

# Tufts Postdoctoral Scholars work/life resources

The main source of information about many post-doc work/life policies is the Tufts University Postdoctoral Handbook, in the section on Benefits, pp. 9-10: [http://hr.tufts.edu/wp-content/uploads/ODT\\_PostdocHandbook.pdf](http://hr.tufts.edu/wp-content/uploads/ODT_PostdocHandbook.pdf)

Additional information that may be relevant to some postdoctoral scholars on the Medford Campus can be found on the AS&E Committee on Faculty Work/Life wiki: <http://go.tufts.edu/worklife>.

**Postdoctoral scholars** who are up to 5 years past earning their PhD are considered trainees. Postdoctoral scholars who work half time (17.5 hours per week) or greater are eligible for benefits as outlined in the Postdoctoral Handbook.

**Research associates** who are more than 5 years past earning their PhD and work full-time are considered benefits-eligible employees and follow the standard staff benefits plans.

## Work/life contacts and resources

For **official guidance and information**, important resource people are:

- **For information and advocacy: Prof. Dan Jay**, Director for Postdoctoral Affairs: [Daniel.Jay@tufts.edu](mailto:Daniel.Jay@tufts.edu), 617-626-6714
- **For benefits, pay and administrative issues, contact the HR business partner for your school/campus.**
  - A&S / SOE: Mary Foster, [mary.foster@tufts.edu](mailto:mary.foster@tufts.edu), 617-627-2160.  
Paul Alexander, [Paul.Alexander@tufts.edu](mailto:Paul.Alexander@tufts.edu), 617 627-0550.
  - Fletcher School, TUSM: Michelle Boucher, [Michelle.Boucher@tufts.edu](mailto:Michelle.Boucher@tufts.edu), 617 627-2446
  - Friedman School, HNRCA, TUSDM: Cathy Carney, [Catherine.Carney@tufts.edu](mailto:Catherine.Carney@tufts.edu), 617 627-3589.
  - Feinstein Center: Christine McColgan, [Christine.McColgan@tufts.edu](mailto:Christine.McColgan@tufts.edu), 617 627-5191.
  - Cummings School: Lucia Hackett, [Lucia.Hackett@tufts.edu](mailto:Lucia.Hackett@tufts.edu), 508 839-7975.

For unofficial advice about childcare, contact June Goldstein: [june.goldstein@tufts.edu](mailto:june.goldstein@tufts.edu).

## Nonacademic Leaves

- For information concerning Parental, Family Illness, Medical leaves, as well as the Family and Medical Leave Act, please see [http://hr.tufts.edu/wp-content/uploads/Emp\\_EmployeeHandbook.pdf](http://hr.tufts.edu/wp-content/uploads/Emp_EmployeeHandbook.pdf).
- For non-academic leave questions: contact HR Leave Administrator Laura Alix, 617 627-3154.

## Policies related to parental, family illness, and medical leaves

- The five-year time limit for postdoctoral scholar positions can be extended under certain circumstances at the discretion of the Director for Post-doctoral Affairs, Dr. Dan Jay. Please consult him for more information: [Daniel.Jay@tufts.edu](mailto:Daniel.Jay@tufts.edu), 617-626-6714.

## Dependent care and self-care resources

**Elder/adult care** (also see the Work/Life Committee's wiki section on [elder care](#))

- **Care.com Backup Dependent Care**, available to benefits eligible research associates and postdoctoral scholars. Backup in-home care for a parent, partner, adult child or other adult you are responsible for. *Also available for self-care.* Can be used anywhere in the U.S. where Care.com has coverage. All benefits-eligible employees may use up to a total of 20 days of dependent and/or adult care per calendar year. Users pay an hourly fee. Try to register two days in advance, if possible. <http://hr.tufts.edu/backup-in-home-child-and-adult-care-services/>
- **Referral and counseling** services through the Employee Assistance Program, <http://hr.tufts.edu/benefits/employee-assistance-program/>, username "tufts" and password "employee." Available to research associates and postdoctoral scholars.

**Child care** (also see the Work/Life Committee's wiki section on [child care](#))

- **Care.com Backup Dependent Care**, available to benefits eligible research associates and postdoctoral scholars. Backup in-home care for use when regular care falls through or when you have a mildly ill child, a snow day, or school holiday. Available to all benefits-eligible employees. Eligible employees may use up to a total of 20 days of dependent and/or adult care per calendar year. Users pay an hourly fee. <http://hr.tufts.edu/backup-in-home-child-and-adult-care-services/>
- For **toddler and infant care**, Tufts families, including those of postdocs, have 10 priority access slots at four Bright Horizons centers. Contact Bright Horizons for availability and cost. <http://www.brighthouse.com/>
- **Childcare referral and counseling services**, available through the Tufts Employee Assistance Program, <http://hr.tufts.edu/benefits/employee-assistance-program/>, username "tufts" and password "employee." Available to research associates (benefits-eligible), but not to postdoctoral scholars.
- **Eliot-Pearson Children's School**, preschool (age 2.9 years and up) through second grade. Part-time preschool, flexible days, modified school calendar. Apply in September the year before you wish to enroll your child. <http://ase.tufts.edu/epcs/>
- **Bright Horizons at Teele Square**, preschool (age 2.9 years and up) through Kindergarten. Full-time, 5-day-per-week coverage, limited holidays. Tufts part-time and full-time employees and students receive priority admission. Apply in September the year before you wish to enroll your child. <http://child-care-preschool.brighthouse.com/MA/Somerville/teele-square>

