Welcome to Boston University
New Employee Orientation

• Resources and Services
• When you Need to Talk to Someone
• When you Need a Break
• Break Your Benefits
• Break
• Transportation
• Get connected
Agenda

• BU History
• BU Resources
• BU Perks
The University, People and Places, Academics

- Over 33,000 students
  - Representing 50 states and 143 countries
- Nearly 340,000 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)

- Sixteen Schools and Colleges
  - 250 Majors and minors
  - Over 90 Study Abroad Programs
  - 133 Acres of campus
  - Over 25 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

Board of Trustees
Chairman of the Board
Kenneth Feld

President
Dr. Robert A. Brown

Provost and Chief Academic Officer, Jean Morrison
Provost of the Medical Campus, Karen Antman
Senior Vice President, Operations, Gary W. Nicksa
Senior Vice President, Chief Financial Officer & Treasurer, Martin J. Howard
Senior Vice President, Chief Financial Officer & Treasurer, Martin J. Howard
Senior Vice President, External Affairs, Stephen P. Burgay
Senior Vice President, Senior Counsel, and Secretary of the Board of Trustees, Todd L. C. Klipp
Senior Vice President, Development & Alumni Relations, Scott G. Nichols
Vice President, Information Services & Technology, Tracy Schroeder
Chief Investment Officer, Lila Hunnewell

BU Senior Administration: http://www.bu.edu/offices/administration/
When You Want to Know What’s Going On

- BU Today
  - [http://www.bu.edu/today/](http://www.bu.edu/today/)
- Boston University Home Page
- BU Mobile App
Human Resources

www.bu.edu/hr

Six Sections
• Benefits
• Compensation
• Talent Acquisition
• Systems
• Employee Relations
• Organizational Development and Learning
When You Need to Talk to Someone

- Employee Relations: Human Resources
- Office of Family Resources
- Faculty Staff Assistance Program
- Office of Equal Opportunity
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
Family Resources
www.bu.edu/family/

- Referral Service and Resource for Childcare and elder care needs
- Educational programs for families
- No Cost
- Director: Kristin Gruber-Grunert
Family Resources

*How Do You Contact Family Resources?*

- By telephone: 617-353-2333
- Website: [www.bu.edu/family/](http://www.bu.edu/family/)
- Address: 985 Commonwealth Ave.
Facts about the Children’s Center

• Early Childhood Education program for 33 children ages 2-5
• All families have a current affiliation with Boston University
• Professional staff of five Lead Teachers, one Assistant Director, and one Director
• About 30 work-study students who are Assistant Teachers in our classroom
Our Center

• Enrich and enlarge a child’s experience while meeting parent’s child care needs
• Families are encouraged to visit and play an active role in their child’s experience
• Center is an extension of the home where we all work together to provide a quality early learning experience
Children’s Center

*How Do You Contact Us?*

- By telephone: 617-353-3413
- Website: [http://www.bu.edu/family/childcare-centers-on-campus/boston-university-childrens-center/](http://www.bu.edu/family/childcare-centers-on-campus/boston-university-childrens-center/)
- Address: 32 Harry Agganis Way
Faculty & Staff Assistance Office  

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
- Director: Bonnie Teitleman
Faculty & Staff Assistance Office

*How Do You Contact FSAO?*

- By telephone: 617-353-5381
- Website: [www.bu.edu/fsao](http://www.bu.edu/fsao)
- Address: 270 Bay State Road, B30
Equal Opportunity Office

- Ensures that all employees have equal access to pay, benefits, and opportunities
- Hears and investigates claims of discrimination and harassment
- Executive Director of Equal Opportunity: Kim Randall
Equal Opportunity Office

Objectives

• Commitment to Equal Opportunity and Affirmative Action
• Equal access to all opportunities, programs, activities, and privileges
• Compliance with EEO/AA laws and regulations
• Environment free of unlawful discrimination or harassment
• Boston University prohibits unlawful discrimination and harassment, including but not limited to that based on:

• Race
• Color
• National Origin
• Sexual Orientation

• Sex
• Age
• Disability
• Religion
• Veteran Status

• Gender identity
• Genetic information
• Military service
• Marital or parental status
Equal Opportunity Office

Contact Information:

Campus Address: 19 Deerfield Street
Phone: (617) 353-9286

For information on the following:
- Equal Opportunity/Affirmative Action Policy
- Sexual Misconduct/Title IX Policy

Visit: [http://www.bu.edu/eoo/](http://www.bu.edu/eoo/)
Sexual Misconduct

• If a member of the University community tells you about an incident of sexual misconduct:
  
  • Don’t try to handle the situation yourself. Help our community member find the resources he or she may need.
  
