



BENEFITS SUMMARY

Administrative and Professional Staff

Mission-Driven

Harvard University is a center of intellectual activity, research, knowledge creation, learning, and teaching. In this environment, results matter and creativity flourishes. For many people, the most compelling aspect of working at Harvard is the sense of mission that permeates every organization on campus.

Culture and Community

Harvard's people are united by a culture dedicated to excellence, and more diverse in age, race, ethnicity, nationality, experience and outlook than you would be likely to find almost anywhere else. It is the people – our faculty, staff, and students – who make working at Harvard richly satisfying.

Plus, the University's world-renowned cultural resources and beautiful, historic campus offer a vibrant and exciting work environment.

Career Growth

A career at Harvard can be linear or less traditional. While everyone who comes to work at Harvard has their own motivations, most would tell you it has to do with the opportunity to grow and excel. Harvard today is focused on helping its employees become “future-ready” – technologically literate, open to a global perspective, and ready to support and advance the University's evolving mission.

Benefits and Support

The breadth and depth of Harvard's benefits offerings set the University apart. Harvard offers a wide range of benefits and perks that invite comparison with the best employers in the Boston area, and with academic institutions anywhere.

The University provides superior medical and dental coverage for you and your family, best in class University-funded retirement plans, generous time off, a Tuition Assistance Plan, and much more.

Our comprehensive benefits reflect an institution built around people, with a deep respect for their differences and needs. For instance, Harvard extended benefits to qualified domestic partners long before the practice became commonplace in the region.

Harvard provides resources to help you balance work and life and encourages healthy living. Your Harvard ID provides access to Harvard's athletic facilities, world-class libraries and museums, as well as discounts to recreational and cultural activities in the Cambridge/Boston area.

We appreciate your interest in the University, and invite you to take a look at the benefits of working at Harvard.

OVERVIEW FOR ADMINISTRATIVE AND PROFESSIONAL STAFF

This overview has been designed to acquaint you with the wide range of benefits and services available to eligible Harvard University administrative, professional and non-bargaining unit support staff members.

Who is Eligible? In most cases, eligibility for University benefits is available to those working at least 17.5 hours per week or being paid at an annual rate of at least \$15,000.

