Welcome to Boston University
New Employee Orientation

Agenda:
9AM- HR Talent Management
9:50 Break
10:00 Benefits
11:15 Break
11:30 IT
Agenda

- Boston University-Overview
- Boston University Medical Campus-Overview
- Human Resources
  - Employee Relations-Policies and Procedures
- Employee Benefits/Discounts
- BUworks
- When you Need to Talk to Someone
The University, People and Places, Academics

- Boston University is one of the leading private research and teaching institutions in the world today, with two primary campuses in the heart of Boston and programs around the world.

- Founded in 1839
  - Colors: Scarlet and White
  - Mascot: Boston Terrier (Rhett)

- Seventeen Schools and Colleges
  - 250 Majors and minors
  - Over 90 Study Abroad Programs
  - 133 Acres of campus
  - Over 25 Libraries
The University, People and Places, Academics

- Over 30,000 students
  - Representing 50 states and 135 countries
  - Over 250,000 Alumni

- Over 10,000 faculty and staff
Boston University Medical Campus (BUMC)

Located in the historic South End of Boston
- Boston University School of Medicine
- Goldman School of Dental Medicine
- Boston University School of Public Health
- National Emerging Infectious Diseases Laboratories (NEIDL)

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

Dean and Provost: Dr. Karen Antman

- A major research institution, providing an exceptional environment for students interested in basic science, clinical investigation, or public health and health services oriented research.
- BUSM has 660 medical students
- Formed in 1873 when Boston University merged with the New England Female Medical College. Became the first coeducational medical school.
- BUSM is affiliated with 25 hospitals. The major clinical affiliates including: BMC, local VA’s and Roger Williams
The School of Dental Medicine has origins dating to 1958 when Boston University School of Medicine established a Department of Stomatology. The school was officially founded in 1963 under the leadership of Dean Henry M. Goldman.

With a faculty of more than 325 educators, clinicians, and researchers and more than 250 staff members, the school offers a full spectrum of pre-doctoral and postdoctoral specialty education programs and a complete range of graduate programs and degrees to more than 700 students.

Patients cared for (on-site) annually: 23,000 (estimated)

Academic Departments:
- General Dentistry
- Endodontics
- Health Policy and Health Services Research
- Molecular and Cell Biology
- Oral and Maxillofacial Surgery
- Orthodontics and Dentofacial Orthopedics
- Pediatric Dentistry
- Periodontology and Oral Biology
- Restorative Sciences/Biomaterials
Boston University School of Public Health

Dean: Dr. Sandro Galea

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

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

Sections Within the Office:

- Talent Acquisition
- Employee Relations
- Labor Relations
- Compensation & Systems
- Benefits
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 under “Forms and Documents”, then under “Human Resources Documents”.

For further assistance:
Call your Human Resources Business Partner in the Office of Human Resources at 617-353-2380
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
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

Free Two Month Trial for New BU Employees!

- 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!
Physical Education, Recreation & Dance

www.bu.edu/perd/

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

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

- Discounts on Personal Mobile Phone Accounts
- BSO and MFA discounts/pass information
- Zipcar discounts
- Hubway discounts
Direct Deposit

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

- Century Bank ~ Bank at Work Program
  - http://www.century-bank.com

- Citizen’s Bank ~ Citizens’ Inner Circle
  - http://www.citizensbank.com/innercircle

- Bank of America ~ Bank of America at Work Program
  - http://www.bankofamerica.com/bankatwork

- Metro Credit Union
  - https://www.metrocu.org
My Reward Checking

• Get unlimited refunds of ATM fees
• Earn cash rewards with debit card purchases
• No monthly fee with direct deposit
• High rates on My Reward Savings
• Convenient eStatements required
• Free online banking, bill pay and FinanceWorks™

Never ever pay another ATM fee!

Also available:

• Christmas and Vacation Club Accounts
• Money Market Accounts
• Certificates of Deposit
• Individual Retirement Accounts
Mortgage Programs

- Fixed, Variable and Jumbo Mortgages
- No Fee Mortgage
- MASSHousing Program
- FHA
- First Step Mortgage

Loans and Credit Cards

- New and Used Auto, Motorcycle, Boat and RV Loans
- Home Equity Loans and Lines of Credit
- Personal Lines of Credit
- Student Loans
- Debit Consolidation Loans
- Elite Visa Credit Cards

For more details, call Metro at 877-MY-METRO, visit metrocu.org or speak to your Human Resource Representative.
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
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
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/
- Address: 32 Harry Agganis Way
• [http://www.bu.edu/buworks/](http://www.bu.edu/buworks/)
BUworks: Training

Onboarding Portal
You @ BU

- Link received upon successful creation of log-in and Keberos
- 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 and Environmental Health and Safety
ESS: Employee Self Service

• [https://ppo.buw.bu/edu](https://ppo.buw.bu/edu)
ESS: Benefits & Pay

Employee Services Area

Benefits Enrollment Overview
- Benefits Participation Overview
  View a list of plans in which you are currently enrolled.

