



Services, Conveniences, and Activities

Employees' Guide to Caltech

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Bookstore

x6161

The Caltech Bookstore is located in the Winnett Student Center. The bookstore supplies campus needs for course books, reference books, best sellers, and many scientific and technical books. It also provides a large selection of school and office supplies, Caltech insignia clothing and merchandise, as well as a large variety of greeting cards and gift items, check cashing and additional services. Orders are welcome for office supplies and books. The hours are from 8:30 a.m. until 6:00 p.m. Credit cards are accepted.

Bus Service Between the Campus and JPL

JPL provides free shuttle buses throughout the day for employees who need to go to the Jet Propulsion Laboratory on Institute business. A schedule of the bus departures and arrivals is listed in the *Personnel Directory*. The shuttle is a van with NASA license plates and a JPL decal on the door/window. It carries up to 14 passengers. A JPL badge or Caltech identification is required and should be shown upon entering the shuttle. For further information, call 818-354-8513 or 818-354-7779.

Caltech Management Association

The Caltech Management Association (CMA) provides unique informal educational opportunities in the theory and practice of management. Open to all Caltech employees and retirees, the CMA sponsors noontime and evening speakers drawn from both the Caltech community and outstanding outside organizations. Special members-only events are also scheduled and range from annual talks given alternately by Caltech's president and the director of the Jet Propulsion Laboratory, to tours of Southern California points of interest related to Caltech and JPL. Periodically the CMA confers the Excellence in Management Award on highly deserving contributors to

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the field. CMA membership dues are \$10. For more information please check the CMA web site at: <http://cma.jpl.nasa.gov/>

Caltech Ticket Office

332 So. Michigan, x4652

The Caltech Ticket Office sells tickets for Caltech events, most of which are held in Beckman and Ramo Auditoriums. Discounts for faculty and staff are available for most campus events.

Tuition Exemption for Children of Employees

PM 15-18

Children of Caltech employees may attend the Institute as undergraduate students without payment of tuition when employees are full-time, benefit-based, and have completed their probation period. An employee's child must satisfy the Institute's regular entrance requirements and must maintain satisfactory standards of scholarship and conduct.

Caltech Women's Center

x3221

The Caltech Women's Center, founded in 1993, addresses gender -related issues through policy development, educational programs and advocacy. More specifically, the Women's Center offers support groups, mentoring programs and several speakers' series on gender equity, women in science and engineering, safety, health, and life satisfaction. The Women's Center is located in the Center for Student Services, 414 South Holliston Avenue, and is open daily from 8:00 a.m. to 5 p.m. The Center can be reached at 626-395-3221 or at wcenter@caltech.edu.

Caltech Y

Caltech Y, x6163



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The Caltech Y is a unique non-profit organization on the Caltech campus, located at 1350 San Pasqual, next to the Athenaeum tennis courts. The Caltech Y challenges our community to see the world with a broader perspective and a deeper understanding of social issues. Through community service projects, outdoor adventures, social activities and cultural events, the Y encourages students and staff to be active community participants. Some of the many Y sponsored activities on campus include: the Y Hike, Alternative Spring Break, Make-A-Difference-Day, International Week, the Social Activism Speaker Series and the RISE tutoring program. The Y also provides services to the Caltech community such as low-cost rentals on camping equipment, discounted movie tickets, event equipment and more. For more information about the Y, call 626-395-6163 or go to www.caltech.org.

Campus Parking

Campus Security, x4701

The Institute charges for parking between the hours of 7 a.m. to 5 p.m. Monday through Friday. The monthly parking fee may be taken pre-tax through payroll deduction. All vehicles parked on the campus must be registered or display a daily permit. To register your vehicle, please fill out the Caltech Vehicle Registration form and take it to the Parking Office at 515 S. Wilson Ave. Registration forms, campus parking regulations and other information concerning campus parking is available at <http://www.parking.caltech.edu>. Municipal parking citations are issued to violators; fines are therefore paid directly to the city.

Children's Center

Children's Center, x6860

The Childcare Center, located at 286 South Chester, is a licensed, nonprofit preschool, and provides childcare from 7:30 a.m. to 5:30 p.m. year round, except on

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Caltech holidays. Children of faculty, staff and students, from 6 months to 6 years of age, are eligible to attend.

Because of the waiting list, applications should be made early. If you are interested, the center staff encourages you to make an appointment to visit them. For further information, call extension 6860.

The Caltech/JPL Child Educational Center, located near JPL, is also available for use by campus families. This facility has programs for children two months through five years old. After school care is available for children ages five through twelve. For further information, call (818) 354-3418.

