



Family Matters @ Stanford
FOR FACULTY

INSIDE

| | |
|--|----|
| Stanford's commitment to faculty with families | 1 |
| Stanford offices that offer assistance for family matters..... | 2 |
| Stanford's child-care and child-support programs | 5 |
| Workplace accommodations for faculty with families..... | 11 |
| Dual-career assistance for faculty..... | 15 |
| Caring for aging family members..... | 16 |
| Health care options and programs..... | 18 |
| Benefits for domestic partners..... | 21 |
| Housing programs | 22 |
| Index..... | 24 |

On the cover: Stanford Athletics, Physical Education and Recreation Department offers the All Sports Camp during the summer, which is popular among campus community families. Photo by Linda Cicero of the Stanford News Service.

Stanford's commitment to faculty with families

By John Etchemendy, Provost and Professor of Philosophy

During Stanford University's opening ceremonies in 1891, Leland Stanford set forth his view of the centrality of faculty members to a university. He said, "Ample endowment may have been provided, intelligent management may secure large income, students may present themselves in numbers, but in the end, the Faculty makes or mars the University."

Those words, although more than 100 years old, remain true today. Stanford University is committed to hiring and retaining the world's most accomplished and imaginative teachers and scholars as faculty members. Doing so is integral to fulfilling our research and teaching mission.



Nancy, Max and John Etchemendy

This commitment to excellence means that Stanford must also recognize its obligation to faculty members as people—with personal, as well as professional, aspirations and goals. After all, this university was founded by two loving parents who tragically lost their only child. In their grief, they promised to commit their extraordinary wealth and energy to helping "other people's" children.

On the pages that follow are descriptions of programs, resources and policies that Stanford offers specifically to support faculty members and their families. We know, too, that "family" takes many forms. So we are constantly reviewing the services we offer to best meet the needs of our faculty and of the people with whom they share their lives—spouses, partners, children and adult dependents.

The freedom and ability to pursue a fulfilling personal life in whatever form it takes contribute importantly to a successful academic career. We believe in supporting that aspiration for those who choose to pursue their careers at Stanford University.

Stanford offices that offer assistance for family matters

BECHTEL INTERNATIONAL CENTER

The Office of Foreign Scholar Services at the Bechtel International Center helps Stanford community members and departments navigate issues related to immigration in the employment of nonresidents, including faculty. Bechtel's Office for International Families provides liaison with campus and community resources, classes in languages and the arts, transition workshops and a resource center for families. Call (650) 723-1834 for more information or visit the web site at <http://www.stanford.edu/dept/icenter/families/index.html>.

BENEFITSU

BenefitSU, which is part of Human Resources at Stanford, is staffed by professionals who can answer questions related to health benefits, retirement benefits and such offerings as the tuition grant program. Benefits representatives are available 8 a.m. to 5 p.m., Monday through Friday, to answer questions. BenefitSU also offers an extensive web site with self-service information and forms at <http://benefitsu.stanford.edu/>. Send e-mail to benefitsu@stanford.edu.

COMMUNITY HOUSING SERVICES

Community Housing Services receives rental listings directly from area landlords that are made available to the Stanford community on a searchable Stanford web site. Any Stanford affiliate is eligible to use the service, which is a division of Residential and Dining Enterprises. Send proof of Stanford affiliation, along with an e-mail address, fax number or mailing address to the Community Housing Services office. This can be faxed to (650) 736-1297. Visit the web site at <http://www.stanford.edu/dept/hds/>.

FACULTY AFFAIRS

The provost's Faculty Affairs group advises university leadership on decisions related to faculty and faculty policies and maintains and provides accurate information about faculty matters. Staff members manage appointments and promotions; salary setting, leaves and retirement; faculty personnel files; faculty appeals; policy development and communication; and policy management and exception requests. They also manage data related to faculty, including appointments, demographics, leaves, base salaries, billets, endowed professorships and administrative appointments. The office works with school deans' offices, the Advisory Board and the provost to ensure compliance with Board of Trustees and Academic Council policies and to facilitate communication on issues related to the professoriate and other teaching staff. Call (650) 723-3622 or write to facultyaffairs@stanford.edu.

FACULTY DEVELOPMENT OFFICE

The provost's Faculty Development Office supports the faculty through a variety of programs and information resources. Included are orientation and informational events and resources for new and junior faculty, workshops for department chairs and deans and initiatives supporting faculty diversity. The Faculty Development Office also serves as a central information resource for all faculty and provides referrals to other offices on campus and in the community. Visit the web site at <http://facultydevelopment.stanford.edu/OFD.html> or call the Faculty Development Office at (650) 736-0384.



Working as Stanford News Service reporters is one of the activities participants can choose during the annual Take Our Daughters and Sons to Work Day, sponsored by the WorkLife Office.

FACULTY RECRUITMENT OFFICE

The Faculty Recruitment Office (FRO), which is part of the Faculty Development Office, assists in faculty recruitment and retention to ensure that Stanford has a well-qualified and diverse faculty. The FRO is available to meet with candidates and recruits for faculty positions and with new faculty to facilitate their transition to Stanford. Contact the Faculty Recruitment Office at (650) 725-2376 or visit the web site at <http://facultydevelopment.stanford.edu/fro.html>.

