Work Life Guide

For MSU Faculty and Staff

Brought to you by:
MSU Family Resource Center
1407 S. Harrison, Suite 225 • East Lansing, MI 48823
http://www.frc.msu.edu • frc@hr.msu.edu
(517) 432-3745
## INSIDE THIS GUIDE

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Family Resource Center</td>
<td>3</td>
</tr>
<tr>
<td><strong>Childcare</strong></td>
<td>3</td>
</tr>
<tr>
<td>Campus-based Childcare</td>
<td>3</td>
</tr>
<tr>
<td>Finding Childcare</td>
<td>4</td>
</tr>
<tr>
<td>Choosing Childcare</td>
<td>4</td>
</tr>
<tr>
<td>Care.com</td>
<td>6</td>
</tr>
<tr>
<td>Summer Programs</td>
<td>6</td>
</tr>
<tr>
<td>Sick Childcare</td>
<td>6</td>
</tr>
<tr>
<td>Emergency Childcare</td>
<td>7</td>
</tr>
<tr>
<td>Breastfeeding Support</td>
<td>7</td>
</tr>
<tr>
<td>Adoption Support</td>
<td>7</td>
</tr>
<tr>
<td><strong>Families with Special Needs</strong></td>
<td>7</td>
</tr>
<tr>
<td><strong>Diversity &amp; Inclusion</strong></td>
<td>8</td>
</tr>
<tr>
<td><strong>ElderCare</strong></td>
<td>9</td>
</tr>
<tr>
<td><strong>Professional Development</strong></td>
<td>10</td>
</tr>
<tr>
<td><strong>Health</strong></td>
<td>11</td>
</tr>
<tr>
<td>Physical Health</td>
<td>11</td>
</tr>
<tr>
<td>Flexible Work Arrangements</td>
<td>12</td>
</tr>
<tr>
<td>Mental Health</td>
<td>13</td>
</tr>
<tr>
<td>Domestic (Relationship) Violence</td>
<td>13</td>
</tr>
<tr>
<td>Flexible Spending Accounts</td>
<td>14</td>
</tr>
<tr>
<td>Family Medical Leave Act</td>
<td>14</td>
</tr>
<tr>
<td>Staff Leave Time</td>
<td>15</td>
</tr>
<tr>
<td>Faculty Leave Time</td>
<td>15</td>
</tr>
<tr>
<td><strong>MSU &amp; Regional Services</strong></td>
<td>16</td>
</tr>
<tr>
<td>Animals</td>
<td>16</td>
</tr>
<tr>
<td>Transportation &amp; Commuting</td>
<td>16</td>
</tr>
<tr>
<td>Legal Services</td>
<td>17</td>
</tr>
<tr>
<td>Public Services</td>
<td>18</td>
</tr>
<tr>
<td>Activities</td>
<td>19</td>
</tr>
<tr>
<td>Relocation Information</td>
<td>19</td>
</tr>
<tr>
<td><strong>Contact Directory</strong></td>
<td>19</td>
</tr>
<tr>
<td>Web Reference</td>
<td>20</td>
</tr>
<tr>
<td>Employee Discounts</td>
<td>20</td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>20</td>
</tr>
<tr>
<td>Work/Life Guide Information</td>
<td>20</td>
</tr>
<tr>
<td>E-mail Listserv Tear-out Page</td>
<td>21</td>
</tr>
<tr>
<td><strong>MSU Map</strong></td>
<td>22</td>
</tr>
</tbody>
</table>

---

**MSU Map**

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**Admission & Student Services**

- Student Union
- Student Services
- Residential Life
- Financial Aid
- Admissions
- Scholarships & Grants
- Student Life
- Study Abroad
- Career Services
- Campus Safety

**Academic Services**

- Office of Equity & Inclusion
- Center for Educational Excellence
- Educational Technology Services
- Learning Assistance Center
- Teaching & Learning Center

**Financial Aid**

- Financial Aid
- Scholarships
- Grants
- Student Loans
- Work Study

**Student Services**

- Student Health Center
- Counseling Center
- Career Services
- Student Life
- Study Abroad
- Student Services
- Residential Life

**Student Life**

- Residence Hall Directors
- Student Life
- Study Abroad
- Campus Safety
- Registration & Records

**University Village Apartments**

- University Village Apartments
- Student Life
- Study Abroad
- Campus Safety
- Registration & Records

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**MSU Map**

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**University Village Apartments**

- University Village Apartments
- Student Life
- Study Abroad
- Campus Safety
- Registration & Records
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.

The integration of work life 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 and professional responsibilities.

