



WORKING AT PRINCETON

A Handbook for Administrative and Support Staff



From the Office of 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 which 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 life commitments. I encourage you to take advantage of these and other opportunities and resources that are 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", reprinted at the end of this book and found 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/handbook, so we encourage you to review it periodically. The Office of Human Resources can be reached at 609-258-3300 or hr@princeton.edu.

A handwritten signature in black ink, appearing to read "Lianne C. Sullivan-Crowley". The signature is fluid and cursive.

Lianne Sullivan-Crowley

ABOUT THIS HANDBOOK

This handbook, also available on the HR website at www.princeton.edu/hr/, is intended to acquaint regular employees of the administrative and support staffs of Princeton University with the policies, procedures, and facilities of the University which directly apply to them and with which they are expected to comply. A complete text of policies summarized here is available in the *Policy and Procedure Manual* published by the Office of Human Resources. **The most current version is located on the web at www.princeton.edu/hr/** and employees are expected to look for updates periodically. An alphabetical list is included in Section Four in this handbook. A complete text of the University publication, "Rights, Rules, Responsibilities", is located on the website at www.princeton.edu/pr/pub/rrr. Employees should familiarize themselves with other University policies and procedures with which they are expected to comply. Information about them can be found on the University's website at www.princeton.edu/main/administration/policies/.

The policies and procedures described here 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.

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.

The handbook is a reference and a general guide, and the policies and procedures described here are not intended to be, and should not be interpreted as, a contract between the University and any employee. Princeton University is an at-will employer, which means that employees can make the decision to either stay at the University or move on to other opportunities. Similarly, Princeton University can terminate employment at any time, without prior notice, at the option of the University. Any exceptions to employment at-will must be made in writing and executed by the Office of Human Resources.

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 the 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 Vietnam-era and disabled veterans. Princeton's affirmative action plan is available for review at the University 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 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 vice provost for institutional equity, Princeton University, 205 Nassau Hall, Princeton, NJ 08544 or (609) 258-6110.

Statement on Diversity and Community

Princeton University is a community devoted to learning. We actively seek students, faculty, and staff members 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.

How to Use *Working at Princeton*

Working at Princeton is intended to provide employees with useful information on University policy, procedures, and programs that can assist them in their jobs. The handbook also identifies other campus resources that can provide opportunities for personal and professional growth. There are four principal sections to this handbook.

Part One: *On the Job* describes the policies and procedures which should inform Princeton University administrative and support staff.

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

Part Three: *In Addition* provides information on the various facilities, programs, and activities available to Princeton University employees.

Part Four: *University-Wide Regulations* contains statements of policies and regulations that apply to all members of the University community.

There are several things to keep in mind, however, as you read this handbook:

- For faculty and members of the professional technical, research and library staffs, this handbook supplements Dean of Faculty rules and policies.
- While many of the issues addressed in this handbook apply to employees covered by a collective bargaining agreement, they should consult their union contracts for specific issues which may have been subject to negotiation.
- *Working at Princeton* should answer the questions most frequently asked by employees, but is not intended to be definitive on policy matters. The policies and procedures described in Part One are contained in the Policy and Procedure Manual available on the HR website at www.princeton.edu/hr and are updated periodically.
- All employees are expected to become familiar with current employment practices and to abide by the policies and regulations of the University. Infractions could result in disciplinary actions up to and including termination.
- Portions of this handbook do not apply to casual employees. For questions in that regard, contact the Office of Human Resources.

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Milestones: A Short History of Princeton University

Princeton University was founded in 1746 as the College of New Jersey. It was the result of a charter issued by John Hamilton, acting governor of the province, 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," a policy that shaped the character of the school.

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

Dr. John Witherspoon, an eminent Scottish clergyman, was president of the College in the latter part of the 18th century, and during his administration the College achieved a national reputation. A noted scholar, theologian, and patriot (the only college president to sign the Declaration of Independence), he left his mark on both clerical and civil affairs. The record of Princeton men who studied under him is outstanding, including President James Madison, Vice-President Aaron Burr, nine cabinet officers, 21 United States senators, 39 members of the House of Representatives, three justices of the Supreme Court, and 12 governors.

Following the Civil War, in 1868, the Reverend James McCosh, professor of moral philosophy at Queen's College, Belfast, assumed a presidency that was to last for 20 years. During his administration, the College's first building to house a separate library, the Chancellor Green Library, was erected, nine endowed professorships were established to strengthen the faculty, and postgraduate study was encouraged. With the awarding of its first two Ph.D. degrees in 1879, the College was destined to become a university.

In 1896, the College of New Jersey became Princeton University. Princeton Professor Woodrow Wilson (Class of 1879), delivered the famous sesquicentennial address, "Princeton in the Nation's Service." Seven years later, Wilson was elected the 13th president of Princeton University. 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 Princeton University's vision.

Wilson's successors, Presidents Hibben (1912-1932), Dodds (1933-1957), Goheen (1957-1972), and Bowen (1972-1987), 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 African American and other minority students in the years that followed. The 1980s saw the expansion of the academic programs of the University, and when Harold T. Shapiro became president in 1988, total enrollment had risen to approximately 6,000 undergraduate and graduate students.

In 2001, Shirley M. Tilghman became Princeton's 19th and first woman president, overseeing a number of major initiatives, including the establishment of a four-year residential college system and the creation of a University Center for the Creative and Performing Arts. 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.

STARTING WORK AT PRINCETON

Joining the Princeton University community as an employee offers individuals a unique set of possibilities and challenges. In an atmosphere of academic excellence and rich diversity, employees assume new responsibilities that can provide opportunities for professional achievement and growth. The first few days and weeks in a new work environment can be confusing as employees learn about their new jobs and become acquainted with their co-workers, supervisors, and the University. In addition, there are payroll forms to complete, a number of important decisions to be made about health care plans and other benefits, and work guidelines and policies and procedures to be learned.

Supervisors are expected to provide new employees with detailed information about their positions and departmental and University operating procedures, and new employees should feel free to ask questions. Open communication and exchange of information from the start foster good employee-supervisor relationships and can ensure that the initial period of employment is both positive and productive. Employees can also call the Office of Human Resources at (609) 258-3300 if they need information or guidance on a specific issue.

Prior to the first day of work, new employees receive a packet of information from the Office of Human Resources containing payroll and benefits information. Both administrative and support staff members attend a brief orientation and benefits sign-up meeting, usually scheduled on the first Monday morning they are at work.

The next few pages highlight specific sign-up processes and describe policies that are important to know when starting work at Princeton University.

New Employee Paperwork

New employees are required to complete a number of forms related to their employment and benefits. As noted below, some forms are required immediately while others must be completed within 31 days of hire date.

<u>Form</u>	<u>Deadline</u>	<u>If Not Completed</u>
I-9	Immediate	Discharge if not completed within 3 days (72 hours) of starting work
W-4	Immediate	Default to higher income tax withholding
Personal Data Sheet	Immediate	Enrollment in benefit programs cannot be completed
Health Insurance	31 days	Employee coverage is defaulted to the high deductible plan coverage for employee only with no option to change until the next annual open enrollment period.

<u>Form</u>	<u>Deadline</u>	<u>If Not Completed</u>
Basic Life/ Supplemental Insurance	31 days	Employees automatically are enrolled in Basic Life. Employees can enroll in or increase Supplemental Life by 1x the base salary during the annual Open Enrollment period. If electing more than 1x, employees must complete an Evidence of Insurability Form. This form also can be used to enroll in or increase Supplemental Life during the year. Beneficiary defaults to your estate under both plans. Cannot enroll in Supplemental Life until next open enrollment. Employees automatically enrolled under Basic Life.
Expense Account(s)	31 days	Employees cannot enroll until next open enrollment.
Retirement Plan	31 days	University contributions default to Money Market account.

