

Family Friendly Resource Guide

Faculty & Staff

2015-2016



Table of Contents

Support Groups

What Mommies Do Best.....	2
What Daddies Do Best.....	2
Memory Support.....	2
Cancer Warriors Network.....	2

Child and Elder Care Resources

Worklife Connections.....	3
Encompass	
Work Place Options	
Flexible Work Arrangements	
GVSU Women's Center.....	4
Rooms for Nursing Mothers.....	4
Child Care (On-Campus).....	4

Financial and Legal Services

Financial Services.....	5
Legal Services.....	5
Manage Your Health Care Dollars.....	5

Available Materials

FREE Books on Life Events.....	6-7
--------------------------------	-----

Wellness

On Campus Fitness Classes.....	8
--------------------------------	---

Faculty and Staff Policies

Exercise Release Time.....	9
Extending Probationary Appointments.....	9
Maternity Leave.....	10
Family and Medical Leave.....	10
Adoption Leave.....	10

Adoption Resources

Adoption Resources.....	10
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Support Groups

What Mommies Do Best

Come meet other moms who are working through the same challenges you are. Bringing new life into the world is quite a life-changing experience and definitely not easy for most. Caring for children of all ages and balancing work is an on-going dilemma. This group is for you to be supported, for you to ask questions and share resources. All new and experienced moms welcome whether it's your first, your fifth, or your grandchild. Visit this [website](#) for more information.

Meets the third Wednesday of every month, 12:00PM - 1:00PM
Room 1012, James H. Zumberge Hall

What Daddies Do Best

A Dads Group is a great place for finding resources. We each have our own set of issues, stressors, and problems to survive daily. Sometimes it can all be overwhelming, to say the least. But when you attend a dads support group, one thing does become incredibly clear... You are not alone, all of us have similar issues to deal with. Join other GVSU dads or grandfathers for interesting, lively, and humorous discussions on being a father! Visit this [website](#) for more information.

Held from 12:00PM - 1:00 PM in Room 2264 - Kirkhof Center
•December 10 •May 21 •June 25

Memory Support

Are you concerned about yourself or someone you care for who you think might have a memory problem? Or do you help care for someone with a memory problem like dementia? If you have questions about how to navigate the maze of diagnosis, decision making or care of someone with a memory problem, we have resources here for you at GVSU. Dr. Cindy Beel-Bates and Dr. Rebecca Davis are both faculty at the Kirkhof College of Nursing, and have years of experience in caring for persons with memory problems.

If you would like to ask them a question by email or phone, or even sit down with them and talk about a situation, you may contact Dr. Cynthia Beel-Bates at beelbatc@gvsu.edu or Dr. Rebecca Davis at davirebe@gvsu.edu. If you would like to gain more information on care-giving go to the Alzheimer's Association website at www.alz.org or to Caregiver Resource Network [here](#). Contact Sue Sloop, GVSU Health and Wellness Work Life Consultant at sloops@gvsu.edu for further information on free literature and resources for elder care resources. Visit this [website](#) for more information.

Cancer Warriors Network

Here is a group where you can explore ways to feel better and to talk to people just like you: patients, survivors, caregivers, friends, and family. Every conversation is facilitated by Ingrid Johnson, cancer survivor and GVSU Movement Science faculty member and Sue Sloop former cancer caregiver and GVSU Health and Wellness work life consultant. Coping with cancer is about more than just treating the disease; it's about overcoming all of the challenges that come with the diagnosis. Share, get support, and feel better. For more information contact Sue Sloop at sloops@gvsu.edu or visit www.gvsu.edu/healthwellness

Child and Elder Care Resources

Work Life Connections

Encompass

Encompass is GVSU's employee assistance program. Faculty, staff, and their dependents have access to seven free counseling sessions with a trained and licensed professional counselor. All visits are strictly confidential and can be set up by calling Encompass directly at 1.800.788.8630. Encompass is available to help with life's stressors including marriage and relationship challenges, parenting, anxiety, depression, and more. Visit the [Encompass website](#) for more information. Password - GVSU.

