

Welcome To

Boston University's

New Employee Orientation!

Rev. January 2026



Before we begin...

- ▶ Please ensure that your Zoom display name includes **both your first and last name** for attendance tracking. If you are joining from a group or conference room, kindly **provide the names of all participants** in the chat.
- ▶ We ask all attendees **mute themselves** to eliminate background noises. Any questions can be asked & answered via the **chat function**.
- ▶ Zoom live transcript is enabled. To **turn on the captioning**, click the “captions” button at the bottom of the screen.



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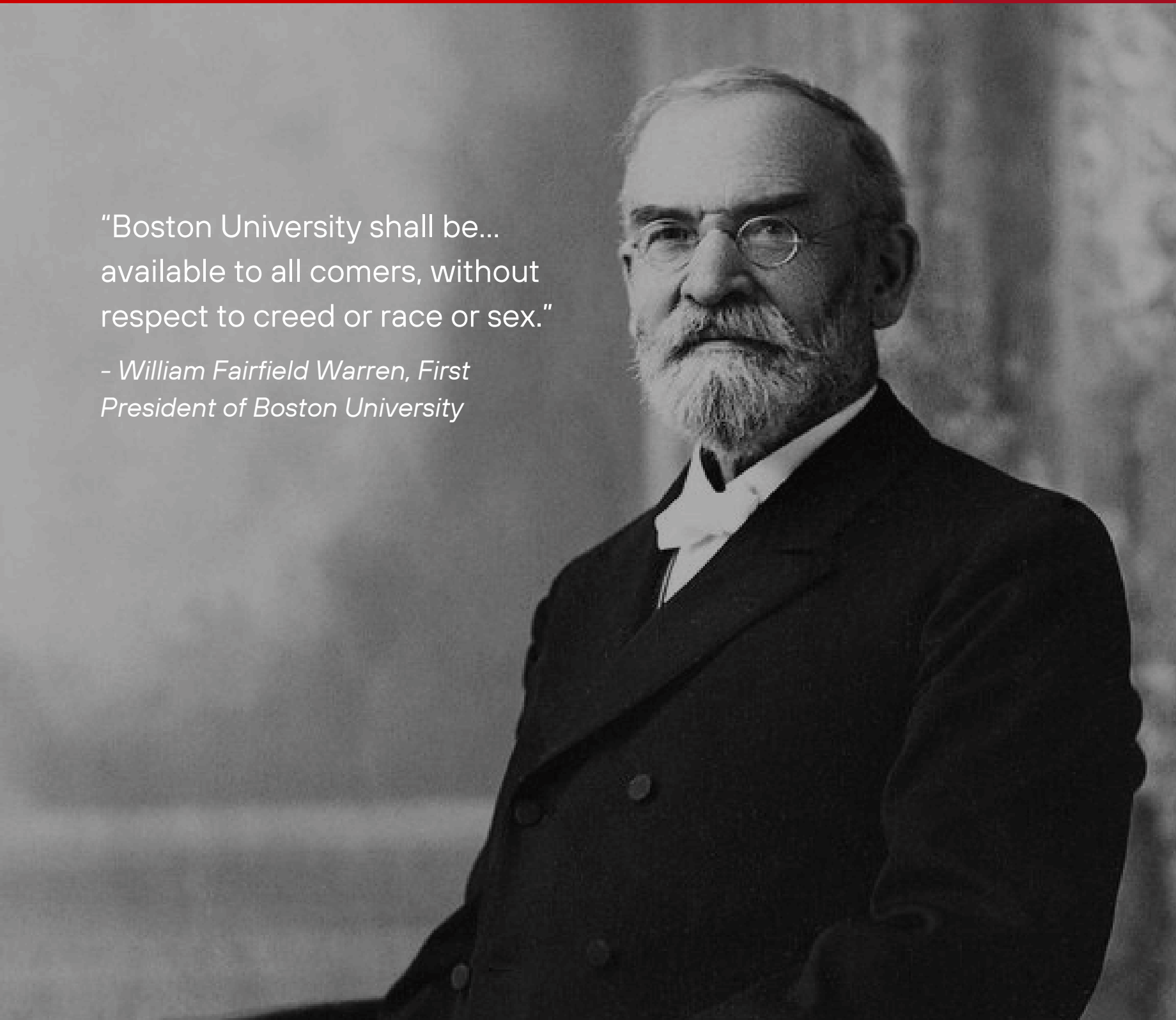
Knowing BU:

A Message from President Melissa Gilliam



"Boston University shall be...
available to all comers, without
respect to creed or race or sex."

- William Fairfield Warren, First
President of Boston University



Knowing BU:

The University's Mission

Boston University is an international, comprehensive, private research university committed to educating students to be reflective, resourceful individuals ready to live, adapt, and lead in an interconnected world. Boston University is committed to generating new knowledge to benefit society.

We remain dedicated to our founding principles: that higher education should be accessible to all and that research, scholarship, artistic creation, and professional practice should be conducted in the service of the wider community

[Learn more about our Mission.](#)

Knowing BU:

The University's Foundations

- ▶ Boston University was founded in 1839
- ▶ Consists of:
 - ▶ **Over 11,000 Faculty & Staff**
 - ▶ **17 Schools & Colleges**
 - ▶ **Over 38,000 Students**
 - ▶ **13 Libraries**
- ▶ Colors: Scarlet and White
- ▶ Mascot: Boston Terrier

Learn more about our University.



Knowing BU:

Strategic Framework

Charting Our Future, the university's strategic framework, is a set of shared goals, guiding principles, and initial programs, which will align us in the common purpose to advance our leading research institution.

Intellectual & Academic Destination

World-Class Community of Talent

Globally & Externally Engaged

The foundation that buttresses all three pillars is a commitment to **operational excellence**.