  • Report the incident to the University’s Title IX Coordinator, or to one of the Deputy Title IX Coordinators within each school and college and several administrative departments. These individuals are trained to help in these situations.
  
  • Refer students to the University’s Sexual Assault Response & Prevention Center (SARP).
  
  • Refer employees to the University’s Faculty/Staff Assistance Office.
Important Contacts

Title IX Coordinators

Kim Randall, Title IX Coordinator, Equal Opportunity Office
19 Deerfield Street
617-353-9286
www.bu.edu/eoo

Deputy Title IX Coordinators:
http://www.bu.edu/eoo/title-ix-2/

Sexual Assault Response & Prevention Center
930 Commonwealth Avenue
617-353-SARP (7277)
www.bu.edu/sarp

Faculty/Staff Assistance
CRC: 270 Bay State Road
BUMC: 85 E. Newton, M-1007
617-353-5381
www.bu.edu/fsao
Office of the Ombuds

Confidential  Independent  Impartial

Francine Montemurro,
University Ombuds

www.bu.edu/ombuds

19 Deerfield St.
(CRC)
(617) 358-5960

957 Fuller (BUMC)
(617) 638-7645
When You Need a Break

- Huntington Theatre Company
- Physical Education, Recreation and Dance
- BU Athletics
- FitRec Center
Huntington Theatre

www.bu.edu/cfa/theatre/professional/htc

- Professional theater in residence
- Employee discount on season subscription rates
- Two complimentary tickets for new staff
Physical Education, Recreation & Dance  

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

www.bu.edu/perd/
Boston University Fitness and Recreation Center

www.bu.edu/fitrec

- Low cost membership to employees and their families

- Facilities Include:
  - Racquetball/squash courts
  - Competition/lap pool
  - Recreation pool
  - Dance studio
  - Gymnasiums
  - Elevated indoor jogging track
  - Climbing wall
  - Fitness and weight center
Boston University Fitness and Recreation Center

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!

Free Two Month Trial for New BU Employees!
BU Athletics
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

• Available to new employees are four vouchers for a pair of tickets each to men’s and women’s ice hockey and men’s and women’s basketball.
Employee Perks, Discounts and Resources

• Under the BU Life Section of the HR website, [http://www.bu.edu/hr/lifebu/](http://www.bu.edu/hr/lifebu/), employees can view a variety of perks available including:
  • Discounts on Personal Mobile Phone Accounts
  • Free passes to the Museum of Science and MFA
  • Zipcar discounts
Preferred Banking Arrangements

• Citizen’s Bank – Green Checking
  • [http://www.citizensbank.com](http://www.citizensbank.com)

• Bank of America ~*Bank of America at Work Program*
  • [http://bankatwork.bankofamerica.com/](http://bankatwork.bankofamerica.com/)

• Metro Credit Union
  • [https://www.metrocu.org](https://www.metrocu.org)

• Santander at Work
***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 of 9 Months or More

<table>
<thead>
<tr>
<th>Percent Time</th>
<th>Benefits Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>50%</td>
<td>• Health Plan</td>
</tr>
<tr>
<td></td>
<td>• Dental Plan</td>
</tr>
<tr>
<td></td>
<td>• Flexible Spending Accounts</td>
</tr>
<tr>
<td></td>
<td>• Personal Insurance</td>
</tr>
<tr>
<td></td>
<td>• Supplemental Retirement</td>
</tr>
<tr>
<td></td>
<td>• Retirement Plan</td>
</tr>
<tr>
<td>100%</td>
<td>All Benefit Plans</td>
</tr>
</tbody>
</table>
When Do Benefits Begin?

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

- If your date of hire is the 1st of the month, your benefits begin that day.
- If your date of hire is any day after the 1st of the month, your benefits begin the 1st 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

<table>
<thead>
<tr>
<th>Reason</th>
<th>Time/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Enrollment</td>
<td>Once a year – end of fall semester</td>
</tr>
<tr>
<td></td>
<td>Change plans and/or level of coverage</td>
</tr>
<tr>
<td>Qualified Change in Work or Family Status</td>
<td>30 days from event date</td>
</tr>
<tr>
<td>• Marriage/Divorce</td>
<td></td>
</tr>
<tr>
<td>• Birth/Adoption of Child</td>
<td></td>
</tr>
<tr>
<td>• Start/End of Spouse’s Employment</td>
<td></td>
</tr>
<tr>
<td>• Unpaid Leave of Absence</td>
<td></td>
</tr>
</tbody>
</table>
Online Benefits Enrollment

- Go to the BUworks Central portal at www.bu.edu/buworkscentral.

