From the Vice President

Since July 1, 2009, 252 staff members succeeded in being offered a new position internally. Almost sixty percent were promoted. Thirty-six individuals accepted a lateral transfer to a position in a new or the same department; some transferred to move from part-time to full-time status. In all cases, employees changed jobs to satisfy their individual personal and/or professional goals. Many aspired to acquire new skills and learn; others sought to attempt fresh challenges and develop; and some were motivated to increase their earning potential. On page 5, you can read the list of 52 individuals “on the move” since October 4, 2010. Congratulations to all employees!

As an educational institution, Princeton is deeply committed to supporting all employees to grow personally and professionally throughout our careers. Because our developmental needs change at various stages of our lives, we offer various formal and informal classes and benefits to enable each of us to choose the best option. This includes the tuition remission program; classes provided at no charge by HR and other University departments; and programs, including the Management Development Certificate Program and Excelling at Princeton.

Last year, HR redefined a vacant position to create a new career development specialist to assist employees to develop personal learning plans to support their own growth. We also offer focused training sessions and individual coaching. On page 6, read about the program and the journey of one individual, Caasi Love, who participated in the Career Development Program.

This year, the University again demonstrates its commitment to learning as we obtained approval from the Priorities Committee to hire a new learning and development analyst in FY2012 to help us expand the selection of HR courses, programs, and services to impact positively a broader range of employees. More to come in the future . . .

Meanwhile, I encourage all of you to reflect on your own careers and take a step to continue on your personal and professional journey to become a more satisfied, happier, and productive individual.

Recently, several very talented, skilled, and experienced staff members joined the HR team. Join me in welcoming Naida Chipego, assistant to the HR Services Team; Marcia Conrad, staffing specialist; Linda Nilsen, director of benefits; and Nakia Townsend (read her story on page 7), labor and employee relations coordinator to the HR Client Services Team.

Lastly, congratulations to Karen Bredbenner and Rhonda Hospedales for their well-deserved promotions to acting senior HR managers.

Please send me your feedback—I would like to hear from you.

Lianne Sullivan-Crowley
Opportunities

- Remember, if you participated in a health benefit and/or dependent care expense account in 2010, you must submit your claims no later than March 31, 2011, to Crosby Benefit Systems to be reimbursed for your eligible expenses incurred in 2010. If you miss this deadline, you will forfeit any remaining monies, since unused funds cannot be rolled over into the next plan year. To obtain a claim form, visit our website. See page 3 about our new administrator, PayFlex, effective January 1, 2011.

- The Board of Trustees approved a salary pool for FY2012 that allows the University to reinstitute the annual Merit Increase Program (MIP). Office heads and academic chairs and directors will recommend annual increases for eligible employees based on performance. Refer to our Web page.

- The HR Departmental Contact List has been updated. Please refer to our Web page to find out which HR staff members support your department.

- Continuing in its commitment to environmental sustainability, the University is making possible the Employee Solar Program provided by SunPower®, a global solar technology company. SunPower has been selected by the University to install a large solar collector field on our property in West Windsor, beginning later this year. The employee program offers faculty and staff a meaningful way to take advantage of this renewable energy source. By installing a solar power system at your home, you can reduce carbon emissions, save money on your utility bills, and meet a significant portion of your home electricity needs. For more information, visit the SunPower website.

- Staff and faculty are invited by the Office of Religious Life to go to Cambodia as a delegation from August 26–September 9, 2011. The purpose of the trip is to learn about religious responses to human trafficking there. For more information, refer to the website or contact Dean Alison Boden at aboden@princeton.edu as soon as possible.

Policy Updates

- The University’s overtime policy has been revised, effective March 1, 2011. Overtime is paid to biweekly-paid employees (nonexempt staff) at one and one-half times the regular rate of pay during one defined workweek, which is Monday, 12:01 a.m. through Sunday, 12 p.m. (midnight). Overtime pay will be calculated only on all hours worked in excess of 40 hours per week or 8 hours per regularly scheduled workday. Overtime calculations for union employees follow their contracts. For more information, refer to policy 7.1.1 Overtime or contact HR at 8-3300 or hr@princeton.edu.

