Change is something we’ve all experienced, especially in the past decade. We’ve learned how to conduct business by e-mail, use social networks, pay bills online, and carry a cell phone that functions more like a computer than a telephone. Change—it’s all around us in our personal lives and at work. 

This year brings more change for Princeton employees as we continue to progress to resolve our budgetary challenges. 

One big change is that 145 of our valued, long-service colleagues will be retiring from Princeton by June 30, 2010. Together they have more than 4,100 years of loyal and dedicated service to the University, and they take with them talents and skills that will be missed. As our colleagues retire, let’s make certain we take the opportunity to thank them for all they have done for Princeton University. 

In this issue of the Communiqué you will read a lot of information about changes occurring at Princeton that might impact each of us. With the hard work and dedication that epitomize Princeton’s loyal staff, we see change leading us to many new or improved programs, services, and collaborations. 

The times we’re in have challenged us to grow and become even better. After all, isn’t that what Princeton is all about? 

Please continue to send me your comments and feedback. It’s more important than ever!
HR wants you to know . . .

Opportunities

- HR continues to accept valid documentation from individuals who have not yet verified their dependents’ eligibility for enrollment in Princeton’s healthcare plans. For specific documentation required and definitions of dependents, please visit our website at www.princeton.edu/hr/ben/depverification. You MUST come to HR, 1 New South, to verify your dependents’ eligibility for coverage to continue after December 31, 2009; otherwise, coverage will be terminated as of January 1, 2010. Please contact a member of the Benefits Team at (609) 258-3302, benefits@princeton.edu, if you have questions.

- Staff may be able to rent a bicycle from U-Bikes, a student-led program initiated in 2007 to provide a sustainable means of transportation while encouraging greater bicycle use in the community. For more information, ask your supervisor to contact ubikes@princeton.edu.

- As an additional cost-saving measure, the use of premium pay, including double time, double time and a half, and triple time, will be suspended as of November 2, 2009. Examples of premium pay situations include but are not limited to working seven days in the same workweek or during a University closure for inclement weather. When these situations occur in the future, biweekly-paid employees will receive regular overtime, which is one and one-half times the base salary rate. If you have questions, please contact Pierre Joanis, pjoanis@princeton.edu, 8-8641.

- If you would like to receive your copy of the Princeton University Bulletin (formerly the PWB) or the Princeton Alumni Weekly magazine at your office rather than home, or not at all, you can add your preferences to the new campus subscription website at www.princeton.edu/main/campuslife/media/periodicals. You can also use this site to opt out of many other campus publications. For more information about this site, please email commpro@princeton.edu.

Key Dates for 2010 Open Enrollment

Friday, October 8, 2009 (on or about): Receive the Open Enrollment Benefits Guide at home.

Monday, October 12, through Friday, October 30, 2009: Open enrollment period

Wednesday, October 21: Benefits Fair, 9 a.m.–3 p.m., Frist Campus Center Multipurpose Room with life insurance presentations by Prudential at 11 a.m. and 1 p.m.

Wednesday, November 18: The Confirmation Period begins and packets will be mailed.

Friday, December 4: All changes must be submitted online by midnight or 5 p.m. for paper enrollment form submission; HR assistance is available until 5 p.m.

Refer to your Benefits Guide for more information.

Changes to Our Life Insurance Programs

The University is implementing several significant changes to the basic life and supplemental life insurance plans as of January 1, 2010:

- The current age reduction schedule under the Basic Life Insurance Plan will be modified with further reductions for anyone over age 70.
- The Supplemental Life Insurance Plan will have a new age reduction for anyone over age 70.
- Supplemental life insurance elections will increase to a maximum of 6x annual base salary from 4x to a maximum of $1.5 million.
- New voluntary spousal and/or child life insurance will be offered to individuals enrolled in the Supplemental Life Insurance Plan.
- You have one last opportunity during this Open Enrollment Period to increase supplemental life insurance by 1x your annual base salary without Evidence of Insurability unless the increase is above $300,000 or 3x your annual base salary. Next year, all increases will require Evidence of Insurability.
Questions from the HR mailbox ~

The following HR-related questions were sent to the savings@princeton.edu mailbox by several employees. We encourage you to send your cost-savings suggestions to the savings mailbox or to hr@princeton.edu.

