On Monday, January 19, 2009, the University will celebrate the life and legacy of Dr. Martin Luther King Jr. during its annual program in Richardson Auditorium. The following day, the new president of the United States will be inaugurated, marshaling a historic moment in America. The importance of this week will be felt by all of us at Princeton, where we strive to foster an environment of fairness and respect for each individual. We champion the idea that inclusivity promotes the achievement of great things in classrooms, laboratories, and the work setting.

Princeton values and seeks the diversity of thought and spirit of its employees. We recognize that the multiplicity of our workforce is more than our race, age, gender, ethnicity, sexual orientation, or disability. Our various personal and professional experiences, talents, skills, knowledge, thoughts, values, and lifestyles that we bring to work daily allow us to perform our jobs to the best of our abilities.

Bringing together different perspectives harmoniously is important to leveraging individuals' collective talents. One way Princeton does this is through various employee resource groups, which are voluntary groups organized around shared interests. These groups assist the campus in recruiting and retaining a diverse workforce. Princeton currently supports five—the Chinese Community; Latino Administrators; the Lesbian, Gay, Bisexual, and Transgender Group; the Princetonians of Color Network; and the South Asian group.

Also, Princeton recently formed the Diversity Council, a group of dedicated employees tasked with influencing campus culture and developing new short- and long-term actions and priorities. In partnership with academic and administrative units, these activities promote the University’s diversity goals to raise awareness of Princeton’s commitment to an inclusive and equitable community.

I encourage all employees to participate in one of the many multicultural activities offered at Princeton throughout the year. I hope the articles in this publication will prompt you to do so.

Please continue to send me your feedback. I want to hear from you!

Lianne Sullivan-Crowley
HR Communications and diversity specialist, at zbartley@princeton.edu, 8-9149.

Since 2007 when he began at Princeton, Robert Martinez, manager of diversity and inclusion, has been focused on supporting targeted groups of employees with shared interests. These organizations are evolving into invaluable employee resource groups and include the Chinese Community; the Latino Administrators; the Lesbian, Gay, Bisexual, and Transgender Group; the Princetonians of Color Network (PCN); and the South Asian group. Martinez believes employee resource groups are important to the University because they help us to recruit and retain a diverse workforce. They bring together employees who share certain professional or personal experiences and provide them with a network that fosters their feeling comfortable, happy, and engaged.

Marguerite Vera, vice president of PCN and associate director for affiliated groups in the Office of the Alumni Association, believes these types of groups are essential. She feels they welcome and attract employees from across the campus for meetings and educational and social activities. Vera describes how “PCN provides a strong support system” by helping employees feel like they “belong here and are a member of a bigger team.” She believes that employee resource groups “embrace employees, which demonstrates that the University values individuals of different cultures and helps them to be invested in the rest of Princeton, making it a better place for all of us.”

Jorge Escobar, manager of development administration, has been one of the individuals leading the formation of the Latino Administrators group. He believes that creating “a group of individuals with common backgrounds brings many advantages with an implicit value.” He anticipates that “this group will allow for new opportunities and collaborations” that can help people to network professionally with one another or develop new friendships. Escobar believes that having a supported “professional group is one strategy to attract new talent to our workforce, make Princeton more competitive, and bring camaraderie to the University.”

A 2004 recommendation by a president-appointed diversity working group has resulted in having a senior leader of the University appointed as liaison between each group and the broader central administration. The purpose is to communicate institutional priorities and goals, enabling these employee groups to be more effectively used as a resource. Martinez supports these groups as they help to enhance employee engagement, productivity, job satisfaction, and retention and to increase links to networks that can improve the diversity of applicant pools. Martinez encourages anyone who would like more information about any of the resource groups or wants to get involved to contact him at rm@princeton.edu, 8-8959, or Zia Bartley, events management, communications, and diversity specialist, at zbartley@princeton.edu, 8-9149.
Opportunities

1. To register for any University training session, you can go to www.princeton.edu/training, the home of the new Employee Learning Center, where you can better manage your professional development for classes taken on campus. In addition to registering at the Learning Center, you can also track your training history and view a monthly calendar of your class schedule. The Employee Learning Center is supported by the Office of Information Technology (OIT). If you have questions, please contact the OIT HelpDesk at 8-4357 or e-mail training@princeton.edu.