- Policy 5.0.4 Work Schedules Affected by a Weather Emergency has been updated, effective February 1, 2011, to clarify categories, e.g., critical and essential services, and the compensation (premium pay) rate for individuals required to work when the University announces a delayed opening or early closure or remains open for critical or essential services only. All premium pay is equivalent to one and one-half times the affected employee’s base rate of pay. Union employees should follow their contracts. For more information, refer to policy 5.0.4 Work Schedules Affected by a Weather Emergency or contact HR at 8-3300 or hr@princeton.edu.

Performance Appraisal Classes

All employees should receive an annual performance appraisal from their supervisors. Classes and Lunchtime Matinees are offered (see page 8), and various HR staff members are available to assist employees and supervisors throughout the process. Refer to the HR Departmental Contact List or our performance management Web page.
Questions from the HR mailbox

What is Payflex?
PayFlex is the University’s new administrator for the health benefits and dependent care expense accounts, the parking and transit reimbursement accounts, COBRA, the Employee Child Care Assistance Program (ECCAP), and the Mass Transit Subsidy Program. PayFlex replaced Crosby Benefits Systems, effective January 1, 2011. Submit all 2011 claims to PayFlex for reimbursement. Read more on our website. Refer to “HR Wants You to Know” on page 2 for information about filing your claims from 2010 to 2011.

Does Human Resources have a list of temporary employment agencies that the University utilizes for when I hire a temporary employee?
The University has contracts with several agencies that specialize in office and administrative positions. The list is available on the HR website. If you have questions or specialized needs, contact the Staffing Team at 8-3301 or staffing@princeton.edu.

Are over-the-counter medications eligible for reimbursement under my Health Benefit Expense Account in 2011?
As a result of health care reform, over-the-counter medicines and drugs are no longer eligible for reimbursement under the Health Benefit Expense Account unless you obtain a prescription from your doctor. The new rule does not apply to items purchased for medical care that are not medicines or drugs, including equipment, such as crutches; supplies, such as bandages; and diagnostic devices, such as blood sugar test kits. For a listing of eligible and ineligible expenses, go to PayFlex’s website or contact the Benefits Team at 8-3302 or benefits@princeton.edu.

PayFlex Debit Card for Participants with a 2011 Health Benefit Expense Account
All participants who elected a Health Benefit Expense Account for 2011 should have received one PayFlex® debit card; you have the option to order additional cards at no cost for any qualified dependent. Call PayFlex Call at (800) 284-4885 or go to PayFlex’s website.

If you prefer not to use the debit card, you can submit claims directly to PayFlex. On the PayFlex website, you can file claims, check your account balance, and view transactions or claim history.

Use the PayFlex debit card for purchasing eligible health care related items. The card is a limited-purpose MasterCard® that can only be used to pay for eligible products and services at any qualifying location where MasterCard is accepted, including hospitals, physician and dental offices, vision service locations, and pharmacies (retail and online). After using the PayFlex debit card, certain services may require that you provide documentation to PayFlex to substantiate the claim and comply with IRS regulations.

The debit card is not provided for the dependent care or transit and parking reimbursement accounts. Refer to the HR Mailbox (above) for information about over-the-counter drugs.

SEIU Summer Transfer Program
The Service Employees International Union (SEIU) Summer Transfer Program offers developmental opportunities annually during the summer, to eligible SEIU employees. If selected to participate, employees will be placed in jobs in various trade shops and other University departments where they can acquire new skills.

To apply to this program, you must complete and submit your application to HR no later than Friday, March 4, 2011. If selected for an interview, you should plan on attending this year’s job fair on Tuesday, March 29, 2011, in the Frist Campus Center, Multipurpose Room B, from 9:11 a.m. or 1:30-3:30 p.m.

