

	<h2 style="text-align: center;">ORIENTATION INFORMATION FOR NESCent RESIDENTS</h2>

CAMPUS PRIVILEGES

NESCent is affiliated with the Department of Biology at Duke University. You may use the campus facilities such as the various libraries and recreational facilities, as well as attend seminars across the Triangle campuses.

COMPUTERS AND COMPUTER RESOURCES

One of the major goals of the NESCent informatics program is to support the activities of our residents. David Palmer, our multimedia specialist, can help you with routine computer and internet connection, printing, and so forth. Hilmar Lapp can assist you with developing specialized resources, software purchase, and so forth. The NESCent informatics program will provide detailed information on resources and policies for computing needs.

EMERGENCIES, FIRST AID KITS, FIRE EXTINGUISHERS

IN THE EVENT OF MEDICAL OR SECURITY/POLICE EMERGENCIES, DIAL 911 IMMEDIATELY. Two exits are located in Bay A: 1) the front entrance/lobby area and 2) the back stairwell between rooms A208 and A209. There are two Bay B emergency only exits: 1) the left of the rear seminar area and 2) the rear seminar area leading to Bay B lobby area. A first aid kit can be found on the kitchen counter. Three fire extinguishers are located in NESCent: 1) the front/entrance/lobby area, 2) the hall across from room A209 and next to the printer/copier/mail room, and 3) the rear seminar area on the left side.

HOLIDAYS

Duke provides paid holidays as part of its comprehensive benefits package to support postdocs in their effort to balance work and family responsibilities. Postdocs will receive 13 paid holidays per year, including 10 designated holidays and 3 discretionary holidays. Designated holidays include New Year's holiday, Martin Luther King Jr. holiday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

In addition, postdocs on payroll on the first day of the calendar months listed below will earn a discretionary holiday in each of these months: February, March, and April. For more information, please see the [HR Policy Manual: Holidays](#).

INTRANET

NESCent has developed an intranet wiki site for use by NESCent residents. This site contains important documents and policies, meeting schedules, as well as photo galleries, and a place for posting informal information about science as well as social events. It is password protected and for use by NESCent residents only. The web address is <http://www.nescent.org/intranet>.

KITCHEN FACILITIES AND SNACKS

A “community” refrigerator is located in the kitchen for use by our residents. Please be aware that this refrigerator may also contain food reserved for NESCent meetings and events. The refrigerator behind the coffee bar is reserved for catering food items. Please label your food. NESCent provides coffee, sugar, half and half, and water. You are expected to clean up after yourself. Everyone is expected to leave the kitchen as nice as, or better than, they found it.

Please do not leave dishes in the sink.

Residents are welcome to consume leftover snacks and food after working group and catalysis group meetings. In nearly all cases, food on our coffee bar is considered for guests only. After events are concluded, we will send an internal email informing you that food has been moved to the kitchen where NESCent staff are welcome to partake. When we have events, NESCent colleagues are welcome to the coffee on the coffee bar. If it is unclear whether the food is available, please ask Stephanie at the front desk.

Leave Records

Postdoctoral Associates and monthly exempt employees leave records are due the first day of each month.

LIBRARY PRIVILEGES

Residents are granted access to the Duke University library systems when you obtain your Duke ID card.

If you wish to use a copy card at the Duke Library, please see Barbara Mitchell. You can find online resources on the library web site (www.library.duke.edu); Biology and Environment Sciences Library, 101 Biological Sciences Building (660-5970); or Perkins Library (Main Branch) West Campus (660-5870), Lilly Library (Fine Arts, Philosophy, Film & Video, Performing Arts) East Campus (660-5995).

Please see Catherine Craver for access to the UNC-CH and NCSU library systems.

MAIL SERVICES

You have your own mailbox in the copy/printer area. We ask that personal mail be sent to your home. Please give Stephanie Risbon, at our front desk, your business mail for both campus and

off-campus mail services. Mail is picked up and delivered daily at about 1:30 p.m. Also see Stephanie for UPS and Federal Express mail services related to NESCent business.

NESCent Administrative Database (NEAD)

Please update your information in our administrative database (NEAD). For those who have come through the proposal system some of your information should have been downloaded from your NESCent proposal. You can either enter by using the same login and password you used in your proposal, or create a new login and password.