FACULTY STAFF HOUSING

Faculty Staff Housing administers Stanford's extensive housing assistance programs for eligible faculty and senior staff. The university offers the Housing Allowance Program, the Mortgage Assistance Program, the Deferred Interest Program and the Residential Ground Lease Program. Call (650) 725-6893, e-mail FSHousing@stanford.edu or visit the web site at <http://fsh.stanford.edu>.

OMBUDS OFFICES

Both Stanford and the Stanford Medical Center have ombuds offices, whose missions are to protect the interests and rights of members of the Stanford community. The ombuds staff assist with redress of wrongs and resolution of disputes with impartiality and confidentiality. An ombuds works to resolve conflicts and concerns through a non-adversarial approach as an alternative to formal grievance procedures. Contact the Stanford ombuds at (650) 723-3682 or via e-mail at ombuds@stanford.edu or the Medical Center ombuds at (650) 498-5744.

RELIGIOUS LIFE OFFICE

The Office for Religious Life at Stanford provides leadership and service in matters of religion, spirituality and ethics. The three current deans in the office stand within the Christian and Jewish traditions, but it is their responsibility to support all religious traditions represented at Stanford. They strive to ensure that students, faculty and staff will find on Stanford's campus honest, lively, thoughtful and supportive contexts in which to pursue their spiritual journeys. Call (650) 723-1762 or visit the web site at <http://religiouslife.stanford.edu>.



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STANFORD ATHLETICS AND RECREATION

Faculty and staff and their spouses or domestic partners enjoy free access to the university’s extensive athletic facilities. Stanford Athletics, Physical Education and Recreation also offers many sports camps for children, both daytime and overnight. Season and individual game tickets are available for Stanford’s athletic events, the top intercollegiate program in the country. Call Stanford Athletics at (650) 723-4591 or visit <http://www.stanford.edu/home/athletics>.

STANFORD HELP CENTER

The Stanford Help Center provides professional, confidential and brief counseling to faculty and staff at Stanford, including the hospitals and clinics and the Stanford Linear Accelerator Center. People seek help for such issues as job stress, relationship issues, parent-child concerns, care of elderly parents, substance abuse and grief and loss. Spouses, domestic partners and children younger than 21 are also eligible. All contacts with the Help Center are confidential. The center is staffed by licensed clinical social workers, marriage and family therapists and psychologists. Call (650) 723-4577 or visit the web at <http://www.stanford.edu/dept/ocr/helpcenter>.

WORKLIFE OFFICE

The WorkLife Office assists faculty, staff and students in reaching a balance among their work, study, personal and family lives. Services include child-care resources and referrals, parent education and consultation, elder care and caregiving support and strategies for navigating work and life. Call (650) 723-2660 or visit <http://worklife.stanford.edu>.

Stanford's child-care and child-support programs

Stanford's extensive services for faculty families include on-campus child-care centers, an emergency back-up child-care program, parent and babysitting networks, a child-care subsidy grant program, dependent care research travel grants, an adoption reimbursement program and a tuition grant program.

ON-CAMPUS CHILD-CARE PROGRAMS

Stanford currently has six programs on campus that serve about 550 children in either full-time, part-time, nursery school or combination schedules. The university plans to construct an additional child-care facility. Most of the on-campus facilities have waiting lists, and new faculty members are encouraged to contact the centers as soon as possible.

Pre-school child care

Children's Center of the Stanford Community

The Children's Center of the Stanford Community (CCSC) is a non-profit, parent-participation program serving Stanford families with children eight weeks to five years of age. CCSC, which is governed by a parent board and overseen by the university's WorkLife Office, is located on campus on Pampas Drive. The center is accredited by the National Association for the Education of Young Children (NAEYC) and offers child-care services exclusively for Stanford families.

CCSC provides full-day education with 144 full-time equivalent spaces. Both full-time and part-time schedules are available. CCSC offers a reduced tuition rate to parents who work on center projects and participate in the cooperative by volunteering in their children's classrooms.

The center is open yearlong Monday through Friday, 7:30 a.m. to 6 p.m. Contact the center by calling (650) 853-3090 or visit the web site at <http://www.stanford.edu/group/CCSC>.

Knowledge Beginnings

Knowledge Beginnings (KB) is located on Clark Way at the on-campus Stanford West housing development and is the most recent center to open at Stanford. KB offers full-time and limited part-time schedules for children six weeks to five years of age. The center offers 108 full-time equivalent spaces. KB offers first priority to children of Stanford West residents, then to Stanford affiliates and finally to the community if space is available. KB is accredited by NAEYC.

The center is open yearlong Monday through Friday, 7 a.m. to 6 p.m. Call the center at (650) 723-8700.

Stanford Arboretum Children's Center

The Stanford Arboretum Children's Center (SACC) is an education and care center for children eight weeks to five years of age, offering full-time and part-time schedules to Stanford affiliates only. SACC is managed by Children's Creative Learning Centers, accredited by NAEYC and offers 130 full-time spaces.

The center is located on Quarry Road and is open yearlong Monday through Friday, 6:30 a.m. to 6:30 p.m. Call the center at (650) 725-6322 or visit <http://www.cclc.com>.

Bing Nursery School

Bing Nursery School is part of the Department of Psychology and is accredited by NAEYC. The school was established to provide a sound educational environment for young children, to create a laboratory for research in child development and to teach undergraduate and graduate students through observation and classroom experience. Many major research studies in child development have been conducted at Bing Nursery School, including Walter Mischel's delay of gratification research, Albert Bandura's observational learning experiments and John Flavell's inquiries into the development of the mind in children.

