitters.cfm>

Summer Programs

Office for Young Children
 (complete summer program listing)
 (517) 887-4319 or 1-800-234-6996
<http://hd.ingham.org/office-for-young-children.aspx>

**Spartan Child Development Center
 Summer Camp (MSU)**
 (517) 353-5154
www.scdc.msu.edu
 1730 Crescent Rd.
 East Lansing, MI 48823

Breastfeeding Support

Michigan State University supports breastfeeding mothers. The MSU administration understands the benefits of breastfeeding and encourages supervisors to provide a supportive environment for mothers who choose to nurse their babies or express/pump their breast milk during the work day. In a memo to deans, chairpersons, and unit supervisors, former Provost Simon and Vice President Poston stated:

“We encourage your support of MSU women to facilitate a successful return to work from maternity leave. Other employers who support new mothers have experienced improved attendance while the mother makes a positive transition to work.”

The Family Resource Center supports you and has breastfeeding information on: classes, pump loans or rentals, counseling and individual support, discussions of flexible schedules, finding a private place to pump/express near your work site, and finding other breastfeeding mothers to connect with. Contact FRC if you would like to be added to the MSU breastfeeding listserv.



Adoption Support

The Family Resource Center supports parents who have adopted children either domestically or internationally as well as those that are considering adopting. FRC has an email listserv that parents can join to discuss issues and find support among others who have adopted or are considering it. Parenting education classes that focus on adoption issues are also offered.

Family Resource Center
1407 S. Harrison, Suite 225
E. Lansing, MI 48823
(517) 432-3745
<http://www.frc.msu.edu/caring-for-children/adoption/>

Families with Special Needs

Autism Support Network

Do you have a child with autism or other special needs? The Family Resource Center hosts an email listserv to give parents a support system and a network of information. For parents of children with autism, there is a support network that meets regularly and plans informational meetings and family activities. If you have questions regarding local services or want to connect with other parents, contact FRC.

Family Resource Center
1407 S. Harrison, Suite 225
E. Lansing, MI 48823
(517) 432-3745
<http://www.frc.msu.edu>

Eric “Ricstar” Winter Music Therapy Camp

A summer day camp that provides opportunities for musical expression, enjoyment, and interaction for all persons with special needs (and their siblings). Fee: \$150



Eric “Ricstar” Winter Music Therapy Camp
841 Timberlane St.
East Lansing, MI 48823
(517) 355-7661
www.cms.msu.edu/camps.php

Resource Center for Persons with Disabilities

RCPD provides individual consultation and general assistance for those working at MSU who have disabilities. The staff develops and conducts general disability awareness sessions, as well as programs on specific issues for faculty and staff.

Resource Center for Persons with Disabilities, MSU
120 Bessey Hall
(517) 884-RCPD (4-7273)
TTY: (517) 355-1293
www.rcpd.msu.edu

Sports Skills Program for Persons with Disabilities

The Department of Kinesiology has developed a Sports Skills Program for children and adults with disabilities. Whether you are preparing for a competition or just want to get in shape, it can help you by providing coaching and instruction. \$50-100 per semester, scholarships available to those who qualify.

Sports Skills Program for Persons with Disabilities
(517) 353-3866
<http://spartanyouth.msu.edu/resource.aspx?resourceid=94>

Off-campus Children's Special Health Care Services

Financial assistance for medical care to families who have disabled children and require special care, ages birth to 21. Meetings and one-to-one support are offered.

1-800-359-3722

Michigan Department of Community Mental Health

The Division of Mental Health Services to Children and Families provides policy and program direction for public mental health services that are provided to children with developmental disabilities, emotional disturbance, or are at risk of disability, as well as services to their families.

812 East Jolly Road, Suite G-10
Lansing, Michigan 48910
517-346-8200 Voice
800-372-8460 24-Hour Crisis
517-374-7037 TDD/TTY
<http://www.michigan.gov/mdch>

Early On® Michigan

Early On® Michigan is the system of early intervention services for families and their children birth to three years of age, with developmental delays or diagnosed conditions with a probability of delay. Early On® ensures that eligible children and families receive comprehensive and family-centered services.

13109 Schavey Rd., Suite 4
Dewitt, MI 48920
1-800-327-5966
www.1800earlyon.org

LAP Respite Center

Offers respite care for families of children/adults/seniors with disabilities, chronic illness, or aged related conditions. Trained staff who are employed by LAP relieve family caregivers by providing services for a few hours or a few days in the family home, or at the

Respite House, depending on need and availability of service.

LAP Respite Center
840 E. Mt. Hope, Suite 101
Lansing, MI
(517) 372-6671
www.laprespitcenter.org

Eldercare

Are you responsible for the care of an elderly family member? Whether or not they live in your home, you may be responsible for the health and financial affairs of a parent, grandparent, spouse, or domestic partner.

This responsibility can be very stressful. And as an MSU student or employee, balancing these roles can be overwhelming. The Family Resource Center offers support, whether your loved one is in the greater Lansing community or in another state. FRC can consult with you, listen to your concerns regarding your situation and discuss the options you may want to consider.

The elder issues are varied. You may be worried about them being home alone, or paying for health care services. You may be ready to plan a move into a residential facility or have legal questions. You may be concerned about the care they are receiving by a community agency, or you may have questions about Medicare/Medicaid. Regardless of their

situation, FRC can refer you to resources, locally or long distance.

You may also contact the Tri-County Office on Aging to receive a free referral for elder care providers and information on a variety of elder care issues.

