

MSU Extension

Work

Life

Guide



Brought to you by:

MSU WorkLife Office

479 West Circle Drive, Linton Hall, Suite 116/118
East Lansing, MI 48824

(517) 353-1635

worklife@msu.edu

<http://worklife.msu.edu>

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The MSU Extension WorkLife Guide was created specifically for employees of MSU Extension. All other MSU faculty and staff can refer to the “WorkLife Guide for MSU Faculty and Staff”.

INTRODUCTION

Michigan State University values the multiple roles and responsibilities each of us has in our professional and personal lives. Whether you are a faculty, academic staff, support staff, or administrator, your ability to navigate your work and personal lives compatibly will help you be a productive, satisfied, successful, and healthy member of the MSU community. This WorkLife Guide will help connect you to the breadth of resources available to you for your work and personal lives.

WorkLife Office

The MSU WorkLife Office (WLO) provides a one-stop destination for your lifespan and career/professional life questions. The staff of the office can help facilitate success in your many roles and can offer guidance in creating synergy between those responsibilities. The mission of the WorkLife Office is to partner with the community to create an inclusive, responsive work environment where all faculty, academic staff and support staff are respected and supported toward well-being in work and personal lives.

The office accomplishes this mission by offering guidance and education in five areas:

1. **Career Transitions:** Career transition concerns may include: parental leave; taking on a new role at MSU; advancing or changing careers; faculty tenure clock stoppage; among others. The WorkLife Office offers consultation and connects you to seminars and workshops to assist in these matters.

2. **Relocation & Community Connections:** If you are new to Michigan State, Michigan or the United States, the WorkLife Office can help connect you to community resources. Even if you aren't new to the area, we have plenty of ways to help you locate and access the resources you need.
3. **Family Care:** Resources include, but are not limited to: consultation to determine the best care for you and your family's needs; identifying emergency childcare; sharing best practices for eldercare.
4. **Workplace Assistance:** We offer guidance for talking with supervisors about flexible work arrangements, recommendations for resolving conflict in the workplace, and identifying MSU policies which may apply to your workplace setting, among others.
5. **Research:** We provide access to cutting-edge research about best practices for work-life synergy and develop research specific to MSU's community.

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<http://worklife.msu.edu>



MSU Extension Human Resources

The MSU Extension Human Resources office is committed to supporting all employees of Extension—in all of our county offices as well as at the MSU East Lansing campus. Our goal is to provide quality HR services that attract, develop, motivate, and retain a diverse workforce within a supportive work environment. We work towards this goal with an emphasis on customer service through consultation with our staff as well as communication with the MSU campus community. If you are unsure who to contact for a specific issue, we suggest you reach out via our general contact information either by email to msuehr@anr.msu.edu or by telephone at (517) 353-9108.

Finding Childcare

Great Start to Quality

Parents can go online to locate childcare in their community. Go to www.greatstarttoquality.org and click on “Parents: Searching for child care and preschool?” Create a login or login as a guest. You can search by the times, location and type of childcare you are seeking. You will receive names and phone numbers of licensed providers in your community.

Great Start to Quality

(877) 614-7328

www.greatstarttoquality.org

Choosing Childcare

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

Initial Phone Contact with Prospective Providers

Begin by calling those childcare providers who appear to meet the criteria for your



childcare needs. You may want to ask the following questions:

- How long have you been a childcare professional?
- What is the training background of

staff who will interact with my child?

- What days and hours can my child attend?
- What are your fees for caring for my child? Do you participate in any funding programs?
- What types of meals do you serve? Is the parent required to bring food?

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

Visiting Prospective Childcare Providers

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

Observe the environment:

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

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

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

Are the children supported in their play with other children? Conflicts will occur, children struggle to “share” and they’ll get frustrated with each other. These are normal parts of a program.

Effective adults will help children work things out by guiding, redirecting and negotiating conflicts. What is the adult to child ratio?