[Learn More about our Strategic Framework.](#)

Knowing BU:

The President's Cabinet



President

Melissa
Gilliam



Chief of Staff

Christine
Wynne



Sr. VP, Operations

Derek Howe



Chief Investment Officer

Lila Hunnewell



Sr. VP, Advancement

Michele Schiele



Dean of Students

Jason
Campbell-Foster



Sr. VP, University Relations

Kamrhan Farwell



Sr. VP, People, Belonging, and Culture

Manuel Cuevas-Trisán



University Provost and Chief Academic Officer

Gloria Waters



Vice President & Chief Information Officer

Christopher Sedore



Sr. VP, General Counsel, and Secretary of the Board of Trustees

Erika Geetter



Vice President and Secretary of the Board of Trustees

Andrew Forsyth



Sr. VP, Chief Financial Officer and Treasurer

Nicole Tirella

Learn more about our [Senior Leadership](#).

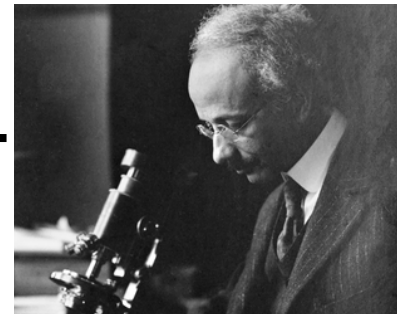
Knowing BU:

Alumni & Achievements



1876:

Boston University Professor Alexander Graham Bell invents the telephone.



1897:

Solomon Carter Fuller graduates from BU (CAMED) and goes on to be the first Black psychiatrist in the United States.



1955:

Civil Rights Activist Martin Luther King Jr. graduates from BU, becoming "Dr. King" by earning a Ph.D. in systematic theology.



1959:

Barbara Jordan, the first African American elected to the Texas Senate after Reconstruction, graduates from BU Law.



1972:

The university's Prison Education Program, the oldest in the country, is founded by activist and Boston University associate professor emerita, Elizabeth Barker.



1983:

Five-time Academy Award nominee and two-time Golden Globe winner, Julianna Moore graduates from BU's College of Fine Arts.



2003:

Jhumpa Lahiri's (GRS'93, UNI'95,'97) collection of short stories, *Interpreter of Maladies*, wins the 2000 Pulitzer Prize.



2019:

Politician, activist, and BU Alumni (CAS '11), Alexandria Ocasio-Cortez is named to the 2019 Time 100 Most Influential People list.



2022:

Boston University-led team has engineered a tiny living heart chamber replica to more accurately mimic the real organ and provide a sandbox for testing new heart disease treatments



2025:

The National Institutes of Health (NIH) awards \$15 million to a BU led study focusing on accurately diagnosing CTE—chronic traumatic encephalopathy, a neurodegenerative disease—in living patients.

Learn more about our History.

Knowing BU:

University Updates & Information



The university's award-winning daily website, featuring breaking news and research stories, plus coverage of students, faculty, staff, alumni, campus events and programs.



Pioneering Research from
Boston University.

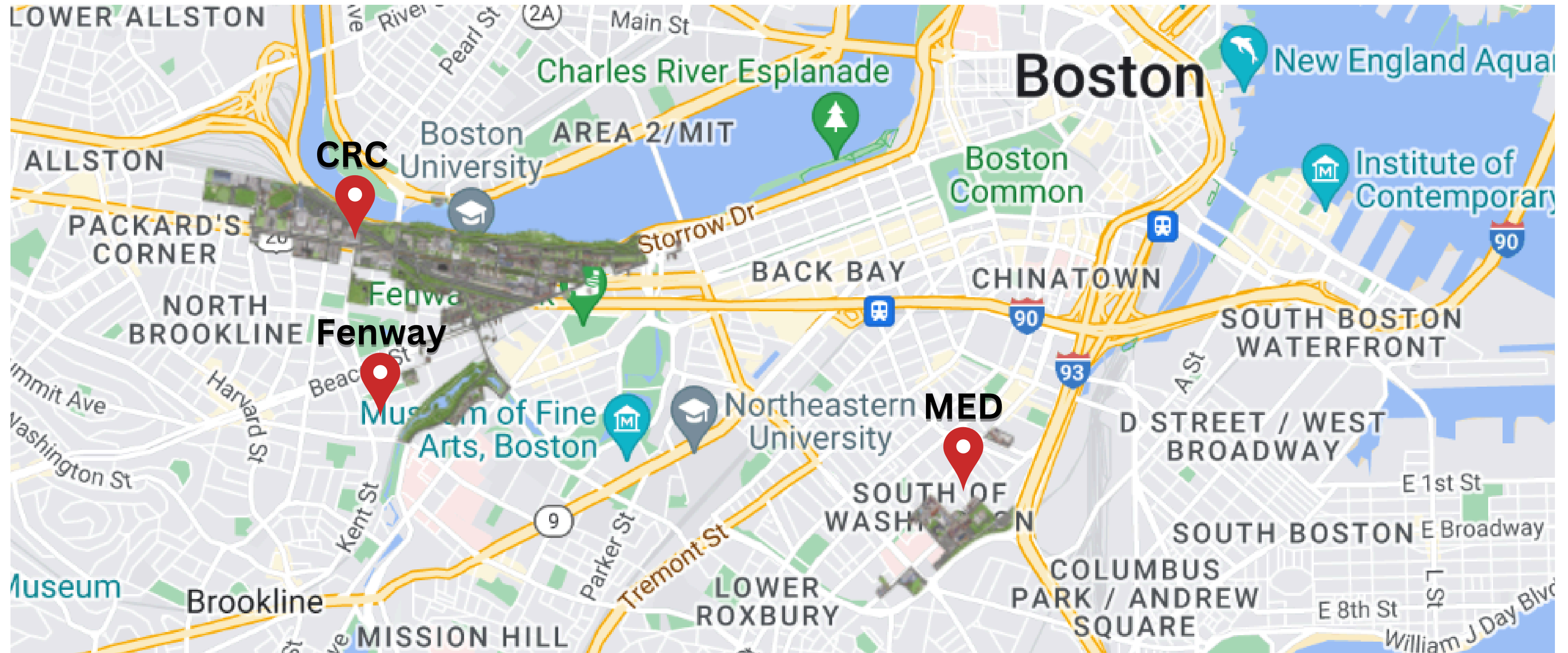


Boston University's Alumni
Magazine

Want more University Updates? Follow our Socials.