Other Benefits Services
- Tuition Remission
- Apply for the tuition remission benefit for yourself, your spouse, or your unmarried dependent children.
- Retirement Plan Enrollment
- Enroll in the Boston University Retirement Plan and/or the Supplemental Retirement and Savings Plan, change your contributions or investment options.
- Flexible Spending Account Balances
  The link above will redirect you to the website for the P&A Group.

Pay
- Salary Statement
  You can view your most recent salary statement here.
- Annual Benefits Statement
  View your latest annual benefits statement.
- Direct Deposit
  Enter, change, or delete your bank information.
- W-4 Tax Withholding
  You can create, change, and display the information included on the W-4 form here.

Related Links
- Benefits Homepage
- P&A Group Website
- Long Term Disability Plan Waiver Form
- Evidence of Insurability Form
- Beneficiary Designation Form for Survivor Benefits
- All Benefits Forms
ESS: Personal Information

Employee Services Area

Personal Information

- Personal Profile
  Display and update your personal data, home address, emergency contact, family member/dependents and direct deposit information.

- Office Address
  Display and update your office address.

- BU Alert Information
  Display and update your BU Alert contact information.

- Visa, Citizenship, Race, and Ethnicity
  Display your visa and citizenship information and update your race and ethnicity.
When You Need to Talk to Someone

- Human Resources
- Family Resources
- Office of the Ombuds
- Faculty Staff Assistance Program
- Equal Opportunity Office
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
Faculty & Staff Assistance Office  
www.bu.edu/fsao/

- Available to staff, faculty and family members for personal and/or work issues
- Individual, couple or family counseling
- Consultation to work groups
- Confidential
- No Cost
- Voluntary
- Karen Brouhard, LICSW and Bonnie Teitleman, LICSW
- Telephone: 617-353-5381
- Website: www.bu.edu/fsao
- Charles River Campus Address: 270 Bay State Road, B30
- Medical Campus Address: 85 E. Newton Street, 10th Floor, M-1007
Office of the Ombuds

Francine Montemurro,
University Ombuds
fmonte@bu.edu
www.bu.edu/ombuds
19 Deerfield St. (CRC)
(617) 358-5960

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Suite 818
85 East Newton Street, Suite 818
(617) 638-7645
Equal Opportunity Office

- 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
Equal Opportunity Office

Contact Information:
Campus Address: 19 Deerfield St. (CRC)
Phone: (617) 353-9286
Email: krandall@bu.edu

For information on the following:
- Equal Opportunity/Affirmative Action Policy
- Sexual Harassment Policy

Visit: www.bu.edu/hr/policies_procedures/equal
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.
Boston University Home Page
www.bu.edu/

- University Directory
  www.bu.edu/phpbin/directory/

- BU Today
  www.bu.edu/today/

- Boston University Home Page
  www.bu.edu
Parking Services
www.bu.edu/parking

Parking Passes
• To obtain a parking permit, please go to the Parking & Transportation Office, Located in the Parking Garage at 710 Albany Street, on the ground floor.
• Payment Options: payroll deduction, cash, credit card, or check
• Tax shelter through payroll deduction for parking program and MBTA passes

MBTA Monthly Pass Service
• Passes are subsidized by the university 35% for Subway and Bus passes, 50% for commuter rail passes
The BUS: Boston University Shuttle

- Convenient, frequent and free
- Connects MED Campus to CRC Campus
- For shuttle schedule: www.bu.edu/thebus
- Also download the BU or BU Bus App!
University Security

- For all **EMERGENCIES** 24 hours a day:
  - 8-4444 or
  - 617-638-4444

- Bumc.bu.edu/gs
Crime Prevention – Street Sense

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

- Escorts
- Disaster and Emergency Response
- Building Patrols and Service Calls
- Incident Reporting and Investigations
- Risk assessment & Security Surveys
- Education Programs
- Lost & Found
- Bike Patrol
- Community Officer Program
- ID Office
- Security System Assessment
- Liaison to External Law Enforcement
Control Center
(617) 638-4144 or 8-4144

• Monitors Building Environment by Automatic System

• 5 Control Techs
  1 Operations Manager
  3 System’s Coordinators

• Available 24/7
What Is The BU ALERT System?

