Part Three: Working at Princeton

This section provides an overview of the University as a workplace and the procedures and policies that apply to administrative and support staff. Human Resources policies and procedures establish a framework and set standards that guide how we should conduct ourselves as employees and members of the broader Princeton community. This includes how we perform our jobs, make decisions, interact with one another, and manage the business operations of the University. HR policies and procedures are continually updated and amended and can be found online at www.princeton.edu/hr/policies.

Human Resources staff members play a vital role in helping employees interpret and apply policies equitably and fairly. Please contact HR for assistance.

In addition, all employees share responsibility for protecting the well-being of the community and for adhering to norms of behavior that make this a great place to work. For more information about rights and responsibilities of employees and applicable regulations, refer to www.princeton.edu/hr/working/rights or www.princeton.edu/rrr.

Standards of Conduct

Princeton University employees, whether filling full-time or part-time regular, term, or temporary jobs, are expected to meet a standard of conduct that is appropriate to the good name and reputation of the University. Employees, while on University premises or while representing it elsewhere, should demonstrate proper regard for the standards of the community and show respect for the law and for the rights of others.

Generally, the behavior of an employee, when not on University premises or on University business, is for the individual to regulate. However, Princeton University reserves the right to take appropriate action when employees engage in illegal or inappropriate conduct or actions outside the University that raise doubts about their ability to fulfill job responsibilities; impact campus safety or security; or violate the University's policy of respect for others. Refer to policy 5.1.1 Standards of Personal Conduct or Rights, Rules, Responsibilities.

Respect for Others

Respect for the rights, privileges, and sensibilities of each other is essential in preserving the spirit of community at Princeton. Actions that make the atmosphere intimidating, threatening, or hostile to individuals are, therefore, regarded as serious offenses. Abusive or harassing behavior, verbal or physical, which demeans, intimidates, threatens, or injures another because of one’s personal characteristics or beliefs, is subject to University disciplinary sanctions. Examples of personal characteristics or beliefs include, but are not limited to, sex, sexual orientation, gender identity, race, ethnicity, national origin, religion, and disability. Tolerating such behavior or submission to it as a condition of employment, evaluation, compensation, or advancement is an especially serious offense. Procedures for resolving complaints or grievances on such matters are described in section 1.6. of Rights, Rules Responsibilities.

Princeton University strives to be an intellectual and residential community in which all members can participate fully and equally, in an atmosphere free from all manifestations of bias and from all forms of harassment, exploitation, or intimidation. As an intellectual community, the University attaches great value to freedom of expression and vigorous debate. It also attaches great importance to mutual respect and deplores expressions of hatred directed against any individual or group. The University seeks to promote the full inclusion of all members and groups in every aspect of University life.

Mutual respect requires special sensitivity to issues of race and ethnicity. Expressions of racial or ethnic bias directed at individuals or groups undermine the civility and sense of community on which the well-being of the University depends. They devalue the distinctive contributions of the individuals affected and impair their ability to contribute their views and talents to the community and to benefit fully from participating in it. By alienating those individuals, they harm the whole community. The University calls on all its members to display the appropriate sensitivity and to challenge expressions of racial or ethnic bias whenever they encounter them.
Princeton University is committed to creating and maintaining an educational, working, and living environment free from discrimination and harassment. Princeton University’s policy prohibits discrimination and harassment of any kind and applies to everyone in the University community.

All members of the University community should know:

» what type of conduct constitutes discrimination and/or harassment;

» the resources and processes available for addressing and resolving discrimination and harassment complaints;

» the mechanisms for determining whether this policy has been violated; and

» if a violation has occurred, the mechanisms for determining an appropriate resolution.

Discrimination

Discrimination against a person on the basis of one’s race, creed, color, sex, gender identity, age, national origin, ancestry, religion, physical or mental disability, veteran’s status, marital or domestic partnership status, affectional or sexual orientation, or any other characteristic protected under applicable law is unlawful and in violation of University policy. The University expects all members of the University community, as well as its visitors, to be treated equally based on merit in all aspects related to its educational programs and activities and in all aspects related to employment.

Listed below are examples of conduct that can constitute discrimination if based on an individual’s protected characteristic. This list is not all-inclusive; in addition, each situation is considered in light of the specific facts and circumstances to determine if discrimination has occurred.

» Singling out or targeting individuals for different or adverse treatment.

» Failing or refusing to hire or admit individuals.

» Terminating individuals from employment or an educational program.

Harassment Based on Protected Characteristics

Harassment is defined as unwelcome verbal or physical behavior that is directed at a person because of one’s race, creed, color, sex, gender identity, age, national origin, ancestry, religion, physical or mental disability, veteran’s status, marital or domestic partnership status, affectional or sexual orientation, or other classification protected by applicable law, when these behaviors are sufficiently severe and pervasive to have the effect of unreasonably interfering with an individual’s educational experience, working conditions, or living conditions by creating an intimidating, hostile, or offensive environment.

Listed below are examples of behavior that can constitute harassment. The list is not all-inclusive; in addition, each situation must be considered in light of the specific facts and circumstances to determine if harassment has occurred.

» Unwelcome jokes or comments about a legally protected characteristic, e.g., racial or ethnic jokes

» Disparaging remarks to a person about a legally protected characteristic, e.g., negative or offensive remarks or jokes about a person’s religion or religious garments

» Displaying negative or offensive posters or pictures about a legally protected characteristic

» Electronic communications, such as e-mail, text messaging, and internet use, that violate this policy

» Stereotyping

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
Submission to or rejection of these behaviors is made implicitly or explicitly a term or condition of instruction, employment, or participation in any University activity or benefit.

Submission to or rejection of these behaviors by an individual is used as a basis for evaluation in making academic or personnel decisions.

These behaviors are sufficiently severe and/or pervasive to have the effect of unreasonably interfering with an individual's educational experience, working conditions, or living conditions by creating an intimidating, hostile, or offensive environment.

Listed below are examples of behavior that can constitute sexual harassment. This list is not all-inclusive; in addition, each situation must be considered in light of the specific facts and circumstances to determine if sexual harassment has occurred.

- Pressure for sexual activity or sexual favors
- Unwelcome touching of a person's body, hair, or clothing
- Unwelcome sexual jokes or comments, including favorable comments about someone's gender, body, clothing, appearance, etc.
- Disparaging remarks to a person about gender or body
- Asking about a person's sexual fantasies or sexual activities
- Repeatedly asking for a date after the person has said "no"
- Nonverbal behavior, such as making sexual gestures with hands or through body movements
- Displaying sexually explicit posters or pictures
- Electronic communications, such as e-mail, text messaging, and internet use, that violate this policy

Sexual harassment can occur in a variety of instances, including between individuals of the same sex, regardless of their sexual orientation. The victim can be anyone affected by the offensive conduct, even if not harassed directly. The harasser can be a non-University individual, such as an outside vendor or other third party.