For new employees you will need to create a new login and password.

Please log into <https://nead.nescent.org/nead/login.go>

Please let Candace Brown know when you have entered your information or if you need further assistance.

NESCent JOURNAL CLUB

The Journal Club is another place for NESCent scientists to gather and talk science. Resident and visiting scientists take turns leading a discussion on topics pertaining to evolutionary biology. The topic could be anything that pertains to evolutionary biology. In the past, we have discussed a recent paper or a philosophical issue in science, or provided constructive criticism on a manuscript in preparation.

NESCent SPONSORED MEETINGS

We encourage our residents to participate in the various working groups and catalysis meetings that are held at NESCent. A calendar listing the title of the meeting, the date, the leader and the contact number will be updated monthly and posted on the NESCent intranet. Once approved by a group leader you will need to contact the program coordinator responsible for the meeting.

PARKING

The application for Duke parking permits can be found on the Duke parking website at <http://siren.auxserv.duke.edu/parking/transit.htm>. The approximate cost for parking is: Erwin Mill lot - \$366 annually or \$30.50/month

A ridesharing arrangement is defined as two commuting individuals sharing one permit and dividing the cost of the permit evenly. A carpool is defined as three or more commuting employees or students who ride together. For more information about alternative parking see [Alternative Transportation at Duke](#).

Please do not park in the visitor parking spaces in the Erwin Mill lot. We ask that those who must drive to work three or more days a week purchase a parking permit. You will be responsible for any parking violations.

PAY DATES

Postdoctoral Fellows & exempt employees are paid on a monthly basis. Non-Exempt employees are paid on a bi-weekly basis. Sabbatical Fellows receive their stipend on a monthly basis. Graduate Students are paid on a case by case basis. Direct Deposit is required for all employees.

RECREATION FACILITIES

Information about the Duke Brodie Center located on East Campus & the Wilson Recreation Center located on West Campus can be found on their web site at <http://www.dukecard.duke.edu> . Fees are \$208.00.

RECYCLING

There are recycling bins in the back hallway for plastic, paper, aluminum and newspaper. Please place all recyclables in the appropriate receptacles. NOTE: Cardboard boxes need to be flattened and placed behind the recycle bin on the right. Please empty your recycling weekly. Current pick-ups are scheduled for each Monday morning.

SECURITY

Your Duke ID card will admit you to the building through the Bay A front outside door card swipe 24 hours a day and the Bay A back outside door card swipe from 7:00 a.m. to 5:00 p.m., Monday through Friday. You will also be provided with keys to your office and the second floor Bay A exterior door key. Your office should be locked and windows closed when you are not there. We encourage your constant awareness of security and safety, by locking doors and not leaving valuable items lying about. We are not to use Bay B to enter or exit Bay A.

**IN THE EVENT OF MEDICAL OR SECURITY/POLICE EMERGENCIES,
DIAL 911 IMMEDIATELY.**

SEMINARS - NESCent BROWN-BAG LUNCH SEMINAR SERIES

Each Wednesday from 12:00-1:00pm NESCent sponsors our Brown-Bag Lunch Seminar Series. Jory Weintraub, assistant director of education and outreach, organizes this activity. All postdocs, sabbatical fellows, and other researchers from the Triangle area are welcome to attend. See our web site for an up-to-date listing of upcoming seminars. Other upcoming Duke seminars are forwarded to us through the Department of Biology.

Each of the Triangle Universities sponsors a large number of seminars and seminar series. We attempt to forward information about seminars that are of likely interest to NESCent residents.

For other Triangle Seminars, please visit http://www.nescent.org/cal/triangle_seminars.php

SMOKING

NESCent and Duke University are non-smoking environments.

SOCIAL ACTIVITIES

NESCent sponsors many social events including Darwin's Birthday Celebration in February, a NESCent Retreat, Durham Bulls Baseball night, picnics, tours of the Lemur Center, etc. Patricia Gensel from UNC-CH has taken us on fossil hunting expeditions. It is not unusual for the sabbatical fellows and postdoc fellows to organize lunch outings, trips to Locopops (<http://www.ilovelocopops.com/>), Friday TGIF events, holiday parties, etc.