The I-9 Form, W-4, and Personal Data Sheet are critical for getting employees onto the payroll and enrolling them in their benefits. *Federal regulations require that all new employees complete an I-9 Form within three days of being hired or they must be discharged immediately.*

Employees who do not complete and submit their benefits enrollment forms within 31 days of hire are defaulted into the High Deductible Plan with no option to change until the next annual open enrollment period.

Probationary Period for Biweekly-Paid Employees

The first 90 calendar days of employment are a probationary period for all regular biweekly-paid employees. The probationary period is a time when the employee becomes familiar with the basic requirements and expectations for the job. It is also the time for supervisors to assess the employee's skills, determine if the employee's job performance meets the expected standards, and whether employment should be continued. The probationary period is a time for open communication by both parties; however, either party is free to terminate the relationship.

Monthly-paid employees do not have a formal probationary period. However, their continuing employment at the University is always contingent on their successfully carrying out their responsibilities, complying with University policies, and meeting the job performance expectations of their supervisors.

Extending the Probationary Period for Biweekly-Paid Employees

A supervisor upon consultation with the Office of Human Resources may extend the probationary period beyond 90 days.

Paid Time Off for Biweekly-Paid Employees

It is important that biweekly-paid employees use the 90-day probationary period to learn the job requirements and to demonstrate their skills. It is expected, therefore, that employees

will limit time off from work during this period. Probationary employees are permitted the following paid time off:

- Sporadic Absences** Two days of paid leave for personal illness or illness of a family member. Employees may be eligible for unpaid time off in accordance with University policy and the law.
- Optional Holiday** One optional holiday. (For employees hired in May or June, optional holiday is at supervisor’s discretion based on the operational needs of the department.)
- Vacation** Biweekly-paid employees may not use vacation time during the 90-day probationary period. However, at completion of the probationary period, vacation time is accrued and credited based on the date of hire.

Union employees should refer to their union contract for specific information regarding probationary periods and paid time off guidelines and can contact the Office of Human Resources at 609-258-3300 with any questions.

Disciplinary Procedures for Biweekly-Paid Employees

Biweekly-paid employees dismissed during the probationary period are not eligible to access the University’s peer review grievance system. Those who do not successfully complete the probationary period because of *poor performance* may be given one week’s pay in lieu of notice. If the employee is terminated for misconduct, the employee is not normally entitled to any notice or pay.

Basic Information

Categories of Employees

The Office of Human Resources has designated the following categories of employees:

Full-time regular employees (benefits eligible): Biweekly- or monthly-paid employees filling approved budgeted positions on the regular payroll who work 100% of the normal workweek for 12 months of the year.

Part-time regular employees (benefits eligible): Biweekly- or monthly-paid employees filling approved budgeted positions on the regular payroll who work at least 50% or more of the normal workweek and no less than five months of the year.

Term employees (benefits eligible): Term employees work at least 50 percent duty time for five months or more and are appointed for a fixed period with a known or expected date of termination of employment.

Casual employees: Casual employees work on an intermittent basis for less than 1,000 hours during their anniversary year and less than five months.

TigerCard Identification Cards

All full-time and part-time regular and term benefits eligible employees are issued a University TigerCard when they begin work. The TigerCard establishes your affiliation with Princeton University and it serves as a photo ID. Many University departments will ask to see your TigerCard, including the TigerCard/Parking Office, the Athletics Department, McCosh Health Center, the Housing Office, the Office of Human Resources, and the Frist Campus Center Ticket Office.

Parking

Free parking in a designated area is provided to all University employees. An application for parking authorization is included in the new employee packet. Questions about parking should be directed to the TigerCard/Parking Office, A Floor New South, at extension 8-3157 or 8-5436.

Paychecks

Biweekly-paid employees normally are paid every other Wednesday and monthly-paid employees normally are paid the last working day of the month. If the normal pay day falls on a holiday or weekend, paychecks will be distributed on the previous workday. Employees are strongly encouraged to have their paychecks deposited directly into their checking or savings accounts. To do so employees must complete a Payroll direct deposit authorization form. Information on direct deposit is included in the new employee packet or on the web at http://web.princeton.edu/sites/TreasurersOffice/UniversityFinancials/direct_deposit_info.html. The payroll schedule and other payroll information can be found at <http://web/princeton.edu/sites/TreasurersOffice/CapitalFinance/Payroll/>.

Accidents and Emergencies

Employees who are injured or have some medical emergency while working should notify their supervisor and seek medical attention at the Employee Health Office in the McCosh Health Center on Washington Road. When immediate first aid is needed, call Public Safety at 911. Public Safety will provide first aid and arrange for transport to McCosh Health Center or the Princeton Medical Center, depending on the severity of the injury

Use of University Resources

It is expected that University services and property, including the University name, personal computers, email, mail, copying, fax, and supplies, are to be used by employees of the University for the conduct of University business only. There may be occasions when, for the convenience of the employer, limited use, such as personal telephone calls, can be permitted or there has been prior approval and appropriate reimbursement procedures have been determined. University offices may establish additional policies regarding the use of University resources.

Where To Find General Information

Campus Map: Some campus buildings are not identified by signs. A copy of the campus map is included in the new employee packet and is highly recommended for navigating the campus. A *Campus Accessibility Guide*, which designates buildings and paths accessible to physically challenged individuals, is available upon request and an interactive map is available on the University website at www.princeton.edu/main/visiting/.

Campus Directory: The campus directory is a useful source for locating people, places, and things. In addition, it lists telephone extensions, fax numbers, and e-mail addresses.

Princeton University Home Page: The University Home Page is a good source of information on a broad range of University programs, services and resources. The Home Page address is www.princeton.edu.

University Register: This is an alphabetical list of all faculty and administrative staff at Princeton. The Register also lists key staff in administrative and academic offices, faculty committees, trustees of the University, awards, and other information relating to the organization of the University.

Undergraduate and Graduate Announcements: These Announcements list all classes taught at Princeton, the names of faculty who teach in each academic department, and provide an overview of the academic rules and procedures of the University.

Rights, Rules, Responsibilities: This publication outlines the rules and guidelines for behavior at the University which apply to faculty, students, and staff. The University-wide regulations found in *Rights, Rules, Responsibilities*, with which employees must be in compliance and familiar, are reprinted in Part Four of this Handbook. The web address for this publication is www.princeton.edu/pr/pub/rrr/.

The above information should help new employees acclimate to working at Princeton University. Supervisors are the first resource for information about the job and the University. Staff in the Office of Human Resources is also available to answer employee questions. (See Part Two, *Resources at Princeton*, for a full description of Human Resources services.)

ON THE JOB:

WORKING AT PRINCETON

The information in this section is an overall guide to the University as a workplace and to the procedures and policies that apply to administrative and support staff.

Standards of Conduct

Princeton University employees, whether regular full-time or part-time, term, or temporary (casual), are expected to meet a standard of conduct that is appropriate to the good name and reputation of the University. While on University premises or while representing it elsewhere, employees should demonstrate proper regard for the standards of the community, 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, if employees engage in illegal conduct off campus which affects their ability to fulfill their job responsibilities, impacts on-campus safety or security, or violates the University's policy of respect for others, Princeton University reserves the right to take appropriate action.

