

# Welcome to Boston University New Employee Orientation

Agenda:

9AM- HR Talent  
Management

9:50 Break

10:00 Benefits

11:15 Break

11:30 Transportation

Services

11:45 IT



# The University, People and Places, Academics



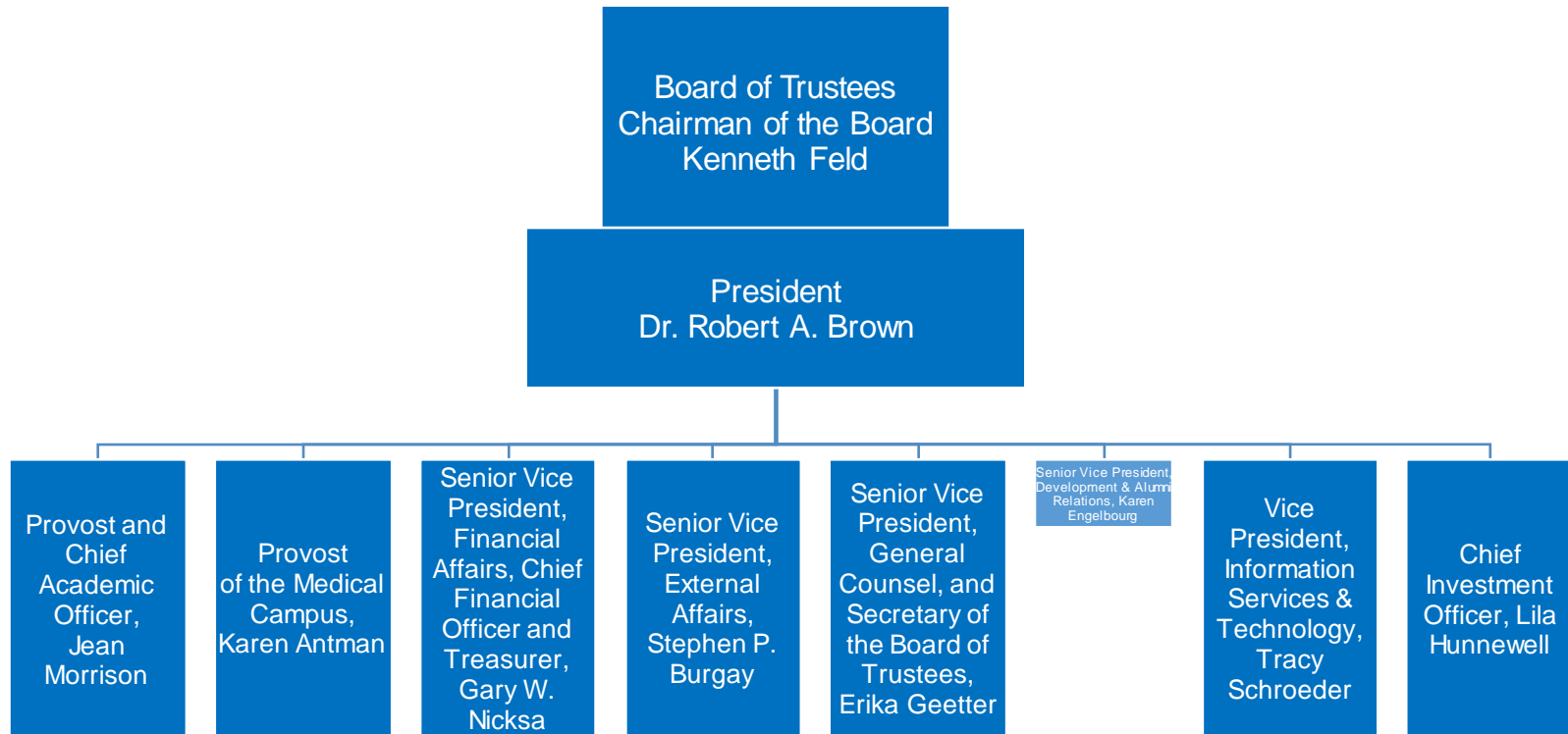
- Over 34,000 students
  - Representing 50 states and more than 130 countries
  - Nearly 380,000 Alumni
- Over 10,000 faculty and staff

# The University, People and Places, Academics

- Boston University is one of the leading private research and teaching institutions in the world today, with two primary campuses in the heart of Boston and programs around the world
- Founded in 1839
  - Colors: Scarlet and White
  - Mascot: Boston Terrier (Rhett)
- Seventeen Schools and Colleges
  - 250 Majors and minors
  - Over 90 Study Abroad Programs
  - 134 Acres of campus
  - Over 20 Libraries
- Boston University is a member of the Association of American Universities (AAU), an exclusive group of leading American and Canadian research universities, including Cornell, CalTech, MIT, and Harvard. BU is the first private university to join since 1995.



# The University Administrative Structure



BU Senior Administration: <http://www.bu.edu/offices/administration/>

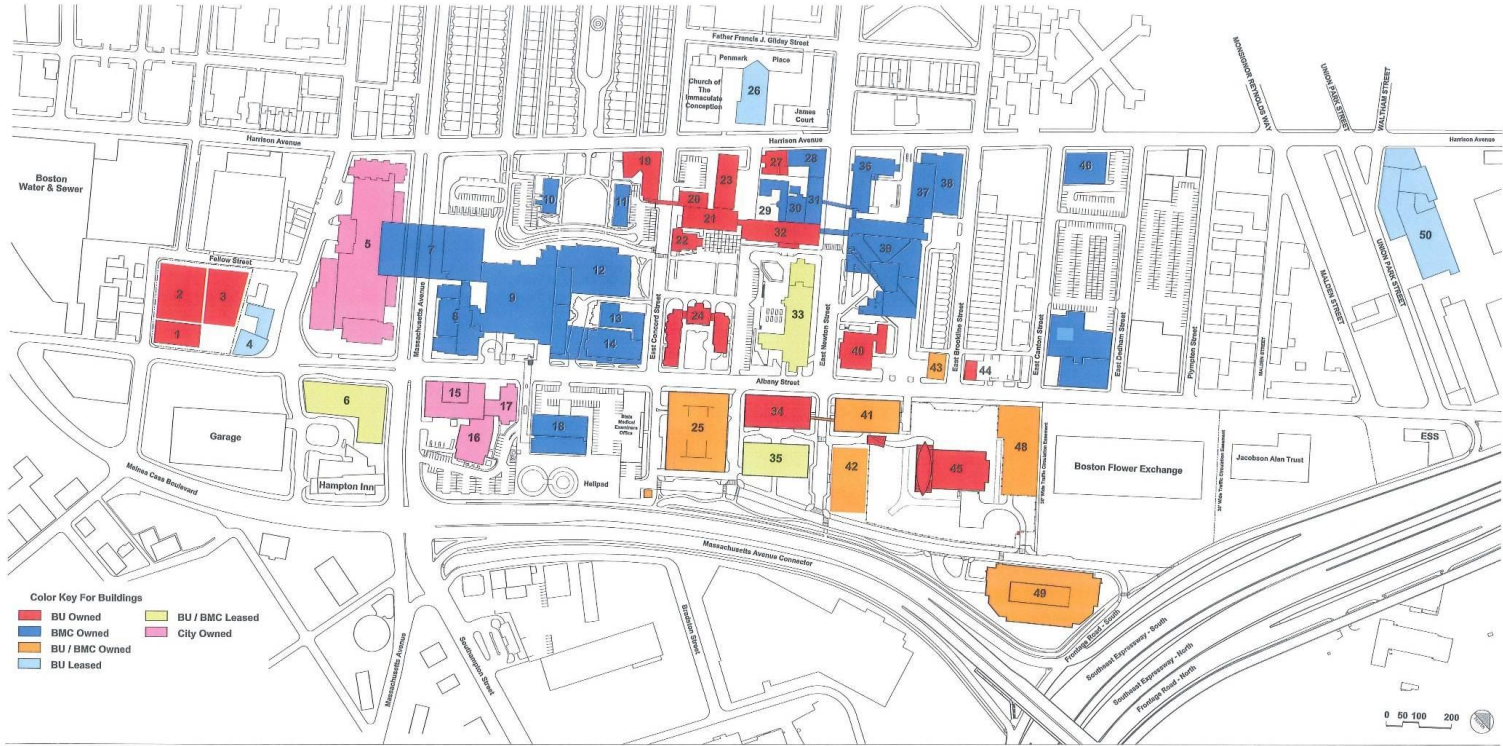
## Boston University Medical Campus (BUMC)

### Located in the historic South End of Boston

- Boston University School of Medicine
  - Goldman School of Dental Medicine
  - Boston University School of Public Health
  - National Emerging Infectious Diseases Laboratories (NEIDL)
- 



- Boston Medical Center is the primary teaching affiliate of Boston University School of Medicine.
- The Solomon Carter Fuller Mental Health Center, a state mental health facility, is also located on the campus.