## Self-care

The **Care.com Backup Care**, available to benefits eligible research associates and postdoctoral scholars. The service can be used for self-care. Call if you need someone to pick you up after a medical procedure or drive you to a doctor's appointment, or need help around the house while you are ill. Users pay an hourly fee; all benefits-eligible employees. <http://hr.tufts.edu/backup-in-home-child-and-adult-care-services/>

## Lactation rooms

**Medford Campus.** The following rooms are dedicated lactation spaces open to all Tufts community members and visitors; call or email to reserve a time:

- *Ballou Hall, first floor.* Lisa Bloom, [lisa.bloom@tufts.edu](mailto:lisa.bloom@tufts.edu), phone 617-627-4815.
- *The Fletcher School, Cabot 207.* Lynette Badin, [lynette.badin@tufts.edu](mailto:lynette.badin@tufts.edu), 617-627-3329, Hall of Flags reception desk.
- *Halligan Hall, Room 219.* Electrical and Computer Engineering administration office, [ece@tufts.edu](mailto:ece@tufts.edu), 617-627-3217, or Computer Science administration office [csadmin@cs.tufts.edu](mailto:csadmin@cs.tufts.edu), 617-627-2225.
- *CLIC building, 574 Boston Ave., Room 125.* Lorin Polidora, [lorin.polidora@tufts.edu](mailto:lorin.polidora@tufts.edu) 617-627-1108.
- *Tisch Library, Room 104.* Tisch Administration Office [tischadmin@tufts.edu](mailto:tischadmin@tufts.edu), 617-627-3345.
- *200 Boston Ave., Room 1616.* Human Resources front desk, 617-627-6272.

### **Boston Campus.**

- *Dental School, Room DHS 418.* Request card access through the [online system](#), <https://fsrequest.tufts.edu/WebMaint/login.aspx>. Most requests processed within 1-2 business days.
- *Medical School, 75 Kneeland St., 6th floor.* Maggie Collum, 617-626-5611.
- *HNRCA, 711 Washington St., Mezzanine Level.* Meghan Faherty, [meghan.faherty@tufts.edu](mailto:meghan.faherty@tufts.edu), 617-556-3383. *HNRCA affiliates only.*
- *BRPH Building, 136 Harrison Ave., Room M423.* Verna Manni, 617-626-6663.

**Cummings School.** Contact Lucia Hackett, the School's HR Business Partner: [Lucia.hackett@tufts.edu](mailto:Lucia.hackett@tufts.edu), 617-628-7975.

If you need an ad-hoc space elsewhere on any campus, please contact Johnny Lainé, ADA Specialist in the Office of Equal Opportunity: [johny.laine@tufts.edu](mailto:johny.laine@tufts.edu), 617-627-6363.

## Additional Resources

### E-lists in support of work/life issues

The Committee on Faculty Work/Life maintains e-lists on the following topics to facilitate peer-to-peer support and communication: **childcare, elder/adult care, and students with families.** To subscribe to any of these lists, visit: <https://wikis.uit.tufts.edu/confluence/pages/viewpage.action?pageId=67809486>.

### Housing assistance

- **Walnut Hill Properties** rents apartments, mostly in two- or three-family wood frame houses near the Medford/Somerville campus, to members of the university community. 781-391-5300, or [walnuthillproperties@comcast.net](mailto:walnuthillproperties@comcast.net).
- **Off-Campus Housing Resource Center** is available to students, faculty, staff, and alumni. Listings of area real estate agents, as well as other information of interest to potential renters. <http://ase.tufts.edu/och>.

### Health and Wellness

- **The Wellness Center** is available to research associates and postdoctoral scholars. Located in the Steve Tisch Sports and Fitness Center, offers on-site medical care, health assessment and coaching, and disease management through Marathon Health. 617-627-0467 or <http://hr.tufts.edu/healthandwellness/> to book an appointment. Available to all employees and their spouses or qualified same-sex domestic partners.
- **The Employee Assistance Program**, available to research associates and postdoctoral scholars. Offers counseling for a range of personal issues both in person in the Wellness Center and over the phone. <http://hr.tufts.edu/benefits/employee-assistance-program/>, username "tufts" and password "employee," or 1-800-451-1834 to make an appointment or get a referral.