TO: Office Heads
FROM: Lianne Sullivan-Crowley
SUBJECT: Paid Sick Leave and Temporary Employees
DATE: October 15, 2018

This memo provides an overview of critical policy changes regarding hiring temporary employees and paid sick leave that are being implemented due to new legislation. Later this week, HR will email the Time Collection System departmental pay representatives and supervisors and absence management administrators with updated systems-related information for reporting and viewing time worked and charging time taken for sick leave.

Policies 2.1.1 Temporary Employees and 2.2.13 Term Appointments

Policies 2.1.1 Temporary Employees and 2.2.13 Term Appointments have been revised, effective today, to comply with and reduce University risk associated with the New Jersey Pay Equity Act and the New Jersey Paid Sick Leave Act. To avoid adverse impact on workers, especially rehired retirees, supervisors need to track hours worked more rigorously and categorize the type of work performed more accurately.

Key changes are:

- All temporary workers will now be paid hourly, i.e., as casual hourly employees. Individuals may not be hired normally as short term professional employees.
- Clarification about how to rehire retirees to work in some capacity are being implemented to protect their health insurance benefits.

For more information about transitioning active short term professional employees to casual hourly status, how to rehire retirees, planning and approving paid sick time, or other questions, contact your senior HR manager.

Paid Sick Leave

Effective October 29, 2018, all employees will be eligible to receive paid sick time based on the number of hours they work. Under the New Jersey Paid Sick Leave Act, casual hourly and short-term professional temporary employees, student workers, and non-benefits-eligible employees will be directly impacted; Princeton’s regular and term benefits-eligible employees are not impacted as they receive paid time off through our current policies that are compliant.
We strongly recommend that managers and TCS supervisors attend an information session in the 7 New South Training Room; the schedule is:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Monday, October 22</td>
<td>2:30–3:30 p.m.</td>
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<tr>
<td>Thursday, October 25</td>
<td>2:30–3:30 p.m.</td>
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<td>Monday, October 29</td>
<td>1:00–2:00 p.m.</td>
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<td>Tuesday, October 30</td>
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Key points are:

- Employees will accrue one hour of paid sick leave for every thirty hours worked, up to a maximum of forty hours in Princeton’s fiscal year.
- Employees may use sick leave after February 26, 2019, and after the 120th day of hire; unused accrued sick leave will be restored for those rehired within six months of their termination date.
- Employees will enter sick days taken in the Time Collection System (TCS), and they will have access to Absence Management in HR Self Service.
- Paid time off will default to the same chart string(s) designated for the employee’s salary.
- The paid time off may be used for various situations similar to those applicable to the Family Medical Leave Act and for circumstances related to domestic or sexual violence, closure of the workplace or child’s school or childcare center due to a public health emergency, or a child’s health condition or disability.
- Other rules may apply, depending on the situation; the act may not apply to employees covered by union contracts.
- Refer to the policy 3.1.6 Sick Days, which will be updated by October 29, 2018, for more specific details.

All regular, term, and temporary employees will receive a notice that describes this new law by the end of November 2018, as required by the State of New Jersey; temporary employees hired after the mailing will receive the notice when they come to HR to complete the Form I-9, which must be done within the first three days of their employment. The notice is also available on the HR policy website.