Morning or afternoon schedules (8:45 to 11:45 a.m. or 12:45 to 3:45 p.m.) are offered during the academic year for children two to five years of age. A seven-week half-day summer session is also offered. The center is located on Escondido Road. Call the center at (650) 723-4865 or e-mail bingschool@stanford.edu.

Rainbow Nursery School

The Rainbow Nursery School is a NAEYC-accredited parent cooperative that accepts children two years nine months to five years of age. With an emphasis on community, Rainbow is designed to meet the needs of graduate student families living in Escondido Village and offers waiting-list priority and reduced tuition to residents.

Rainbow School offers part-time morning schedules, as well as a 9 a.m. to 3 p.m. session. It follows an academic-year schedule and offers a four-week summer session. A small program, Rainbow's capacity is 22 children. Call (650) 723-0217 for information.

School-age child care

Pepper Tree School

The Pepper Tree School is Stanford's only after-school program. Located in the graduate student Escondido Village and operating between the hours of noon and 5:30 p.m., the program is for children in kindergarten through second grade. Pepper Tree primarily serves graduate

student families and gives priority and a reduced tuition rate to residents of Escondido Village. Pepper Tree is NAEYC accredited, offers 22 full-time equivalent spaces and operates on an academic-year schedule with a four-week summer session.

The center is located on Escondido Road and is open Monday through Friday throughout the academic year. Call the center at (650) 723-3646.

SUMMER ATHLETIC CAMPS

Stanford Athletics offers about 25 summer athletic camps for children annually—both daytime and overnight. Among the most popular for people working on campus is the all-day All Sports Camp, which introduces children seven to 14 to new sports and games. For more information, contact Stanford Athletics at (650) 723-4591 or visit the web site at <http://gostanford.collegesports.com>.

OTHER CHILD-CARE OPTIONS

The WorkLife Office provides Stanford faculty and affiliates with information on other child-care options on campus and in the surrounding communities. The office has educational materials about choosing center care and finding quality family home care (interviewing, checking references, setting up a contract, responsibilities as an employer, etc.). Available information includes:

- Licensed and accredited child-care centers, preschools and nursery schools in the Palo Alto and surrounding communities
- Family child-care homes
- In-home agencies, nannies, au-pairs
- After-school programs and school-vacation programs
- Occasional babysitting and playgroups
- Summer camps and youth programs

The staff will meet individually with parents to discuss options and procedures and/or can send a packet that provides information on:



Children at the Bing Nursery School enjoy a visit from an alpaca.

- Choosing the best child-care and early childhood programs
- Employing a child-care provider (including income tax, unemployment and worker's compensation, state licensing requirements)
- County child-care coordinating council resource and referral agencies
- Support and education resources for parents (including single parents and those with special-needs children)
- Tax-free health and dependent care spending accounts for employees
- Easing the transition between home and groups for young children

There is also a lending library that contains information on child-care options, special needs for infants and toddlers and choosing high-quality care.

Call WorkLife at (650) 723-2660 or visit <http://worklife.stanford.edu>.

CHILD CARE SUBSIDY GRANT PROGRAM

Stanford's Child Care Subsidy Grant Program provides a grant of up to \$5,000 a year to qualified faculty and staff with children younger than 10. This need-based program is designed to assist in meeting the cost of child care. The grant is not limited to campus centers and can be used for any eligible child care.

The WorkLife Office determines eligibility for a child-care grant based on an application that includes income information. There are three application periods: July/August, September/October and May. Grants awarded during the first two periods are funded through Stanford's Dependent Day Care Spending Account plan and are tax free. Child-care claims are reimbursed based on the rules and regulations governing Stanford's Dependent Day Care Spending Account plan. Grants awarded during the last application period are prorated and taxable.

For more information, contact the WorkLife Office at (650) 723-2660 or visit <http://worklife.stanford.edu>.



Community Day at Stanford, a university open house, offers a multitude of activities designed for children.

DEPENDENT DAY CARE FLEXIBLE SPENDING ACCOUNT

Stanford offers a Dependent Day Care Flexible Spending Account that faculty can use to set aside before-tax dollars for eligible dependent day care expenses, including care for children, disabled spouses or other disabled dependents. To qualify, care for the dependent must be necessary to enable faculty members and their spouses, if appropriate, to work, look for work or go to school full time.

To learn more about this benefit, call Stanford BenefitSU at (650) 736-2985 or visit the web site at <http://benefitsu.stanford.edu>.

EMERGENCY CHILD CARE

Stanford offers an emergency and back-up child-care program through FamilyCare, Inc., to help when regular care falls through because of such temporary challenges as school closures, vacation and illness. FamilyCare makes referrals to selected in-home agencies, centers and family child-care homes that provide back-up child care. This program can be used for infants through school-age children.

In addition, Stanford provides subsidies to reimburse the cost of emergency care. The subsidy includes a reimbursement of up to 80 percent of the cost of back-up care (up to a maximum of \$10 per hour). Also, a maximum of 16 hours per faculty member per year can be reimbursed under this program. Reimbursement can be used for agency fees or toward the cost of care and is considered taxable income.

Call FamilyCare at (800) 777-3319 to obtain confirmation of eligibility and seek referrals.

