

# TRANSITION TO PENN

## Resource Guide



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# WELCOME TO PENN MEDICINE

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Welcome to your new role in Penn Medicine! The Perelman School of Medicine is recognized worldwide for its superior education and training of the next generation of physician-scientists and future leaders of academic medicine. With a top five ranking from US News and World Report, the nation's oldest medical school is indeed one of its best.

Penn Medicine emphasizes intellectual achievement and compassion in our three missions of patient care, education, and research. Our students are among the finest in the nation. They are matched in quality by the high level of instruction and research that we offer. Penn ranks sixth in the country in research and training grants awarded to medical schools by the National Institutes of Health. Our research strengths encompass all basic science and clinical disciplines and contribute to a rich and vibrant intellectual environment that generates wide-ranging innovation and advancement in medical care.

In addition to our renowned medical school, Penn has a number of outstanding PhD, masters, and combined degree programs. The University of Pennsylvania Health System, which includes our nationally acclaimed hospitals, provides a superb forum for training and learning. Penn is proud to be located in the exciting and cosmopolitan city of Philadelphia, which features the fifth-largest downtown in America and an enormous array of cultural, historical, and social attractions.

I urge you to browse the transition and integration materials in this package and encourage you to learn more about the many wonderful programs that are available to foster your success at Penn Medicine.

A handwritten signature in black ink, reading "Jonathan Epstein". The signature is fluid and cursive, with a long horizontal line extending from the end.

**Jonathan A. Epstein, MD**

Dean of the Perelman School of Medicine

& Executive Vice President of the University of Pennsylvania for the Health System



# NEIGHBORHOODS

The University of Pennsylvania's 299-acre urban campus is located in the West Philadelphia neighborhood known as University City, just across the Schuylkill River from Center City Philadelphia. There are welcoming and diverse neighborhoods in Philadelphia, from the suburbs to Center City.

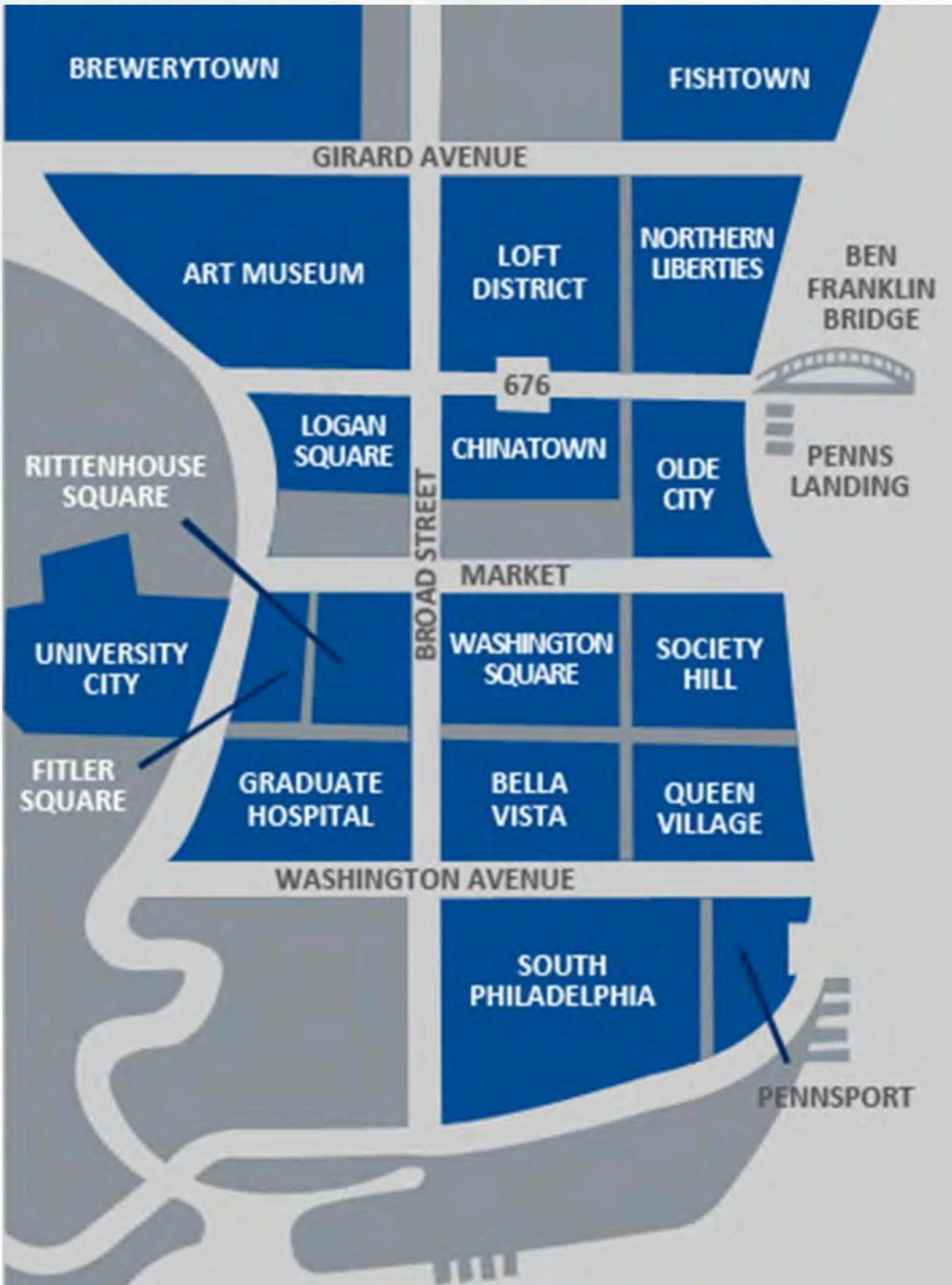
**CENTER CITY** Center City is the downtown area that runs roughly from Front (1st Street) bordering the Delaware River to 30th Street (Schuylkill River) – running east to west – and from about South Street to Vine Street running south to north. The city is on a grid-system, where the east-west streets are numbered from Front (1st) to 69th. Penn is at 34th as a frame of reference. Anything west of Penn is known as West Philadelphia. City Hall stands in the center of the city, with four major squares at the corners (Franklin, Washington, Rittenhouse and Logan).