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| Health and Dental Insurance | <p>Quality and affordability are the hallmarks of Harvard's comprehensive medical and dental insurance.</p> <p>Several of our health providers are ranked in the top 5 nationwide and offer extensive networks including the region's award-winning hospitals.</p> <p>More than 96% of Massachusetts dentists participate in our program providing full coverage for preventive care and substantial coverage for other dental services both in and out-of-network.</p> | <p>Medical:</p> <ul style="list-style-type: none"> •3 HMO Options •3 POS Options •1 PPO Option (Out-of-state Only) <p>Dental:</p> <ul style="list-style-type: none"> •Delta Dental Preferred Option Plus |
| Copayment Reimbursement | <p>Harvard mitigates the financial impact of illness or even routine medical care with our unique Copayment Reimbursement Program. Based on eligibility, full reimbursement for copayments can be received for in-network office visits and prescription drugs.</p> | <p>Copayments for in-network office visits and prescriptions exceeding an annual threshold may qualify, with no ceiling on how much may be reimbursed.</p> |
| Short-Term Disability (STD) and Long-Term Disability (LTD) | <p>Harvard provides Short-Term Disability (STD) and Long-Term Disability (LTD) coverage to provide partial income replacement for employees facing a disability due to illness or accident before reaching retirement. Our STD program—fully funded by Harvard—provides a substantial percentage of base pay.</p> <p>The optional contributory LTD program provides 60% of pre-disability salary when combined with Social Security or Workers' Compensation. Your participation in medical, dental and life insurance coverage through Harvard continues, and you continue to accrue service and receive pension contributions based on your salary at the time you became disabled.</p> | <p>STD: Up to 6 months of paid leave at 75-100% of pay, including up to 8 weeks for maternity leave. Coverage is provided by Harvard at no cost.</p> <p>LTD: This optional, contributory program provides partial income replacement and benefits continuation if one is unable to work for longer than 6 months due to a disability.</p> |
| Life Insurance | <p>Harvard offers life insurance programs to help your beneficiaries pay expenses if you die or become terminally ill, including basic and contributory life insurance, a pre-death life insurance benefit and business travel insurance.</p> | <p>Harvard pays the full cost of basic life insurance. Additional coverage may be purchased at favorable rates and is available for up to 5x annual salary.</p> |
| Long-Term Care Insurance | <p>With the high cost of nursing home care, Long-Term Care Insurance can help you and your family protect your financial assets and preserve a wide range of care possibilities. This coverage helps you pay for the cost of a nursing home stay or at-home nursing care, should you or insured members of your family become unable to perform basic daily activities of living due to a chronic illness or disability.</p> | <p>Coverage under this plan is optional. You and your spouse—and other members of your family—may obtain coverage at any time. If you enroll within 60 days of first becoming eligible for coverage, you are guaranteed acceptance into the plan.</p> |
| Work/Life Balance | <p>Harvard has long recognized the importance of having a healthy balance between work, family life, personal development, and academic pursuits. Our efforts have been nationally recognized with awards from <i>Working Mother</i> magazine and the <i>Boston Business Journal</i>.</p> <p>Time Off Harvard's generous time-off policy—including paid vacation, sick time, holidays and paid time off for new parents—combined with a number of unpaid leave opportunities is designed to help you manage work and personal responsibilities.</p> <p>Child Care When you come to work each day, you don't stop being a parent. Harvard offers an array of resources to make the balancing act easier. In 2007, Harvard provided over \$2 million in child care scholarships to eligible employees.</p> <p>Elder Care Caring for elders is an increasingly common challenge requiring many financial and emotional resources. Harvard offers support through our Employee Assistance Program (EAP), which makes in-home care available for elderly relatives on an emergency/back-up basis at a subsidized rate, and a Flexible Spending Account (FSA) to help defray the costs of caring for a dependent elder.</p> <p>Employee Assistance Program (EAP) Harvard's EAP offers a helping hand by offering free and confidential help with personal, family, and work-related problems. Staff and their household members can receive consultation and referrals for mental health problems, work stress, legal and financial questions, family issues, and assistance with referrals for elder care, child care and adoption. Counseling is provided in over a dozen different languages.</p> | <p>Paid Time Off</p> <ul style="list-style-type: none"> •20 days of vacation per year plus Winter Recess •12 sick days, which can be used for dependent care •11.5 paid holidays, and 3 personal days •4 weeks paid leave for new parents who are primary caregivers, and 1 week for non-primary •Jury duty and bereavement leave <p>Unpaid Family and Medical Leave</p> <ul style="list-style-type: none"> •Job-protected family leave of up to 12 weeks for birth, adoptive or foster parents •Medical leave of up to 12 weeks •Extended parental leave of up to one year •Personal or career development leave •Military or government service leave <p>Child Care</p> <ul style="list-style-type: none"> •Six on-campus Harvard-affiliated centers •Child Care Scholarship program •Financial assistance and programs for planned or emergency back up childcare. •Flexible Spending Account <p>Elder Care</p> <ul style="list-style-type: none"> •Elder care resource and referral service •Emergency/back-up in-home care <p>Employee Assistance Program (EAP)</p> <ul style="list-style-type: none"> •Free and confidential services available 24/7. <p>Harvard Adoption Assistance Program</p> <ul style="list-style-type: none"> •Up to \$5000 for related expenses. |

Who is Covered? Family coverage for health and dental benefits is also available for your spouse, your qualified same-sex domestic partner, and unmarried dependent children by birth, legal adoption or legal guardianship. Upon hire, more detailed information on benefits and eligibility is provided.