**Princeton generously contributes 9.3% of our salary to the retirement plan. Wouldn’t the University save millions of dollars each year if the percentage were reduced?**

Although a lot of money could be saved by reducing Princeton’s contribution to the employee retirement plan, the University is not considering to find cost savings by reducing retirement plan contributions.

**Would the University consider offering wellness programs for employees to promote healthy lifestyles to decrease our healthcare costs?**

The University currently provides a newsletter, Healthier Princeton at www.princeton.edu/healthier/news-events/newsletter; many wellness programs, including smoking cessation, osteoporosis screening, breast and prostate cancer screenings, depression awareness, international travel planning, and Weight Watchers at Work; access to the Stephens Fitness Center at Dillon Gym and membership to athletic facilities; employee assistance through Carebridge Corporation at www.princeton.edu/hr/worklife/eap.htm; and various services provided by our health care plans at www.princeton.edu/hr/healthcare/benefits@princeton.edu, 8-3302.

**Why doesn’t the University close between the Christmas and New Year’s holidays to save the cost of opening the buildings? This is typically a slow period.**

The University evaluated the cost-benefit of remaining open or closed during the week between Christmas and New Year’s and concluded that it would not be cost-effective. Princeton is a residential campus, and services are provided 24/7, year-round. Many buildings must remain operational, heated, and staffed.

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**A friendly face in HR**

*W*hen Catherine Geddis arrived at Princeton in 2000 as a region manager in Human Resources, she brought with her a varied work background, including experience from an academic library and television production. During her first few years here, she provided HR support to the Department of Facilities. Catherine looks back on those years and said, “It was a rewarding experience and enabled me to deal with all kinds of issues, from strategic planning to the bargaining unit.”

Today, as a senior Human Resources manager, Catherine supports other administrative and academic departments and focuses on organizational planning and development. She explained, “I work with managers about the work of the department, the jobs, how work is distributed, and effective ways to get things done. It’s a great job—each area has different needs, and I love my client groups.”

Catherine also works on complex staff issues. She and Karen Bredbenner, employee relations specialist, collaborate on day-to-day HR issues. To provide comprehensive organizational development services, Catherine works closely with Sanya Boyd, John Flynn, and Maureen Imbrenda, comprising a team from HR’s staffing, compensation, and learning and development functions, respectively.

Catherine’s favorite spot on campus is Chancellor Green. She described it as “not only beautiful, but that it also has an atmosphere that is serene and peaceful. I feel it epitomizes the best of Princeton.” Employees can contact Catherine at cgeddis@princeton.edu, 8-6129.

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**Biking at Work**

To encourage bicycle use as a convenient and sustainable form of transportation, the University recently announced a new bicycle policy. If you use a bicycle on campus, you should register it in a new online database.

Registration can help to recover a lost or stolen bicycle. Also, remember to secure your bicycle to one of the available 3,600 bike spaces.

For more information, including a map of bike rack locations, visit the transportation and parking services website at www.princeton.edu/transportation.
Purchasing Power

What does it take to be recognized over six consecutive years with a national award for excellence? Princeton’s purchasing department recently was awarded its sixth successive Achievement of Excellence in Procurement Award from the National Purchasing Institute, recognizing the sustained innovation, vision, and hard work of Don Weston, director of purchasing; Brian Rounsavill, associate director; and their staff members.

Winning the awards, according to Don, “validates our contributions.” Brian said the awards “show we work for a quality organization that is focused on continuous improvement and best practices. We want to do the best job we can for Princeton.” He described how they support departments and provide tools, including e-commerce and an online bid system, which expands the vendor pool to drive more business and increase competitive bids. Don explained further, “We work with departments and look at their purchasing needs to identify efficiencies and opportunities.” Brian observed, “Purchasing leverages the collective spend of the University to achieve savings and quality service for individual departments.”

Supporting the University’s sustainability initiative is also important to them. Don proudly mentioned that “Princeton may be the only school to mandate using 100 percent recycled paper, something that the federal government does not do.” He also noted that Princeton is a role model in “introducing the recyclable office supply delivery box program.” He described how they are conducting an innovative life cycle analysis “to track products from production through recycling to develop a business model to use in the bidding process to result in savings in new manufacturing processes.” And, Princeton is one of two area universities asked to join the Sustainable New Jersey Task Force to develop standards for local municipalities.

