



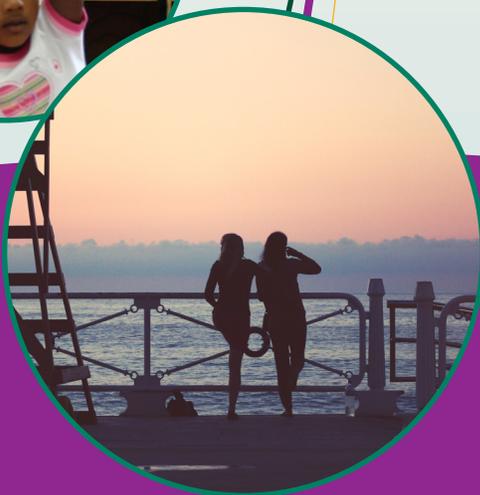
WorkLife Office
MICHIGAN STATE UNIVERSITY

Work Life Guide

For MSU
Faculty and
Staff

Brought to you by:
MSU WorkLife Office
479 West Circle Drive, Linton Hall, Suite 116/118
East Lansing, MI 48824

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



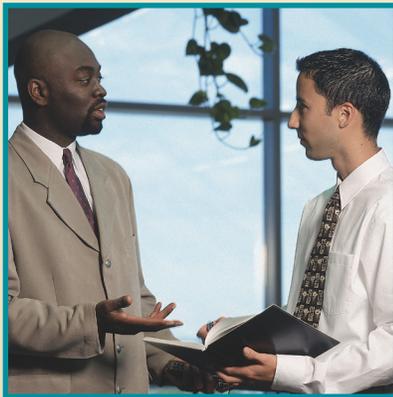
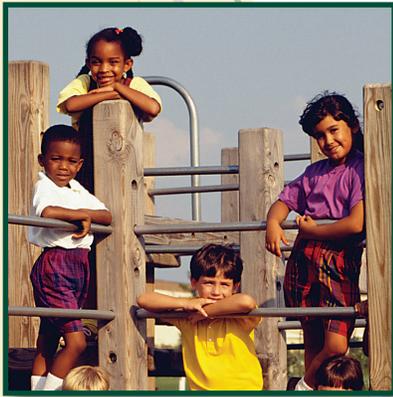


WorkLife Office
MICHIGAN STATE UNIVERSITY



Honoring your work and personal lives

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INTRODUCTION

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

WorkLife Office

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

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

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

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

MSU WorkLife Office
479 West Circle Drive
Linton Hall, Suite 116/118
East Lansing, MI 48824
(517) 353-1635
www.worklife.msu.edu



CHILDCARE

Spartan Child Development Center

MSU provides the facility for the Spartan Child Development Center (SCDC) in Spartan Village. The majority of the children enrolled in the center are those of students, faculty, and staff. SCDC offers full-day, half-day, and part-time programs. They offer a multicultural, non-violent, non-sexist, play-based program for children ages two weeks to six years old. The center is open Monday through Friday, 7:30 a.m. - 6:00

p.m., year round. There is a \$45.00 application fee (\$5 for each additional child). Please contact SCDC for further information.

Spartan Child Development Center
33 Crescent Road
East Lansing, MI 48823
(517) 353-5154
www.scdc.msu.edu

Child Development Laboratories

The MSU Child Development Laboratories (CDL) are

operated in East Lansing's Central School and Haslett's Wilkshire Elementary School by the Department of Human Development and Family Studies in the College of Social Science.

The CDLs partner with families in the education and socialization of children during their early years. They offer many opportunities for family involvement in a child's educational experience. Students, faculty members,

and families all benefit from these shared activities, learning from one another and working together for the well-being of the children.

The CDLs provide a learning environment for both preschool children and MSU students. These students, under the guidance of departmental faculty members, become team members in planning and carrying out valuable and interesting educational experiences for the children. In providing the highest quality programming for children and families, faculty members also create an exemplary learning experience for college students.

East Lansing Campus

325 West Grand River
East Lansing, MI 48823

(517) 355-1900

<https://hdfs.msu.edu/cdl>

18 months—6 years old

Full-year/Full-time

Haslett Campus

Wilkshire School

5750 Academic Way

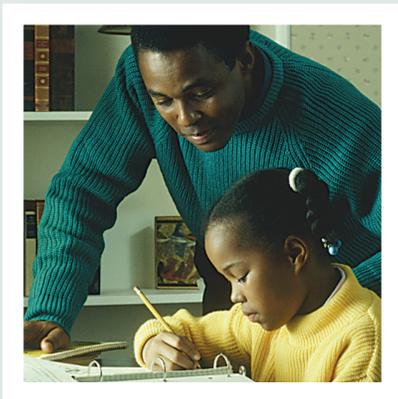
Haslett, MI 48840

(517) 339-6045

3—5 years old

Part-time options

<https://hdfs.msu.edu/cdl>



Finding Childcare

Great Start to Quality

Parents can go online to locate child care in their community. Go to www.greatstarttoquality.org and click on “Parents: Searching for child care and preschool?” Create a login or login as a guest.

You can search by the times, location and type of childcare you are seeking. You will receive names and phone numbers of licensed providers in your community.