2. In 2009, employees will be able to set aside more money in an individual Supplemental Retirement Plan—also known as the Tax Deferred Annuity or the 403(b) plan—under updated Internal Revenue Service regulations. You can defer up to $16,500 if you are under age 50, $22,000 if you are over age 50, and $35,000 if you have more than 15 years of service with Princeton. You may be eligible to take advantage of the 15-year catch-up limit rule, which allows an individual calculation determined by how much you have previously deferred. To increase your deferral, enroll for the first time, or to obtain more information, please contact Elaine Richards, Benefits administrator, 8-9109, erichard@princeton.edu.

3. Staff members and students will soon have access to personal pay information through ePay, a confidential payroll component of the HR Self Service system. You will be able to make secure changes to your W-4 form online; add or change your existing direct deposit information; and view, print, or reprint your pay statements and W-2 forms. Support Princeton’s ongoing sustainability efforts by choosing to go paperless. Look for more detailed information from the Payroll Office within the next few weeks.

4. You can review the 2007 Summary Annual Reports for Princeton’s health and welfare benefits plans at www.princeton.edu/hr/benefits/BAR. These federally required reports contain information about benefit plan assets and liabilities as reported to the Internal Revenue Service on Form 5500.

Questions from the HR mailbox ~

The following questions are frequently sent by employees to the various HR mailboxes. If you have questions not addressed here, send them to: hr@princeton.edu.

Benefits@princeton.edu
staffing@princeton.edu
or hrld@princeton.edu

A staff member will respond to your inquiry within one business day.

When will I be invited to the Service Recognition Luncheon?

Each year, the University recognizes staff members attaining service milestones in five-year intervals, beginning with the 10th anniversary. You and your supervisor will be invited to attend the ceremonial luncheon the following year. For example, if you completed 25 years of service in January 2008, you will be recognized at this year’s luncheon on March 26, 2009. If you have a break in service, your years of service will be aggregated if the break is less than five years.

Does Princeton have an Employee Referral Program?

Yes, employees can receive a $250 reward for referring a job candidate who is hired and remains employed for at least six months. Benefits-eligible positions included in the program are all biweekly-paid office support staff jobs; all grade one or two administrative jobs; and all biweekly-paid janitorial and dining services jobs. Visit our website at www.princeton.edu/hr/emp/referral.pdf for specific information about this program, or contact Emily Luhman, eluhman@princeton.edu, 8-3273.

I completed the conflict of interest disclosure form last year. Am I required to submit another one this year, and if so, what is this year’s timeframe?

Each year, all Princeton employees are expected to review the University’s conflict of interest policies and guidelines prior to completing the Annual Disclosure Form for the preceding calendar year. You then give it to your supervisor to review. This year, office heads must confirm completion of the process to vice presidents or deans by February 20, 2009. You can review the annual procedures at www.princeton.edu/hr and the relevant policies and disclosure form at www.princeton.edu/hr/policies/conditions/confdisc.htm. If you have questions, contact Claire Jacobs, elson@princeton.edu, 8-4131.

Retirement Plan Counseling

We offer individual counseling sessions with TIAA-CREF and the Vanguard Group, our supplemental retirement plan vendors, to help you with retirement financial planning. You can arrange for an appointment for most Wednesdays or Thursdays with TIAA-CREF by calling (800) 842-8412. Please watch for e-mails detailing dates and times with Vanguard.

Labor-Management Partnership: The SEIU Summer Transfer Program

According to Tommy Parker, mail carrier in the mail services department and president of the Princeton Service Employees International Union (SEIU) Local 175, “The SEIU Summer Transfer Program is one of the University’s better programs built on a great partnership between labor and management.”

In the early 1990s, the Labor-Management Committee (LMC) was formed to create a collaborative forum for managers of SEIU employees, union leadership, and HR labor relations staff. The summer transfer program was the first initiative to evolve from the LMC. Director of Labor Relations Pierre Joanis believes strongly in this program today and how it has evolved. After running focus groups recently to evaluate the program, Joanis gave me a chance to offer an opportunity to develop new skills.