Don said his department strives to “be a leader among our peers” and explained that they participate in a cooperative purchasing group that leverages the University’s spending power. Their involvement with outside groups enables them to exchange ideas and combine usage to negotiate better contracts. For example, by purchasing through a cooperative model, the department was able to negotiate a much lower cost of dormitory mattresses that benefited many regional schools. They also have been successful in persuading vendors to alter how they manufacture products to reduce the carbon footprint.

Brian is in his second term as president of the New Jersey Higher Education Purchasing Association. He recently won two national awards for his paper, titled “Calculating Procurement’s Value: Best Practices for Calculating and Reporting Cost Savings,” which he presented to the National Association of Educational Procurement. The paper discusses “strategic sourcing and how to develop standards for reporting cost savings.”

The purchasing department also publishes a periodic online Princeton e-newsletter, “Purchasing Sense,” and includes savings tools and tips on the purchasing website. Purchasing staff are also available for consultation on departmental purchasing needs.

If you would like to improve your purchasing power, contact Don at donw@princeton.edu or Brian at brouns@princeton.edu.
Congratulations to the following employees who were promoted or transferred to a vacant position or assumed an acting appointment between April 14, 2009, and August 24, 2009. Please note that this list is based on both the effective date and the data entry date of August 24, 2009. If you believe your name should have been included on this list, please contact Claire Jacobs Elson, celson@princeton.edu, 8-4131.

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<th>NAME</th>
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<td>Marcia Abey*~</td>
<td>Office of Development, Capital Giving</td>
<td>Wilford Maurilus</td>
<td>Facilities, Dining Services</td>
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<td>Nicole Brady*</td>
<td>Office of Development, Leadership Gifts</td>
<td>Leslie McCausland</td>
<td>Department of Public Safety</td>
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<td>Rebecca Campana*</td>
<td>Office of Development, Strategic Partnerships and Planning</td>
<td>Marie Muhvic</td>
<td>Office of Development Priorities</td>
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<td>David Carter*</td>
<td>Corporate and Foundation Relations</td>
<td>Edward Murfit</td>
<td>Art Museum</td>
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<td>Maida Cesko</td>
<td>Princeton University Library</td>
<td>Yokasta Nunez-Perez~</td>
<td>Facilities, Dining Services</td>
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<td>Martin Crotty</td>
<td>Department of Athletics</td>
<td>Phyllis Perillo</td>
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<td>Nicola DiMeo</td>
<td>Facilities, Dining Services</td>
<td>Joseph Ramirez</td>
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<td>Susan Giranda</td>
<td>Office of the Dean of the Faculty</td>
<td>Alison Sommers-Sayre</td>
<td>Office of Development, Information Strategy</td>
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<td>Andrew Gossen</td>
<td>Alumni Association</td>
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<td>Mary Himmelstein</td>
<td>Office of Population Research</td>
<td>Erum Syed</td>
<td>Center for Human Values</td>
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<td>Gregory Hughes</td>
<td>Department of Athletics</td>
<td>Miriam Torres*</td>
<td>University Health Services</td>
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<tr>
<td>Megan Lintott*~</td>
<td>Princeton Neuroscience Institute</td>
<td>Alex Trosko*</td>
<td>Facilities, Life Safety and Security Systems</td>
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<tr>
<td>Berta Lopez</td>
<td>Facilities, Dining Services</td>
<td>Brianne von Fabrice</td>
<td>Office of Development, Principal Gifts</td>
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* Participates in HR’s Management Development Curriculum
• Participates in the Staff Education Assistance Benefits Plan
~Graduate of the Management Development Certificate Program
Preview of our new HR website

During the week of October 5, 2009, HR anticipates the formal launch of our new website at www.princeton.edu/hr. We invite you to preview it now at www.department.princeton.edu/hr and send us your feedback!

Developed primarily for current and prospective employees based on your feedback, the new website contains hundreds of pages, which describe HR’s services, programs, benefits, and policies, and feature many staff photos and profiles. Faculty, researchers, and retirees can read about their benefits on the site, as well.

If you previously bookmarked pages from our current site, you will need to reset them with the new site URLs. Each Web page includes icons to bookmark the page easily, e-mail it to a colleague, or print it to a local printer. Contact us if you need help finding any specific page URL.