Great Start to Quality

(877) 614-7328

www.greatstarttoquality.org

Choosing Childcare

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

Initial Phone Contact with Prospective Providers

Begin by calling those childcare providers who appear to meet the criteria for your childcare needs. You may want to ask the following questions:

- How long have you been a childcare professional?
- What is the training background of staff who will interact with my child?
- What days and hours can my child attend?
- What are your fees for caring for my child? Do you participate in any funding programs?
- What types of meals do you serve? Is the parent required to bring food?

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

Visiting Prospective Childcare Providers

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

Observe the environment:

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

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

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

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

of a program.

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

Are the philosophy, program, and discipline guidelines of the program consistent with your goals for your child? Is the interaction that you see between children and adults consistent with the philosophy discussed? This information should be included in a parent handbook.

How does your child respond to the setting? Does



your child take an interest in the activities of the program? Children will demonstrate this interest in different ways: some will get right in and become involved, others will watch from the parent's arms. You know your child

best, so look for signs of interest typical of your child.

How does the provider respond to your child? Did they welcome them, interact with them and introduce them to the other children? Do they appear nurturing and loving?

After the Decision is Made...

After you have selected the best program for your child, it is important to finalize the details. Make an appointment to meet with the caregiver to discuss details. Specific areas you should be sure to cover are:

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

Criminal Background Checks

When hiring a childcare provider (either in-home or out of the home), you may want to see if they have

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

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

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

Daycare Licensing & Grievances

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

Child and Adult Licensing Complaints

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

Handshake (formerly My Spartan Career)

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

Career Services Network

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



Nanny Companies/Websites

Care.com

www.care.com/msu

AuPair Care

www.aupaircare.com

Toll free: 1-800-428-7247

Cultural Care Au Pair

www.culturalcare.com

Toll free: 1-800-333-6056

aupair@culturalcare.com

Care.com

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

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

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

Summer Programs

MSU Sports Camps

(517) 432-0730

www.sportcamps.msu.edu/

City of East Lansing Hannah Community Center Childcare Programs

(517) 319-6979

www.cityofeastlansing.com

YMCA Summer Camps

(517) 827-9680

3235 East Grand River

Williamston, MI 48895

www.ymcaoflansing.org/camp

Sick Childcare

Have you worried what would happen if you had an important meeting, project, or class to attend, and your child was ill and unable to attend daycare or school?

In collaboration with Home Instead Senior Care, a national home care agency, MSU offers a subsidized sick-child care service to faculty, staff, and students.

Program details:

- In-home care for mildly ill children while parents work; care is provided by trained home aides, screened and employed by Home Instead
- Currently, MSU employees pay \$5.80 per hour for a home aide - the University subsidizes 70% of the cost, parents pay 30% of the cost for care (students receive a 10% discount)
- Call Home Instead directly to request care - parents may call 24 hours a day
- A minimum of four hours notice is needed for care to be arranged, but it may take longer - the sooner you call the better, as on-call staff cannot be guaranteed
- Pre-registration is strongly encouraged; forms are available at the WorkLife Office
- Cancellation fee - there will be a three hour charge for scheduled visits canceled with less than 12 hours notice

Each MSU employee is eligible for 16 hours of subsidized sick childcare per child, per fiscal year, to be used in blocks of three hours or more. If the child's illness requires more than 16 hours of care, call the WorkLife Office for authorization of additional hours.

Home Instead Senior Care

1760 East Grand River Road

East Lansing, MI 48823

(517) 333-0610 or

(517) 449-4301

Emergency Back-up Childcare

Have you had to miss days from work because your regular childcare provider was unavailable?

Each MSU employee or student is eligible to use the emergency back-up childcare service 5 days per year, for each child in the family.

The service is free of charge. A child must be free of communicable diseases and capable of participating in regularly planned activities.

On campus the Spartan Child Development Center in Spartan Village accepts children three to five years old. Off campus, Mrs. B's Daycare, a group home, accepts infants-12 years old.

Spartan Child Development Center

3—5 years old
7:30 a.m.—6:00 p.m.
1730 Crescent Road
East Lansing, MI 48823
(517) 353-5154
www.scdc.msu.edu

Mrs. B's Daycare
Infants—12 years old
6:00 a.m.—6:00 p.m.
2445 Dobie Road
Mason, MI 48854
(517) 676-3020

Breastfeeding Support

Michigan State University supports breastfeeding mothers. The MSU administration understands the benefits of breastfeeding and expects supervisors to provide a supportive environment for mothers who choose to nurse their babies or express/pump their breast milk



during the work day.

The WorkLife Office supports you and can provide breastfeeding information regarding: classes, pump loans or rentals, counseling and individual support, discussions of flexible schedules. MSU has over 80 breastfeeding rooms on campus. If you have questions on finding a private place to pump/express near your work site, and finding other breastfeeding mothers to connect with, contact the WorkLife Office if you would like to be added to the MSU breastfeeding listserv.

Adoption Support

The WorkLife Office supports parents who have adopted children either domestically or internationally, as well as those who are considering adoption. The WorkLife Office has an e-mail listserv that parents can join to discuss issues and find support among others who have, or are considering, adoption. Parenting education classes that focus on adoption issues are also offered.

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

Families with Special Needs

Early Learning Institute

Serves children with Autism Spectrum Disorders and their families. The goal of the Early Learning Institute is to provide the highest quality, evidence-based educational and social-emotional programming to diverse children with Autism Spectrum Disorders and their families.