For more information, including an application form and program description, visit our Web page or contact Nakia Townsend at 8-8682, ntownsen@princeton.edu.
Jobs Can Be Rewarding

Nakia Townsend, HR's new employee and labor relations coordinator, took her first class in human resources in 2009 as part of her master’s degree program in public administration at Rutgers. She was immediately hooked and knew that she wanted to redirect her career from health administration and community outreach to human resources. Fortunately for Princeton, Nakia was on campus, working part-time during the evenings in Dining Services at the Frist Campus Center to supplement her income. She said, “I loved working at Frist. The staff was fun and I felt energized by them. The students responded to great customer service, and they treated the service staff well.”

Throughout her career, Nakia had jobs in both the private and public sectors. She has always looked for opportunities that provide both personal and professional development and feels she has been “blessed with her career thus far.” Nakia knew working in the HR field would “be fulfilling because of the human factor.” She believes, “Having a job you love is not farfetched. You can enjoy what you do, and I want jobs that are rewarding and satisfying.”

When Nakia saw the HR position posted last fall, she immediately applied. Confident she had many transferrable skills, Nakia was hired and began her new job in HR in early January. She reflected, “The people at Frist have been so encouraging. They are happy and proud of me, and they celebrate my promotion as their success, too. The staff in HR has been terrific, supportive, and helpful. They are always gracious when helping me.”

Nakia observed of her new department, “HR works behind the scenes at Princeton to help others and provides many tools for employees to assess their own skill sets and market themselves. HR also assists others to become familiar with the University’s culture and how things work here. I can leverage those tools to help myself, too, to learn and grow.”

She believes that Princeton, as an educational institution, offers employees a hybrid of formal and informal opportunities to learn, which is very important to her. Nakia feels strongly that, like education, professional and personal growth is a hybrid. She said, “I intend to take advantage of every opportunity here to be a better coordinator and a better person.”

Nakia is currently finishing her master’s degree thesis and expects to graduate from Rutgers in May 2011. In her role as labor and employee relations coordinator, Nakia supports the Client Services Team for Employee and Labor Relations, including the many activities, programs, and events for which they are responsible. Employees can reach Nakia at 8-8682 or ntownsen@princeton.edu.

Journeys in Service

Congratulations to Josue Lajeunesse and Thomas “Tommy” Parker for being recognized as this year’s Journey Award recipients for their community service. They are an inspiration and embody Princeton’s spirit, “In the Nation’s Service and in the Service of All Nations.”

Lajeunesse, a native of Haiti and a 15-year building services staff member, was recognized with the Journey Award for Special Achievement. Through tireless efforts, he helped to bring clean drinking water to his family’s Haitian village. He was featured in the 2009 documentary “The Philosopher Kings,” for his highly laudable efforts. His current undertaking is a project to build a health clinic in Haiti and raise funds to purchase solar panels and school computers.

Parker, a long-service employee in the Office of Mail Services, received the Journey Award for Lifetime Service for enriching the lives of many in the Princeton community. A key partner to administration and staff in his role as president of the Service Employees International Union (SEIU), Parker co-founded the SEIU Summer Transfer Program to create developmental and career advancement opportunities for SEIU employees. He served as the human services commissioner for Princeton and as the chair of the Joint Civil Rights Committee in Princeton. He also participated in other efforts related to race, police, and community relations.
Congratulations to the following employees who were promoted or transferred to a vacant position or assumed an acting appointment between October 4, 2010, and January 11, 2011. Please note that this list is based on both the effective date and the data entry date of January 11, 2011. If you believe your name should have been included on this list, please contact Claire Jacobs Elson, celson@princeton.edu, 258-4131.