# NEIGHBORHOODS (continued)

## CENTER CITY (continued)

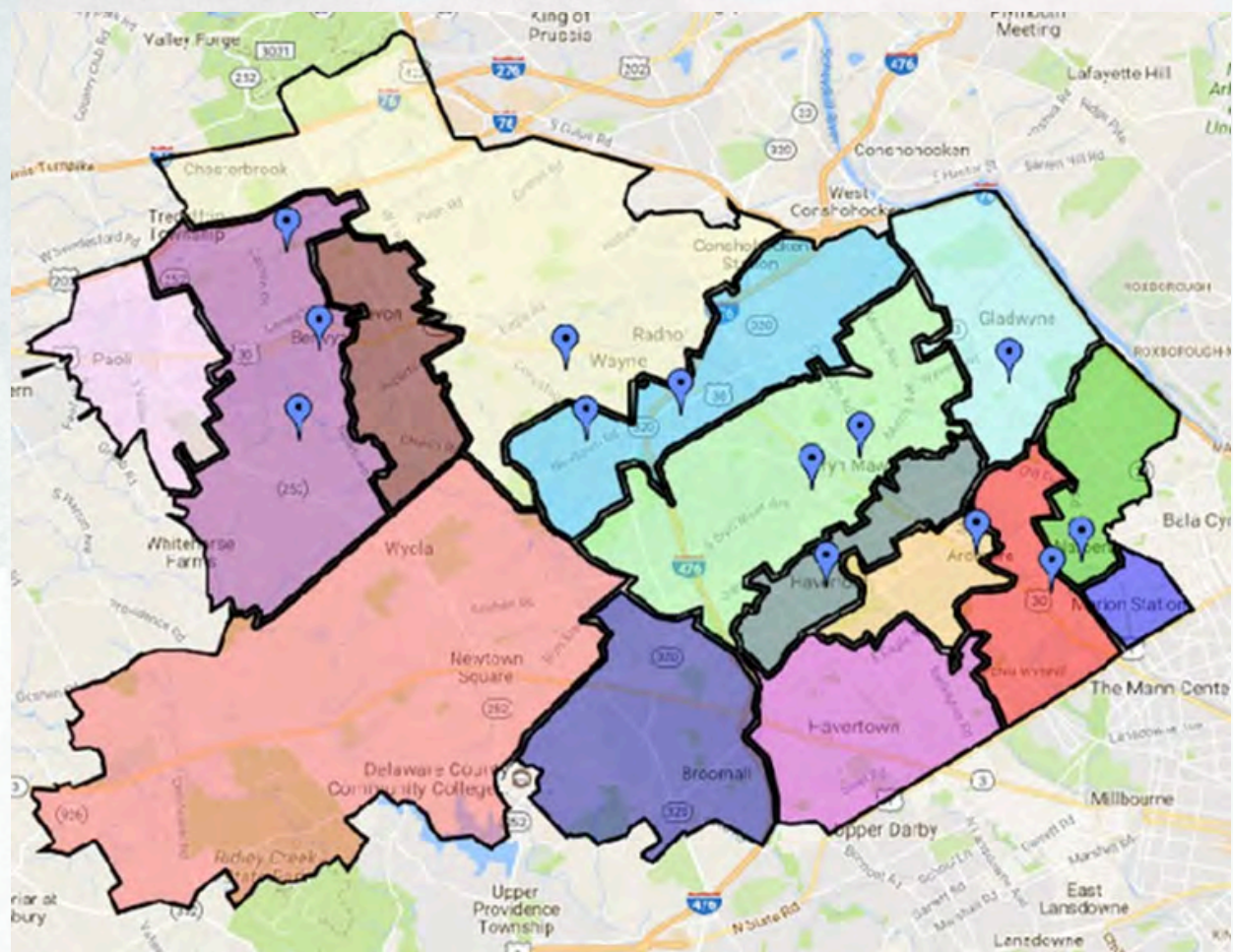




# NEIGHBORHOODS (continued)

## SUBURBS (along the MAIN LINE)

“Main Line” describes the western suburbs of Philadelphia, and it derives its name from the fact that towns were built along the “Main Line” of the Pennsylvania Railroad, which ran northwest from downtown Philadelphia, running parallel to Lancaster Avenue (now U.S. Route 30) and the former Pennsylvania Railroad Main Line, which extended from the Philadelphia city limits to traditionally Bryn Mawr and ultimately to Paoli, PA.



Merion Station - Zip Code 19065

Wynnewood 19096

Havertown - Zip Code 19083

Ardmore - 19003

Narberth - 19072

Gladwynre - 19035

Haverford - 19041

Bryn Mawr 19110

Radnor - 19085

Wayne - 19087

Devon-Derwyn - Zip Code 19333

Berwyn - 19312

Newton Square Zip Code 19073

Paoli - Zip Code 19301

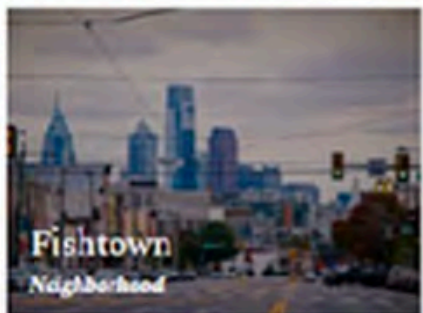
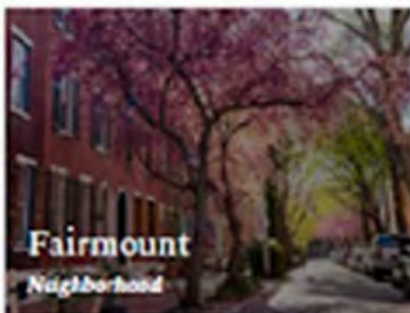
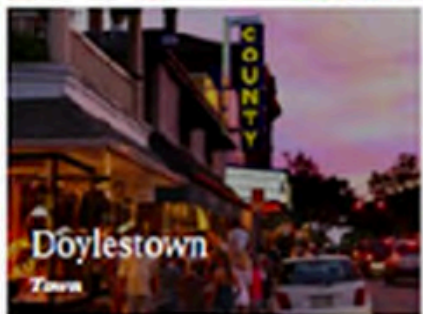
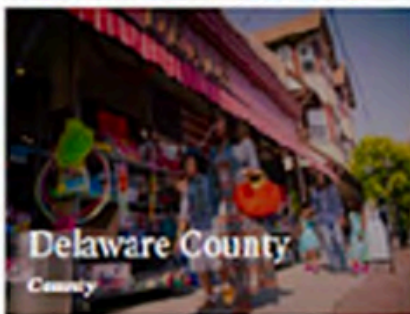
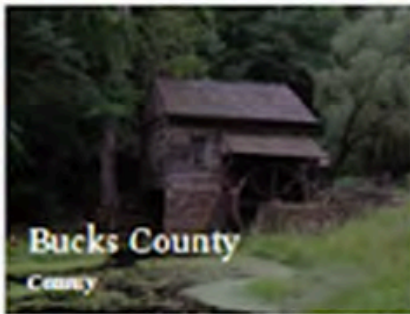
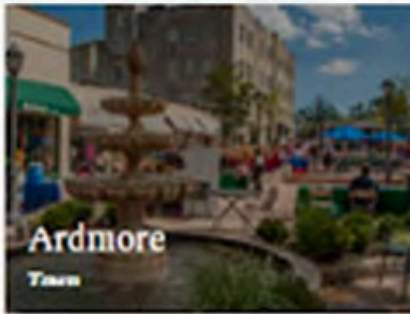
Broomall - Zip Code 19008



# NEIGHBORHOODS (continued)

## INFORMATION ON NEIGHBORHOODS

<https://www.visitphilly.com/areas/philadelphia-neighborhoods/>





# NEIGHBORHOODS (continued)

## INFORMATION ON NEIGHBORHOODS

<https://www.visitphilly.com/areas/philadelphia-neighborhoods/>

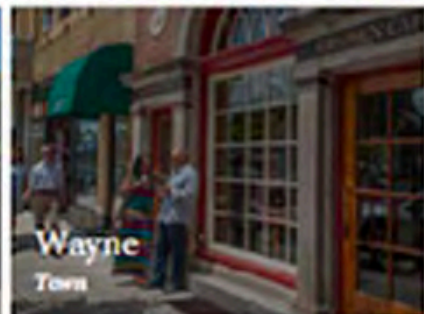
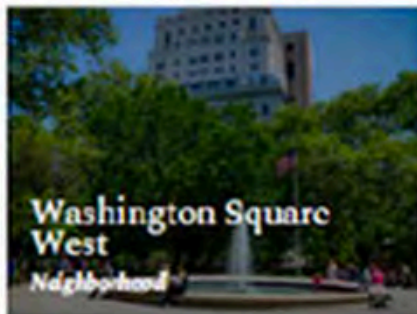
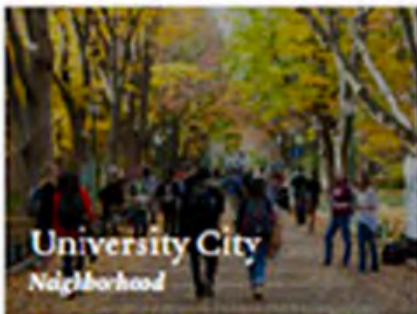
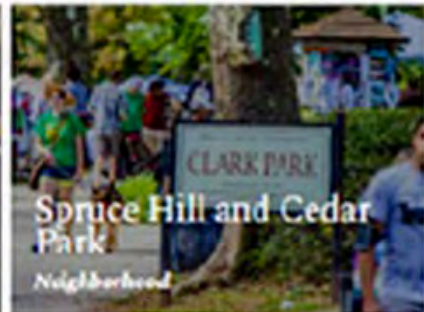
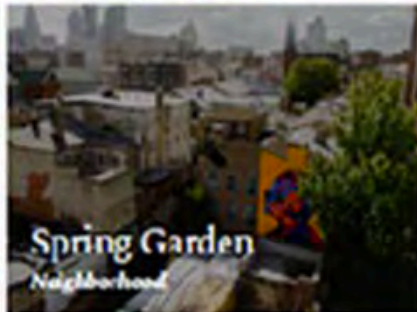
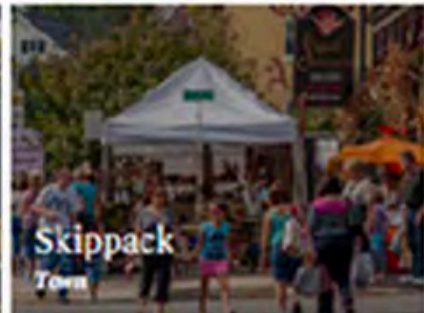




