



Everyone has a story. **What's yours?**

"I am the primary caregiver for my family"

"I am relocating to the area"

"I need to find childcare"

"I feel stressed out"

"I want a better relationship with my teenager"

"I want to strengthen my family relationships"

"I am returning to work from parental leave"

WHATEVER YOUR STORY MAY BE, YOU HAVE EXPECTATIONS OF LIFE. BUT LIFE DOESN'T ALWAYS GO ACCORDING TO PLAN. SITUATIONS MAY ARISE AND PRESENT CHALLENGES OR OPPORTUNITIES THAT CAN CHANGE THE COURSE OF YOUR LIFE. SOME OF THESE YOU CAN PLAN FOR. OTHERS MAY CATCH YOU BY SURPRISE.

AS A NORTHWESTERN FACULTY OR STAFF MEMBER, WORK/LIFE & FAMILY RESOURCES CAN HELP YOU NAVIGATE LIFE'S CHALLENGES AND OPPORTUNITIES, PROVIDING THE ASSISTANCE, ADVICE, AND CONNECTIONS YOU NEED TO BE YOUR BEST AT WORK AND AT HOME.

Northwestern | WORK/LIFE & FAMILY RESOURCES

FOR NORTHWESTERN UNIVERSITY
FACULTY AND STAFF

Assistance, advice, and connections for navigating life's challenges and opportunities

SO WHAT'S YOUR STORY?

Do you need help taking care of your family? Northwestern offers family support programs including Adoption Assistance Reimbursement, Childcare Benefits, an Eldercare Program, on-campus Lactation Rooms, and Tuition Benefits for you and your eligible family members.

Are you interested in exploring an alternative work schedule or taking some time off? Northwestern supports flexible work arrangements, where possible. Flexible work arrangements include Flextime, Compressed Workweek, Telecommuting, and Job Sharing.

Northwestern also offers paid time off benefits (including vacation and holidays), and different types of leaves of absence (some paid, some unpaid).

Could you use some help in managing stress and living a more healthful life?

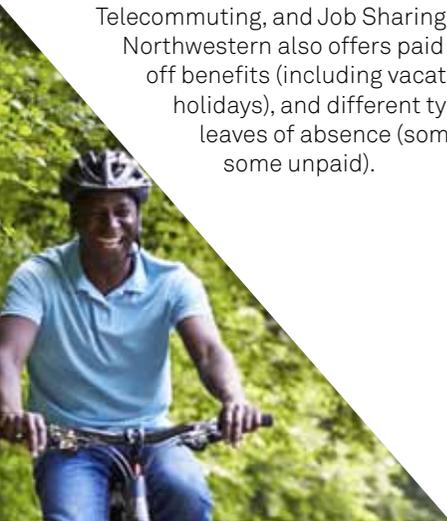
Northwestern helps by offering the Employee Assistance Program (EAP), as well as a comprehensive array of health and wellness resources through YourLife, the University's wellness program.

Would you like to develop a sense of community? Northwestern offers workshops, information, and resources that can help promote a positive sense of community for you and your family, whether you're new to Northwestern or a long-time member of the University community.

Are you looking for ways to make the most of your career at Northwestern?

Northwestern provides work/life effectiveness training workshops, and work/life and family resources to help you be at your best.

Whatever "storyline" your life may follow, Northwestern's Work/Life & Family Resources can provide the assistance, advice, and connections you need to write your next chapter. For more details, visit <http://www.northwestern.edu/hr/work-life/index.html>.





The EAP offers Northwestern faculty and staff and their immediate family members confidential, 24/7 access to professional counselors who can help with a wide variety of life challenges and concerns, big or small – from relationships at home, to issues at work – that may arise from time-to-time.

LIFE MADE EASIER: THE EMPLOYEE ASSISTANCE PROGRAM

A key Work/Life & Family Resources program is the Employee Assistance Program (EAP). Depending on your needs, it may be the first resource you access (and may be the only resource you need).

When you contact the EAP, a professional counselor will assess your needs, provide up to 10 counseling and support sessions, and connect you with appropriate benefit programs and/or community resources – all at no cost to you.

For more information or to access the resources available through Northwestern's EAP:

- » **Call 855-547-1851**, or
- » **Visit www.eapwl.com** and enter the username (northwestern) and password (eap).



TAKING CARE OF YOUR FAMILY

Through Work/Life & Family Resources, you may access a variety of family support programs, including

- » **Adoption Assistance Reimbursement** – offering reimbursement of qualified adoption-related expenses if you have at least three years of continuous service at the time of the adoption.
- » **Childcare Benefits** – providing valuable assistance and support in finding quality, affordable childcare, whether you're new to parenthood or to the University.
- » **Eldercare Services** – offering support, resources, and referrals if you're responsible for the care of an adult relative.
- » **Lactation Rooms** – on-campus lactation rooms offer convenient, private spaces to express milk for nourishing your children.
- » **Tuition Benefits** – offering valuable financial assistance when you or an eligible dependent take university-level courses at Northwestern and/or accredited institutions other than Northwestern.



Childcare Benefits

If you are new to parenthood (or new to the University) and need help finding quality, affordable childcare, you can access Action for Children, which can provide:

- Information and insight regarding state-licensed childcare options
- Childcare provider referrals based on search criteria set by the parent(s)
- Printed resource materials to help guide you through your childcare search (including tips for interviewing and selecting a quality provider)
- A designated childcare specialist available to assist throughout your childcare search, and
- Information about available financial assistance programs.