Knowing BU: *The Campus*

3 campuses located within the heart of Boston



Knowing BU: *Campus Safety*

Boston University Police Department (BUPD)

The BUPD is a full-service police department providing 24-hour patrol coverage, investigative services, and crime prevention strategies to the BU community.

Boston University Police Department

32 Harry Agganis Way

Boston MA 02215

For EMERGENCIES CALL: 617-353-2121

BU Medical Campus Public Safety

Robinson Building 72 E. Concord St (6th Floor)

Boston MA 02118

Phone: 617-358-4444

[Find Out More On Our Website](#)



Knowing BU:

BUPD Offered Services

- In addition to their normal patrol and investigative work, there are other services and resources available to the BU Community:

Fingerprinting Services

Lost & Stolen Property

Self Defense Classes

Building and Site Security

Community Resource Dog

Provide security for executive staff and VIP visitors

And More...

- Safety Awareness for Everyone (**SAFE**)

SAFE is an on-demand informational video and training to inform the BU community about the comprehensive support provided by the Boston University Police Department.

Knowing BU:

Terrier Community

► University Athletics

Check your New Employee Orientation invite for complimentary tickets!

► BU Community Service

Volunteer at Commencement or get involved through our Community Service Center!





Knowing BU: Our Community Networks

*Our **Faculty & Staff Community Networks (FSCNs)**, are organizations led by BU faculty and staff with the goals of building connections and fostering a sense of belonging among their respective community members and allies.*

LGBTQIA+ FSCN	BU Ability Alliance (BU AbAI)
Faculty & Staff of Color Alliance	Muslim, Arab, and Palestinian Alliance
Jewish & Israeli FSCN	First-Gen FSCN

Learn more about our existing communities or express interest in starting a new FSCN.



On the Job Support

Human Resources

Organizational Development & Learning (OD&L)

Equal Opportunity Office (EOO)

How to Report Concerns

Information Security

Employee Wellness

Human Resources

HR SERVICE CENTER (HRSC)

The HR Service Center can support you with your Benefits, Employee Self Service, Onboarding (Form I-9), Leaves of Absence (Paid Family and Medical Leave), and more.

HR BUSINESS PARTNER (HRBP)

Your HR Business Partner can help with navigating workplace conflict and employee relations, as well as assistance with interpreting university policies.

BUHR Employee Portal

Your centralized information hub for HR questions and resources! The BUHR Portal gives you a single place to submit and view the status of your HR cases.

[Visit the portal for more information!](#)

Not sure who to contact? [Find out.](#)



Professional Development

Organizational Development & Learning (OD&L)

Organizational Development & Learning offers a wide range of opportunities for your professional development spanning all stages of your career journey at BU. Whether you are new to BU, embarking on a new role, looking to strengthen your skills and competencies, or advancing in your leadership, OD&L has you covered!

▶ New Hire Resources

▶ TeD - Continued Development

▶ Signature Services

▶ Manager & Leader Programs



Equal Opportunity Office (EOO)

The Equal Opportunity Office works to promote and realize Boston University's commitment to provide equitable access for all employees.

We strive to ensure that equal opportunity is a reality at Boston University, and that our faculty, staff, and students can work and study in an environment free from unlawful harassment and discrimination.

The office also ensures employees can access reasonable accommodations within their work environment, and the University meets its obligations under applicable federal and state laws.





Equal Opportunity Office (EOO)

Pregnant Workers Fairness Act

Massachusetts Law: Effective April 1, 2018

Federal Law: Effective June 27, 2023

- Requires employers to provide reasonable accommodations to employee's known limitations related to pregnancy, childbirth, or related medical conditions.
- Prohibits employment discrimination on the basis of pregnancy and pregnancy-related conditions, such as lactation.
- Describes employers' obligations to employees that are pregnant or lactating and the protections these employees are entitled to receive.
- Generally, employers may not treat employees or job applicants less favorably than other employees based on pregnancy or pregnancy-related conditions and have an obligation to accommodate pregnant workers.

Equal Opportunity Office (EOO)

What EOO Does

Sexual and Gender Based Misconduct

Addressing gender discrimination, including sexual harassment and sexual misconduct

Equal Opportunity

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

Reasonable Accommodations

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

Reporting options, confidential resources, educational materials, and more available on our website:

www.bu.edu/eoo

888 Commonwealth Ave Suite 303 Boston, MA 02215 | 617.358.1796

Reporting Concerns

Fostering a safe work environment throughout campus

Office of the Ombuds

▶ Completely Confidential



(617) 358-5960



ombuds@bu.edu

Compliance Services

▶ Anonymous Reporting



(617) 358-8090



comply@bu.edu

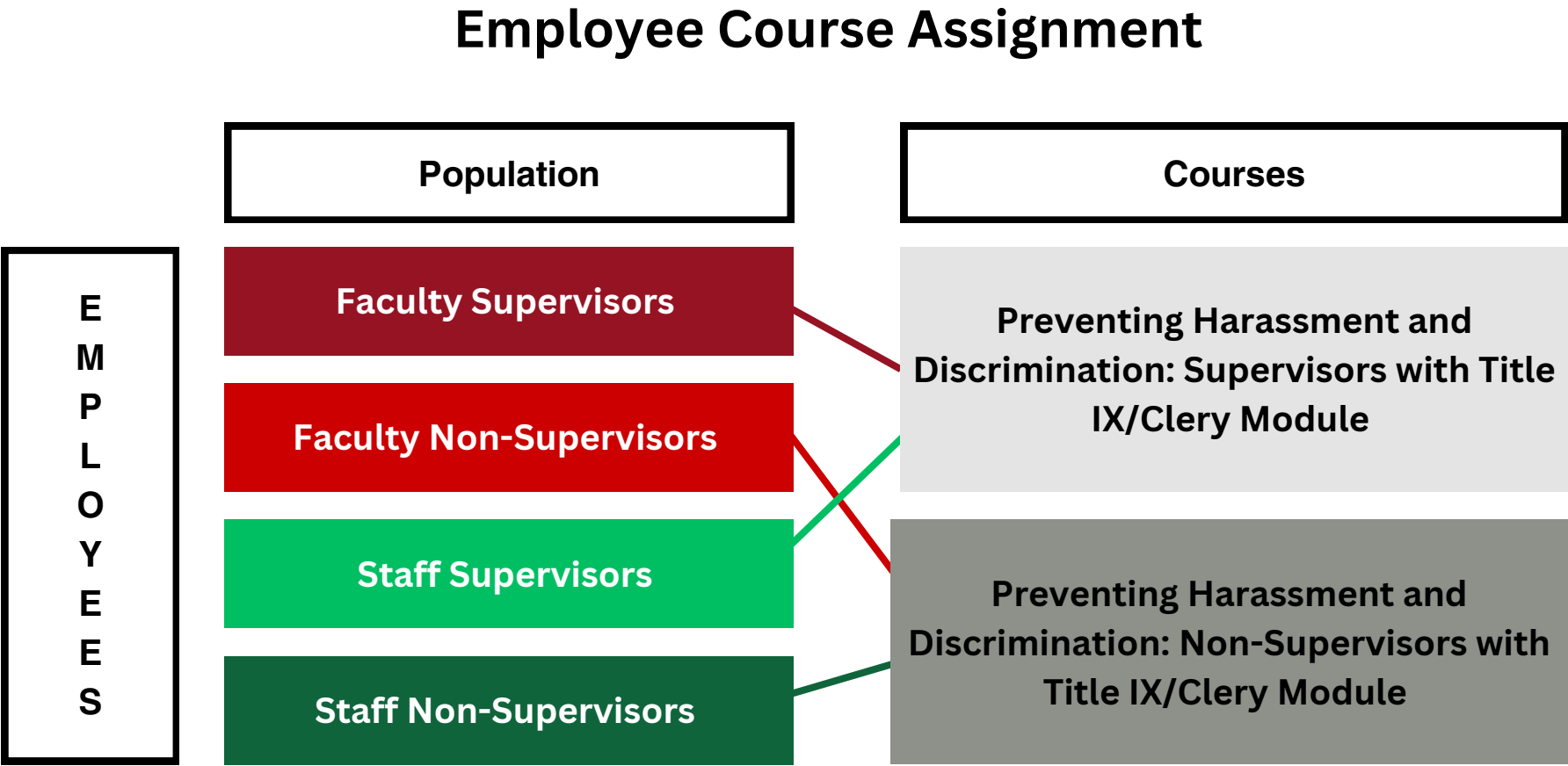
Additional Reporting Resources



Sexual Misconduct Prevention and Harassment & Discrimination Prevention Training

For All Faculty & Staff

All University employees are considered **responsible employees** for the purposes of Title IX reporting, and are required to complete an online Sexual Misconduct Prevention and Harassment & Discrimination Prevention Training **upon hire**.



► [Find more information & your assigned course](#)

Information Security Team

Cyber Security & Protecting Data

The **BU Information Security Team** aims to align our community with Boston University security best practices, reduce risks and incidents, and support one another in our mission of securing our data.

- ▶ BU CYBERSECURITY 101: Best practices keep you safe from the start

DON'T REUSE
YOUR
PASSWORDS

REPORT
SUSPICIOUS OR
PHISHING
EMAILS

REPORT AN
INCIDENT

PROTECT
YOUR
ACCOUNT

DO NOT APPROVE DUO
REQUESTS YOU DID NOT
INITIATE

- ▶ BU CYBERSECURITY TRAINING: Online trainings to sharpen your security skills

- ▶ BU CYBERSECURITY POLICIES: Protect the data at your fingertips





Employee Wellness

Providing faculty and staff with resources, both on campus and off, to assist in enhancing your overall wellness.

Learn and practice ways to stay healthy in mind, body, spirit, and financially through their workshops and events:

Yoga, Stretch & Breathe, Zumba

Mindfulness and Self-Compassion

Cooking Demonstrations

New Parent Workshops

Financial Awareness Workshops

Health Promotion Lectures

Annual Wellness Fair

Terrier Trek Through Boston

[Find out more.](#)



Additional Resources

Faculty Staff Assistance Office (FSAO)

Family & Childcare Resources

Fitness & Recreation Center

Perks & Discounts

Next Steps



Faculty & Staff Assistance Office (FSAO)

Available to staff, faculty, and family members for personal issues

Free and confidential short-term counseling

- ▶ Referrals for mental health and substance use treatment
- ▶ Training and education
- ▶ Crisis support (critical incident response)
- ▶ Resources to promote well-being
- ▶ Management consultation
- ▶ Referrals to community resources

Contact Information

 fsao@bu.edu  617-353-5381  bu.edu/fsao/

Family Resources

Supporting families of the Boston University community.

BU Children's Center

- ▶ Full-time Early Childhood Education Program open to children of faculty, staff, and graduate students.

Office of Family Resources

- ▶ The Office of Family Resource provides a variety of additional resources and services to support the families of Boston University.

Bright Horizons Back-Up Care for Children and Adults

- ▶ In-Home Care: \$6 per hour (child and elder care)
- ▶ In-Center Care: \$15 per child per day; \$25 per family per day.

And More



Fitness & Recreations Center



► **Fitness Facilities**

Offering the latest in exercise equipment and free weight systems!

► **Membership Services**

Take advantage of the numerous membership benefits, including private faculty/staff locker rooms and saunas and personal training,

► **Family Programming**

Family members can enjoy a wide variety of classes and activities designed to get children of any age moving, learning, and loving it

And More!



Perks & Discounts

Under the **Life@BU** section on the HR website, employees can view a variety of perks available, including discounts on:

Personal mobile phone accounts

Barnes & Noble @ BU

Several Boston area art museums

Auto and home insurance

Parts and labor at Sullivan Tire & Auto Service

And more!

What's Next?

- ▶ Orientation Attendees will receive:
 - A "Next-Steps" email in the following days with reminders on time sensitive tasks.
 - A "Resource Refresh" guide the following week.
- ▶ Attend a Campus Connects: Bridging BU in-person session.
- ▶ Sign-up for a **New** Employee Campus Tour!



