We hope that this is the start of a long and prosperous career! The Human Resources Department is located in Ludlow/Lower Level. If you have any questions please stop by or call us at (845) 758-7249.

This is your Employee ID Number\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please take this number to Central Services located in the Carriage House to get your photo ID.

There office hours are M-F 9am to 5pm.

Your ID card can be used to:

* Get an **email account**. Call the Helpdesk at: 845-758-7500 (x7500) or stop by the New Henderson building, main floor and let them know you need an address. You will need your employee ID # above.
* Get a **parking sticker**. Stop at the Security Office located in the Old Gym to register your car & get a parking sticker (you will need your plate #).
* Get **keys to your office**. Have your manager sign a key form & go to the Buildings & Grounds building to pick up your keys.
* Give you access to the **Stevenson Gymnasium**. The gym offers a full weight training room, an Olympic size swimming pool, squash and racquetball courts, various aerobic classes, yoga, martial arts and basketball courts.
* Get **discounts on most concerts**, lectures and events on campus. We encourage you to take advantage of these opportunities at [Plumbenefits.com](file:///C%3A%5CUsers%5CBard%20College%5CDocuments%5CForms%5CPlumbenefits.com).
* Get a discount at the **Campus Bookstore** (Bertelsmann Campus Center)

For security reasons, you may be asked to present this card in certain locations on the campus or under specific security requirements. Be sure to have your ID on you at all times.

**\*Emergency Notification System\***:You must register for the campus-wide emergency- communication system for students, faculty & staff. In the event of a catastrophic campus emergency, registered users will receive text message prompts, e-mails, or both. Once you have your Bard email set up, go to <http://inside.bard.edu/> to register. This system will be used only to communicate information about school closings and catastrophic emergencies.

**Phone**: If you do not have a phone, have your manager call Dan Parrella x7575 to arrange. Please be sure to notify Human Resources at [HR@bard.edu](file:///%5C%5Cstorage01.bard.edu%5CHR%5CNew%20Hire%20Files%5CHR%40bard.edu%20) once you have your number, so as to be included in the college online & print phone directories.

**Tours**: We recommend that you take a tour of our beautiful campus. The tours are usually given four times each day. The tour lasts about 1 ½ hours and will not only highlight buildings on campus, but will also give you insight into our students from a cultural, academic, and social perspective. Please call the Admissions Office at x7472 to schedule.

Thank you for taking the time to learn about the many resources on campus that promotes a more sustainable lifestyle in and out of the classroom.

**Practicing Sustainability at Bard:**

Mind Your Bins!

* Look out for designated bens and sort your waste properly.
* Single stream recycling- all recyclables go in the same bin.
* If you need additional recycling containers, please email reduce@bard.edu.

 Printing/Copying

* Set printers to print default duplex (double sided).
* Set personal computer preferences to duplex (double sided) printing.
* Create.pdf documents to file electronically.
* Do a one page test before printing multiple copies of a document.

Document Distribution

* Scan, save, and distribute a document by email.
* Set up a bulletin board in a common area to post messages.

Reuse

* Set up a collection tray near your printing station for paper printed on only one side.
* Reuse pages printed on one side for drafts and scratch. Reuse envelopes and shipping boxes.

**Bard’s Sustainability Resources:**

**Zipcar**: For a monthly fee, you can rent a car for as long as one needs or as little as one needs. http://www.zipcar.com/universities/bard-college

**Rideshare**: Rideshare allows students and faculty to customize carpooling based on your needs.

https://511nyrideshare.org/web/bard

**Reusable Mug Program**:Pick up a punch card from any Chartwells location. Every time you bring your own mug to get tea or coffee at any Chartwells location, get a punch. The 10th cup of coffee or tea is free! This program reduces the amount of paper cups being used at Bard

**Free Use**: A building that is comprised of 100% donated items that any member of the Bard community can go to during open hours and take items that they need. Drop off unneeded materials **from on-campus**, and feel free to browse. The best part is that all the items are FREE!!!!