FLEXIBLE ON-CALL SITTERS

The WorkLife Office keeps a list of people who offer flexible care on an on-call basis. The list is updated quarterly and consists primarily of Stanford students and staff members. The list is available electronically upon request to the WorkLife Office at (650) 723-2660.

PARENT NETWORK

The Stanford Parent-Net e-mail list is a list serve where faculty, staff and student parents share information on a plethora of family-oriented topics and events. To subscribe, call the WorkLife Office at (650) 723-2660.

DEPENDENT CARE RESEARCH TRAVEL GRANTS

A new program being implemented in 2005-06 will provide assistance to help faculty cover the added costs of child care for children they bring to field research sites or conferences when they must continue to pay to hold child-care spots at home. For information, call WorkLife at (650) 723-2660.

ADOPTION ASSISTANCE PROGRAM

Stanford's Adoption Assistance Program reimburses up to \$10,000 per adoption for "qualified adoption expenses." All benefits-eligible faculty working at least 50 percent full-time-equivalent or more and with an assignment of at least six months are qualified to apply. The program will provide assistance for up to two adopted children per family.

The adopted child must be younger than 18 at the time a "qualified adoption expense" is paid or incurred and may not be the child of the faculty member's spouse or same-sex domestic partner. "Qualified adoption expenses" are defined as reasonable and necessary adoption fees, court costs, attorneys' fees and other expenses directly related to the legal adoption of an eligible child, such as:

- Public and private adoption agency fees permitted or required under the law of the state having jurisdiction over the adoption
- Legal and court fees
- Medical and hospital services provided to the child (not otherwise covered by insurance)
- Travel expenses associated with the adoption, including transportation, meals and lodging
- Immigration, a child's immunization and translation fees
- Temporary foster care charges provided before placement of the eligible child in the home

The program is administered by the WorkLife Office. For more information about the program or its tax implications, call WorkLife at (650) 723-2660 or visit the web site at <http://www.stanford.edu/dept/ocr/worklife/adoption.html>.

TUITION GRANT PROGRAM

The Stanford Tuition Grant Program helps eligible faculty members pay full or partial undergraduate college tuition of dependent children. The program, which provides a benefit up to half of Stanford's undergraduate tuition, funds tax-exempt payments to accredited colleges and universities. The maximum benefit payable under the program is based on the percent of full-time equivalency of the faculty member's appointment.

Members of the professoriate become eligible for the program on the effective date of appointment. Eligible children include:

- Natural or legally adopted children
- A stepchild who has lived with the faculty member for at least 12 months before the benefit is requested
- A foster child who has lived with the faculty member for at least 24 months before the benefit is requested
- The child of a same-sex domestic partner who has lived with the faculty member for at least 12 months before the benefit is requested

For more information on the program, visit the BenefitSU web site at <http://benefitsu.stanford.edu/training/tgp.html>.



Workplace accommodations for faculty with families

Stanford's policies reflect the university's commitment to supporting faculty members and their families. The following are summaries of policies that offer workplace accommodations to faculty members who become new parents. The policies themselves are found at <http://facultyhandbook.stanford.edu/ten.html>. For more information, contact the department chair, dean or the Faculty Affairs Office at facultyaffairs@stanford.edu or (650) 723-3622.

MATERNITY LEAVE

Stanford's maternity leave policy for faculty is designed so that the responsibilities of work need not cause concern for faculty members focusing on preparing for and welcoming the birth of a child. California's Pregnancy Disability Leave Law allows for leave of up to four months due to medically certified, pregnancy-related disability. The length of maternity leave is determined by the faculty member's physician, who certifies the number of weeks that she is disabled, both before and after delivery. The faculty member must apply for short-term disability insurance. Stanford will continue to pay the difference between the short-term disability payment and the faculty member's academic salary for the leave period. Stanford will continue its usual contribution to group medical and dental health plans.

Department chairs and deans are expected to routinely approve requests for maternity leave. Sabbatical leaves are intended for professional development and should not be used for maternity-related leave.

The tenure clock does not stop for maternity leave per se, but a faculty member on maternity leave can request a new-parent tenure clock extension by submitting the request

form located at <http://facultyhandbook.stanford.edu/f.html>. For additional information, contact Faculty Affairs at facultyaffairs@stanford.edu or (650) 723-3622.

EXTENSION TO THE TENURE LINE SEVEN-YEAR TENURE CLOCK OR TO A NON-TENURE LINE OR MEDICAL CENTER LINE APPOINTMENT

A faculty member who becomes a parent, by birth or adoption, while holding a tenure-accruing appointment may request a one-year extension of the tenure clock. Likewise, a non-tenure line or Medical Center line faculty member who becomes a parent, by birth or adoption, while holding an appointment for a term of years may request a one-year extension of the date on which the appointment would end.

Faculty members who request this extension are expected to have substantial and sustained child-care responsibilities. When this is the case, faculty members are strongly encouraged to request an extension.

The request must be received within one year of the birth or adoption of a child. (In cases of adoption, the child normally should be no older than five years.) All requests should be received prior to the beginning of the faculty member's final year of tenure-accruing service (for those in the tenure line) or prior to the beginning of the final year of the faculty member's appointment (for those in the non-tenure line or Medical Center line).

The request form is located at <http://facultyhandbook.stanford.edu/f.html>. For information, contact the department chair or dean or Faculty Affairs at facultyaffairs@stanford.edu or (650) 723-3622.