<table>
<thead>
<tr>
<th>NAME</th>
<th>DEPARTMENT</th>
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<tr>
<td>Robert Adams *</td>
<td>Department of Public Safety</td>
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<td>Raymond Andrusiwick</td>
<td>Plumbing Shop, Department of Facilities</td>
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<td>Emily Aronson</td>
<td>Office of Communications</td>
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<td>Richard Baah *</td>
<td>Building Services, Department of Facilities</td>
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<td>Karen Bredbenner*</td>
<td>Office of Human Resources</td>
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<td>Kenneth Bruvik</td>
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<td>David Carter*</td>
<td>Office of Finance and Treasury</td>
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<td>Camm Castens*</td>
<td>School of Architecture</td>
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<td>Stanley Cheek**</td>
<td>Department of Public Safety</td>
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<td>Matthew Conti</td>
<td>Department of Athletics</td>
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<td>Jin Cordaro</td>
<td>Department of Ecology and Evolutionary Biology</td>
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<td>Pamela DelOrefice</td>
<td>Department of Computer Science</td>
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<td>Pierre Deravil</td>
<td>Central Campus Ground Shop, Department of Facilities</td>
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<td>James Devincenzi</td>
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<td>Mohamed Flites</td>
<td>Building Services, Department of Facilities</td>
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<td>Sally Freedman</td>
<td>Program in Judaic Studies</td>
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<td>Rekha Gupta*</td>
<td>Lewis-Sigler Institute for Integrative Genomics</td>
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<td>Rhonda Hospedales</td>
<td>Office of Human Resources</td>
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<td>Michelle Inverso</td>
<td>University Health Services</td>
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<td>Curtis Johnson</td>
<td>Building Services, Department of Facilities</td>
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<td>Cynthia Kandell</td>
<td>Program in Atmospheric and Oceanic Sciences</td>
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<td>Donald Kanka</td>
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<td>Stephen Kratzer</td>
<td>Building Services, Department of Facilities</td>
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<td>Sandra Lam</td>
<td>Princeton Institute for the Science and Technology of Materials</td>
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<td>James Lawson*</td>
<td>Housing and Real Estate Services, Department of Facilities</td>
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<td>Katiein Lutz</td>
<td>Office of the Alumni Association</td>
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<td>Thomas Mahoney</td>
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<td>Kayron Marino</td>
<td>Dining Services, Department of Facilities</td>
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<td>Leslie McCausland</td>
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<td>Erin McGuigan*</td>
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<td>Hector Mejia</td>
<td>Dining Services, Department of Facilities</td>
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<td>Luke Miller</td>
<td>Department of Public Safety</td>
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<td>Anthony Morealle</td>
<td>Print and Mail Services, University Services</td>
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<td>Henrietta Ofori-Hinson</td>
<td>Dining Services, Department of Facilities</td>
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<td>Daniel Pierce</td>
<td>Site Protection, Department of Facilities</td>
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<td>Josko Piazzonic</td>
<td>Department of Mathematics</td>
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<td>Raya Ramirez *</td>
<td>Dining Services, Department of Facilities</td>
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<td>Lorena Rodriguez</td>
<td>Building Services, Department of Facilities</td>
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<td>Baru Saul*</td>
<td>Program in Judaic Studies</td>
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<td>Beth Schupsky *</td>
<td>Loans and Receivables, Office of Finance and Treasury</td>
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<td>Nick Spezzacatena</td>
<td>Dining Services, Department of Facilities</td>
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<td>Andrew States*</td>
<td>Lewis-Sigler Institute for Integrative Genomics</td>
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<td>Laura Strickler *</td>
<td>Andlinger Center for Energy and the Environment</td>
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<td>Yuming Sun</td>
<td>University Library</td>
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<td>Deyo Swartz</td>
<td>Department of Public Safety</td>
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<td>Nakiia Townsend</td>
<td>Office of Human Resources</td>
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<td>Frank Urban</td>
<td>Site Protection, Department of Facilities</td>
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<td>Salvatore Urso</td>
<td>Administrative Information Services, Office of Information Technology</td>
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<td>Robert Van Schaick</td>
<td>Housing and Real Estate Services, Department of Facilities</td>
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<td>Jason Wilder*</td>
<td>Events, Office of Development</td>
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<td>Katherine Woodside</td>
<td>Woodrow Wilson School</td>
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<tr>
<td>David Young*</td>
<td>Housing and Real Estate Services</td>
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* Participates in HR's Management Development Curriculum
• Participates in the Staff Educational Assistance Plan
~Graduate of the Management Development Certificate Program
Taking a Career Journey

Over the past 16 months, Career Development Specialist Kamara Blackman has been meeting with employees interested in exploring their professional development and career paths. One such individual is Caasi Love, team lead in the facilities finance and business office. Caasi had graduated from Rutgers in 2007 with a degree in economics, made possible in part by the University’s Staff Education Assistance Plan. Since high school days, Caasi had worked in dining services, first as a temporary worker at the Graduate College, then as a cook, and finally as a manager at Forbes College. After he got his bachelor’s degree, he began to think about whether he should remain in the food service field or whether his experience and education would allow him to try a new area where he could continue to learn and grow.