Kenny Grayson, electric shop foreman, is committed to giving employees “who put forth an effort” an opportunity to see if they like the work done in his trade. Because the electric shop employees have specialized technical skills, Grayson is able to offer various work assignments with hands-on training. Some past participants returned to school to increase their qualifications for jobs in the electrical trade.

Cathy Werner, a janitor in the E-Quad, was hired by Grayson in the electric shop where she said “I learned a lot, including chang- ing sockets and laying down wires.” She believes in challenging herself, because “you don’t know if you can do it until you try.” Cathy knew electricians climb ladders, but she had been afraid of heights. She explained, “I never showed my fear or said ‘no’ to anything I was asked to do. The job gave me a chance to conquer that fear.” She encourages her coworkers to take the opportunity the program offers because “you have everything to gain—knowledge, confidence, and self-esteem.”

If any departments have summer employment available and would like to give an SEIU member a developmental experience, please contact Pierre Joanis as soon as possible at pjouinis@princeton.edu, 8-8641. It’s not too late for the 2009 summer.
Congratulations to the following employees who were promoted or transferred to a vacant position or assumed an acting appointment between August 16, 2008, and January 5, 2009. Please note that this list is based on both the effective date and the data entry date of December 3, 2008. If you believe your name should have been included on this list, please contact Claire Jacobs Elson, celson@princeton.edu, 8-4131.

NAME DEPARTMENT
Mary Albert OTI/Academic Services
Diane Banaciski University Health Services
Loninit Bexquet Dining Services
Nancy Burnett* Woodrow Wilson School
Jean Chery Building Services
Linda DePitts* Council of the Humanities
Stephen Dolan Department of Athletics
Lynn Durgin Library
Nancy Everett Woodrow Wilson School
Gary Funari Facilities/Carpenter Shop
Brian Glaeser Library
Peter Green* Library
Evelyn Groom* Office of the Vice President/Senior Adviser to the President
Rekha Gupta* Integrative Genomics
Donald Heyer* Office of Loans and Receivables
Joanes Juliet Dining Services
Michele Kelly University Health Services
Tara Kimsey Office of Leadership Gifts
Robert Kochis Facilities/HVAC
Stephen Kratzer Facilities/Building Services
Terrence Lam* OTI/Administrative Information Services
Rebecca Louie* OTI/Academic Services
Margaret Matthews Library
Rand Mirante Office of Annual Giving
Karen Oliver Department of Chemical Engineering
Virginia Pikfo* Art Museum
Donna Pilone* Dining Services
Eilene Remillard-Bridges Department of Physics
Wardell Robinson-Moore Blairstown Center
Eva Rosen* University Health Services
Malin Ruiz Sierra Dining Services
Dale Sattin* Woodrow Wilson School
Karen Schwartz University Health Services
Corey Seeds Building Services
Joyce Slack Department of Near Eastern Studies
Axel Soto Building Services
Linda Taylor* Woodrow Wilson School
Pierre Veley Dining Services
Beth Way Office of Annual Giving
Joanne Whitehead Office of the Dean of Undergraduate Students
Mark Williams Dining Services
Patricia Velarch Woodrow Wilson School
Roxanne Zellin PRISM

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Mark Williams Dining Services
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Roxanne Zellin PRISM

* Participates in HR’s Management Development Curriculum. † Participates in the Staff Education Assistance Benefits Plan. ~ Graduate of the Management Development Certificate Program.

Corrections to the department listing from the September 2008 Communiqué:
Tammy Williams—Department of Near Eastern Studies
Donnell Butler—Office of Population Research, Emily Cuponon—Dining Services

Congratulations to the employees who recently completed the Management Development Certificate Program

2009 Spring Break and Summer Camp Expo
The Office of Human Resources is hosting our fourth Annual Spring Break and Summer Camp Expo on February 6 at the Frist Campus Center, Multipurpose Rooms B and C, from 10 a.m. to 3 p.m. Many local Princeton organizations will participate and provide information about camps, classes, and activities offered during the upcoming spring and summer seasons. For more information, please contact Audry Rosenblum, audryr@princeton.edu, 8-9118.