- Click the Employee Self-Service tab in the BUworks Central portal.

The Employee Experience at
Health Plans

- Blue Cross Blue Shield PPO

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

<table>
<thead>
<tr>
<th>BCBS National PPO Network</th>
<th>Out-of-Network Providers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Boston Medical Center (BMC) Provider</strong></td>
<td><strong>All Other Network Providers</strong></td>
</tr>
<tr>
<td>• You pay less for health care.</td>
<td>• You’ll pay more than you would with a BMC provider, but less than you would with an out-of-network provider.</td>
</tr>
<tr>
<td>• You save on everything from doctor office visits and X-rays to hospital care.</td>
<td>• Physician visits are covered by a copayment.</td>
</tr>
<tr>
<td>• BMC providers available at the BU Charles River Medical Practice located at 930 Commonwealth Avenue.</td>
<td>• Hospital services are subject to coinsurance after the annual deductible is met.</td>
</tr>
<tr>
<td></td>
<td>• You’ll pay less if you choose a BCBS low-cost hospital.</td>
</tr>
<tr>
<td></td>
<td>• If your provider is not in the BCBS national PPO network, out-of-network benefits apply.</td>
</tr>
<tr>
<td></td>
<td>• You are still covered by the plan, but your out-of-pocket costs will be higher.</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>What it means</th>
<th>Copayments</th>
<th>Deductible</th>
<th>Coinsurance</th>
<th>Out-of-Pocket Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What it means</strong></td>
<td>Flat dollar amount you pay for certain services</td>
<td>The amount you pay before the plan begins paying certain benefits</td>
<td>The percentage you pay after you meet the deductible</td>
<td>The maximum you pay in a calendar year</td>
</tr>
<tr>
<td><strong>For which expenses</strong></td>
<td>Doctor’s office visits • Emergency room visits • Prescription drugs (generic)</td>
<td>X-rays, labs and other diagnostic tests • Inpatient or outpatient hospital care • All out-of-network care (except E/R)</td>
<td>Separate medical and prescription drug maximums</td>
<td></td>
</tr>
</tbody>
</table>
# Blue Cross Blue Shield PPO

<table>
<thead>
<tr>
<th>Service</th>
<th>BCBS National PPO Network</th>
<th>Out-of-Network Providers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BMC Providers</td>
<td>All Other Network Providers</td>
</tr>
<tr>
<td>Preventive care</td>
<td>$0 (plan pays 100%)</td>
<td>$0 (plan pays 100%)</td>
</tr>
<tr>
<td>Office/facility visits</td>
<td>$15 copay</td>
<td>$30 copay</td>
</tr>
<tr>
<td>Inpatient or outpatient care</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Low-cost hospitals</td>
<td>0%, after deductible</td>
<td>10%, after deductible</td>
</tr>
<tr>
<td>• High-cost hospitals</td>
<td></td>
<td>20%, after deductible</td>
</tr>
</tbody>
</table>

The Employee Experience at
# Blue Cross Blue Shield PPO

<table>
<thead>
<tr>
<th>Service</th>
<th>BCBS National PPO Network</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BMC Providers</td>
<td>All Other Network Providers</td>
</tr>
<tr>
<td>Deductible (single/family)</td>
<td>$250/$500</td>
<td>$500/$1,000</td>
</tr>
<tr>
<td>Out-of-pocket maximum (for PPO, does not include prescription drugs)</td>
<td>$2,500/$5,000</td>
<td>$5,000/$10,000</td>
</tr>
<tr>
<td>X-rays, labs and related tests (diagnostic)</td>
<td>0%, after deductible</td>
<td>10%, after deductible&lt;br&gt;10%, after deductible&lt;br&gt;20%, after deductible</td>
</tr>
<tr>
<td>• Non-hospital providers&lt;br&gt;• Low-cost hospitals&lt;br&gt;• High-cost hospitals</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Blue Cross Blue Shield PPO