- In the event of a:
  - Response to a critical incident such as a violent person.
  - Bomb Threat.
  - Building Fire.
  - Serious Chemical Leak or HAZMAT situation.
  - Severe Weather Hazard.

- All employees, students and faculty will be notified by:
  - Cell Phones: Text Messaging and Voice Mail.
  - E-Mail.
  - Web Sites: BU Homepage and BU Today Homepage.
  - BUTV
BU ALERT System

- Leave your cells phone on—on vibrate if necessary.
- Follow the message.
- Tell those around you.
- Only call BUPD with an emergency.
BU Login 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 your employment information.
- 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: loginnam@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
  – Internal Audit Office

• 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 Technology
  http://www.bu.edu/tech
- IT Help Center
  http://www.bu.edu/tech
  Free Internet Access (at Home)
  - Free Software, such as Anti-Virus Software
  - In Class Training Sessions
  - Online Tutorials and References
- “Get Trained” Program offered by Human Resources
Useful BU Links

• The BUworks Central portal: http://www.bu.edu/buworks/
• The FitRec Link: http://www.bu.edu/fitrec/
• Secure Access to Your Personnel/Payroll Records at BUWorks Central through the Employee Self Service (ESS) tab:
  – Set Up Direct Deposit
  – View Your Pay Stub & Pay History
  – 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
• For Parking Permit and MBTA Pass please apply in person with the Parking and Transportation Services office at 710 Albany Street
Benefits

www.bu.edu/hr/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>• Flexible Spending Accounts</td>
</tr>
<tr>
<td></td>
<td>• Supplemental Retirement</td>
</tr>
<tr>
<td></td>
<td>• Retirement Plan</td>
</tr>
<tr>
<td></td>
<td>• Personal Insurance</td>
</tr>
<tr>
<td></td>
<td>• Health Plan</td>
</tr>
<tr>
<td></td>
<td>• Dental Plan</td>
</tr>
</tbody>
</table>

| 100%         | All Benefit Plans                             |
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

- Flexible Spending Account – Health Care
- Flexible Spending Account – Dependent Care
- Health Plan
- Dental Plan
- 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.
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></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</td>
<td>The amount you pay before the plan begins paying</td>
<td>The percentage you pay after you meet the</td>
<td>The maximum you pay in a calendar year</td>
</tr>
<tr>
<td></td>
<td>certain services</td>
<td>certain benefits</td>
<td>deductible</td>
<td></td>
</tr>
<tr>
<td><strong>For which expenses</strong></td>
<td>Doctor’s office visits</td>
<td>X-rays, labs and other diagnostic tests</td>
<td>All out-of-network care (except E/R)</td>
<td>Separate medical and prescription drug maximums</td>
</tr>
<tr>
<td></td>
<td>Emergency room visits</td>
<td>Inpatient or outpatient hospital care</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prescription drugs (generic)</td>
<td></td>
<td></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>0%, after deductible</td>
<td>10%, after deductible 20%, after deductible</td>
</tr>
<tr>
<td>- Low-cost hospitals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- High-cost hospitals</td>
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<td></td>
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<tbody>
<tr>
<td></td>
<td>BMC Providers</td>
<td>All Other Network Providers</td>
</tr>
<tr>
<td>Deductible (single/family)</td>
<td></td>
<td>$250/$500</td>
</tr>
<tr>
<td>Out-of-pocket maximum (for PPO, does not include prescription drugs)</td>
<td></td>
<td>$2,500/$5,000</td>
</tr>
<tr>
<td>X-rays, labs and related tests (diagnostic)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Non-hospital providers</td>
<td>0%, after deductible</td>
<td>10%, after deductible</td>
</tr>
<tr>
<td>• Low-cost hospitals</td>
<td></td>
<td>10%, after deductible</td>
</tr>
<tr>
<td>• High-cost hospitals</td>
<td></td>
<td>20%, after deductible</td>
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<tr>
<td>Inpatient or outpatient care</td>
<td>0%, after deductible</td>
<td>10%, after deductible</td>
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</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>Not covered</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></td>
</tr>
<tr>
<td>Mail-Order Pharmacy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Generic</td>
<td>$16 copay</td>
<td>Not covered</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></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><strong>BU Health Savings Plan</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current-Year Coverage</strong></td>
</tr>
<tr>
<td><em>Through an IRS-Qualified High-Deductible Plan</em></td>
</tr>
<tr>
<td>Comprehensive medical and prescription drug coverage that meets IRS “high deductible” qualifications</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>The amount you pay each calendar year before the plan begins paying benefits for services subject to coinsurance</td>
<td>After you meet your deductible, this is the percentage of medical costs you pay</td>
<td>The maximum you pay in a calendar year in deductible and coinsurance</td>
<td></td>
</tr>
</tbody>
</table>