A good source for local activities can be found in the Independent Weekly, <http://www.indyweek.com/gyrobase/>. Here's a web site for Duke's performing arts, <http://cam06.auxserv.duke.edu/peo/default.asp> and Duke movies, <http://www.duke.edu/web/movies/>.

SUPPLIES

Normal office supplies are stored in the closet located in the back area of NESCent, room B239. If you require any supplies other than what is there, please visit the front desk or fill out the order form on the clip board in the office supply closet.

TELEPHONE CHARGES

The telephone number on your desk has been assigned to you for the duration of your stay at the Center. Each telephone has voice mail which is accessed with a password.

When dialing any telephone number you will need to dial the area code first and then the seven digit number. You DO NOT need to dial a 9 before dialing out.

TRANSPORTATION

There is a bicycle rack in the front of Bay A where you can park your bicycle. Please do not use the walkway railing. Please be sure to properly secure your bicycle to the rack. NESCent/Duke is not responsible for any losses or damages. WE do not recommend leaving bicycles overnight.

Bus services are available through Duke Transportation. Bus H-5, travels between Erwin Mill, Wachovia Plaza, Hospital South/North & Hospital Plaza. This bus runs year round. The shuttle

schedule for the H5 bus can be found at the below Duke Parking and Transportation web site:
http://www.parking.duke.edu/buses_vans/bus_sched/h5.php

Duke Parking and Transportation Services offers discount city and regional bus passes at a savings of up to 60 percent for students, staff and faculty. Bus passes can be purchased through Duke for transportation with Durham Area Transit Authority, Triangle Transit Regional and Triangle Transit Express. For the Duke discount rate, purchases must be made in person at Duke's Parking and Transportation Services office in the Facilities Center on Coal Pile Drive. For further information about Duke's discount for alternative transportation please visit http://parking.duke.edu/parking/maps/parking_office_map.php.

See the Parking web site for more information about campus transportation:
http://www.parking.duke.edu/buses_vans/bus_sched/index.php

The Robertson Scholars program offers bus service between the Duke and UNC-CH campuses. The bus departs Duke at the traffic circle on West Campus. The schedule for the Robertson Scholar bus may be found at:
<http://www.robertsonscholars.org/index.php?type=static&source=68>

Another form of transportation that is offered at Duke is Zipcars. Zipcars are the world's largest 24/7 car-sharing service. They provide Duke students, faculty and staff with a convenient and eco-friendly way to get around – whether it's running errands, driving around campus or taking a road trip. The Zipcar fleet at Duke includes three Honda Insight hybrids, two Toyota Prius hybrids, two Honda Civics and a Toyota Matrix. The cost is \$8 per hour or \$66 per day. Fuel is included. Cars may be driven up to 180 miles per day (each additional mile is 45 cents). There's a one-hour minimum and four day maximum for reservations. For more information on Zipcars please visit http://www.parking.duke.edu/alternative_transportation/zipcar/index.php.

TRAVEL

Please see Barbara Mitchell for details on ticketing, reservations, and other Duke University reimbursement policies and procedures. For direct airfare invoicing to NESCent, Barbara will inform one of our travel agents that you will be contacting them for your reservations. All air travel must be economy class, on a U.S. carrier, and purchased well in advance (at least 21 days) to be reimbursed by NESCent.

To request reimbursement for your NESCent-related travel expenses, please submit your **original receipts** to Barbara Mitchell as soon as you return. Note that meal charges cannot be reimbursed if they are already included in your registration fee or hotel costs.

DEPARTURE FROM NESCent

Please provide NESCent with your new business and home address and e-mail. We will forward first class mail to you; your journal subscriptions will be forwarded for one month. Please notify the publishers of your new address at least one month before leaving the Center. Payroll will be informed of your home address for your W-2 statement.

All NESCent keys should be returned to Stephanie Risbon at the front desk in the lobby.

Please leave your office in the same condition you found it when you arrived at NESCent.

Postdoctoral Fellows only: We recommend that you contact the Duke Benefits Office (684-5600) with any questions you might have concerning health insurance coverage and accrued retirement funds.

Jan. 2, 2013