Are the philosophy, program, and discipline guidelines of the program consistent with your goals for your child? Is the interaction that you

CHILDCARE CONTINUED

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 discuss details. Specific areas you should be sure to cover are:

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

Criminal Background Checks

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

Include a self-addressed, stamped envelope

so that the file can be returned to you as soon as possible. The criminal background check will contain information on any crimes the person has been convicted of. However, you will not receive notice of any unsubstantiated accusations. It takes two weeks to process the request. If you have questions, contact the Freedom of Information Unit at (517) 241-1934. Mail your request to the following address:

**Request
CBC**
P.O. Box
30634
Lansing,
MI 48909-0634



Daycare Licensing & Grievances

If the provider is licensed, you may do a search through the Michigan Department of Human Services. To inquire about grievances and provider violations, call (517) 373-3598.

Child and Adult Licensing Complaints
Capitol View Building
201 Townsend Street
Lansing, MI 48913
1-866-856-0126
www.michigan.gov/mdhhs/

Handshake (formerly My Spartan Career)

To post an ad seeking a student to care for your child in your home, you may opt to post an online ad through Handshake. Contact the Career Services Network office to become registered and to have your ad posted, at no charge.

Career Services Network
556 East Circle Drive
Student Services Building, Suite 113
East Lansing, MI 48824
(517) 355-9510
<https://careernetwork.msu.edu/handshake>

CHILDCARE CONTINUED

Nanny Companies/Websites

Care.com

www.care.com/msu

AuPair Care

www.aupaircare.com

Toll free: 1-800-428-7247

Cultural Care Au Pair

www.culturalcare.com

Toll free: 1-800-333-6056

aupair@culturalcare.com



Care.com

Care.com is a one-stop shop for babysitters, nannies, senior/eldercare support, housekeepers and even pet sitters! The site allows you to view detailed profiles of their vetted providers and select by experience, hourly rate, availability and more.

If you have needs for care in other areas across the nation (For example, your elder mother lives in Florida, or you have a conference in Atlanta and you want to take the baby) you can find care anywhere!

You can also look for “College Caregivers.” If you want to have access to MSU students’ profiles, you can search the system by college. Enter this MSU portal www.care.com/msu and enroll using your MSU NET ID for free access to providers.

Breastfeeding Support

Michigan State University supports breastfeeding mothers. The MSU administration understands the benefits of breastfeeding and expects supervisors to

provide a supportive environment for mothers who choose to nurse their babies or express/pump their breast milk during the work day.

The WorkLife Office supports you and can provide breastfeeding information regarding: classes, pump loans or rentals, counseling and individual support, and discussions of flexible schedules. If you have questions on finding a private place to pump/express near your work site, and finding other breastfeeding mothers to connect with, contact the WorkLife Office or MSU Extension Human Resources. To be added to the MSU breastfeeding listserv, email the WorkLife Office at worklife@msu.edu with “Breastfeeding Listserv” in the subject line.

WorkLife Office

479 West Circle Drive

Linton Hall, Suite 116/118

East Lansing, MI 48824

(517) 353-1635

<http://worklife.msu.edu>

Adoption Support

The WorkLife Office supports parents who have adopted children either

domestically or internationally, as well as those who are considering adoption. The WorkLife Office has an e-mail listserv that parents can join to discuss issues and find support among others who have, or are considering, adoption. To be added to the MSU breastfeeding listserv, email the WorkLife Office at worklife@msu.edu with “Adoption Listserv” in the subject line. Parenting education classes that focus on adoption issues are also offered.



WorkLife Office

479 West Circle Drive

Linton Hall, Suite 116/118

East Lansing, MI 48824

(517) 353-1635

<http://worklife.msu.edu>

FAMILIES WITH SPECIAL NEEDS

Early Learning Institute

Serves children with Autism Spectrum Disorders and their families. The Early Learning Institute can provide answers to questions about services, resources and programs available for the diverse children with Autism Spectrum Disorders and their families.

Early Learning Institute

325 West Grand River Avenue
East Lansing, MI 48823
(517) 884-8494
<http://www.earlylearning.msu.edu>

Off-campus Children's Special Health Care Services

Secondary insurance 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.