For service details, relevant websites, and a list of MSU students interested in being hired as a "family helper," visit the FRC website. Contact the FRC office if you would like to be added to the MSU eldercare listserv.

Family Resource Center
1407 S. Harrison, Suite 225
East Lansing, MI 48823
(517) 432-3745
<http://www.frc.msu.edu/caring-for-elders/>

Tri-County Office on Aging
5303 S. Cedar Street
Lansing, MI 48911
(517) 887-1440
www.tcoa.org



Diversity & Inclusion

Office for Inclusion and Intercultural Initiatives

The Office for Inclusion and Intercultural Initiatives serves as an executive level focal point for the promotion of inclusion across the university. The office strengthens and creates a supportive University environment for MSU students, staff, and faculty that fosters full participation and cultivates excellence through inclusion, diversity, institutional equity, and intercultural understanding. I3 monitors the University's compliance with state and federal laws and encourages best practices available to promote a culture of inclusion.

Office for Inclusion & Intercultural Initiatives
444 Administration Building
(517) 353-3924
www.inclusion.msu.edu

Women's Resource Center

The Women's Resource Center is committed to creating and implementing strategies that promote the status of women. WRC provides a supportive climate that enables MSU women to become full and active participants in the development of policy, decision making, and the achievement of equity. The center serves the interests of students, faculty, and staff with informative programs, newsletters, literary and video resources, and education relative to gender related issues and concerns. For further information, please contact WRC.

Women's Resource Center
332 MSU Union Building
(517) 353-1635
www.wrc.msu.edu
wrc@msu.edu

Lesbian, Bisexual, Gay, and Transgender Resource Center

Addressing issues of gender identity and expression across campus is an important priority for the LGBT Resource Center. LGBT's goal is to collect and provide information about aspects of learning, living and working on campus that are pertinent to the LGBT community.

Lesbian, Bisexual, Gay, and Transgender Resource Center
302 Student Services Building
(517) 353-9520
<http://lbgtrc.msu.edu/>



Professional Development

Staff are encouraged to continuously develop their professional skills for improved work performance, increased job satisfaction, and to be prepared for career advancement opportunities. Within the University community there are a number of units that offer non-credit training and development opportunities. These units specialize in offering training and development programs for support staff and faculty.

Human Resource Development

Human Resource Development (HRD) provides non-credit training and development opportunities for support staff in areas such as: stress reduction and management, team building, grammar and writing, customer service and conflict management. HRD offers a variety of catalog classes and also offers customized programs for individual departments. HRD course offerings are updated on the website each semester and are also listed in a hard-copy catalog distributed to support staff. HRD is responsible for the coordination of the Educational Assistance and Course Fee Courtesy Programs.

Educational Assistance

The Educational Assistance program is part of the benefit package provided by MSU to all regular, full-time, part-time, or flex-appointment University support employees. It provides financial assistance for the professional development of support staff in their current jobs and to further enhance competencies for career development. In addition to job-related, non-credit courses, Educational Assistance may also be used for college credit classes that are part of a degree program (any level) at any accredited college or university.

Educational Assistance applications are available online at www.hr.msu.edu

Course Fee Courtesy

The Course Fee Courtesy program provides financial assistance for the educational development of an employee's legal dependents. The Course Fee Courtesy program consists of an amount equal to one-half (1/2) of the applicable Michigan resident on-campus Undergraduate course fee rate. Course Fee Courtesy may be used at Michigan State University, for the first bachelor's degree only with a maximum credit limit of 120 total credits attempted.

Course Fee Courtesy can be applied for online at www.coursefeecourtesy.hr.msu.edu

Deadlines for CFC enrollment:

Fall Semester	June 1
Spring Semester	October 1
Summer Semester	March 1

For more information regarding both benefits:

Human Resource Development
10 Nisbet Building
(517) 884-0177
www.hr.msu.edu

Financial Aid Office
150 Administration Building
(517) 432-1155
www.finaid.msu.edu

Libraries, Computing & Technology Training Program

LCTTP offers non-credit technical training in a variety of applications, including: Microsoft Office Suite, web design and maintenance, spreadsheets, and databases. LCTTP offerings are listed on the website and are publicized in periodic catalogs.

Libraries, Computing and Technology Training Program
(517) 432-5936
<http://train.msu.edu>

Faculty and Organizational Development

The Office of Faculty and Organizational Development supports MSU faculty, academic staff and administrators in their ongoing quest for excellence in teaching, research, outreach, and leadership. To accomplish this goal, a broad range of seminars and programs, services, and resources are offered in two programmatic areas: faculty development and organizational/leadership development.

Office of the Provost
438 Administration Building
(517) 432-5125
www.provost.msu.edu/facdev/

Physical Health

Health4U

The Health4U Program encourages faculty, staff, graduate student employees, retirees and the spouses/partners of members of these groups to "Redefine" the way 'YoU' think about health!

Health4U's goal is to promote good health by providing opportunities to participate in programs, services, and activities designed to make a positive difference in your health and the health of the campus community.