New site navigation provides you with various approaches to locate the information you want. You will find topic navigation on the left side for the most commonly accessed themes; audience-based links near the top of the page to direct you to the most relevant information organized for each group; a robust search engine located in the upper right corner; and frequently utilized subjects below the search engine.

If you are accustomed to locating information about or from any of the HR functions, such as compensation or staffing, use the “HR Teams” link located below the search engine or navigate to HR Programs & Services located on the left side.

We hope you will like our new site. We hope to receive a lot of feedback to make it even better! Please send your comments or questions to Claire Jacobs Elson, celson@princeton.edu, 8-4131.
Preparing for H1N1: FAQs to help you at work

The University is closely monitoring the spread of the H1N1 (swine) and seasonal influenza. We urge all employees to understand and follow the guidelines developed by Princeton’s medical, environmental health, and HR staff to minimize the impact in our workplace and throughout the campus community. We’ve developed FAQs to provide you with useful information to help you prepare for the upcoming flu season.

For more detailed information, including many more frequently asked questions, please visit HR’s website at www.princeton.edu/hr/h1n1_toc.htm, or the University’s website at http://web.princeton.edu/sites/emergency/swineflu.

What are the symptoms of H1N1 flu?
H1N1 flu, a type A flu virus, is similar to seasonal influenza. Symptoms include fever, cough, sore throat, body aches, headache, chills, fatigue, diarrhea, and/or vomiting. If you experience symptoms, especially fever, you are considered contagious. H1N1 flu is thought to spread primarily person-to-person through coughing or sneezing by infected individuals, or when someone touches something with flu viruses on it and then touches his or her mouth or nose.

What should I do if I have flu-like symptoms?
If you experience symptoms, you should go home, or remain at home, and contact your personal physician. You should self-isolate until you are no longer contagious.

Should I use my sporadic absence days to be paid for the time I’m out of work due to the flu?
You should use your sporadic absence days to cover time you are ill and out of work. You may also be eligible for short-term disability if you are out of work for more than eight calendar days. For more information about disability leave, review information at www.princeton.edu/hr/ben/tdhome.htm or contact the Benefits Team at 8-3302. Union employees should refer to their collective bargaining agreements.

What will happen if I have no sporadic absence days available?
In this situation, your options are to use accrued vacation, compelling reason, or optional holiday time, or take an unpaid leave.

Also, as a temporary change to the sporadic absence policy from September 1, 2009, to March 31, 2010, you may borrow up to eight sporadic absence days from your FY2011 sporadic absence day allocation with the following provisions:

1. Borrowing time is to be used only for absences from H1N1 or flu-like illness.
2. A maximum of four sporadic absence days can be used for each occurrence of H1N1 or flu-like illness.
3. No more than eight sporadic absence days can be borrowed during this period.
4. If you have more than 30 days of vacation accrued, you are expected to use that time before being advanced sporadic absence time.

When can I return to work?
You can return to work seven days after the onset of the illness or 24 hours after your symptoms, including fever, have resolved.

Do I have to have a doctor’s note to return to work?
You do not need a doctor’s note to return to work, unless you are on short-term disability. If so, you must provide a medical certificate from your physician.

I have returned to work but my coworkers are concerned that I may be spreading illness at work. What should I do?
You should inform your supervisor or contact HR at 8-3300 to address your concerns.

Can I stay home to take care of my children who are sick or at home because their school closed?
As with any illness, you should notify your supervisor that you are at home with your children. You can charge the time off to your vacation time or sporadic absence days if your children are ill. You also can discuss the possibility of working from home temporarily with your supervisor.

How will I learn if the H1N1 infection becomes widespread around the campus?
The University will communicate specific workplace procedures or policies at the appropriate time. You also can check the H1N1 website at http://web.princeton.edu/sites/emergency/swineflu periodically for updated information.
Mark your calendar

From A to Z:
HR’S CORE LEARNING CURRICULUM

Advance registration is required at www.princeton.edu/training. All classes meet at 7 New South.

**Adapting to Change**
- Tuesday, September 29
  - 8 a.m.–noon
- Monday, November 23
  - 1–5 p.m.

Building Trust in the Workplace
- Thursday, October 1
  - 8 a.m.–noon

Coaching Others toward Improvement
- Wednesday, September 16
  - 1–5 p.m.
- Tuesday, October 6
  - 8 a.m.–noon
- Thursday, December 3
  - 1–5 p.m.