Toll free: 1-800-359-3722

Resource Center for Persons with Disabilities (RCPD)

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

Resource Center for Persons with Disabilities

434 Farm Lane
Bessey Hall, Room 120
East Lansing, MI 48824
(517) 884-RCPD (7273)
TTY: (517) 355-1293
www.rcpd.msu.edu

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.

Michigan Department of Community Mental Health

Capitol View Building
201 Townsend Street
Lansing, MI 48913
(517) 373-3740
<http://www.michigan.gov/mdhhs>

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.

Early On® Michigan

240 South Bridge Street,
Suite 250
Dewitt, MI 48820
Toll free: 1-800-327-5966
www.1800earlyon.org

Michigan Family to Family Health Information Center

Works to ensure that all Michigan families of children or youth with any kind of disability or special health care need are empowered with the knowledge and assistance they require to make informed decisions that support their children or youth's health and development, through advocating the value and power of partnerships between families, healthcare professionals, and the community-at-large.

Michigan Family to Family Health Information Center

2436 Woodlake Circle
Okemos, MI 48864
(517) 324-7396
<http://f2fmichigan.org>



ELDERCARE

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

This responsibility can be very stressful. As an MSU administrator, faculty/academic or staff member, balancing these roles can be overwhelming. The WorkLife Office offers support, whether your loved one is in Michigan or in another state. The WorkLife Office can consult with you, listen to your concerns regarding your situation, and discuss the options you may want to consider.



Elder issues are varied. You may be worried about them being home alone, or paying for health care services. You

may be ready to plan a move into a residential facility or have legal questions. You may be concerned about the care they are receiving by a community agency, or you may have questions about Medicare/Medicaid. Regardless of their situation, the WorkLife Office can refer you to resources, locally or long distance.

WorkLife Office

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Linton Hall, Suite 116/118
East Lansing, MI 48824
(517) 353-1635
<http://www.worklife.msu.edu>

Tri-County Office on Aging

The Tri-County Office on Aging provides free referrals for eldercare providers and information on a variety of eldercare issues. The office serves Eaton, Clinton and Ingham counties and the Cities of East Lansing and Lansing. They can provide information and

resources that will best serve you and your elder.

Tri-County Office on Aging

5303 S. Cedar Street, Building 1
Lansing, MI 48911
(517) 887-1440
www.tcoa.org



Eldercare Locator

The eldercare locator is a public service of the U.S. Administration on Aging that connects you to services for older adults and their families. The service also provides information about advanced care planning and other resources for older adults, caregivers and professionals.

Eldercare Locator

(800) 677-1116
www.eldercare.gov



DIVERSITY & INCLUSION



Office for Inclusion and Intercultural Initiatives

The Office for Inclusion and Intercultural Initiatives (I3) 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 faculty, staff, students, and visitors that fosters full participation and cultivates excellence through inclusion, diversity, institutional equity, and intercultural understanding. I3 monitors MSU's compliance with state and federal laws and encourages best practices available to promote a culture of inclusion.

Office for Inclusion & Intercultural Initiatives

426 Auditorium Road
Administration Building, Room 444
East Lansing, MI 48824
(517) 353-3924
www.inclusion.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. The goal of the Center is to collect and provide information about aspects of learning, living and working at MSU that are pertinent to the LBGT community. The Center provides information and great resources to support LBGT individuals and families.

Lesbian, Bisexual, Gay, and Transgender Resource Center

556 East Circle Drive
Student Services Building, Room 302
East Lansing, MI 48824
(517) 353-9520
<http://lbgtrc.msu.edu/>

Campus Connections

The WorkLife Office manages a page called "Campus Connections," which lists several different MSU organizations and academic centers/departments. If you are seeking information about a specific population or way to become involved, this is a great place to start.