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

Eric "Ricstar" Winter Music Therapy Camp

A summer day camp that provides opportunities for musical expression, enjoyment, and interaction for all persons with special needs (and their siblings).

Eric "Ricstar" Winter Music Therapy Camp
4930 South Hagadorn
East Lansing, MI 48823
(517) 355-7661
http://www.cms.msu.edu/el/children/camps_ricstar.php

Off-campus Children's Special Health Care Services

Secondary insurance for medical care to families who have disabled children and require special care, ages birth to 21. Meetings and one-to-one support are offered.

Toll free: 1-800-359-3722

DIVERSITY & INCLUSION

Resource Center for Persons with Disabilities

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

Resource Center for Persons with Disabilities

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



Sports Skills Program for Persons with Disabilities

The Department of Kinesiology has developed a Sports Skills Program for children and adults with disabilities. Whether you are preparing for a competition or just interested in fitness, the program provides coaching and instruction. \$75-150 per semester, scholarships available to those who qualify.

Sports Skills Program for Persons with Disabilities

(517) 353-3866
www.education.msu.edu/kin/research/ssp.asp

Michigan Department of Community Mental Health

The Division of Mental Health Services to Children and Families provides policy and program direction for public mental health services that are provided to children with developmental disabilities, emotional disturbance, or are at risk of disability, as well as services to their families.

Michigan Department of Community Mental Health

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

Early On® Michigan

Early On® Michigan is the system of early intervention services for families and their children, birth to three years of age, with developmental delays or diagnosed conditions with a probability of delay. Early On® ensures that eligible children and families receive comprehensive and family-centered services.

Early On® Michigan

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

Helping Hands Respite Center

Offers respite care for families of children/adults/seniors with disabilities, chronic illness, or aged related conditions. Trained staff who are employed by Helping Hands relieve family caregivers by providing services for a few hours or a few days in the family home, or at the Respite House, depending on need and availability of service.

Helping Hands Respite Center

201 Hillside Court
East Lansing, MI 48823
(517) 372-6671
www.helpinghandsrespite.care



Diversity & Inclusion

Office for Inclusion and Intercultural Initiatives

The Office for Inclusion and Intercultural Initiatives serves as an executive level focal point for the promotion of inclusion across the university. The office strengthens and creates a supportive University environment for MSU faculty, staff, and students that fosters full participation and cultivates excellence through inclusion, diversity, institutional equity, and intercultural understanding. I3 monitors MSU's compliance with state and federal laws and encourages best practices available to promote a culture of inclusion.

Office for Inclusion & Intercultural Initiatives

426 Auditorium Road
Administration Building, Room 444
East Lansing, MI 48824
(517) 353-3924
www.inclusion.msu.edu

Women's Center of Greater Lansing

The Women's Center of Greater Lansing is a private non-profit organization that provides support services to women in the Lansing area. Since their doors opened in 2005, they have served more than 5,000 women. The Women's Center is dedicated to helping women realize their potential, support each other, achieve economic self-sufficiency, and develop emotional and physical well-being, regardless of income level.

Women's Center of Greater Lansing

1710-1712 East Michigan Avenue
Lansing, MI 48912
(517) 372-9163
www.womenscenterofgreater-lansing.org

Lesbian, Bisexual, Gay, and Transgender Resource Center

Addressing issues of gender identity and expression across campus is an important priority for the LGBT Resource Center. LGBT's goal is to collect and provide information about aspects of learning, living and working on MSU's campus that are pertinent to the LGBT community.

Lesbian, Bisexual, Gay, and Transgender Resource Center

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

Dual Career

MSU offers dual career

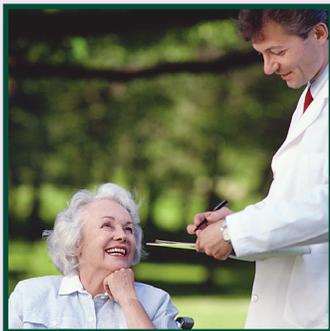
assistance to the spouse or partner of candidates for faculty and academic staff positions. Assistance may be provided during recruitment or at any time during employment, including when retention is an issue. Assistance includes exploration of employment interests, discussion of job search strategies, and information and/or referral for employment at Michigan State as well as other Michigan universities, colleges and regional employers.

Dual Career - Academic Human Resources

426 Auditorium Road
Administration Building, Room 440
East Lansing, MI 48824
(517) 353-5300
<http://www.ahr.msu.edu>

ELDERCARE

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



This responsibility can be very stressful. As an MSU faculty or staff member, balancing these roles can be overwhelming. The WorkLife Office offers support, whether your loved one is in the greater Lansing community or in another state.

The WorkLife Office can consult with you, listen to your concerns regarding your situation, and discuss the options you may want to consider.

The elder issues are varied. You may be worried about them being home alone, or paying for health care services. You may be ready to plan a move into

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

You may also contact the Tri-County Office on Aging to receive a free referral for eldercare providers and information on a variety of eldercare issues.

WorkLife Office

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

Tri-County Office on Aging

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

PROFESSIONAL DEVELOPMENT

Staff are encouraged to continuously develop their professional skills for improved work performance, increased job satisfaction, and to be prepared for career advancement opportunities. Within the MSU community, there are a number of units that offer non-credit training and development opportunities. These units specialize in offering training and development programs for support staff and faculty.