Respect for Others

Respect for the rights, privileges, and sensibilities of each other is essential in preserving the spirit of community at Princeton. Actions which 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 his or her 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, race, ethnicity, national origin, religion, gender identity, and handicap. Tolerating such behavior or submission to it as a condition of employment, evaluation, compensation, or advancement is an especially serious offense.

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, it attaches great value to freedom of expression and vigorous debate, but it also attaches great importance to mutual respect, and it deplors 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. (*From: Rights, Rules, and Responsibilities*)

Sexual and Other Harassment

Princeton University is committed to creating and maintaining an educational, working, and living environment free from any form of harassment. Princeton University's policy prohibits harassment of any kind and applies to everyone in the University community.

All members of the University community should know:

- β what type of conduct constitutes harassment;
- β the resources and processes available for addressing and resolving harassment complaints;
- β the mechanisms for determining whether this Policy has been violated; and

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

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:

- β 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; or
- β submission to or rejection of these behaviors by an individual is used as a basis for evaluation in making academic or personnel decisions; or
- β these behaviors have the effect of unreasonably interfering with an individual's educational opportunity or working or living conditions by creating an intimidating, hostile, or offensive environment.

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.

Unlawful harassment: At Princeton University, unlawful harassment is defined as unwelcome verbal or physical behavior which is directed at a person because of his/her 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:

- β are severe and pervasive; or
- β create an intimidating, hostile, or offensive working and/or learning environment; or
- β unreasonably interfere with an individual's ability to work or participate in or benefit from an educational opportunity or activity.

OPTIONS FOR ADDRESSING HARASSMENT

The University encourages everyone to report all incidents of harassment regardless of who the offender might be.

When you feel you are being harassed you can:

- β Tell the harasser to stop, in writing or in person. (The University recognizes that in certain instances such action may not be appropriate or advisable.)
- β 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 you do not wish to initiate an internal complaint, the confidential counselor will take no action. If you do wish to make a complaint, these individuals are knowledgeable about the University's Anti-Harassment Policy and will put you in touch with an appropriate University administrator.

- β Tell someone. You can speak with your manager, a higher manager in your 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 personnel.

These individuals are knowledgeable about the University's Anti-Harassment Policy and will put you in touch with an appropriate University administrator.

- β Meet with a Harassment Resolution Facilitator. In our 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. Harassment Resolution Facilitators will assess the matter, engage in fact-finding, and seek to resolve the matter at the lowest possible level.

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.

To learn more about contacting Harassment Resolution Facilitators or available options for addressing and resolving concerns, contact the Director for Equal Opportunity Programs or the Vice Provost for Institutional Equity and Diversity.

Threatening Behavior

Threatening behavior, whether verbal or physical, which may intimidate or endanger others or damage University property, including carrying a weapon not required in the employee's position, is cause for removal from the workplace. 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 with the exception of 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. Failure to comply with this policy will result in disciplinary action.

Fraud

Fraud, the intentional act to deceive or misrepresent, can include inappropriate personal use of University resources, theft of University finances, equipment or goods, or the falsification of records. When appropriate, disciplinary action will be taken, including immediate dismissal and legal action.

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.

Attendance, Punctuality and Absence

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. (See *Time Off from Work*.) Here are some important guidelines:

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

Conflict of Interest

Employees of Princeton University should avoid activities or situations which may result in a conflict of interest or the appearance of conflict. 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.

An employee may decide to participate in some outside activity or business primarily because it provides financial or personal gain. In those instances the employee's first obligation is to the University, and the employee must avoid any situation where either the extent or the type of activity could, either directly or by appearance, limit the employee's impartiality or effectiveness in fulfilling his or her job responsibilities.

Employees should be sensitive to any situation where there is the potential for a conflict of interest or the appearance of conflict. 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.

The potential for a conflict of interest exists across a wide range of activities. The following specific policies provide guidance for avoiding conflict of interest.

Nepotism and Personal Relationships in the Workplace

Princeton University permits the employment within the college 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. Additionally, to avoid a conflict of interest or an appearance of conflict of interest, no employee may initiate or participate in, directly or indirectly, decisions involving a direct benefit, e.g., initial employment or rehire, promotion, salary, performance appraisals, work assignments or other working conditions to those related by blood or marriage, membership in the same household, including domestic partners or civil union, or persons with whom employees have an intimate relationship. The potential for conflict of interest may also exist in close personal relationships which involve other than family relationships. The University views such conflicts of interest as seriously as it does those involving family members or blood relatives.

Use of University Resources

University services, resources, and property, including the University name, are to be used by employees only for University business. There may be occasions when limited use can be permitted providing there has been prior approval by a supervisor and appropriate reimbursement has been determined. The following is a representative list of University resources:

- staff and staff time
- telephones and fax machines
- duplicating services
- campus mail
- computing equipment and time
- office space
- supplies
- vehicles
- postage
- other equipment

The University name and seal are for official University business only. Use of either requires authorized permission.

Information Technology Resources

Employees are responsible for your use or misuse of all confidential information, including those stored electronically. This includes:

- Not divulging, copying, releasing, selling, loaning, reviewing, altering, or destroying any information except as properly authorized within the scope of your professional activities.
- Taking appropriate measures to protect confidential information wherever it is located, e.g., held on physical documents, stored on computer media, communicated over voice or data networks, exchanged in conversation, etc.
- Safeguarding any physical key, ID card, or computer or network account that allows you to access confidential information. This includes creating computer passwords that are difficult to guess.

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- Storing unusable confidential information held on any physical document or computer storage medium, e.g., diskette, CD, magnetic tape, hard disk, that is being discarded.
 - Reporting any activities that you suspect may compromise confidential information to your immediate supervisor, to the University IT Security Officer, or to the Compliance Hotline.
 - All information gathered and maintained by employees of Princeton University for the purpose of conducting University business is considered institutional information and, as such, each individual who uses, stores, processes, transfers, administers, and/or maintains this information is responsible and held accountable for its appropriate use. You can obtain more information about the University information security policy at www.princeton.edu/~protect/PoliciesAndGuidelines/InfoSecPolicy05-21-2004.pdf.

Gifts and Gratuities

In order to avoid a conflict of interest or the appearance of a conflict of interest, at no time should an employee solicit or accept gifts from current or potential vendors, contractors or their agents, local businesses, University departments, or others with whom there is a potential or ongoing business or professional relationship. Employees may accept ordinary business courtesies, such as payment for a modest meal or event, or gifts which are promotional items without significant value and which are distributed routinely. If the value of the gift is undetermined, it should be returned. Gratuities or gifts of money to the employee cannot be accepted at any time and should be returned immediately to the donor.

Solicitation and Distribution

The solicitation of goods or services by one staff member to another during regularly scheduled work time is prohibited. Selling commercial goods and distributing written promotional materials, handbills, or other types of similar literature in work areas also are prohibited. With supervisory approval, employees may engage in University-sponsored activities, such as the United Way, or in passive fundraising events, such as setting up an office display for selling Girl Scout cookies.

Consulting and Other Outside Activities

Many employees have expertise, knowledge, and talents that are valuable to public and private outside organizations. Employees may choose to make their skills available to these organizations, but they should consult with their supervisors if there is any question regarding these outside activities presenting a conflict of interest.

