From the Vice President for Human Resources

Dear New Staff Member:

Welcome to the Princeton University staff, which is comprised of talented and dedicated people who make meaningful contributions every day to support the teaching and research activities for which the University is internationally recognized.

I hope you will have a rewarding and positive experience while working at Princeton. Our employees are one of the University’s most valuable resources, and we endeavor to provide you with the services, benefits, and information you need to perform your job. Today’s workforce is diverse and our employees have a varied and broad array of skills, making up a community that includes occupations such as technical specialists, athletic coaches, security officers, faculty, researchers, medical workers, library specialists, budget analysts, graphic designers, mechanics, welders, cooks, office specialists, glassblowers, carpenters, mail carriers, department managers, and engineers.

Employees are often balancing a complex work and family life. Working at the University provides you with various benefits, many of which are described in this Staff Handbook. As an employee, you have health care and other benefits choices, work life resources, and time-off options to help you manage your work and family commitments. I encourage you to take advantage of these and other opportunities and resources available to all employees.

Please read Working at Princeton carefully to become familiar with its contents. As a Princeton employee you are responsible for maintaining the highest standards possible as you perform your job within the framework of the University's policies, practices, and procedures, including the University-wide regulations described in Rights, Rules, Responsibilities, included in your new hire packet and available on the Princeton website at www.princeton.edu/pr/pub/rrr.

Employees who have questions or need further information on the content in this handbook should consult with their managers and supervisors and draw on the assistance and expertise of the Office of Human Resources staff for interpreting practices and policies as appropriate. The handbook is occasionally updated on the Human Resources website at www.princeton.edu/hr/progserv/communications/publications, so we encourage you to review it periodically. HR staff members can be reached at (609) 258-3500 or hr@princeton.edu.

Lianne Sullivan-Crowley
About this Handbook

This handbook is intended to provide employees with useful information about University resources, policies, procedures, benefits, and programs that can assist them in their jobs. It is available online at [www.princeton.edu/hr/progserv/communications/publications/handbook](http://www.princeton.edu/hr/progserv/communications/publications/handbook). The contents are periodically updated.

There are four principal sections:

Part One: Starting Work at Princeton describes the policies and procedures that should inform administrative and support staff members who are beginning employment at Princeton University.

Part Two: Resources at Princeton describes the offices and organizations that provide information and are resources for employees.

Part Three: Working at Princeton describes the policies and procedures applicable to Princeton University administrative and support staff members.

Part Four: Policies and Regulations contains an alphabetical list of HR policies that apply to all members of the University community.

Appendix A: Glossary of Princeton Terms describes the more frequent and Princeton-specific terms used at the University.

There are several things to keep in mind about this handbook:

» It should answer the questions most frequently asked by employees but is not intended to be definitive on policy matters.

» All employees are expected to become familiar with and abide by current University employment practices, regulations, and policies. They should look for updates occasionally. The policies and procedures described in this handbook are updated on a periodic basis, and the University reserves the right to change, modify, or supersede any of these policies and procedures with or without notice at any time. Infractions could result in disciplinary actions up to and including termination.

» The complete text of all Human Resources policies, including those summarized in this handbook, is available at [www.princeton.edu/hr/policies](http://www.princeton.edu/hr/policies). A complete text of the University publication Rights, Rules, Responsibilities is located at [www.princeton.edu/pr/pub/rrr](http://www.princeton.edu/pr/pub/rrr). A central repository of University policies is available at [http://policy.princeton.edu](http://policy.princeton.edu).

» Employees who are members of a collective bargaining unit should first refer to their union contract for guidance on any of the policies, procedures, practices, or benefits described in this handbook. If the union contract does not specifically address the policy, procedure, practice, or benefit, then the employee may infer that the description in this handbook applies to the employee. Refer to [www.princeton.edu/hr/progserv/hr/unions](http://www.princeton.edu/hr/progserv/hr/unions).

» Portions of this handbook do not apply to temporary employees. For questions in that regard, contact the Office of Human Resources at hr@princeton.edu or extension 8-3300.

» For faculty and professional researchers, professional specialists, and professional librarians, this handbook may supplement dean of faculty rules and policies where applicable. Refer to [www.princeton.edu/dof](http://www.princeton.edu/dof).

» For employees at the Princeton Plasma Physics Laboratory, refer to [www.pppl.gov](http://www.pppl.gov).
Statement on Diversity and Community

Princeton University is a community devoted to learning. We actively seek students, faculty, and staff of exceptional ability and promise, who share in our commitment to excellence in teaching and scholarship and who will bring a diversity of viewpoints and cultures. By incorporating a broad range of human experiences and a rich variety of human perspectives, we enlarge our capacity for learning, enrich the quality and texture of campus life, and better prepare for life and leadership in a pluralistic society.

As a community, we respect the dignity, individuality, and freedom of each member. At the same time, we strive to be a place where individuals and groups learn with and from each other. We aim to foster a sense of shared experience and common purpose, along with a collective responsibility for each other’s well-being and for the well-being of the University as a whole.

Although we acknowledge the difficulties inherent in creating a community of individuals who are different from each other, we remain unwavering in our commitment to both diversity and community in a context of academic excellence. We seek to enable all members of this community to pursue their educational, scholarly, and career interests in an environment that recognizes both the distinctiveness of each person’s experience and the common humanity that unites us all and permits us to take full educational advantage of the variety of talents, backgrounds, and perspectives of those who live and work here.