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 integrate 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
- E-mail 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 Supervisor Recognition Program

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

CHILD CARE

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
Finding Childcare

Great Start for Kids

Parents can go online to locate child care in their community. Go to www.greatstartconnect.org and click on “Find Child Care & Preschool.” Create a login or login as a guest.

You can search by the times, location and type of care you want. You will get names and phone numbers of licensed providers in your community.

(877) 614-7328

Choosing Childcare

It is very important that you take time to select your childcare provider. The 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 some 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 menu approved by the state?
• 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 vacations? Do I pay during your vacation days?
• What is your application process?
• What can I tour your program?

Visiting Prospective Childcare 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?

• 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? Are the children supported in their play with other children? Are the children interacting and active in their play? Children should be talking and moving around in a constructive fashion. Do the children seem generally happy? Are they satisfied when they are unhappy?

• Are the children supported in their play with other children? Conflict 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.

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. 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
517-355-1800

www.cdl.msu.edu

18 months – 6 yrs full year/full time

Haslett Campus
Wilkshire School
1407 S. Harrison, Suite 225
Haslett, MI 48840
517-355-1900

www.cdl.msu.edu

3 – 5 yrs part time options

Grand Rapids Area
Jonison Campus
800 Conine
Jonison, MI 49428
616-457-1406

800 Connie
Jenison Campus
Haslett Campus
East Lansing Campus

www.cdl.msu.edu

325 W. Grand River
East Lansing, MI 48823
517-355-1800

University

Family Resource Center

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 e-mail after you have been added.
CONTACT DIRECTORY CONTINUED

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

Ingham County
Office for Young Children
(517) 887-4319
1-800-234-6996

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

MSU Office of the Registrar
(517) 355-3300

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) 353-5554
www.scdc.msu.edu

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

Women’s Resource Center
(517) 355-1635
www.wrc.msu.edu

WorkLife
http://worklife.msu.edu/

Academic Calendar

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Fall 2013</th>
<th>Spring 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>8/28</td>
<td>1/6</td>
</tr>
<tr>
<td>Labor Day</td>
<td>8/2</td>
<td></td>
</tr>
<tr>
<td>ML King Jr. Holiday</td>
<td>1/20</td>
<td></td>
</tr>
<tr>
<td>Middle of Semester</td>
<td>10/16</td>
<td>2/24</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>11/28 - 11/29</td>
<td></td>
</tr>
<tr>
<td>Spring Break</td>
<td>3/3 - 3/7</td>
<td></td>
</tr>
<tr>
<td>Classes End</td>
<td>5/6</td>
<td>4/28</td>
</tr>
<tr>
<td>Final Exams</td>
<td>12/9 - 12/13</td>
<td>4/28 - 5/2</td>
</tr>
<tr>
<td>Commencement</td>
<td>12/13 - 12/14</td>
<td>5/2 - 5/4</td>
</tr>
</tbody>
</table>

Web Reference
A list of links pertaining to many different work-life issues is available at the WorkLife 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

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) 355-3300, by e-mail at frc@hr.msu.edu or stop by the Nisbet Building, Suite 225.

FRC staff includes:
- Lori Strom
- Phillip Knapman

Cover and booklet design:
- Laraine Walton
- Burning Daylight Design, LLC

Booklet last updated:
- July 2013

redirecting and negotiating conflicts. What is the adult to child ratio?

- Are the programs 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 (e.g., diapers, children’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 handwritten 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) 373-3989. 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 “Search for Child Daycare Centers and Homes”). Requests can be submitted via e-mail, 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.
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.msucreditunion.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. Creysa Rd., Suite C
Lansing, MI 48917
(517) 321-5836 www.greenpath.com

Financial Empowerment Center
 Free confidential credit counseling. For more information: www.lansingmi.gov/sofe
Call 211 or 1-866-561-2500

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.

Family Resource Center
(517) 432-3745 http://www.frc.msu.edu/publications/ThingsToDoAtMSU2013.pdf

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/Worklife/Relocation.htm
College of Law Housing Law Clinic
The clinic is staffed with second and third year law students who provide legal counseling, representation, and education to tenants, landlords, and others who have rental housing law difficulties. The Clinic operates under Michigan Court Rules that permit law students who are supervised by a member of the State Bar to provide legal services to clients. In addition to rental housing law issues, the clinic addresses fair housing (including discrimination), affordable and subsidized housing, tenant foreclosure, land contracts, and other rent-to-own arrangements.

