### IMPORTANT UNIVERSITY PHONE NUMBERS & WEBSITES

#### To Report a Fire
- x13

#### Security
- Emergency: x13
- Emergency – Cell Phone: x413
- Non-emergency: x5-3333
- After hours escort service to your car: x5-3333

#### Shuttle Buses
Free service between divisions of the University.
Schedules are available online at [http://www.rochester.edu/parking/shuttle.htm](http://www.rochester.edu/parking/shuttle.htm)
- x5-5953
- or by calling: x5-6670

#### ID Offices
- MC Office G-7009 M-F 8:00 am to 4:30 pm x3-2000
- RC Office SBA Bldg M-F x5-3978
- School Year:
  - M-F 10:00 am to 7:00 pm
  - Sat 10:00 am to 2:00 pm
- Summer: M-F 10:00 am to 4:00 pm

#### Parking
- 70 Goler M-F 8:00 am to 4:30pm x5-4524
- East Drive
- PO Box 270348

#### Payroll
- x5-2040
- MC 1-7220 M-F 9:00 am to 4:00 pm

### DISCOUNTS AVAILABLE TO UNIVERSITY EMPLOYEES

#### Athletic Facilities
Annual Memberships Available at:
- MC Athletic Facility (G-5654) x5-2437
- RC Sports Complex x5-7643

#### ESM Concert Office
x4-1100

#### Memorial Art Gallery Memberships
x6-8939

#### Employee Pharmacy
SMH South Corridor - Crittenden Blvd
near Orange elevators
M-F 9a.m. to 6p.m.

#### Computer Sales Stores
- MC G-7020 x5-9747
- RC Fauver Stadium x5-8353

### Office of Human Resources
- www.rochester.edu/working/hr
  - Ask-URHR Help Line: x5-8747
  - HR Service Center: x5-4989
  - MC HR Field Office: x5-2513
  - RC HR Field Office: x3-4320
  - Benefits Office: x5-2084

### University Health Service
- www.rochester.edu/uhs
  - Medical Center (MC) office: x5-2662
  - River Campus (RC) office: x5-2662
  - Eastman School of Music office: 274-1230

### Employee Assistance Program
- www.rochester.edu/EAP
  - 475-0432

### Family Care
- Child & Elder Care referrals: x5-9151
- 110 Office Park Way, Box 278949
### Services Available to University Employees

#### ATM’s – Medical Center
- Ground floor – Entrance from Whipple Circle
- 1st Floor – Near thrift shop
- 1st Floor – Near Silver Elevators

#### ATM’s – Other Campuses
- Eastman School of Music
- Rush Rhees Library – Library Rd
- Rush Rhees Library – Tunnel entrance
- Todd Union
- Wilson Commons

#### Bookstores
- UR Official Bookstore (B&N) – College Town
- ESM (Barnes & Noble) – Gibbs St

#### Cafeterias
- ESM – Eastman Center
- MC – House of Six Nations
- RC – The Commons (Wilson Commons)
- Danforth Center
- Douglas Center
- Meliora

#### Canandaigua National Bank
- College Town
- Hours: M-Th 9-5; F 9-6; S-S 9-1

#### Chase Bank
- MC – Ground floor, near post office
- RC – Todd Union

#### Interfaith Chapels
- MC: x5-2187
- RC: x5-4321

#### Libraries
- ESM: Sibley x4-1350
- MC: Miner x5-3361
- RC: Rush Rhees x5-7600
- Carlson: x5-4488

#### Medical Center Gift Shop
- SMH Main Lobby: x5-2577

#### Photo/Illustrations
- Film purchase & developing (passport photos, etc.): x5-5731
- MC G-8633

#### Post Offices
- MC: G-5122 x5-2630
- RC: Todd Union x5-3991

#### Weather Line
- x4-TEMP

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### How to Access Information about University Policies & Procedures

- A University Policy and Procedure Manual is located on the web at [www.rochester.edu/working/hr/policies](http://www.rochester.edu/working/hr/policies)
- Contact your Human Resources Representative at the River Campus (x3-4320) or Medical Center (x5-2513)

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### Legend:

- **MC** = Medical Center
- **ESM** = Eastman School of Music
- **RC** = River Campus
- **MAG** = Memorial Art Gallery
- **SMH** = Strong Memorial Hospital

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[www.rochester.edu](http://www.rochester.edu)