Amount You Pay – Prescription Drugs

<table>
<thead>
<tr>
<th>Service</th>
<th>OptumRx Network</th>
<th>Out-of-Network Providers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retail Pharmacy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Generic</td>
<td>• $8 copay</td>
<td></td>
</tr>
<tr>
<td>• Preferred</td>
<td>• 20% (min $40 and max $60)</td>
<td></td>
</tr>
<tr>
<td>• Non-preferred</td>
<td>• 30% (min $60 and max $80)</td>
<td>Not covered</td>
</tr>
<tr>
<td>Mail-Order Pharmacy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Generic</td>
<td>• $16 copay</td>
<td></td>
</tr>
<tr>
<td>• Preferred</td>
<td>• 20% (min $80 and max $120)</td>
<td></td>
</tr>
<tr>
<td>• Non-preferred</td>
<td>• 30% (min $120 and max $160)</td>
<td>Not covered</td>
</tr>
<tr>
<td>Out-of-Pocket Maximum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• For prescription drugs only</td>
<td>• $2,000/$4,000</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Salary Tier</th>
<th>2017 FSA Contribution from BU</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Single</td>
</tr>
<tr>
<td>&lt;$70,000</td>
<td>$250</td>
</tr>
<tr>
<td>$70,000 to $99,999</td>
<td>$125</td>
</tr>
<tr>
<td>&gt;$100,000</td>
<td>No contribution</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>BU Health Savings Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current-Year Coverage</strong></td>
</tr>
<tr>
<td>Through an IRS-Qualified High-Deductible Plan</td>
</tr>
<tr>
<td>Comprehensive medical and prescription drug coverage that meets IRS “high deductible” qualifications</td>
</tr>
<tr>
<td><strong>Savings for Long-Term Planning</strong></td>
</tr>
<tr>
<td>Through a Health Savings Account (HSA)</td>
</tr>
<tr>
<td>Save tax-free for medical expenses now and in the future—including retirement</td>
</tr>
</tbody>
</table>
## BU Health Savings Plan

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

*Note: The table provides a summary of key elements of the BU Health Savings Plan, including the meaning of the deductible, coinsurance, and out-of-pocket maximum. The table also indicates where these expenses apply.*
# BU Health Savings Plan

<table>
<thead>
<tr>
<th>Service</th>
<th>In-Network Providers</th>
<th>Out-of-Network Providers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deductible (single/family)</td>
<td>$1,500/$3,000</td>
<td>$3,000/$6,000</td>
</tr>
<tr>
<td>Out-of-pocket maximum (single/family) (includes prescription drugs)</td>
<td>$3,000/$6,000</td>
<td>$6,000/$12,000</td>
</tr>
<tr>
<td>Preventive care</td>
<td>$0 (plan pays 100%)</td>
<td>30%, after deductible</td>
</tr>
<tr>
<td>Medical care</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Office visits</td>
<td>10%, after deductible</td>
<td>30%, after deductible</td>
</tr>
<tr>
<td>• X-rays, labs and related tests</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Inpatient or outpatient care</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency room visit</td>
<td>10%, after deductible</td>
<td>10%, after deductible</td>
</tr>
<tr>
<td>Prescription drugs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Retail pharmacy</td>
<td>10%, after deductible</td>
<td>Not covered</td>
</tr>
<tr>
<td>• Mail-order pharmacy</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>HSA Coverage Level</th>
<th>2017 IRS Limit</th>
<th>BU Contribution</th>
<th>Maximum Employee Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>Under 55: $3,400 55 and older: $4,400</td>
<td>$500</td>
<td>Under 55: $2,900 55 and older: $3,900</td>
</tr>
<tr>
<td>Family</td>
<td>Under 55: $6,750 55 and older: $7,750</td>
<td>$1,000</td>
<td>Under 55: $5,750 55 and older: $6,750</td>
</tr>
</tbody>
</table>
Medical Services Near the Charles River Campus

BU Affiliated Physicians – Charles River
930 Commonwealth Avenue

**Services provided**

- Internal Medicine
- Women's Health
- OB/GYN
- Allergy/Pulmonary Medicine
- Acupuncture
- Dermatology
- Sports/Orthopaedic Medicine
Other Programs to Help You Stay Healthy

- **New England Eye**
  - Full service optometrist
  - Discounts on eyewear
- **DASH for Health**
  - Online nutrition and weight loss program that is FREE to all Boston University employees
- **QuitNet**
  - FREE smoking cessation support program for BU employees
Medical Services on the Charles River Campus

