Part Four: Policies and Regulations

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.

Human Resources policies and regulations provide detailed information on the guidelines and procedures applicable to University staff members and can be found online at www.princeton.edu/hr/policies.

All employees are expected to be familiar with Rights, Rules, Responsibilities, a fundamental guide for all members of the Princeton University community, which contains University principles of general conduct and regulations. For more information about rights and responsibilities of employees and applicable regulations, refer to University-wide Regulations.

The University’s policy website at http://policy.princeton.edu serves as a resource for the University community as a central repository of University policies that govern a wide range of University activities.

University-wide Regulations

Rights, Rules, Responsibilities is intended to provide a concise reference and guide for all members of the Princeton University community and can be found online at www.princeton.edu/rrr. Included in the new hire packet is a printed copy of Rights, Rules, Responsibilities. For further information on particular aspects of policies and procedures—or their application to particular situations—consult the policy manuals available from the Office of the Dean of the Faculty and the Office of Human Resources.

Human Resources Policies and Regulations

Human Resources policies and procedures establish a framework and set standards that guide how employees should conduct themselves as both employees, and as members of the broader Princeton community. This includes how employees perform their jobs, make decisions, interact with one another, and manage the business operations of the University.

HR staff members play a vital role in helping managers and staff interpret and apply policies equitably and fairly. Individuals should contact HR at 8-3300 or hr@princeton.edu for assistance.

The following is an alphabetical listing of current policies and regulations published by the Office of Human Resources at www.princeton.edu/hr/policies. Employees are expected to look for updates periodically.

- Absence from the Workplace Adherence to University Policy 5.1.6
- Advertising 2.2.6
- Age Discrimination in Employment Act (ADEA) (Appendix)
- Americans with Disability Act (ADA) (Appendix)
- Annual Performance Appraisal 5.1.3
- Anti-harassment Policy and Grievance Procedures 1.0.2
- Background Checks 2.2.14
- Benefits at Termination 4.0.4
- Chart of Exempt and Nonexempt Employees at Princeton University 7.0.2
- Chart of Leaves 3.0.2
- Chart of Voluntary and Involuntary Terminations Civil Rights Act of 1991 4.0.6
- Compensation Philosophy 7.0.1
- Compensatory Time Off 7.1.3
» Layoff (Elimination of Position) 4.2.4
» Leave for Religious Observances 3.2.4
» Making Up Time 7.1.4
» Military Leave (Extended Service) 3.2.3
» Military Reserve Training 3.1.5
» National Labor Relations Act (NLRA) (Appendix)
» Nepotism and Personal Relationships in the Workplace 5.2.2
» New Jersey Law Against Discrimination (Appendix)
» Nondiscrimination Statement 2.0.1
» Occupation Safety and Health Act (OSHA) (Appendix)
» Offer of Employment 2.2.8
» Overtime Pay 7.1.1
» Payment of Unused Accrued Vacation 4.0.3
» Personal Days 3.1.9
» Personal Leave 3.2.2
» Probationary Period 5.0.1
» Promotion and Transfer 2.2.11
» Purchasing and Contracts 5.2.4
» Recall and Rehire 4.2.5
» Rehabilitation Act of 1973 (Appendix)
» Reporting Potentially Illegal Activity 1.0.7
» Resignation 4.1.1
» Responsibilities of the Hiring Supervisor 2.0.2
» Responsibilities of the Supervisor—Compensation 7.0.2
» Responsibility of the Supervisor—General 1.0.5
» Responsibility of the Supervisor—Leaves 3.0.1
» Responsibility of the Supervisor—Termination 4.0.1
» Retirement 4.1.2
» Return of University Property 4.0.2
» Role of the Staffing Specialist 2.0.3
» Search Procedures for Hiring Regular Positions 2.2.2
» Search Procedures for Hiring Temporary Employees 2.2.3
» Short Term Disability 3.1.10
» Sick Days 3.1.6
» Smoking Regulations 5.1.5
» Solicitation and Distribution 5.2.7
» Staff Performance Appraisal—Form A 5.1.3
» Staff Performance Appraisal—Form B 5.1.3
» Staff Performance Appraisal—Form C 5.1.3
» Standards of Personal Conduct 5.1.1
» Temporary Employees 2.1.1
» Termination During the Probationary Period 4.2.1
» Termination for Failure to Comply with University Policy (Misconduct/Cause) 4.2.3
Termination for Unsatisfactory Performance 4.2.2
Testing of Applicants 2.2.7
Threatening and/or Violent Behavior in the Workplace 5.1.8
Title VII, Civil Rights Act of 1964 (Appendix)
Travel Reimbursement for Candidates 2.2.9
Unemployment Compensation 4.2.6
University Grievance Procedures 1.0.2
University ID for Retirees and Spouses/Domestic Partners, and Those Who Die While Actively Employed 4.1.3
University Job Posting 2.2.1
University Policy on HIV Infection 1.0.3
Use of University Resources 5.2.5
Vacation 3.1.8
Vietnam Era Veterans Readjustment Assistance Act of 1974 (Appendix)
Workers’ Compensation Leave and Benefits 3.1.11
Workplace Health and Safety 8.0.1
Workplace Notices 10N:1
Work Schedules Affected by a Weather Emergency 5.0.4
Work Schedules and Breaks 5.0.2