New Employee Orientation

Updated 7.18.18
The Harvard School of Engineering and Applied Sciences (SEAS) was officially launched in 2007 under the leadership of Dean Venkatesh “Venky” Narayanamurti.

Our name change from "Division" to "School", approved by members of the Faculty of Arts and Sciences and ratified by the Harvard Corporation and Board of Overseers, is a celebration of the renewal and growth engineering and applied sciences has experienced in recent years at Harvard.

The new name also reflected our progenitor, the Lawrence Scientific School. Founded in 1847, the Lawrence School was Harvard's first major effort to provide a formal, advanced education in science and engineering.

In 2015 John A. Paulson made a gift to SEAS of $400 Million, the largest donation in Harvard’s history. In recognition of this generosity, the School’s name was changed to the Harvard John A. Paulson School of Engineering and Applied Sciences.
Mission Statement

Through teaching and collaborative research, SEAS discovers, designs and creates novel technologies and approaches to societal challenges—in service to the world, the nation, and our community. We bridge disciplines, both within engineering and the applied sciences and beyond, to prepare broadly trained leaders, to advance foundational science, and to achieve translational impact.

SEAS is where engineering, foundational science and the liberal arts converge. Through education and research, we address global challenges and serve society.
Vision Statement

In 10 years, SEAS will...

- Have a global reputation as top engineering program
- Be a hub with buzz –
  - draw students, faculty from across Harvard
  - engage the community, industry
- Have new, re-invented, better space in Allston and Cambridge
- Be more diverse (faculty, staff, students)
- Host more high-impact industry partnerships, translational research
- Have a critical mass of faculty
- Be a model for cross-university collaboration
- Play a greater role in Gen Ed
- Be an engaged citizen within our communities
SEAS Values

• Respect for all
• Nimbleness, agility
• Serve the greater good
• Institutional citizenship
• Safe to express ideas
• Creativity in pedagogy, research, operations
• Welcoming to individuals from diverse backgrounds, perspectives
Relationship with FAS Today

SEAS still remains closely associated with FAS in important ways:

• Strong administrative links for the management of critical, shared academic functions such as faculty affairs, undergraduate affairs, and graduate student affairs

• SEAS faculty members are also members of the FAS and teach in the College and Graduate School of Arts and Sciences (GSAS)

• The Dean of SEAS sits along with the FAS Divisional Deans on the FAS Academic Planning Group and along with the other school deans at the Council of Deans
SEAS Quick Facts

Undergraduate Students

1,013 undergraduate concentrators in 2017-2018, within 6 concentration options:

• Applied Mathematics
• Computer Science
• Biomedical Engineering
• Electrical Engineering
• Mechanical Engineering
• Engineering Sciences (A.B., S.B.)

Graduate Students

524 graduate students in 2017-2018, within 8 degree options:

• Applied Mathematics (Ph.D.)
• Applied Physics (Ph.D.)
• Computational Science and Engineering (S.M., M.E.)
• Computer Science (S.M., M.E., Ph.D.)
• Engineering Sciences, Electrical Engineering (S.M., M.E., Ph.D.)
• Engineering Sciences, Environmental Science and Engineering (S.M., M.E., Ph.D.)
• Engineering Sciences, Mechanical Engineering (S.M., M.E., Ph.D.)
• Engineering Sciences, Bioengineering (S.M., M.E., Ph.D.)
SEAS Graduate Students

AY17-18 Data as of October 2017.
Dean Frank Doyle

- Appointed John A. Paulson Dean of SEAS as of July 1, 2015
- John A. and Elizabeth S. Armstrong Professor of Engineering and Applied Sciences
- Served as Associate Dean for Research at the University of California, Santa Barbara’s College of Engineering
- B.S.E. Princeton, M.S. (C.P.G.S.) Cambridge University, Ph.D. California Institute of Technology

HARVARD
John A. Paulson School of Engineering and Applied Sciences
Area Administration