The provost routinely approves requests for new-parent tenure clock extensions. But approval does not automatically extend the individual's appointment. This must be done by the department and/or school following the normal recommendation and approval process for professorial appointment amendments.

Because Stanford limits the length of time in a tenure-line untenured rank to 10 years, no more than three one-year extensions are allowed for any reason.

Other personal circumstances may significantly disrupt teaching, clinical and scholarly activities and/or may require short-term or long-term disability. Faculty members should contact their dean's office to explore possible tenure-clock and appointment modifications.

REDUCED TEACHING AND CLINICAL RESPONSIBILITIES

Stanford provides faculty who become new parents with additional flexibility in their work schedule at the time of the birth or adoption of the child.

A faculty member who gives birth may request a teaching-load reduction if her maternity leave occurs during a quarter in which standard teaching responsibilities are normally assigned (for most faculty members that is Fall, Winter and Spring). A second reduction (during the quarter of the birth or in the subsequent quarter, if these are quarters in which she is normally expected to teach) is also available to the birth mother if she provides 50 percent or more of the infant's child care during the work day.

A faculty member in clinical departments in the School of Medicine who gives birth may request to be excused from clinical responsibilities (as well as classroom teaching, if any) for 90 days following the end of her maternity leave, subject to the requirement that she provides 50 percent or more of the infant's child care during the work day.

Faculty who become fathers or adoptive parents of young children may request a teaching-load reduction if the child's arrival occurs during a quarter in which standard teaching responsibilities are normally assigned and if they provide 50 percent of the child care during the work day.

New fathers and adoptive parents in clinical departments in the School of Medicine may request to be excused from clinical duties (as well as classroom teaching, if any) for 90 days immediately following the arrival of a child, subject to the requirement that they provide 50 percent of the child care during the work day.

To reiterate, the reduced teaching and clinical responsibilities policy is not intended for parents whose newborn or newly adopted child is cared for more than half time by either a spouse/partner and/or a child-care provider.

During a period of reduced teaching and clinical responsibilities, faculty remain on full salary and, except during maternity leave (if applicable), they continue to carry a full complement of professorial activities other than classroom teaching, such as research and scholarship, graduate and undergraduate student advising, or committee work. If the faculty member wants to return to classroom teaching before the end of the academic term, he or she may choose to do so.

Stanford expects that faculty members choosing this option will be treated no differently than other faculty members when they resume regular teaching duties.

The application for reduced teaching or clinical duties for new faculty parents may be found at <http://facultyhandbook.stanford.edu/g.html>. For additional information, please contact the department chair, dean or Faculty Affairs at facultyaffairs@stanford.edu or (650) 723-3622.



Sports clinics give children the chance to interact with members of Stanford's Division I athletic teams.

CHILD-CARE LEAVE

A faculty member who becomes a parent, whether by birth or adoption, may request a leave without salary of up to one year, at full or part time, for the purpose of caring for the child. (For a faculty member who gives birth, such a leave could be in addition to maternity leave and in addition to a period of reduced teaching/clinical duties.) Requests for child-care leave are submitted to department chairs and deans using the form found at <http://facultyhandbook.stanford.edu/a.html>. Department chairs and deans are urged to give priority to such requests. Sabbatical leaves are intended for professional development and should not be used for child-care leave.

Upon request of the faculty member, the first 12 weeks of child-care leave may be taken as family leave, so as to continue Stanford's usual contribution to group medical and dental health plans (see following family and medical leave description).

After the first 12 weeks, a faculty member on full leave without salary must pay the university's portion of the monthly premium in addition to his/her own premium to ensure continuous insurance coverage. For faculty members on partial leave, the university's contribution may con-

tinue, depending on the percent time of the leave. Those on leave more than 50 percent time are responsible for the entire cost of insurance premiums. Those on leave at 25 percent to 50 percent of full time receive a partial university contribution, and those on leave less than 25 percent time receive the full usual university contribution.

For additional information, contact Faculty Affairs at facultyaffairs@stanford.edu or (650) 723-3622.

FAMILY AND MEDICAL LEAVE

Stanford's policy on family and medical leave for faculty provides for up to 12 weeks of unpaid leave in any 12-month period for certain family and medical reasons. The university's policy follows the guidelines of the California Family Rights Act of 1991 (amended in 1993) and the federal Family and Medical Leave Act of 1993.

Family or medical leave may be taken:

- to care for the faculty member's spouse (including same-sex domestic partner), child or parent who has a serious health condition;
- for a faculty member's serious health condition; and
- for child-care leave.

A serious health condition is defined as any illness, injury, impairment, or physical or mental condition serious enough to involve hospitalization, in-patient care in a residential medical facility or continuing treatment or supervision by a health care provider. In the case of a serious health condition, the faculty member may be eligible for short-term or long-term disability payments.

To be eligible for family or medical leave, a faculty member must have been employed by Stanford (within the United States) for at least 12 months at 50 percent of full time or more. An individual is not eligible if he/she has used the maximum yearly leave provided by law.

When possible, requests for family or medical leave should be made sufficiently in advance to allow the school or department to make appropriate arrangements for teaching and other assignments.

During family or medical leave, the university continues its contributions toward medical and dental group health plans. The faculty member continues to be responsible for paying his or her own premium. If additional leave is approved beyond the 12 weeks of family or medical leave, the faculty member must pay the university's portion of the monthly premium in addition to his or her own premium to ensure continuous insurance coverage.