- Color Key For Buildings**
- BU Owned
  - BMC Owned
  - BU / BMC Owned
  - BU Leased
  - BU / BMC Leased
  - City Owned

1 815 Albany Street - Medical-Student Residence	11 800 Harrison Ave - BCD	21 72 East Concord Street - L Bldg - Instructional (SOM)	31 66 East Newton Street - D Building - Old Evans	41 660 Albany Street - EBRC - X Building
2 815 Albany Street - Parcel 2B	12 830 Harrison Ave - Moakley	22 80 East Concord Street - A Bldg	32 85 East Newton Street - E Building - Evans Building	42 BioSquare Parcel E - Parking
3 815 Albany Street - Parcel 1	13 85 East Concord Street	23 72 East Concord Street - R Bldg - Housman	33 75 East Concord St. - M Bldg - Fuller	43 615 Albany Street - N Bldg - Naval Blood
4 801 Albany Street - S Bldg	14 725 Albany Street - Shapiro Ambulatory Care Center	24 715 Albany Street - T Bldg - Talbot (SPH)	34 700 Albany Street - CABR - W Building	44 609 Albany Street - J Bldg - Dermatology
5 35 Northampton - South Block	15 784 Mass. Ave. - Mallory Building	25 710 Albany Street Parking Garage - 1000 Spaces	35 670 Albany Street	45 620 Albany Street - NEIDL
6 801 Mass Ave - Crosstown	16 Boston Public Health Commission	26 761 Harrison Ave - Harrison Court	36 732 Harrison Ave - Preston	46 660 Harrison Avenue - Gambio
7 850 Harrison Ave. - Yawkey	17 756 Albany Street - Maxwell Finland Bldg	27 750 Harrison Ave. - B Building - Robinson	37 720 Harrison Ave. - Doctors Office Bldg	47 575 Albany Street - Perkin Elmer
8 774 Albany Street - Dowling Bldg	18 750 Albany Street - Power Plant	28 746 Harrison Ave. - C Building - Colamore	38 720 Harrison Ave. - DOB Parking Garage	48 609 Albany Street - BioSquare Parcel G
9 840 Harrison Ave. - Merino	19 71 East Concord Street - K Bldg- Conte	29 10 Stoughton Street - V Building - Vose	39 88 East Newton Street - Newton Pavilion	49 610 Albany Street Parking Garage - 1400 Spaces
10 820 Harrison Ave - FGH	20 72 East Concord Street - L Annex	30 65 East Newton Street - Beta Tron	40 100 East Newton Street - G Bldg - Goldman (SDM)	50 560 Harrison Avenue



**BOSTON UNIVERSITY MEDICAL CENTER  
BOSTON UNIVERSITY, BOSTON MEDICAL CENTER, BIOSQUARE**

CMP-1  
Campus Master Plan  
October 22, 2012

# The University Identification Number and The Terrier Card

- University Identification Number
  - For Anyone Affiliated with Boston University
- Terrier Card
  - For Anyone Employed by BU or Has a Business Need
  - Access University Resources Such as
    - Mugar Memorial Library
    - Buildings and Facilities
    - Faculty Staff Dining Room
    - Campus Events
    - Discount at Barnes and Noble at BU
    - Terrier Convenience Plan



# Boston University School of Medicine

## Dean and Provost: Dr. Karen Antman

- A major research institution, providing an exceptional environment for students interested in basic science, clinical investigation, or public health and health services oriented research.
- BUSM has 660 medical students
- Formed in 1873 when Boston University merged with the New England Female Medical College. Became the first coeducational medical school.
- BUSM is affiliated with 25 hospitals. The major clinical affiliates including: BMC, local VA's and Roger Williams





# Boston University Goldman School of Dental Medicine

Dean: Dr. Jeffrey W. Hutter

- The School of Dental Medicine has origins dating to 1958 when Boston University School of Medicine established a Department of Stomatology. The school was officially founded in 1963 under the leadership of Dean Henry M. Goldman.
- With a faculty of more than 325 educators, clinicians, and researchers and more than 250 staff members, the school offers a full spectrum of pre-doctoral and postdoctoral specialty education programs and a complete range of graduate programs and degrees to more than 700 students.
- Patients cared for (on-site) annually: 23,000 (estimated)
- Academic Departments:
  - General Dentistry
  - Endodontics
  - Health Policy and Health Services Research
  - Molecular and Cell Biology
  - Oral and Maxillofacial Surgery
  - Orthodontics and Dentofacial Orthopedics
  - Pediatric Dentistry
  - Periodontology and Oral Biology
  - Restorative Sciences/Biomaterials



# Boston University School of Public Health

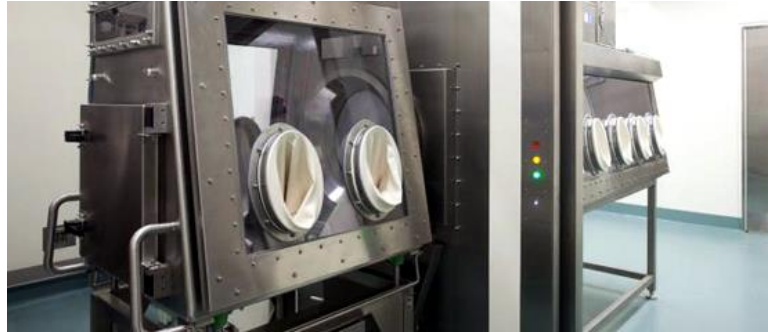
Dean: Dr. Sandro Galea

- Established in 1976 as a program in BU's School of Medicine and became an official school of the University in 1979 .
- Boston University School of Public Health grants degrees in the following academic concentrations:
- Biostatistics ([MPH](#), [MA](#), [PhD](#))
- Environmental Health (MPH, [DSc](#))
- Epidemiology (MPH, [MSc](#), DSc)
- Health Law, Bioethics and Human Rights (MPH)
- Health Policy & Management (MPH)
- Health Services Research (MSc, DSc)
- International Health (MPH, [DrPH](#))
- Maternal and Child Health (MPH, DrPH)
- Social and Behavioral Sciences (MPH, DrPH)



# Boston University National Emerging Infections Diseases Laboratories (NEIDL)

- The NEIDL includes facilities for:
- Basic research to identify mechanisms of pathogenesis and potential targets for new diagnostics, vaccines, biologicals, and therapeutics
- Translational research to identify molecules/reagents/leads that might be useful as diagnostics, immunogens, biologicals, or therapeutics
- Clinical studies involving human volunteers



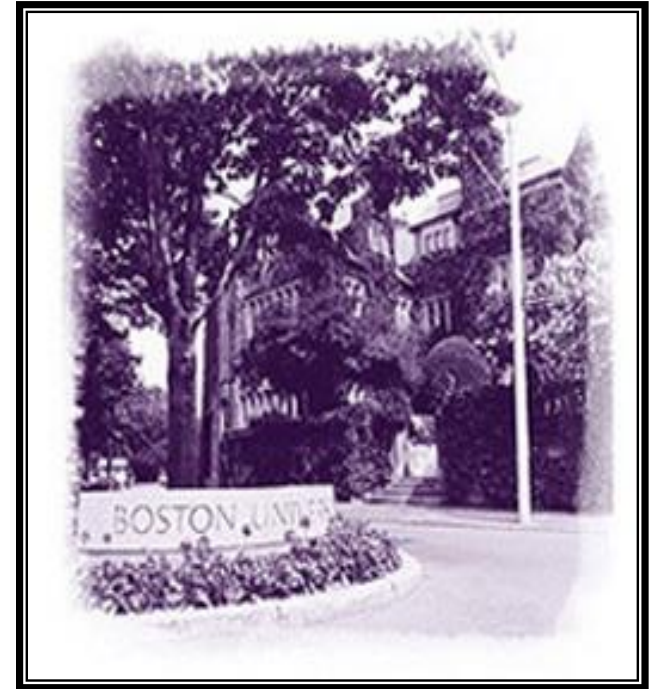
# Boston University Medical Campus Home Page

[www.bumc.bu.edu/](http://www.bumc.bu.edu/)

The screenshot shows the Boston University Medical Campus website. At the top, there is a blue header with the text "Boston University Medical Campus" and a search bar. Below the header is a navigation menu with links for "ABOUT", "ACADEMICS", "RESEARCH", and "RESOURCES", along with an "Emergency & Safety" link. A large banner image features four panels: "School of Medicine", "Henry M. Goldman School of Dental Medicine", "School of Public Health", and "Division of Graduate Medical Sciences". Below the banner is a "Welcome to the Boston University Medical Campus" section with a paragraph of text and a "BUMC IS SMOKE-FREE inside and out" sign. To the right of the welcome text are sections for "Spotlight: BU-CTSI" and "Recent News". The "Spotlight: BU-CTSI" section contains a paragraph about the BU Clinical & Translational Science Institute. The "Recent News" section lists three items: "Oct. 10 Columbus Day Parking and Transportation Information", "Planning for an Emergency", and "Campus-wide Resource for Postdoc Professional Development and Postdoctoral Affairs Celebrates First Year". Below the news is a "Calendar" section showing "19 OCT BU ADC Fall 2016 Lecture Series". At the bottom of the page is a dark blue footer with the Boston University logo, the text "Contact | Directory | BU Today", and the Boston Medical logo with the tagline "EXCEPTIONAL CARE. WITHOUT EXCEPTION."