# NEIGHBORHOODS (continued)

## INFORMATION ON NEIGHBORHOODS

<https://www.visitphilly.com/areas/philadelphia-neighborhoods/>





# NEIGHBORHOODS (continued)

*Click on the titles below for more information:*

**INFORMATION ON NEIGHBORHOODS** The links below will connect you with many neighborhoods and townships throughout the greater Philadelphia region, as well as cities in New Jersey that are a short distance to Penn Medicine. The web sites provide valuable information on services regarding the townships and information on schools, places of worship, etc.

ABINGTON – [HTTPS://WWW.ABINGTON.ORG/](https://www.abington.org/)

ARDMORE – [HTTPS://DESTINATIONARDMORE.COM/](https://destinationardmore.com/)

BERWYN/DEVON – [HTTPS://WWW.TREDYFFRIN.ORG/](https://www.tredyffrin.org/)

BRYN MAWR – [HTTPS://BRYNMAWRPA.ORG/](https://brynmawrpa.org/)

CENTER CITY – [HTTPS://WWW.CENTERCITYPHILA.ORG/](https://www.centercityphila.org/)

CHERRY HILL – [HTTPS://WWW.CHERRYHILL-NJ.COM/](https://www.cherryhill-nj.com/)

DELAWARE COUNTRY – [HTTPS://WWW.DELCOPA.GOV](https://www.delcopa.gov)

DEPTFORD TOWNSHIP – [WWW.DEPTFORD-NJ.ORG/](http://www.deptford-nj.org/)

GLADWYNE – [HTTPS://EN.WIKIPEDIA.ORG/WIKI/GLADWYNE,\\_PENNSYLVANIA](https://en.wikipedia.org/wiki/Gladwyne,_Pennsylvania)

HAVERFORD/HAVERTOWN – [HTTPS://WWW.HAVTWP.ORG](https://www.havtwp.org)

LOWER MERION TOWNSHIP - [HTTPS://WWW.LOWERMERION.ORG/](https://www.lowermerion.org/)

MARPLE TOWNSHIP - [HTTPS://WWW.MARPLETWP.COM/](https://www.marpletwp.com/)

MEDIA – [VISITMEDIAPA.COM/](http://visitmediapa.com/)

MONTGOMERY COUNTY - [HTTPS://WWW.MONTGOMERYCOUNTYPA.GOV](https://www.montgomerycountypa.gov)

NARBERTH – [HTTPS://WWW.NARBERTHPA.GOV/](https://www.narberthpa.gov/)

NEWTOWN SQUARE – [WWW.NEWTOWNTOWNSHIP.ORG/](http://www.newtowntownship.org/)

PAOLI – [HTTPS://EN.WIKIPEDIA.ORG/WIKI/PAOLI,\\_PENNSYLVANIA](https://en.wikipedia.org/wiki/Paoli,_Pennsylvania)

RADNOR – [WWW.RADNOR.COM](http://www.radnor.com)

VOORHEES – [HTTPS://VOORHEESNJ.COM/](https://voorheesnj.com/)

WAYNE – [HTTPS://EN.WIKIPEDIA.ORG/WIKI/WAYNE,\\_PENNSYLVANIA](https://en.wikipedia.org/wiki/Wayne,_Pennsylvania)

WYNNEWOOD – [HTTPS://EN.WIKIPEDIA.ORG/WIKI/WYNNEWOOD,\\_PENNSYLVANIA](https://en.wikipedia.org/wiki/Wynnewood,_Pennsylvania)



# REAL ESTATE & RELOCATION SUPPORT

*Click on the titles below for more information:*



## EXPERIENCED REALTORS

Based upon your specific area of interest in purchasing a property, a referral list of realtors is available.

Penn does not guarantee the services of any of the agents on the list. We suggest you contact and interview at least two or three agents including those who may not be on the list provided before you select one to represent you during your home purchase.

A few Penn-approved services are listed below:

### [SHERRIE BURLINGHAM & ASSOCIATES](#)

Chairman's Circle Gold 2022 Award, Chairman's  
Circle Gold 2022 Award

Berkshire Hathaway HomeServices Fox & Roach  
1149 W Lancaster Avenue, Suite U-6,  
Rosemont, PA 19010

(610) 291-2317 Mobile

(610) 527-6400 Office

[sherrie.burlingham@foxroach.com](mailto:sherrie.burlingham@foxroach.com)

### [STACEY SMART](#)

Compass

763 Lancaster Avenue,

Bryn Mawr, PA, 19010

(610) 715-9801 Mobile

(601) 527-0900 Office

[stacey.smart@compass.com](mailto:stacey.smart@compass.com)

There are resources that can help in the recruitment and retention of new faculty and staff members, before they accept a position at Penn or during the relocation process. More information can be found here: <https://www.hr.upenn.edu/for-managers/hiring-and-recruitment/resources-for-prospective-faculty-and-staff>

## MOVING SERVICES

### [CORRIGAN MOVING SYSTEMS](#)

150 Jarley Road

Rochester, NY 14623

(585) 647-9030

### [SIRACUSA MOVING & STORAGE](#)

250 Commerce Circle

New Britain, CT 06051

(860) 225-9144

[info@siracusamoving.com](mailto:info@siracusamoving.com)

### [SIRVA Worldwide Relocation & Moving](#)

[Contact SIRVA](#)

[Relocation FAQ](#)



# RENTAL RESOURCES

Click on the titles below for more information:

Looking for short-term housing as you determine the neighborhood that is right for you? The following off-campus options are suggested through the [Penn Off-Campus Housing](#):



Videos | Virtual Tour

🕒 2 Wks Ago

## The Avenue at East Falls

5450 Wissahickon Ave, Philadelphia, PA 19144

Studio - 2 Beds | \$1,075 - \$1,725

🚶 5.8 miles to University of Pennsylvania

Email Property

(856) 249-4679



Videos | Virtual Tour

🕒 1 Day Ago

## Presidential City

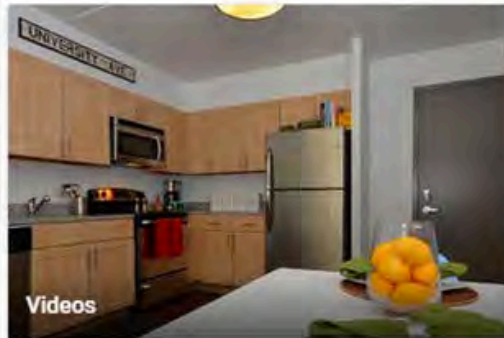
3800-3900 City Ave, Philadelphia, PA 19131