Activities that generally do not present a conflict of interest or the appearance of conflict are:

- Professional activities that are part of the employee's job at the University. Use of University time and resources is appropriate.
- Volunteer activities of a non-partisan public service. Use of University time and resources is generally not allowed, but may be permitted occasionally with supervisory approval.
- Outside business interests that have no connection whatsoever with Princeton University. Use of University time and resources is not permitted.
- Outside professional and other activities that do not fall precisely into the categories described. In these situations, an employee's primary obligation is to the University and he or she must be sensitive to and avoid any situation where either the extent or type of activity could, either directly or by appearance, limit the employee's impartiality or

effectiveness in the conduct of his or her University position.

Consulting arrangements (with or without pay) or other outside business interests where there is a risk of conflict of interest or serious appearance of conflict must be disclosed to one's supervisor.

Paid consulting leave of one day per month is permitted for monthly-paid employees who have outside consulting activities. Consulting leave which exceeds this time must be approved by the Vice President for Human Resources on the recommendation of the supervisor.

Completing an Annual Disclosure Form

All employees are required to complete a *Conflict of Interest -- Annual Disclosure Form*. Employees should complete this form and indicate if any of the following conditions apply to an employee:

- The employee has worked as an employee, independent contractor, or consultant (paid or unpaid) for any organization other than Princeton University.
- The employee has a management or other fiduciary role in any organization other than Princeton that includes but is not limited to service as an officer, board of director, or supervisor or manager. It also includes any type of scientific, technical, advisory, or other board appointment.
- The employee or persons related to the employee by blood or marriage; members of the same household, including domestic partners; or persons with whom the employee has a personal relationship has a significant financial interest in an organization or enterprise other than Princeton University. A significant financial interest includes but is not limited to:
 - Ownership of stock, stock options, or other securities (excluding ownership of any securities in which the employee has an interest solely through CREF or similar investment fund) or other payments from any organization that represents more than 5% of the organization when aggregated with the interests of the employee's spouse and dependent children or
 - Payments from any organization worth more than \$5,000 when aggregated with the interests of the employee's spouse and dependent children
- The employee perceives any risk of conflict of interest or a serious appearance of conflict of interest in performing the University job duties, due to any consulting, employment, or other outside activities.
- The employee perceives any risk of conflict of interest or a serious appearance of conflict of interest in performing the University job duties, due to any consulting, employment, or other outside activities.

Purchasing and Contracts

University employees must not execute purchasing agreements or negotiate contracts and/or subcontracts where there may be a conflict of interest or an appearance of a conflict of interest. Employees should refrain from these activities with any organization in which:

- employees or persons related by blood, marriage, members of the same household, including domestic partners or persons with whom employees have a personal relationship, have a significant financial interest (defined in this specific instance as greater than 1% of the stock, profits or assets of an organization or company, other than

Princeton University), and/or

- employees or persons related by blood, marriage, members of the same household, including domestic partners or persons with whom employee have a personal relationship, have current or pending employment, consulting, management, fiduciary or similar affiliation.

All employees are required to complete the *Conflict of Interest – Annual Staff Disclosure Form* each year and submit it to their supervisors. Academic department or program/center/institute managers should complete and submit the form to the General Manager for Administration and Compliance. Not adhering to this policy is considered a serious matter and may result in disciplinary action, up to and including the termination of employment.

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. All members of the University community who are employed by the University, who act on behalf of the University, or who work on campus are expected to conduct their operations in accordance with the general principles of conduct excerpted from "Rights, Rules, Responsibilities" (reprinted at the end of this handbook) and other published policy documents, many of which are described elsewhere in this handbook:

- Academic Integrity
- Statement on Diversity and Community
- Respect for Others
- Professional Conduct
- Confidentiality, Privacy and Information Security
- Conflict of Interest
- Financial Responsibilities
- Range of Penalties

The institutional compliance program is managed by the chief compliance officer and deals with all aspects of the University's regulatory compliance. It includes but is not limited to environmental health and safety, sexual harassment, financial transactions, record retention, and NCAA rules.

Compliance Helpline: The Compliance Helpline is one aspect of the Institutional Compliance Program. If you have concerns of any kind stemming from possible noncompliance with government or external agency regulations, related University policies, and errors or irregularities in Princeton's financial accounting practices or policies, you can report them. Raising such concerns is a service to the University and will not jeopardize your employment.

If you have information about unethical behavior, criminal activity, or any other work-related concern, you should speak with your supervisor or an employee in the University office that has oversight authority for the policy or law. Visit the Offices & Liaisons page at www.princeton.edu/compliance/officers/html for a list of employees who are responsible for distinct policy areas. If you are uncomfortable talking directly to your supervisor or another manager, you can use the Compliance Helpline. For more detailed information, please visit

the Institutional Compliance Program website at www.princeton.edu/pr/compliance/form.html.

Work Schedules

The standard workweek begins at 12:01 a.m. on Monday and ends at midnight on the following Sunday. The standard weekly work schedules for full-time non-exempt biweekly-paid employees are as follows:

Office Staff:	36¼ hour workweek consisting of 5 days of 7¼ hours each
Technical Support:	40-hour workweek consisting of 5 days of 8 hours each
Maintenance & Service:	40-hour workweek consisting of 5 days of 8 hours each

Normal daily business hours are 8:45 a.m. to 5 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. Part-time employees calculate their workweek as a percentage of the 36¼ or 40-hour workweek.

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. Questions or requests about scheduling should be discussed as soon as possible with the employee's immediate supervisor. Any significant variation from the employee's normal work schedule, e.g. working a ten-hour, four-day week, must be discussed in advance with the Office Human Resources, especially in cases affecting non-exempt employees which require a modification to the University's overtime pay practices.

Non-exempt biweekly-paid employees who work more than 40 hours in one defined workweek must be paid at a rate of not less than one and one-half times their hourly rate for the excess hours. However, if a biweekly-paid employee has performed an hour of extra work and has worked less than 40 hours in the defined workweek (including paid leave), managers are permitted to assign time off in lieu of pay to compensate the employee in return for hours of extra work. (See *Compensatory Time Off*.)

All biweekly-paid employees must receive prior supervisory approval for compensatory time off and overtime. Employees and their supervisors should 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: Non-exempt office staff members normally take a daily unpaid one-hour mealtime break during the academic year; 45 minutes is usual during summer hours. Non-exempt technical support staff and maintenance and service staff members are provided with an unpaid half-hour mealtime break.

Rest Breaks: Full-time non-exempt 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.

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.

Employees who may need a flexible schedule should request the adjustment to their schedules with as much advance notice as possible so that the supervisor can assess the situation and plan accordingly. The employee 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 will be reviewed 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 *critical services only* 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 the website at <http://web.princeton.edu/sites/emergency/index.html>.

Changes in regular work schedules are announced as early as possible through the University's Connect-Ed 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..

Connect-Ed: Connect-ED 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 Connect-ED system are its immediacy and direct access to individual campus members through multiple points of contact. Employees are urged to keep personal information up-to-date and to register cell telephones numbers, home telephones, and personal email addresses. To update personal information, employees should log into the HR self-service website at <https://ps8web.princeton.edu/ps8web/HRSERVE-index.htm> or contact HR at 8-3300.

Voice mail: The most accurate information is available on the University voice mail system beginning at 5:45 a.m. and it is updated during the day as needed.

From a touch-tone phone, dial 609-258-SNOW (7669).

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

Princeton University
WPRB, 103.3 FM

Nassau Broadcasting
WHWH, 1350 AM
WPST, 94.5 FM

Progressive Broadcasting
WBCB, 1490 AM

Delayed arrival: Employees may arrive later than their regular start time without having to charge the time. Employees should notify their supervisors if they do not expect to arrive at work within the stated delayed arrival period.

