Your First Three Months

The first three months are critical for ensuring that you are both engaged and successful in your new role here. It is also a time to become more accustomed to the HMS culture, specifically around career development, recognition events and programs, community building and networking, and sustainability practices. Please read through this section to learn more!

THE 90 DAY ORIENTATION & REVIEW PERIOD (O&R)

Time-frame and Purpose
Generally, the first 90 days of employment is the orientation and review period (sometimes referred to as the probationary period). During this time both the employee and the supervisor should consider and evaluate the suitability of the placement. Supervisors are encouraged to use this period to review and discuss with the employee his or her progress in meeting the requirements of the position and in adapting to the work environment as a whole. At the end of the period, a meeting will be initiated by the manager to discuss the employee’s progress and a form will be completed online in PeopleSoft through a performance management process called ePerformance (ePerformance Orientation and Review Summary).

Extensions to the Orientation and Review Period
In some cases, 90 days may not be sufficient to evaluate the suitability of a placement. In certain instances, the complexity of the position or other departmental staffing and/or operational considerations may require an extension of the orientation and review period of up to 90 days to fully assess the suitability of the placement. The terms of the extension should be discussed in advance with the HMS Human Resources office, as well as in writing, signed, and acknowledged by the employee.

Paid Time Off during the Orientation and Review Period
Although paid time off (vacation, personal, and sick days) begins to accrue immediately upon hire, employees are not eligible to take vacation or personal days during the orientation and review period except with the prior approval of their supervisor.

PROBLEM RESOLUTION
Discrimination on the basis of race, color, sex, gender identity, sexual orientation, religion, creed, national origin, age, ancestry, veteran status, disability unrelated to job requirements, genetic information, military service, or any other legally protected basis is unlawful and intolerable to the University. For more information found in HARVie, please visit this site: http://HARVie.harvard.edu/Policies_Contracts/Staff_Personnel_Manual/General_Employment_Policies/Discrimination_Policy

Resources available to you include:
*Supervisor
*Office of Human Resources: http://hms.harvard.edu/humanresources/your-hr-office-new
*Employee & Labor Relations Office (617) 495-5118
*Office of the Assistant to the President: http://diversity.harvard.edu/
*Office of the Coordinator for Persons with Disabilities (617) 495-1859
*Personnel manual on HARVie: http://www.HARVie.harvard.edu
*Ombudsman Office: http://hms.harvard.edu/departments/ombuds-office:
  Melissa Brodrick, Ombudsperson Confidential phone: (617) 432-4040

Questions or Concerns about Ethics
Confidential University Helpline (1-877-694-2ASK)

HARVARD’S EMPLOYEE ASSISTANCE PROGRAM
The Employee Assistance Program (EAP) offers immediate, free, and confidential help for all Harvard employees and their household members. If you are eligible for these services, you can reach the EAP any day, at any time for personal or work-related concerns about yourself, family, friends, or coworkers; contact information may be found on HARVie at http://www.HARVie.harvard.edu. The EAP offers help with the topics below. For more information about Harvard’s EAP, please visit http://hr.harvard.edu/employee-assistance-program.
Stress reduction
Crisis counseling
Career exploration
Child care resources
Counseling referrals
Elder/adult care resources
Legal assistance
Financial consultation
Nutrition consultation
Work/life resources

SUSTAINABILITY @ HARVARD
As members of the HLC community, it is important that we strive toward minimizing our environmental impact through the adoption of sustainable business practices. Sustainability at Harvard provides a forum for people across the University to access information, tools, and inspiration for the challenge at hand: making Harvard sustainable for the long term while striving to achieve its 30% Greenhouse Gas Reduction Goal by 2016. A truly sustainable campus requires the cooperation and inclusion of everyone in the community, and in this spirit we have formed The EcoOpportunity Team. EcoOpportunity is coordinated by members of the Harvard Longwood Campus and Harvard’s Office for Sustainability (http://www.green.harvard.edu/), with the participation of many administrative and academic departments around the school. This collaborative forum for knowledge, creation, and transfer, fosters an environment where sustainable initiatives are developed and executed.

EcoOpportunity Committees: Countway Garden, Communications, Green Office, Bikes, Campaigns, Green Dining, Events, Labs, Waste Reduction
For more information, please see below:
Email address: ecoop@hsph.harvard.edu
Web sites: green.harvard.edu: http://www.green.harvard.edu/schools-units/medical-hms; http://www.green.harvard.edu/tools-resources/video/countway-community-garden-medicinal-
HMS/HSDM COMMUNITY EVENTS & PROGRAMS

Joint Committee on the Status of Women
The Joint Committee on the Status of Women (JCSW) is a standing committee of the Dean of the Faculty of Medicine at Harvard Medical School, established in 1973, representing a constituency of women and men faculty, fellows, residents, post docs, students, and staff of Harvard Medical School, Harvard School of Dental Medicine, and affiliated hospitals and institutions. Our Mission is to facilitate and enhance the contribution of women faculty and staff at HMS and HSDM by developing and expanding opportunities for leadership and professional advancement. This is achieved through identifying and documenting obstacles, developing educational programs, arranging skill-building workshops and networking events, and making recommendations to the Dean’s Office and relevant administrators to address areas for improvement. The committee meets monthly here on the HMS campus and offers many professional career connections and leadership opportunities. For more information visit, http://hms.harvard.edu/departments/joint-committee-status-women or contact us at JCSW_AdminAssist@hms.harvard.edu.