**Options for Addressing Discrimination and/or Harassment**

The University encourages everyone to report all incidents of discrimination and harassment. When employees feel they are being harassed and/or discriminated against, they can:

- Tell the individual to stop, in writing or in person. The University recognizes that in certain instances such action may not be appropriate or advisable.

- Seek confidential counseling from SHARE, the University Health Services Counseling Center, the Ombuds Office, Carebridge (the employee assistance program provider), or chaplains in the Office of Religious Life. These confidential counselors are not authorized to engage in fact-finding or take action on behalf of the University nor will they maintain formal or detailed records of confidential consultations.

- If, after speaking with a confidential counselor, employees do not wish to initiate an internal complaint, the confidential counselor will take no action. If an employee wishes to make a complaint, these counselors are knowledgeable about the University's Nondiscrimination/Antiharassment Policy and will put the employee in touch with an appropriate University administrator.

- Tell someone. Employees can speak with their manager; a higher manager in the reporting line; department chair; department head; appointed mentor; directors of student life; an assistant or associate dean; the directors of the LGBT, Women’s, International, or Carl A. Fields Centers; or Human Resources staff. These individuals are knowledgeable about the University's Antiharassment Policy and will advise employees on how to get in touch with an appropriate University administrator.

- Meet with a Harassment/Discrimination Resolution Facilitator. In Princeton’s diverse community,
disagreements and conflicts of varying degrees of seriousness are inevitable. Many issues are best resolved informally by direct communication between the individuals involved or with the assistance of a Harassment Resolution Facilitator. These resolution facilitators will assess the matter, engage in fact finding, and seek to resolve the matter at the lowest possible level.

To learn more about contacting a resolution facilitator or available options for addressing and resolving concerns, employees can contact the director for institutional equity and EEO or the vice provost for institutional equity and diversity.

**Threatening Behavior**

Threats and/or threatening behavior, or acts of violence, whether verbal or physical, by University employees against themselves or anyone else on University property or while in the conduct of University business off campus, are cause for removal from the workplace. This behavior may result in discipline and/or termination of employment. Threatening behavior may include, but is not limited to:

- Hitting
- Shoving
- Sexual assault
- Attacks
- Stalking
- Verbal or non-verbal threats
- Vandalism
- Arson
- Damage or destruction to University property
- Carrying a weapon of any type, regardless of whether the owner is licensed to carry it or not
- Use or possession of explosives

The conditions of return to work are subject to review by the individual's supervisors and the Office of Human Resources.

The Workplace Violence Assessment Team (WVAT) is composed of selected individuals whose responsibility is to review, investigate, and evaluate incidents of threats, threatening behavior, and/or acts of violence in the workplace. The WVAT also may serve as a resource to University supervisors and managers in dealing with such situations. The WVAT may make recommendations to department heads and to the vice president for human resources as to what preventative or follow-up actions, if any, are warranted by a particular situation. Such actions may include workplace monitoring to reduce the threat of violence or creating effective strategies for the future.

**Alcoholic Beverages and Drugs in the Workplace**

Alcoholic beverages are not to be consumed at any time in the workplace except for official department or University social functions and only by those 21 years of age or older. Employees who are intoxicated while on the job will be asked to leave the workplace immediately.

The unlawful manufacture, dispensation, possession, use, or distribution of a controlled substance of any kind in any amount on University property or while conducting University business away from campus is prohibited at all times. The University complies with the Drug Free Workplace Act, and violations of this policy will be grounds for serious disciplinary action, including termination of employment. Employees must notify the University within five days of any criminal drug statute conviction for a violation occurring at the workplace.
Gambling
Gambling, including professional or organized activities, in the workplace is prohibited. Exceptions may be made for a University-sponsored event which supports a charitable cause. Exceptions to the prohibition would include office or department sanctioned “pools,” raffles, the friendly wager, or a University-sponsored event that supports a cause. When in doubt, employees should discuss the particular situation with Human Resources.

Fraud
The University views acts of fraud to be extremely serious. Fraud may include, but is not limited to:

» Inappropriate personal use of University resources
» Theft of University equipment or goods
» Falsification of records

Fraud is subject to disciplinary action, up to and including immediate dismissal and legal prosecution as appropriate. Any questions regarding what constitutes fraud or the possibility of fraud should be directed immediately to Human Resources.

Smoking
Princeton University is committed to providing a healthy, smoke-free workplace and living environment. Smoking, therefore, is prohibited in all indoor workplaces and places of public access, including but not limited to all academic, residential, and administrative buildings and elevators; individual offices and rooms; athletic sporting facilities; spectator areas at outdoor University events; University-owned vehicles, shuttle buses, and vans; dining facilities and bars; and theaters and concert halls. Refer to policy 5.1.5 Smoking Regulations.

Attendance, Punctuality, and Absences
All employees are expected to be punctual and dependable in their attendance. The University provides staff members with time off, with or without pay, for the conduct of personal business or obligations, for illness or injury, and for vacation and holidays. Here are some important guidelines:

» When requesting time off, employees should provide supervisors with as much advance notice as possible.
» While every effort will be made to accommodate requests, time off may be denied if the absence will adversely affect the work schedule.
» Individuals who must use sick days should notify their supervisors prior to the start of the workday/shift, or as soon thereafter as possible.
» Employees who are considered by their supervisors and/or Human Resources to have been absent an excessive amount of time, regardless of the reason, may be warned that continued absences may be cause for termination of employment.

Work Schedules
The standard workweek begins at 12:01 a.m. on Monday and ends at midnight on the following Sunday at 12:00 p.m. The University’s normal daily business hours are 8:45 a.m. to 5:00 p.m. during the academic year, and 8:30 a.m. to 4:30 p.m. during the summer. A regular full-time employee’s schedule may vary with the particular operational needs of the section or department. Supervisors will attempt to give advance notice if schedules are to be changed.
The standard weekly work schedules for full-time nonexempt biweekly-paid employees are as follows:

**Office Staff:** 36 1/4 hour workweek consisting of 5 days of 7 1/4 hours each

**Technical Support:** 40-hour workweek consisting of 5 days of 8 hours each

**Maintenance and Service:** 40-hour workweek consisting of 5 days of 8 hours each

Individual employee schedules may vary according to the position held and the requirements of the section or department. Supervisors are responsible for planning, assigning, and overseeing work schedules. Employees should discuss any questions or requests about scheduling as soon as possible with their immediate supervisors. Any significant variation from the employee's normal work schedule, e.g., working a 10-hour, 4-day week, should be discussed in advance with Human Resources, especially in cases affecting nonexempt employees, which require a modification to the University's overtime pay practices.

