From the Vice President

As we begin the 2012–13 academic year, we focus this HR Communiqué on employee health and well being. With the 2013 Annual Benefits Open Enrollment period beginning on October 15, we want to bring to your attention some important changes that will be made to our healthcare plans. We are expanding certain coverages and services to help employees and their families manage their own health care more effectively. We are also providing you with information about the healthcare system to make it easier to understand.

I encourage you to read through the Open Enrollment materials you received in the mail. Included is a new booklet called Managing Your Healthcare Costs that describes the broader context of health care today, including information about how Princeton, like the rest of the country, has been experiencing rising costs over the past 10 years. The booklet includes information to help employees make informed decisions about the best medical care available, utilize programs and services arranged specially for Princeton, and reduce costs for individuals and the University.

In Managing Your Healthcare Costs, you can read about special arrangements for Princeton, including on campus programs and services. One such program is smoking cessation, which helps individuals quit smoking. On page 5 of this issue of the Communiqué, we feature an employee who successfully completed the program.

We also give light to the work life benefits of the Backup Care Program on page 4 in an article about the experience of an employee who has been utilizing elder care services for her parents. It has brought her the “peace of mind” that enables her to help her parents and, at the same time, remain engaged in her job.

On a more celebratory note, please join me in welcoming several new and very experienced individuals to HR. They are Jeanne Donofrio, learning and instructional design specialist; Jaclyn Immordino, communications and events specialist; Maureen Lampariello, benefits analyst; Romy Riddick, director of diversity and inclusion; and Tara Texiera, manager of human resources information systems. We also welcome the return of Helene Murphy, benefits specialist, who transferred from the Princeton Plasma Physics Laboratory. And, we congratulate Erika Casey on her promotion to human resources administrator to oversee our background check program (see page 2 for more information).

I wish you all a very productive year. Please continue to send me your feedback—I appreciate hearing from you!
Opportunities

• HR began conducting background checks for all regular staff positions as of July 1, 2012. Erika Casey, HR administrator, oversees the program, including funding, which was centralized in HR. Anyone who has questions should contact Erika at 8-9100 or ecasey@princeton.edu.

• All faculty and staff are invited to join the Ally Project by attending the training class “Supporting LGBT Students, Staff, and Faculty” and are also welcome to a second class “Transgender 101.” Classes are offered by the Lesbian, Gay, Bisexual, Transgender (LGBT) Center and cosponsored by HR. Please register on the training website. Please see page 8 for dates and location.

• PTENS, the University’s emergency notification system, relies on employees’ personal information to disseminate critical information to you during campus emergencies. PTENS sends simultaneous notifications to personal and work e-mail addresses and to landline and mobile phones, including text messages. Therefore, be sure to update your personal contact information regularly through Princeton’s secure and confidential website. For assistance with the system or logging in, click the Help link once logged in or call the Help Desk at 8-4357. For other assistance, call HR at 8-3300 or e-mail us at hr@princeton.edu.

• To support University sustainability and process improvement initiatives, effective this November, employees with direct deposit for their paychecks will no longer receive printed pay statements. Individuals will be able to view and print their statements by logging in to HR Self Service at and choosing “View Paycheck” in the Payroll and Compensation section. For more information or assistance, contact the Financial Service Center at finance@princeton.edu or (609) 258-3080. Public computer kiosks with printing capabilities for all employees are available during regular business hours at the Center, located at 7 New South.

Policy Updates and Reminders

• This is to remind all employees of their obligations under the University’s policy, “Reporting Potentially Illegal Activity.” The policy describes the University’s commitment “to conducting its academic and administrative responsibilities in an ethical and lawful manner and in accordance with applicable laws, regulations, and University policy” and states that Princeton “depends on its faculty, academic professionals, and staff to share in this responsibility through the timely reporting of suspected illegal activity.” All faculty and staff members are responsible for reporting their concerns about any potentially illegal activity they suspect or observe to their chair or supervisor and/or to the Office of Human Resources or the Office of the Dean of the Faculty and/or to the University Hotline. Employees who suspect or observe a crime in progress or one that poses a threat to individual safety should contact the Department of Public Safety at 9-1-1 (campus phone) or (609) 258-8333 (off campus or cell phone) first and then notify their chair or supervisor. The policy also includes a no retaliation statement for anyone who makes a report. To read the policy in full and for more details, please refer to the website.
Questions from the HR mailbox

Can I still apply for the Employee Child Care Assistance Program (ECCAP) even though the May 1 deadline has passed?