WorkLife Office

479 West Circle Drive
Linton Hall, Suite 116/118
East Lansing, MI 48824
(517) 353-1635
<http://www.worklife.msu.edu/relocation-community/campus-connections>

Office of Institutional Equity

The Office of Institutional Equity (OIE) reviews concerns related to discrimination and harassment based on sex, gender, gender identity, race, national origin, religion, disability status, and any other protected categories under the University Anti-Discrimination Policy and Policy on Relationship Violence and Sexual Misconduct.

Office of Institutional Equity

408 West Circle Drive
4 Olds Hall
East Lansing, MI 48824
(517) 353-3922
<http://www.oie.msu.edu>



PROFESSIONAL DEVELOPMENT

Professional Development Services (non-academic staff)

Professional Development Services (PDS) provides non-credit training and development opportunities for non-academic support staff in areas such as: written and verbal communication, customer service and conflict management, MSU business practices, and leadership. PDS course offerings are updated online each semester (www.professionaldevelopment.hr.msu.edu), in an online catalog developed in conjunction with IT Services (www.spartanslearn.msu.edu), and in EBS under Training Opportunities. Log in to EBS to register for all programs. ElevateU is also available for professional development opportunities offered via e-learning resources and courses.

Educational Assistance

Educational Assistance is part of the benefit package provided by MSU to all regular, full-time, part-time, or flex-appointment MSU support employees and academic specialists. It provides financial assistance for the professional development of employees 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.

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

Course Fee Courtesy (all employees)

The Course Fee Courtesy benefit provides financial assistance for the educational development of an employee's legal spouse and/or legal dependent children. Eligibility requirements for the Course Fee Courtesy vary based on the employee's classification.

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

Deadlines for CFC enrollment:

Fall Semester.....June 1

Spring Semester..... October 1
Summer Semester..... March 1

For more information regarding both benefits:

Human Resources

1407 South Harrison Road
Nisbet Building, Suite 110
East Lansing, MI 48823
(517) 353-4434
www.hr.msu.edu



Financial Aid Office

556 East Circle Drive
Student Services, Suite 252
East Lansing, MI 48824
(517) 353-5940
www.finaid.msu.edu

Technology Training (all employees)

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

IT Services

(517) 884-3000
<http://tech.msu.edu/training>

Academic Advancement Network (academic employees)

The Academic Advancement Network (AAN) supports MSU faculty, academic staff and administrators in their ongoing quest for excellence in teaching, research, outreach, and leadership. Many of the services, resources and programs can be accessed virtually.

Academic Advancement Network

426 Auditorium Road
Administration Building, Suite 308
East Lansing, MI 48824
(517) 432-1185
www.aan.msu.edu

HEALTH

Physical Health

Health4U

The Health4U Program encourages faculty, academic staff, support staff, graduate student employees, retirees and the spouses/partners of members of these groups to “redefine” the way “yoU” think about health!

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

To experience the benefits of Health4U, you can participate in any of the classes, seminars, and groups offered in each of the following focus areas (Emotional Wellness, Food and Nutrition, Health Consumerism, Movement and Fitness, Alcohol, Nicotine and Drug Information), most of which are offered at no cost. Many of these services and programs are also offered virtually. There are multiple options for involvement:

- Take a health promotion class where you will learn about healthy lifestyle behaviors and how to make health-smart choices in your everyday life
- In-depth multi-session seminars such as “Healthy Eating: Finding the Balance Within,” “Boosting your Psychological Immune System,” “Finding Reliable Information Online”
- Register for an online program to stay informed about the latest news on health topics or to track your health behavior change process
- Participate in “Breathe Easy,” MSU’s Nicotine Cessation Program
- Set a healthy lifestyle goal and receive expert help to create and carry out a personal plan for success by making an appointment with the Health4U Coaching Service
- Encourage work colleagues to explore a healthy lifestyle philosophy by scheduling the Health4U team to assist with departmental based training and development

Health4U

479 West Circle Drive
Linton Hall, Suite 110
East Lansing, MI 48824
(517) 353-2596
www.health4u.msu.edu

Ergonomics

Ergonomics is the study of how we work. By studying work methods used by individuals, the design and function of tools and objects that are used by the



worker can be improved. 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.