Nonexempt biweekly-paid employees who work more than 40 hours in one defined workweek must be paid at a rate of one and one-half times their hourly rate for the excess hours. Refer to policy 7.1.1 Overtime Pay. However, if a biweekly-paid employee has performed an hour of extra work and has worked less than 40 hours in the defined workweek, managers are permitted to assign time off in lieu of pay to compensate the employee in return for hours of extra work. Refer to policy 7.1.2 Compensatory Time Off.

All biweekly-paid employees must receive prior supervisory approval for compensatory time off and overtime. Employees and their supervisors must accurately record time worked in the Time Collection System to ensure proper payment for overtime and/or compensatory time.

Employees represented by a collective bargaining agreement should refer to the specific contract.

Exempt monthly-paid employees are responsible for extending their normal work schedules to fulfill the requirements of their positions when necessary. Compensatory time off and overtime, therefore, do not apply to the exempt monthly-paid staff.

**Breaks**

**Mealtime Breaks**
An unpaid hour for lunch is normally provided to nonexempt office staff members during the academic year—45 minutes during summer hours. Nonexempt technical support staff and maintenance and service staff members are provided with an unpaid half-hour mealtime break.

**Rest Breaks**
Full-time nonexempt biweekly-paid employees are offered 20 minutes each day for rest breaks, scheduled with the approval of the supervisor. This is paid time and may be taken as one break or split into two 10-minute breaks. Unused rest time may not be calculated or compensated as additional time worked.

**Flexible Work Schedules**

The University permits reasonable adjustment (flextime) to normal arrival and departure times to accommodate individual employee needs, such as transportation, education, and personal and family care commitments. Flexible scheduling may not be possible for all work areas because of the specific requirements of a particular workplace. Refer to policy 5.0.3 Flexible Work Schedules.

Employees who need to request a flexible work schedule should provide as much advance notice as possible so that their supervisors can assess the situation and plan accordingly. Employees should provide the reason for the request, the daily arrival and departure time, and the total period for which the schedule adjustment is requested. If flextime is authorized by the supervisor, the flextime schedule should be reviewed for continuation on a regular basis.
Emergencies and Work Schedules

As an employer, the University is always open because it maintains round-the-clock services related to teaching and research, housing and dining services, facilities support, and health and safety. However, when weather or other emergencies create hazardous travel or other conditions, the University may announce delayed arrival times, early dismissals, or essential services for its employees. In all cases when there are weather or other emergencies, employees must use their best judgment to determine their own safety when traveling to and from work. For general information about the University's emergency preparedness, refer to http://web.princeton.edu/sites/emergency/index.html.

All employees should review the procedures for weather or other emergencies with their supervisors. This is particularly important for employees who have work schedules other than the University’s regular business hours. Refer to policy 5.0.4 Essential Services During Emergencies or Other Conditions for more specific information, including schedules and compensation.

Delayed Arrival

During a weather or other emergency situation, the University may announce a delayed arrival time and nonessential services employees should arrive by that designated time. Employees should notify their offices within a reasonable amount of time if they are unable to report to work by the official arrival time.

Early Dismissal

If weather or other conditions develop during the day, an early dismissal may be announced. Biweekly-paid employees who leave prior to the announced dismissal must charge the period from the time they leave until the end of their workday/shift to leave without pay or, with supervisory approval, to vacation or personal days.

Essential Employees

On rare occasions the University may remain open only for critical services for the entire workday. Only employees who are designated as “essential” are required to work. These employees hold positions that are necessary to keeping the basic services of the University operating and support the safety, health, and welfare of the University community. Employees should consult with their supervisors to determine whether their positions are designated as essential. Essential also includes previous designations as “critical” or “necessary.” Union employees should refer to their contracts.

Absence

Employees who are not able or who choose not to report to work must notify their offices or departments within a reasonable amount of time. The absence is charged to leave without pay, or with supervisory permission, to vacation or personal days.

Vacation, Personal Days, Sick Days

Employees who, prior to the weather or other emergency situation, had scheduled paid time off on the day on which a delayed arrival, early dismissal, or essential services only condition occurs, do not have the paid time off restored. No credit or offset is given for the time during a University closure.

Communicating an Emergency

To report and emergency, call the Department of Public Safety (DPS) at 911 from a campus phone or (609) 258-3333 from a cell phone. DPS will notify the appropriate medical, fire, or police agency.

There are 23 blue light communication towers throughout campus. The University also has an additional 85 blue light phones with similar capability to press a button to be connected directly to DPS emergency dispatch. This enhanced technology also allows DPS to send out emergency broadcast alerts, e.g., seek shelter due to a pending lightning storm, as needed. For a map of the Blue Light Phones on campus, refer to www.princeton.edu/pep/phone-map.html.

Changes in regular work schedules are announced as early as possible through the University’s PTENS emergency notification system or by Web announcements, e-mail, an automated message line, the Tiger TV emergency alert system, local radio stations, door-to-door notifications, and/or posters.
PTENS: Princeton Telephone and E-Mail Notification System (PTENS) is the University’s emergency notification system that allows authorized Princeton officials to send news and instructions simultaneously to individuals through landline telephones, cellular telephones, text messaging, and e-mail. The benefits of the PTENS system are its immediacy and direct access to individual campus members through multiple points of contact. PTENS complements other tools the University utilizes to communicate with the University community during events such as weather-related closings, public health crises, public safety emergencies, and other unique emergency situations. Annually, employees should update contact information and register cell and home telephone numbers, and personal e-mail addresses as well as review basic procedures to follow during a campus emergency. To update personal information, employees should log in to the HR Self Service website at www.princeton.edu/selfservice or contact HR at 8-3300.

Voicemail: The official notification to the University community is the SNOW voicemail line, accessible by dialing (609) 258-SNOW (7669). Announcements are normally updated at 6:00 a.m. during periods of severe weather conditions or throughout the day if conditions change to warrant modifications to the work schedule.

Radio: Local area radio stations also carry notice of delayed arrival times or closings beginning at approximately 6:15 a.m.

» WPST Trenton, NJ, 94.5 FM
» WKXW Trenton, NJ, 101.5 FM

Benefits and Compensation

Princeton University provides a portfolio of benefits designed to meet the diverse needs of the faculty and staff. Our comprehensive benefits include health, wellness, retirement, income protection, and educational assistance, to name a few. Refer to the printed publication My Benefits or the website at www.princeton.edu/hr/benefits.