YES! The May 1 deadline is for current benefits-eligible faculty and staff to submit their ECCAP applications to be considered for the maximum eligible award for the new fiscal year, which runs from July 1, 2012, through June 30, 2013. Newly hired and current benefits-eligible faculty and staff may apply at any time. Awards will be pro-rated beginning the first of the month following the receipt and approval of a complete application. The application process is online and can be accessed through the Benefits section of HR Self Service under “Child Care Assistance.” If you require assistance with completing your online application, you may contact a member of the Benefits Team at 8-3302 or e-mail us at benefits@princeton.edu.

I am a monthly-paid employee. What should I do if I forgot to enter time off last month in the new Absence Management system?

The system will process time off for a previous month regardless of when it was entered. Depending on your departmental procedures, you can either enter time off yourself retroactively for a previous month or a designated person can do it on your behalf. You should check with your manager if you are not sure which way to proceed. If you need to correct or edit time previously entered and/or processed, you should talk to your department’s absence administrator. Time off entered for future month absences will not be processed until the end of that month.

Key Dates for Annual Benefits

Open Enrollment Period
Monday, October 15, through Friday, November 16, 2012.

PPPL Benefits Fair
Wednesday, October 24
10:00 a.m. to 2:00 p.m.,
PPPL, Lyman Spitzer Building

Main Campus Benefits Fair
Thursday, October 25
10:00 a.m. to 2:00 p.m.,
Frist Campus Center,
Multipurpose Rooms A and B

Open Enrollment Ends
Friday, November 16
All changes must be submitted online by midnight (5:00 p.m. for paper enrollment form submissions). HR assistance is available until 5:00 p.m.

New Benefits Elections
Elections become effective Tuesday, January 1, 2013.

For more detailed information, refer to the Open Enrollment materials which were mailed to home or campus addresses around October 15.

A presentation, with voice over, on this year’s healthcare plan changes is available on the website.

Fall Mammography Program

We will be holding the annual Fall Mammography Screening Program during the week of October 29, by appointment only. Eligible female employees, 35 and over, will receive information mailed to their homes around October 18. The program will also be offered again in the spring. For more information, please refer to the website or contact Michelle Kalayjian at 8-8960 or mkalayji@princeton.edu.

Princeton University’s United Way Campaign

This year’s campaign will run from Monday, November 12, through Friday, December 7. The Volunteer Kick-off Breakfast will take place on November 12, 9:00–10:30 a.m., at the Carl A. Fields Center. If you wish to be a volunteer, contact Jaclyn Immordino at 8-9149 or jaclyni@princeton.edu.
Events Manager Judith Rivkin oversees the logistical coordination of various faculty and student events for the Program in Law and Public Affairs. Judi characterizes managing events as a way to “build community,” and, in describing her approach, she said, “I am very hands on. I tend to work crazy hours to make sure everything runs smoothly. I pay attention to every detail because I want participants to feel comfortable.”

Like many employees, Judi also feels a sense of responsibility for her elderly parents who live more than 70 miles away. Several years ago, she began to feel the emotional and physical toll of such responsibility when her mother was diagnosed with a progressive illness. The distance made it difficult for Judi to balance the pressures of work and family. Her father had become her mother’s primary caregiver, in addition to working a part-time job. Her mother needed someone to assist her at home while her father was at work. More recently, Judi’s father retired but she knows he still needs some respite time for himself.

When she learned about the University’s partnership with Bright Horizon’s Backup Care Program more than two years ago, Judi recognized that the benefits it offered would be a good solution. The Program arranges for backup caregivers to employees who need help for infants to elders when such care would otherwise prevent them from fulfilling work obligations. Judi found she could easily make the arrangements by calling Bright Horizons directly. When she first told her dad about the benefit, she described him as “excited.”

Judi explained that having the Backup Care Program enables her to help her parents when her schedule does not allow her to be there. She found it easy to make the arrangements but cautioned, “You have to know what is important in the situation. Everyone has different needs so I recommend that you work it out first with the elders involved.”

Judi expressed confidence in Bright Horizons, explaining, “You can call anytime as long as you book a four-hour minimum and cancel by 5:00 p.m. the day before. They keep records of which caregivers you want and don’t want. Caregivers have different levels of training, and Bright Horizons informs you of their skills, including giving medicine and CPR training. They match their skills with your needs to provide the right type of help.”