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 (or shift) to leave without pay or, with supervisory approval, to vacation, optional holiday, or compelling reason time.

Critical services only: On rare occasions the University may remain open for critical services only for the entire workday. Only employees who are designated “critical” or “necessary” are required to work.

Critical and Necessary Employees: Biweekly-paid employees who must report at their regular time regardless of a delayed arrival announcement, who must remain when there is an early dismissal, or who must provide services which are critical to the operation and safety of the University are designated by their supervisors as “critical” or “necessary” and

may be eligible for premium pay or compensatory time. Employees should consult with their supervisors to determine whether their positions are designated “critical” or “necessary.”

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, compelling reason time, or optional holiday.

Vacation: Vacation time will not be restored to an employee who is taking a scheduled vacation day on a day when work schedules are affected by a weather or other emergency.

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.

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 worker’s compensation, please refer to the Benefits section in this handbook.)

Time Off with Pay

Time off with pay includes the following: holidays, vacation, sporadic absence, death in the family, jury duty and court appearances, military reserve training, temporary disability and workers’ compensation leaves, and compelling reason time and marriage, civil union, or commitment ceremony for same-sex partners for biweekly-paid employees. Specific information regarding the types of leaves available and eligibility for these leaves is provided below.

Holidays

The University has 11 paid holidays annually; in most years, nine are scheduled holidays and the two additional days are optional holidays. Human Resources announces the holiday schedule as early as possible for the next 3 fiscal years. The holiday schedule can be found on the HR website at www.princeton.edu/hr/wrksched/holiday.htm.

- All regular full-time and part-time staff members receive their usual pay for designated holidays that occur on a regularly scheduled workday.
- Holidays which occur when an employee is absent because of sporadic absence or scheduled vacation is charged to holiday time.
- Employees who are on unpaid leave of absence are not compensated for holidays.
- Non-exempt biweekly-paid employees who are required to work on a holiday receive premium pay (time and one-half unless otherwise specified) for hours worked, in addition to their usual day's pay. As an alternative, employees may request an alternate day off. If an employee works on a holiday and chooses an alternate day off, he/she will be paid time and one half for the holiday worked and straight time for the alternate day off. Union employees should consult their collective bargaining agreement for their holiday pay policy.

Optional Holidays

All regular full-time and part-time employees usually have two optional holidays per year. Employees receive their usual pay for an optional holiday.

- Optional holidays should be scheduled in advance and approved by the supervisor.
- Optional holidays must be taken in the fiscal year in which they are allocated and cannot be carried over into the following fiscal year.
- Employees who are terminating employment are not compensated for optional holidays.

In the first year of employment, those hired between July 1 and December 31 receive two optional holidays; those hired between January 1 and June 30 are eligible for one optional holiday. New biweekly-paid employees are allowed one optional holiday during their 90-day probationary period. However, if a new employee starts work May 1 or after and the work schedule cannot accommodate time off, supervisors may deny the request for the optional holiday during that fiscal year.

Vacation

Vacation is paid time away from the workplace provided for the health and well-being of employees. Vacation time accumulated during a fiscal year (July 1 through June 30) is normally taken in the next fiscal year. However, with supervisory approval, employees may also take vacation during the same fiscal year in which it is accrued. All vacation time accrued in one fiscal year should be taken before the end of the following fiscal year.

The number of vacation days that can be accrued varies according to staff: full-time biweekly-paid office and clerical, and laboratory and technical support staff members accrue 22 days per year; full-time monthly-paid staff members accrue 24 days per year; and full-time biweekly-paid maintenance and service staff members accrue vacation days according to years of service. The maximum number of unused accrued vacation days for which a terminating employee will receive payment is 30.

Employees who work part-time schedules accrue vacation on a prorated basis.

Union employees should refer to their union contract for specific information regarding vacation policy.

Vacation Carryover: All vacation time accrued in one fiscal year should be taken before the

end of the following fiscal year. Employees may carry over up to six unused days according to the policy of the individual department and as approved by the employee's supervisor and the Office of Human Resources. Union employees should refer to their union contract for specific information regarding vacation carryover.

Computation: The following computation schedule for biweekly-paid employees illustrates how to determine the number of vacation days earned during a fiscal year. For additional information on calculating vacation, see the *Policy and Procedure Manual*.

Computation of Vacation: Office and Clerical, Laboratory and Technical

Regular full-time employees—Vacation is computed by the following formula during a fiscal year (July 1 to June 30):

Number of weeks worked x .424 = accumulated vacation days

a. With a full year of service:

52 weeks x .424 = 22 accumulated vacation days

b. With less than a full year of service or in a year in which an unpaid leave of absence has occurred, vacation is computed on the basis of the weeks that have been worked during a fiscal year (using the example of an employee who has worked only 38 weeks in a fiscal year).

38 weeks x .424 = 16 accumulated vacation days

Computation of Vacation: Maintenance and Service Staff Employees

Regular full-time employees—Vacation is computed by the following formula during a fiscal year (July 1 to June 30):

Vacation Accumulated

<u>Length of Service</u>	<u>Formula</u>	<u>After One Year</u>
1-5 years	.193 x no. of weeks worked	10 days
6-10 years	.289 x no. of weeks worked	15 days
11-15 years	.385 x no. of weeks worked	20 days
16-20 years	.424 x no. of weeks worked	22 days
21 or more years	.481 x no. of weeks worked	25 days

With less than a full year of service or in a year in which a leave of absence has occurred, vacation is computed on the basis of the weeks that have been worked during a fiscal year. For example:

An employee works 30 weeks during a fiscal year while in the first year of employment. Vacation is computed by the following formula:

.193 x 30 weeks = 6 vacation days accumulated

When an employee begins the 6th, 11th, 16th, or 21st year of employment at any time during a fiscal year, vacation will be considered to have been accumulated at the new rate retroactive to the previous July 1.

Scheduling: Vacation time should be requested well in advance so that supervisors can arrange schedules to fit the needs of both the employee and the workplace. When necessary, the University can require individuals to take vacation at specified times of the year due to work schedules or budgetary considerations.

Illness during vacation: Time lost due to accident, illness, or injury that occurs during a vacation period is normally charged to vacation. However, under unusual circumstances, an employee may request that the time be charged as sporadic absence. Medical certification is required.

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. (See: *Leaves of Absence/Workers' Compensation, Short-term Disability.*)

New employees: Newly hired biweekly-paid employees are not entitled to vacation time during the probationary period. However, at the end of the probationary period, the employee is credited with vacation time retroactive to the initial employment date.

Terminating employees: Individuals who are terminating employment at the University are compensated for accrued but unused vacation time up to a maximum of 30 days.

Less than twelve month employees: Monthly-paid employees whose work schedule is less than 12 months or biweekly-paid employees whose work schedule is less than 26 biweekly pays must take their vacations during their normal yearly work schedule. Vacation days which are accrued but not taken may be carried over to the next fiscal year up to six unused days, depending on the department's policy.

Sporadic Absence

The University provides all benefits-eligible employees with eight (8) sporadic absence days per fiscal year. Unused sporadic absence days may be carried over to the next fiscal year to allow a benefits-eligible employee the opportunity to maintain a maximum of 16 days. Employees are not paid for any unused sporadic absence days upon retirement or termination of employment.