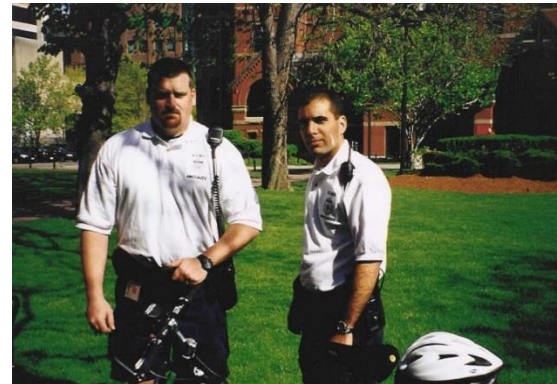
# University Updates and Staff/Faculty Information

- Boston University Home Page
  - <http://www.bu.edu>
- BU Directory
  - <http://www.bu.edu/directory/>
- BU Today
  - <http://www.bu.edu/today/>



# University Security

- For all **EMERGENCIES** 24 hours a day:
  - **617-358-4444**
- [bumc.bu.edu/publicsafety](http://bumc.bu.edu/publicsafety)



# Crime Prevention – Street Sense

- Stay alert to surroundings
- Know where you're going
- Know how to obtain help
- Trust your instincts
- Stick to well-lit, well-traveled streets
- Walk with friends or colleagues when possible
- Don't flash cash or expensive jewelry
- Do not use your cell phone while walking, you become an easy target!




# Employee Perks, Discounts and Resources

Boston University Human Resources CAREERS / HEALTH & WELLNESS / FINANCES / LIFE@BU / LEARNING@BU

Life@BU

- Campus Emergency
- Campus Safety
- Getting to Know Campus
- Employee Perks, Discounts and Resources
- Get Involved
- Parking & Transportation
- Resources for You & Your Family
- Time Off & Leaves of Absence



Life@BU

- Employee discounts? ✓
- Childcare? ✓
- Being part of a community? ✓

Boston University values you. The work you do is an integral part of this world-class university. In return, BU works to enhance your professional life—and your personal life—with everything from counseling to cultural events.

Life & Career Events

Quick Links

- Contact HR
- BUworks Central Portal
- Manager Resources
- New Employee Resources
- Retirees
- Part-Time Employee Perks
- Labor Relations
- Policies
- Holiday and Intersession Schedule
- Employee Handbook
- Faculty Handbook
- Forms & Documents

• Under the BU Life Section of the HR website, <http://www.bu.edu/hr/lifebu/>, employees can view a variety of perks available including:

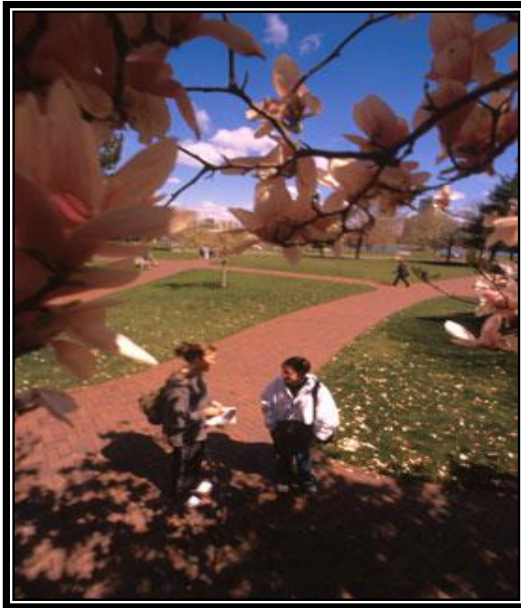
- Discounts on Personal Mobile Phone Accounts
- BSO and MFA discounts/pass information
- Barnes & Noble discount (10%)
- Zipcar and Bluebikes discounts
- And MORE!



# Direct Deposit

- Required for all new employees
- Eliminate the possibility of lost or stolen checks
- Paycheck deposited into account(s) of your choice
- Establish your account online at BUWorks Central through the Employee Self Service (ESS) tab
  - You will need your username and Kerberos password

# When You Need to Talk to Someone



- Human Resources
- Faculty Staff Assistance Program
- Office of Equal Opportunity
- Ombuds Office
- Office of Family Resources

# Human Resources Service Center

[www.bu.edu/hr](http://www.bu.edu/hr)

Your day-to-day assistance with:

- Benefits
- Employee Self-Service
- Onboarding, including I-9's
- Leaves of absence (Paid Family and Medical Leave)

Email: [HR@bu.edu](mailto:HR@bu.edu)

Phone: 617-353-2380

Available 8:30AM - 5PM Monday-Friday

# Employee Relations

## *Policies and Procedures*

- Employee Handbook
- Union Contracts
- Faculty Handbook
- Boston University Policy Against Drugs in the Workplace

Available on the Human Resources Website at [www.bu.edu/hr](http://www.bu.edu/hr) under “Forms and Documents”, then under “Human Resources Documents”.

### **For further assistance:**

Call your Human Resources Business Partner at  
617-353-2380

# Faculty & Staff Assistance Office

[www.bu.edu/fsao/](http://www.bu.edu/fsao/)

- Available to staff, faculty and family members for personal issues
- Individual, couple or group counseling
- Consultation to work groups
- Confidential
- No Cost
- Voluntary
- Contact Information
  - By telephone: 617-353-5381
  - Website: [www.bu.edu/fsao](http://www.bu.edu/fsao/)



# Equal Opportunity Office

The Equal Opportunity Office works to promote and realize Boston University's commitment to provide equitable access for all employees. We strive to ensure that equal opportunity is a reality at Boston University, and that our faculty, staff, and students can work and study in an environment free from unlawful harassment and discrimination. The office also ensures employees can access reasonable accommodations within their work environment, and the University meets its obligations under applicable federal and state laws.

# Equal Opportunity Office

*Fostering an inclusive campus environment free from discrimination, harassment, and retaliation*

- Serves as a campus resource
- Provides education, advice, and counsel
- Responds and manages allegations of discrimination or harassment against employees based on the protected statuses below:
  - Race/Color
  - Disability (physical/mental)
  - Religion
  - Genetic Information
  - National Origin
  - Sex / Sexual Orientation
  - Age (over 40)
  - Gender Identity or Expression
  - Marital
  - Parental
  - Veteran status
  - Military Service
  - Natural or Protective Hairstyle
  - Pregnancy related conditions (e.g., lactation)

# Reasonable Accommodations

*Ensuring equitable access for employees to all University services, programs, and resources*

- Boston University provides reasonable accommodations to qualified individuals with disabilities and those who are pregnant or have a pregnancy-related condition who require accommodations to safely and effectively perform the essential functions of their positions
- Reporting options on website
  - [Reasonable Accommodation:](#)

## **Submit a Request for Accommodation**

---

[Submit a Request](#)

[Submit a Referral](#)



# Sexual Misconduct and Gender-Based Harassment

*Addressing gender-based discrimination, sexual harassment and sexual misconduct*

- Serves as a campus resource
- Provides education, advice, and counsel
- Responds and manages allegations of discrimination or harassment against employees based on the alleged conduct below:
  - Sexual Assault
  - Sexual Harassment
  - Dating Violence
  - Domestic Violence
  - Stalking
  - Rape
  - Pregnancy & Parenting Rights
  - Sexual Exploitation
- Employees are required to report potential policy violations to EOO:
  - <https://www.bu.edu/eoo/sexual-misconduct-title-ix>

# Pregnant Workers Fairness Act

- Effective April 1, 2018 (enforced by Massachusetts Commission Against Discrimination)
- Prohibits employment discrimination on the basis of pregnancy and pregnancy-related conditions, such as lactation.
- Describes employers' obligations to employees that are pregnant or lactating and the protections these employees are entitled to receive.
- Generally, employers may not treat employees or job applicants less favorably than other employees based on pregnancy or pregnancy-related conditions and have an obligation to accommodate pregnant workers.



# Equal Opportunity Office

## Contact Information:

- 888 Commonwealth Ave, Suite 303
- [eeo@bu.edu](mailto:eeo@bu.edu)
- 617-358-1796
- <https://www.bu.edu/eeo>



*Use this QR code to access the EEO reporting options*

# Office of the Ombuds

**Confidential**

**Independent**

**Impartial**



[www.bu.edu/ombuds](http://www.bu.edu/ombuds)

930 Commonwealth  
Ave (CRC)  
(617) 358-5960

85 East Newton St,  
Suite 818 (BUMC)  
(617) 638-7645

# Family Resources

[www.bu.edu/family/](http://www.bu.edu/family/)



- Referral Service and Resource for Childcare and elder care needs
- Educational programs for families
- No Cost
- Contact Information
  - By telephone: 617-353-5954

# Children's Center

- Full-time Early Childhood Education Program
- Open to the children of Faculty, Staff, and Graduate Students
- Center expanded in summer 2020
- The Center offers care to infants through Pre-Kindergarten-age children
- Contact Information
  - By Email: [chldcntr@bu.edu](mailto:chldcntr@bu.edu)
  - By Telephone: 617-353-3413
  - Website: [www.bu.edu/childrens-center](http://www.bu.edu/childrens-center)



# Bright Horizons Back-Up Care

- In-Home or Center Based Back-Up Child, Adult and Elder Care
- Faculty and staff are eligible for 10 days per year
- Copayments:
  - In-Home Care - \$6 per hour (child and elder care)
  - In-Center Care - \$15 per child per day; \$25 per family per day
- Find out more at <https://www.bu.edu/childrens-center/family-resources/types-of-care/backup-care>

# When You Need a Break

- BU Employee Wellness
- Physical Education, Recreation and Dance
- FitRec Center
- Booth Theater
- Boston University Athletics





# BU Employee Wellness



[www.bu.edu/wellness/](http://www.bu.edu/wellness/)

## Resources for BU Faculty and Staff

Learn and practice ways to stay healthy in mind, body, spirit and financially through their Workshops & Events:

- Yoga, Stretch & Breathe, Zumba
- Mindfulness and Self-Compassion
  - Health Promotion lectures
  - Cooking Demonstrations
- Financial Awareness Workshops
  - New Parent Workshops
  - Annual Wellness Fair

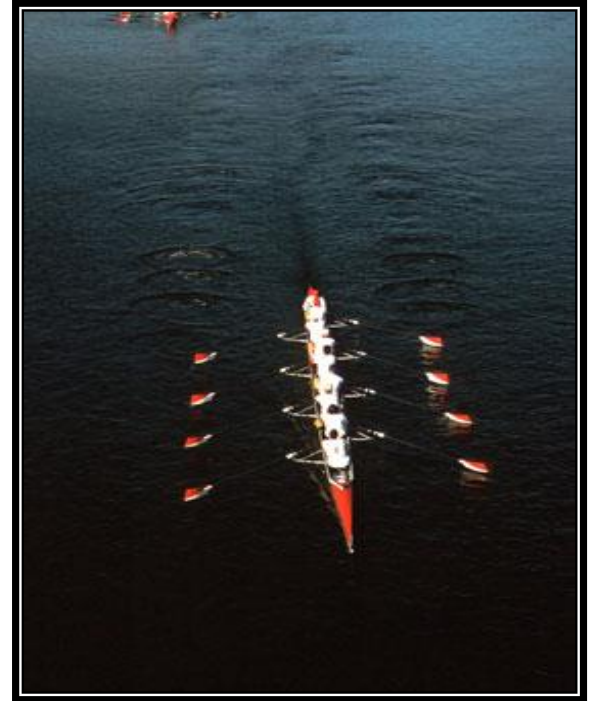
Partnership of these BU departments:

Faculty & Staff Assistance Office, Family Resources, FitRec, Human Resources, Occupational Health and Sargent Choice Nutrition Center

# Physical Education, Recreation & Dance

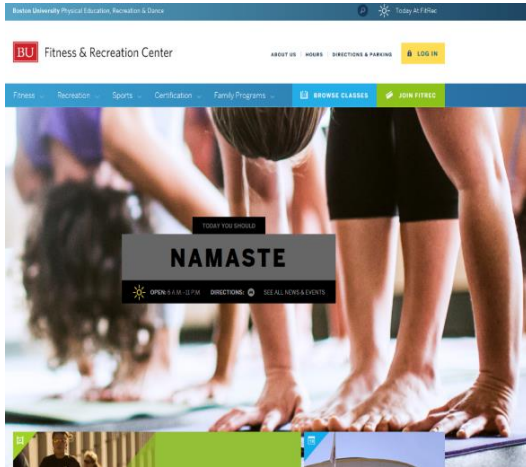
[www.bu.edu/perd/](http://www.bu.edu/perd/)

- Provide the University community with the resources to enjoy healthy, physical activity
- Classes in Physical Education
- Intramural and Club Sports
- Family Recreation Programs



# Boston University Fitness and Recreation Center

[www.bu.edu/fitrec](http://www.bu.edu/fitrec)



- Low cost fitness center membership for employees, their spouses and their dependents
- Facilities Include:
  - Racquetball/Squash courts
  - Competition and Recreation Pools
  - Seven courts of Gymnasia
  - Indoor Jogging Track
  - Climbing Wall
  - Fitness Center, with hundreds of pieces of weight training and cardiovascular conditioning equipment
- Programs for all:
  - Swim lessons                   - Yoga                   - CPR/First Aid
  - Personal training           - Dance               - Climbing
- Free wellness programs for BU employees
  - Workshops
  - Chair Massage
  - Free yoga, Stretch and Breathe and more!

# Boston University Athletics

[www.goterriers.com](http://www.goterriers.com)



- More than 500 student-athletes competing on 23 varsity teams in Division I, the highest level of intercollegiate athletics. Member of the Patriot League.
- Compete at convenient, on-campus venues: Agganis Arena, the Case Center, Nickerson Field and the Track and Tennis Center.
- Tickets, schedules, stories, webcasts of games, interviews and more are available at GoTerriers.com

\*\*\*Break\*\*\*



# Your Benefits

## *Agenda*

- Eligibility
  - Pre-Tax Deductions
  - Open Enrollment
  - Qualified Changes
  - The Benefits
  - What you Need to Do Next
- 
- Health Plans
  - Dental Plan
  - Flexible Spending Accounts
  - Long-Term Disability Plan
  - Life Insurance Plan
  - Travel Accident Insurance Plan
  - Personal and Family Accident Insurance Plan
  - Tuition Remission
  - Retirement Plans
  - Personal Insurance

# Who is Eligible for Benefits?

Assignment Duration	Percent Time Worked	Benefits Available
Any	Any	<ul style="list-style-type: none"><li>• Supplemental Retirement &amp; Savings Plan</li><li>• Flexible Spending Accounts</li></ul>
9 months or more	50%	<ul style="list-style-type: none"><li>• Health Plan</li><li>• Dental Plan</li><li>• BU Retirement Plan</li></ul>
9 months or more	100%	<ul style="list-style-type: none"><li>• Basic Life Insurance</li><li>• Supplemental &amp; Dependent Life Insurance</li><li>• Long Term Disability</li><li>• Personal &amp; Family Accident Insurance</li><li>• Travel Accident Insurance</li><li>• Tuition Remission</li></ul>

# When Do Benefits Begin?

The effective date of your participation is based upon your date of hire.

- If your date of hire is the 1<sup>st</sup> of the month, your benefits begin that day.
- If your date of hire is any day after the 1<sup>st</sup> of the month, your benefits begin the 1<sup>st</sup> of the following month.





# Flexible Benefits Program

## Pre-Tax Payroll Deductions to the Following Plans

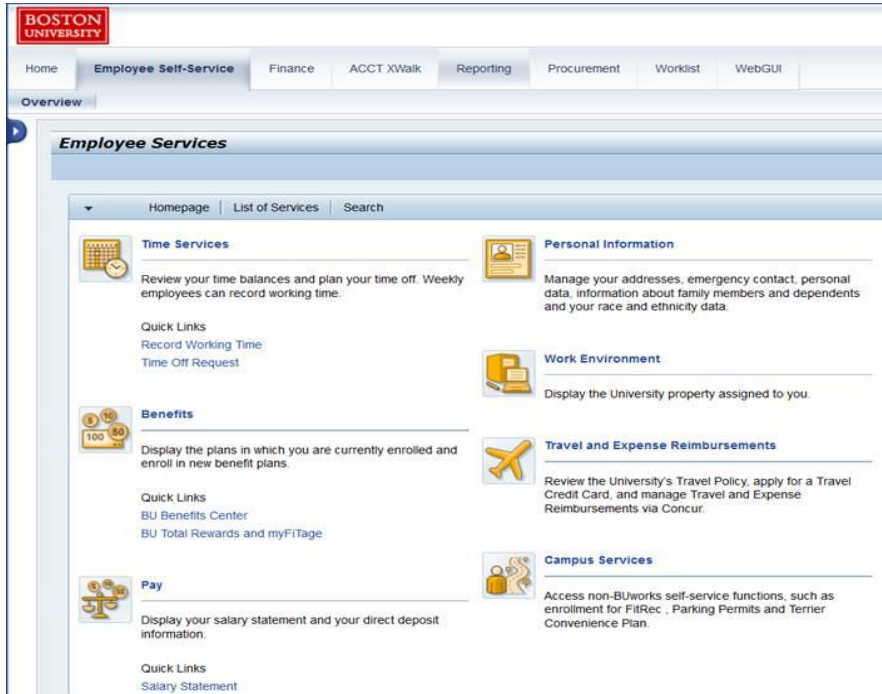
- Health Plan
- Dental Plan
- Flexible Spending Account – Health Care
- Flexible Spending Account – Dependent Care
- Personal and Family Accident Insurance Plan



# Changing Your Flexible Benefit Elections

Reason	Time/Options
Open Enrollment	Once a year – end of fall semester Change plans and/or level of coverage
Qualified Change in Work or Family Status <ul style="list-style-type: none"><li>• Marriage/Divorce</li><li>• Birth/Adoption of Child</li><li>• Start/End of Spouse's Employment</li><li>• Unpaid Leave of Absence</li></ul>	30 days from event date

# Online Benefits Enrollment



- Go to the BUworks Central portal at [www.bu.edu/buworkscentral](http://www.bu.edu/buworkscentral).
- Select the **Employee Self-Service** tab in the *BUworks Central* portal.
- Under **Benefits**, select **BU Benefits Center**

# Health Plans

- Blue Cross Blue Shield PPO
- BU Health Savings Plan  
with Health Savings Account

# Blue Cross Blue Shield PPO

BCBS National PPO Network		Out-of-Network Providers
Boston Medical Center (BMC) Provider	All Other Network Providers	
<ul style="list-style-type: none"> <li>You pay less for health care.</li> <li>You save on everything from doctor office visits and X-rays to hospital care.</li> <li>BMC providers available at the BU Charles River Medical Practice located at 930 Commonwealth Avenue.</li> </ul>	<ul style="list-style-type: none"> <li>You'll pay more than you would with a BMC provider, but less than you would with an out-of-network provider.</li> <li>Physician visits are covered by a copayment.</li> <li>Hospital services are subject to coinsurance after the annual deductible is met.</li> <li>You'll pay less if you choose a BCBS low-cost hospital.</li> </ul>	<ul style="list-style-type: none"> <li>If your provider is not in the BCBS national PPO network, out-of-network benefits apply.</li> <li>You are still covered by the plan, but your out-of-pocket costs will be higher.</li> </ul>

# Blue Cross Blue Shield PPO

## Key Features

- You pay nothing for in-network preventive care. Includes \$150 fitness and \$150 weight loss benefits
- For non-preventive care, you share in the cost of care through copayments, a deductible and coinsurance. The out-of-pocket maximum is the most you may pay each year.