When asked why she’s using the Program, Judi responded quickly, “It’s for the peace of mind I get for my dad—that’s why I’m doing it. I want to keep him going as long as I can by giving him the relief he needs. It’s been good for us.”

The Backup Care Advantage Program is available in all 50 states and Canada, year-round, for family members of employees, whether healthy or mildly ill. Each employee (or graduate student) has 100 hours of available care for each calendar year, subsidized by the University at $26.26 per hour of utilization. Employee copayments are $4 per hour up to three dependents for home-based care and $2 per hour per child for center-based care. Elder care is considered taxable income and will be imputed on the employee’s paycheck. For more information on the Program, refer to the HR website or contact the Benefits Team at 8-3302.

Benefiting from Backup Care

Carebridge Corporation conducts monthly seminars on various faculty and staff assistance and work life topics. For more information and to register to attend a session, please visit the training website (click Class Offerings and then HR Learning Curriculum) or contact Elaine Richards at 8-9109. Walk-ins are welcome.

Emotional Well-Being
Thursday, November 8, 10:00–11:00 a.m.
Frist Campus Center, Multipurpose Room A
Giving up Smoking

Heather Yacone has worked for the past five years as the administrative assistant to both the chemical and biological engineering department chair and manager. She tries to utilize the services and programs offered to her as an employee, such as participating in learning and development courses, attending lectures, and volunteering her time with charitable organizations. However, Heather never imagined that one University program would change her life so drastically.

At nearly 28 years of age, Heather realized she had been smoking for too long. A habit she had picked up in high school, she never intended it to be long-term. The thought of quitting had run through her mind several times but having watched friends and family struggle to quit, she didn’t have high hopes for herself. She figured, “When I have kids, I’ll stop.”

In 2011, Heather had a series of medical events that helped her to recognize that smoking affected her recovery. She knew then that she wanted to quit in order to get healthy.

Heather wanted a program where a professional would be available to guide her while she tackled the problem. Having seen materials about the Smoking Cessation Program offered by Princeton’s Employee Health Services (EHS), she set up a consultation. Heather completed a survey about her habits prior to the appointment so when she met her mentor, Alice, shortly thereafter, Alice was well-informed, prepared, and encouraging. As she left, Alice said, “You’re starting today.” That Sunday, Heather smoked her last cigarette, an event she remembers vividly.

The EHS program was a multi-dimensional solution for Heather. She met with Alice three times over the course of six weeks to discuss problems, successes, issues, and questions. The Program provided her with Nicorette patches in multiple doses as well as lozenges. Alice also encouraged her to join NJ QuitNet, for 24/7 support, especially helpful to her when EHS was unavailable. While Heather describes the first couple of weeks as “intense,” EHS provided her the support, guidance, and motivation to stick with the Program. She felt she owed it to EHS to succeed because they eliminated any excuses not to quit by providing the services, materials, and resources on campus at no cost.

Heather described how she feels today, “Quitting helped me get to a healthier place. It was one of the best decisions I ever made.” She has noticed positive changes to her health, and these changes have encouraged her to find other ways to get healthier—she joined a gym in April and is finding better ways to manage stress.

While involved in the program, Heather’s fiancé, Joey, decided to kick his habit a month later and “has never looked back.” Heather is proud that she quit smoking but, she says, “Even better, it’s great to know I influenced someone to change their life in a positive way. There are not many opportunities to do something for yourself so when you can, take hold of it and go.”

Free smoking cessation counseling visits and nicotine replacement therapy (patches and lozenges) are available at McCosh Health Center. Please call 258-5035 to schedule an appointment.

Campus Recreation’s 1,000-Point Challenge

Looking for more motivation to exercise? The Stephens Fitness Center at Dillon Gymnasium runs a 1,000-Point Challenge four times a year. During the Challenge, you earn one point per minute of physical activity, from walking or running to swimming, a fitness class, or any other type of physical activity you prefer. Participants complete 200 minutes of activity each week for five weeks to achieve 1,000 points. Keep track of your points and, if you earn 1,000 by the end of the Challenge, you will be eligible for a small prize. Participation in the 1,000-Point Challenge is open to all members of the Princeton community, and you do not have to be a member of Dillon Gym nor does the activity have to be performed at Dillon Gym. For dates and cards to track activity, visit the website.
Congratulations to the employees who completed
Excelling at Princeton

English as a Second Language 1 and 2, Math, and Communications
(pictured from left to right)

Back row: Sandalio Ruiz-Sierra, President Shirley M. Tilghman, Orlando Griffiths; Middle row: MCCC Instructor Nel Koseinski, Lee Tillman, Atanas Tepavitcharow, Suchart Numhom, Provost Christopher L. Eisgruber; Front row: Teodora Todorova, MCCC Instructor Lee Kantzer, Donald Juarez, Maribel Colon, Joanes Juillet, Iuliana Balan, Roxana Mastroianni.