Sporadic absence time may be used for non-work related personal injury or illness (see also *Family and Medical Leave*) or medical appointments that cannot be scheduled outside of work hours. The days also may be used to care for a sick or injured member of the immediate family or household. (With supervisory approval, time taken for medical appointments for the employee or member of the immediate family or household may be charged to vacation time, optional holidays, time off for compelling reasons, or leave without pay.)

In the first year of employment, employees hired between July 1 and December 31 are allowed up to eight sporadic absence days; those hired between January 1 and June 30 are allowed four days. During the 90-day probationary period, newly-hired biweekly-paid employees are allowed up to two days.

Absence for Compelling Reasons

To cover emergencies or unusual circumstances—for example, personal or family emergencies, car breakdowns, or appointments which cannot be scheduled outside normal work hours—the University allows biweekly-paid staff to charge the time off to Compelling Reason Time. Full-time office and clerical staff have 14½ hours per fiscal year; full-time technical and laboratory support and maintenance and service staffs have 16 hours per fiscal year.

Employees should request compelling reason time at least three days in advance for scheduled appointments. For emergencies, they must notify their supervisors prior to the start of the workday or as soon as the need occurs.

Employees cannot be paid for unused compelling reason time, nor can unused compelling reason time be carried over to the next fiscal year.

Employees who are members of a union should refer to their collective bargaining agreements.

Marriage, Civil Union, or Commitment Ceremony for Same-Sex Partners

One day off with pay may be taken by a biweekly-paid employee for his/her own marriage or for civil union or commitment ceremony for same-sex partners. The time taken may be one of the following:

- the last working day before the day of marriage, civil union, or for commitment ceremony for same-sex partners;
- the day of the marriage, civil union, or for commitment ceremony for same-sex partners; or
- the first working day after the day of marriage, civil union, or for commitment ceremony for same-sex partners.

Additional time may be taken with supervisory approval and charged to vacation, optional holidays, time off for compelling reasons, or leave without pay.

Death in the Family

Employees may take up to three days leave with pay in the event of a death in the immediate family. Immediate family is defined as:

- spouse or domestic partner;
- children or grandchildren of the employee, spouse, or domestic partner;
- parents, foster parents, guardians, grandparents, brothers or sisters of the employee, spouse or domestic partner; or
- a permanent member of the household.

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, optional holiday, time off for compelling reasons, or leave without pay.

Jury Duty/Court Appearance

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. Appearances in court for traffic or other motor vehicle violations, as a party in a lawsuit, or as a spectator must be charged to vacation, optional holidays, time off for compelling reasons, or leave without pay. 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.

Military Reserve Training

Employees who are members of the Reserves or National Guard are allowed up to 15 days of leave with pay per year for periodic training (weekend duty, summer training, etc.). The University ensures the difference between the employee's military base salary and University salary. As an alternative, employees may choose to use vacation time, optional holidays,

or time off for compelling reasons for their annual military Reserve training, in which case regular University salary is paid.

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 (FLA). 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 the Office of Human Resources. The following information highlights the major parts of family and medical Leave.

Princeton University provides all eligible employees with unpaid federal family and medical leave up to twelve weeks in any 12-month period and unpaid NJ State family leave up to twelve weeks in any 24-month period. The University guarantees that at the end of the leave, the employee can return to the same position or to one that is equivalent in rank, salary, and benefits. During the period of leave, all regular benefits, which include health plan and life insurance coverage, and service credits for retirement plan benefits are maintained.

Eligibility: To be eligible for a family and/or medical leave, employees must:

- be in active employment for at least 12 months of service, which need not be consecutive and is calculated as of the start date of the leave and
- have worked at least 1000 hours during the immediately 12-month period preceding the start of the leave.

National Guard members and reservists returning to civilian occupations after serving in support of the post-September 11, 2001, national emergency declaration are entitled to have their active duty time counted towards their eligibility for a leave under the federal Family and Medical Leave (FMLA).

In all cases, leave under the Family and Medical Leave Act or NJ Family Leave Act must be designated before the leave begins and it is the University's responsibility to determine, based on information provided by the employee, if a leave, paid or unpaid, meets the qualifications.

Reasons for Taking Leave: Eligible employees may take a family or medical leave for any of the following 5 circumstances:

- a serious health condition of the employee that makes the employee unable to perform any one or more of the essential functions of the job
- the care of a family member (as defined within this policy) who has a serious health condition
- the birth of the employee's newborn child
- the care of the newborn child
- the placement of a child with the employee for adoption or court approved foster care

In certain cases, employees who have had approved leave for their own serious health condition will be entitled under the NJ FLA to a leave within the same 12-month period for the birth or adoption of a child, or care of a family member who has a serious health condition.

If the absence for the serious health condition of the employee qualifies under the University's short-term disability plan, the federal family and medical leave will run concurrently when possible.

The family leave taken under FMLA must be concluded within the 12-month period following the birth, adoption, or placement of the child. If the family leave taken falls only

under the NJ FLA, it must be concluded within the 24-month period following the birth, adoption, or placement of the child.

If the absence for the serious health condition of the employee qualifies under the University's short-term disability plan, the federal family and medical leave will run concurrently when possible.

Part-time employees are eligible for leave prorated based on their duty time and number of weeks or months worked.

Definitions

- **Family member:** 1) spouse through marriage or by civil union or domestic partnership; 2) child (biological, adopted, foster, step, legal ward, or a child *in loco parentis* where the employee provides daily self-care and financial support for a child who is either under 18 years old or a dependent adult or an adult with a mental or physical disability incapable of self-care where the employee provides daily self-care;) 3) parent (biological, foster, resource family, adoptive, step, parents-in-law, and legal guardians having child-parent relationship as defined by law, or having sole or joint legal or physical custody, care, guardianship, or visitation with a child, or an individual who has served in a parental relationship to an employee, or individual who stands or stood *in loco parentis*.)
- **Serious health condition:** an illness, injury or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical facility, or continuing treatment by a health care provider. Coverage applies to conditions or illnesses that affect employees' health to the extent that they must be absent from work on a recurring basis for more than a few days' treatment or recovery, and to conditions or illnesses that require employees to provide care during a period of treatment for family members.
- **Intermittent leave:** non-consecutive leave taken in at least one-hour increments.
- **Reduced schedule:** non-consecutive leave when an employee may work fewer days per week or fewer hours per day during the standard workweek.

Advance notice and medical certification: Employees should provide written advance notice and must provide medical certification.

- Thirty days advance notice is required when the leave is foreseeable. Exceptions to the notice period may be granted for emergency situations.
- Medical certification is required to support a request for leave due to a serious health condition, and periodic updates may be required. For care of a family member, the employee must provide a statement and/or medical certification from the health care provider indicating the need for the employee to provide care for the family member.

Leave may be denied if these requirements are not met.

Limitations

- **Insurance premiums:** The employee is responsible for paying any additional premiums required for the health care plan and life insurance coverage selected.
- **Short-term disability and workers' compensation coverage:** The first 12 weeks of leave

taken because of the illness or injury of the employee and which qualifies as short-term disability or workers' compensation leave is charged concurrently to family and medical leave. Exceptions to this concurrent charging may be made in special circumstances.