Professional Development Services

Professional Development Services (PDS) provides non-credit training and development opportunities for support staff in areas such as: written and verbal communication, customer service and conflict management, MSU business practices, and leadership. In addition to classes that are offered to all staff each semester, customized programs for individual departments are also available. PDS course offerings are updated on their website each semester (www.professionaldevelopment.hr.msu.edu), in an online catalog developed in conjunction with IT Services (www.spartanslearn.msu.edu), and in EBS under Training Opportunities. Log in to EBS to register for all programs.

Educational Assistance

Educational Assistance is part of the benefit package provided by MSU to all regular, full-time, part-time, or flex-appointment MSU support employees and academic specialists. It provides financial assistance for the professional development of support staff in their current jobs and to further enhance competencies for career development. In addition to job-related, non-credit courses, Educational Assistance may also be used for college credit classes that are part of a degree program.



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

Course Fee Courtesy

The Course Fee Courtesy benefit provides financial assistance for the educational development of an employee's spouse and/or dependent children. The

Course Fee Courtesy benefit consists of an amount equal to one-half (50%) of the applicable Michigan resident on-campus undergraduate course fee rate. Course Fee Courtesy may be used at Michigan State University, for the first bachelor's degree only with a maximum credit limit of 120 total attempted credits.

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

Deadlines for CFC enrollment:

- Fall Semester June 1
- Spring Semester October 1
- Summer Semester..... March 1

For more information regarding both benefits:

Human Resources

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

Financial Aid Office

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

Technology Training

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

IT Services

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

Academic Advancement Network (formerly Faculty and Organizational Development)

The Academic Advancement Network supports MSU faculty, academic staff and administrators in their ongoing quest for excellence in teaching, research, outreach, and leadership.

Academic Advancement Network

426 Auditorium Road
Administration Building, Suite 308
East Lansing, MI 48824
(517) 432-1185

Physical Health

Health4U

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

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

To experience the benefits of Health4U, all you have to do is participate in any of the classes, seminars, and groups offered in each of the following focus areas (Emotional Wellness, Food and Nutrition, Health Consumerism, Movement and Fitness, Alcohol, Nicotine and Drug Information), most of which are offered at no cost. There are multiple options for involvement:

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

Health4U

463 East Circle Drive

Olin Health Center, Room 330

East Lansing, MI 48824

(517) 353-2596

www.health4u.msu.edu

Recreational Sports and Fitness Services

All intramural facilities, programs and services are



dedicated to the promotion of a healthy lifestyle for all. A variety of activities are available to meet the needs of a diverse campus. Fitness centers are open at the IM East and the IM West. Daily workout sessions make it

possible to reach your desired level of fitness. Individuals may receive assistance in developing a training workout by consulting with our fitness professionals. There is a fee for the fitness centers and to schedule a personal trainer. Please call the IM facilities for fees.

Organized Sports and Special Events

All students, faculty and staff may play in a variety of competitive leagues and many individual competitions are also planned by the IM staff. See the IM website for specific sports and how to sign up. Most sports have mens, womens and co-rec leagues available. Spouses may compete in individual events and play in the recreation leagues. Check the website for facility hours and features, programs, and events.

Spouse and Family Programs

Spouses may enter the IM facilities with a spouse ID card (available at the International Center in room 170). Dependent children may participate with parents on designated courts and in the pools during scheduled family recreation hours. Please note, the IM does not provide childcare; parents and guardians must play or stay by their children while they are in the facilities.



Self Defense

To help protect from the risk of harm, the IM presents a free 2-hour self defense program; open to all employees and students. It is designed for women but men may also attend. Participants will receive practical information

HEALTH CONTINUED

and strategies regarding sexual assault. They will develop skills in verbal, non-verbal and physical techniques for defusing potentially violent encounters.

Intramural Sports West
(517) 355-5250

Intramural Sports East
(517) 353-3136

Intramural Sports Circle
(517) 355-4710
www.recsports.msu.edu



MSU HealthTeam

The MSU HealthTeam's largest clinical facility is located on MSU's campus at the Clinical Center on Service Road. Primary and specialty health care services are offered to the greater Lansing community. Faculty, staff, and family members may use services at the MSU Clinical Center facility on a fee-for-service basis. Specialty clinics include family practice, family medicine, OB/GYN, pediatrics, human development, radiology, surgery, sports medicine, manipulative medicine, urology, neurology, ophthalmology, and more. Pharmacy is available.

**MSU HealthTeam
Clinical Center**
138 Service Road
East Lansing, MI 48824
(517) 353-4920
www.healthteam.msu.edu/



Physical Medicine & Rehabilitation

A part of the MSU HealthTeam, the Physical Medicine and Rehabilitation Program offers physical therapy, occupational therapy, speech/language therapy, psychology and psychiatric services. They are here to serve you and your family from pediatrics to adults. Most insurances are accepted.

**Physical Medicine &
Rehabilitation Clinical
Center**
909 Fee Road, Suite B401
East Lansing, MI 48824
(517) 353-0713
www.pmr.msu.edu



Ergonomics

Ergonomics is the study of how we work. By studying work methods used by individuals, the design and function of tools and objects that are used by the worker can be improved. The worker can be observed interacting in the work environment in relation to reaching or bending during the workday. Poor postures or extended reaching can be reduced or eliminated.