To experience the benefits of Health4U all you have to do is participate in any of the Classes, Seminars, and Groups offered in each of the following Focus Areas (Emotional Wellness, Health Consumerism/Self-Care, Movement/Fitness, NutritionMatters), most of which are offered at no cost. There are multiple options for involvement:

- Take a health promotion class where you will learn about healthy lifestyle behaviors and how to make health-smart choices in your everyday life



- In-depth multi-session seminars such as "Healthy Eating: Finding the Balance Within," "Boosting your Psychological Immune System," "Finding Reliable Information Online"
 - Register for an online program such as "MSU Moves" or the "Healthy E-mail Service" to stay informed of the latest news on health topics or to track your health behavior change process
 - "U Can Quit" campaign, designed to help all MSU affiliates on their path toward smoking tobacco cessation
 - Set a healthy lifestyle goal and get expert help to create and carry out a personal plan for success by making an appointment with the Health4U Coaching Service
 - Encourage work colleagues to explore a healthy lifestyle philosophy by scheduling the Health4U team to assist with departmental based training and development
- Health4U**
335 Olin Health Center
(517) 353-2596
www.health4u.msu.edu

IM Sports

All intramural facilities, programs and services are dedicated to the promotion of a healthy lifestyle for all. A variety of activities are available to meet the needs of a diverse campus. Fitness Centers are open at the IM East and the IM West. Daily workout sessions make it possible to reach your desired level of fitness. Individuals may receive assistance in developing a training workout by consulting with our fitness professionals. There is a fee for the fitness centers and to schedule a personal trainer. Please call the IM facilities for fees.

Organized Sports and Special Events

All students, faculty and staff may play in a variety of competitive leagues and many individual competitions are also planned by the IM staff. See the IM website for specific sports and how to sign up. Most sports have mens, womens and co-rec leagues available. Spouses may compete in individual events and play in the recreative leagues. Check the website for facility hours and features, programs, and events.

Spouse and Family Programs

Spouses may enter the facility with a spouse ID card (available at the Administration building). Dependent children may participate with parents on designated courts and in the pools during scheduled family recreation hours. Please note, the IM does not provide childcare; parents and guardians must play or stay by their children while they are in the facilities.

Self Defense

To help protect from the risk of harm, the IM presents a free 2-hour self defense program; open to all employees and students. It is designed for women but men may attend and be serious about the subject. Participants

will receive practical information and strategies regarding sexual assault. They will develop skills in verbal, non-verbal and physical techniques for defusing potentially violent encounters.

Intramural Sports West
(517) 355-5250

Intramural Sports East
(517) 353-3136

Intramural Sports Circle
(517) 355-4710
www.imsports.msu.edu

MSU HealthTeam

The MSU HealthTeam's largest clinical facility is located in the MSU campus Clinical Center on Service Rd. Primary and specialty health care services are offered to the greater Lansing community. Faculty, staff, and family members may use services at the MSU Clinical Center facility on a fee-for-service basis. Specialty clinics include family practice, family medicine, OB/GYN, pediatrics, human development, radiology, surgery, sports medicine, manipulative medicine, urology, neurology, ophthalmology, and more. Pharmacy is available.

**MSU HealthTeam
Clinical Center**
138 Service Road
(517) 353-3000
www.healthteam.msu.edu/

Physical Medicine & Rehabilitation

A part of the MSU Health team, the Physical Medicine and Rehabilitation Program offers physical therapy, occupational therapy, speech/language therapy, psychology and psychiatric services. They are here to serve you and your family from pediatrics to adults. Most insurances are accepted.

**Physical Medicine & Rehabilitation
Clinical Center**
138 Service Road
(517) 355-7648
www.pmr.msu.edu

Ergonomics

Ergonomics is the study of how we work. By studying work methods used by individuals we can improve the design and function of tools and objects that are used by the worker. The worker can be observed interacting in the work environment in relation to reaching or bending during the workday. Poor postures or extended reaching can be reduced or eliminated.

Good ergonomically designed workstations can help to prevent cumulative trauma disorders (CTDs). Examples of CTDs are: carpal tunnel syndrome, tendonitis, and bursitis. Many CTDs can be prevented by making a few simple and inexpensive changes in equipment used for computing by the initiation of stretching and strengthening exercises the workers can easily perform during the workday.



A specialist will observe the employee for possible risk factors. During the observation the specialist will make recommendations about work habits as well as possible equipment changes and use of existing equipment. A summary describing the results of the assessment and the recommendations will be sent to the employee. The cost for this service is \$90 per hour and the evaluation and completion of the written summary will take approximately one to three hours.

We will attempt to provide names of suppliers of any equipment that we recommend. If you need assistance in other areas, such as lighting changes, the appropriate contact person will be provided.

In addition, we have an ergonomic resource room located at Olin Health Center in the Physical Therapy Clinic (Room B-35). When you receive your report you may contact the ergonomic specialist and make an appointment to see and discuss some of the ergonomic equipment.

Department of Physical Therapy
(517) 353-5008
<http://www.olin.msu.edu/physical-therapyandorthopedicservices.php>

Mental Health

Employee Assistance Program

The MSU Employee Assistance Program is a confidential short term counseling and referral service provided free of charge to MSU employees, graduate student employees, and immediate family members.

The EAP seeks to serve any member of the MSU community in need of services regardless of the role in which a person serves the university, and is therefore equally available to administrative, academic and support staff.

The EAP provides assessment and referral services, and brief counseling for a variety of work/life concerns including:

- Workplace conflicts
- Relationship/marital concerns, family problems
- Moving through life transitions, grief & loss
- Addressing a wide range of addictions (alcohol, eating, smoking, gambling, sex, and others)
- Stress reduction coaching
- Depression, anxiety
- Assessment of substance use and/or abuse
- Financial trouble

The staff of the EAP are clinically trained counselors who are committed to helping people access their common sense and personal wisdom in response to challenging life circumstances. The EAP works collaboratively with the other on-campus resource providers identified in this Work/Life Guide.