In addition, Princeton is committed to providing faculty and staff with an environment and a range of resources to assist in achieving a balance of work, personal, and family commitments. Human Resources is pleased to offer many programs and services that are designed to support employees in attaining work life balance. Refer to the publication My Guide to Work Life Balance or refer to our website at www.princeton.edu/hr/benefits/worklife.

Human Resources encourages individuals to take advantage of all opportunities and resources offered. Information is available at www.princeton.edu/hr. Employees can also contact the Benefits Team at (609) 258-3302 or benefits@princeton.edu.

Compensation and Pay Practices

At Princeton University, employees’ total compensation includes:

» Annual base salary paid in the monthly or biweekly paycheck and other cash awards
» Value of University staff benefits, such as health, life, and long term disability insurance
» Retirement plan contributions
» Other benefits plans, such as employee educational assistance and tuition grants for staff children
» Other perquisites as appropriate.

All salary paid is taxable. Refer to www.princeton.edu/hr/progserv/compensation.
**Time Reporting**

All employees and/or their supervisors are responsible for maintaining a record of time worked and time off during the fiscal year, July 1 through June 30, in accordance with federal and state wage and hour laws. Time worked and time off for biweekly-paid employees is recorded by the employees and/or their departments in the Time Collection System.

Biweekly-paid employees can view their absence balances in the Absence Management module through HR Self Service. Monthly-paid employees and/or their departments record and maintain time off in the Absence Management module through HR Self Service. For more information, refer to www.princeton.edu/hr/ progserv/er/calm.

**Overtime Pay**

Pay for time worked beyond an employee’s regularly scheduled hours is regulated by the federal Fair Labor Standards Act (FLSA). It is important to know that:

- Nonexempt employees (at Princeton, these are the biweekly-paid employees) must be paid for all time worked, including a special rate of one and one-half for any overtime hours. The FLSA defines overtime as hours worked in excess of 40 hours in the same defined workweek.

- Nonexempt employees may be required to work a reasonable amount of time beyond their normal work schedule. Overtime must be authorized in advance by the supervisor and, whenever possible, supervisors will provide advance notice.

In addition, the University has established policy 7.1.1 Overtime Pay regarding compensation for authorized overtime. Employees should check with their managers, supervisors, union representative, or their senior Human Resources manager for clarification, as appropriate. Employees who are members of a union should refer to their collective bargaining agreements to determine overtime pay practices.

**Compensatory Time Off**

In some cases, the Fair Labor Standards Act permits supervisors to assign nonexempt biweekly-paid employees compensatory time off in lieu of overtime pay but only if they have performed hours of extra work and have worked less than 40 hours in the defined workweek. The allowance for compensatory time off does not apply to exempt monthly-paid employees. Refer to policy 7.1.2 Compensatory Time Off.

**Making Up Time**

Occasionally, a biweekly-paid employee may request to make up time for unanticipated absences not covered by other leave policies. The time should be made up during the same day if at all possible and must be made up during the same defined workweek. Making up time is excluded from the University's overtime policy on work in excess of eight hours per day. Refer to policy 7.1.4 Making Up Time.

**Time Off From Work**

Many employees must balance both work and family responsibilities, and Princeton University believes that adequate and flexible leave policies assist employees in meeting these dual obligations. Except for emergencies, employees are expected to provide their supervisors with advance notice of time off to allow for review and approval. Leave policies, which are described below, include time off with pay and time off without pay. For information about paid leaves of absence related to short term disability and workers’ compensation, refer to www.princeton.edu/hr/benefits/disability.

**Tracking Time Off**

Managers and their employees are responsible for maintaining accurate time and attendance records to ensure...
vacation, sick, and personal day balances are known, documented, and compliant with the provisions of federal, state, and University regulations. Refer to Time Reporting for additional information.

**Time Off with Pay**

Time off with pay includes:

- Holidays
- Vacation
- Sick days
- Personal days
- Death in the family
- Jury duty and court appearances
- Military reserve training
- Short term (temporary) disability and workers’ compensation leaves

Specific information regarding the types of leaves available and eligibility for these leaves is provided below.

**Holidays**

The University provides nine paid holidays annually. Human Resources announces the holiday schedule as early as possible for the next three fiscal years. Refer to [www.princeton.edu/hr/working/schedules/holidays](http://www.princeton.edu/hr/working/schedules/holidays) and to policy 3.1.7 Holidays.

**Vacation**

Vacation is paid time away from the workplace provided for the health and well-being of employees. Benefits-eligible full-time employees accrue vacation during each fiscal year (July 1 to June 30). The number of vacation days that can be accrued varies according to each staff category:

<table>
<thead>
<tr>
<th>Staff Category</th>
<th>Vacation Accrual Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative, office, laboratory, and technical support nonunion employees</td>
<td>Up to 24 days per fiscal year of either 7.25 or 8 hours per day, depending on work schedule (equivalent of 2 days credited at the end of the respective pay period for monthly-paid staff and equivalent .92 days for biweekly-paid staff)</td>
</tr>
<tr>
<td>Maintenance and service biweekly-paid, nonunion nonexempt employees (who do not receive bundled time)</td>
<td>Refer to the schedule, calculated and based on years of service, at <a href="http://www.princeton.edu/hr/progserv/er/calm/calculations">www.princeton.edu/hr/progserv/er/calm/calculations</a>.</td>
</tr>
<tr>
<td>Union employees</td>
<td>Refer to current union contracts</td>
</tr>
</tbody>
</table>

Employees who work part-time schedules accrue vacation on a prorated basis during each fiscal year based on their regularly scheduled duty time and number of pay periods. Refer to the appropriate calculation schedule at [www.princeton.edu/hr/progserv/er/calm/calculations](http://www.princeton.edu/hr/progserv/er/calm/calculations). Employees cannot accrue more than 48 vacation days. The maximum number of unused accrued vacation days paid to a terminating employee is 30.

**Crediting and Accruing Vacation Time:** Vacation time is accrued and credited at the end of each pay period. Vacation time can be used as it is accrued. Employees who work half or more of a pay period receive the full accrual for that pay period. Employees who work less than half of a pay period receive half the accrual for that pay period. For information on calculating time off, refer to [www.princeton.edu/hr/progserv/er/calculations](http://www.princeton.edu/hr/progserv/er/calculations).
Scheduling: Employees should request vacation time in advance of the proposed leave period to give supervisors maximum opportunity to arrange schedules to accommodate the employee’s request and adequately staff the workplace. Supervisors should make every effort to schedule vacation to accommodate the preference of the employee. However, the University has the right to require individuals to take vacation at specified times because of work schedules or budgetary reasons. As a best practice, employees should take their vacation time in full- or half-day increments whenever possible. Employees who work less than 12-months must schedule vacation during their normal annual work schedules and not during their unpaid leave of absence time.