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| <p>Flexible Spending Accounts (FSAs)</p> | <p>Flexible Spending Accounts (FSAs) offer significant tax savings by allowing you to set aside money on a pre-tax basis for eligible medical/dental and dependent care expenses.</p> <p>Medical/Dental FSA: Eligible expenses can include co-payments for office visits and prescriptions, glasses, and deductibles related to out-of-network coverage.</p> <p>Dependent Care FSA: This type of FSA helps manage predictable expenses associated with the care of a dependent child or adult so that you (and your spouse) may work, attend school, or seek employment.</p> | <p>Medical/Dental FSA Set aside up to \$5,000/year on a pre-tax basis to pay for out-of-pocket medical expenses.</p> <p>Dependent Care FSA Set aside up to \$5,000 per year on a pre-tax basis to pay for eligible expenses associated with the care of a dependent child or adult.</p> |
| <p>Retirement Planning and Benefits</p> | <p>Harvard offers a range of opportunities to plan for retirement, and provides generous benefits to help build long-term savings and a source of income after you retire from the University.</p> <p>Defined Contribution Pension Plan Each month, the University contributes a percentage of salary. Plus, the full cost of the Pension Plan is paid by Harvard.</p> <ul style="list-style-type: none"> • For those under age 40, the University contributes 5% of salary below the Social Security wage base, and 10% of earnings for those above the Social Security wage base. • For those age 40 and over, the University contributes 10% of salary below the Social Security wage base. For earnings above the Social Security wage base, the contribution is 15% of earnings. <p>Tax-Deferred Account (TDA) Program You can supplement your Harvard pension savings by contributing a portion of salary to a TDA on a pre-tax basis. You will pay no federal or state taxes until you withdraw your funds.</p> <p>Post-Retirement Health Benefits Eligible retirees under the age of 65 have access to the same Harvard health plans at the same cost as those offered to active employees. For age 65+, Harvard provides a choice of plans to supplement Medicare, and contributes to the plan based on length of employment.</p> | <p>Defined Contribution Plan Harvard contributes up to 15% of pay monthly, and employees are fully vested after 3 years.</p> <p>Tax-Deferred Account (TDA) Program Harvard offers a choice of over 250 investment funds for tax-deferred, voluntary retirement savings.</p> <p>Post-Retirement Health Benefits Harvard provides contributions after retirement to help defray costs (based on length of service).</p> <p>Educational Retirement Seminars Seminars offered on numerous topics at no cost.</p> |
| <p>Learning and Career Development</p> | <p>It's what you'd expect from Harvard where education is at the heart of the experience — wide-ranging opportunities and tuition assistance. Harvard is a great place to learn and grow.</p> <p>Tuition Assistance Program (TAP) The University grants subsidies for undergraduate and graduate-level courses taken at Harvard and other institutions. It is a great way to enhance career skills or pursue a personal or academic goal at low cost.</p> <p>Center for Workplace Development (CWD) CWD offers a wide range of courses and workshops designed to help employees grow in their current positions and prepare for the future. These include professional, managerial, career development and computer courses — including hundreds of web-based offerings.</p> | <p>Tuition Assistance Program (TAP) Obtain a bachelor's or master's degree at Harvard Extension School for as little as \$40 per course or take advantage of generous subsidies provided for courses at other academic institutions.</p> <p>Center for Workplace Development (CWD) Stay on course with a wide range of leadership, professional, career or skills offerings.</p> |
| <p>Transportation</p> | <p>Harvard can help with your commute. The University provides a variety of programs to make it easier to get between home and work. Discounts are offered on public transit passes, parking at Harvard, and auto insurance.</p> | <p>Up to 50% discount on public transit passes. Car pool matching services are offered for new employees. On campus motorist assistance.</p> |
| <p>Athletics and Recreation</p> | <p>Harvard Athletics offers convenient and affordable fitness and recreational opportunities including access to state-of-the-art gyms, pools, tennis and other facilities, and classes such as aerobics, karate, yoga, and spinning. (Fitness benefits vary at HMS/HSDM, HSPH, and HBS.)</p> | <p>The cost for an annual recreation membership to on-campus gyms and pool is nominal at \$24 for an individual, or \$120 for a family.</p> |
| <p>Your Harvard ID</p> | <p>Purchasing a home? Just getting out on Sunday afternoon with kids? A Harvard ID is your ticket. Below are a few of the examples of what you can do with a Harvard ID.</p> <ul style="list-style-type: none"> • An employee and a guest can visit any of Harvard's 10 museums, with collections ranging from 20th-century art to glass flowers to historical scientific instruments. • Employees can locate housing with a Harvard ID through the Harvard Housing Office's listings of homes for rent and sale, or find assistance with home mortgage financing through our preferred vendor program. • Access discounts at Outings & Innings (O&I), Harvard's window to culture and recreation in the greater Boston area and find information on countless other discounts the University has negotiated with local vendors. Online ticket ordering is available on O&I's web site. | <p>Your Harvard ID provides:</p> <ul style="list-style-type: none"> • Free admission to world-renowned museums and libraries. • The benefits of mortgage and other financial services through the Harvard University Credit Union. • Access to cultural and leisure activities including discounts on theatre, dance, travel, and other personal services. |

In addition to the benefits information highlighted on pages 2 and 3, you may find the resources listed below helpful.