Employees Assistance Program
330 Olin Health Center
(517) 355-4506
<http://.eap.msu.edu>

Psychiatry Clinic

Services include adult psychiatry, assessment services for children, child and adolescent psychiatry, pervasive development disorders, cognitive behavioral therapy, couples therapy, adult psychotherapy, medical psychology, obesity, geriatric psychiatry, and eating disorders.

Psychiatry Clinic
West Fee Hall
(517) 353-3070
www.psychiatry.msu.edu

Psychological Clinic

Services for children, adolescents, adults, families, couples and older adults are available. The Psychological Clinic offers psychotherapy, psychological assessments and evaluations, and mood and memory workshops for adults. Psychotherapy services are confidential, short-term or long-term and available at affordable, income-adjusted rates.

Psychological Clinic
Psychology Building
(517) 355-9564
<http://psychology.msu.edu/clinic/>

Family and Child Clinic

Services include relationship building, coping with divorce, remarriage adjustment, family communication, extended family concerns, coping with life transitions, parenting concerns, premarital issues, marital issues, work and school stress, child behavior problems, anxiety and depression, loss and grief, childhood trauma and sexual concerns. Therapists will work with individuals of all ages, single and married, couples, parents and children and entire families.

Family and Child Clinic
A233 Clinical Center
(517) 432-2272
www.fce.msu.edu/mft/MFTClinic.htm

Domestic Violence

MSU Safe Place

MSU Safe Place is a domestic violence program that offers short-term shelter housing and support. All services are free, confidential and available on the MSU campus to students, faculty, staff and their partners who are victims of domestic violence. Support services include counseling, support group, advocacy, information and referrals. Safe Place also offers community education programs to classes, residence halls or any other campus or community group. To find out more about Safe Place please visit the website or call.

For immediate support or referrals, please call. Call the MSU Safe Place business line to invite someone from the staff to talk to your workplace or class; for support or ideas on how to assist a colleague, student, or friend who is experiencing domestic violence.

Safe Place

G-55 Wilson Hall (Business Addr.)
(517) 355-1100 (Business Number)
(517) 355-2221 (MSU Police)
(517) 372-5572 (EVE, Inc)
www.msu.edu/~safe
noabuse@msu.edu

Off-Campus

Listening Ear Crisis Center

Free, anonymous, and confidential services include a 24 hr. crisis hotline and sexual assault counseling for survivors and their significant others. Call to talk to someone and/or to set up an appointment with a counselor.

Listening Ear Crisis Center
313 W. Grand River Avenue

East Lansing, MI 48823
(517) 337-1728 (Business Number)
(517) 337-1717 (Crisis Number)
www.theear.org/



EVE, Inc.

EVE, Inc. (End Violent Encounters, Inc.) provides free residential and non-residential supportive services to victims of domestic violence. EVE offers 24-hour crisis line support, a safe and temporary emergency shelter, family and individual counseling, advocacy, support groups, children's programs, community education, and personal protection order assistance.

EVE, Inc.
(517) 372-5976
www.eveinc.org

Flexible Spending Accounts

Dependent Care Spending Account (DCSA)

DCSA is a benefit to help you meet your dependent care expenses. It enables you to save money by paying for care expenses in pre-tax dollars. A designated amount of money is set aside from your paycheck. This money is deducted from your pay before federal, state, city and social security taxes. To use the DCSA, you pay for your actual expenses out-of-pocket and then request reimbursement for these expenses from your account. Reimbursements are made via direct deposit or by check and are non-taxable.

The annual maximum reimbursement for the DCSA is \$5,000 per household. Employees that do not enroll by the enrollment deadline will not be eligible for the tax savings opportunities until the next calendar year unless they have a qualifying life event.

Health Care Spending Account

The Health Care Spending Account (HCSA) program is a cost-effective way to pay for medical and dental plan deductibles/copayments, eyeglasses, contact lenses, orthodontics and other health-related expenses that aren't covered by insurance. The annual maximum reimbursement for the HCSA is \$5,000 per eligible individual. It enables you to save money on a calendar year basis by paying for health-related expenses in pre-tax dollars.

Employees that do not enroll by the enrollment deadline will not be eligible for the tax savings opportunities until the next calendar year unless they have a qualifying life event.

MSU Benefits
(517) 353-4434
www.hr.msu.edu



Family Medical Leave Act

The Family and Medical Leave Act (FMLA) is a federal law which helps employees balance their work responsibilities with their family and medical needs. The Act sets national standards for employers when providing leave for such purposes. It is expected employers and employees alike will benefit since there is a documented correlation between family stability, increased job satisfaction, reduced absenteeism and tardiness among workers.

The Act requires that eligible employees be allowed to take unpaid leave, or paid leave if earned, for a period of up to 12 work weeks in any 12-month period in the event of the birth of a child or the placement of a child for adoption or foster care; because the employee is needed to care for a family member with a serious health condition; or because an employee's own serious health condition makes them unable to do their job. The Act provides for this leave to be taken intermittently, or the employee may work a reduced schedule, when such arrangements meet the medical necessity of the employee.

Visit the Human Resources website for more information and frequently asked questions.

Human Resources
(517) 884-0131
www.hr.msu.edu
14

Staff Leave Time

Sick Leave

Regular support staff are eligible to accrue paid time off for illness. Employees who are paid bi-weekly accumulate 4 hours of sick leave each pay period. Employees who are paid monthly accumulate 8 hours of sick leave each pay period, and receive 12 hours for two months of the year. This time is credited at the end of each month.

Family Sick Leave

Regular support staff may use accrued paid sick leave credits to care for a member of the employee's immediate family or household who is ill. See the website for the number of hours available to employees based on union contracts, and review union contracts for specific definitions of immediate family and member of household.