- **Advance notice of return to work:** Employees are expected to report periodically on their status, and notice of intent to return to work must be given to the supervisor in writing at least two weeks in advance of the return.
- **Reduced schedule:** There may be circumstances where intermittent or reduced leave is better both for the employee and the operation of the department. This type of leave must be scheduled within a 24-consecutive week period unless otherwise agreed upon by the supervisor and employee. If leave is granted on this basis, however, the University may request that the employee transfer temporarily to an equivalent alternative position which better accommodates frequent absence or a part-time schedule.
- **Other**
 - When both parents are employed by the University, they are each entitled to 12 weeks of family and medical leave.
 - To offset the unpaid family and medical leave, employees are encouraged to apply unused accrued vacation days toward family and medical leave, normally paid in a lump sum at the start of the leave. If the employee does not take accumulated paid vacation time during the family leave, it is available after return from leave, with supervisory approval.
 - An employee may request to extend the family leave with a personal leave for a total leave period not to exceed one year, but the guarantee of return to the same or equivalent position applies only to the first 12 weeks of family 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 (care of child)
- family matters
- community service
- education or training

Requests for a personal leave must be made in writing to the supervisor at least two weeks in advance of the proposed leave date and should include the reasons for the request. When reviewing the request, supervisors will consider the department's operating needs as well as the employee's job performance and length of service. Requests approved by the supervisor must be forwarded to the Office of Human Resources for final approval.

For leaves of less than one calendar month the University normally guarantees the individual a return to the same position.

Personal leaves for periods longer than a month are granted with the assumption that the employee expects to return to the University. For leaves that extend beyond one calendar month, the University cannot guarantee that the employee will return to the same position. If it is necessary to fill the position permanently while the employee is on personal leave, the University will make a reasonable effort to assist the employee in locating another position at the University.

Compensation

A Princeton University employee's total compensation includes: 1) annual base salary paid in the monthly or biweekly paycheck and other cash awards; 2) the value of University staff benefits, such as health, life, and long term disability insurance, retirement plan contributions, and plans such as employee educational assistance and tuition grants for staff children; and 3) other perquisites as appropriate.

Pay Practices and Policies

Compensation Philosophy

Princeton University is committed to excellence in undergraduate and graduate education, scholarship, and research. The Office of Human Resources develops strategies, policies, and programs to support the University's mission and, therefore, has developed a compensation philosophy for administrative and support staff.

Princeton's compensation philosophy has three primary objectives. These objectives are to:

1. attract a qualified, diverse workforce through a competitive compensation program;
2. retain and motivate a qualified, diverse workforce by recognizing and rewarding individual and group achievement, contribution, and excellence; and
3. provide a non-discriminatory merit-based compensation program.

To accomplish these objectives, the University will provide a compensation program that establishes and maintains competitive salary levels within relevant markets and available resources and is consistent with job content, responsibilities, and requirements. The program will emphasize and encourage excellence by rewarding individual and group contributions, including performance which supports University values such as excellence, diversity, teamwork, flexibility, innovation, fiscal responsibility, and leadership.

Princeton's current markets reflect our recruiting practices and are defined as local for non-exempt staff, local/regional for entry to mid-level exempt staff, and regional/national for senior level staff.

Time Sheets

Each employee maintains a record of time worked during the fiscal year, July 1 through June 30. Federal and State wage and hour laws require that the University record the number of hours worked, including hours and days for vacation, holidays, sporadic absence time, compelling reason or leave without pay for all non-exempt employees. To comply with the law, non-exempt biweekly-paid employees are asked to keep accurate time records through Princeton's Time Collection System, which their supervisors will review and approve. Exempt monthly-paid employees also should track their time using hard copy time sheets for days not worked due to vacation, sporadic absence, holidays, or leave without pay.

Supervisors are responsible for ensuring that accurate time reporting records are maintained for the exempt and non-exempt employees they supervise and that University pay policies are correctly administered and reported. Time records for time worked by all non-exempt biweekly-paid employees, including records of absences (non-productive work time), are reported by the supervisor and stored in the Time Collection System. Records of absences for all employees (exempt and non-exempt) must be kept for a minimum period of seven years under New Jersey wage and hour laws and University guidelines. Supervisors may access records from the Time Collection System for the non-exempt employees they supervise. Records for current exempt employees should be kept in the department in which

the employee works. Records for terminated employees should be forwarded to the Office of Human Resources for inclusion in the personnel file. To track time off, employees may wish to use the HR attendance record which can be downloaded from the HR website at <http://www.princeton.edu/hr/comp/attform.pdf>.

For more information on FLSA, go to the U.S. Department of Labor website at www.dol.gov/dol/compliance/comp-flsa/htm.

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:

- non-exempt employees (at Princeton, these are the biweekly-paid employees) must be paid for all time worked, including a special rate for any overtime hours. The FLSA defines overtime as hours worked in excess of 40 hours in the same defined workweek.
- non-exempt 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 the following guidelines regarding compensation for authorized overtime.

Paid and unpaid absences: Paid absences, such as sporadic absence days, vacation days, or holidays, are considered as time worked when calculating overtime. Unpaid absences are not considered as time worked when calculating overtime.

Work in excess of forty hours per week. Under the Fair Labor Standards Act, all non-exempt employees who work more than 40 hours in one defined workweek are paid at a rate of not less than one and one-half times their base rate for the excess hours.

Work in excess of eight hours per day. The University has determined that regular (benefits eligible) employees who work in excess of 8 hours on any regularly scheduled workday will be paid at the rate of time and one-half of base pay for the excess hours.

Regular non-exempt biweekly-paid employees whose normal schedule is 7¼ hours are compensated at the rate of straight time for the time worked between 7¼ and 8 hours, and then at the rate of time and one-half base pay for the time worked in excess of 8 hours.

Regular non-exempt biweekly-paid employees who work more than 7¼ or 8 hours, depending on their normal schedule, may receive compensatory time (see section below) within the same workweek in lieu of overtime pay and depending on the needs of the workplace.

Departments that have employees regularly scheduled to work shifts longer than eight hours are exempt from this rule and should contact the Office of Human Resources to determine the overtime policy that is appropriate to the situation.

Work on the sixth day. When regular non-exempt employees work six days in the same defined workweek, they will be compensated for any hours worked on the sixth day at the rate of one and one-half their base rate, provided they have been compensated for the required 40 hour or 36¼ hour normal work schedule.

If the employees work on Saturday and then also work on Sunday, the employees receive double their base rate for all time worked on Sunday.

If employees work on Sunday but have not worked on Saturday, then the employees receive one and one-half times their base rate for work on that day.

Work on the seventh day. When regular non-exempt employees work seven days in the same defined workweek, they will be compensated for the seventh day at the rate of double their base rate for time worked on that day, regardless of the number of hours worked on the sixth day and provided the employees have been compensated for the required 40 hour or 36¼ hour normal work schedule prior to the start of the seventh day.

The effect of work in a second, casual job. For regular non-exempt employees who work in a second, casual job whose combined hours worked exceeds 40 hours in one workweek,

the overtime rate is the combined average rate of pay worked in both jobs and/or departments.

Exceptions: Rules for overtime pay may vary because of particular situations, the most common of which are listed below. Employees should check with their managers, supervisors, union representative, or the Office of Human Resources for clarification, if necessary:

- departments with special work schedules (e.g., a four-day full-time workweek) or
- employees who are paid a shift differential

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 non-exempt biweekly-paid employees compensatory time off in lieu of overtime pay. (The allowance for compensatory time off does not apply to exempt monthly-paid employees.) The following rules apply for compensatory time off:

- Employees who work more than 40 hours in the same defined workweek may not receive compensatory time. The employee must be paid the overtime rate for the hours worked beyond 40 hours.
- Employees who work 40 hours or less in the same defined workweek must take compensatory time off during the same defined workweek and cannot save it for a later date. The supervisors must assign and/or approve all compensatory time off.
- Compensatory time off is allowed on a one-for-one basis (one hour off for each additional hour worked).