Break

Please use this time for a 5-10 minute break



Benefits Agenda



Eligibility

Pre-Tax Deductions

Open Enrollment

Qualified Changes

The Benefits

Next Steps

- Health Plans
- Dental Plans
- Vision Plan
- Flexible Spending Accounts (FSA)
- Long-Term Disability Plan
- Life Insurance Plan
- Travel Accident Insurance Plan
- Personal and Family Accident Insurance Plan
- Tuition Remission
- Retirement Plans
- Paid Family Medical Leave
- Personal Insurance
- Long Term Care

Who is Eligible for Benefits?

Assignment Duration	Percent Time Worked	Benefits Available
All	Any	• Supplemental Retirement & Savings Plan • Flexible Spending Accounts
9 months or more	Greater than or equal to 50%	• Health Plan • Dental Plan • Vision Plan • BU Retirement Plan • Long Term Care
9 months or more	100%	• Basic Life Insurance • Supplemental & Dependent Life Insurance • Long Term Disability • Personal & Family Accident Insurance • Travel Accident Insurance • Tuition Remission

When Do Health, Dental, & Vision Benefits Begin?

The effective date of your participation in the Health, Dental, & Vision Plans is based upon your date of hire:

- If your date of hire is the 1st of the month, your benefits begin on that day.
- If your date of hire is any day other than the 1st of the month, your benefits begin the 1st of the following month. All other benefits are effective as of your date of hire.

Flexible Benefits Program

Pre-Tax Payroll Deductions to the Following Plans:

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





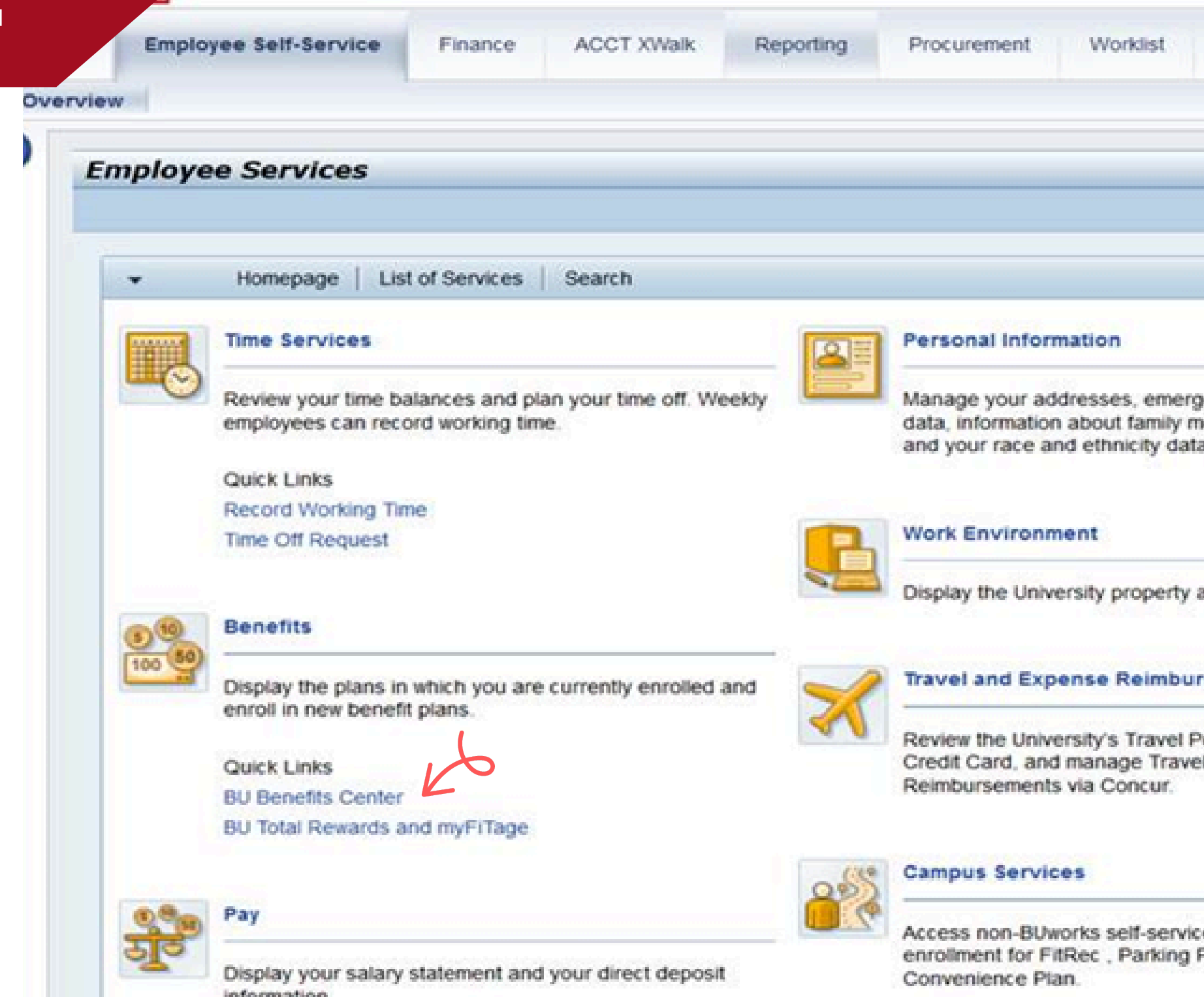
Changing Your Flexible Benefit Elections

Reason	Time/Options
Open Enrollment	• Once a year - end of fall semester • Change plans and/or level of coverage
Life or Career Event: • Marriage/Divorce • Birth/Adoption • Start/End of Spouse's Employment • Unpaid Leave of Absence • Losing coverage as a result of turning age 26	• 30 days from event date
New Hire	• Within 30 days of your Orientation Date

You may make changes to your enrollment in Supplemental Retirement and Savings Plan, Life Insurance Plans and Health Savings Account at any time.