Personal Leave

Regular full-time support staff receive 24 hours of paid time per fiscal year to attend to personal matters. Regular three-quarter time support staff receive 18 hours and regular half time support staff receive 12 hours. This time does not carry over to the next year. Employees hired or changed to regular status of half time or more during the fiscal year will be credited with personal leave of 24 hours if hired July through December 31. They will receive 12 hours if hired January 1 through March 31, and 6 hours if hired April 1 through May 31. No personal leave is granted to those hired between June 1 and June 30. Personal leave must be used in increments of one hour.

MSU Employment Office
110 Nisbet Building
(517) 353-3720
www.hr.msu.edu

Faculty Leave Time

Short-Term Disability Medical Leave

Faculty and academic staff who are appointed for 50 percent time or more for nine months or more are eligible for up to six months of paid leave if health problems prevent working. Short term disability leave related to pregnancy, childbirth and/or recovery is for six weeks, but may be longer with proper medical certification.

Parental Leave

Faculty and academic staff who are appointed for 50 percent time or more for nine months or more are eligible to receive up to six (6) weeks of paid parental leave in connection with the birth of a child. Faculty and academic staff who adopt a child younger than age six and/or not attending school full-time are eligible to receive up to six (6) weeks of paid parental leave.

In situations where the University employs both parents of a newborn/adopted child as faculty/academic staff, a combined maximum of six (6) weeks of paid parental leave is available under this policy.

Additional unpaid leave may be available for the birth of a child or the placement of a child for adoption or foster care in accordance with the Family Medical Leave Policy and/or the policy regarding Leaves of Absence Without Pay for faculty and academic staff.

Academic Human Resources
(517) 355-1526
www.hr.msu.edu

Extension of the Tenure System Probationary Appointment

The tenure system probationary appointment is extended automatically for one year for the following reasons:

- Leaves of absence with or without pay that are six to twelve months
- Changes in appointment to 50% time or less for one year
- Upon request from a faculty member on approved leave of absence (paid or unpaid) for twelve weeks or longer for reasons related to the birth or adoption of a child. Automatic extensions for this reason are limited to two separate one-year extensions
- Immigration/visa status that does not permit the award of tenure for candidates who have been recommended for tenure
- An extension recommended as an outcome of a hearing and/or appeal conducted pursuant to the Faculty Grievance Procedure

Extension of the probationary appointment may be requested from the University Committee on Faculty Tenure for reasons related to childbirth, adoption, the care of an ill and/or disabled child, spouse, or parent; personal illness, to receive prestigious awards, fellowships, and/or special assignment opportunities, or other such constraints.

The procedure for requesting an extension of the probationary tenure system appointment is included in the statement on Implementation Practices (Stopping the Tenure Clock) in the Faculty Handbook available at the HR website.

Academic Human Resources
(517) 355-1526
www.hr.msu.edu

Animals

Veterinary Teaching Hospital

The Small & Large Animal Clinics on MSU's campus offer the following services: anesthesiology, cardiology, dentistry, dermatology, diagnostic imaging, emergency medicine, equine lameness and performance, general surgery, internal medicine, neurology, nutrition, oncology, ophthalmology, orthopedic surgery, pharmacy, and theriogenology.

**Small & Large Animal Clinics
Veterinary Teaching Hospital
(Corner of Bogue and Wilson
Roads)**

Small: (517) 353-4523

Large: (517) 353-2964

<http://cvm.msu.edu/>

MSU Farms

MSU is home to many animals and the farms they are housed in are open to visitors. Farms are located on the South side of campus between Mt. Hope and Jolly Roads. Each year the College of Agriculture and Natural Resources student senate plans "Small Animal Day" (held in April) where the farms are open to visitors and bus transportation is available. Call each farm to get visitors' hours:

Dairy Farm: (517) 355-7473

Horse Farm: (517) 355-8391

Beef Farm: (517) 355-7452

Sheep Farm: (517) 355-7477

Swine Farm: (517) 355-7485

Poultry Farm: (517) 355-0360

Transportation & Commuting

Parking

The MSU Parking Office issues permits for parking of motorized vehicles (including motorcycles and mopeds) and bicycles. Motorized vehicles and bicycles that are parked or operated on campus must be registered with the Parking Office. Failure to register your vehicle as well as non-compliance with University parking ordinances and regulations may result in violations and fines.

A faculty or staff member may obtain a parking permit that allows for parking in employee spaces on campus. You may register online or may be required to register in-person at the Parking Office.

Parking Services is responsible for enforcement of University parking ordinances and regulations utilizing civilian student employees. In addition, it provides vehicle "jump starts" for motorists on campus or can contact a towing company if your vehicle is disabled.

MSU Police
87 Red Cedar Road
East Lansing, MI 48824
(517) 355-8440
www.police.msu.edu





Carpooling Parking on-campus for commuters

To purchase a Car Pool permit all parties in your car pool must come in to the Parking Office with their vehicle registrations. They will issue a validation system faculty/staff permit and the cost of this will be divided equally among the members of your car pool. The cost can not be payroll deducted. All members of the car pool must come prepared to pay their portion of the permit. There is a maximum limit of five parties for each permit. If you already have a group of participants and you know how many you have, then you may contact the parking office for a price that will be divided among you so that you know ahead of time what amount you will need to pay. The annual cost is \$426, then it is an addition \$60 per rider, 2nd, 3rd, 4th, etc. The total cost is then divided by the number of riders. Each person receives their own pass validated with their car registration. All passes will have the same number. Only one car can be on campus at a time. For instance: $\$426 + (5 \times \$60) = \$766$ divided by 5 riders = \$145.20 each.