Credit Union

Caltech Employees Federal Credit Union, x6300

Since 1950, the Caltech Employees Federal Credit Union has been providing its member/owners with a safe, convenient, competitive place to save and an inexpensive, friendly place to borrow. Membership is available to the entire Caltech population and members of their immediate families. The Credit Union makes personal loans of all kinds, including VISA credit cards, at a considerable savings in interest rates, and pays dividend rates on savings accounts that usually exceed the interest rates available on short-term accounts at banks or savings institutions. Other value-oriented services are also available. Find out more by calling or visiting the Credit Union office located at 515 South Wilson or at www.cefcu.org.

Discount Recreation Tickets

Discount Tickets, x6161

The Caltech Bookstore offers discount cards/tickets for Knott's Berry Farm, Sea World, the San Diego Zoo, and many other entertainment and recreational activities. These cards/tickets are available to all employees from the Bookstore in Winnett Center.



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Dining Services

Chandler Café offers a station dining experience including Mongolian Bar-b-q, pasta, wood-fired pizza, hand rolled sushi, deli and grill stations – all made to order. Chandler also features a fresh salad bar, pastries, and soda fountain. Open for Breakfast and Lunch, Monday through Friday from 7am-3:30 pm.

Broad Café offers authentic Mexican dishes. Menu items range from Tamales and Enchiladas, to tacos, burritos and tortas served with grilled carne asada, carnitas or chicken. A fresh salsa bar is available to spice up your meal. Grilled hamburgers and chicken sandwiches are also available.

Broad Café is the only campus dining area that sells beer and wine (alcohol may not be purchased with dining card). Broad Café offers half off appetizers to all customers during Happy Hour; Monday-Friday from 4-6 pm. Appetizers include nachos, taquitos, jalapeño poppers, buffalo wings and much more. Open Monday through Friday; 7:45 am – 7:00 pm.

Red Door Café features hot and cold coffee drinks, specialty coffees and teas, pastries, sandwiches and crepes. Enjoy the Southern California weather on the shaded patio that features wireless internet connection. Open 7:45 am to 6 pm, Monday through Friday.

The Convenience Store offers anything and everything you might need on short notice: sandwiches, ice cream, candy, movie rentals, dry cleaning, bathroom necessities, cough medicine, pens, pencils, bluebooks and much more. Open 9:30am to 1am Monday through Friday and 11am to 10 pm Saturday and Sunday.

Graphic Resources

Graphic Resources, x6701

Caltech's Graphic Resources is located in the basement of the Keith Spalding Administration Building. Services include black and white and color copying (from hard copy or via the campus network), traditional offset printing, complete bindery

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services, passport photos, picture framing, and wide format color printing. All services can be purchased for personal use. There is also a satellite, Tech Express, located on Olive Walk in Building 54 where graphic jobs can be picked up and dropped off. Both locations are open during lunch.

Libraries

Library help: X3404 or email library.caltech.edu

All members of the Caltech community have Caltech Library System borrowing privileges. It is necessary to register with the library before borrowing materials from it. This can be done at any library on campus; you must present your Caltech I.D. card when doing so. Members of your immediate family over the age of 14 may also register with you to use the libraries.

There are 5 libraries on campus, and they operate under one system, Caltech Library Services. Borrowed books and materials can be returned to any library on campus, regardless of the library they originated from.

To find out if the library owns or subscribes to a particular book or journal, search for it in the online catalog at <http://clas.caltech.edu/>. For additional information on library hours, locations, classes, reference help and other services, see the library webpage at <http://library.caltech.edu/>. Help is available at extension x3404 and by emailing library@caltech.edu.

While most of the collections are highly technical in nature, there are also resources of general interest. The third floor of the Sherman Fairchild Library, for instance, is home to a collection of novels, magazines, and foreign newspapers, as well as an especially comfortable reading room. Each library has its own ambiance, and we encourage you to explore them all.



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Mail Services

Mail Services, x6371

A full-service post office (Contract Station 626) is located on the first floor of the Keith Spalding Administration Building. The hours are 8:30 a.m. until 5:00 p.m. Stamps, money orders, post cards, priority mail, certified, registered, Express Mail and shipping supplies are available.

There is a FedEx shipping center located on the south side of the Keith Spalding building. The hours are from 6:00 a.m. until 4:00 p.m. Discounted rates are available for staff members and departments. Personal checks and money orders are accepted. Smaller packages (up to 5 lbs.) and stamps can also be purchased at the Tech Express located on Olive Walk, in Building 54.

New Car Discounts

New Car Discounts, x3300

Caltech has an agreement with a number of local car dealers whereby employees may purchase new cars at significant discounts. The *Fleet Discount Book*, listing the participating dealers and giving the details on how to use this service, is available in Human Resources, 399 So. Holliston.