Back row from left: John Sikorski—Library, Megan Lintott—Princeton Neuroscience Institute, David Young—Housing, Beth Porter—Psychology, Denise Moody—ORPA, James Lawson—Housing, Josue Lajeunesse—Building Services, Jennifer Harper—Richardson Auditorium, Richard Flans—Visual Arts
Fourth row from left: Susan Lein—Art and Archaeology, Esin Brown—Woodrow Wilson School, Melanie Heaney-Scott—Graduate School, Gail Everett—Art Museum, Keisha Craig—Psychology, Violette Chamoun—Dining Services
Third row from left: Eileen Fowler—Molecular Biology, Robert Lexicke—Woodrow Wilson School, Barbara Zlotnik—Electrical Engineering, Jennifer Houle—Shelby Cullum Davis Center for Historical Studies, Sharon Breslin—Development/Leadership Gifts, Davina Brittingham—ORPA
Front row from left: Nicole Klein—HR, Robert Stango—OIT, Crystal Henderson-Napoli—Lewis Center for the Arts, Barbara-Jean Kennedy—Development Information Systems, Luisa Paster—HR
Not pictured: Laura Carter—Dining Services, Brenda Como—Health Services, Keith Esposito—Elevator Shop, Matthew Karczewski—Dining Services, Vincent LaPrete—OIT, Sandra Moskovitz—McGraw Center, Karthik Prabharakan—Princeton Neuroscience Institute, Christine Riley—Near Eastern Studies, Daniel Stoboden—Dining Services
Mark your calendar

From A to Z:
HR’S CORE LEARNING CURRICULUM

Advance registration is required at www.princeton.edu/training. All sessions meet at 7 New South unless otherwise noted. Core Learning Curriculum sessions have no fees (other than a $30 no-show or late cancellation fee if you register but do not cancel with at least 24 hours notice).

Building Winning Partnerships
Thursday, March 5
1–5 p.m.

Coaching Others toward Improvement
Monday, February 9
1–5 p.m.

Wednesday, March 11
8 a.m.–noon

Thursday, April 9
8 a.m.–noon

Coffee Talk Meetings
(for certificate enrollees and graduates)
Thursday, February 12
9–10 a.m.
Nassau Hall—Room 215

Thursday, March 12
9–10 a.m.
Nassau Hall—Room 215

Friday, April 17
9–10 a.m.
Nassau Hall—Room 215

Communicating with Others
Wednesday, March 18
1–5 p.m.

Conducting Effective Interviews
(hiring managers only)
Thursday, January 8
9 a.m.–4 p.m. (includes lunch)

Feedback Fundamentals
Friday, March 6
8 a.m.–noon

Leading with Emotional Intelligence
Tuesday, April 14
1–4 p.m.

Legal Aspects of Supervision
Wednesday, February 11
9 a.m.–1 p.m.

Tuesday, March 10
1–5 p.m.

Thursday, April 23
1–5 p.m.

Leveraging Diversity: Challenges and Opportunities
Thursday, February 20
9 a.m.–noon

Tuesday, March 17
9 a.m.–noon

Friday, April 24
9 a.m.–noon

Leveraging Diversity: Part II
Thursday, February 26
1–4 p.m.

Tuesday, March 17
1–4 p.m.

Friday, April 24
1–4 p.m.

Making Meetings Work
Tuesday, February 10
1–5 p.m.

Manager’s Role in Customer Service
Monday, April 20
1–4:30 p.m.

Managing Effective Interactions
Wednesday, February 4
8 a.m.–noon

Friday, March 20
8 a.m.–noon

Tuesday, April 7
8 a.m.–noon

Organize Your Workday
Using Time, Task, and E-mail Management Using Microsoft Outlook
Thursday, February 5
9 a.m.–noon

Wednesday, April 22
9 a.m.–noon

Performance Management:
Appraisals and Setting Expectations
Wednesday, January 28
8 a.m.–noon

Wednesday, February 18
8 a.m.–noon

Monday, March 9
1–5 p.m.