Ergonomically designed workstations can help to prevent cumulative trauma disorders (CTDs). Examples of CTDs are: carpal tunnel syndrome, tendonitis, and bursitis. Many CTDs can be prevented by making a few simple and inexpensive changes in equipment used for computing by the initiation of stretching and strengthening exercises the workers can easily perform during the workday.

A specialist from Physical Therapy & Orthopedics at MSU can observe employees for possible risk factors. During the observation, the specialist will make recommendations about work habits as well as possible equipment changes and use of existing equipment. A summary describing the results of the assessment and the recommendations will be sent to the employee. The cost for this service is \$90 per hour and the evaluation and completion of the written summary will take approximately one to three hours.

In addition, an ergonomic resource room is located at Olin Health Center in the Physical Therapy Clinic (Room B-35). When you receive your report, you may make an appointment with an ergonomic specialist to see and discuss some of the ergonomic equipment.

Physical Therapy & Orthopedics

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

Flexible Work Arrangements

Flexible Work Arrangements can be a useful method to maintain unit service while supporting employees' personal needs. At MSU arrangements can be made between employees and supervisors to allow non traditional schedules to complete employment duties. For consultation, call the WorkLife Office at (517) 353-1635, or visit the Flexible Work Arrangement website, <http://www.hr.msu.edu/flex/>.

Mental Health

Employee Assistance Program (EAP)

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

If you work away from the East Lansing campus, you are still eligible for services and can receive short-term counseling via the telephone; call (toll-free) 1-888-280-9478 to schedule your appointment.

The EAP provides assessment and referral services, and brief counseling for a variety of work/life concerns including: workplace conflicts; relationship/marital concerns, family problems; moving through life transitions, grief & loss; addressing a wide range of addictions (alcohol, eating, smoking, gambling, sex, and others); stress reduction coaching; depression, anxiety; financial trouble.

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

Employee Assistance Program

463 East Circle Drive
Olin Health Center, Room 330
East Lansing, MI 48824
(517) 355-4506
<http://eap.msu.edu>

Psychiatry Clinic

Services include adult psychiatry, assessment services for children, child and adolescent psychiatry, pervasive development disorders, cognitive behavioral therapy, couples therapy, adult psychotherapy, medical psychology, obesity, geriatric psychiatry, and eating disorders.

Psychiatry Clinic

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

MSU Psychological Clinic

Services for children, adolescents, adults, families, couples and older adults are available. The Psychological Clinic offers psychotherapy, psychological assessments and evaluations, and mood and memory workshops for adults. Psychotherapy services are confidential, short-term or long-term and available at affordable, income-adjusted rates.

MSU Psychological Clinic

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

Couple & Family Therapy Clinic

Services include relationship building, coping with divorce, remarriage adjustment, family communication, extended family concerns, coping with life transitions, parenting concerns, premarital issues,

marital issues, work and school stress, child behavior problems, anxiety and depression, loss and grief, childhood trauma and sexual concerns. Therapists will work with individuals of all ages, single and married, couples, parents and children and entire families.

Couple and Family Therapy Clinic

804 Service Road
Clinical Center, Room A233
East Lansing, MI 48824
(517) 432-2272
<http://hdfs.msu.edu/clinic>

Domestic (Relationship) Violence

MSU Safe Place

MSU Safe Place provides services to anyone who has experienced, or is experiencing, an abusive or controlling relationship. Services include counseling, support group, advocacy, shelter, information and referrals. All services are free, confidential and available on campus to students, faculty, staff and their partners who have experienced domestic violence. Members of the greater Lansing community who are in need of support may also contact MSU Safe Place.

MSU Safe Place offers community education programs to classes on campus or community groups, as well as training tailored to the needs of area agencies and pre-professional students on campus.

For immediate support or referrals, or for ideas on how to assist a colleague, student, or friend who is experiencing domestic violence, please call.

Safe Place

(517) 355-1100
www.safeplace.msu.edu
noabuse@msu.edu

MSU Office of Institutional Equity (OIE)

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

MSU Office of Institutional Equity

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

National Suicide Prevention Lifeline

The National Suicide Prevention Lifeline is a 24-hour, toll-free, confidential suicide prevention hotline available to anyone in suicidal crisis or emotional distress. By calling 1-800-273-TALK (8255) you'll be connected to a skilled, trained counselor at a crisis center in your area anytime, 24/7.

National Suicide Prevention Lifeline

1-800-273-8255
<http://www.suicidepreventionlifeline.org/>

EVE, Inc.

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

EVE, Inc.

(517) 372-5572
www.eveinc.org

The Firecracker Foundation

The Firecracker Foundation provides child survivors of sexual trauma and their families with high quality, consistent holistic healing services like individual mental

health therapy, trauma sensitive yoga therapy, and caretaker support groups.