Jill Larson
Applied Physics
Environmental Science and Engineering

Arlene Stevens
Applied Math
Bioengineering
Materials Science and Mechanical Engineering

Meg Hastings
Computer Science
Electrical Engineering
Quick Facts About SEAS

Faculty
• Total ladder faculty for FY 18: 109
• Total ladder and non-ladder faculty for FY 18: 143

Staff
• Approximately 180 staff members
• Includes administrative and professional staff (~60%), support staff (~40%)
• 62% female/38% male
• Range in Harvard service up to 38 years; average about 10 years
SEAS Staff Events & Recognition

Annual Events
• Pi Day
• Commencement Luncheon
• “Giving Thanks” thank you card event
• Holiday Party

Staff Recognition
• Harvard Heroes
• Venky Award for Mentoring and Community Building
• Dean’s Distinction
• Letter of Appreciation Program
• Harvard Service Milestone Recognition Program
• Spot Rewards
• Merit Bonus Awards
Major Functions and Contacts

Academic Programs – Kathy Lovell (undergraduate), John Girash (graduate)
Active Learning Labs and Lab Safety – Anas Chalah
Budget and Financial Planning – Peter Giordano
Communications – Paul Karoff
Controller – Beth O’Malley
Educational Outreach – Kathryn Hollar
Events – Susan Forrest
FAS Facilities – Don Claflin
Finance – Tim Fater
Human Resources – Annmarie Allen
Payroll – Robert Plosker
Space Planning and Design – Pam Choi Redfern
POLICIES
SEAS Inclement Weather Policy

SEAS follows the same inclement weather policies as the University and the Faculty of Arts and Sciences. In general, SEAS teaching and research activities will continue during inclement weather.

When there is bad weather, all members are expected to make every effort to be at work. When severe weather conditions make travel to work inadvisable or difficult, SEAS asks that you use your own discretion and discuss your plans with your manager or supervisor.

For the latest information about the status of university operations call the University Weather and Special Conditions line at 617-496-NEWS (6397) or visit the Harvard homepage.
Flexible Work Arrangements

Consistent with Harvard University’s policies and the HUCTW Agreement, SEAS encourages its managers to consider flexible work arrangements for staff when appropriate. A restructured work arrangement should focus on results, with the understanding that many types of work require an employee’s presence on a predictable, and sometimes standard, schedule. The Flexible Work Arrangement Policy includes:

- Flexible hours (schedules that fall outside the traditional 9 am - 5 pm office hours, but maintain the core hours of 10 am - 3 pm)
- Telework arrangements (work done in a location other than a Harvard worksite – typically 1 day/week)
- Compressed work weeks (same policy as summer flex time)

More information can be found on the SEAS HR website.
SEAS Safety and Security

All members of the Harvard community are encouraged to sign up for text message alerts at messageme.harvard.edu. You will be automatically notified in the event of an extreme emergency anywhere at Harvard University. This system will only be utilized during extremely urgent situations that require instant communication.

SEAS requires lab safety training of all staff who will work in labs. Details are available from Anas Chalah, Director of Lab Safety, and on the SEAS Lab Safety website.

Harvard University Police: 5-1212
Sign up to receive monthly tips, news, and events.

[green.harvard.edu/seas](green.harvard.edu/seas)

[@GreenHarvard](https://twitter.com/GreenHarvard)
SEAS Information Security and Confidentiality Policy

Use of Harvard’s technology resources is intended to assist in fulfilling the education, research, and service missions of the University. All users have the responsibility to use these resources in an efficient, ethical, and legal manner.

All technology resources (e-mail, telephone, voicemail, computer hardware and software, internet access, and the campus computer network) are property of the University.

SEAS asks all employees who have access to highly sensitive information to sign a confidentiality agreement stating that they will maintain and safeguard the School’s information resources.
Sexual and Gender Based Harassment

Sexual harassment in the workplace is discriminatory, unlawful, and clearly inconsistent with the nature of an academic community.