Tuesday, March 24
8 a.m.–noon

Strength Deployment Inventory:
Applications and Insights (certificate graduates only, prerequisite: Strength Deployment Inventory)
Wednesday, February 25
1–5 p.m.

Team Performance Fundamentals
Thursday, March 26
9 a.m.–noon

Working More Effectively as a Team
Thursday, April 16
8 a.m.–noon

Write or Wrong: Improving Written Communication
Thursday, January 29
9 a.m.–noon

Thursday, March 5
9 a.m.–noon

OTHER EVENTS

Annual Spring Break and Summer Camp Expo
Friday, February 6
Frist Campus Center
10 a.m.–3 p.m.
Multipurpose Rooms B and C

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

Strength Deployment Inventory:
Applications and Insights (certificate graduates only, prerequisite: Strength Deployment Inventory)
Wednesday, February 25
1–5 p.m.

Team Performance Fundamentals
Thursday, March 26
9 a.m.–noon

Working More Effectively as a Team
Thursday, April 16
8 a.m.–noon

Write or Wrong: Improving Written Communication
Thursday, January 29
9 a.m.–noon

Thursday, March 5
9 a.m.–noon

Other Important Dates

Compensation Information
Salary Increase Process
Distribution of information and salary worksheets
Early March

Distribution of salary letters
Late May

Careerbridge Seminars
All seminars at Princeton’s main campus are held at the Frist Campus Center Multipurpose Room C. All seminars are one hour.

Personal Money Management
Wednesday, January 21
Main Campus
10 a.m. and 1:30 p.m.

PPPPL
11:30 a.m.

Managing Work Time Effectively*
Wednesday, February 18
Main Campus
10 a.m. and 1:30 p.m.

PPPPL
11:30 a.m.

Keys to Saving and Investing
Wednesday, March 11
Main Campus
10 a.m.

PPPPL
11:30 a.m.

The Adolescent and Teen Years*
Wednesday, April 8
Main Campus
10 a.m.

PPPPL
11:30 a.m.

Getting Your Elders’ Affairs/Records in Order*
Wednesday, May 13
Main Campus
10 a.m.

PPPPL
11:30 a.m.

*Offered previously

Other Events

Annual Spring Break and Summer Camp Expo
Friday, February 6
Frist Campus Center
10 a.m.–3 p.m.
Multipurpose Rooms B and C

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

Staff Recognition Luncheon
(by invitation to employees celebrating anniversaries of 10, 15, 20, 25, 30, 35, 40, 45, and 50 years in 2008 and to recipients of the President’s Achievement Award and Griffin Award and their supervisors)
Thursday, March 26
11:30 a.m.–1:30 p.m.
Jadwin Gymnasium

Annual Retirement Dinner
(by invitation to employees retiring during fiscal year 2008 and their supervisors)
Thursday, May 14
5 p.m.

A friendly face in HR

Maria Papadakis began working in 2006 as the assistant to Lianne Sullivan-Crowley, vice president for Human Resources. She provides high-level professional support to Lianne, manages her calendar, gathers meeting materials, compiles documents, and coordinates other needs. For the broader office, Maria monitors and reconciles the HR budget and participates on projects, such as the development of HR’s Continuity of Operations Plan.

When Maria was seven years old, she moved to Greece, where she lived until college. She returned to the United States to attend Hunter College and, as a student, got her first job in higher education. In 2002, Maria accepted a position at Columbia University as an assistant to an economics professor and Nobel laureate. While there, she obtained her master’s degree in higher education administration.

Known in HR for her organizational skills, Maria said she learned to set professional and personal goals to keep herself focused. She is the mother of two small children and is training to run her second marathon in May 2009. Maria strives to excel at work, maintain the Professional Human Resources Certification she earned in 2008, and complete the Management Development Certificate Program. She likes “being part of a good team and loves working here.”

Employees can contact Maria at mpapadak@princeton.edu, 8-8032, for her assistance or to meet with Sullivan-Crowley. 

Image of Maria Papadakis, the author of the article about her colleague Lianne Sullivan-Crowley. The image shows a friendly face in the HR department.