Online Benefits Enrollment

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



Health Plans

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

Blue Cross Blue Shield PPO

BCBS National PPO Network		Out-of-Network Providers
Boston Medical Center (BMC) Provider	All Other Network Providers	
- You pay less for health care. - You save on everything from doctor office visits and X-rays to hospital care. - BMC providers available at the BU Charles River Medical Practice located at 930. Commonwealth Avenue.	- You'll pay more than you would with a BMC provider, but less than you would with an out-of-network provider. - All preventative care is covered in full with no copayment or coinsurance. - Physician visits are covered by a copayment. - Diagnostic hospital services are subject to coinsurance after the annual deductible is met. - You'll pay less if you choose a BCBS low-cost hospital.	- If your provider is not in the BCBS national PPO network, out-of-network benefits apply. - You are still covered by the plan, but your out-of-pocket costs will be higher.

Blue Cross Blue Shield PPO

Key Features:

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

	Copayments	Deductible	Coinsurance	Out-of-Pocket-Maximum
What It Means	Flat dollar amount you pay for certain services	The amount you pay before the plan begins paying certain benefits	The percentage you pay after you meet the deductible	The maximum you pay in a calendar year
For Which Expenses	• Doctor's office visits • Emergency room visits • Prescription drugs (generic)	• X-rays, labs and other diagnostic tests • Inpatient or outpatient hospital care • All out-of-network care (except E/R)		Out-of-pocket maximum is separate for medical and prescription drugs

Blue Cross Blue Shield PPO

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

Blue Cross Blue Shield PPO

Amount You Pay- Prescription Drugs:

Service	OptumRx Network	Out-of-Network Providers
Retail Pharmacy (30-day supply) ·Generic ·Preferred ·Non-preferred	·\$10 copay ·20% (min \$45 and max \$65) ·30% (min \$65 and max \$85)	Not covered
Mail-Order Pharmacy or CVS90 at retail pharmacy (90-day supply) ·Generic ·Preferred ·Non-preferred	·\$20 copay ·20% (min \$90 and max \$130) ·30% (min \$130 and max \$170)	Not covered
Out-of-Pocket Maximum ·For prescription drugs only	·\$2,500/\$5,000	Not applicable

Health Care Flexible Spending Account

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

Salary Tier	2026 FSA Contribution from BU	
	Single	Family
<\$70,000	\$250	\$500
\$70,000 to \$99,999	\$125	\$250
>\$100,000	No Contribution	

Flexible Spending Accounts

- ▶ Health Care Flexible Spending Account
 - Out-of-Pocket Medical and Dental Expenses
 - \$3,400 for the 2026 Calendar Year

- ▶ Dependent Care Flexible Spending Account
 - Out-of-Pocket Dependent Expenses
 - \$7,500 for the 2026 Calendar Year



BU Health Savings Plan with HSA

Current-Year Coverage + Long-Term Savings

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

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

BU Health Savings Plan

Key Features:

- You pay nothing for in-network preventive care. Includes a \$150 reimbursement for eligible fitness and weight loss expenses.
- You share in the cost of care through a deductible and coinsurance for any diagnostic care you receive. The out-of-pocket maximum is the most you may pay each year.

	Deductible	Coinsurance	Out-of-Pocket-Maximum
What It Means	The amount you pay before the plan begins paying certain benefits <i>Entire family deductible must be met if you cover dependents</i>	After you meet your deductible, this is the percentage of medical costs you pay	The maximum you pay in a calendar year in deductible and coinsurance <i>Entire family out-of- pocket maximum must be met if you cover dependents</i>
For Which Expenses	All non-preventive in- and out-of-network medical care and prescription drugs		Combined for all medical and prescription drug out-of-pocket expenses

BU Health Savings Plan

Service	In-Network Providers	Out-of-Network
Deductible (single/family)	\$2,000/\$4,000	\$4,000/\$8,000
Out-of-pocket maximum (single/family) (includes prescription drugs)	\$4,000/\$8,000	\$8,000/\$16,000
Preventive care	\$0 (plan pays 100%)	30%, after deductible
Medical care ·Office visits ·X-rays, labs and related tests ·Inpatient or outpatient care	12%, after deductible	30%, after deductible
Emergency room visit	12%, after deductible	12%, after deductible
Prescription drugs ·Retail pharmacy ·Mail-order pharmacy	12%, after deductible	Not covered

The BU Health Savings Plan

Health Savings Account (HSA) Features

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



The BU Health Savings Plan

HSA Contributions

HSA Coverage Level	IRS Limit	BU Contribution	Maximum Employee Contribution
Single	2026 Under 55: \$4,400 55 and older: \$5,400	\$500	2026 Under 55: \$3,900 55 and older: \$4,900
Family	2026 Under 55: \$8,750 55 and older: \$9,750	\$1,000	2026 Under 55: \$7,750 55 and older: \$8,750

SmartSelect



Which Boston University health plan might be right for you?

By utilizing **SmartSelect**, you can see which plan is expected to cost you the least amount of money out of pocket by answering just a few simple questions.

Medical Services

Near the Charles River Campus

BU Affiliated Physicians - Charles River

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

On the Charles River Campus

Sargent College Clinical Centers

- At various locations on campus
- www.bu.edu/sccc
- Services Provided
 - Physical Therapy
 - Occupational Therapy
 - Speech/Language Pathology
 - Nutrition and Fitness Evaluations
 - Athletic Enhancement

Other Programs to Help You Stay Healthy

▶ BU Employee Wellness

Workshops, events and resources on campus for faculty and staff.

▶ Headspace

FREE access to meditation and mindfulness application for faculty & staff.