Studio - 3 Beds | \$1,146 - \$3,643

🚶 5.1 miles to University of Pennsylvania

Email Property

(267) 682-8744



Videos

🕒 2 Wks Ago

## Chestnut Square

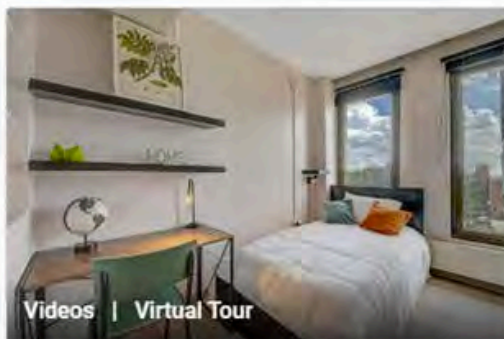
3200 Chestnut Street, Philadelphia, PA 19104

4 Beds | \$1,219 /Bedroom

🚶 0.2 miles to University of Pennsylvania

Email Property

(866) 645-7169



Videos | Virtual Tour

🕒 2 Wks Ago

## The Mason on Chestnut

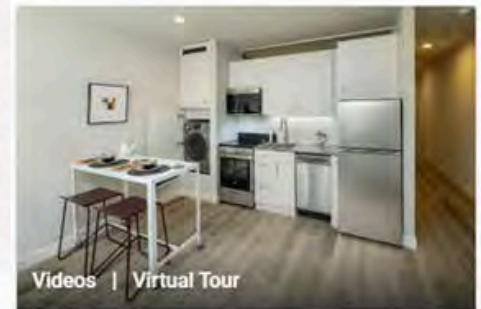
3701 Chestnut St, Philadelphia, PA 19104

Studio - 1 Bed | \$750 - \$2,400 /Bedroom

🚶 0.2 miles to University of Pennsylvania

Email Property

(856) 619-8294



Videos | Virtual Tour

🕒 1 Wk Ago

## SOLO on Chestnut - 4125

4125-4136 Chestnut St, Philadelphia, PA 19104

Studio - 3 Beds | \$1,300 - \$3,600

🚶 0.2 miles to University of Pennsylvania

Email Property

(484) 494-2093



Videos | Virtual Tour

🕒 Updated Today

## The Piazza Alta

1099 Germantown Ave, Philadelphia, PA 19123

Studio - 3 Beds | \$1,695 - \$7,995

🚶 3.3 miles to University of Pennsylvania

Email Property

(267) 633-8822



# HOME SERVICES

*Click on the titles below for more information:*

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## [Penn Home Ownership Services](#)

The Office of Penn Home Ownership Services offers eligible employees the opportunity to apply for closing cost assistance for home purchasing and funds towards home improvement. The department also offers resources for home buyers and educational workshops. If you are interested in living in the greater West Philadelphia neighborhood, Penn Home Ownership Services is a valuable resource!

## [Homebuyer Education](#)

Penn Home Ownership Services offers extensive support in homebuyer education. Find helpful information on understanding your purchase power, improving your credit score, calculating mortgage payments, etc.

## [Mortgage Programs](#)

Eligible faculty and staff can apply for assisted financing for home purchases through Penn Home Ownership Services.

## [Enhanced Forgivable Loan](#)

Eligible faculty and staff interested in living and/or currently residing in the West Philadelphia community can borrow up to \$7,500 (with no interest and no monthly payments) for use towards closing costs, down payment, and/or buying down your interest rate.

## [Closing Cost Reduction Program](#)

The Closing Cost Reduction Program (CCRP) offers mortgage financing options with discounted closing costs (.25% of mortgaged amount) to eligible members of the University Community for the purchase and refinancing of homes.



# AROUND PHILADELPHIA

*Click on the titles below for more information:*

Philadelphia is a vibrant city rich in history, culture and arts. [Visit Philadelphia](#) offers extensive information on just about everything happening in the city to get you acclimated.

The [Liberty Bell's](#) home on [Independence Mall](#) is as powerful and dramatic as the bell itself. Throughout the expansive, light-filled center, larger-than-life historic documents and images explore the facts and myths surrounding the bell.

[Independence Hall](#), home to the creation and signing of the Declaration of Independence and the Constitution.



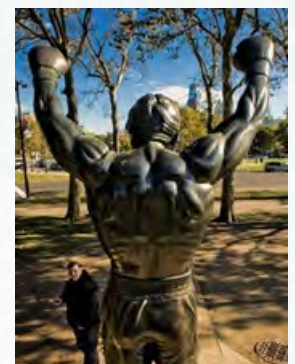
The [Reading Terminal Market](#), established in 1892 at 12th and Arch Streets, is the nation's oldest continuously operating farmers' market. Through its long and interesting history, it has seen times both good and bad, but has emerged in the 21st century as one of the greatest public markets in the country.

The [Barnes Foundation](#) is a 93,000-square-foot, two-story building designed by architects Tod Williams and Billie Tsien and has been described as a "gallery in a garden, a garden in a gallery." The Barnes' permanent collection features 181 Renoirs, 69 Cézannes and 59 Matisse's, along with works by Manet, Degas, Seurat, Prendergrast, Titian and Picasso — one of the world's largest collections of Impressionist, Post-Impressionist and early Modern paintings and African sculpture.



The [Philadelphia Museum of Art](#) was forever immortalized in the classic Rocky film franchise. While the "Rocky Steps" draw a stream of visitors who want to reenact Stallone's on-screen training regimen, the museum is even more impressive inside.

The [Rocky Statue](#) and the [Rocky Steps](#) are two of the most popular attractions in Philadelphia. We don't have an exact visitor count, but if we did it would be near the top. Visiting the statue, running up the steps, and taking a picture at the top is pretty much a must on your first visit to Philly. It's a rite of passage.





# LOCAL ACCOMMODATIONS

**Local accommodations** allow you to select a location that fits your itinerary and needs during your stay at Penn. Whether you need an on-campus, Center City or airport location, you will find quality accommodations at special Penn-negotiated rates at all our Penn Preferred properties for individual or group stays, with meeting and conference services to meet your specific needs.

## ON CAMPUS LODGING (Managed by Penn)



### [The Inn at Penn, A Hilton Hotel](#)

AAA Four Diamond accommodations on Penn's campus. [Take a 3-D tour.](#)



### [Sheraton Philadelphia University City](#)

Penn hotel, close to famed education & medical centers. [Experience a Virtual Tour](#)

## CENTER CITY LODGING (Partnered with Penn)



### [Club Quarters\\*](#)

The Smart Hotel for the Sensible Traveler. [Penn CQ 2024 Member Benefits.](#)

### [Hotel Direct Bill Forms](#)

## CENTER CITY and UNIVERSITY CITY LODGING with Penn Discounted Rates

\* These hotels accept Penn PO's / Direct Billing



### [AKA University City Hotel & Serviced Residences\\*](#)

Sophisticated hotel with spacious furnishings.



### [The Study at University City\\*](#)

Edgy hotel in the heart of vibrant University City.



### [The Windsor Suites\\*](#)

Home away from home in Center City, on the famed Ben Franklin Pkwy. Studios and suites.



### [AKA Rittenhouse Square\\*](#)

Offering short & long term stays, AKA suites offers preferred amenities for Penn travelers.



### [Homewood Suites University City\\*](#)

All-suite hotel at 41st & Walnut. Complimentary full hot breakfast.



### [Motto By Hilton Philadelphia Rittenhouse Square\\*](#)

Micro-hotel in the heart of downtown Philadelphia at 31 S 19th Street.



### [Warwick Hotel Rittenhouse Square](#)

Situated in Rittenhouse Square, the Warwick combines original architecture with modern, edgy design.