	Copayments	Deductible	Coinsurance	Out-of-Pocket Maximum
What it means	Flat dollar amount you pay for certain services	The amount you pay before the plan begins paying certain benefits	The percentage you pay after you meet the deductible	The maximum you pay in a calendar year
For which expenses	<ul style="list-style-type: none"><li>• Doctor's office visits</li><li>• Emergency room visits</li><li>• Prescription drugs (generic)</li></ul>	<ul style="list-style-type: none"><li>• X-rays, labs and other diagnostic tests</li><li>• Inpatient or outpatient hospital care</li><li>• All out-of-network care (except E/R)</li></ul>		Separate medical and prescription drug maximums

# Blue Cross Blue Shield PPO

Service	BCBS National PPO Network		Out-of-Network Providers
	BMC Providers	All Other Network Providers	
Deductible (single/family)	\$500/\$1000		\$1,000/\$2,000
Preventive care	\$0 (plan pays 100%)	\$0 (plan pays 100%)	30%, after deductible
Office/facility visits	\$15 copay	\$35 copay	30%, after deductible
Inpatient or outpatient care •Low-cost hospitals •High-cost hospitals	0%, after deductible	12%, after deductible 20%, after deductible	30%, after deductible
X-rays, labs and related tests (diagnostic) •Non-hospital providers •Low-cost hospitals •High-cost hospitals	0%, after deductible	12%, after deductible 12%, after deductible 20%, after deductible	30%, after deductible
Out-of-pocket maximum (for PPO, does not include prescription drugs)	\$3,000/\$6,000		\$6,000/\$12,000

# Blue Cross Blue Shield PPO

## Amount You Pay – Prescription Drugs

Service	OptumRx Network	Out-of-Network Providers
Retail Pharmacy (30-day supply) <ul style="list-style-type: none"><li>• Generic</li><li>• Preferred</li><li>• Non-preferred</li></ul>	<ul style="list-style-type: none"><li>• \$10 copay</li><li>• 20% (min \$45 and max \$65)</li><li>• 30% (min \$65 and max \$85)</li></ul>	Not covered
Mail-Order Pharmacy or CVS90 at retail pharmacy (90-day supply) <ul style="list-style-type: none"><li>• Generic</li><li>• Preferred</li><li>• Non-preferred</li></ul>	<ul style="list-style-type: none"><li>• \$20 copay</li><li>• 20% (min \$90 and max \$130)</li><li>• 30% (min \$130 and max \$170)</li></ul>	Not covered
Out-of-Pocket Maximum <ul style="list-style-type: none"><li>• For prescription drugs only</li></ul>	<ul style="list-style-type: none"><li>• \$2,500/\$5,000</li></ul>	Not applicable



# Health Care Flexible Spending Account

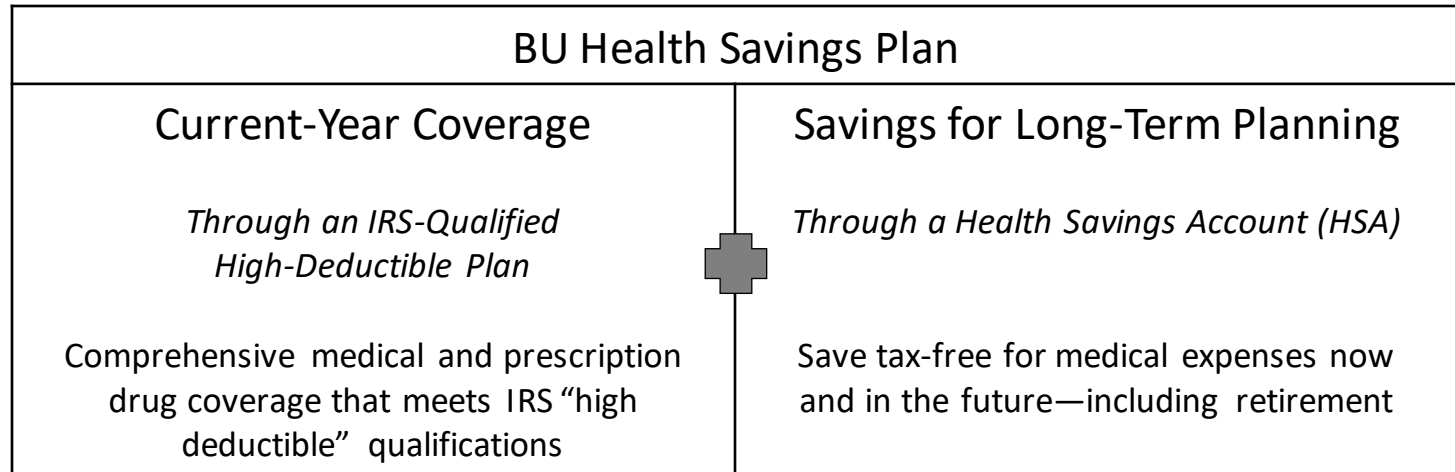
- If you enroll in the PPO, you may be eligible to receive a contribution from BU to a Health Care Flexible Spending Account (FSA).
- You can use the FSA to pay your copayments, deductible and coinsurance, tax-free.

Salary Tier	2023 FSA Contribution from BU	
	Single	Family
<\$70,000	\$500	\$1000
\$70,000 to \$99,999	\$250	\$500
>\$100,000	No contribution	

# BU Health Savings Plan with HSA

## Current-Year Coverage + Long-Term Savings

- The Health Savings Plan with a Health Savings Account (HSA) is unique. Only this option combines current-year coverage with the opportunity to save for both current **and** long-term health expenses.



# BU Health Savings Plan

## Key Features

- You pay nothing for in-network preventive care. Includes \$150 fitness and \$150 weight loss benefits
- For non-preventive care, you share in the cost of care through a deductible and coinsurance. The out-of-pocket maximum is the most you may pay each year.

	Deductible	Coinsurance	Out-of-Pocket Maximum
What it means	The amount you pay each calendar year before the plan begins paying benefits for services subject to coinsurance <i>Entire family deductible must be met if you cover dependents</i>	After you meet your deductible, this is the percentage of medical costs you pay	The maximum you pay in a calendar year in deductible and coinsurance <i>Entire family out-of-pocket maximum must be met if you cover dependents</i>
For which expenses	All non-preventive in- and out-of-network medical care and prescription drugs		Medical and prescription drug expenses share the same out-of-pocket maximum in this plan

# BU Health Savings Plan

Service	In-Network Providers	Out-of-Network Providers
Deductible (single/family)	\$2,000/\$4,000	\$4,000/\$8,000
Out-of-pocket maximum (single/family) (includes prescription drugs)	\$4,000/\$8,000	\$8,000/\$16,000
Preventive care	\$0 (plan pays 100%)	30%, after deductible
Medical care <ul style="list-style-type: none"> <li>• Office visits</li> <li>• X-rays, labs and related tests</li> <li>• Inpatient or outpatient care</li> </ul>	12%, after deductible	30%, after deductible
Emergency room visit	12%, after deductible	12%, after deductible
Prescription drugs <ul style="list-style-type: none"> <li>• Retail pharmacy</li> <li>• Mail-order pharmacy</li> </ul>	12%, after deductible	Not covered

# The BU Health Savings Plan

## Health Savings Account (HSA) Features

- The key to long-term savings
- Triple-tax advantage
- BU contributes as long as you contribute
  - \$500 (single coverage)
  - \$1,000 (if you cover dependents)
- You may contribute up to the annual IRS maximum, less BU's contribution
- **Never** lose it

# The BU Health Savings Plan

## HSA Contributions

HSA Coverage Level	2023 IRS Limit	BU Contribution	Maximum Employee Contribution
Single	Under 55: \$3,850 55 and older: \$4,850	\$500	Under 55: \$3,350 55 and older: \$4,350
Family	Under 55: \$7,750 55 and older: \$8,750	\$1,000	Under 55: \$6,750 55 and older: \$7,750

# Medical Services

## Near the Charles River Campus

BU Affiliated Physicians – Charles River

- 930 Commonwealth Avenue
- <http://www.bmc.org/affiliated-physicians/charles-river-boston.htm>
- Services Provided
  - ✓ Internal Medicine
  - ✓ Women's Health
  - ✓ OB/GYN
  - ✓ Allergy/Pulmonary Medicine
  - ✓ Acupuncture
  - ✓ Dermatology
  - ✓ Sports/Orthopedic Medicine

## On the Charles River Campus

Sargent College Clinical Centers

- At various locations on campus
- [www.bu.edu/sccc](http://www.bu.edu/sccc)
- Services provided
  - ✓ Physical Therapy
  - ✓ Occupational Therapy
  - ✓ Speech/Language Pathology
  - ✓ Nutrition and Fitness Evaluations
  - ✓ Athletic Enhancement

# Other Programs to Help You Stay Healthy

- [BU Employee Wellness](#)
  - Workshops, events and resources on campus for faculty and staff
- [Headspace](#)
  - FREE access to meditation and mindfulness application for faculty and staff