For details about other childcare benefits – including information on local childcare centers that offer priority enrollment and discounts for Northwestern faculty and staff, local pre-schools, in-home care resources, and local pre-schools – call 773-356-8135 or visit <http://www.northwestern.edu/hr/work-life/childcare/index.html>.

Eldercare Program

If you are responsible for the care of an adult relative, Senior Care Connections – a program managed by an external firm specializing in eldercare – offers: access to expert senior care advisors for assistance, advice, and referrals; information and/or referrals on aging, local eldercare resources, home health care, Medicare and Medicaid certified nursing homes, and Medicare benefits; and assistance and services to support the needs of caregivers.

For more information, call 1-855-781-1303 x3 or visit <http://www.northwestern.edu/hr/work-life/elder-care/index.html>.

Lactation Rooms

In support of a family-friendly environment for faculty and staff, – and to support the needs of nursing mothers – Northwestern provides nursing employees paid breaks and access to convenient, private on-campus lactation rooms to express breast milk for nourishing their children.

For the location of on-campus lactation rooms – and how to access these rooms – visit <http://www.northwestern.edu/hr/work-life/lactation-rooms/index.html>.



Action for Children is one of many childcare benefits offered through the University. To learn more about this and other family resources – or to schedule a personal consultation – call the office of Work/Life & Family Resources at 847-467-1460.

MANAGING YOUR WORK SCHEDULE AND TAKING TIME OFF

If you face competing demands from your work and personal lives and feel the need to work a modified work schedule, Northwestern supports flexible work arrangements, where possible. These alternative work arrangements may include:

Flextime – accommodating flexible start and end times of the workday.

Compressed Workweek – compressing a full-time 40-hour workweek into fewer than five days (e.g., working four 10-hour days).

Telecommuting – allowing you to work some of your work hours from a location other than your regular work site (e.g., working from a home office one day per week).

Part-time – providing you the flexibility of working fewer than 40 hours each week.

Note: If you work fewer than 18.75 hours per week you will not be benefits eligible.

Job Sharing – sharing responsibilities of a single full-time position between two part-time employees, with interchangeable work responsibilities.

To give you the time you need to rest, relax, and recharge, Northwestern also offers paid time away from work (through vacation, scheduled holidays, and personal floating holidays). In addition, the University offers a variety of leaves of absence that recognizes the diverse needs of each employee and, as required, complies with federal and state laws.

MANAGING STRESS AND LIVING A MORE HEALTHFUL LIFE

Sometimes managing stress requires nothing more than talking to someone about something that is troubling you. At times like these, it's worth a call to the Employee Assistance Program, where a trained counselor can listen to your issue or concern, assess your needs, and refer you, as necessary, to professional resources.

Other Work/Life & Family Resources that can help you live a more healthful life include:

YourLife Wellness Program – providing access to a variety of health and wellness resources, such as:

- » **Discounts** – some available by using your WildCARD, others available on membership fees for selected fitness facilities (some on-campus, others nearby).
- » **Resources** – including access to the Beuhler Center on Aging, Health and Society, the University's Department of Preventive Medicine, and wellness recommendations available from BlueCross BlueShield.

Work/Life & Family Resources Library – providing access to books and videos on a variety of work/life topics. To checkout a book or video, visit <http://www.northwestern.edu/hr/work-life/workshops/index.html>.

Workshops – providing access throughout the year to informative sessions on a variety of work/life topics, including:

Resilience:

- Using mindfulness to combat stress
- Altering your response to stressful situations

Financial Well-being:

- Buying or selling a home
- Planning for a financially secure retirement

Personal & Professional Skills:

- Communicating more effectively
- De-cluttering: Getting and staying organized

Health & Wellness:

- Eating better, staying healthier

Parenting:

- Helping your child manage conflict
- Choosing childcare

Caregiving and Older Adults:

- Working with siblings as a caregiver

BUILDING A SENSE OF COMMUNITY

For all faculty and staff members, the University seeks to promote a positive sense of community.

If you are joining the Northwestern community, Work/Life & Family Resources provides resources that can help make your transition seamless and welcoming. Some of these you can access before your move. Others will help you “settle in” once you’re on campus.

Supporting this sense of community, the Northwestern University Staff Advisory Council sponsors (NUSAC) sponsors NU Cares – a fund to which faculty and staff may contribute, providing a source of financial aid for faculty and staff who may be experiencing financial hardship



Relocation Resources

If you’re relocating to the Evanston or Chicago campus, these resources can help you:

- *Plan your move* – providing information about the Evanston and Chicago campuses and the areas around them and the cost of living, as well as links to moving companies offering a Northwestern discount.
- *Find housing* – providing information about local housing options and, if desired, local real estate agents, and information about home financing options.
- *Settle in* – providing information about local schools and childcare and eldercare service providers, banking options, cultural, recreation, and transportation resources, professional and social organizations, and local religious organizations.

For details, call 847-491-3612 or visit <http://www.northwestern.edu/hr/work-life/relocation/index.html>.



due to a medical or catastrophic event. For more information about NU Cares, call 847-467-1460 or visit <http://www.northwestern.edu/nusac/nu-cares/>.

MAKING THE MOST OF YOUR CAREER AT NORTHWESTERN

Work/Life & Family Resources works with managers (either through individual consultation or training) to help them understand University-sponsored work/life resources and tools that can benefit their team members, as well as provide resources designed to help you do your best work.

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To schedule a personal consultation to learn more about how Work/Life & Family Resources can help you, call 847.467.1460. Consultations are available:

In Evanston

720 University Place (Room 106)

In Chicago (by appointment)

710 North Lake Shore Drive (Abbott Hall)