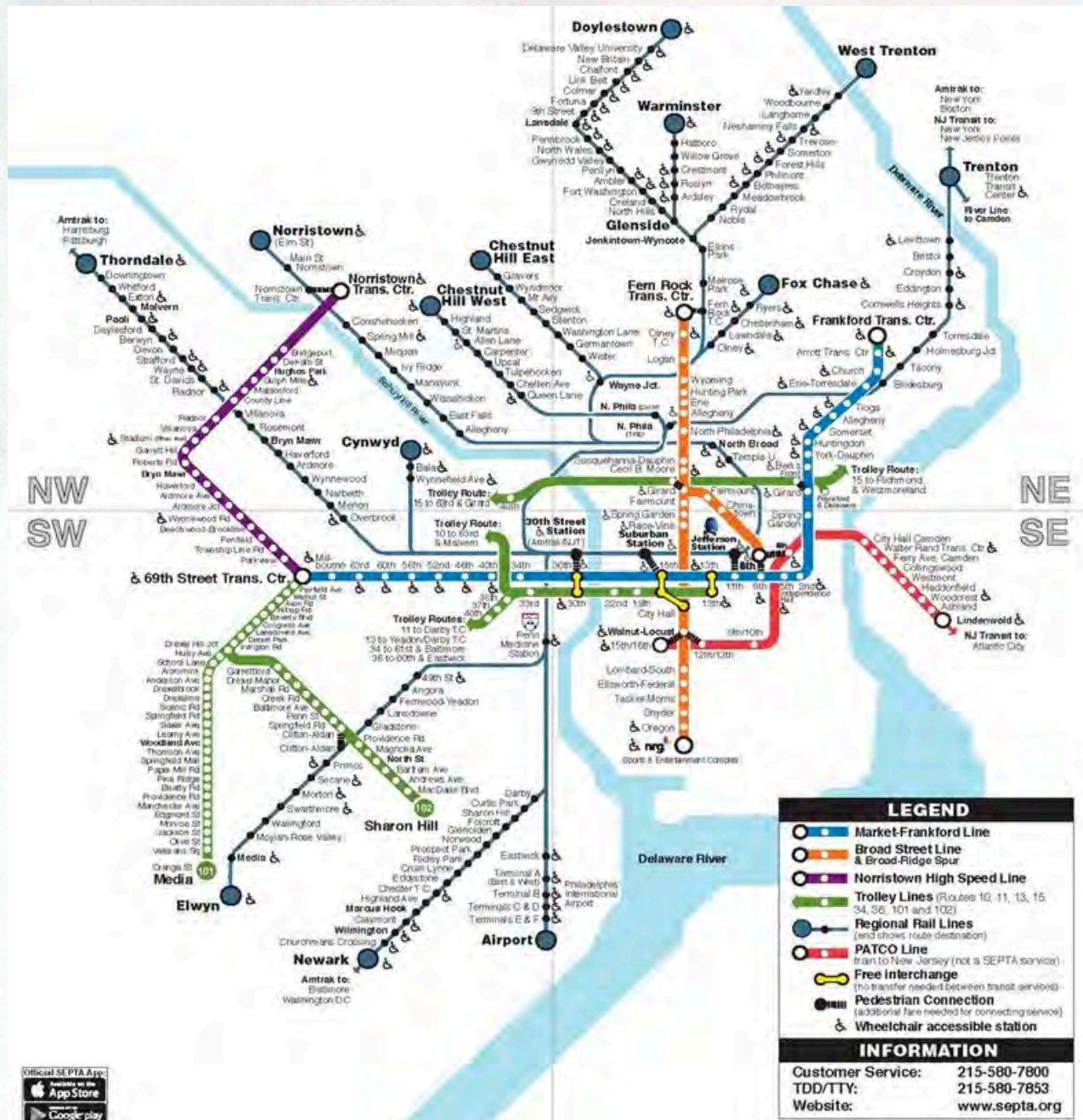


# TRANSPORTATION & COMMUTE OPTIONS

## SOUTHEASTERN PENNSYLVANIA TRANSPORTATION AUTHORITY (SEPTA)

SEPTA is a regional public transportation authority that operates various forms of public transit services—bus, subway and elevated rail, commuter rail, light rail and electric trolleybus. SEPTA is the major transit provider for Philadelphia and its suburbs in Delaware, Montgomery, Bucks and Chester counties.

Penn Medicine Station is the Penn Medicine stop. This station will also take you straight to the Philadelphia International Airport (PHL).





# TRANSPORTATION & COMMUTE OPTIONS

(continued)

*Click on the titles below for more information:*

Learn about [Penn Transportation and Parking](#), including shuttles, buses, and other commuter options. Penn's compact urban campus is well served by an extensive network of subway, bus, regional rail, national rail, car-sharing, and trolley lines that are located around the campus where public transit stops are never more than a five-minute walk from any part of campus.

Penn offers discounted options and pretax benefits through these programs: the Jawnt, Commuter Pass Program (COMPASS), TransitChek®, Commuter Check Card Prepaid MasterCard®, PATCO Freedom Pass, and N.J. Transit. Please visit the [Penn Commuter Benefits Enrollment Guide](#) to get started. If you plan to drive to campus, [Penn Parking Services](#) manages 27 lots and garages on Penn's campus.

## [Carpool](#)

Full-time, benefits-eligible faculty and staff may participate and take advantage of carpooling discounts. Interested commuters looking to form a carpool only need a single driver with a permit to begin the registration process. Once a driver has a permit, the driver can register other group members to become a carpool. Note: commuters carpooling will receive priority when applying for a new permit.

Registration is on an annual basis and each carpool member will receive a pre-tax deduction via payroll. Carpool discounts: 25% for a two-person carpool; 50% for a three-person carpool; and 75% for a four-person carpool. To enroll in the Carpool Program please click here: [Carpool Program](#).

Please send email to [parking@upenn.edu](mailto:parking@upenn.edu) if you would like additional information.

## [Car-Sharing](#)

If you only need a vehicle occasionally, car sharing is a good option. It gives you the benefits of owning a vehicle without the expenses and decreases congestion in and around campus. The University has contracted with two car sharing companies, [Enterprise CarShare](#) and [Zipcar](#) to provide incentives to members of the Penn Community to use car sharing for both departmental or personal use.

## [Commuter Program](#)

Full-time benefits eligible employees and post doctoral researchers and fellows receive a 50% discount (maximum \$105) on most Philadelphia based regional transportation products.

## [Vanpool](#)

As part of Penn's Sustainable Transportation Initiative, Penn Transportation and Parking has joined with [Commute with Enterprise](#), a national leader in vanpooling and sustainable transportation, to expand vanpooling options to Penn faculty and staff.



# TRANSPORTATION & COMMUTE OPTIONS

(continued)

*Click on the titles below for more information:*

## [Vanpool \(continued\)](#)

The vans which operate throughout the region, including New Jersey and Delaware, offer a reliable, affordable and sustainable way to commute to campus. Depending on where you live and the number of riders, the average cost of participating in a Vanpool is between \$100 and \$150, which can be a pre-tax deduction from your paycheck. Riders generally meet at a convenient spot near their residences such as a church or shopping mall parking lot and are brought directly to campus.

Vanpooling offers benefits to the commuters, the University and the planet. Riders can avoid the high cost of gasoline and the hassle of driving in rush hour traffic. Vanpooling helps ease traffic congestion in and around campus and supports Penn's Climate Action Plan by lowering the University's carbon footprint.

## [Emergency Ride Home](#)

Penn is working with the Delaware Valley Regional Planning Commission to inform members of the University community about [The Emergency Ride Home \(ERH\) Program](#). This service provides a "safety net" for commuters working in southeastern Pennsylvania who carpool, vanpool or use public transportation on a regular basis. In the event of an unexpected personal or family emergency or illness, unscheduled overtime, or if the regular ride home is not available for certain reasons, registered commuters are provided with a free ride to home, their car or to the place of the emergency.

## [Walking Escort Service](#)

Specially trained uniformed security officers from the Division of Public Safety are available 24 hours a day, year-round. Service boundaries are shown on the [Transit Map](#).

## **How To Request a Walking Escort**

- Ask any Public Safety Officer on patrol
- Call (215) 898-WALK (9255) or 511 (from a campus phone only)
- Use one of the many building and blue-light phones located on and off Penn's campus

Visit [www.publicsafety.upenn.edu](http://www.publicsafety.upenn.edu) for more information.

## [Biking](#)

The Department of Transportation and Parking and its University partners have implemented over a dozen programs or service enhancements designed to make bike commuting, safer, easier, and more affordable. In addition to the resources below, Facilities and Real Estate Services offers a [campus biking map](#) to help you plan your routes around campus.