Ombuds Office

Ombuds Office, x6990

The Ombuds Office provides the entire Caltech community with confidential, informal assistance in resolving conflicts, disputes, and grievances, and in promoting fair and equitable treatment within the Institute. Campus-related problems and concerns of a sensitive nature can be discussed off-the-record in complete confidence. Information will not be shared without consent, except to the extent required by law. To contact the Ombuds Office, call ext. 6990.

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Recreational & Fitness Activities

Recreational Services, x3252

The recreation program of the Department of Athletics, Physical Education, and Recreation offers the Caltech community a variety of activities to enhance personal fitness. The staff is committed to providing excellent service and ensuring participant safety within a comprehensive program of recreation emphasizing individual exercise, structured group activities, team sports, and healthy lifetime leisure pursuits.

Facilities and equipment are available to support the following activities: cardiovascular conditioning, strength training, aerobics, martial arts, yoga, lap swimming, squash, racquetball, tennis, basketball, volleyball, table tennis, badminton, rock climbing, field sports, and jogging/running.

The recreation program is also open to spouses/same-sex domestic partners and dependents of Caltech staff members for a fee. Program and membership information is available at the Recreation Office in the Braun Athletic Center.

Rideshare Programs

Rideshare Information, x4729

In support of the South Coast Air Quality Management District's clean-air mandates, Caltech encourages its employees to avoid driving to work alone whenever possible. To make this easier, Caltech has incentive programs for employees who carpool, vanpool, take the bus, travel by commuter train, or ride a bike to work. The Institute provides Employee Rideshare Information at:

<http://www.parking.caltech.edu/rideshare> or e-mail
Kristina.Valenzuela@caltech.edu.

Public transportation schedules are available at the Parking Office, 515 S. Wilson.

As part of the Institute's ongoing effort to reduce air pollution, employees are notified to carpool or use alternative means of transportation when smog alerts are predicted.



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Staff and Faculty Consultation Center (An Employee Assistance Program) **Staff and Faculty Consultation Center (EAP), x8360**

The Staff and Faculty Consultation Center (SFCC) provides confidential, no-cost assessment and referral services to help resolve issues that are affecting an employee's life. Information will not be shared without written consent, except to the extent required by law. Issues may involve marriage and family relationships, substance abuse, finances, and interpersonal difficulties in the workplace. Available services include problem assessment, individual/family short-term counseling, and crisis intervention. This service is available to faculty, staff, postdocs and their partners and family members. In addition, the SFCC provides referrals to resources in the community such as child-care, legal, financial, and other social services.

Tuition Reimbursement Plan

Tuition Reimbursement, x8055

The Institute encourages employees to take job-related college credit courses by providing tuition reimbursement. To be of value to the Institute, such courses must help you obtain, maintain, or improve job related or career related capabilities.

Regular, benefit-based, full-time (40 hours per week) who have completed six or more months of service may apply for reimbursement of tuition expenses for graduate level courses. Regular, benefit based employees who work 20 or more hours per week may apply for reimbursement of tuition expenses for under graduate and certification courses provided they have completed six or more months of service. Approval by your supervisor and the Human Resources Department must be obtained in advance of enrollment. For further information, see your supervisor or contact the Human Resources Department at the above extension.

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United Way

United Way Information, x8661

In cooperation with the United Way, each fall Caltech has a fund-raising campaign. Employees who wish to support the United Way or a favorite charity within the United Way may do so through payroll deductions or by cash contributions. You may sign up at any time through the Human Resources Payroll Department.

Finding Out What's Going On at Caltech

Publications: Caltech Weekly Update, California Tech

One of the most enjoyable aspects of being a Caltech employee is the chance to participate in the ongoing activities and special events on campus. Many clubs and performing groups are open to staff employees. As long as your participation doesn't interfere with your work schedule, you might want to consider joining other members of the Caltech community in such activities as the glee club, the bowling or baseball league, theater arts, and a wide variety of others.

Published by the Office of Human Resources, the *Caltech Weekly Update* is distributed every Monday to all employees via e-mail or through interoffice mail. It contains information about campus events, staff educational opportunities, seminars, and other topics. The *Caltech Weekly Update* is also posted to the website maintained by the Office of Public Relations at <http://atcaltech.caltech.edu/news>.

Also on the *atcaltech* website is the Institute's online calendar, at <http://atcaltech.caltech.edu/calendar>. This constantly updated calendar provides a comprehensive listing of scheduled events on campus, including athletics, training classes, public events, workshops, and lectures and seminars.

Employees can post Caltech-sponsored events, including club meetings. For information on how to sign up to enter events, call 395-3630.

The *atcaltech* website also offers a classified ads page, recent and archives press releases, links to other Caltech sources, streaming video of important campus events, and an online newspaper.



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Bulletin boards all over campus have announcements relating to work, safety, health, and other matters of general interest.

We urge you to take advantage of these and other information sources to find out what's going on and to join in the life of the campus. This is one of the best parts of working at Caltech.