# Dental Plan

- Two Dental Plan options administered by Blue Cross Blue Shield of Massachusetts
- Both plans use the BU Dental Health Centers

# BU Dental Health Center Plan

Service	Coverage at Centers*
Preventive & Diagnostic	100%
Basic Restorative	100%
Major Restorative	60%
Orthodontia	50%

\*Based on the Plan's discounted fee schedule

- Coverage only at the BU Dental Health Centers
  - Charles River Campus: 930 Commonwealth Avenue
  - Medical Campus: 100 East Newton Street
- Annual Maximum Benefit of \$1,700 per person (applies to all claims paid for any BCBS dental plan in the same calendar year)

# Dental Blue Freedom Plan

Type of Service	BU Dental Health Centers*	BCBS Dental Providers**	Out-of-Network Providers**
<b>Deductible</b>	None	\$50 per person	
<b>Annual Maximum Benefit</b>	\$1,700 per person***		
<b>Preventive &amp; Diagnostic</b>	100%	80%, no deductible	80%, no deductible
<b>Basic Restorative</b>	80%	60% after deductible	60% after deductible
<b>Major Restorative</b>	50%	40% after deductible	40% after deductible
<b>Orthodontia</b>	50%	Not covered	Not covered

\* Based on the Plan's discounted fee schedule

\*\* Based on lesser of either the dentist's actual charge or the allowed charge.

\*\*\* Annual Maximum Benefit of \$1,700 per person (applies to all claims paid for any BCBS dental plan in the same calendar year)

# Dependent Eligibility Verification

For family members you wish to cover on your health/and or dental plans, you must provide documentation to prove their relationship to you. Following are acceptable forms of documentation:

Relationship to You	Acceptable Documentation
Spouse	Marriage certificate (government issued)
Common Law Spouse	Common law marriage certificate (only for those married in a state that accepts common law marriage)
Child	Birth certificate or adoption certificate or certificate of live birth
Stepchild	Birth certificate of child plus marriage certificate of current spouse
Ward	Court ordered document of legal custody

# Flexible Spending Accounts

- **Health Care Flexible Spending Account**
  - Out-of-Pocket Medical and Dental Expenses
  - \$2,850 for 2022 Calendar Year
  - \$3,050 for 2023 Calendar Year
- **Dependent Care Flexible Spending Account**
  - Out-of-Pocket Dependent Expenses
  - \$5,000 for 2022 Calendar Year
  - \$5,000 for 2023 Calendar Year

# Long-Term Disability Plan

## After 2 Years of Service

Benefit: 60% of Monthly Salary After  
6 Months of Total Disability

Maximum: \$14,500 per month

You may waive the 2 year service requirement if you were covered by your previous employer's group LTD plan within the past 90 days. Submit waiver form no later than 90 days from the expiration of your prior plan's coverage.

# Life Insurance Plan

- **Basic Term Life Insurance**
  - Automatic 1x Annual Base Salary
- **Supplemental and Dependent Life**
  - Voluntary 1, 2, 3, 4, or 5x Annual Base Salary
  - Coverage for spouse and dependents
  - Payroll contributions after-tax
  - Evidence of Insurability needed to add or increase coverage more than 30 days after orientation



# Accident Insurance

- **Travel Accident Insurance Plan**
  - Benefit automatic coverage for University related business travel
  - Maximum 5 Times Annual Base Salary up to \$1,000,000
- **Personal and Family Accident Insurance Plan**
  - Benefit Voluntary Coverage in Multiples of \$10,000
  - Maximum \$350,000



# Tuition Remission

- **FOR YOU**
  - 4 credit hours per semester covered at 100%
  - Up to an additional 4 credit hours per semester covered at 90%
- **FOR YOUR SPOUSE**
  - Covered at 50% after 12 months of service
- **FOR YOUR DEPENDENTS**
  - Covered at 50% after 4 months of service
  - Covered at 90% after 16 months of service



# Tuition Remission Taxation

Graduate level courses (600 level and above) for you and your spouse are considered additional taxable income.

- For you, the first \$5,250 benefit in the calendar year is exempt from taxation.
- The entire benefit for spouses is taxable.



# Tuition Exchange Program

- Scholarship program for dependent children of Boston University employees
- Over 600 colleges and universities participate in the exchange program
- Each year the scholarship is awarded to 10 dependents of Boston University employees who are admitted to member institutions

# The BU Retirement Savings Program

**The Boston University Retirement Savings Program comprises three plans.** Collectively, these plans are designed to encourage personal savings, ensure equitable contributions from BU across all age groups and salary levels.



**The BU Retirement Plan**, for University contributions



**The Supplemental Retirement & Savings Plan**, for your contributions



**The 457(b) Savings Plan**, for contributions for highly paid faculty and staff

# BU Retirement Plan

## Eligibility and Contributions

- After two years of service, all regular employees working at least 50% of a full-time schedule with at least a nine-month assignment. Once eligible, enrollment is automatic
- Only BU contributes to the Boston University Retirement Plan:
  - **Core contribution** based on age and salary
  - Dollar-for-dollar **matching contribution**, up to 3%

# University Core Contribution

When Your Age Is...	University Core Contribution
Under 45	4% of eligible compensation up to the integration level PLUS 6% of eligible compensation above the integration level
45 through 49	6% of eligible compensation up to the integration level PLUS 8% of eligible compensation above the integration level
50 and above	7% of eligible compensation up to the integration level PLUS 9% of eligible compensation above the integration level

The integration level for 2022 is \$64,700.

The integration level for 2023 is \$66,600.

# University Matching Contribution

- In addition to the automatic Core Contribution,
- BU makes a Matching Contribution up to 3% when you contribute to the Supplemental Retirement and Savings Plan
- When you contribute 3% or 2% or 1%, BU will match your contribution
- If you choose not to contribute, BU will not make a Matching Contribution

# Total Potential University Contribution

Age	University Core Contribution (Automatic; based on age and salary)	University Matching Contribution*	Total Potential BU Contribution
Less than age 45	4% on first \$66,600 and 6% over \$66,600	Dollar for dollar, up to 3% of pay	7% on first \$66,600 and 9% over \$66,600
Age 45 to 49	6% on first \$66,600 and 8% over \$66,600		9% on first \$66,600 and 11% over \$66,600
Age 50 or above	7% on first \$66,600 and 9% over \$66,600		10% on first \$66,600 and 12% over \$66,600

\*Assumes you contribute at least 3% to the Supplemental Retirement & Savings Plan



# Supplemental Retirement and Savings Plan

## As New Employees

- Only you contribute to the Supplemental Savings & Retirement Plan
- All regular employees are **auto-enrolled to contribute 3%**
- You may start, stop or change your contribution rate at any time
- You can make **tax-deferred contributions, after-tax Roth contributions, or both.** Your choice can impact your income and tax obligation at retirement.

## After Two Years of Service

- All regular employees working at least 50% of a full-time schedule with at least a nine-month assignment
- You must contribute **at least 3%** to receive the University's full matching contribution

# The 457(b) Savings Plan

- Faculty and staff earning \$180,000 or more
- Additional tax-deferred employee contributions

# BU Retirement Savings Program – Investment Options

- Selected Investments
  - Tier 1 - Vanguard Target Date Funds
  - Tier 2 - Passively Managed Equities
  - Tier 3 - Capital Preservation and Income
- Other Investments
  - Tier 4 - BrokerageLink<sup>®</sup>, a self-directed brokerage account

# Financial Planning Tools

- [MaxiFi Planner](#) — A web-based financial planning software that helps you make all kinds of decisions about important financial events in your life.
- [Maximize My Social Security](#) — Helps you decide when and how to collect retiree, spousal, survivor, divorcee, parent, and child benefits to achieve the highest lifetime benefits
- [BU Total Rewards & myFiTage | Human Resources](#) - An online statement that provides you with your total compensation and your benefits all in one place. It is updated on a monthly basis to keep you informed throughout the year.

# Real Estate Advantage Program

Administered by [Coldwell Banker Residential Brokerage](#)

- Home Selling/Home Finding
- Mortgage Financing
- Relocation Services
- Moving Services

For Real Estate Services, contact them at  
1-800-396-0960

# Personal Insurance

Administered by [Liberty Mutual](#)

- Automobile
- Homeowner's
- Renter's
- Payroll deductions

For Personal Insurance, contact them at  
1-888-480-4566

# What You Need to Do

- **Enroll** in your benefits within 30 days at [www.bu.edu/buworkscentral](http://www.bu.edu/buworkscentral)
- Return **Long Term Disability Waiver Form** within 90 days from the expiration of your prior plan's coverage.