MSU Police
87 Red Cedar Road
East Lansing, MI 48824
(517) 355-8440
www.police.msu.edu

Commuting Connections

Capital Area Transit Authority (CATA) offers a free “Clean Commute Options” program that can match MSU employees and community members. Their

program finds carpool partners and discusses other options for getting to work while saving resources.

MSU provides Faculty and Staff with a CATA Bus pass for the fall & spring semesters to be used as transportation on campus.

Clean Commute Options
(517) 393-7433
www.cata.org
cleancommute@cata.org

Michigan Rideshare

Local Rideshare Offices (LRO) help commuters find vacancies in existing vanpools, or match people who are interested in forming a new carpool or vanpool group. For more information on MichiVan Commuter Vanpools please contact VPSI at 1-800-VAN-RIDE or visit their website at

www.michivan.com.

Bicycles MSU Bikes Service Center

The MSU Bikes Service Center, located in the center of campus under the Bessey Hall auditorium just 200 ft. northwest of the Farm Lane Bridge, provides a full range of bicycle repair services for varying fees. Bike rentals (short and long term) are also offered as are a variety of bike-related accessories (tires, tubes, lights, fenders, helmets, tools, oils, etc.).

Other services include free 24-hour air access, bike storage and bike assembly. “Green Bikes” are available for staff and faculty to lease (helmets, locks, repairs and general maintenance are included). Bike books and videos/DVDs can also be checked out for free. The center’s hours vary by semester; check the website for more details and current hours or call.

MSU Bikes Service Center
(517) 432-3400
www.bikes.msu.edu

Bicycle Registration

Bicycles must be registered on campus; otherwise, they may be impounded and a fee assessed for recovering the bicycle. The Parking Office provides bicycle permits at no charge. The bicycle serial number or a self-appointed number that is at least five (5) digits long and engraved or stamped into the frame of the bicycle must be included when registering the bicycle.

MSU Police
87 Red Cedar Road
East Lansing, MI 48824
(517) 355-8440
www.police.msu.edu

Legal Services

Chance at Childhood Clinic

MSU College of Law and School of Social Work students represent abused, neglected, and at-risk children and families as part of the Child and Family Advocacy Certificate Program.

Chance at Childhood Clinic
541 E. Grand River Avenue
East Lansing, MI 48823
(517) 432-8406
www.chanceatchildhood.msu.edu

Mediation Service

MSU is committed to providing a supportive and humane environment for a cooperative effort in pursuit of the educational, research, and service functions of the University. The service exists to help resolve conflicts and disputes that can interfere with the University's mission. It is an independent service and is not part of any administrative office or any other dispute resolution procedure. It is a confidential, voluntary process that facilitates the resolution of conflicts by trained neutral mediators. It promotes open communication and mutually acceptable solutions. Available for individuals who are on academic appointment and those who are members of the Clerical Technical Union.

MSU Mediation Service
(517) 432-8162
www.mediate.msu.edu
mediate@msu.edu

College of Law Rental Housing Clinic

The clinic is staffed with second and third year law students who provide legal counseling, representation, and education to tenants and landlords who have rental housing difficulties. The service compliments other local non-profit organizations' efforts at informing tenants and landlords about their rights and responsibilities. And the service furthers those efforts when the rental housing issue is a legal one. The Clinic operates under Michigan Court Rules, which permit law students who are supervised by a member of the State Bar to provide legal services to clients.

MSU College of Law Rental Housing Clinic
541 E. Grand River
East Lansing, MI 48823
(517) 336-8088
www.msulawclinics.org

College of Law Tax Clinic

The Clinic's goal is to provide low-cost, high-quality legal assistance to low-income taxpayers who have cases or controversies with the IRS or who are non-filers, and to advise persons for whom English is a second language of their rights and responsibilities under the Internal Revenue Code. This program also helps to ensure that law students acquire hands-on experience in addressing and litigating matters before the IRS, counseling clients, and learning law office management.

MSU College of Law Tax Clinic
541 E. Grand River
East Lansing, MI 48823
(517) 336-8088
www.msulawclinics.org

Off-campus Legal Services of South Central Michigan

Legal Services of South Central Michigan provides a full range of free legal services to those who cannot afford a lawyer. Legal Services attorneys give advice, represent clients in court, and help those living on low incomes to know and assert their rights. Legal Aid provides services in civil cases only (no criminal or traffic violations). Legal Services also provides information and education to help prevent legal problems from happening.

Legal Services of S. Central MI
3940 Belle Chase Way, #50
Lansing, MI
(517) 394-3121
www.lsscm.org

Public Services

There are a variety of assistance programs available if you are struggling to provide for your family. Please contact the Family Resource Center to speak with someone about your individual needs and they will assist you in identifying options that may be available. Topics may include clothing, food, utilities, financial aid, childcare assistance, and mental health. A community resource directory is available online at the FRC website.

Community Resource Guide
www.frc.msu.edu/resourcedirectory.pdf





Capital Area Human Services Connection

2-1-1 is an easy to remember free phone service that links people with the human service information they need. By dialing the easy to remember 2-1-1 numbers, callers are connected with a call specialist who can discuss the caller's needs and give them the information and/or agencies they can contact for assistance. Referrals include rent and utility assistance, parenting resources, shelter, food pantries, housing, transportation, health care, counseling and much more! This service is available for free 24/7, 365 days a year. 2-1-1 does not yet work with cell and pay phones. These users can call toll-free (866) 561-2500 and be connected to the same service.