HMS/HSDM Social Committee
The HMS/HSDM Social Committee (SoCo) is a group consisting of paid employees at both the Medical and Dental school who organize free and paid events open to HMS/HSDM staff and faculty. Events range from happy hours to sporting events; from white water rafting to Duck Boat tours; from day trips to international trips. SoCo tries to vary events so there is something for everyone. The goal of SoCo is to foster a community of HMS/HSDM staff and faculty. Those who have participated in SoCo events enjoy meeting new faces they wouldn’t normally run into on the Quad. Events take place outside normal working hours and is a great way to network. Interested in organizing an event? Join the HMS/HSDM Social Committee. We are looking to have members from around the Quad sit on our committee. If you are at the Dental school or in one of the science departments, think about joining SoCo. We meet during lunch on the second Friday of every month. Email us for more information at SOCO@hms.harvard.edu. For more information, visit our website.

HLC On My Own Time
Back by popular demand, On My Own Time (OMOT) returned in 2013! On My Own Time was conceived many years ago as a way to offer the opportunity to bring one’s whole self to work and showcase talents that may not be apparent to your colleagues at work. The revived OMOT included all three schools on the Harvard Longwood Campus. The work was displayed in HMS’s Gordon Hall 3rd Floor Atrium and in SPH’s FXB Lobby from January 16th – February 5th 2013. The exhibit displayed music, dance, poetry, photography, paintings, knitting, jewelry, sculpture, and much more!
**HLC Summer Music Series**
The schools of the Harvard Longwood Campus – HMS, SPH, and HSDM – invite you to take a break from your research, patients, paperwork, and other tasks to enjoy the 6th Annual Longwood Campus Summer Music Series, taking place on the HMS Quad and Kresge Courtyard. The concerts, featuring talented musicians from Berklee College of Music, take place on Wednesdays from 12:30—1:30 p.m. Visit [http://hms.harvard.edu/humanresources/community-activities/summer-music-series](http://hms.harvard.edu/humanresources/community-activities/summer-music-series) for more information.

**HMS/HSDM Community Calendar**
There is always an abundance of activities happening at HMS, ranging from the HMS Talks@12 and lectures to work/life seminars and professional development trainings. For more activities you may be interested in, please visit the HMS/HSDM Community Calendar at [http://hms.harvard.edu/calendar](http://hms.harvard.edu/calendar).

**HMS GYM FACILITIES**

*Vanderbilt Hall Athletic Facility:* Harvard Medical School has teamed up with Plus One to offer exciting fitness and recreation programs at the Vanderbilt Hall Athletic Facility. For more information, please visit [http://hms.harvard.edu/departments/vanderbilt-hall/vanderbilt-hall-athletic-facility](http://hms.harvard.edu/departments/vanderbilt-hall/vanderbilt-hall-athletic-facility).


**Please note:** Each facility offers very different options. Please be sure to research each facility to choose which one is right for you.

**MANAGING AT HMS/HARVARD**

*Guide to Manager Training Options*

Training options for supervisors, managers, and leaders fall into three broad areas: Foundational Skills and Regulations, Awareness of Self and Interpersonal Skills, and more Advanced Leadership Development. Some topics are offered by the Center for Workplace Development (CWD) in Cambridge and/or Longwood, and others are offered by local Harvard Longwood Campus (HLC) resources.

*Foundational Skills and Regulations*

CWD’s Universal Management Training Program is designed to prepare managers with all levels of experience to understand key compliance and regulations expectations present in the changing organizational climate. Existing and new managers alike are encouraged to participate in this program to ensure common understanding and application of core expectations of managers. The Universal Management Training Program covers these topics, over six weeks, through a combination of classroom and online training: Harvard Employment Practices, Work/Life and
Flexibility, Leaves & Disability, Workplace Civility, Diverse and Inclusive Work Environment, Healthy and Safe Work Environment. Register through PeopleSoft > Self Service > Learning and Development > Request Training Enrollment > Search by Course Name > Category CWD, Sub-Category INV > Search > Select Available Sessions for Universal Manager Training > Select Session Number of your choice. Please note there is a late cancellation/incomplete fee of $50.00 for Universal Manager Training so a 33 digit billing code is required to enroll.

Awareness of Self and Interpersonal Skills
Here on the Harvard Longwood Campus, we offer the HLC Manager/Supervisor Series, facilitated by Gillian Simkiss. This program takes place over six weeks, ½ day each week, covering these topics: Recruitment & Selection, Management Styles, Interpersonal Skills, Personal Effectiveness, Teambuilding, and Coaching. Register through PeopleSoft > Self Service > Learning and Development > Request Training Enrollment > Search by Course Name > Category, enter HLC.
In addition, CWD offers a range of topics for managers. To learn more, visit http://HARVie.harvard.edu/Career_Professional_Development/Training_Courses.

Advanced Leadership Development
Harvard Leadership Development Programs, offer more advanced skills training as well as self-awareness tools to refine and further develop leadership skills for both experienced managers and individual contributors. Full descriptions can be found at http://HARVie.harvard.edu/Career_Professional_Development/Leadership_Development/Harvard_Leadership_Development_Program. Participation in these programs requires an application.
To register for these programs, contact:
*SPH – Sarah_Keeping@hsph.harvard.edu
*HMS – Linda_Miklas@hms.harvard.edu
*HSDM – Kevin_Dolan@hsdm.harvard.edu