# Best wishes on your career at Boston University!

Human Resources  
25 Buick Street  
Boston, MA 02215  
617-353-2380  
[www.bu.edu/hr](http://www.bu.edu/hr)



\*\*\*Break\*\*\*



# BU Orientation 2020



# Transportation Resources

- MBTA – MA transit system
- Free shuttle services
- Biking to campus
- Bluebikes
- Preferential Parking: Carpools / Hybrids
- Electric Vehicle Charging Stations
- Zipcar
- Parking



# MBTA Pass Subsidy Program



- **50% Subsidy by BU from Sep 2019**
- Monthly pass: Local Bus, Link, Inner & Outer Express Bus, Zone 1A, Senior, Zone 1,2,3,4,5,6,7,8,9,10 & Boat
- Local Bus, Link, Inner & Outer Express, if lost, can be replaced if lost/stolen
- Zone 1A-8, Boat, Senior can't be replaced

# MBTA Monthly Pass

- Unlimited for whole month
- BU payroll deduction
  - Link Pass valid all Subway lines & local buses
  - Commuter Rail pass valid all Subway lines bus & subway
- [www.MBTA.com](http://www.MBTA.com)
- Blank Charlie Cards available at our office



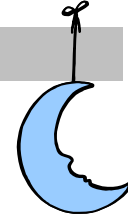
# MBTA Pass Registration

- One pass per employee
- **Cannot** simultaneously hold a BU parking permit & T-pass
- To enroll or manage pass:
  - > [www.bu.edu/BUworks](http://www.bu.edu/BUworks)
  - > Employee Self-Service (ESS)
  - > Campus Services
  - > Medical Campus
  - > Apply, cancel, or change for MBTA pass
  - > **DEADLINE:** 10th of the prior month



# FREE Shuttle Bus Service

- Boston University Shuttle
  - Loops 710 - CRC
- Evening Shuttle
  - **5:15 PM\*\*, 6:00 PM, 7:00 PM, 8:00 PM, 9:15 PM, 10:15 PM, 11:15 PM, and 12:15 AM.**
  - **\*\*Broadway, Ruggles, Back Bay, Copley**
- Boston VA Shuttle (Jamaica Plain)



# The BUS



- Boston University Shuttle (theBUS)
- Visit [www.bu.edu/thebus](http://www.bu.edu/thebus)
- Provides service to Charles River Campus and BU Medical Campus
- Download BU Bus app: Live GPS tracker
  - Apple: BU Mobile
  - Android: Transloc



# Biking To Campus

- Secured Private Bike Cage
  - \$20/ year to access bike cage
  - Located behind 710 Albany garage
  - ID badge access ONLY
- Bicycle Reimbursement Program
- Free safety tune-ups
- Forgot your bike lock? Borrow one from TranScomm
- Bell bike helmets for \$5
- Free bicycle safety lights





- Discounted Bluebikes annual membership for BUMC employee: \$52.50 (\$99)
- Email: [Bumctranscomm@gmail.com](mailto:Bumctranscomm@gmail.com)
- **Nearest locations:** E. Concord St. via Harrison Ave and Albany St. (in front of NEIDL)
- Visit Bluebikes for more information

# Carpooling and Hybrid Parking



- Must have 610 Albany garage parking
- Must register at TranSComm office for Carpool, Hybrid, and EV permits
- Access to preferential parking - 1st level of 610 garage

# Electric Vehicle (EV)

- 4 Dual Stations, 8 cars both 610 & 710 Albany Garage
- Pricing: 1- 4 hours  
\$0.25/hour, \$6 after 4 hours
- For **\*ACTIVE\*** charging  
**ONLY!**

# Zip Car



- BUMC employee pay \$15 per year when they register with BU EMAIL ADDRESS at:

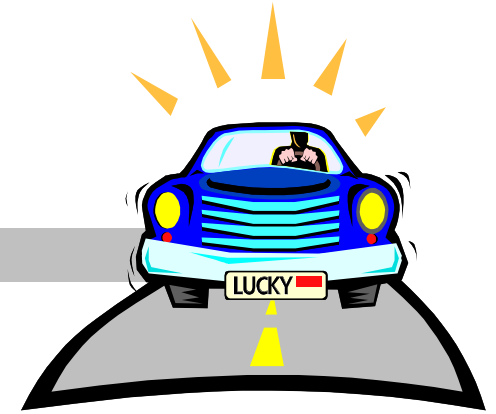
[Zipcar.com/BUMC](http://Zipcar.com/BUMC)

# Safety Escort

The Public Safety Department will provide vehicular or pedestrian escorts to the garages, lots and surrounding medical center buildings during night and weekend hours upon request.

**Escorts are subject to availability by calling the Command and Control Center at  
Ext 617 414-4444.**

# Parking



- 710 Albany Street  
(Parking Office)
- 617- 358 - 7592
- Open 7AM to 5 PM, Mon-Fri

# TranSComm



- Commuter Services Office:

- 710 Albany St.

- (617) 358-3506

- Hours:

- 9:00am to 5:00pm, Mon—Fri

- [www.bumc.bu.edu/transcomm](http://www.bumc.bu.edu/transcomm)





# **BUMC IT and Data Security**

**New Faculty and Staff Orientation**



# How to Contact Us

- Crosstown suite 485 (801 Massachusetts Ave.)
  - Hours: Monday to Friday 8:30 a.m. to 5 p.m.
  - [bumchelp@bu.edu](mailto:bumchelp@bu.edu)
  - 617-358-4530
  - [www.bumc.bu.edu/it](http://www.bumc.bu.edu/it)
  - Facebook bumcit
  - Twitter @bumcit



# Support Offerings

- Support for all IT needs: computers, mobile devices, servers, applications, email accounts
  - <http://www.bumc.bu.edu/it/>
  - Computer purchasing and consultation
- Data storage and consultation
- Training: [www.bu.edu/tech/training](http://www.bu.edu/tech/training)

# Free Benefits

- Software Benefits
  - Office Professional Plus 2016 for Windows
  - Office for Mac 2016
  - McAfee Anti-Malware for Mac and Windows
  - Crashplan desktop/laptop backup service (BU computers only)
- Data Storage
  - GOOGLE DRIVE –*Unlimited backup*
  - OFFICE 365 ONE DRIVE- 1 TB of space
  - BUMC Y Drive – shared work data only

# Data Security Basics

- Know what data you are collecting
  - Not all data requires protection, some requires more stringent safeguards, such as two-factor authentication
- In general, all computers and laptops must have encryption and anti-malware
  - Windows Bitlocker and Apple Filevault encryption come free but they must be enabled
  - McAfee anti-malware is provided to the BU community for free

# BU Data Classification Policy:

- Restricted Use: loss or misuse may require notification to individuals or state/federal government, includes:
  - HIPAA, personally identifiable human subject research data
  - SSN, driver license #, debit/credit card #, checking account # (billing records)
- Confidential: loss or misuse may adversely affect individuals or BU business, includes:
  - Personally identifiable information about students and applicants, [de-identified](#) Restricted Use data (code/key remains Restricted Use), research that is not gathering human subject research data
- Internal: potentially sensitive, requires protection from disclosure
- Public: does not require protection from disclosure

# BU Workstation Standard

- All BU and personal workstations - desktops, laptops, mobile phones - must have:
  - Supported operating system (e.g. no Windows Vista or XP, no Apple Mavericks or Mountain Lion) that is updated (ASAP)
  - Anti-Malware (download McAfee for free)
  - Disk encryption (required for Restricted Use)
  - Auto screen lock - 15 min max - to password/code

# Our Biggest Risk is Phishing – Terriers Get Hooked





# Phishing Example

Dear BU Employee,

Our new intrusion monitoring system that checkmates the increased incidents of phishing attacks and database compromise detected that your "BU" account was accessed from a blacklisted IP located in Arizona. Here are the details:

IP:	23.19.88.141
Registered to:	Nobis Technology Group, LLC. Phoenix, Arizona
Time of compromise:	8:17 AM, Eastern Standard Time (EST) -0500 UTC
Date of compromise:	Saturday, November 30, 2013

Did you access your account from this location? If this wasn't you, your computer might have been infected by malicious software. To protect your account from any further compromise, kindly follow these two steps immediately:

1. Follow this ITS secure link below to reconfirm your login details and allow the new IP monitoring alert system automatically block the suspicious IP (23.19.88.141) from further future compromise

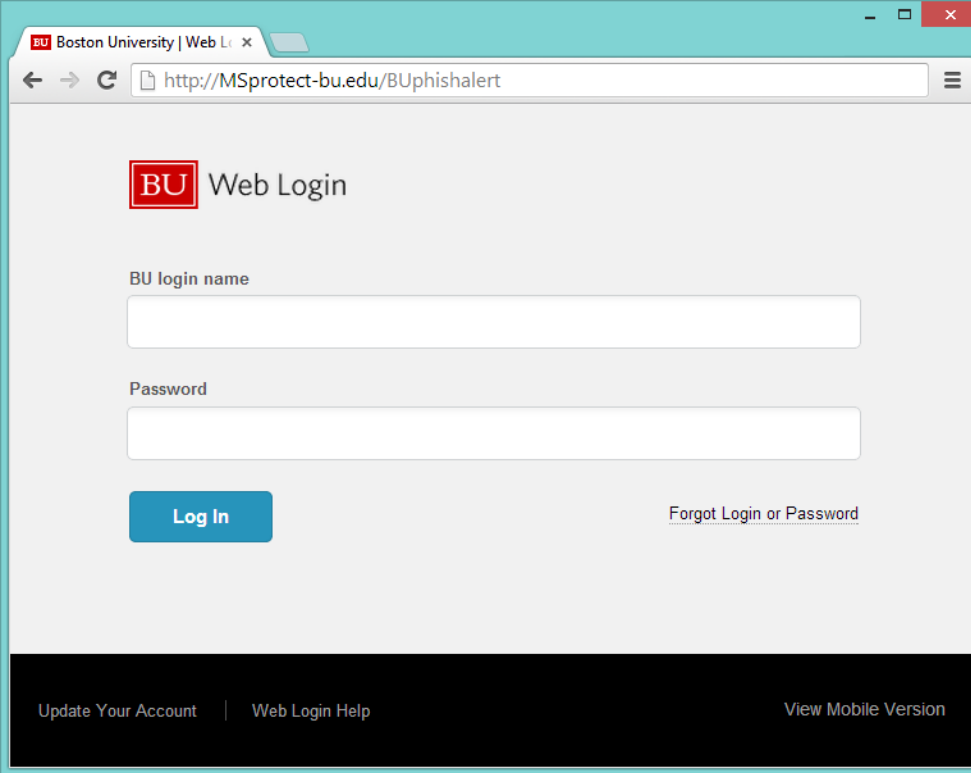
<http://netid-bu.edu/blockIP&malware>

2. Update your anti-malware software and scan your PC immediately

With these two steps taken, your account will be secured.