Communicating with Others
- Thursday, November 12
  - 8 a.m.–noon

Delegating for Results
- Wednesday, October 21
  - 1–5 p.m.

**Leading Change**
- Tuesday, October 20
  - 8 a.m.–noon

Leading with Emotional Intelligence
- Tuesday, September 22
  - 9 a.m.–noon
- Thursday, November 19
  - 1–4 p.m.

Legal Aspects of Supervision
- Wednesday, October 7
  - 9 a.m.–1 p.m.
- Thursday, November 5
  - 1–5 p.m.
- Wednesday, December 2
  - 9 a.m.–1 p.m.

Leveraging Diversity: Challenges and Opportunities
- Wednesday, September 30
  - 8:30 a.m.–noon
- Friday, October 16
  - 8:30 a.m.–noon
- Friday, December 18
  - 8:30 a.m.–noon

Leveraging Diversity: Part II
- Wednesday, September 30
  - 1–4 p.m.
- Friday, October 16
  - 1–4 p.m.
- Friday, December 18
  - 1–4 p.m.

Making Meetings Work
- Thursday, December 10
  - 8 a.m.–noon

Management Style Effectiveness
- Monday, November 30
  - 1–5 p.m.

Managing Effective Interactions (Essentials of Leadership/IM Essentials)
- Tuesday, September 15
  - 8 a.m.–noon
- Monday, October 12
  - 1–5 p.m.
- Tuesday, November 10
  - 1–5 p.m.

Managing in Today’s Princeton: Strengthening Trust
- Thursday, November 12
  - 2–4 p.m.

Managing in Today’s Princeton: The Value of Proactive Coaching
- Tuesday, December 15
  - 10 a.m.–noon

Managing in Today’s Princeton: Your Involvement in Change
- Monday, October 5
  - 2–4 p.m.

Motivating Others in the Workplace
- Wednesday, September 23
  - 1–5 p.m.

Organize your Workday with Time, Task, and E-mail Management using Microsoft Outlook Exchange
- Wednesday, October 28
  - 9 a.m.–noon

Language Resource Center, East Pyne Lower Level Room 12

Performance Management: Appraisals and Setting Expectations
- Wednesday, October 14
  - 8 a.m.–noon
- Monday, November 16
  - 1–5 p.m.
- Wednesday, December 16
  - 1–5 p.m.

Personal Empowerment
- Tuesday, November 24
  - 8 a.m.–noon
- Wednesday, December 9
  - 8 a.m.–noon

Strength Development Inventory: Applications and Insights (Certificate Graduates Only)
- Thursday, October 8
  - 8 a.m.–noon

**Write or Wrong: Improving Written Communication**
- Thursday, November 5
  - 9 a.m.–noon
- Thursday, December 3
  - 9 a.m.–noon

**CAREBRIDGE SEMINARS**
Balancing Work and Personal Life
- Wednesday, October 14
  - Frist Campus Center
  - 10–11 a.m.
  - Multipurpose Room
  - PPPL, Lyman Spitzer Building Auditorium
  - 11:30 a.m.–12:30 p.m.

**COLLEGE PLANNING SEMINARS**
Advance registration is required at www.princeton.edu/training. All classes meet at 7 New South.

College Planning: How to Find the Right College for Your Child and the Money to Pay for It
- Thursday, September 24
  - Noon–1 p.m.

College Planning: Inside the Admission Office—How Colleges Decide Who to Admit
- Tuesday, October 13
  - Noon–1 p.m.

College Planning: Practical Advice for Dealing with the High Cost of College
- Tuesday, November 3
  - Noon–1 p.m.

**BENEFIT INFORMATION**
Fall Mammography Screening Program
- Monday–Friday, October 19–October 23
  - University Medical Center at Princeton and Breast Health Center, East Windsor
  - By appointment only for female employees, 35 and over
  - Mailing scheduled to be mailed to home address around October 1

TIAA-CREF Counseling
- By appointment only;
  - call (800) 842-8412

Vanguard Counseling
- By appointment only;
  - call (800) 662-0106, ext. 14500

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