In September 2009, Caasi met with Kamara who was at the very beginning stages of developing the Career Development Program. Kamara said, “Caasi shared his journey and I helped him figure out which jobs might be a good fit.” They revised his resume, reviewed job postings, and worked on his interview skills. Caasi was pleased with the results, which he explained “were immediate. I went from hearing nothing to getting interviews and call backs. It was all a learning process about what I wanted to do. Each step helped me decide what I should do next, and it ended with two simultaneous job offers.”

Kamara observed, “Caasi made every effort to learn and adjust what to do next in his job search. He became more selective about the positions he applied for.” In the summer of 2010, Caasi accepted an offer for his current position in the facilities business office because of its learning potential. “I work with great people, including my boss. I am still learning and developing and am working hard to meet his work ethic as I do my job. I am happy and it keeps me focused.” His responsibilities include managing a four-person staff, paying utility bills, managing commercial properties and major project budgets, and preparing financial statements.

When asked about what advice he would give others who are considering a job or career change, Caasi responded, “I would stress education, being prepared, and networking with others, which can occur through the interview process or when attending HR classes.”

Kamara meets regularly with employees to talk about their aspirations, interests, skills, and motivations. “It’s important,” she believes, “that you pick jobs that fit your interests and skills. Caasi and I identified his transferrable skills and then focused on his abilities. When I coach employees, we also work on how to emphasize their strengths when interviewing.” For many, she explained, “We discuss what they can do to get started on the next phase of their career journeys.” Kamara also facilitates two classes geared toward career development (see box below).

To learn more about HR’s Career Development Program, refer to our website or contact Kamara directly at 8-5957 or kblackma@princeton.edu.

Caasi Love and Kamara Blackman

Career Development Courses, Spring 2011

Classes meet in the HR Training Room, 7 New South

Resume and Cover Letter Writing
Thursday, March 10
10 a.m.–noon

Interview Preparation
Tuesday, March 22
10 a.m.–noon
Congratulations…

to the employees who recently completed
New Manager Orientation

Front row from left: Jackie Leighton, Davis International Center; Anne Langley, Library; TaWanda Jones, Print and Mail Services, University Services; Amanda Irwin Wilkins, Princeton Writing Program; Jon Horowitz, Office of the Alumni Association

Back row from left: Thomas Corcoran, Grounds and Building Maintenance, Department of Facilities; Angela Francis, Development Relations, Office of Development; Charlotte Browning, Finance and Administrative Services, Department of Facilities; Ryan Kehoe, Dining Services, Department of Facilities; Nic Voge, Center for Teaching and Learning

Front row from left: Mark Washington, Finance and Administrative Services, Department of Facilities; Gerald Cohen, Undergraduate Admission; Missy Gillespie, Office of Communications; Elaine Richards, Office of Human Resources; Tom Chester, Office of Human Resources

Back row from left: Jennifer Treichler, Controller, Office of Finance and Treasury; Miles Hersey, Grounds and Building Maintenance, Department of Facilities; Kara Dolinski, Lewis-Sigler Institute for Integrative Genomics; Holly Welles, Princeton Environmental Institute

A friendly face in HR

Erika Casey was hired by HR in 2007, but was no stranger to the University, having previously worked as a temporary employee in facilities. In 2010, Erika accepted a new role as the HR staffing assistant and is one of the first individuals with whom applicants and new staff members interact at the University. She coordinates all details of the onboarding process, prepares job offer letters for new employees and current employees who are being promoted or transferred, conducts the weekly New Hire Orientation Program on a rotating basis with her staffing colleagues, and oversees the Employee Referral Program. Erika helps applicants and hiring managers throughout the application and hiring process and is generally known in HR as the staffing go-to person.