More information can be found online at Employment@Harvard (employment.harvard.edu), the Harvard home page (www.harvard.edu), and the Harvard University Gazette (www.news.harvard.edu/gazette). Once employed, you will have access to the Harvard intranet for employees (www.harvie.harvard.edu).

ADDITIONAL RESOURCES

Harvard University Benefits Services Group

1350 Massachusetts Avenue
Holyoke Center
Cambridge, MA 02138
Email: benefits@harvard.edu
Phone: 617-496-4001

Housing

Harvard Real Estate Services

Offers home buying services and assistance in finding roommates, Harvard housing, and apartments for rent.
Phone: 617-495-3377 or 800-252-5020
<http://www.hres.harvard.edu/rre.htm>

Child Care and Elder Care

Office of Work/Life Resources

Phone: 617-495-4100

Office of Work and Family

(Longwood Medical Area only)
Phone: 617-432-1615

Referrals to Harvard-affiliated child care centers, information on child care scholarships, and discounts on emergency day care for children and elders.
<http://www.childcare.harvard.edu>

Employee Assistance Program

Referrals to non-Harvard-affiliated child care centers as well as confidential referrals for mental health, substance abuse, stress management and more.
Phone: 877-EAP-HARV

Transportation and Parking

Commuter Choice Program

Information on the discounted MBTA pass program, carpools, the Harvard campus shuttle, parking and other commuting options.
Phone: 617-384-RIDE (7433)
Email: commuterchoice@harvard.edu

Harvard University Health Services

On-site care for members of HUGHP (Harvard University Group Health Plan), emergency care for non-members, and the Center for Wellness.
Phone: 617-495-2008
<http://huhs.harvard.edu>

Education and Training

Center for Workplace Development (CWD)

Courses, seminars, and consulting are all part of the services CWD offers. Professional and leadership development, computer classes, career development, training on Harvard financial/human resource systems, and Bridge to Learning & Literacy programs are also offered.
Phone: 617-495-4895

Discounts

Outings & Innings

Discounts for movies, performing arts, sporting events, museums, shopping, services, regional attractions, travel and more.
Phone: 617-495-2828

Recreation

Harvard Athletics and Recreation

Exercise, dance, swimming, fitness classes and other recreational opportunities for free or at low cost with athletic facility membership.
Phone: 617-495-3454
<http://www.gocrimson.com>

Fitcorp Wellness Benefit

HMS/HSDM employees who have joined Fitcorp may use any Fitcorp facility.
Phone: Longwood Fitcorp/617-738-9229

Computers

Technology Services

Phone: 617-495-3377
http://www.uis.harvard.edu/technology_services

Libraries

Information on how to access Harvard's system of ninety libraries.
Phone: 617-495-4166
<http://lib.harvard.edu>

Museums and Educational Programs

Free admission for Harvard employees plus one guest; includes tours and educational programs for children.

Harvard University Art Museums

Phone: 617-495-9400
<http://www.artmuseums.harvard.edu>

Harvard University Museum of Natural History

Phone: 617-495-3045
<http://www.hmnh.harvard.edu>

The Fogg Art Museum

Phone: 617-495-9400
<http://www.artmuseums.harvard.edu/fogg/>

The Semitic Museum

Phone: 617-495-4631
<http://www.fas.harvard.edu/~semitic>

The Arnold Arboretum

Phone: 617-524-1718
<http://www.arboretum.harvard.edu>

The Harvard Forest

Phone: (978) 724-3302
<http://harvardforest.fas.harvard.edu/>

Observatory Nights

Free monthly lectures and telescopic observing at the Harvard Observatory.
Phone: 617-495-7461
http://cfa-www.harvard.edu/events/public_night.html