Equal Opportunity Policy

Princeton University subscribes to a policy of equal opportunity. The University believes that commitment to principles of fairness and respect for all helps create a climate that is favorable to the free and open exchange of ideas, and the University seeks to reach out as widely as possible in order to attract the ablest individuals as students, faculty, and staff. For these reasons, decisions concerning admission to University academic and other programs, as well as employment decisions in all University departments and offices, are made on the basis of an individual’s qualifications to contribute to meeting Princeton’s educational objectives and its institutional needs. In applying this policy, the University is committed to the principle of not discriminating against individuals on the basis of personal beliefs or characteristics such as political views, religion, national or ethnic origin, race, color, sex, sexual orientation, gender identity, age, marital status, veteran status, or disability unrelated to job or program requirements.

In addition to the general policy just defined, Princeton has specific legal obligations as a recipient of federal financial assistance and as a federal contractor. These obligations include the development and implementation of a plan to undertake appropriate forms of affirmative action to employ women, people of color, people with disabilities, and protected veterans. Princeton’s affirmative action plan is available for review to employees and job applicants upon request.

The University president and provost are responsible for overseeing the implementation of this equal opportunity policy and the affirmative action plan. The vice provost for institutional equity and diversity is responsible for monitoring University practices and procedures to ensure compliance with our policy and federal, state, and local laws and regulations, including Section 504 of the Rehabilitation Act and Title IX of the Education Amendments of 1972. Inquiries regarding these matters should be directed to the Office of the Vice Provost for Institutional Equity and Diversity, Princeton University, 205 Nassau Hall, Princeton, NJ, 08544, or (609) 258-6110.
Nondiscrimination Statement

In compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and other federal, state, and local laws, Princeton University does not discriminate on the basis of age, race, color, sex, sexual orientation, gender identity, religion, national or ethnic origin, disability, or veteran status in any phase of its employment process, in any phase of its admission or financial aid programs, or other aspects of its educational programs or activities. The vice provost for institutional equity and diversity is the individual designated by the University to coordinate its efforts to comply with Title IX, Section 504 and other equal opportunity and affirmative action regulations and laws. Questions or concerns regarding Title IX, Section 504 or other aspects of Princeton’s equal opportunity or affirmative action programs should be directed to the Office of the Vice Provost for Institutional Equity and Diversity, Princeton University, 205 Nassau Hall, Princeton, NJ, 08544, or (609) 258-6110.
Princeton University was founded in 1746 as the College of New Jersey by a province charter issued to the College’s board of trustees, whose members were leaders in the Presbyterian Church. They organized the College to train students, “different sentiments in religion notwithstanding.” This philosophy has shaped the character of the school.

The initial site of the College was Elizabeth, New Jersey. Its first president, the Reverend Jonathan Dickinson, died a few months after taking office, and the Reverend Aaron Burr of Newark succeeded him. The original graduating class had six students. As the College prospered, Philadelphia architect Robert Smith was commissioned to create a new building in the town of Princeton. In the fall of 1756, President Burr brought his students and their tutors to the large stone Princeton structure—Nassau Hall—that housed the entire College for the next 50 years.

Dr. John Witherspoon was president of the College in the latter part of the 18th century when the College achieved a national reputation. He was a noted scholar, theologian, and patriot (the only college president to sign the Declaration of Independence). Princetonians who studied under him include President James Madison, Vice President Aaron Burr, 9 cabinet officers, 21 United States senators, 39 members of the House of Representatives, 3 justices of the Supreme Court, and 12 governors.

In 1868, the Reverend James McCosh, professor of moral philosophy at Queen’s College, Belfast, assumed the presidency for 20 years. During his administration, the Chancellor Green Library, the College’s first building to house a separate library, was erected; nine endowed professorships were established; and the first two Ph.D. degrees were awarded in 1879. The College was destined to become a university.

In 1896, the College became Princeton University. Professor Woodrow Wilson ’79 delivered the famous sesquicentennial address, “Princeton in the Nation’s Service,” and seven years later, he was elected Princeton’s 13th president. His interests focused on reforms in the field of undergraduate education and reestablishing the close rapport between student and tutor that had been part of the early tradition. His influence and insights remain a vital part of the University’s vision today.

Wilson’s successors, Presidents Hibben (1912–1932), Dodds (1933–1957), Goheen (1957–1972), Bowen (1972–1987), and Shapiro (1988–2001) built on these principles. The University grew both physically and academically during the 20th century under their leadership.

Women were first admitted as undergraduate degree candidates in 1969 and were joined by a growing number of minority students in the years that followed. Academic programs have continued to expand, and by 2013 enrollment rose to nearly 8,000 undergraduate and graduate students. In 2001, Princeton eliminated its loan requirement and replaced it with additional scholarship support.

Shirley M. Tilghman became Princeton’s 19th and first woman president in 2001. She oversaw a number of major initiatives, including the establishment of a four-year residential college system and the bridge-year program; creation of the Center for the Creative and Performing Arts, Andlinger Center for Energy and the Environment, and Princeton Neuroscience Institute; and expansion of the Center for African American Studies.

Christopher L. Eisgruber became Princeton’s 20th president in 2013. A renowned constitutional scholar, he previously served as Princeton’s provost for nine years and, before that, as a member of the Princeton faculty and the director of the Program in Law and Public Affairs.

In the diversity of its students, the scope of its scholarship, and the excellence of its endeavors, today’s Princeton embodies the best traditions of its founders.
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