The request form is located at <http://facultyhandbook.stanford.edu/a.html>. For additional information, contact Faculty Affairs at facultyaffairs@stanford.edu or (650) 723-3622.

FAMILY TEMPORARY DISABILITY INSURANCE

Family temporary disability insurance provides partial wage replacement to faculty members on approved leaves of absence to care for a seriously ill family member or to bond with a new child. Faculty members are required to take family and medical leave at the same time they are receiving family temporary disability benefits. Additional information about family temporary disability insurance, including an explanation of the eligibility requirements, is available at <http://benefitsu.stanford.edu>. Faculty with specific questions, or who need information about how to apply for family temporary disability insurance benefits, should contact Faculty Affairs at facultyaffairs@stanford.edu or (650) 723-3622.

PART-TIME OPTIONS

Stanford looks favorably on family-related needs as a possible justification for granting temporary reductions from full-time to part-time status. Faculty members should direct inquiries to their department chair or dean. Information regarding part-time appointments is available in Chapter 2 of the Faculty Handbook.

All usual criteria relating to the quality of academic contribution apply to part-time appointments. Those holding part-time appointments are expected, within policies established in individual schools, to participate as full colleagues making proportional contributions to the life of the department or school, service on committees and advising of students. It is realistic to assume that an appointment of 50 percent time or more is usually necessary if the faculty member is to contribute to the academic program in the manner described above. Although this is an operational guideline rather than an absolute limit, recommendations for appointment of less than 50 percent time must include an indication of the circumstances requiring an exception to this guideline and confirmation that the faculty member is informed of the impact on benefits eligibility and sabbatical accrual.



Russ Fernald, professor of biological sciences, and Anne Fernald, professor of psychology

Dual-career assistance for faculty

Many Stanford faculty members have spouses and partners with professional positions in higher education or in other fields. The Faculty Recruitment Office provides assistance to spouses or partners of new and current faculty in finding positions at Stanford or elsewhere in the Bay Area.

This assistance can include meeting with the faculty member, spouse or partner; referring the individual to others at the university for assistance; and providing information on web sites and other resources for finding open positions. Contact the Faculty Recruitment Office at (650) 725-2376 or visit the web site at <http://facultydevelopment.stanford.edu>.

Staff and administrative position openings at Stanford are posted on the Human Resources web site at <http://jobs.stanford.edu>. Open faculty positions in Stanford's seven schools are listed on each of the schools' web sites, which can be found at <http://www.stanford.edu>.

In addition, faculty, staff and administrative positions at Stanford and at more than 25 other Northern California colleges and universities can be found at <http://www.norcalherc.org>, the searchable web site of the Northern California Higher Education Recruitment Consortium (HERC), of which Stanford is a founding member. This regional higher education job web site is the first of its kind in the nation.

HERC, which includes both public and private colleges and universities, consolidates listings of hundreds of job openings in faculty, staff, administrative and executive categories on member campuses. Consortium members all face the challenge of finding positions for a new or prospective faculty member's spouse or partner, many of whom also work in academia. To assist dual-career couples, the HERC web site is searchable for two positions simultaneously. The Faculty Development Office is the Stanford liaison to HERC. For questions, call (650) 736-0384.



Purnima Mankekar and Akhil Gupta, both associate professors of cultural and social anthropology; her mother, Kamla Mankekar; and their daughter, Deeya Shivani

Caring for aging family members

Stanford offers services under the auspices of the WorkLife Office to help faculty members who are caring for aging family members and/or dependents. Stanford's services are provided in partnership with Avenidas, a multi-service non-profit agency that serves people age 50 and older and the caregivers who assist them. Avenidas focuses on identifying needs, developing plans and delivering services that will enhance independence, health and wellbeing.

SUPPORT AND CAREGIVER SERVICES

Avenidas, based in Palo Alto, offers the following services, some of which are fee-based, for faculty with an aging parent, spouse, partner or other relative:

- Information on Midpeninsula community resources
- Confidential social worker consultation
- Support groups for adult children or other caregivers coping with aging relatives

- Support groups for spouses/partners assisting less independent older adults
- Assessment, planning, coordination of services for frailer older adults and monitoring of the situations
- Out-of-home care up to five days a week with extended hours for working caregivers
- Information and resources for long-distance caregiving

Programs offered by Avenidas include:

- Enrichment and social opportunities
- Educational activities, including a computer learning center and health library
- Financial and legal counseling and services
- Food and nutrition, including a daily hot luncheon for those age 60 and older
- Health and housing information
- Personal support services for adults age 50 and older

ON-CAMPUS CAREGIVER SUPPORT

The WorkLife Office offers a monthly campus support group for Stanford community members who are caregivers or dealing with caregiver issues. In addition, WorkLife offers quarterly seminars that are free to all members of the Stanford community on subjects such as long-distance caregiving, finding a case manager and memory loss. A lending library on related topics is also available.

For more information, visit the web sites at <http://worklife.stanford.edu> and <http://www.avenidas.org> or call the WorkLife Office at (650) 723-2660.

LONG TERM CARE BENEFITS

Among the benefits Stanford offers is Long Term Care (LTC) coverage to help pay many day-to-day expenses for elderly or disabled care (e.g., nursing homes) not covered by medical plans.