The Firecracker Foundation

1146 South Washington Avenue, Suite D
Lansing, MI 48910
(517) 242-5467
<http://thefirecrackerfoundation.org/>

Flexible Spending Accounts

Dependent Care Spending Account (DCSA)

DCSA is a benefit to help you meet your dependent care expenses. It enables you to save money by paying for dependent care expenses with pre-tax dollars. A designated amount of money is set aside from your paycheck. This money is deducted from your pay before federal, state, city and social security taxes. To use the DCSA, you pay for your actual expenses out-of-pocket and then request reimbursement for these expenses from your account. Reimbursements are made via direct deposit or by check and are non-taxable.

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

Health Care Spending Account

The Health Care Spending Account (HCSA) program is a cost-effective way to pay for medical and dental plan deductibles/copayments, eyeglasses, contact lenses, orthodontics and other health-related expenses that aren't covered by insurance. The annual maximum reimbursement for the HCSA is \$2,500 (as of 2016) per eligible employee and a maximum of \$5,000 per household with two eligible MSU employees. It enables you to save money on a calendar year basis by paying for health-related expenses with pre-tax dollars.

Employees that do not enroll by the enrollment deadline will not be eligible for the tax savings opportunities until the next calendar year, unless they have a qualifying life event.



MSU Benefits

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

Family Medical Leave Act

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

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

On October 28, 2009, the National Defense Authorization Act for Fiscal Year 2010 (H.R. 2647) was also signed into law which further expands the definitions of covered service member, covered active duty, and the definition of serious injury or illness.

Visit the Human Resources website for more information and frequently asked questions.

MSU Human Resources

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

Last name starting with letters M-Z, call (517) 884-3652
www.hr.msu.edu

Staff Leave Time

Sick Leave



Regular support staff are eligible to accrue paid time off for illness. Employees who are paid bi-weekly accumulate 4 hours of sick leave each pay period.

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

Family Sick Leave

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

Personal Leave

Regular full-time support staff receive 24 hours of paid time per fiscal year to attend to personal matters. Regular three-quarter time support staff receive 18 hours and regular half time support staff receive 12 hours. This time does not carry over to the next

year. Employees hired or changed to regular status of half-time or more during the fiscal year will be credited with personal leave of 24 hours, if hired July through December 31. They will receive 12 hours if hired January 1 through March 31, and 6 hours if hired April 1 through May 31. No personal leave is granted to those hired between June 1 and June 30. Personal leave must be used in increments of one hour.

MSU Employment Office

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

Faculty Leave Time

Short-Term Disability Medical Leave

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

Parental Leave

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

In situations where the University employs both parents of a newborn/adopted child as faculty/academic

staff, a combined maximum of six weeks of paid parental leave is available under this policy. Additional unpaid leave may be available for the birth of a child or the placement of a child for adoption or foster care in accordance with the Family Medical Leave Policy and/or the policy regarding Leaves of Absence Without Pay for faculty and academic staff.

Academic Human Resources
(517) 353-4434
www.hr.msu.edu

Extension of the Tenure System Probationary Appointment

The tenure system probationary appointment is extended automatically for one year for the following reasons:

- Leaves of absence with or without pay that are one semester to twelve months
- Changes in appointment to 50% time or less for one year
- Upon request from a faculty member on approved leave of absence (paid or unpaid) for twelve weeks or longer for reasons related to the birth or adoption of a child. Automatic extensions for this reason are limited to two separate one-year extensions
- Immigration/visa status that does not permit the award of tenure for candidates who have been recommended for tenure
- An extension recommended as an outcome of a hearing and/or appeal conducted pursuant to the Faculty Grievance Policy

Extension of the probationary appointment may be requested from the University Committee on Faculty Tenure for reasons related to childbirth, adoption, the care of an ill and/or disabled child, spouse, or parent, personal illness, to receive prestigious awards, fellowships, and/or special assignment opportunities, or other such serious constraints.

The procedure for requesting an extension of the probationary tenure system appointment is included in the statement on Implementation Practices (Stopping the



Tenure Clock) in the Faculty Handbook available at the Human Resources website.

Academic Human Resources
(517) 353-4434
www.hr.msu.edu

Animals

Veterinary Teaching Hospital

The Small & Large Animal Clinics on MSU's campus offer the following services: anesthesiology, cardiology, dentistry, dermatology, diagnostic imaging, emergency medicine, equine lameness and performance, general surgery, internal medicine, neurology, nutrition, oncology, ophthalmology, orthopedic surgery, pharmacy, and theriogenology.

Small & Large Animal Clinics
Veterinary Teaching Hospital

736 Wilson Road
East Lansing, MI 48824
Small: (517) 353-5420; Large: (517) 353-9710
<http://cvm.msu.edu/>

Transportation & Commuting Parking

The MSU Parking Office issues permits for parking of motorized vehicles (including motorcycles and mopeds) and bicycles. Motorized vehicles and bicycles that are parked or operated on campus must be registered with the Parking Office. Failure to register your vehicle as well as non-compliance with University parking ordinances and regulations may result in violations and fines.



A faculty or staff member may obtain a parking permit that allows for parking in employee spaces on campus. You may register online or may be required to register in-person at the Parking Office.

Parking Services is responsible for enforcement of University parking ordinances and regulations utilizing civilian student employees. In addition, it provides vehicle "jump starts" for motorists on campus or can contact a towing company if your vehicle is disabled.