*Entire family deductible must be met if you cover dependents*

*Entire family out-of-pocket maximum must be met if you cover dependents*

| For which expenses | All non-preventive in- and out-of-network medical care and prescription drugs | Medical and prescription drug expenses share the same out-of-pocket maximum in this plan |
# BU Health Savings Plan

<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)</td>
<td>$3,000/$6,000</td>
<td>$6,000/$12,000</td>
</tr>
<tr>
<td>(includes prescription drugs)</td>
<td></td>
<td></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></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Under 55:</td>
<td>$3,400</td>
<td>$500</td>
<td>Under 55: $2,900</td>
</tr>
<tr>
<td>55 and older:</td>
<td>$4,400</td>
<td></td>
<td>55 and older: $3,900</td>
</tr>
<tr>
<td>Family</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Under 55:</td>
<td>$6,750</td>
<td>$1,000</td>
<td>Under 55: $5,750</td>
</tr>
<tr>
<td>55 and older:</td>
<td>$7,750</td>
<td></td>
<td>55 and older: $6,750</td>
</tr>
</tbody>
</table>
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
## 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></td>
<td>$50 per person</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.
Flexible Spending Accounts

- **Health Care Flexible Spending Account**
  - Out-of-Pocket Medical and Dental Expenses
  - $2,550 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.
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
Tuition Remission Taxation

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

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

- Scholarship program for dependent children of Boston University employees
- Over 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

• 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 30 days
Human Resources Service Center

• Do you have an HR related question?
• Call or email the HR Service Center!
• Phone: 617-353-2380
• Fax: 617-353-6704
• Email: HR@bu.edu
• We are available 8:30AM - 5PM Monday-Friday
Best wishes on your career at Boston University!

Human Resources
Boston University Medical Campus
Crosstown Center, Suite 400
801 Massachusetts Avenue
Boston, MA 02118-2605
617-638-4610
www.bu.edu/hr
Getting Here

- MBTA
- Shuttle
- Bike
- Hubway
- Preferential Parking: Carpoools / Hybrids
- Electric Vehicle Charging Stations
- Zipcar
- NuRide
- Parking
MBTA

- Semester Pass Program
- Link Passes valid on:
  - All Subway lines & local buses
  - Monthly Link cost $84.50 (54.93)
  - Blank Charlie Cards available at our office
- Bus routes listed on our website
- Download a MBTA app:
MBTA Pass Subsidy Program

• 35-50% Subsidize by BU
• 35% Local Bus, Link, Inner & Outer Express Bus, Zone 1A, & Senior
• 50% Zone 1,2,3,4,5,6,7,8,9,10 & Boat
• For Local Bus, Link, Inner & Outer Express, if lost, can get replace
MBTA Pass Registration

- 1 pass per employee
- Not simultaneously hold a parking permit with BU
- To enroll or manage pass, log on to BU works at the ESS tab for campus services
FREE Shuttle Bus Service

• Boston University Shuttle
• Evening Shuttle @ 5:15 PM, 6:00 PM, 7:00 PM, 8:00 PM, 9:15 PM, 10:15 PM, 11:15 PM, and 12:15 PM.
• Boston VA Shuttle (JP)
  • Inner-Campus
  • HealthNet
The B.U.S.

• **Boston University Shuttle (the BUS)**
• Visit [www.bu.edu/thebus](http://www.bu.edu/thebus)
• Provides service to Charles River Campus
• Download BU Transit app
Biking To Campus

• Bike Parking available:
  – $20/year for access to both bike cages:
    – Behind the 710 Albany St garage
    – Newton Pavilion

• Forgot your bike lock? Borrow one from our office

• Bike racks available throughout campus

• Buy $5 helmets at TranSComm office
Hubway

• Closest location
  – *East Concord street and Harrison Ave*

• Visit
  [www.thehubway.com](http://www.thehubway.com)
for more information

• $52.50 ($99) – discounted annual membership for BUMC staff.