# FAMILY BENEFITS

*Click on the titles below for more information:*

**Penn is committed to helping faculty and staff maintain a healthy work-life balance. You can take advantage of a wealth of family-friendly programs to meet your everyday needs.**

## **Starting and Growing Your Family**

[Adoption Assistance](#) helps ease the financial impact of expanding your family through adoption by providing reimbursement for up to \$5,000 in eligible adoption expenses.

[Flexible Work Options](#) offer creative solutions for balancing work and family demands.

[Carrot Fertility](#) provides inclusive, comprehensive fertility health and family-forming benefits that support wherever you are on your journey.

[Wellness & Worklife Resources](#) can help with a wide range of dependent care challenges, such as finding childcare, school-age care, summer camp programs in your community, and/or elder care services to meet your family's preferences and needs.

[Tuition Assistance](#) at Penn only applies if you're a full-time faculty or staff member in a benefits-eligible position, and includes you, your dependent children, and your spouse. Your dependent children are also eligible for tuition assistance at other institutions.

## **Childcare Resources**

[Snow Day Child Care](#) provides all-day care for children of Penn faculty and staff members when the University is open, but Philadelphia schools are closed due to inclement weather.

[New Child Benefits](#) gives you access to a wealth of resources when you bring home a new child.

[Lactation Support Program](#) can help you make a smoother transition back to work when you're nursing your newborn.

[Bright Horizons Portal](#) offers special discounts to assist in finding childcare centers, back-up care, centers to support school-age children, tutoring services, or a summer camps.

## **Penn-Affiliated Childcare Centers Near Campus**

[Penn Children's Center](#) - 3160 Chestnut Street / (215) 898-5268

[The Caring Center](#) - 3010 Spring Garden Street / (215) 386-8245

[The Parent-Infant Center](#) - 4205 Spruce Street / (215) 222-5480

[Bright Horizons](#) - 3600 Civic Center Blvd / (267) 298-4400

## **Adult and Elder Care Resources**

[Backup Care](#) provides alternative care arrangements for your dependents so you can go to work.

[Bright Horizons Portal](#) assists with searching and hiring adult caregivers and provides coaching services to help you navigate the complex maze of adult caregiving.

[Penn Employee Assistance Program](#) provides eligible faculty and staff and their families access to free counseling and referral services.

[Health Advocate](#) personal advocates can help you and your family facilitate care.



# PHILADELPHIA SCHOOLS

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*Click on the titles below for more information:*

Below are helpful resources for all members of the Penn community to utilize when searching for appropriate schooling options for your child.

## Public, Private, and Independent Schools

The links below will connect you with sites containing information on school systems in the Penn Medicine vicinity.



[The School District of Philadelphia](#)

[The School District of Haverford Township](#)

[Lower Merion School District](#)

[Radnor Township School District](#)

[Germantown Friends School](#)

[William Penn Charter School](#)

## Helpful Resources

[Student and Post Doc Parental Support at Penn Family Center](#)

[Philadelphia Schools and Rankings](#)

[Local School Information from Penn Libraries](#)

Please contact [dorothy@pennmedicine.upenn.edu](mailto:dorothy@pennmedicine.upenn.edu) who can share a list of contacts of faculty and staff whose children attend schools on this list and who have kindly offered to provide feedback on their experiences.



# CAREER OPPORTUNITIES FOR SPOUSE/PARTNER

*Click on the titles below for more information:*

Do you have a spouse or partner who may be looking for employment in Philadelphia? The region offers a diverse array of opportunities and is home to many company headquarters.

[AlliedBarton](#) [security]



[Aramark](#) [hospitality]

[Blank Rome](#) [law]



[Brandywine Realty Trust](#) [real estate]

[Campbell Soup Company](#) [food]

[Comcast](#) [telecommunications]



[DuPont](#) [chemicals]

[Knoll](#) [furniture]



[Troutman Pepper](#) [law]

[QVC Inc.](#) [retail]



**Vanguard**

**UNISYS**

[Sunoco](#) [oil]

[Toll Brothers](#) [house construction]

**URBAN OUTFITTERS**

[Unisys](#) [information technologies]



**Jefferson**



[Urban Outfitters](#) [apparel]

**Pepper Hamilton LLP**  
Attorneys at Law

[Vanguard](#) [financial]

In addition to job search sites such as [Career Builder](#) and [LinkedIn](#), opportunities can be found at:

[Careers at Penn](#), [City of Philadelphia Office of Human Resources](#), [Jefferson University](#), [Drexel University](#), & [Temple University](#).



# PENN EMPLOYEE ASSISTANCE PROGRAM (EAP)

*Click on the titles below for more information:*

The [Penn Employee Assistance Program \(EAP\)](#) is a timely, no-cost, confidential support for you and your family designed to help you better balance the demands of work and life. The EAP services cover you, your spouse, dependent children, your parents, and parents-in-law.

Benefits of these services include:

- Access by phone, email, webchat, video, and face-to-face sessions
- Timely scheduling of routine EAP counseling appointments
- Multi-language capabilities

EAP provides eligible faculty and staff and their families access to free, confidential, 24/7 counseling and referral services for personal and professional life issues from any location. The Health Advocate EAP counselors will connect you with the right experts at the right time: masters level clinicians, work/life specialists, medical bill negotiators, financial and legal professionals, and other locate support resources.

Counselors are trained to assist with short-term problem resolution, and are able to provide referrals for long-term support related to:

- Stress, anxiety, depression, and other emotional challenges
- Coping with change or grief
- Personal and work relationships
- Financial planning, debt management, and legal issues
- Manager consultations

Penn faculty and staff, and their family members can access free and confidential support on [legal and financial topics](#).

[EAP resources for managers](#) includes coaching for interpersonal issues in the office, critical incident debriefings following a traumatic incident for the organization, and organizational development services.

[Penn Cobalt](#) allows you to schedule an EAP appointment.

Please visit the [EAP webpage](#) for additional Helpful Guides and Resources.

Call: 1-866-799-2329

Email: [EAPinfo@healthadvocate.com](mailto:EAPinfo@healthadvocate.com)



# EMPLOYEE DISCOUNTS & SAVINGS

*Click on the titles below for more information:*

**As a Penn employee, you now have access to various discounts and savings.**

[Amazon Shipping at Penn](#) - Penn provides a convenient and secure location for faculty and staff to pick up and return Amazon orders. Urban living is easier when you can count on online orders. You can activate the resource today with your Penn account.

## **Car Discount Programs**

[Zipcar](#) - Get an annual membership rate of \$35 vs \$90 (for occasional driving plan). Also the one time application fee is waived.

[Ford Partner Recognition Employee Discount Program](#) - Ford Motor Company offers Penn faculty and staff the opportunity to participate in the Partner Recognition Employee Discount Program, which offers the ability to purchase or lease eligible vehicles at X-Plan price. For more information, enter Partner Code: UVPEN.

[General Motors Supplier Discount Program](#) - General Motors is offering Penn faculty and staff the ability to purchase or lease a new GM vehicle at a discount. To find out more about the program, visit the GM Supplier Discount website (enter Company Code 871211) or call 1-800-960-3375.

[Penn Credit Union](#) - Members receive discounts on new and used cars, which requires only a \$5 minimum deposit.

[Lockout and Jump-Start Services](#) - Security Services offers 24/7 free services to anybody with care problems on campus. Call (215) 573-3333, or 511 from any campus phone, and a Public Safety Officer will be dispatched to your location.

[Cell Phone Service](#) - Penn partners with two cellular providers (AT&T Wireless and Verizon Wireless) to provide discounted service to Penn's faculty, staff, and in some cases, students. To receive the discount on your cell phone service, call your carrier and inform them you are an employee and, after you verify your employment, you'll start receiving the discount.