MSU Police
1120 Red Cedar Road
East Lansing, MI 48824
(517) 355-8440
www.police.msu.edu

Carpooling

Parking on-campus for commuters

To purchase a Car Pool permit, all parties in your car pool must come in to the Parking Office with their vehicle registrations. They will issue a validation system faculty/staff permit and the cost of this will be divided equally among the members of your car pool. The cost cannot be payroll deducted. All members of the car pool must come prepared to pay their portion of the permit. There is a maximum limit of five parties for each permit. If you already have a group of participants and you know how many you have, then you may contact the Parking Office for a price that will be divided among you so that you know ahead of time what amount you will need to pay. The annual cost is \$470, then it is an additional \$60 per rider. The total cost is then divided by the number of riders. For instance: $\$470 + (5 \times \$60) = \$770$ divided by 5 riders = \$154.00 each. Each person receives their own pass validated with their car registration. All passes will have the same number. Only one car can be on campus at a time.

MSU Police

1120 Red Cedar Road
East Lansing, MI 48824
(517) 355-8440
www.police.msu.edu

Commuting Connections

Capital Area Transit Authority (CATA) offers a free “Clean Commute Options” program that can match MSU employees and community members. Their program finds carpool partners and discusses other options for getting to work while saving resources.

MSU provides faculty and staff with a CATA Bus pass for the fall & spring semesters to be used as transportation on campus.

Clean Commute Options

(517) 393-7433
www.cata.org
cleancommute@cata.org

Michigan Rideshare

Local Rideshare Offices (LRO) help commuters find vacancies in existing vanpools, or match people who are interested in forming a new carpool or vanpool group. For more information on MichiVan Commuter Vanpools please contact VPSI at 1-800-VAN-RIDE or visit their website at:

www.michivan.com.

MSU Bikes Service Center

The MSU Bikes Service Center, located in the center of campus under the Bessey Hall auditorium just 300 ft. northwest of the Farm Lane Bridge, offers bike sales and a full range of bicycle repair services for varying fees. Bike rentals (short and long term) are also offered as are a variety of bike-related accessories (tires, tubes, lights, fenders, helmets, tools, oils, etc.)

Other services include free 24-hour air access, bike storage and bike assembly. Bikes are available for staff and faculty to lease (helmets, locks, repairs and general maintenance are included). Bike books and videos/DVDs can also be checked out for free. Check the website or call for more details and current hours.

MSU Bikes Service Center

434 Farm Lane
Bessey Hall, Room B10
East Lansing, MI 48824
(517) 432-3400
www.bikes.msu.edu



Bicycle Registration

In compliance with MSU Ordinance 33.00, Bicyclists-Traffic, when a bicycle is possessed, operated or left unattended on campus, it must be registered, parked and locked at a bike rack and in operable condition; otherwise, it may be impounded and fees assessed to retrieve it. MSU, City of East Lansing Township and Meridian Township registrations (permits) are acceptable. The permits must be current, valid and adhered to the stationary frame post below the seat, facing the handlebars. Failure to properly display and/or affix the permit may result in bicycle impoundment. Go to www.police.msu.edu to register your bike (make, color and serial number must be included). There is no charge for the permit.

MSU Police

1120 Red Cedar Road
East Lansing, MI 48824
(517) 355-8440
www.police.msu.edu

Legal Services

Chance at Childhood Clinic

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

Chance at Childhood Clinic

610 Abbott Road
East Lansing, MI 48823
(517) 336-8088
www.chanceatchildhood.msu.edu

Faculty Grievance Office

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

MSU Faculty Grievance Office

Owen Graduate Hall, Room W38
East Lansing, MI 48825-1109
(517) 353-8884
<https://fgo.msu.edu/>

College of Law Housing Law Clinic

The Clinic is staffed with second and third year law students who provide legal counseling, representation, and education to tenants, landlords, and others who have rental housing law difficulties. The Clinic operates under Michigan Court Rules that permit law students who are supervised by a member of the State Bar to provide legal services to clients. In addition to rental housing law issues, the Clinic addresses fair housing (including discrimination), affordable and subsidized housing, tenant foreclosure, land contracts, and other rent-to-own arrangements.

MSU College of Law Housing Law Clinic

610 Abbot Road
East Lansing, MI 48823
(517) 336-8088, ext. 2
www.law.msu.edu/clinics/rhc

College of Law Tax Clinic

The Clinic's goal is to provide low-cost, high-quality legal assistance to low-income taxpayers who have cases or controversies with the IRS or who are non-filers, and to advise persons for whom English is a second language of their rights and responsibilities under the Internal Revenue Code. This program also helps to ensure that law students acquire hands-on experience in addressing and litigating matters before the IRS, counseling clients, and learning law office management.

MSU College of Law Tax Clinic

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



Off-campus Legal Services of South Central Michigan

Legal Services of South Central Michigan provides a full range of free legal services to those who cannot afford a lawyer. Legal Services attorneys give advice, represent clients in court, and help those living on low incomes to know and assert their rights. Legal Aid provides services in civil cases only (no criminal or traffic violations). Legal Services also provides information and education to help prevent legal problems from happening.

Legal Services of South Central Michigan

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

Resolution Services Center of Central Michigan

This low cost community based mediation center offers mediation services for divorce, custody, guardianship, probate, landlord-tenant, employment, special education, neighbor disputes, consumer-merchant and more. The Center serves Ingham, Clinton, Eaton, Gratiot, Ionia and Shiawassee counties.