MSU College of Law Housing Law Clinic
610 Abbott Road
East Lansing, MI 48823
(517) 336-0088, ext. 2
www.law.msu.edu/clinics/rhc

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
610 Abbott Road
East Lansing, MI 48823
(517) 336-0088, ext. 4
www.law.msu.edu/clinics/tax

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 Michigan
3400 Belle Chase Way, #50
Lansing, MI 48911
(517) 355-5121
1-888-783-8190
www.lscm.org

Resolution Services Center of Central Michigan
Low cost community based mediation center. Offers mediation services for divorce, custody, guardianship, probate, landlord-tenant, employment, special education, neighbor disputes, consumer-merchant and more. The center serves Ingham, Clinton, Eaton, Gratiot, Ionia and Shiawassee counties.

Resolution Services Center Central Michigan
220 North Pine Street
Lansing, MI 48933
517-485-2274
www.rscm.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.

Central Michigan - 211 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. Representing Ingham, Clinton, Eaton, Hillsdale, Jackson, Livingston, and Lenawee counties.

Capital Area Human Services Connection
Dial #211 or
(866) 563-2500
(toll-free for cell phone users)
Resource Center for Persons with Disabilities
RCFD 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) 432-5422
TTY: (517) 353-1293
www.rcfd.msu.edu

Diversity & Inclusion

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 Line
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 Schweyr Rd., Suite 4
DeWitt, MI 48020
1-800-327-5966
www.michigan.gov/earlyon

LAP Respite Center
Offers respite care for families of children/adults 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
201 Hillside Court
East Lansing, MI 48823
(517) 372-6671
www.laprespicenterc.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. It 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

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 vanpool or vanpool group. For more information on MichiVan Commuter Vanpools please contact VPSI at 1-800-VAN-RIDE or visit their website at:

Bicycles MSU Bikes Service Center
The MSU Bikes Service Center, located in the center of campus under the Bressey Hall auditorium just 300 ft. northeast 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, oil, etc.).
Other services include free 24-hour air access, bike storage and bike assembly. “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

Mediation Service
The MSU Mediation Service, located in the center of campus, has provided mediation services to the MSU community since 1979. 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.meds.u.msu.edu

Legal Services
March 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.
March at Childhood Clinic
401 Abbott Road
East Lansing, MI 48823
(517) 336-8088
www.chanceatchildhood.msu.edu

Resources for Persons with Disabilities
As a university 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.meds.u.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. $75–$130 per semester, scholarships available to those who qualify.
Sports Skills Program for Persons with Disabilities
(517) 353-3866
www.education.msu.edu/kirn/research/sp.asp

Scholarships available to those
by providing coaching and
want to get in shape, it can help
Program for children and adults
Persons with Disabilities
Sports Skills Program for
Persons with disabilities. Th e staff develops and conducts general disability awareness sessions, as well as programs on specific issues for faculty and staff.

Diversity & Inclusion

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.

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.

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.

LAP Respite Center
Offers respite care for families of children/adults 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.

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. It monitors the University’s compliance with state and federal laws and encourages best practices available to promote a culture of inclusion.

Bicycles MSU Bikes Service Center
The MSU Bikes Service Center, located in the center of campus under the Bressey Hall auditorium just 300 ft. northeast 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, oil, etc.).
Other services include free 24-hour air access, bike storage and bike assembly. “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.

Mediation Service
The MSU Mediation Service, located in the center of campus, has provided mediation services to the MSU community since 1979. 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.

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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. PayFlag 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 vehicle must go to the Parking Office with their vehicle registration. 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 cannot be payroll deducted. All members of the car pool must pay the total amount paid 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 or a price that will be divided among you so that you are responsible for the health and financial affairs of a dependent or very close family member. The Family Resource Center 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 required 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.

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

For service details, relevant websites, visit the FRC website. Contact the FRC office if you would like to be added to the MSU ElderCare listserve.

Dual Career
MSU offers dual career assistance to the spouse or partner of candidates for faculty and academic staff positions. Assistance may be provided during recruitment or at any time during employment, including when retention is an issue. Assistance includes exploration of employment interests, discussion of job search strategies, and information and/or referral for employment at Michigan State as well as other Michigan universities, colleges and regional employers.

For assistance, contact Theodore H. Carr, Associate Provost and Associate Vice President for Academic Human Resources, (517) 353-5300.

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

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

Lesbian, Bisexual, Gay, and Transgender Resource Center
302 Student Services Building
(517) 353-9520
http://lbgtc.msu.edu/
National Defense Authorization Act for Fiscal Year 2010 (H.R. 2647) was also signed into law which further expands the definitions of covered service member, covered active duty, and the definition of serious injury or illness. Visit the Human Resources website for more information and frequently asked questions.