The University regards such behavior as a violation of the standard of conduct required of all persons associated with the institution.

Federal and state laws define sexual harassment as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

The Office for Sexual and Gender-Based Dispute Resolution ("ODR") has been charged with implementing the procedures for students, staff, and in some cases, faculty, pursuant to the University-wide Sexual and Gender-Based Harassment Policy ("Policy"). Please visit ODR to request information or advice, including whether certain conduct may violate the Policy; seek informal resolution; or file a formal complaint.

The Sexual Harassment/Assault Resources and Education (SHARE) web portal is a central location for information about support, safety, medical, and reporting resources for the Harvard community.

For information and resources: http://titleix.harvard.edu/
Harvard Union of Clerical and Technical Workers

HUCTW is the collective-bargaining representative for all full-time, part-time, and term clerical and technical employees who work at least 17.5 hours per week and whose positions have been appropriately classified in grades 47-56.

Peter Berry, Organizer for SEAS
Emily Hankle, Organizer for SEAS
Nora McDonald, SEAS Representative

HUCTW.org

2015-2018 Agreement
Benefits Overview

Administered through the University’s Benefits Services Group:

- **Walk-In Questions:** 114 Mt. Auburn Street, 4th Floor
  (Monday-Thursday, 11:00 am – 3:00 pm, closed Fridays)

- **Phone:** 617-496-4001
  (Monday, Tuesday, Thursday, Friday, 9:00 am – 5:00 pm; Wednesday, 10:00 am – 5:00 pm)

- **Website:** [Compensation & Benefits](#)

Your “Benefits Choices” folder will arrive in the mail during your first 15 days.

- The deadline for enrollment is 30 days from hire. Coverage will be retroactive to your start date.

- You are eligible for coverage on your first day of employment.

The Center for Workplace Development (CWD) offers a New Employee Orientation for all new Harvard employees. This orientation introduces new employees to Harvard, provides benefits information, and answers many questions that new employees might have. Human Resources will register you.
Paid Time Off

Harvard’s time-off benefits are designed to help you manage work and personal responsibilities. They include:

• 15-20 days of vacation (depending on job classification)
• University-wide winter recess between Christmas and New Year’s (exact dates determined annually)
• 12 sick days per year
• 11.5 paid holidays
• 3 personal days/year (prorated based on date of hire)
• Up to 4 weeks paid leave for new parents
• Up to 13 weeks of maternity leave

In addition, SEAS allows staff to participate in a flexible, compressed summer schedule during the summer months. For more information, see the SEAS HR summer flextime page.
University Holidays

New Year’s Day
Martin Luther King Jr. Day
Presidents Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve Day (1/2 day)
Christmas Day
Winter Recess (determined annually)
Work/Life Resources

Harvard’s Office of Work/Life Resources provides access to referrals, one-on-one consultations, educational programs, support programs and informational materials related to work/life issues. For more information visit: Work/Life Balance

The Employee Assistance Program (EAP) offers free and confidential help with personal, family, and work-related problems for staff and their household members. Visit Harvard EAP for more information.

The University Ombudsman Office is available to all members of the Harvard community for work-related problem solving assistance. For more information visit: Solving Workplace Problems
Career Growth and Development Resources

Tuition Assistance Program
• Harvard offers subsidies for undergraduate and graduate level courses, taken at Harvard and other institutions.
• Classes at the Harvard Extension School are only $40 per class. harvie.harvard.edu/Compensation_Benefits/Tuition_Assistance

Center for Workplace Development
CWD offers a wide range of career development and computer courses to help you keep your skills up-to-date. It also offers career planning resources and events. For more information visit: harvie.harvard.edu/Career_Professional_Development
Wellness Benefits

Employees can purchase low-cost access for themselves and their families to Harvard’s athletic facilities including:

- Malkin Athletic Center (MAC)
- Hemenway Gymnasium
- Blodgett Pool
- Murr Center

For more information, visit [gocrimson.com](http://gocrimson.com) or call the Murr Ticket Office at 617-495-2211.