Serving you better,  
ITS and Database Security, Boston University

# Do You Know What is Wrong?

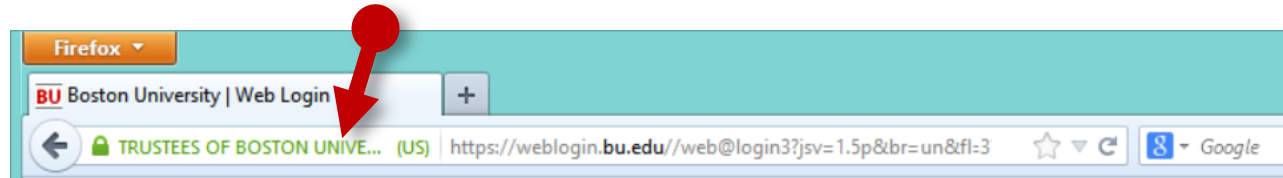


The screenshot shows a web browser window with the following elements:

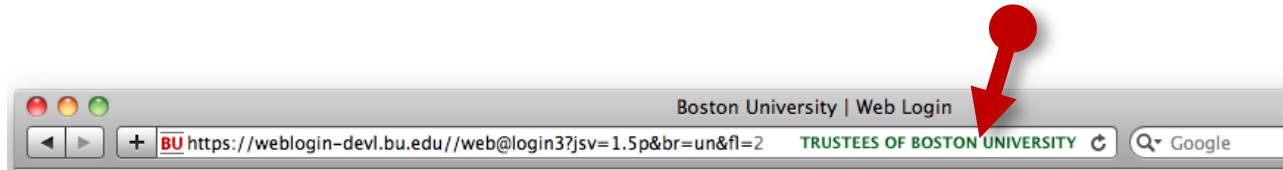
- Browser tab: BU Boston University | Web Login
- Address bar: <http://MSprotect-bu.edu/BUphishalert>
- Page title: BU Web Login
- Form fields:
  - BU login name:
  - Password:
- Buttons:
  - Log In
  - [Forgot Login or Password](#)
- Footer:
  - [Update Your Account](#)
  - [Web Login Help](#)
  - [View Mobile Version](#)

# What to Check

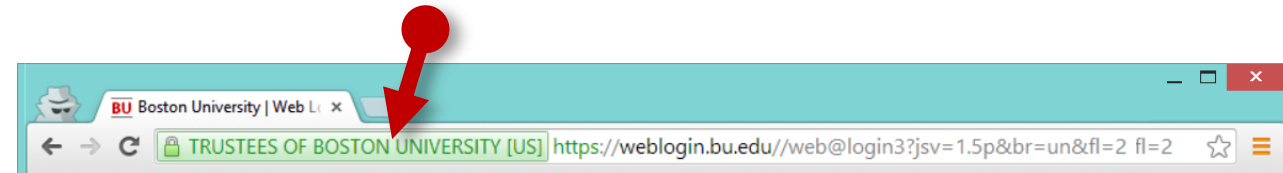
Firefox



Safari



Chrome



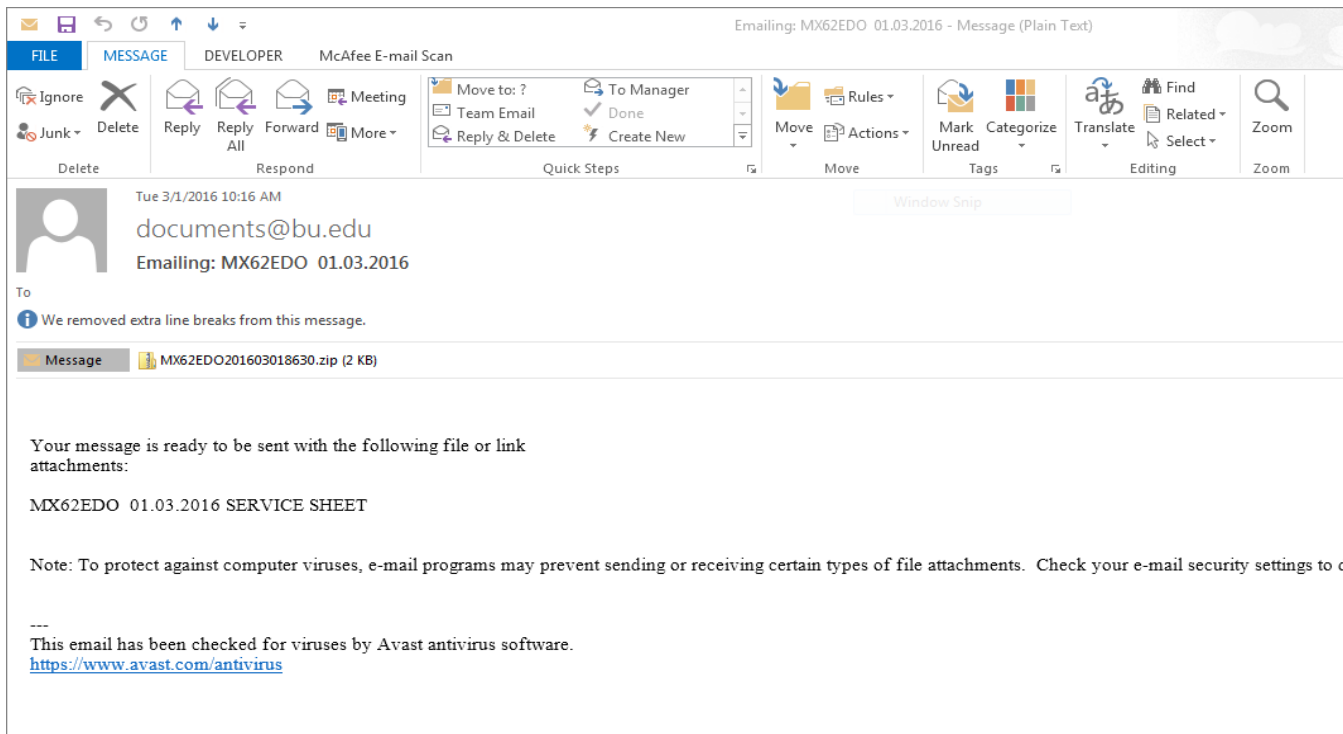
Internet Explorer



# What To Check in Emails

- Context
  - Did you expect this email?
- Sender
  - Do you know the sender?
  - Check the sender address
    - [name@bx.net](#) (most .net websites are not safe)
    - From: Bu.edu Administrator <[vinita17100@iiitnr.edu.in](mailto:vinita17100@iiitnr.edu.in)>
- Links
  - Hover over links to verify address matches writing
  - [How To Fight Phishing](#)

# Question Attachments



The screenshot shows an email client window titled "Emailing: MX62EDO 01.03.2016 - Message (Plain Text)". The interface includes a ribbon with tabs for FILE, MESSAGE, DEVELOPER, and McAfee E-mail Scan. The MESSAGE tab is active, displaying various action buttons such as Ignore, Delete, Reply, Reply All, Forward, Meeting, Move to?, To Manager, Done, Create New, Move, Actions, Mark Unread, Categorize, Translate, Find, Related, Select, and Zoom. The email content shows a message from documents@bu.edu, dated Tue 3/1/2016 10:16 AM. The message body contains the text: "Your message is ready to be sent with the following file or link attachments: MX62EDO 01.03.2016 SERVICE SHEET". A note at the bottom states: "Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to de...". A footer message reads: "This email has been checked for viruses by Avast antivirus software. <https://www.avast.com/antivirus>".

# Question Attachments

- Seemingly trustworthy attachments can contain malware
  - .doc or .docx (Word)
  - .pdf (Adobe Reader),
  - .zip, .exe, .js, .vbs, and more...
- Malware and ransomware can cause permanent file-loss
  - Keep all data in OneDrive/Y Drive or auto backup with Crashplan
  - Install McAfee on personal computers as well (free for BU faculty, staff, and students)

# Two-factor authentication keeps logins secure.



Frustrate the bad guys, not your users.



Find out more at:

[bu.edu/tech/duo](https://bu.edu/tech/duo)

## Duo is Enhanced Security for BU Works

It is designed to work with a variety of devices to keep the data you access in BU Works secure

**Optional enrollment now open**

# Best Practices

- Regularly change your BU password (every 3 or 4 months)
- Use the Duo two-factor VPN when off-campus
- Use a different password for your bank accounts and social media accounts
- Malware and ransomware can cause permanent file-loss
  - Keep all data in OneDrive/Y Drive or auto backup with Crashplan
  - Install McAfee on personal computers as well (free for BU faculty, staff, and students)