Sargent College Clinical Centers
At various locations on campus

www.bu.edu/sccc

Services provided
- Physical Therapy
- Occupational Therapy
- Speech/Language Pathology
- Nutrition and Fitness Evaluations
- Athletic Enhancement
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

<table>
<thead>
<tr>
<th>Service</th>
<th>Coverage at Centers*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preventive &amp; Diagnostic</td>
<td>100%</td>
</tr>
<tr>
<td>Basic Restorative</td>
<td>100%</td>
</tr>
<tr>
<td>Major Restorative</td>
<td>60%</td>
</tr>
<tr>
<td>Orthodontia</td>
<td>50%</td>
</tr>
</tbody>
</table>

*Based on the Plan’s discounted fee schedule

- Coverage only at the BU Dental Health Centers
- 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

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

* 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)
Flexible Spending Accounts

- **Health Care Flexible Spending Account**
  - Out-of-Pocket Medical and Dental Expenses
  - $2,600 per Calendar Year

- **Dependent Care Flexible Spending Account**
  - Out-of-Pocket Dependent Expenses
  - $5,000 per 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
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
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 580 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
Retirement Plan

After 2 Years of Service

Benefit: You contribute 3% of salary
University contributes 5 - 14% of salary
Supplemental Retirement and Savings Plan

- All BU Employees are Eligible to Contribute
- Enroll or Make Changes at Any Time – no waiting period
- Contribution Subject to a Maximum
- Tax Deferred Savings or After-Tax Roth 403(b) Contributions
- Payroll Deductions
Retirement Plan Investment Options

• Selected Investments
  • Vanguard Target Funds
  • Core Mutual Funds
  • Core Annuities

• Other Investments
  • BrokerageLink®, a self-directed brokerage account
Financial Planning Tools

• **ESPlannerBASIC**—A simplified online version of this lifetime, financial planning software.

• **ESPlannerPLUS**—A detailed, downloadable version of the software.

• **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.
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.
***Break***
Introduction To Your Commuting Options

Stacey King
Transportation Demand Manager
Parking & Transportation Services is here to help!

• MBTA Subsidy
• Commute Better Together
• Guaranteed Ride Home
• BU Bike Safety
• BU Shuttle (BUS)
• Parking Permits
• Personalized Assistance

How Was Your Commute Today?

Let us help you avoid a stressful commute!
Transit Services

**MBTA Options & Benefits**

- **MBTA pass subsidy**
  - Regular faculty & staff who order monthly pass through BU
  - 35% for Local & Express Bus, Subway, & Zone 1A
  - 50% for Boat & Commuter Rail Zones 1-10

- **Purchase monthly transit pass through BU Works**

- **Enroll by 10th day of preceding benefits month**

**MBTA Bus**
- 47, 57, CT2 (direct)
- 8, 19, 60, 65, 66

**MBTA Subway**
- Green B (direct)
- Green C,D; Orange; Red

**Commuter Rail**
- Yawkey (direct)
- Ruggles; Back Bay
Commute Better Together!

**Commuting Benefits**

- **Cost of monthly parking permit divided equally among group**
- **Additional Savings**
  - 50% Permit Discount
  - Discounted Occasional Parking Passes
  - Designated Parking Option
- **Need Help Finding Other BU Commuters?**
  - Visit [bu.edu/parking/commutebettertogether](http://bu.edu/parking/commutebettertogether)
  - Email parking@bu.edu
  - Call 617-353-2160
No More ‘What-ifs’

**Guaranteed Ride Home**

- Six FREE cab rides home (or other location) per year for employees who
  - Commute by public transit
  - Commute with colleagues
  - Bike, walk or run

To use for family/ personal emergency, unscheduled overtime, or if your driving colleague leaves work early.

Advanced online registration is required.

allstonbrightontma.com
Bicycle Resources

BU Bike Safety

• Register Your Bike with BU

• Many Parking Locations
  • bu.edu/maps
  • Secure bike rooms
  • Lock your bike properly!

• Bike Safety Events

• Free Helmets

• BU Subsidized Hubway Membership
  • $37.50/year
  • Email bikesafety@bu.edu to sign up

bu.edu/bikesafety
@bubikesafety
Campus Connections

Boston University Shuttle (The BUS)

- Private Shuttle for the BU Community
  - Must have your BU ID
- Weekday, Saturday & Late Night Service
- Real-time Tracking
  - bu.edu/thebus
  - BU Mobile app
  - @BUShuttle

bu.edu/thebus
Don’t Drive Alone!