LTC coverage is available to benefits-eligible faculty members, their spouses or same-sex domestic partners, parents, parents-in-law, grandparents and grandparents-in-law. Eligible family members may apply even if the faculty member does not opt to enroll. Once a faculty member or his or her eligible family member purchases coverage, that coverage cannot be terminated or canceled for any reason, other than failure to pay premiums or reaching the lifetime maximum benefit. New faculty can sign up when they initially select benefits or later during the university's annual open enrollment. However, if the faculty member does not apply when first eligible at hire, he or she will have to complete an Evidence of Insurability form and get approval to enroll from the insurance company.

LTC benefits include:

- Home health agency services, personal care, hospice care, homemaker services, residential care, adult foster care and nursing home care
- Waiver of premiums during the period benefits are being received and for some time afterward
- A temporary bed-holding benefit in case a patient must temporarily leave a nursing home care facility to be hospitalized or for another reason
- Respite care to provide time off for a day-to-day caregiver

For more information on Long Term Care benefits, call BenefitSU at (650) 736-2985 or visit the web site at <http://benefitsu.stanford.edu>.



The Lucile Packard Children's Hospital on the Stanford campus is consistently rated as one of the nation's best children's hospitals.

Health care options and programs

Stanford offers a comprehensive and flexible benefits program for faculty members who work at least 50 percent full time for six months or more and their dependents.

Following are benefits for which faculty members are eligible:

- Medical, including prescription drugs
- Dental
- Vision
- Mental health
- Life and disability
- Long Term Care
- Flexible spending accounts, including health care and dependent day care spending accounts
- Child-care and adoption assistance
- Retirement plans
- Educational assistance
- Other benefits, including use of facilities and a housing program

HOW BENEFITS WORK AT STANFORD

Stanford contributes toward the purchase of health and welfare benefits. This allows employees the flexibility to choose the benefits that best meet their needs and those of their dependents. If the benefits selected cost less than the contribution provided by Stanford, that amount is added to the employee's paycheck. If the benefits selected exceed the contribution, then the difference is deducted from the paycheck.

New faculty members have 31 days from their hire date to select health and welfare benefits. Those who do not make selections are automatically assigned coverage in certain programs. From then on, benefits are chosen annually during the university's open enrollment period in the fall.

Most benefits are paid on a before-tax basis, lowering the taxes taken out of each paycheck. These include medical, dental, vision, employee and dependent accidental death and dismemberment, basic life insurance and flexible spending accounts. However, Long Term Care, for instance, is paid by the employee on an after-tax basis.

AN EMPHASIS ON PLAN CHOICE

Stanford health benefits are specifically designed to give faculty members as much choice as possible, given the Bay Area's competitive health care environment. Generally, the university ensures that faculty can choose among several medical plan options. Access to Stanford Hospital and Clinics and the Lucile Packard Children's Hospital is a high priority for many faculty members and is provided for in the university's options.

Enrolling in any of the university's health plans automatically provides faculty and their dependents with mental health care services and a prescription drug program.



Many of Stanford's health improvement programs take place in the university's athletic facilities.

ON CAMPUS HEALTH PROGRAMS

Stanford places a high priority on the health of its faculty and staff, offering, for instance, a program that rewards employees who participate in their medical plan's wellness program. Most medical plans have a program that helps employees assess their health risks and determine fitness and health goals, and then provides ways to help achieve those goals.

In addition, Stanford's Health Improvement Program allows faculty members to participate in a broad range of on-campus exercise and health-related programs. Many of the programs take place in the university's athletic facilities, including the new 75,000-square-foot Arrillaga Family Recreation Center, which is designed primarily for use by faculty and staff members.

FOR MORE INFORMATION

For more information about the university's benefits, contact BenefitSU at (650) 736-2985 or visit the web site at <http://benefitsu.stanford.edu>. For information on the Health Improvement Program, call (650) 723-9649 or visit the web site at <http://hip.stanford.edu>.



Benefits for domestic partners

Stanford University grants same-sex domestic partners of faculty members the same services that are available to spouses, including health care and other benefits, access to university facilities, discounted tuition for continuing education courses and the right to remain in on-campus housing after a partner's death. Many benefits also extend to a domestic partner's eligible children, including health insurance, access to child-care programs and the tuition grant program.

This policy defines domestic partner as the partner of an eligible employee or retiree of the same sex, sharing a long-term committed relationship of indefinite duration. This means a person with whom a faculty member has been living for at least six months in an exclusive mutual commitment similar to marriage. Faculty can enroll a same-sex domestic partner for benefits coverage within the first 31 days of hire for new faculty or within 31 days of a change in family status for faculty already employed.

Special tax considerations are often associated with benefits for domestic partners. For example, medical coverage for domestic partners is considered a taxable benefit unless the domestic partner qualifies as a dependent for income tax purposes, generally resulting in the addition of imputed income.

California state law also gives committed gay and lesbian couples the opportunity to register as domestic partners through the Office of the Secretary of State, securing certain rights and responsibilities that apply during times of family crisis, protect children and give access to family benefits at work.

Housing programs

In 1897, Jane Stanford articulated a vision that has resulted in Stanford becoming one of the most residential universities in the nation: “It is desirable so far as may be that the Faculty and students should reside on the University grounds.” To that end, Mrs. Stanford empowered the Board of Trustees to lease parcels of university land to faculty members for their homes.