Work Place Options

Work Place Options, through Encompass, is a resource referral service for most any life event - from womb to tomb - that faculty and staff will likely encounter during their career here at GVSU. Financial services include a one hour consultation with a financial planner. Faculty, staff, and their dependents are eligible for a half hour free legal service consultation with an area lawyer and 25% off future visits if the lawyer is retained. Work Place Options provides free resources and referrals to elder care programs and facilities nationwide. WPO will conduct a tailored search for a child care provider in your area that meets your needs. Looking for someone to clean your house, pet sit, or help make travel arrangements? WPO, Convenience Service will assist you in finding the help that you need for most any service. For more resources and referrals call 1.800.788.8630 and press 4.

Flexible Work Arrangements

Recognizing the increasing demands that staff members face in both their personal and work lives, GVSU is working towards developing more comprehensive flexible work arrangement (FWA) guidelines by offering a website devoted to workplace flexibility. the website includes a description of various flexible work arrangement options; the pros and cons, guidelines for requesting or implementing workplace flexibility and a Q&A page. Tips are available to assist supervisors on how to consider a flexible work arrangement for their area. For further information visit our [website](#).

Women's Center

The mission of the Women's Center is to create meaningful learning about women and the gender and to advocate for gender justice through the education, engagement, and empowerment of women and students and the greater GVSU community.

The Women's Center provides:

- A safe and relaxing environment where all voices are heard
- Outstanding programming
- Academic and personal resources and assistance
- Service learning, volunteer and internship opportunities

To contact the Women's Center, 1201 Kirkhof, call 616.331.2748 or e-mail at womenctr@gvsu.edu or go to our [website](#).

Child and Elder Care Resources

Rooms For Nursing Mothers

GVSU strives to make it convenient for nursing mothers to maintain breastfeeding after returning to work by providing private rooms for nursing mothers. The locations provide a quiet, comfortable space, electrical outlets for equipment, and resources on nursing. For further information or for assistance in securing a clean, private space for nursing mothers please contact Sue Sloop, Work Life Connections, 616.331.8801.

Room for Nursing Mother Locations

Allendale Campus

- Kirkhof Center, Women's Restroom - Main floor near Women's Center, Room 1252
- Fieldhouse, Women's Restroom - Main floor close to the athletic offices, Room B -127
- Performing Arts Center (PAC), Women's Restroom - Main floor, Room 1404
- Mary Idema Pew Library Learning and Information Commons, Room #016
- Mackinac Hall, Room B-1-103
- James H. Zumberge Hall, Room 1204
- KHS Room 1143

Grand Rapids

- DeVos Center Loosemore Green Room - For availability please contact Kathleen Wright. Also Room 119A
- L. William Seidman Center - Room 1007 (Section C)
- College of Health Professions - Room 353A

Muskegon

- Lake Michigan Center Annis Water Resources Institute - Room 217
- Muskegon Alternative Renewable Energy Center - Room 206

If you are having difficulty making arrangements, please contact the Work Life Connections at 331.8011 or sloops@gvsu.edu

Child Care

Celebrating more than 40 years of early care and education at GVSU, the Children's Enrichment Center (CEC) has been serving the community since 1972. The CEC is focused on a mission, to create a learning community that encourages habits of intellectual growth, curiosity and love for learning. The CEC is committed to enriching the lives of Grand Valley's youngest students, by offering a wide variety of developmentally appropriate learning opportunities in a safe and nurturing environment.

- Serving children 2.5 to 12 years of age
- GVSU discounts available
- Allendale bus route (before and after school)
- Full day preschool options available

To contact the Children's Enrichment Center call 616.331.KIDS (5437) or e-mail at arnoldsh@gvsu.edu.