[SEPTA Employer Commuter Discount Program](#) - Receive a 10% discount on a SEPTA Key Card. Ten-trip tickets are also available for purchase at a 5% Penn discount. Up to \$315 of your monthly payroll deduction can be paid for through pre-tax deductions.

[Computers](#) - The Penn community receives an academic discount on computers and computer products.



# EMPLOYEE DISCOUNTS & SAVINGS

*Click on the titles below for more information:*

**(continued)**

[Free Legal Services](#) - Benefit from convenient access to qualified legal professionals. Receive 30 minutes of free legal consultations over the phone. The number of initial consultations per year on each new legal topic is unlimited. Call 1-866-799-2329 to access these resources.

[Ice Rink at Class of 1923 Arena](#) - Receive a discount of \$1 off public skate admission price.

[Jawnt](#) - Commuter Benefits program that provides full-time benefits eligible employees and post doctoral researchers and fellows a 50% discount (maximum \$105) on most Philadelphia based regional transportation products.

[Library Newspaper Subscriptions](#) - The Penn Libraries hosts subscriptions for several major newspaper websites and mobile applications, including The New York Times, The Washington Post, The Wall Street Journal, Bloomberg, and Financial Times, at no cost to you!

[Penn Bookstore](#) - Offers a 10% discount for faculty and staff when showing a valid PennCard. Some exclusions (such as textbooks and electronics) apply.

[Penn Club](#) - A 5-star private club that provides access to 150+ reciprocal private clubs worldwide (including Philadelphia) and a clubhouse in Manhattan. Staff rates are discounted compared to alumni rates.

[Personal Purchase Program](#) - Faculty and staff can utilize personal purchase programs offered by Penn preferred contract suppliers including car sharing, and computer and office products.

[PersonalShip](#) - A service that provides members of the Penn community the opportunity to benefit from the University's discounted rates to send packages via express mail.

[Ryan Hospital at Penn Vet](#) - Offers all Penn faculty and staff a 20% discount off hospital services and substantial discounts through the Ryan Hospital's Primary Care Service. They also offer a drop-off service for pets to minimize work-day interruptions.

[Streaming from Penn Libraries](#) - Penn students, faculty, and staff can stream feature films, documentaries, oral histories, video interviews, and other niche content through the Penn Libraries.

[YouDecide](#) - A convenient portal offering Penn faculty and staff access to hundreds of discounts from local and national providers on goods and services.

Explore additional information about employee discounts and savings on Penn HR's [Deals@Penn](#) webpage.



# FINANCIAL BENEFITS

*Click on the titles below for more information:*

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**Our financial programs offer many tools and services that can assist you in managing your finances.**

[Flexible Spending Accounts \(FSA\)](#) - Use a [Health Care Flexible Spending Account](#) to pay for eligible medical expenses not covered by your medical benefits for yourself, your spouse, and your dependents. Use a [Dependent Care Flexible Spending Account](#) for eligible expenses related to caring for a child, or a disabled spouse or parent, who needs daily care while you work.

[Penn Home Ownership Services](#) - Explore a variety of assisted financing for home purchases for eligible faculty and staff.

[PNC WorkPlace Banking](#) - Penn faculty and staff have access to a complete set of money management tools with exclusive features, benefits and rewards. [Schedule an appointment](#) to start a conversation with a PNC Workplace Banker.

[Retiree Benefits](#) - Penn provides eligible employees three easy ways to save for retirement: The Basic Plan, Matching Plan, and Supplemental Retirement Annuity (SRA) Plan. Each [Retirement Saving Plan](#) allows you to choose from a wide variety of investment funds at TIAA and Vanguard. Within 3-12 months before your expected retirement date, [request an appointment](#) with a Penn benefits specialist. Receive one-on-one counseling session with either a Vanguard or TIAA-CREF representative 204 Anatomy-Chemistry Bldg. Schedule your session via: [Vanguard](#) or [TIAA](#).

Please see the [Retirement Planning Guide](#) and [2024 Selection Guide](#) for more information.

[The Closing Cost Reduction Program \(CCRP\)](#) - Mortgage financing options with discounted closing costs (.25% of mortgaged amount) are offered to the University Community for the purchase and refinancing of homes in the West Philadelphia area.



# HEALTH & FITNESS BENEFITS

*Click on the titles below for more information:*

**At Penn, we encourage our employees to make their health a priority. Check-out our many resources that can assist in improving your overall health and well-being.**

## [Be In The Know](#)

The *Be in the Know* campaign provides comprehensive programs, resources, and rewards of up to \$300\* to support your health and well-being and connect with the Penn community.

[Health Advocate](#) Trained Personal Health Advocates will work with you one-on-one to find the solutions you need. They'll help you sort out billing concerns, get approval for covered services, locate the right treatment facilities, coordinate health care for your elderly parents, and more.

## [HUSK Marketplace Offers](#)

Through a partnership with Penn, eligible faculty and staff and their families qualify for exclusive marketplace offers for wellness from the best brands in the industry.

## [Penn Quit Smoking Program](#)

Kicking the habit may be one of the most challenging things you'll ever do, but it will also be the most rewarding. Here are resources offered by Penn to help you achieve a life free from tobacco.

## [Wellness Outreach Programs](#)

Campus Recreation Wellness Outreach Programs designed to support Student, Faculty, and Staff well-being.

## [YMCA Discount Gym Membership](#)

Philadelphia Freedom Valley YMCA and Regional Y Alliances offer a 10% monthly membership discount to all Penn employees with valid PennCards. There is no joiner fee for new Penn employee memberships. To receive the discount on a new membership, visit any YMCA location listed [here](#) and present your PennCard. Existing members can sign up for a discount at their home branch.

## [Recreation Facilities](#)

Includes [aquatics](#), [gyms](#), [Argentine Tango](#) and [Latin and Ballroom](#) dance lessons, [intermural sports](#), and [personal training](#).

## [Hecht & Hamlin Tennis Centers, and Penn Squash Center](#)

All weather tennis courts and international squash courts used primarily by Penn Students, Faculty, Staff, Alumni and their spouse and dependent children.

## [Penn Club XCTE](#)

Weekly group runs, training tips, cross country & track workouts, team races, clinics with expert guest speakers, social events and discounts at The Sport Shop @ Penn.



# CAREER ENHANCEMENT OPPORTUNITIES

*Click on the titles below for more information:*

**Make the most out of your Penn experience by exploring a wide variety of career-development and skills-improvement opportunities to advance your personal and professional skills.**

## [Career Tools and Resources](#)

Take advantage of career development resources to help you take your career to the next level. Enroll in professional development courses through [Workday Learning](#), understand job-related competencies through [Competency Development Courses](#), connect with a [Career Coach](#), manage your career with [Penn Career Navigator](#), and enhance your development through [Penn Performance Appraisal Management](#). Call us at 215-898-3400 for more information.

## [Customized Training](#)

Find out how our professional trainers can support the unique needs of your department or group through customized training. Submit a request using the form found [here](#).

## [Individualized Career Coaching](#)

Get help with self-assessment, goal setting, resume writing, interviewing skills, etc. Contact Career Coaching to set up an appointment.

## [Internal Applicant Provision](#)

If you are looking for another job at Penn, as an internal candidate you are able to request the hiring officer's name from the HR recruiter so that you can contact them directly.

## [Leadership Development](#)

Develop and enhance your leadership skills through multi-session, cohort-based training. You'll learn effective leadership tools, discover your strengths and weaknesses, and network with other Penn leaders. Call us at 215-898-3400 for more information.

## [Online Training](#)

Sign up for web-based courses that are delivered right to your workstation. Topics include technology training, writing skills, time management, and more. Online education platforms are offered through, [Coursera](#), [LinkedIn Learning](#), and [Workday Learning](#).



# CAREER ENHANCEMENT OPPORTUNITIES

*Click on the titles below for more information:*

## (continued)

### [Opportunities with Penn Service Providers](#)

If you're on the hunt for a rewarding career, Penn can help you meet your goals. In addition to the diverse array of job opportunities at Penn, you can also take advantage of opportunities offered through our valued service providers\*. Penn works closely with a variety of providers to connect the campus community to services such as dining, security, hospitality and retail.