Additionally, the Harvard Wellness Center offers courses and workshops in stress management, nutrition, and meditation, as well as massages, and non-traditional health services. For more information: [cw.uhs.harvard.edu](http://cw.uhs.harvard.edu)
Harvard University Employees Credit Union (HUECU)

As a Harvard Employee, you are eligible to become a member of the Harvard University Employees Credit Union (HUECU).

HUECU provides financial services ranging from standard checking and savings accounts to retirement planning to home and auto loans.

While ATMs are not as numerous as Bank of America or other big corporate banks, you may find more personal customer service from HUECU.

Main branch: 104 Mt. Auburn Street

Visit huecu.org for more information.
Discounts and Conveniences

Outings + Innings
Discounts to cultural and leisure activities: outingsandinnings.harvard.edu

Transportation
Discounts on public transit passes and parking: CommuterChoice
Note there can be a month+ delay in obtaining your first MBTA pass.

Harvard Museums
Employees and a guest may access all of Harvard’s 7 public museums for free by showing their ID card: harvard.edu/on-campus/museums

Harvard Housing Office
Locate housing and roommates through the Harvard Housing Office: huhousing.harvard.edu
GETTING STARTED AT SEAS
Time Keeping In PeopleSoft

Overtime-Eligible Support Staff Employees (Non-Exempt)
• Must enter weekly hours into the PeopleSoft system by 5:00 pm each Thursday
• Absences must be entered by this time as well

Administrative/Professional employees (Exempt)
Do not record time worked, only leave taken, which should be recorded monthly.

Resources
• Time and Absence Reporting Guide for Employees
• Time & Labor Guide for Managers
• Absence Management Guide for Managers
Paychecks and Direct Deposit

- Admin/Prof and Support Staff are paid every other Friday.

- Employees are strongly encouraged to sign up for direct deposit:
  - Go to harvie.harvard.edu and select “PeopleSoft” in the upper right corner
  - Log in with HarvardKey, and click on the “My Pay” tile, or navigate to Self Service > Payroll and Compensation > Direct Deposit
  - Click “Add Account”, fill in the information, and click Save.
  - Your first check after completing this process may still be a paper check to ensure there is time to validate your account number and bank code.

- Contact Rob Plosker, SEAS Payroll Manager, with questions regarding your paycheck (5-0418)
Orientation and Review Period

Most employees’ first three months on the job are an Orientation and Review Period.

This is time for you and your supervisor to assess if a good job match has been made. Either the employee or SEAS can end the working relationship for any reason during this time.

During this O&R Period, vacation and personal time off is accrued, but cannot be used until after the first three months. Sick time is accrued and can be used as needed. Additionally, the TAP benefit cannot be used until the end of your O&R Period.
Performance Management

The goal for the performance management process is to provide a framework for ongoing performance conversations throughout the year. Managers and employees decide how often to meet, and track their conversations on a paper form. Employees document priorities on the form and share it with their managers.

Discussions about FY19 priorities should begin now and should be completed by late Fall.

The due date for completion of performance management is May 31, 2019. Instructions for uploading the documents into ePerformance will be sent out in early May 2019.
SEAS Human Resources

Office Location: 20 University Road, 6th Floor
Main Number: 617-384-7828

Primary Services
• Staff recruitment and retention questions
• Employee/labor relations issues
• Compensation
• Performance management
• Staff training and development
• EEO, AA, or sexual harassment policy clarification
• Employee benefits inquiries
SEAS Website

seas.harvard.edu/human-resources

For your reference, this presentation will be posted on the HR section of the SEAS website, along with many other useful internal SEAS documents and policies.
Welcome!