Illness or Injury During Vacation: Refer to policy 3.1.8 Vacation.

Vacation accrued during short term disability or workers’ compensation leave: Vacation time is not accrued during a short term disability leave of absence nor credited upon an employee’s return to work. Employees approved for workers’ compensation leave who have been continuously disabled and who are certified to return to work within the 26-week period will continue to accrue vacation days for the first three months they are on workers’ compensation leave.

New Hires: For more information about vacations, refer to policy 3.1.8 Vacation.

Personal Days
The University provides employees with personal days for occasional absence from the workplace needed for a variety of personal reasons, e.g., religious holidays, school events, car repair appointments, etc. These days can be planned or used on an emergency basis. Personal days must be approved by the supervisor before they are taken. For emergency or other unplanned and unavoidable situations, employees should notify their supervisors of such situations as quickly as possible through the normal departmental reporting channels.

Allotment: At the beginning of each fiscal year, i.e., July 1, full-time employees receive an allotment of two personal days for the year. Part-time employees receive prorated personal days based on their reduced work schedule. Nonunion maintenance and service employees who do not have bundled time are allotted an additional two personal days. Personal days do not carry over from one fiscal year into the following fiscal year. Refer to the appropriate calculation schedule at www.princeton.edu/hr/progserv/er/calm/calculations.

New Hires: In the first year of employment, employees hired between July 1 and December 31 are allotted all personal days for that fiscal year. Employees hired between January 1 and June 30 are allotted half of their personal day allotment for the remainder of that fiscal year. New employees may use these days after their start date with their manager’s approval.

For more information about personal days, refer to policy 3.1.9 Personal Days.

Sick Days
The University provides employees with paid sick days for occasional absences needed from the workplace for personal illness, injury, or medical appointments. Employees can also use sick days for the care of a sick or injured immediate family member or resident member of the household. Sick days are included in the allotment for nonunion maintenance and service employees receiving bundled time.

Allotment: At the beginning of each fiscal year, i.e., July 1, full-time employees receive an allotment of eight sick days for the year. Part-time employees receive prorated sick days based on their reduced work schedule. Refer to the appropriate calculation schedule at www.princeton.edu/hr/progserv/er/calm/calculations.

If an employee needs more than the allotted number of sick days, the absence, with supervisory approval, may be charged as vacation, personal days, or leave without pay.

New Hires: In the first year of employment, employees hired between July 1 and December 31 are allotted eight sick days for that fiscal year. Employees hired between January 1 and June 30 are allotted four sick days for the remainder of that fiscal year.
Usage: As a best practice, employees should take their sick time in full- or half-day increments. Managers may request that employees arrange nonemergency planned doctor visits or procedures around the needs of the department.

Unused Sick Days: Employees may carry over any portion of their eight unused sick days from one fiscal year to the next fiscal year. The maximum number of sick days that an employee may have available for use, in total, in any fiscal year is 16.

Unused sick days are not compensated upon termination or retirement or at the start of an unpaid leave of absence.

Short Term Disability
An absence of eight full consecutive calendar days may qualify as a short term disability. For more information, refer to policy 3.1.10 Short Term Disability.

Death in the Family
In the event of a death in the immediate family of a regular employee, a leave of absence with pay may be granted for up to a maximum of three days. With supervisory approval, additional time may be taken and charged to vacation, personal days, or leave without pay. Immediate family is defined as:

» Employee’s spouse or same-sex civil union or domestic partner
» Children or grandchildren of the employee or of the spouse or same-sex civil union or domestic partner
» Parents, foster parents, guardians, grandparents, brothers and sisters of the employee or of the employee’s spouse or same-sex civil union or domestic partner
» Anyone who is a permanent resident in the household

Non-family Member: With supervisory approval, time off may be permitted to attend the funeral of a close relative who is not part of the immediate family. Such absences are charged to vacation, personal days, or leave without pay.

For more information, refer to policy 3.1.2 Death in the Family.

Jury Duty
Regular pay continues when employees are called for jury duty, provided the employee reports to work on any day or part of a day when excused from court. There is no salary offset for money earned by the employee for jury service. Regular pay also continues for time spent as a subpoenaed court witness provided the employee reports to work when excused from court. Employees who work weekend schedules and must report for jury duty on regularly scheduled days off are expected to work their regular weekend schedules. Employees who work irregular shift schedules and must report for jury duty are expected to work their shift schedules. For more information, refer to policy 3.1.3 Jury Duty.

Court Appearance
Regular pay continues for time spent as a subpoenaed court witness, provided that the employee provides the receipt for court appearance and reports to work on any day, or part of a day, when excused from going to court. Appearances in court for traffic or other motor vehicle violations, or as a party in a lawsuit or as a spectator, must be charged to vacation, personal days, or leave without pay. For more information, refer to policy 3.1.4 Court Appearance.

Military Reserve Training
The University grants paid time off to employees who belong to the Reserves or National Guard for periodic training, e.g., weekend duty, summer camp. For up to a maximum of 15 calendar days per year, the University will assure the difference between the employee’s military base salary and University salary. The employee may choose to use vacation time or personal days for annual military reserve training, in which case the regular University salary payment is made. Refer to policy 3.1.5 Military Reserve Training.
**Time Off Without Pay**

Time off without pay includes family and medical leave and personal leave.

**Family and Medical Leave**

The University’s family and medical leave policy has been designed to conform to the federal Family and Medical Leave Act (FMLA) and the New Jersey Family Leave Act (NJFLA). The requirements and options of the leave are complex, and employees who may need this type of leave should consult in advance with their supervisors or with Human Resources. For more specific information about eligibility, scheduling, procedures, etc., refer to policy 3.2.1 Family and Medical Leave.

**Personal Leave**

Employees who have at least one year of service may request a personal leave without pay. Personal leave may be granted for reasons such as:

- Parental obligations
- Family matters
- Community service
- Education or training

**Leave for Religious Observance**

Employees may have religious needs, which must be reasonably accommodated in the workplace provided the accommodation does not cause undue hardship in the conduct of departmental or University business. Unpaid time off may be granted to employees who have given reasonable notice of intention to be absent for religious observance. Alternatively, employees can charge such absence to vacation, personal days, or leave without pay. Refer to policy 3.2.4 Leave for Religious Observance.

**Conflict of Interest**

Employees of Princeton University should avoid activities or situations that may result in a conflict, or the appearance of, a conflict of interest or commitment. Staff members must not use their University positions to influence outside organizations or individuals for the direct financial, personal, or professional benefit of themselves, family members, or others with whom there is a personal relationship.