### [Penn Summer](#)

If you are a Penn employee, Penn Summer is the perfect time for you to advance your professional goals or explore new interests with the ease of open enrollment.

### [Staff Career Center](#)

Access a wide variety of career enhancement resources such as books, videos, as well as computers and online career tools.

### [Tuition Assistance](#)

You are eligible for tuition benefits for yourself after working in your full-time benefit eligible role for 6 months. The tuition benefit for faculty and staff covers 100% of the tuition and certain fees for up to two course units per term; it can be used for undergraduate or graduate coursework at Penn.

Employees are responsible for managing their tuition benefit in accordance with the policies and procedures.



# PERSONAL INTERESTS

*Click on the titles below for more information:*

There are many way to spend your free time on campus. Browse through the list below to find an event or attraction that appeals most to you!

[Arthur Ross Gallery](#)

[Architectural Archives of the University of Pennsylvania](#)

[Cinemark University City Penn 6](#)

[Department of Music Events & Performances](#)

[Institute of Contemporary Art](#)

[James G. Kaskey Memorial Park](#)

[Kelly Writers House](#)

[Morris Arboretum & Gardens](#)

[Penn Athletics](#)

[Penn Ice Rink](#)

[Penn Live Arts](#)

[Penn Museum](#)

[Penn Park](#)

[Penn Players](#)

[Penn Relays](#)

[Radio Kismet](#)

[Shop Penn](#)

[The Rotunda](#)

[World Cafe Live](#)

[WXPN Free at Noon Performances](#)



# GROUPS, CLUBS & CENTERS

*Click on the titles below for more information:*

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[African American Resource Center](#) - AARC is a resource center dedicated to enhancing the quality of life of faculty, staff, and students at the University of Pennsylvania with a particular focus on those of African descent. Any person associated with the University may use our free and confidential services as needed.

[Lesbian Gay Bisexual Transgender Center](#) - The LGBT Center, which offers mentorships, tons of space to study and socialize, and a full calendar of events, operates as a social and political hub for the queer community on campus. One of the oldest and most active LGBT centers in the country, they have been proudly serving the Penn queer community for over 30 years.

[Pen and Pencil Club](#) - A creative writing workshop for staff of the University of Pennsylvania! From a variety of backgrounds and University departments, Penn & Pencilers are writers of fiction, literary non-fiction, and poetry.

[Penn Club](#) - A 5-star private club that provides access to 150+ reciprocal private clubs worldwide (including Philadelphia) and a clubhouse in Manhattan. Staff rates are discounted compared to alumni rates.

[Penn Professional Staff Assembly](#) - The PPSA provides a forum through which monthly-paid staff can engage in dialogue about issues facing the University and higher education.

[Penn Women's Center](#) - A center created to promote gender justice, and to empower, support, and advance personal and professional development for women and female identified persons.

[Penn Employee Alliance for Climate & Environment \(PEACE\)](#) - The PEACE program builds knowledge and leadership across Penn's schools and centers by empowering individuals to champion sustainability at Penn.

[University Club](#) - Access buffet lunch, meeting rooms, and special events for an annual membership fee of \$75. New faculty or staff members can enjoy club membership for free during their first year at Penn.

[University of Pennsylvania Faculty Senate](#) - Elected members of the Faculty Senate's executive and standing committees engage in investigation and consideration of matters of import with the University administration.

[WPPSA: Penn Weekly-Paid Professional Staff Assembly](#) - The WPPSA represents weekly-paid professional employees on the University Council and provides leadership, recommendations and implementation of strategies that span all University life.



# CITY RESOURCES

*Click on the titles below for more information:*



**The City of Philadelphia offers its residents a wealth of municipal resources ranging from low-cost legal services to social community events. The list below is only a snapshot of the organizations that can support your off-campus living experience.**

## [Legal Resources](#)

For information on tenant advocacy groups and court procedures, please visit the Legal Resources page under Tenant/Landlord Relationship.

## [University City District](#)

University City District is a partnership of world-renowned anchor institutions, small businesses and residents that creates opportunities, improves economic vitality and quality of life in the University City neighborhood of West Philadelphia. This organization strives to invest in world-class public spaces, address crime and public safety concerns, bring life to commercial corridors, connect low-income residents to careers, and promote job growth and innovation. Please contact [ucd@universitycity.org](mailto:ucd@universitycity.org) for more information.

## [Center City District/Central Philadelphia Development Corporation](#)

The CCD and CPDC share a mission to enhance the vitality of the Center City neighborhood as a thriving downtown and a great place to live, work and have fun. These organizations promote social engagement opportunities, develop resources for business entrepreneurs and are committed to making Center City a safe, clean and beautiful neighborhood to work, shop, dine and play.

Please contact [info@centercityphila.org](mailto:info@centercityphila.org) for more information.

## [Department of Licenses and Inspections](#)

The City of Philadelphia has set minimum health, safety and maintenance standards for houses and apartments. Keeping housing in our city up to these standards involves a partnership between the tenant, landlord and city. The Department of Licenses and Inspections strives to be the nation's leading code enforcement agency by exercising the highest level of integrity in its interpretation and application of the city's building, maintenance and safety codes. To provide the best customer service and operations systems possible, the Department of Licenses and Inspections has several divisions that govern code and regulation enforcement, residential and commercial licensing, permits and certificates, zoning and appeals.

Municipal Services Building:

1401 John F. Kennedy Boulevard, Philadelphia, PA 19102

215-686-2463



# CITY RESOURCES (continued)

Click on the titles below for more information:

## [Rental and Property Licenses](#)

A [Rental License](#) is required to rent dwelling, rooming, or sleeping units to tenants in Philadelphia, including residential dwellings and units, rooms in a home, dormitories, and certain visitor accommodations.

A Rental License is a type of business license. All businesses that operate in the city need to register for a [Commercial Activity License](#).

### Common rental and property situations

In most cases, you will need a Rental License to operate your rental property. However, there are some situations where a different license or approval is needed. Here are some common examples:

To rent out ...	You'll need a ...
<ul style="list-style-type: none"><li>• Residential dwellings.</li><li>• Rooming or boarding houses.</li><li>• Assisted living facilities.</li><li>• Dormitories.</li><li>• Hotels, motels, hostels, bed-and-breakfasts, and other short-term rentals of properties without a primary resident (i.e. visitor accommodations).</li><li>• Certain other properties.</li></ul>	<a href="#">Rental License</a>
A unit to a family member, without collecting rent.	<a href="#">Notarized affidavit of non-rental</a>
Your primary residence or a room in it for 30 days or less (e.g. using a short-term rental platform like AirBnB)	<a href="#">Limited Lodging Operator License</a>

Licenses are generally renewed on a regular basis and require a renewal fee. For additional information, please see the [Rental License FAQ page](#).



# ADDITIONAL RESOURCES

*Click on the titles below for more information:*

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[LiveWhale Events Calendar](#) - Check out daily events, symposia, seminars, etc. on our school-wide calendar.

[Penn Directory](#) - Find contact information for faculty, staff, students and Penn organizations.

[Penn Medicine Academic Computing Services \(PMACS\)](#) - Technology professionals providing a wide range of services to the Perelman School of Medicine. Find out everything you need to know about getting your computing system set up, accessing hospital systems from a School computer, web conferences, and support for technology problems and questions.

[Penn Medicine News](#) - Stay up to date on the latest news releases at Penn Medicine.

[PSOM Outreach Programs & Resources](#) - Our list of student and volunteer programs at Penn and beyond.

[PSOM Resource Guide](#) - A curated compilation of helpful PSOM marketing and communication tools.

[UPennAlert Emergency Notification System](#) - Sign up for the UPennAlert Emergency Notification System for quick notifications of critical information during significant emergencies or dangerous situations involving an immediate threat to the health or safety of students or employees occurring on campus.