Human Resources
(517) 884-0162
www.hr.msu.edu

Staff Leave Time

Sick Leave
Regular support staff are eligible to accrue paid time off for illness. Employees who are paid 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 on April 1 through May 31. No personal leave is granted to those hired between June 1 and June 30.

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 one semester 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 successive 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 Policy

Extension of the probationary appointment may be requested from the University Committee on Faculty Tenure for reasons related to childbearing, adoption, the care of an ill and/or disabled child, spouse, or parent, personal

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

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: written and verbal communication, customer service and conflict management, MSU business practices and leadership. In addition, courses are updated on their website each semester (www.oed.hr.msu.edu), and in EBS under Training Opportunities. Log in to EBS to register for all programs. HRD is also responsible for administering the Educational Assistance and Course Fee Courtesy benefits.

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 and academic specialists. 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.

Course Fee Courtesy
The Course FeeCourtesy program provides financial assistance for the educational development of an employee’s spouse and dependent children. The Course Fee Courtesy program consists of an amount equal to one-half (50%) 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 attempted credits.

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

Deadlines for CFC enrollment:
Spring Semester ......... October 1
Fall Semester ......... June 1
Summer Semester ......... October 1
Winter Semester ......... March 1

For more information regarding both benefits:

www.coursefeecourtesy.hr.msu.edu
Health Care Spending Account

The Health Care Spending Account (HC SA) 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 with 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.

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 dependent care expenses with 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.

Health4U

Health4U is designed to promote health and well-being, develop a culture of health on campus, and prepare students for a lifetime of health-smart choices. Health4U is a component of MSU’s Health Promotion and Wellness Center. With the help of Health4U’s Health Coaching and Services, students can originate, develop, and sustain a healthy lifestyle by setting goals, making behavioral changes, and rewarding themselves for accomplishing goals.

Health4U’s focus areas include: Physical Health, Mental Health, Change the Course, Health4U for Students, and Health4U for Employees.

Physical Health

Health4U is 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 men’s, women’s, and co-rec leagues available. Spouses may compete in individual events and play in the recreational 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 International Center in rooms 170). 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

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 consultation assistance.

www.eveinc.org

www.theear.org/

(517) 337-1728 (Business Number)

313 W. Grand River Avenue

Listening Ear Crisis Center

14
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, tendinitis, and bursitis. Many CTDs can be prevented by making a few simple and inexpensive changes in equipment used for computing by the imitation 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 & Orthopedics located at Olin Health Center in the Physical Therapy Center (Room B-33). When you receive your report you may contact the ergonomic specialist and make an appointment to see and discuss some of the ergonomic equipment.

Flexible Work Arrangements
Flexible Work Arrangements can be a useful method to maintain and service while supporting employee personal needs. At MSU arrangements can be made between employees and supervisors to allow non-traditional schedules to complete employment duties. For consultation call FRC, 317-432-3745, or visit the Flexible Work Arrangement website, http://www.hr.msu.edu/fix/.

Mental Health Employee Assistance Program
The MSU Employee Assistance Program is a confidential short term counseling and referral service provided free of charge to all MSU faculty and staff, graduate student employees, and retirees. In addition, all services are available to the immediate family members (spouses, children, OEs), of those groups.

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 all administrative, academic and support staff. If you work away from the East Lansing Campus, you are still eligible for services and can receive short term counseling via the telephone, call 1-888-280-9478 to schedule your appointment.

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 in collaboration with the other on-campus resource providers identified in this Work/Life Guide.

Employees Assistance Program
330 Olin Health Center
(517) 355-4106
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
319 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) 353-9364
http://psychology.msu.edu/clinic

Couples & Family Therapy 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.

Couple and Family Therapy Clinic
A23 Clinical Center
(517) 432-2272
http://hdfs.msu.edu/clinic

Domestic (Relationship) Violence

MSU Safe Place
MSU Safe Place provides services to anyone who has experienced, or is experiencing, an abusive or controlling relationship. Services include counseling, support group, advocacy, shelter, information and referrals. All services are free, confidential and available on campus to students, faculty, staff and their partners who have experienced domestic violence. Members of the greater Lansing community who are in need of support may also contact MSU Safe Place.

MSU Safe Place offers community education programs to classes on campus or community groups, as well as training tailored to the needs of area agencies and pre-professional students on campus. For immediate support or referrals, or for ideas on how to assist a colleague, student, or friend who is experiencing domestic violence, please call.

Safe Place
G-60 Wilson Hall
(517) 355-1400
www.safeplace.msu.edu

msu@safeplace.msu.edu
To order more copies, please contact:

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