Not pictured: Concepcion Barrera, Victorino Del Cid, Calebe Mondesir, Yokasta Nunez-Perez, Marva Reid, Fredelin Saint Vil.

English as a Second Language 3
Having already graduated from the Excelling at Princeton program, these individuals have now also completed the English as a Second Language 3 course.
Maria Bolanos, Pierre Deravil, Kittavee Gomez, Edgar Gomez, Fredy Guzman, Miroslav Lechman, Carlos Palacios, and Reyna Yildiz.

L&D Instructor Certification

These 11 individuals recently became certified to facilitate classes offered through HR’s Learning and Development Core Curriculum and Management Development Certificate Program.

Kathleen Applegate  Crystal Edwards  Judith Hernandez  Mary Beth Larkin
Naida Chipego  Jon Egbert  Jaime Kinslow  Nakia Townsend
Jeanne Donofrio  Nicole González  Jasmin Kotwal

HR’s Friendly Face
Pat Santora, benefits administrator, joined the HR Benefits Team in March of 2012 having previously worked for the HR Administrative Services Team. In this role, Pat oversees the tuition grant and staff education programs, which she finds very enjoyable. She explained, “Employees are grateful to have such a wonderful benefit available to them.” Pat also assists with day-to-day benefits administration. She has enjoyed the opportunity to stay and grow at Princeton. When not on campus, Pat enjoys spending time with her family and friends, most especially her two sons. She also enjoys traveling—she recently took a cruise to Alaska—and doing jigsaw puzzles. To contact Pat with questions about HR benefits and programs, call 8-3273 or psantora@princeton.edu.
Congratulations to the following employees who were promoted or transferred to a **vacant** position or assumed an acting appointment between May 3, 2012, and September 11, 2012. Please note that this list is based on both the effective date and the data entry date of September 11, 2012. If you believe your name should have been included on this list, please contact Claire Jacobs Elson, celson@princeton.edu, 258-4131.