Dental Plan



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

BU Dental Health Center Plan

Service	Coverage at Centers*
Preventative & Diagnostic	100%
Basic Restorative	100%
Major Restorative	60%
Orthodontia	50% (\$2,000 per person, lifetime maximum)

*Based on the Plan's discounted fee schedule

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

Dental Blue Freedom Plan

Type of Service	BU Dental Health Centers*	BCBS Dental Providers**	Out-of-Network Providers**
Deductible	None	\$50 per person	
Annual Maximum Benefit	\$1,700 per person***		
Preventative & Diagnostic	100%	80%, no deductible	80%, no deductible
Basic Restorative	80%	60% after deductible	60% after deductible
Major Restorative	50%	40% after deductible	40% after deductible
Orthodontic	50% (\$2,000 per person, lifetime maximum)	Not covered	Not covered

* Based on the Plan's discounted fee schedule

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

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

MetLife Vision Plan

Effective January 1, 2026, MetLife Vision Insurance is offered to full-time and part-time faculty and staff working at least 50% of a full-time schedule and have an assignment duration of 9 or more months.

The Vision Plan benefits include:

- Coverage for routine eye exams, glasses and contact lenses
- Choice of in-network retail chains, including Warby Parker, LensCrafters, Target Optical, Visionworks, Pearle Vision and Costco Optical, and online optical retailers
- Freedom to visit any provider in or out of network for exams and eyewear



Dependent Eligibility Verification

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

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

Long-Term Disability Plan

After 2 Years of Service

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

Maximum Benefit: \$14,500 per month

*The 2 year service requirement is waived 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 coverage for yourself:** 1, 2, 3, 4, or 5x annual base salary up to \$2,500,000.
- **Voluntary coverage for your spouse:** Multiples of \$10,000 up to \$100,000 or 3x your annual base salary, whichever is less.
- **Voluntary Coverage for your Dependent:** Child: \$5,000 or \$10,000
- After-tax payroll contributions
- Evidence of Insurability is needed to add or increase coverage more than after 30 days from date orientation or for coverage amounts in excess of \$500,000

Accident Insurance

Travel Accident Insurance Plan

- Benefit automatic coverage for University related business travel
- Maximum 5 Times Annual Base Salary up to \$1,000,000

Personal and Family Accident Insurance Plan

- Benefit Voluntary Coverage in Multiples of \$10,000
- Maximum \$350,000 or 10 times annual salary, whichever is lower

Tuition Remission



► For You

- 4 credit hours per semester covered at 100%
- Up to an additional 4 credit hours per semester covered at 90%
- Includes undergraduate and graduate courses

► For Your Spouse

- Covered at 50% after 12 months of eligible service
- Includes undergraduate and graduate courses

► For Your Dependents

- Covered at 50% after 4 months of eligible service
- Covered at 90% after 16 months of eligible service
- Only for undergraduate courses when a dependent is accepted and enrolled in undergraduate degree program at Boston University
- More information on dependent eligibility may be found on the Human Resources website: [Tuition Remission Benefits for Your Dependent Children | Human Resources \(bu.edu\)](#)

Tuition Remission

- **Courses not covered by the benefit**
 - Tuition Remission does not cover room and board, fees, and other expenses, (e.g. books, lab fees, etc)
 - Online Classes
 - Classes not offered for credit
 - Courses offered through the School of Medicine (except for master's degree program courses in the School of Public Health and courses offered in the Division of Graduate Medical Sciences)
 - Courses offered through the School of Dental Medicine
- More detailed information may be found on the Human Resources website [What the Program Covers | Human Resources \(bu.edu\)](#).

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
- Taxable tuition remission benefits will be taxed as ordinary income and appropriate federal, state and Social Security taxes will be withheld



Tuition Exchange Program

- ▶ Scholarship program for your eligible dependent children
- ▶ Over 600 colleges and universities participate in the program
- ▶ Each year, a total of 10 Tuition Exchange Scholarships may be awarded to dependents of BU employees who have been accepted and awarded a scholarship by the member institution

[Find out more.](#)



Retirement Savings Program

- ▶ The Boston University Retirement Savings Program comprises three plans. Collectively, these plans are designed to encourage personal savings and provide equitable contributions from BU across all age groups and salary levels.
- ▶ **BU Retirement Plan:** for University contributions
- ▶ **Supplemental Retirement & Savings Plan:** for your contributions
- ▶ **457(b) Savings Plan:** for contributions for highly paid faculty and staff



BU Retirement Plan

Eligibility & Contributions

- ▶ You are automatically enrolled once you have completed 2 years of service working at least 50% of a full-time schedule with a minimum of a 9-month assignment duration

- ▶ Only BU contributes to the Boston University Retirement Plan:

Core contribution: based on age and salary

Plus

Dollar-for-dollar matching contribution: up to 3%



University Core Contribution



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

The integration level for 2026 is \$72,500.

University Matching Contribution

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



Total Potential University Contribution

Age	University Core Contribution (Automatic, based on age and salary)	University Matching Contribution*	Total Potential BU Contribution
Under 45	4% on first \$72,500 and 6% over \$72,500	Doller for dollar, up to 3% of pay	7% on first \$72,500 and 9% over \$72,500
45 through 49	6% on first \$72,500 and 8% over \$72,500		9% on first \$72,500 and 11% over \$72,500
50 and above	7% on first \$72,500 and 9% over \$72,500		10% on first \$72,500 and 12% over \$72,500
*Assumes you contribute at least 3% to the Supplemental Retirement & Savings Plan			

Supplemental Retirement & Savings Plan

▶ As New Employee

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

▶ After Two Years of Service

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

The 457(b) Savings Plan

- ▶ Faculty and staff earning \$220,000 or more
- ▶ Opportunity for additional tax deferred contributions



BU Retirement Savings Program: Investment Options

▶ Selected Investments

- ▶ Tier 1 - Vanguard Target Date Funds (default when auto-enrolled)
- ▶ Tier 2 - Passively Managed Equities
- ▶ Tier 3 - Capital Preservation and Income

▶ Other Investments

- ▶ Tier 4 - BrokerageLink®, a self-directed brokerage account



Financial Planning Tools

No cost resources for your financial planning

- ▶ **MaxiFi Planner** — A web-based financial planning software that helps you make all kinds of decisions about important financial events in your life.
- ▶ **Maximize My Social Security** — Helps you decide when and how to collect retiree, spousal, survivor, divorcee, parent, and child benefits to achieve the highest lifetime benefits.
- ▶ **BU Total Rewards & myFiTage | Human Resources** — An online statement that provides you with your total compensation and your benefits all in one place. It is updated on a monthly basis to keep you informed throughout the year.
- ▶ **Fidelity 1:1 Appointments** — You are invited to meet one-on-one with a Fidelity Retirement Planner who will provide you with education, resources and support. Please consider bringing relevant account statements and any paperwork to help address your questions and needs. Review your asset allocation and plan investment options.