Employees should be sensitive to any situation where there is the potential for a conflict, or the appearance of, a conflict of interest or commitment. The potential for a conflict of interest or commitment exists across a wide range of activities, and, therefore, employees are asked to be mindful of the following areas:

- Nepotism and personal relationships in the workplace
- Use of university resources
- Information technology resources
- Gifts and gratuities
- Solicitation and distribution
- Consulting, outside employment, and other outside activities
- Purchasing and contracts

Employees are required to complete the Annual Disclosure and Certification Form, typically in January, and submit it to their supervisors. Academic department, program, center, or institute managers should complete and submit the form to the director of academic management. Not adhering to this policy is considered a serious matter and may result in disciplinary action, up to and including the termination of employment.
Individuals can review the form online under policy 5.2.1 Conflict of Interest.

Judgments on whether a conflict exists can be difficult to make, and staff who are uncertain should consult their supervisors or the Office of Human Resources.

For more information about the University’s conflict of interest policies, refer to policy 5.2.1 Conflict of Interest.

**Reporting Potentially Illegal Activity**

Princeton University is committed to conducting its academic and administrative responsibilities in an ethical and lawful manner and in accordance with applicable laws, regulations, and University policy. The University depends on its faculty, academic professionals, and staff to share in this responsibility through the timely reporting of suspected illegal activity. Therefore, all members of the University faculty and staff who suspect or observe potentially illegal activity are responsible for reporting their concerns immediately to their department chair or supervisor who then should immediately contact the Office of the Dean of the Faculty (for faculty and academic professionals) or the Office of Human Resources (for staff).

In instances where individuals are uncomfortable with this approach or unable to report their concern to their department chair or supervisor, they may report directly to the Office of the Dean of the Faculty or the Office of Human Resources. In instances where individuals are uncomfortable with these options, wish to remain anonymous, or if all avenues have been exhausted and a sufficient response has not been received, they may report their concerns confidentially by using the University Hotline. The University Hotline is administered through a third party and can be reached at (866) 478-9804. For more information, refer to [www.princeton.edu/pr/compliance/hotline](http://www.princeton.edu/pr/compliance/hotline).

Individuals who suspect or observe a crime in progress or a crime that poses an imminent or serious threat to individual safety should immediately contact the Department of Public Safety at 9-1-1 (campus phone) or (609) 258-8333 (off campus or cell phone). For more information refer to [www.princeton.edu/reportingillegalactivity](http://www.princeton.edu/reportingillegalactivity).

**Protection from Retaliation**

Federal and state law and University policy prohibit any form of retaliation against a person who files in good faith a complaint of harassment or in good faith participates in the reporting or investigation process. Retaliation against a person who files a complaint, or participates in the reporting or investigation process pertaining to a complaint, is a particularly serious offense. Complaints of retaliation should be reported as possible violations of University policies.

**Institutional Compliance**

Faculty, staff, and students who work on behalf of the University assume responsibility for conducting their operations within the law and in keeping with Princeton’s highest ethical standards. At Princeton, many different departments are responsible for monitoring applicable laws, developing and maintaining appropriate policies, and communicating these policies and procedures to their constituents. While each of these departments operates as the institutional “expert” in laws and policies, Princeton University maintains an Institutional Compliance Program created to support the compliance efforts of University departments and to coordinate, monitor, and provide tools to perform compliance functions.

The Institutional Compliance Program, managed by the chief audit and compliance officer in the Office of Audit and Compliance in collaboration with the Office of General Counsel and the Executive Compliance Committee, oversees all aspects of the University’s regulatory, legal, and institutional policy compliance. Institutional compliance is an initiative that enables the University and its faculty, staff, and students to manage the University’s operations and risks for which they are individually and collectively responsible by:

» Coordinating the University’s compliance assurance activities, i.e., laws, regulations, institutional policies and procedures, and contractual requirements.
» Facilitating the compliance program in conformity with best practices and evidenced with a culture of compliance and ethical decision making in daily University activities.

» Implementing proactive awareness for emerging compliance issues.

» Monitoring, assessing, and facilitating of corrective actions.

» Carrying out specific compliance support activities.

For more information, refer to www.princeton.edu/compliance.

Compliance Tools

The Institutional Compliance Program provides a variety of tools to support the compliance efforts of the University community.

University Policy Website

The Institutional Compliance Program administers the University’s policy website at http://policy.princeton.edu. The University policy website serves as a central repository of University policies that govern a wide range of University activities in support of the University’s core teaching and research mission.

Compliance Matrices

The compliance matrices facilitate awareness of compliance obligations, accountability, gap identification, overlap of operations, and training and reporting requirements, as well as clarify role delineation and enhance collaboration and efficiency of operations.

» The strategic compliance matrix identifies inherently high-risk compliance categories University-wide, including those identified through the University enterprise risk management process.

» The operational compliance matrix identifies a comprehensive and more granular list of University-wide compliance obligations.

Reporting Non-Compliance or Irregularities

The University encourages promptly reporting a concern or information about unethical behavior, potential criminal activity, or other work-related concerns, including those that may arise from possible non-compliance with government or external agency regulations, related University policies, and/or errors or irregularities in Princeton University’s financial accounting practices or policies. Prompt reporting is considered essential to uphold the high ethical standards the University values and to protect its reputation and legacy. Reporting concerns is a service to the University and is taken seriously with prompt and thorough investigation. The University enforces a policy against retaliation, so initiating a report will not jeopardize employment. See Reporting Potentially Illegal Activity for ways in which to report.

Employment Policies

There are several employment policies that are important and useful for University employees to know.

Employment in Two Departments

Employees may work as regular staff members in more than one department only with approval from the Office of Human Resources. Arrangements may be made on a case-by-case basis for a part-time employee to work in a second department as long as the combined time requirement of both positions does not exceed 100 percent. This does not preclude employees who work in a regular position of 50 percent time or more from taking on occasional hourly assignments. These arrangements must be approved by supervisors in both departments and by Human Resources.
**Employment of Members of the Same Family or Household**

Princeton University permits the employment within the University community of individuals of the same family or those who have a personal relationship. However, the employment within the same department normally is prohibited for individuals of the same family or for those who have a personal relationship. Exceptions to this policy should be reviewed and approved by the vice president, dean or chair, and/or department. Refer to policy 2.1.5 Employment of Members of the Same Family or Household.

**Employment of Minors**

Princeton does not hire any minor under the age of 16. Those between the ages of 16 and 18 are eligible for temporary employment only and must complete the necessary working papers before they can be employed. Minors also are restricted by law from being exposed to certain machinery or work areas. Refer to policy 2.1.4 Employment of Minors.

**Employment of University Retirees**

Employees who have retired formally from the University and become University retirees normally cannot be rehired as temporary employees. Under certain circumstances, retirees may be hired into regular benefits-eligible positions and/or through a temporary employment agency. Contact Human Resources at 8-3300 or refer to policy 2.1.3 Employment of University Retirees.