Capital Area Human Services Connection
Dial #211 or
(866) 561-2500
(toll-free for cell phone users)

MSU Federal Credit Union

Provides services for debt and loan consolidation. Call for more information.

600 E. Crescent Road
Lansing, MI 48823
1-800-MSU-4YOU
www.msufcu.org

Greenpath Debt Solutions

Credit Counseling Centers provide financial counseling in a confidential and dignified manner by professionally trained counselors. They help families work out an orderly debt repayment program and provide sound money management information on budgeting and the wise use of credit. They may also pull credit reports. Anyone seeking services is eligible. The initial interview is free.

Greenpath Debt Solutions
612 S. Creyts Rd., Suite C
Lansing, MI 48917
(517) 321-5836

Activities

"Things to Do at MSU" Activity Guide for Families

The Family Resource Center publishes an activity guide for families called "Things to Do at MSU." To obtain a copy, please contact the FRC office. It is also available online. The booklet features art, music, academics, sports and other activities on campus and in the East Lansing and greater Lansing communities.

MSU has many services for faculty and staff. You can enjoy the benefits of lunch/dinner at residence halls, MSU Dairy Store, Sparty Convenience Stores, Planetarium, museums, gardens and much more.

Family Resource Center
(517) 432-3745
<http://www.frc.msu.edu/caring-for-children/having-fun/things-to-do-at-msu/>

Spartan Youth Website

This website provides Michigan parents, youth, and educators with an easy way to access information about MSU's pre-college programs and activities for Pre-K through 12th graders. The site organizes the University's programs and activities by grade levels and by topics. Visitors to the site can find brief abstracts as well as specific contact information within the list of topics, including Art, Drama and Music, Animal Care, Business, College Preparation, Computers, Engineering, Leadership Skills, Math & Science, Sports & Fitness, and Writing & Language. This site contains a wide variety of activities, such as college courses, summer programs, camps, places to visit, reading materials, software, and websites.

Spartan Youth website
www.spartanyouth.msu.edu

Relocation Information

Are you considering joining MSU, or are you new to the area and need information on realtors, apartments, other housing options, local school systems, utility companies, newspapers, entertainment, moving information, restaurants, hospitals and more? Check out the Relocation Link page at the Family Resource Center's website.

Relocation Link
www.frc.msu.edu/caring-for-you-worklife-balance/relocation

Contact Directory

Academic Human Resources
(517) 355-1526
www.hr.msu.edu

Child Development
Laboratory Preschools
(517) 353-1900
www.cdl.msu.edu

Employee Assistance Program
(517) 355-4506
<http://.eap.msu.edu>

Ergonomics
(517) 353-5008
www.lib.msu.edu/services/geninfo/ergomso/campusresources.html

Faculty and Organizational
Development
(517) 432-2033 or 355-5761
www.provost.msu.edu/facdev/

Family Medical Leave Act, HR
(517) 884-0131
www.hr.msu.edu

Family Resource Center
(517) 432-3745
www.frc.msu.edu

Flexible Spending Accounts, HR
(517) 353-4434
www.hr.msu.edu

Health4U
(517) 353-2596
www.health4u.msu.edu

Human Resources
(517) 353-4434
www.hr.msu.edu

Human Resource Development
(517) 355-0183
www.hr.msu.edu

Ingham County
Office for Young Children
(517) 887-4319
1-800-234-6996
<http://hd.ingham.org/office-for-young-children.aspx>

Intramural Sports
(517) 355-5250
www.imsports.msu.edu

MSU Help Desk & Directory
Services
(517) 353-4678
1-800-496-4678

MSU Operator Assistance
(517) 355-1855

MSU Police
(517) 355-8440
www.police.msu.edu

Safe Place
(517) 355-1100
www.msu.edu/~safe

Spartan Child Development Center
(517) 353-5154
www.scdc.msu.edu

Tri-County Office on Aging
(517) 887-1440
1-800-405-9141
www.tcoa.org

Women's Resource Center
(517) 353-1635
www.wrc.msu.edu



Web Reference

A list of links pertaining to many different work/life issues is available at the Work/Life Guide website:

www.frc.msu.edu

Employee Discounts

A list of employee discounts and services is available at the Human Resources website. Please visit the following link for information on food, health and fitness, hotels, retail, cell phones, car care, education, and more:

www.hr.msu.edu

Academic Calendar

	Fall 2009	Spring 2010
Classes Begin	9/2	1/11
Labor Day	9/7	
ML King Jr. Holiday		1/18
Middle of Semester	10/21	3/3
Thanksgiving	11/26 - 11/27	
Spring Break		3/8 - 3/12
Classes End	12/11	4/30
Final Exams	12/14 - 12/18	5/3 - 5/7
Commencement	12/11& 12/12	5/7 - 5/9



Work/Life Guide Information

Created by Michigan State University's Family Resource Center. If you have information that you think may be important to be included in this guide, please contact FRC by phone at (517) 432-3745, by email at strom@hr.msu.edu or stop by the Nisbet Building, Suite 225.

FRC staff includes:

Lori Strom Laraine Walton
Coordinator Administrative Assistant
strom@hr.msu.edu waltonl2@hr.msu.edu

Cover design and book template created by:

Bethany Phillips Michelle Artibee
Human Resources Family Resource Center

Booklet last updated:

September 2009

Join Email Listservs

The Family Resource Center has five email listservs that faculty and staff may join to stay informed and connected to other faculty and staff who may be in similar situations.