Paid Family and Medical Leave (PFML)

The Paid Family and Medical Leave benefit provides job protection and paid leave for two purposes:

- ▶ Personal medical leave applies if your own illness or injury prevents you from working for a week or more
- ▶ Family leave applies if you need time to attend to family health concerns, the arrival of a child, or certain matters related to military service

*Paid Family and Medical Leave runs concurrently with any leave taken under applicable state and federal leave laws, including the Massachusetts Parental Leave Act (MPLA) and the federal Family and Medical Leave Act (FMLA).



Eligibility

Group	Eligibility
Full-time/Part-time Faculty	Full-time and part-time faculty covered under the Boston University Faculty Handbook are eligible for PFML benefits upon employment
L509 Part-time/Adjunct	Must have earned: • At least 30 times your weekly benefit amount, and • Not less than \$6,300 in 2026 in the last twelve months before a leave begins.
Regular Full-time/Part-time Staff	Must have earned: • At least 30 times your weekly benefit amount, and • Not less than \$6,300 in 2026 in the last twelve months before a leave begins.
Boston University Medical Group (BUMG)	Eligible for PFML upon employment
Temporary and Former Employees	Must have earned: • At least 30 times your weekly benefit amount, and • Not less than \$6,300 in 2026 in the last twelve months before a leave begins.

Types of Leave

	Medical Related Leaves	Parental Leaves	Military Leaves
Full-time Faculty	Personal Medical Leave: 100% of base pay for up to 26 weeks Family Medical Leave: 100% of base pay for up to 12 weeks	Childbirth: 100% of base pay for up to 6 weeks Bonding/Caregiving Leave: 100% of base pay for 14 weeks of full relief *or 28 weeks of half relief ** from all obligations * <i>May be taken in one semester increment</i> **<i>May be taken in two semester increments</i> <i>Childbirth Leave (6 weeks) may be combined with Bonding/Caregiving Leave (14 or 28 weeks). The combination of childbirth and bonding/caregiving leave cannot exceed 32 weeks in a benefit year.</i>	Military Exigency: 100% of base pay for up to 12 weeks within 12 months Care for Military Family Member: 100% of base pay for up to 26 weeks within 12 months
Staff	Personal Medical Leave (including childbirth): 100% base pay for up to 26 weeks Family Leave: 100% base pay for up to 12 weeks	Bonding Leave: 100% base pay for up to 12 weeks within 12 months from date of birth	Military Exigency: 80% of base pay for up to 12 weeks within 12 months Care for Military Family Member: 80% of base pay for up to 26 weeks within 12 months
BUMG	Personal Medical Leave: - Up to 8 weeks – 100% of total compensation - Up to an additional 12 weeks – 67% of total compensation Family Leave: - Up to 2 weeks – 100% of total compensation - Up to an additional 10 weeks – state maximum weekly benefit (\$1,230.39 in 2026)	Up to 2 weeks – 100% of total compensation Up to 10 weeks – state maximum weekly benefit (\$1,230.39 in 2026)	Military Exigency: Up to 2 weeks paid at 100% total compensation then up to 10 weeks paid at state maximum weekly benefits (\$1,230.39 in 2026) Care for Military Family Member: Up to 2 weeks paid at 100% total compensation then up to 24 weeks paid at state maximum weekly benefit (\$1,230.39 in 2026)
Part-time Faculty & Temporary/Former Employees	Personal Medical Leave: Up to 20 weeks Family Medical Leave: Up to 12 weeks	Parental Leave: Up to 12 weeks	Military Exigency: Up to 12 weeks Care for Military Family Member: Up to 26 weeks

The maximum paid time off is 26 weeks within a 12-month period for any combination of personal medical and family leave

How to Access Benefits



- ▶ All leave benefits are administered by **Sedgwick**
- ▶ If you expect to be absent for a week or more and have a need for family or personal medical leave, contact Sedgwick online or by phone to initiate the process:
 - [Sedgwick.com](https://www.sedgwick.com)
 - [877-708-0037](tel:877-708-0037)
- ▶ Contact Sedgwick immediately upon an unplanned leave, or up to 60 days before a planned leave

For non-Massachusetts residents only: If you do not reside in the state of Massachusetts, your state of residence may offer a Paid Family and Leave Benefit. As of August 2023, Paid Family and Medical leave benefits are available in CA, CO, CT, DE, DC, IL, MA, MD, MN, NH, NJ, NY, OR, RI, VT, and WA. At the time of application, you should confirm whether your state offers a plan. **If your state of residence offers a Paid Family and Medical leave benefit, you must apply for benefits through both Sedgwick as well as your state of residence. Sedgwick will assume you are receiving the benefit through your state of residence and offset the benefit available through Boston University unless you demonstrate a written denial of benefits from your state of residence.**

Pet Insurance

► Administered by MetLife

- **Discounts up to 30%**
- **Up to 90% coverage** if your pet becomes sick or injured
- **Optional Preventative Care coverage** for routine wellness
- **Access to 24/7 live vet chat** for concerns that can't wait
- Freedom to visit any licensed vet in the U.S.
- No breed exclusions or upper age limits
- Cover up to 3 pets on the same policy

► Get a quote and enroll online!

or

► Call 1-800- GET-MET8 (1-800-438-6388)



A hand holding a set of keys, including a large black keychain and several metal keys, in front of a blurred background of a house. The image is part of a presentation slide with a red header and footer.

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** within 30 days at www.bu.edu/buworkscentral of your date of hire or orientation date, whichever is later.
- ▶ Return **Long Term Disability Waiver Form** within 90 days from the expiration of your prior plan's coverage.
- ▶ You may change your contributions to the Supplemental Retirement and Savings Plan anytime.