Financial & Legal Services

Need assistance with budgeting? Confused on tax laws? Want to know your credit score? Interested in purchasing property? Acquire knowledge about things you can do to help protect yourself and your family. Receive financial and legal counseling to learn about laws that protect your rights from professionals who can help you navigate the legal and financial systems.

Available anytime, any day, ENCOMPASS' services are free, confidential programming to help you balance your work, family, and personal life.

Financial Services

- Financial Counseling
- Debt Management/ Consolidation
- Tax Planning
- Bankruptcy Prevention
- Credit Report Review
- Access to Certified Financial Planners

Legal Services

- Real Estate
- Personal/Family Law
- Mediation Services
- Consumer/Civil Issues
- Estate Planning/ Elder Law
- Criminal Matters
- Online Educational Resources
- Free Local Referral Services

Manage Your Health Care Dollars

Manage your dollars wisely by using [Health Care Blue Book](#) or [Priority Health's Cost Estimator Tool](#).

More Information

Encompass

Telephone: +1.800.788.8630
E-mail: olc@encompass.us.com
[Website](#): Password - GVSU

Human Resources: Sue Sloop

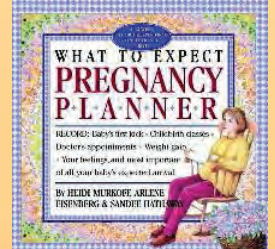
Telephone: 616.331.2215
Email: Sloops@gvsu.edu

Available Materials: Work Place Options

FREE Literature on Life Events Simply call 1.800.788.8630

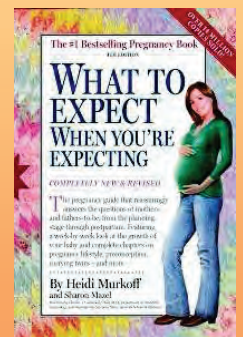
What to Expect Pregnancy Planner

42 - week planner/appointment keeper; starts the day you discover you're pregnant and continues through delivery.



What to Expect When You're Expecting (4th Ed)

Addresses questions and worries expectant parents may have. Presented in a month-by-month form, starting with planning a pregnancy and follows through to six weeks after delivery.



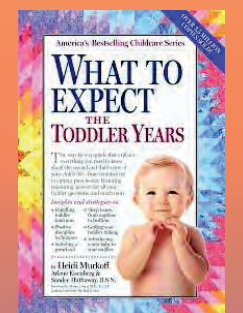
What to Expect the First Year

For 12 months, describes the progress the baby may be expected to be making at each stage, a list of potential health or other problems and paragraphs on the myriad questions all new parents ask.



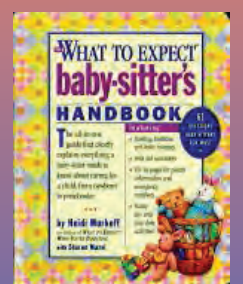
What to Expect the Toddler Years

A comprehensive presentation on what to expect during the second and third years of a child's life. From toilet training and tantrums to providing the proper learning experiences. Parents receive insights on the child's mind at this age, and on how they can improve a child's learning curve.



What to Expect Baby-Sitter's Handbook

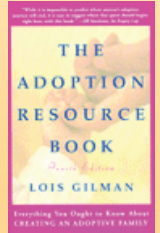
This guide contains everything a caregiver needs to know when minding for a child, from newborn to preschooler. The handbook includes a mix of text, boxes, Q&A's, and lists. Plus, plenty of blank space for parents to write in emergency numbers and specific instructions.



Available Materials: Work Place Options

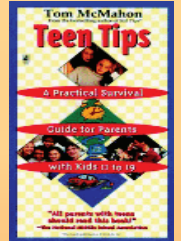
The Adoption Resource Book

This practical, wise, and encouraging book contains all the information a couple or an individual needs to investigate adoption alternatives and arrange for a complete and successful adoption.