Resolution Services Center Central Michigan

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

Public Services

There are a variety of assistance programs available if you are struggling to provide for your family. Please contact the WorkLife Office to discuss your individual needs and to help identify options that may be available. Topics may include clothing, food, utilities, financial aid, childcare assistance, and mental health. A community resource directory is available online at the WorkLife Office website.

Central Michigan - 211 Capital Area Human Services Connection

2-1-1 is an easy to remember, free phone service that links people with the human service information they need. By dialing 2-1-1, callers are connected with a call specialist who can discuss the caller's needs and provide the information and/or agencies to contact for assistance. Referrals include rent and utility assistance, parenting resources, shelter, food pantries, housing, transportation, health care, counseling and much more! This service is available for free 24/7, 365 days a year. Representing Ingham, Clinton, Eaton, Hillsdale, Jackson, Livingston, and Lenawee counties.

Capital Area Human Services Connection

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

MSU Federal Credit Union

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

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

Greenpath Debt Solutions

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

Greenpath Debt Solutions

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

Lansing Financial Empowerment Center

The Lansing Financial Empowerment Center offers free one-on-one financial counseling, in partnership with the City of Lansing, Capital Area Community Services, and Cristo Rey Community Center. Trained, professional financial counselors will meet with you to learn about your specific financial situation. Financial counselors can help you create a budget, improve your credit score, pay down your debt, access safe and affordable bank accounts, and save money for the future.

Lansing Financial Empowerment Center

(517) 483-4550
www.lansingmi.gov/FEC

Activities

“Things to Do at MSU” Activity Guide for Families

The WorkLife Office publishes an activity guide for families called *Things to Do at MSU*. To obtain a copy, please contact the WorkLife

Office. The guide is also available online and features art, music, academics, sports and other activities on campus and in the East Lansing and greater Lansing communities.



WorkLife Office

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

Spartan Youth Website

This website provides Michigan parents, youth, and educators with an easy way to access information about MSU's pre-college programs and activities for Pre-K through 12th graders. The site organizes the University's programs and activities by grade levels and by topics. Visitors to the site can find brief abstracts as well as specific contact information within the list of topics, including art, drama and music, animal care, business, college preparation, computers, engineering, leadership skills, math & science, sports & fitness, and writing & language. This site contains a wide variety of activities, such as college courses, summer programs, camps, places to visit, reading materials, software, and websites.

Spartan Youth website

www.spartanyouth.msu.edu

CONTACT DIRECTORY

Academic Human Resources

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

Child Development Laboratory Preschools

(517) 355-1900
<http://hdfs.msu.edu>

Employee Assistance Program

(517) 355-4506
<http://eap.msu.edu>

Ergonomics

(517) 353-5008
http://www.olin.msu.edu/services/pt_ortho.htm

Academic Advancement Network

(517) 432-1185

Family Medical Leave Act, HR

A-L, call (517) 884-0188
 M-Z, call (517) 884-3652
www.hr.msu.edu

Flexible Spending Accounts, HR

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

Health4U

(517) 353-2596
www.health4u.msu.edu

Human Resources Benefits

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

Professional Development Services

(517) 884-0177
www.hr.msu.edu

Ingham County Office for Young Children

(517) 887-4319
 Toll free: 1-800-234-6996
<http://hd.ingham.org>

Intramural Sports

(517) 355-5250
www.imsports.msu.edu

MSU Office of the Registrar

(517) 355-3300

MSU Operator Assistance

(517) 355-1855

MSU Police

(517) 355-2221 (non-emergency)
www.police.msu.edu

Safe Place

(517) 355-1100
<http://safeplace.msu.edu>

Spartan Child Development Center

(517) 353-5154
www.scdc.msu.edu

Tri-County Office on Aging

(517) 887-1440
 Toll free: 1-800-405-9141
www.tcoa.org

WorkLife Office

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

Web Reference

A list of links pertaining to various work-life issues is available on the WorkLife Office website:

<http://worklife.msu.edu>

Employee Discounts

A list of employee discounts and services is available at the Human Resources website. Please visit the following link for information on food, health and fitness, hotels, retail, cell phones, car care, education, and more:

www.hr.msu.edu

WorkLife Guide Information

Created by Michigan State University's WorkLife Office. If you have information that you think may be important to be included in this guide, please contact the WorkLife Office by phone at (517) 353-1635, by e-mail at worklife@msu.edu or stop by the office in Linton Hall, Suite 118.

Cover and booklet design:

Phillip Knapman
 Burning Daylight Design, LLC

Booklet last updated:

July 2016

Academic Calendar

	Fall 2016	Spring 2017
Classes Begin	8/31	1/9
Labor Day	9/5	
ML King Jr. Holiday		1/16
Middle of Semester	10/19	3/1
Thanksgiving	11/24-11/25	
Spring Break		3/6-3/10
Classes End	12/9	4/28
Final Exams	12/12-12/16	5/1-5/5
Commencements	12/16-12/17	5/5-5/7
Holiday, University Closed	12/23 & 12/26	5/29
Holiday, University Closed	12/30 & 1/2	



WorkLife Office
MICHIGAN STATE UNIVERSITY

To order additional copies of the WorkLife Guide, please contact:

MSU WorkLife Office

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