Consistent with this long tradition, currently about 30 percent of faculty members at Stanford live on campus. Many more live in the surrounding communities in homes purchased with university assistance. The Stanfords envisioned a community of scholars living and learning together, and the university’s current housing policies and programs are designed both to assist faculty in purchasing homes and to create an academic community in residence.

BUYING A HOME ON OR OFF CAMPUS

There are about 850 single-family and condominium homes available to faculty and senior staff on the Stanford campus. Stanford provides a variety of financing programs to assist eligible faculty with their purchase.

Since there is not enough housing on campus for the university’s entire faculty, Stanford housing assistance programs may also be used to help faculty members purchase homes in the surrounding cities, including the contiguous communities of Palo Alto, Menlo Park and Los Altos, each of which boasts school systems that are among the best in the state. Housing assistance also is available for home purchases as far north as San Francisco, west to Half Moon Bay and as far south as northern San Jose. The Bay Area is among the most beautiful and temperate regions in the nation, as well as one of the most vibrant and diverse, making housing desirable and often expensive. Through its housing assistance

programs, Stanford is committed to giving faculty members the opportunity to enjoy the privileges of home ownership despite the challenges of living in the Bay Area.

The university’s housing assistance programs include:

- *Housing Allowance Program (HAP)*: A taxable fringe benefit that supplements faculty income upon the purchase of a home.
- *Mortgage Assistance Program (MAP)*: An interest-only loan with low current interest and deferred interest due at payoff.
- *Deferred Interest Program (DIP)*: A loan with no payments until the principal and deferred interest are paid in full.

These programs are administered by Faculty Staff Housing, which also oversees the sale and purchase of on-campus housing. Current information on listings and financing is available from Faculty Staff Housing at (650) 725-6893. Visit the web site at <http://fsh.stanford.edu>.

HOUSING FOR RENT

Some new faculty find it easiest to initially rent housing in the area before deciding whether or when to buy a home. Faculty Staff Housing also manages about 675 rental units for faculty members who are not yet ready to purchase a home.

They include:

Stanford West Apartments: Stanford West, located near the Stanford Shopping Center, includes one-, two- and three-bedroom apartments. The development features several pools and play areas, a community building, fitness center, child-care center and convenience store. Call (650) 725-2000 or visit the web site at <http://stanfordwest.stanford.edu>.



On-campus condominiums



Robinson and Company rentals



Welch Road Apartments

Robinson and Company rentals: Robinson and Company manages a portion of the faculty and staff housing for the university and provides a range of rental opportunities both on and off campus for eligible faculty. In addition, the company will aid in finding off-campus housing for those who are not eligible to live on campus. Call (650) 854-2700 or visit the web site at <http://robinsonandcompany.com>.

Welch Road Apartments: The Welch Road Apartments, located near the Packard Children's and Stanford hospitals, include studio, one- and two-bedroom apartments. Call (650) 497-0101.

OTHER RENTAL OPTIONS

Escondido Village

In Escondido Village, a limited number of apartments may be rented by qualified junior faculty, depending upon availability. Escondido Village, located on the eastern part of campus, serves primarily graduate students, especially those with families.

Community Housing Services

Faculty members can use the university's Community Housing Services office to review rental listings received directly from landlords interested in renting to Stanford affiliates. To get access to the web site of listings, contact the Community Housing Services office at (650) 723-3906.

Stanford Report

Stanford Report, the university's internal weekly news publication, features housing advertisements, including short-term rentals, housing exchanges and vacation rentals. To subscribe to *Stanford Report*, call the News Service at (650) 723-2558.

THE STANFORD CAMPUS COMMUNITY

Stanford is located primarily on unincorporated land in Santa Clara County. The campus is virtually self-sustaining and includes more than 46 miles of roads, a 49-megawatt power plant, two separate water systems, three dams and lakes, 100 miles of water mains, a central heating and cooling plant, a high-voltage distribution system and a post office.

Stanford also provides or contracts for its own fire, police, transportation and other services. Four Palo Alto public schools and one Menlo Park public school are located on land obtained from Stanford.

INDEX

| | | | |
|--|----|--|----|
| Adoption Assistance Program | 9 | Higher Education Recruitment Consortium..... | 15 |
| Bechtel International Center..... | 2 | Housing programs | 22 |
| Benefits/BenefitSU | 2 | International families | 2 |
| Child care | 5 | Long Term Care | 17 |
| Child Care Subsidy Grant Program | 7 | Maternity leave | 11 |
| Dependent Care Spending Account..... | 8 | Medical leave | 13 |
| Domestic partners | 21 | Mental health benefits | 18 |
| Dual-career assistance..... | 15 | Ombuds offices | 3 |
| Elder care | 16 | Parent network | 8 |
| Emergency child care | 8 | Part-time options..... | 14 |
| Faculty Affairs | 2 | Reduced teaching and clinical responsibilities ... | 12 |
| Faculty Development Office..... | 2 | Rentals | 22 |
| Faculty Recruitment Office | 3 | Stanford community | 23 |
| Faculty Staff Housing | 3 | Tenure-clock extensions | 11 |
| Family leave | 13 | Tuition Grant Program | 9 |
| Help Center | 4 | WorkLife Office | 4 |

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Leland and Jane Stanford established Stanford University in memory of their only child, Leland Jr., who died at age 15.

STANFORD
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