The five listservs include:

Parents - If you are interested in connecting with other MSU parents or future parents.

Breastfeeding - If you are currently or are considering breastfeeding and will need to balance that task in your work environment.

Eldercare - If you are taking care of an aging family member or friend and would like to connect with other MSU employees who are dealing with similar responsibilities.

Adoption - If you have adopted a child or are considering adopting, you may join this list to discuss issues and connect with others who have gone through the process.

SpecialNeedKids – If you have a child with a physical, emotional, or developmental disability, you may join this list to discuss issues and connect with others who are encountering the same challenges and successes.

You may request to be added to a listserv by sending in this form, or submitting a request online at www.frc.msu.edu/listserv.cfm. You will receive a notification email after you have been added.

YES! I would like to join the following email listserv(s):

- Parents
- Breastfeeding
- Eldercare
- Adoption
- SpecialNeedKids

Name: _____

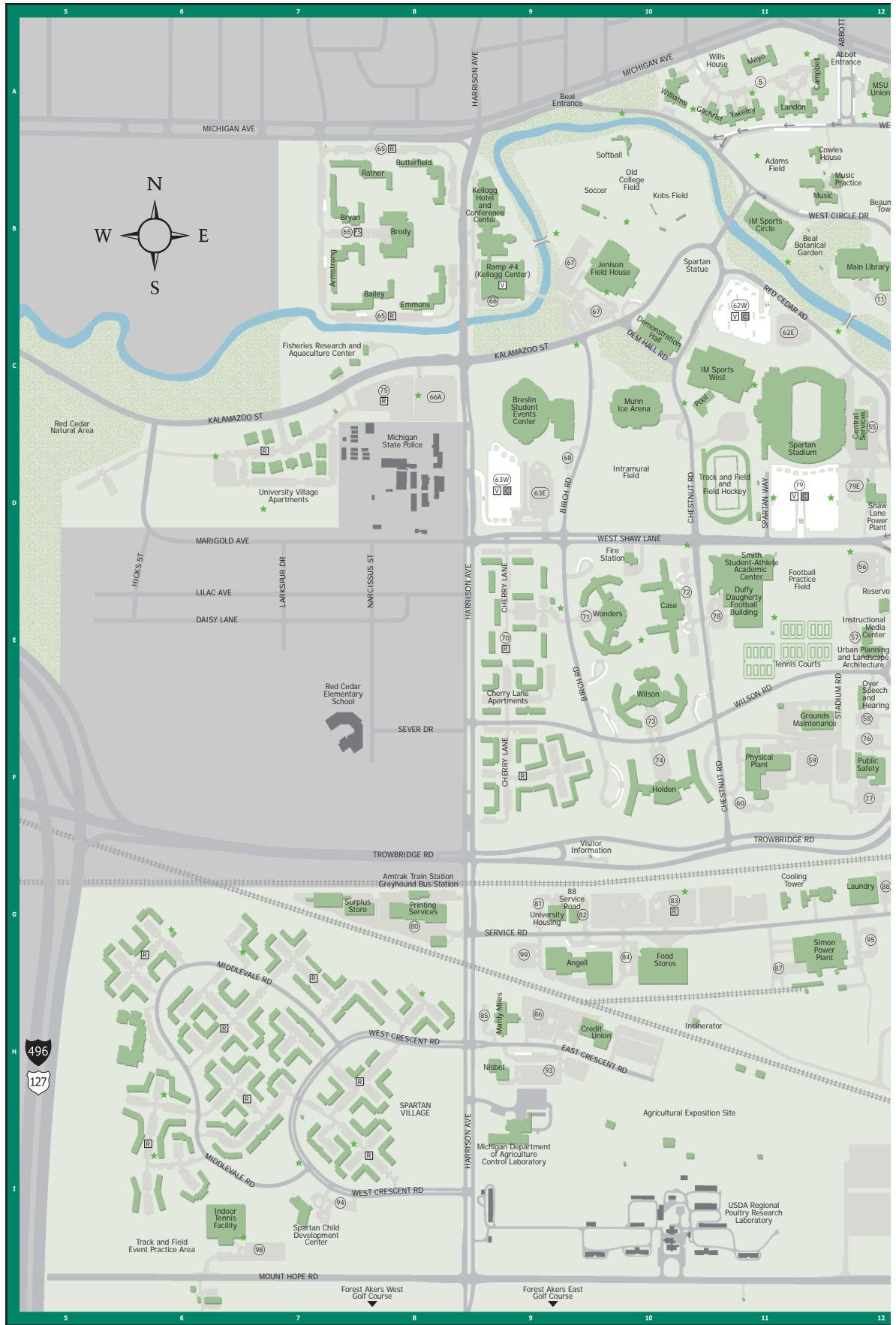
Email Address: _____

Send to:

Family Resource Center
1407 S. Harrison, Suite 225
East Lansing, MI 48823



Abbot	B-15
Abrams Planetarium	D-14
Administration (Hannah)	C-12
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Agricultural Engineering (Farrall)	E-14
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- ⑤ University Parking Lot Number
- Ⓥ Visitor Parking Meters, Pay Lots
- Ⓟ Commuter Parking Valid Permit Required
- Ⓡ Resident Parking Valid Permit Required
- ⓇⓈ Faculty/Staff Valid Permit



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Owen Graduate Center	D-16
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Spartan Village	H-7
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Student Events Center (Breslin)	C-9
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Staff Parking Permit Required ★ Emergency (Green Light) Telephone