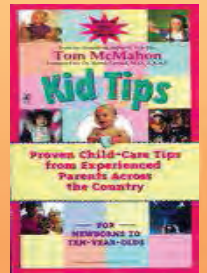
Teen Tips

There may not be a cure for adolescence, but there are ways for parents of teens to survive these challenging years! Tom McMahon has gone straight to the source, veteran moms, to try and solve the mysteries of raising a happy and healthy teenager. Gathered here are hundreds of practical, creative, and proven tips that cover all aspects of parenting a teen.



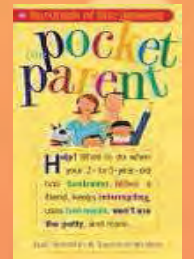
Kid Tips

For ages newborn to ten years. Proven child-care tips from experienced parents across the country. For this invaluable book, Tom McMahon mounted a nationwide media campaign and gathered a wealth of tested and proven child raising tips from experienced parents. Discover fresh, unique, creative ideas that are fun, thrifty, easily accessible and pediatrician approved for health and safety.



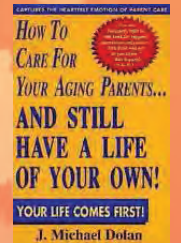
The Pocket Parent

The Pocket Parent is a lifesaver of tried-and-true advice, common sense, parental wisdom for parents with 2 to 5 year olds. Hundreds of fast answers from what to do when your 2 to 5 year old has tantrums, bites a friend, keeps interrupting, uses bad words, won't use the potty, and more.



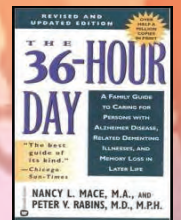
How to Care for Your Aging Parents

Tackles all the tough subjects: from how to avoid becoming your parent's "parent", to understanding what happens to the body in old age, getting help finding a nursing home, and preparing for the time to say goodbye. Includes a complete yellow pages resources.



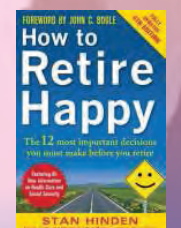
The 36-Hour Day

A family guide to caring for a person with Alzheimer's Disease, Related Dementing Illnesses, and memory loss in later life.



How to Retire Happy

Everything you need to know about the 12 most important decisions you make before you retire. Award winning retirement columnist and financial expert Stan Hinded will show you the way to have a happy, active, and rewarding retirement.



Wellness

Fitness Classes on Campus

Family members of GVSU faculty and staff have the option to register for a variety of fitness classes offered on campus each fall, winter and spring/summer. Two sessions are offered each semester. Class formats include Zumba, SPINNING, Strength Training, Yoga, Boot Camp and more. Classes are offered at an economical rate and during early morning, noon and evening times. Visit www.gvsu.edu/healthwellness and click on the Fitness & Nutrition link to access the fitness class schedual and descriptions. To register call the Health and Wellness Specialist at 616.331.2215.

GVSU Faculty & Staff Policies

All of the following policies can be found in the Grand Valley Manual at www.gvsu.edu/gvmanual. The purpose of this Handbook is to provide all members of the Faculty, particularly those who are new to Grand Valley, with knowledge of certain policies, regulations, practices, and expectations which prevail at Grand Valley State University.

Exercise Release Time Policy

Faculty and staff well being is valued at GVSU. Physical activity is a vital component to well being and GVSU strives to increase the ability for faculty and staff to take time to fit physical activity into their day. Upon supervisor approval, GVSU staff may utilize up to two (2) 30-minute time periods a week to allow time to freshen up from, or in preparation for, a fitness class or individual workout. Pending schedules and workload, up to two additional 30-minute time periods may be permitted. This time can be added to the beginning of the workday, added to the lunch period, or to the day's end. For further information visit www.gvsu.edu/healthwellness or contact the Health and Wellness Specialist at 616.331.2215.