**Staff Development**

Because Princeton University values its employees, the University wants employees to take advantage of all the various ways they can grow and develop during their career here. As a member of the staff, individuals will have many opportunities to enhance their current abilities, build new skills, and become more effective in their jobs.

The University encourages employee efforts to improve skills and performance and provides support for these activities through the Staff Educational Assistance Program, the Program in Continuing Education, HR’s Core Learning Curriculum, Management Development Certificate Program (MDCP), and Excelling at Princeton, as well as various classes, workshops, and seminars offered on campus.

As a way to continue growth in the current position and to prepare for new assignments, developmental and training needs should be reviewed and discussed by employees and their supervisors together. HR’s Learning and Development Team, senior Human Resources managers, and HR generalists can also advise employees and their supervisors about available University-wide developmental opportunities, e.g., skills training, team activities, project assignments, and training programs, or external training resources. For more information, refer to [www.princeton.edu/hr/learning](http://www.princeton.edu/hr/learning).

**Performance Management and the Annual Appraisal Process**

Managing staff performance is a critical supervisory responsibility to help employees perform as effectively as possible to support departmental and University-wide goals and develop the skills and competencies to reach their career goals. While feedback is encouraged as an ongoing part of the daily routine, the annual appraisal is a time to discuss specific strengths as well as areas where improvement is needed. The process also provides an opportunity to foster communication, exchange information and ideas for how to work better, resolve any problem areas, and agree on a plan for future development.

Supervisors are required to hold an annual performance appraisal discussion with all employees whom they directly supervise so that both supervisor and staff member have a clear understanding of expectations during the ensuing year. The appraisal must be summarized in a written memo or appraisal form. Performance evaluations are also used in determining merit increases.

For more information, refer to [www.princeton.edu/hr/progserv/er/perf](http://www.princeton.edu/hr/progserv/er/perf) and to policy 5.1.3 Annual Performance Appraisal.
**Transfer and Promotion Opportunities**

Many employees are interested in pursuing career opportunities and advancement at Princeton University. There are several resources to help employees learn more about the kinds of positions available at the University and the training and experience that may be required for advancement.

Employees who are considering a transfer or promotion opportunity should familiarize themselves with the University job posting site, which is available online at [http://jobs.princeton.edu](http://jobs.princeton.edu), or by visiting Human Resources at 2 New South.

Employees are encouraged to talk with their managers about advancement possibilities within their own position or department. The annual performance review is a good time to have this type of discussion.

Human Resources offers career development classes such as Resume and Cover Letter Writing and Interview Preparation. Refer to [www.princeton.edu/training](http://www.princeton.edu/training). Staff members in Human Resources are also available to assist with the online application and discuss positions that might be appropriate for employees based on their experience and qualifications.

**Promotion**

A promotion is a transfer to another position within the University at a higher classification and salary grade as the employee’s current position.

**Lateral Transfer**

A lateral transfer is a transfer to another position within the University at the same classification and salary grade as the employee’s current position. When an employee transfers to another position at the same salary grade, the annual base salary rate normally remains the same.

**University Job Postings**

The official University job posting site, Jobs at Princeton, is located at [http://jobs.princeton.edu](http://jobs.princeton.edu). The posting site is updated regularly for all administrative and support staff jobs available on the University’s main campus and at the Princeton Plasma Physics Laboratory (PPPL), and many research and faculty positions.

All vacant positions are normally posted for a minimum of five business days. Position descriptions listed at Jobs at Princeton provide the essential and preferred functions of the job, the skills and experience required and preferred, and the salary grade.

**The Transfer and Promotion Process**

To be eligible to apply for a transfer or promotion opportunity, employees must have been working at Princeton for at least one year or have their manager’s permission if they have worked at Princeton for less than one year. An interview for internal applicants cannot be guaranteed.

**References**

The employee’s current supervisor should be listed as a reference in addition to other professional references the employee provides. Employees are encouraged to discuss their expectations about the reference with the staffing specialist. A summary of the personnel file is a part of the reference information, which may be made available to the hiring manager.

**Confidentiality**

Because hiring managers have different approaches to conducting a search, confidentiality cannot be guaranteed once the applications are available to the hiring manager for review. For example, some managers may contact internal references prior to an interview while others contact references after the interview. Employees are urged to advise the current manager of the application as early as possible but not later than when an interview has been scheduled.
**Problem Solving, Discipline, and Grievance Procedures**

**Resources for Problem Solving**

The University encourages open and honest communication between employees and their supervisors. Most conflicts can be resolved when the employee and supervisor discuss the issues and jointly explore solutions. Another process for resolving conflicts between employee and supervisor as well as between employee and employee is mediation. Mediation is a process designed to help people find solutions to problems, resolve disputes, and establish effective communication. Parties work with an impartial third party trained in dispute resolution and communication techniques to develop an agreement, a solution, and a better understanding on the part of both parties. In mediation, solutions are not imposed, but are created and agreed upon by the parties themselves.

A variety of individuals may be called upon to assist in informal conflict resolution when necessary. These include the supervisor's supervisor or department head; the Office of Human Resources; Carebridge employee assistance program counselors; the University ombuds officer; and the vice provost for institutional equity and diversity, who is the University affirmative action officer for problems relating to alleged unlawful discrimination.

**Discipline**

All employees are expected to meet generally accepted standards of performance and behavior. There are occasions, however, when even after counseling, discussion, and opportunities to improve, employees cannot or choose not to meet the required level of performance standards. In these cases, supervisors may initiate formal discipline. Every effort is made within the disciplinary process to ensure that employees are treated consistently and fairly.

The formal process to address performance problems focuses on identifying and correcting employee performance. Supervisors work with employees to:

» ensure that the employee understands the standards and expectations for good performance;
» provide the employee with the opportunity to correct work performance which does not meet those standards or expectations;
» address workplace misconduct or policy violations, including imposing appropriate discipline; and
» document performance issues and maintain records of actions taken to address performance problems.

**Poor Performance**

Unsatisfactory work performance can encompass a variety of behaviors, which include, but are not limited to, failure to complete work assignments or correct errors in a reasonable amount of time, inability or unwillingness to learn new tasks or skills, and/or unwillingness to work collaboratively. As soon as such patterns are identified, the supervisor communicates with the employee to take corrective action, which may include coaching for improved performance. If the employee does not meet the standards of performance, a supervisor may establish a formal period of evaluation during which time the employee can correct performance. At the end of the formal period of evaluation, the supervisor will determine if the employee meets the established standards of performance. If the employee meets the standards, employment will continue. If, however, the supervisor determines that the employee does not perform to meet the standards, employment will be terminated. Refer to policy 4.2.2 Termination for Unsatisfactory Performance.