If you have questions about ergonomics, contact MSU Extension HR and/or a specialist from Physical Therapy & Orthopedics at MSU.

Physical Therapy & Orthopedics

463 East Circle Drive
Olin Health Center, Room B-35
East Lansing, MI 48824
(517) 353-5008
http://www.olin.msu.edu/services/pt_ortho.htm

Flexible Work Arrangements

Flexible work arrangements can be a useful method to maintain unit service while supporting employees’ personal needs. At MSU arrangements can be made between employees and supervisors to allow non traditional schedules to complete employment duties. For consultation, call the WorkLife Office at (517) 353-1635, or visit the flexible work arrangement website, <http://www.worklife.msu.edu/workplace-assistance/flexible-work>. For details about creating specific arrangements, contact MSU Extension HR at (517) 353-9108.

HEALTH CONTINUED

Mental Health

Employee Assistance Program (EAP)

The MSU Employee Assistance Program benefit includes one to six confidential counseling sessions per year. The service includes assessment, short-term counseling, and referral for issues that require ongoing care. Service is provided free of charge to all MSU faculty, academic staff and support staff, graduate student employees, and retirees, regardless of the role in which a person serves the university, and is therefore equally available to administrative, academic and support staff. In addition, all services are available to the immediate family members (spouses, children, Other Eligible Individuals (OEIs)), of those groups.



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 (toll-free) 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 and loss; addressing a wide range of addictions (alcohol, eating, smoking, gambling, sex, and others); stress reduction coaching; depression, anxiety; financial trouble.

The staff of the EAP are clinically trained counselors who are committed to providing emotional assistance in response to challenging life circumstances. The EAP also works in collaboration with the other on-campus resource providers.

Employee Assistance Program
479 West Circle Drive

Linton Hall, Suite 110
East Lansing, MI 48824
(517) 355-4506
<http://eap.msu.edu>

Psychiatry Clinic

Services at the Psychiatry Clinic 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

909 Fee Road
West Fee Hall, Room B119
East Lansing, MI 48824
(517) 353-3070
www.psychiatry.msu.edu

MSU 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.

MSU Psychological Clinic

316 Physics Road
Psychology Building
East Lansing, MI 48825
(517) 355-9564
<http://psychology.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,

HEALTH CONTINUED

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 for 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

(517) 355-1100

www.safeplace.msu.edu

noabuse@msu.edu

MSU Office of Institutional Equity (OIE)

The Office of Institutional Equity reviews concerns related to discrimination and harassment based on sex, gender, gender identity, race, national origin, religion, disability status and any other protected categories under the University Anti-Discrimination Policy and Policy on Relationship Violence and Sexual Misconduct. OIE accepts calls, emails, and walk-in reports regarding any matters related to discrimination, harassment, sexual misconduct, relationship violence, and stalking. OIE staff can help you file a report, investigate your report, and connect you with resources.

MSU Office of Institutional Equity

408 West Circle Drive

Olds Hall, Room 4

East Lansing, MI 48824

(517) 353-3922

<http://oie.msu.edu>

National Suicide Prevention Lifeline

The National Suicide Prevention Lifeline is a 24-hour, toll-free, confidential suicide

prevention hotline available to anyone in suicidal crisis or emotional distress. By calling 1-800-273-TALK (8255), you'll be connected to a skilled, trained counselor at a crisis center in your area anytime, 24/7.

National Suicide Prevention Lifeline

1-800-273-8255

<http://www.suicidepreventionlifeline.org/>

EVE, Inc.

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

EVE, Inc.

(517) 372-5572

www.eveinc.org

The Firecracker Foundation

The Firecracker Foundation provides child survivors of sexual trauma and their families with high quality, consistent holistic healing services like individual mental health therapy, trauma sensitive yoga therapy, and caretaker support groups.