Extending Probationary Appointments by Pausing the Tenure Clock

A faculty member may request an extension of the probationary period by pausing the tenure clock so that she or he may withdraw from teaching, work part-time or continue to work full-time while attending to other commitments. A request for an extension may be submitted regardless of pay status. The Dean may approve a request for a maximum of two (2) years in total during the probationary period. To find the policy in full, including all circumstances under which a faculty member may be approved for an extension of the probationary period, refer to the [Faculty Handbook](#).

GVSU Faculty & Staff Policies

Maternity Leave Policy for Faculty and Staff

The Pregnancy Discrimination Act (PDA) is a federal statute that was passed in 1978 as an amendment to Title VII of the Civil Rights Act of 1964. Under the University's salary continuation program, pregnancies are treated the same as any other medical condition that prevents a faculty member from working.

A faculty or staff member expecting a child should notify her supervisor in the early stages of her pregnancy to allow time to plan and make proper accommodations. The issues will vary in each case depending on the due date, whether or not there are any complications during the pregnancy, and whether or not the faculty/staff member is requesting additional unpaid leave.

The maternity leave program is flexible, allowing it to be applied to very different situations. Further details of the program are outlined in the Grand Valley Manual. Please contact Beth Evans or Sue Sloop in Human Resources for more information. For information regarding maternity leave policies for faculty and staff, please visit this [website](#). For additional information regarding maternity leave for faculty, please refer to the Administrative Manual, Chapter 4, Section 2.30 under Benefits.

Family and Medical Leave

The Family and Medical Leave Act of 1993 (FMLA) gives eligible Grand Valley State University faculty and staff the right to take unpaid leave or paid leave, if appropriate benefits have been earned, for a period of up to 12 work weeks in a 12-month period. To see a listing of circumstances in which this policy applies, see the policy in the [Faculty Handbook](#).

Adoption Leave

GVSU realizes the process of adopting a child can be very time consuming and difficult. Therefore, faculty and staff members may be eligible to apply for the Family Medical Leave Act (FMLA) or a personal leave of absence.

Adoption Resources

Grand Valley State University recognizes that faculty and staff choose to build their families in many ways. To support faculty and staff who are adopting, GVSU provides adoption resource information and financial reimbursement.

AFSN Office

Adoptive Family Support Network (AFSN) - Located in Grand Rapids, AFSN is a grass-roots community based non-profit agency offering volunteer parent-to-parent support and information to all members of adoptive families. AFSN does not facilitate adoptions, but provides adoption resource and referral information; a mentor program for adoptive families; a quarterly newsletter; a bi-annual local adoption conference; and training and educational programs.

For information regarding the organization's activities, newsletter mailing list and volunteer opportunities. 616.458.7945 or visit the [website](#).

Warmline

Non-crisis telephone adoption information and referral line that is staffed by trained AFSN volunteers. Calls are answered within 24 hours and telephone line is open 24 hours a day. 616.458.7608.

Qualifying Expenses

Qualifying adoption expenses will be reimbursed up to a maximum of \$3,000 per child. Qualifying expenses are defined as those that are reasonable and necessary adoption fees, court costs, attorney fees, traveling expenses while away from home, and other expenses related to, and whose principal purpose is for the legal adoption of a child.

Process for Applying for Benefits

Upon formal placement of the adopted child, submit an adoption assistance claim form to Human Resources at 1090 James H. Zumberge Hall along with detailed receipts for eligible expenses. Human Resources will determine eligible expenses, the amount payable for reimbursement and will submit a request to the Payroll Office for payment. The reimbursement will be processed with the next payroll.

Taxation of Benefits

The amount of tax credits and exclusions available to adopting parents vary. Since an employer's adoption assistance is not subject to income tax withholding, GVSU will not determine the extent to which the payment of reimbursement on behalf of each employee is eligible for the exclusion. However, GVSU will withhold taxes only for Social Security and Medicare.

Adding Dependent to Insurance

At the time of placement, you may add your child to your benefit plans. Any additions or changes must occur within 30 days of the official placement. Contact Human Resources at 616.331.2220 to add dependents.