**Failure to Comply With University Policy (Misconduct/Cause)**

There are normally four steps to the disciplinary process. However, in cases of serious misconduct, the supervisor may move directly to a later step in the process, including termination. Refer to policy 5.1.4 Disciplinary Procedure.
Fairness Review Process

Princeton University is committed to providing its staff members with an equitable and respectful work environment. The University recognizes that managers have varying responsibilities and management styles and are afforded latitude in taking an employment action with respect to employees under their supervision. Yet, on occasion, an employee may feel that a manager has taken a serious employment action against the employee that is outside the scope of the reasonable discretion afforded to managers, i.e., is unfair and/or inconsistent with applicable University policies and practices. When this circumstance occurs, the employee should seek resolution informally through department management, including the use of dispute resolution resources, such as the Office of Human Resources and the Ombuds Office.

If the management action is one of those listed below and informal discussions do not resolve the dispute, the fairness review policy provides a fair and timely formal review of the employment action in question through the Fairness Review Process.

Eligibility

All benefits-eligible nonunion administrative and support staff served by the University’s Office of Human Resources are eligible. Employees ineligible to use this policy are casual hourly and short-term professional staff, biweekly-paid probationary employees, cabinet officers of the University as identified by the University’s bylaws and their direct reports who may submit their grievances to the vice president for Human Resources, union members, PPPL employees, and employees appointed by the Office of the Dean of the Faculty. Employees covered by a collective bargaining agreement should consult and follow their union contract.

For more information, including employment actions, refer to policy 1.0.2 University Grievance Procedures.

Other Grievance Policies

Disputes arising from compensation and benefits policies are reviewed under processes separate from the Fairness Review Process described above. For cases of alleged racial or sexual harassment, there are more specific policies and procedures (see Part Four: Policies and Regulations). Employees should call the Office of Human Resources at 8-3300 when they have questions regarding these grievance procedures. Refer to www.princeton.edu/hr/policies.

No Retaliation

It is the University’s policy that no employee may be retaliated against for initiating, participating, or aiding in a grievance proceeding. Confidentiality and respect for privacy is imperative to the success of this process.

Termination of Employment

Many employees have long careers at Princeton which culminate in retirement. Others leave the University to pursue job opportunities, to further their education, or because of changes in their personal lives. Whatever the reason, terminating employment can proceed smoothly when employees know what procedures to follow.

Princeton University employees are employees-at-will. This means that employees have the right to terminate employment at any time, with or without grounds, just cause, or reason, and without giving prior notice. Likewise, the University has the right to terminate the employment of any of its employees at any time with or without grounds, just cause, or reason, and without giving prior notice. Any exceptions to employment at-will must be approved in writing by the Office of Human Resources.

Voluntary Terminations

Voluntary terminations include resignation; retirement; job abandonment, i.e., quit without notice; and death while actively employed.
Resignation
Employees who are resigning their positions at the University should provide notice of resignation to their supervisors within a reasonable time frame. Generally, monthly-paid employees should provide one month’s written notice and biweekly-paid employees should provide two weeks’ written notice. Refer to policy 4.1.1 Resignation.

Job Abandonment
It is expected that employees who have unplanned absences will notify their supervisors promptly. When employees fail to contact their supervisors and are absent from work for three consecutive working days or more without notice, they are considered to have voluntarily quit their jobs. Department supervisors will try to contact absent employees by telephone. If they cannot be reached by the second day of absence without notice, supervisors will notify employees by registered mail of the intent to terminate employment unless there is a written response within one working day of receipt of the letter. Refer to policy 4.1.5 Job Abandonment.

Death While Actively Employed
When an employee dies while actively employed, the University strives to respond quickly and appropriately and provides resources and benefits to support the family and the department. For more specific information, refer to policy 4.1.4 Death While Actively Employed.

Involuntary Terminations
Involuntary terminations include termination for poor performance or misconduct and layoff.

Termination for Poor Performance
Poor or unsatisfactory work performance can include failure to complete work assignments or correct errors and inability to learn new tasks or finish assignments in a reasonable time. Refer to policy 4.2.2 Termination for Unsatisfactory Performance.

Termination for Misconduct
Employees may also be terminated for not complying with University policy and/or misconduct. Refer to policy 4.2.3 Termination for Failure to Comply with University Policy (Misconduct/Cause).

Layoff
Occasionally, situations such as reorganizations or lack of funding result in the elimination of positions. For more information, including criteria, notice, severance, recall, and rehire, refer to policy 4.2.4 Elimination of Position (Layoff). Union employees should refer to their contracts.

General Guidelines When Terminating Employment

Return of University Property
Terminating employees are expected to return all University materials and property, including keys, library books and materials, and ID cards (except for retiring employees). Employees should also provide their supervisors with passwords and other information pertaining to computer files. Refer to policy 4.0.2 Return of University Property.

Pay for Unused Accrued Vacation
Terminating employees are paid up to a maximum of 30 days for unused accrued vacation time.

Status of Benefits
Directly following termination, former employees receive a letter from the University’s COBRA administrator, outlining the status of their benefits upon termination. The University complies with the Consolidated Omnibus Budget Reconciliation Act of 1980 (COBRA), and extends to eligible employees and their enrolled dependents the right to continue health care plan coverage for a specified period of time at their own expense and at full cost plus a small administrative fee.
University Loans
All outstanding University loans must be repaid by the employee at the time of termination. Terminating employees should call the Office of Finance and Treasury to make arrangements for repayment.

Exit Interview
Terminating employees are encouraged to participate in a confidential exit interview with a staff member from HR’s Client Services Team and complete a confidential Exit Interview Questionnaire. Exit interviews are an important way to gather information regarding the working environment at the University and to provide employees with specific information about exiting procedures. Refer to policy 4.0.5 Exit Interviews.

University Housing
Notify the Faculty and Staff Housing Office at least thirty days prior to the move out date. Refer to http://hres.princeton.edu.

Crediting Service
University service is the length of time that an employee has been continuously employed by the University as a regular employee on a full-time or part-time basis, including periods of authorized leaves of absence. University service ends with termination of employment. Refer to policy 6.0.1 Crediting of University Service. Union employees should refer to their contracts.

Unemployment Compensation
Unemployment compensation is an insurance benefit administered by the State of New Jersey and is paid to employees who meet all the requirements of the NJ Unemployment Compensation Law. The program is financed by a payroll tax paid by employers and employees. Eligibility for unemployment compensation benefits is determined by the State of New Jersey’s Department of Labor and Workforce Development after an individual applies for benefits.