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<tr>
<th>NAME</th>
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<tbody>
<tr>
<td>Lisa Ball</td>
<td>Department of East Asian Studies</td>
<td>Sarah Kampel</td>
<td>Enterprise Infrastructure Services, Office of Information Technology</td>
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<td>Louise Barrett</td>
<td>Princeton University Art Museum</td>
<td>Meghan Krause</td>
<td>Department of Chemistry</td>
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<td>Mary Bechler</td>
<td>The Graduate School</td>
<td>Lisa Lewis</td>
<td>Department of Electrical Engineering</td>
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<td>Maidul Begum</td>
<td>Sponsored Research Accounting, Office of Finance and Treasury</td>
<td>Patricia Lieb</td>
<td>Department of East Asian Studies</td>
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<td>Kwasi Boateng</td>
<td>Building Services, Facilities</td>
<td>Caasi Love</td>
<td>Finance and Administrative Services, Facilities</td>
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<td>Stacey Bonette</td>
<td>Department of Art and Archaeology</td>
<td>David Mackenzie</td>
<td>Department of Psychology</td>
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<td>Jennifer Bornkamp</td>
<td>Department of Physics</td>
<td>YaShaun Morris</td>
<td>Dining Services, University Services</td>
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<td>Christopher Burkmars</td>
<td>Office of the Vice President for Campus Life</td>
<td>Helene Murphy</td>
<td>Office of Human Resources</td>
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<td>Thomas Byrne</td>
<td>Support Services, Office of Information Technology</td>
<td>Suchart Numhom</td>
<td>Dining Services, University Services</td>
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<td>Scott Casey</td>
<td>Site Protection, Facilities</td>
<td>Michael Olin</td>
<td>Office of the Dean of Undergraduate Students</td>
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<td>Erika Casey</td>
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<td>Adam Ouellette</td>
<td>Support Services, Office of Information Technology</td>
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<td>Alice Cashel</td>
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<td>Ami Patel</td>
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<td>Violette Chamoun</td>
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<td>Kurt Phillips</td>
<td>Landscape Grounds Shop, Facilities</td>
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<td>Joseph Cooper</td>
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<td>Donald Reichling</td>
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<td>Department of Public Safety, Art Museum</td>
<td>Michael Riley</td>
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<td>Nancy Silldorff</td>
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<td>Milena Flores</td>
<td>Department of Athletics</td>
<td>Thomas Smith</td>
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<td>Debra Foster</td>
<td>Office of the Alumni Association</td>
<td>Anthony Smith</td>
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<td>John Freeman</td>
<td>Dining Services, University Services</td>
<td>Laura Spence-Ash</td>
<td>Department of Psychology</td>
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<td>Jonathan Friedman</td>
<td>Woodrow Wilson School</td>
<td>Cynthia Suter</td>
<td>Facilities</td>
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<td>Kate Fukawa-Connelly</td>
<td>Office of the Dean of the College</td>
<td>Tamara Thatcher</td>
<td>Council of the Humanities</td>
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<td>Kevin Graham</td>
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<td>Patricia Tracey</td>
<td>Industrial Relations Section</td>
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<td>Beth Janie</td>
<td>Keiller Center for Innovation in Engineering Education</td>
<td>Albert Wise</td>
<td>Department of Public Safety</td>
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<td>Susan Johansen</td>
<td>Budget Office, Office of Finance and Treasury</td>
<td>Ryan Yurko</td>
<td>Department of Athletics</td>
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<td>John Johnson, Jr.</td>
<td>Sponsored Research Accounting, Office of Finance and Treasury</td>
<td>Nora Zelizer</td>
<td>Department of Geosciences</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
^ Graduate of the Excelling at Princeton Program
HR’s Core Learning Curriculum from A to Z
Advance registration is required on the training website unless otherwise indicated. To read descriptions of courses for the Core Learning Curriculum, visit the website. All classes meet at 7 New South unless otherwise indicated.

Coaching Others Toward Improvement
Wednesday, November 7
8:30 a.m.–12:30 p.m.

Leading with Emotional Intelligence
Thursday, December 13
9:00 a.m.–noon

Legal Aspects of Supervision
Tuesday, December 11
9:00 a.m.–1:00 p.m.

Leveraging Diversity: Challenges and Opportunities
Friday, October 19
8:30 a.m.–noon

Leveraging Diversity: Part II
Friday, October 19
1:00–4:00 p.m.

Managing Effective Interactions
Wednesday, December 5
1:00–5:00 p.m.

Networking for Enhanced Collaboration
Wednesday, November 28
9:00 a.m.–noon

Performance Management
Thursday, November 29
8:30 a.m.–12:30 p.m.
Wednesday, December 12
1:00–5:00 p.m.

Write or Wrong: Improving Written Communication
Thursday, November 8
9:00 a.m.–noon

Write or Wrong II: Making Good Writing Even Better
Thursday, December 6
9:00 a.m.–noon

Princeton Deconstructed
The Princeton University Training Team (PUTT) created presentations for employees to learn about Princeton's structure, financial model, research, and student experience. All presentations meet at the Frist Campus Center, MPR B, noon–1:00 p.m. Advance registration is required on the training website.

Princeton Financials
Carolyn Ainslie
Vice President for Finance and Treasurer
Tuesday, November 6

The Student Experience
Cynthia Cherrey
Vice President for Campus Life
Tuesday, December 4

College Planning
See above for location and details.

College Planning: Practical Advice for Dealing with the High Cost of College
Thursday, November 1
Noon–1:00 p.m.

Career Development
See above for location and details.

Interview Preparation
Wednesday, October 24
10:00 a.m.–noon

Ally Project Classes
Both classes meet at the Center for Jewish Life, Wilf Auditorium (70 Washington Road).

Supporting LGBT Students, Staff, and Faculty
Tuesday, October 23
9:30 a.m.–noon

Transgender 101
Tuesday, October 23
2:00–4:00 p.m.

Carebridge
Carebridge Corporation conducts monthly seminars on various faculty and staff assistance and work life topics (see page 4 for details of the November seminar). For more information and to register to attend a session, please visit the training website (click Class Offerings and then HR Learning Curriculum) or contact Elaine Richards at 8-9109. Walk-ins are welcome.