Erika said, “Providing exceptional customer service to internal applicants, employees, and my HR colleagues is the most important part of my job. I was fortunate to become well-rounded in HR services in my previous role as the Front Desk HR assistant, when I built many relationships.” As a member, too, of the HR Services Team, Erika commented, “I enjoy our open communication and close interactions and like being able to bring our ideas to the table.”

Becoming part of the Staffing Team fulfilled one of Erika’s career aspirations. She explained, “I was interested in learning more about the staffing process and about Princeton’s budgeting system.”

When Erika is not at work, she spends quality time with her husband Scott, who works in the University’s Site Protection Shop, and toddler son Dane. Her passion is snowboarding, which she does whenever possible. Employees can contact Erika at 8-9100 or ecasey@princeton.edu.
From A to Z:

HR’S CORE LEARNING CURRICULUM
Advance registration is required at the Employee Learning Center. Visit our Web page to read class descriptions. All classes meet at 7 New South.

Building Winning Partnerships
Wednesday, March 30
1–5 p.m.

Coaching Others Toward Improvement
Wednesday, April 20
8:30 a.m.–12:30 p.m.

Enhancing Feedback and Listening Skills
Wednesday, March 16
8:30 a.m.–12:30 p.m.

Influencing Others
Thursday, April 21
1–5 p.m.

Legal Aspects of Supervision
Wednesday, February 9
1 p.m.–5 p.m.
Tuesday, March 29
9 a.m.–1 p.m.

Leveraging Diversity: Challenges and Opportunities
Wednesday, April 27
8:30 a.m.–noon

Leveraging Diversity: Part II
Wednesday, April 27
1–4 p.m.

Making Meetings Work
Tuesday, February 15
8:30 a.m.–12:30 p.m.

Managing Effective Interactions
Wednesday, April 13
1–5 p.m.

Performance Management
Tuesday, March 1
1–5 p.m.
Wednesday, April 6
8:30 a.m.–12:30 p.m.

Working More Effectively as a Team
Thursday, March 24
1–5 p.m.

Write or Wrong: Improving Written Communication
Thursday, February 10
9 a.m.–noon

Write or Wrong II: Making Good Writing Better
Thursday, April 7
9 a.m.–noon

Interview Preparation
Tuesday, March 22
10 a.m.–noon

Resume and Cover Letter Writing
Thursday, March 10
10 a.m.–noon

LUNCHTIME MATINEE SERIES
Advance registration is required at the Employee Learning Center. All classes meet at 7 New South.

Performance Appraisal
Wednesday, February 23
Noon–1 p.m.
Tuesday, March 15
Noon–1 p.m.
Thursday, April 14
Noon–1 p.m.

CAREBRIDGE SEMINARS
All seminars meet at Frist Campus Center, Multipurpose Room C, except when noted at PPPL, Lyman Spitzer Building Auditorium.

Overcoming Barriers to Fitness
Wednesday, February 16
Frist, 10–11 a.m.
PPPL, 11:30 a.m.–12:30 p.m.

Managing Change Effectively
Wednesday, March 16
Frist, 10–11 a.m.

Someone You Care About Is Ill; Coping with Serious Illness
Wednesday, April 13
Frist, 10–11 a.m.
PPPL, 11:30 a.m.–12:30 p.m.

Stress Management That Works
Wednesday, May 11
Frist, 10–11 a.m.
PPPL, 11:30 a.m.–12:30 p.m.

OTHER EVENTS

Service Recognition Luncheon
Thursday, March 24
11:30 a.m.–1:30 p.m.
Jadwin Gymnasium

New Manager Orientation
Tuesdays, April 5, 12, 19, and 26
8:30 a.m.–12:30 p.m.
7 New South Training Room
(by invitation to newly hired or promoted managers)

Fristfest for All Members of the Community Picnic
Thursday, April 28
(other activities to be announced)

CPUC Selection Process
April and May
(specific dates to be announced)

Spring Mammography Program
May
(by invitation to female faculty and staff members age 35 and over; specific dates to be announced)

Contact us: hr@princeton.edu ■ benefits@princeton.edu ■ staffing@princeton.edu ■ hrld@princeton.edu