Parking Options

- Permit type depends on frequency & arrival time
- No guarantee of convenient parking!
- Apply online via BUworks or in person at Parking & Transportation Services office
  - payroll deduction
  - cash, check, credit
- Parking is tight!
- Investigate ALL commute options
Need Help with Your Commute?

**Personalized Commuting Assistance**

- New to the area?
- Thinking of moving?
- Have questions about your commute?

**We can help!**

Online form
bu.edu/parking/commutingassistance

Email
parking@bu.edu

Call
617-353-2160
Commuting Perks

**Additional Benefits**

- **BU Discounted Membership** ($15/year)
- **BU Subsidized Membership** ($37.50/year)
- **Electric Vehicle Charging Stations**

**Earn Rewards for Commuting!**
Commuting Questions?

Contact Us!

Stacey King
TDM Manager

Parking & Transportation Services
1019 Commonwealth Avenue
Monday-Friday | 9AM – 5PM

o (617) 353-2160 | d (617) 353-8691

staceymk@bu.edu | parking@bu.edu
Get Connected

Agenda

• Log-in and E-mail address
• IT Security Guidelines
• WebNew Access
• ESS Demo
• BU Terrier Card
Onboarding Portal: You @ BU

• Link received upon successful creation of log-in and Kerberos

• List of tasks to complete include: direct deposit, emergency contact information, Employee Handbook/Union Contract reviews, job descriptions, EEO information, etc.

• Once ALL tasks are completed, changes can be made via ESS

• Tabs to review: any school/department specific information, BUPD, Environmental Health and Safety
BU Login Name and Kerberos Password

• Everyone employed by BU or has a business need will need a BU login name and Kerberos password.

• This login/password combination is your key to all of BU’s networked resources, including e-mail, wireless accounts and access to BUworks Central Portal.

• You can change your Kerberos password as often as you like.

• You should absolutely never share your Kerberos password with another person, including IS&T. Never provide your password via e-mail: BU will never ask for your password via e-mail or phone.
BU E-mail

• The BU login name and Kerberos password usually also allows for the use of BU e-mail

• Your BU e-mail address will look something like this: loginname@bu.edu

• You can access your BU e-mail via the Web, on a handheld device (iPhone, Blackberry) and through a desktop mail program (Outlook, Mail)

• More detail information on the use of BU e-mail is available at www.bu.edu/tech/email
Security Guidelines

• As part of creating your BU login and Kerberos password, you agreed to BU’s Security Guidelines.

• Security Guidelines are available at www.bu.edu/tech/policies:
  • Policy on Computer Ethics
  • Information Security Policy and Guidelines

• Direct Additional Questions to:
  • IT Help Center

• Violation of the University’s computing ethics and security policies can lead to revocation of computer use, disciplinary action including dismissal and civil or criminal liability.
Resources

• Information Services & Technology: http://www.bu.edu/tech

• IT Help Center: http://www.bu.edu/tech/ithelp
  • Assistance with accounts, network access and e-mail
  • Access to free anti-virus software
  • Educational pricing on Microsoft and Adobe products
  • Technical support and hardware repair
  • Technical training
  • Assistance with website development

• Help Desk Phone Number: 353-Help(4357)
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
**BUworks Central Portal**

- The BUworks Central portal: [http://www.bu.edu/buworks/](http://www.bu.edu/buworks/)

- Secure Access to Your Personnel/Payroll Records at BUWorks Central through the Employee Self Service (ESS) tab:
  - View Your Pay Stub & Pay History
  - Time Entry for Non-Exempt (Non-Represented & L2324) staff
  - View and Update Personal Information, Address and Emergency Contact
  - Enroll in Benefits During Open Enrollment
  - View Annual Benefits Statement
  - Enroll in Retirement Plan
  - Apply for Tuition Remission
  - Apply for Parking Permit
  - Apply for MBTA Pass
BUworks Central Help

www.bu.edu/buworks/help/
Duo Security

- High-security login process for BUWorks
- Confirm identity using smartphone app, text message, automated calls, or secured kiosk
- Can opt to “remember device for 30 days” if you login frequently
Duo Security

For more information or further questions regarding duo security:

www.bu.edu/tech/duo/
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
Best wishes on your career at Boston University!

Human Resources
25 Buick Street
Boston, MA 02215
617-353-2380
www.bu.edu/hr