The Firecracker Foundation

1146 South Washington Avenue, Suite D
Lansing, MI 48910

(517) 242-5467

<http://thefirecrackerfoundation.org/>

Flexible Spending Accounts

Dependent Care Spending Account (DCSA)

DCSA is a benefit to help you meet your dependent care expenses. It enables you to save money by paying for dependent care expenses with pre-tax dollars. A designated

HEALTH CONTINUED

amount of money is set aside from your paycheck. This money is deducted from your pay before federal, state, city and social security taxes. To use the DCSA, you pay for your actual expenses out-of-pocket and then request reimbursement for these expenses from your account. Reimbursements are made via direct deposit or by check and are non-taxable.

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

Health Care Spending Account



The Health Care Spending Account (HCSA) program is a cost-effective way to pay for medical and dental plan deductibles/copayments, eyeglasses, contact lenses, orthodontics and other health

-related expenses that aren't covered by insurance. The annual maximum reimbursement for the HCSA is \$2,500 (as of 2016) per eligible employee and a maximum of \$5,000 per household with two eligible MSU employees. 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.

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

Family Medical Leave Act

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

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

On October 28, 2009, the 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.

MSU Human Resources

Last name starting with letters A-L, call
(517) 884-0188

Last name starting with letters M-Z, call
(517) 884-3652

www.hr.msu.edu

Staff Leave Time

Sick Leave

Regular support staff are eligible to accrue paid time off for illness. Employees who are

HEALTH CONTINUED

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

Family Sick Leave

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



Personal Leave

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

MSU Extension Human Resources (for MSU Extension employees)
msuehr@anr.msu.edu
(517) 353-9108
www.msue.anr.msu.edu

Faculty Leave Time

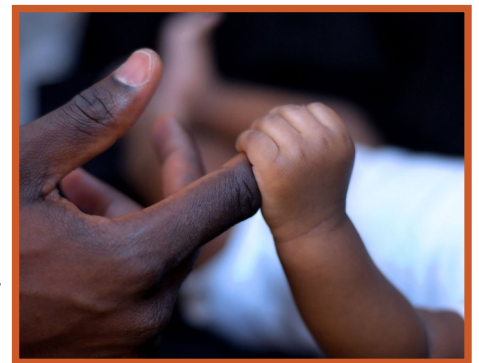
Short-Term Disability Medical Leave

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

Parental Leave

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

In situations where the University employs both parents of a newborn/adopted child as faculty/academic staff, each parent can receive a maximum of six weeks of paid parental leave under this policy. Additional unpaid leave may be available for the birth of a child or the placement of a child for adoption or foster care in accordance with the Family Medical Leave Policy and/or the policy regarding Leaves of Absence Without Pay for faculty and academic staff.



MSU Extension Human Resources (for MSU Extension employees)
msuehr@anr.msu.edu
(517) 353-9108
www.msue.anr.msu.edu

MSU & REGIONAL SERVICES

Commuting

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.

Clean Commute Options

(517) 393-7433

www.cata.org

cleancommute@cata.org

Michigan Rideshare

Local Rideshare Offices (LRO) help commuters find vacancies in existing vanpools,



or match people who are interested in forming a new carpool or vanpool group. For more information

on MichiVan Commuter Vanpools, please call 1-800-VAN-RIDE or visit their website at:

www.michivan.com

Legal Services

Chance at Childhood Clinic

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

Chance at Childhood Clinic

610 Abbott Road

East Lansing, MI 48823

(517) 336-8088

www.chanceatchildhood.msu.edu

Faculty Grievance Office

The Faculty Grievance Office (FGO) responds to inquiries from MSU faculty, academic staff and administrators concerning alleged violations of MSU policies and practices. The FGO attempts to informally resolve grievances between faculty, academic staff, and their administrators; schedules and conducts formal grievance hearings when necessary; works with the General Counsel and Provost offices and the University Committee on Faculty Affairs to help resolve disputes and to review and recommend changes in MSU Human Resources policies, including the Faculty Grievance Policy, when appropriate; and carries out other administrative duties connected with provisions of the MSU *Faculty Grievance Policy*.