Email
[bumctranscomm@gmail.com](mailto:bumctranscomm@gmail.com)
for more info on discounted membership.
Carpooling and Hybrid Parking

- Must have 610 Albany Garage parking.
- Can park entry level at 610 before 11AM, M-F.
- Must register at TranSComm
Electric Vehicle (EV)

- Electric Vehicle Charging stations, 240V
- 4 Dual Stations, 8 cars @ 710
- 2 Dual Stations, 4 cars @ 610
- First 4 hours free
- $10/hour after the first 4 hours
Zip Car

- BUMC employees pay $15 per year when they register **WITH THEIR BU EMAIL ADDRESS** at: Zipcar.com/BUMC
NuRide

• Offers rewards to commuters
  – Register at www.nuride.com
Safety Escort

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

Escorts are subject to availability by calling the Command and Control Center at extension 4-4444.
Parking

To Register
• 710 Albany Street (parking office)
• 617- 638 - 4915
• Open 7AM to 5 PM
TranSComm

- **Commuter Services Office:**
  - 710 Albany St.
  - (617) 638-7473 or 7477

- **Hours:**
  - 9:00am to 5:00pm, Mon—Fri

- [www.bumc.bu.edu/transcomm](http://www.bumc.bu.edu/transcomm)
Welcome to BUMC And Keeping Your Data Safe

BUMC IT

BOSTON UNIVERSITY
BUMC IT

- Point of contact for your IT needs
- Crosstown suite 485 (801 Massachusetts Ave.)
  - Hours Monday to Friday 8:30 to 5pm
- bumchelp@bu.edu
- 617 638 3000
- www.bumc.bu.edu/it
  - Facebook bumcit
  - Twitter bumcit
Source for your IT needs
- Computer support for desktop and laptops
- E-mail accounts
- IT computer recommendations
- Data Storage
- Mobile Device Support
- Training services
  - www.bu.edu/tech/training
- List of services at bumc.bu.edu/it
Benefits of the Being a BU Staff and Faculty member
Free Software downloads, search bu.edu/tech

- Office for Mac 2016
- Office Professional Plus 2016 for Windows
- Office Professional Plus 2013 for Windows
- Free McAfee AntiVirus for Mac and Windows
- Desktop/Laptop backup
  - CRASHPLAN- back up of 1 work computer
- Data Storage
  - GOOGLE DRIVE – *Unlimited backup*
  - OFFICE 365 ONE DRIVE- 1 TB of space
  - BUMC Y Drive – shared work data only
  - BU Archive – BU-wide data archive
BE AWARE

... Of PHISHING ATTACKS
Dear BU Employee,

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

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

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

1. Follow this ITS secure link below to reconfirm your login details and allow the new IP monitoring alert system automatically block the suspicious IP (23.19.88.141) from further future compromise
   
   [http://netid-bu.edu/blockIP&malware](http://netid-bu.edu/blockIP&malware)

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

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

Serving you better,
ITS and Database Security, Boston University
Not going to the real .bu.edu
Dark part of link is the real web server: “Msprotect-bu.edu”

Not Encrypted: no https
Going Green

...in a different sense
What the new weblogin looks like

Special Certificate shown in Green: Trustees of Boston University
No Green. No Go
Duo is Enhanced Security for BU Works

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

Optional enrollment now open

Find out more at: bu.edu/tech/duo
Think before you click!

To: documents@bu.edu

Emailing: MX62EDO  01.03.2016

We removed extra line breaks from this message.

Message  MX62EDO201603018630.zip (2 KB)

Your message is ready to be sent with the following file or link attachments:

MX62EDO  01.03.2016 SERVICE SHEET

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to de

This email has been checked for viruses by Avast antivirus software.
https://www.avast.com/antivirus
If you don’t know **what it is** and **who it’s from**…

- E-mail attachments can contain viruses: `.doc` and `.docx` (Word), `.pdf` (Adobe Reader), `.zip`, `.exe`, `.js`, `.vbs`, and more…
- Ransomware can cause permanent file-loss. Backup data frequently!

…**don’t open it!**
Educate yourself

- Understand how to know if you are at the real BU web login, or a clever fake
- Learn how to analyze email messages to detect ones that are malicious
- Don’t share your BU password with anyone.
- If unsure of email contact the BUMC Service desk
  - 617-638-3000
  - bumchelp@bu.edu
  - abuse@bu.edu (to forward scams & phishing email)
Questions?
BUMC IT

- Point of contact for your IT needs
- 801 Crosstown suite 485
  - Hours Monday to Friday 8:30 to 5pm
- bumchelp@bu.edu
- 617 638 3000
- www.bumc.bu.edu/it
  - Facebook bumcit
  - Twitter bumcit