MSU Faculty Grievance Office

Owen Graduate Hall, Room W38

East Lansing, MI 48825-1109

(517) 353-8884

<https://fgo.msu.edu/>

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. The Clinic serves Michigan residents.

MSU College of Law Housing Law Clinic

610 Abbot Road East Lansing, MI 48823

(517) 336-8088, ext. 2

www.law.msu.edu/clinics/rhc

MSU & REGIONAL SERVICES CONTINUED

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 Internal Revenue Service (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 Abbot Road
East Lansing, MI 48823
(517) 336-8088, ext. 4
www.law.msu.edu/clinics/tax

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. General civil legal services are provided to low-income and senior citizens in Barry, Branch, Calhoun, Clinton, Eaton, Hillsdale, Ingham, Jackson, Lenawee, Livingston, Monroe, Shiawassee, and Washtenaw counties. Additionally, services are provided to senior citizens in St. Joseph county.

Legal Services of South Central Michigan

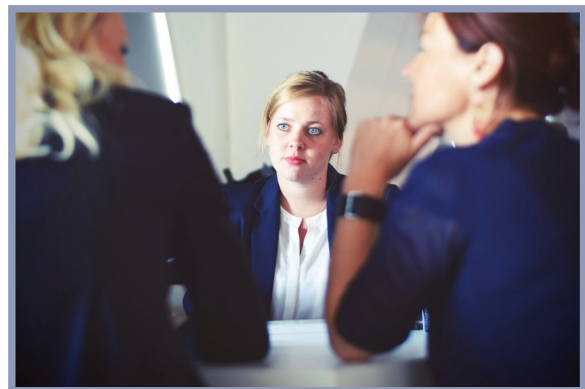
3490 Belle Chase Way, #50
Lansing, MI 48911
(517) 394-3121
Toll free: 1-888-783-8190
www.lsscm.org

Resolution Services Center of Central Michigan

This 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

516 South Creyts, Suite A
Lansing, MI 48917
(517) 485-2274
www.rscmm.org



Public Services

There are a variety of assistance programs available if you are struggling to provide for your family. Please contact the WorkLife Office to discuss your individual needs and to help identify 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 WorkLife Office 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 2-1-1, callers are connected with a call specialist who can discuss the caller's needs and provide the information and/or agencies to contact for assistance. Referrals include rent and utility assistance, parenting resources, shelter, food pantries, housing, transportation, health care,

MSU & REGIONAL SERVICES CONTINUED

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 2-1-1 or 1-866-561-2500
(toll-free for cell phone users)
www.centalmichigan211.org

MSU Federal Credit Union

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



MSU Federal Credit Union
523 East Grand River Avenue
East Lansing, MI 48823
Toll free: 1-800-MSU-4YOU
(1-800-678-4968)
www.msufcu.org

Greenpath Debt Solutions

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

Greenpath Debt Solutions
271 Woodland Pass, Suite 125
East Lansing, MI 48823
(517) 321-5836
www.greenpath.com

Lansing Financial Empowerment Center

The Lansing Financial Empowerment Center offers free one-on-one financial counseling, in partnership with the City of Lansing, Capital Area Community Services, and Cristo Rey Community Center. Trained, professional

financial counselors will meet with you to learn about your specific financial situation. Financial counselors can help you create a budget, improve your credit score, pay down your debt, access safe and affordable bank accounts, and save money for the future. The Center serves everyone, but clients must be able to meet in-person at least once—all other meetings can be conducted virtually or over the phone.

Lansing Financial Empowerment Center
(517) 483-4550
www.lansingmi.gov/FEC

Activities

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, websites, and more.



Spartan Youth Website
www.spartanyouth.msu.edu



WorkLife Office
MICHIGAN STATE UNIVERSITY

MSU WorkLife Office

Michigan State University
479 West Circle Drive, Linton Hall, Suite 116/118
East Lansing, MI 48824

(517) 353-1635
worklife@msu.edu
<http://worklife.msu.edu>

Michigan State University is an affirmative-action, equal opportunity employer.