Making Up Time

Occasionally, an 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. (See: *Overtime Pay*.)

Classification Review

Within the University, the duties and responsibilities of each job have been carefully evaluated and a designated salary range has been assigned to each position. In order to ensure that employees are compensated fairly, positions with similar duties and responsibilities are paid within the same salary range.

When there is a significant change in the responsibilities of an employee's position, a "classification review" may be in order. The supervisor, with the help of the employee, completes a questionnaire. This questionnaire identifies changes that have occurred in job responsibilities, knowledge, and skill required to do the job, decision making responsibilities, etc. The information provided in the questionnaire is then compared against other position

descriptions for similar jobs at Princeton, a generic position description if one is available, and external market data. If the review of all the data indicates that there is a significant change and a new level of responsibility and authority, the position is reclassified. The employee receives, in effect, an “in place” promotion and salary adjustment.

Temporary Adjustments to Pay

There are circumstances when it is appropriate to make a temporary adjustment to an employee’s salary. Temporary increases may occur when an employee replaces another employee classified in a higher level position for a period of time (not less than six weeks) and assumes all or a significant portion of the responsibilities associated with the higher level position. Recommendations for a temporary salary increase are documented by the supervisor and approved by the Office of Human Resources. Arrangements for temporary salary increases are for a limited time and are reviewed and renewed every six months, as necessary.

Demotion to a Lower Job Classification

Demotions, though infrequent, can occur for several reasons. For example, an employee may voluntarily transfer to another vacant position which is at a lower job classification; a departmental reorganization may result in the position being reclassified to a lower grade; or an employee may be demoted to a lower grade position as a result of disciplinary action or job performance.

When a demotion occurs, determination of the appropriate salary is made on a case-by-case basis. The Office of Human Resources does a thorough review of the employee’s current salary in relation to salary scales for the new position and assesses salary equity within the department and across the University.

Employment in Two Departments

Employees may not work as regular staff members in more than one department without 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%. (This does not preclude employees who work in a regular position of 50% time or more from taking on occasional hourly assignments.) These arrangements must be approved by supervisors in both departments and by the Office of Human Resources.

A Summary of Benefits

Benefit plans offered at Princeton are designed to be competitive and cost effective, provide some level of employee cost-sharing, and address the needs of a diverse staff. Princeton’s comprehensive benefits program includes health and welfare benefits, pension benefits, income protection in the event of short and long term disabilities, and benefits for employee education and children’s tuition grants. While the University intends to continue each of the benefit plans, the University reserves the right to terminate or amend any plan at any time and for any reason.

The following summaries are for general information only. Information pertaining to any of these benefit plans can be found at www.princeton.edu/hr/ben/. Inquiries on details of the benefits plans described in this section should be addressed to the Office of Human Resources, extension 8-3302.

Eligibility

A staff member working 50% time or greater for appointments of five months or more in an approved budgeted position is eligible to participate in the benefit plans described in

this section.

Important Enrollment Information

Newly hired employees must select benefits within the first 31 calendar days of employment and may make changes once a year during the open enrollment period.

Employees may add or remove eligible dependents to and from a plan, or enroll or terminate existing participation in a plan within 31 days of a qualified status event change. In the event of the birth or adoption of a child, employees have 90 days from the date of the event.

You must notify the Office of Human Resources at 8-3302 to request an online or paper enrollment form. Proof of the qualifying status event must be provided to Human Resources within 31 days of the event or 90 days for the birth or adoption of a child. Examples of a qualifying status event include marriage, civil union, same sex domestic partnership, divorce, birth or adoption of a child (see below), death of a child or spouse, termination or commencement of your spouse's employment, transition from full-time to part-time or vice versa by you or your spouse, going out on or returning from an unpaid leave of absence for you or your spouse, or any significant change in your family's health care plan coverage through your spouse's health care plan. *Note: Any qualifying status events for which a spouse is eligible also applies to partnership relationships by civil union or domestic partnership.*

Medical Plans

Princeton University offers a choice of several health care plans to meet the needs and lifestyles of its diverse staff. Most plans include a prescription drug plan. To help you choose the best plan, summaries of each plan are described on our website at www.princeton.edu/hr/ben/health.htm. Contributions toward the cost of the health care plans, if any, are deducted from the employee's pay (biweekly or monthly) on a pretax basis (salary reduction).

Health Benefit and Dependent Care Expense Account Plans

Eligible staff may establish a Health Benefit Expense Account (HBEA) to cover medical expenses for themselves and their eligible dependents not reimbursed or covered by their health care plans to a maximum of \$5,000 per calendar year. A Dependent Care Expense Account (DCEA) may be established to cover expenses for care of eligible dependents that are incurred to allow the employee and spouse to work or attend school full time to a maximum of \$5000 limit per calendar year. Both HBEA and DCEA accounts are fully funded by the employee through pretax contributions (salary reduction) and are subject to Internal Revenue Code regulations.

Employee Child Care Assistance Program (ECCAP)

Effective July 1, 2007, the University established the Employee Child Care Assistance Program (ECCAP) to provide financial assistance to eligible faculty and staff with pre-kindergarten children to meet the cost of child care. The awards are based on household income and can be used to pay for a wide range of possible arrangements from in-home care to licensed day care centers. For tax purposes, these awards are treated as additional income and may be subject to state and federal tax. Only one award is available per eligible family. For more information about eligibility, the size of the awards, and procedures for applying, refer to www.princeton.edu/hr/worklife/overview.htm or contact Human Resources at 8-3302 or benefits@princeton.edu.

For more information about Internal Revenue Code regulations, go to the IRS website at www.irs.gov.

Parking and Transit Reimbursement Plans

Eligible staff may establish a Parking Reimbursement Account to pay for parking associated with commuting to work. A Transit Reimbursement Account may be established to pay for mass transit costs associated with your commutation to work. Both the Parking and Transit Reimbursement Accounts are fully funded by the employee through pretax contributions (salary reduction) and are subject to Internal Revenue Code regulations. More information on the Parking and Transit Reimbursement Accounts is found at www.princeton.edu/hr/ben/parktrans.htm.

Dental Plans

Princeton University offers a choice of several dental plans for eligible staff. The cost of the plan is fully paid by the employee on a pretax basis (salary reduction). More information on the dental plans is found at www.princeton.edu/hr/ben/dentoc.

Vision Care Plan

Eligible staff and eligible family members may enroll in the Vision Care Plan, designed to encourage participants to maintain their vision through regular eye examinations. The plan also assists with vision care expenses for prescription glasses or contact lenses. The cost of the plan is fully paid by the employee on a pre-tax basis (salary reduction). More information on the vision plan is found at www.princeton.edu/hr/ben/vistoc.

Life Insurance Plan

Eligible staff members receive University-paid term life insurance coverage of one and one-half times annual base salary up to a maximum benefit of \$500,000. In addition, eligible staff receives University-paid coverage for accidental death or dismemberment. The amount of this coverage is also equal to one and one-half times annual base salary up to a maximum benefit of \$500,000. Both benefits take effect on the date of hire and continue at this rate until age 60, when they are reduced gradually each year until age 70 based on a schedule which is available from on the Human Resources website at www.princeton.edu/hr/ben/life or by calling the Office of Human Resources at 8-3302. Once you retire or terminate your employment, University-paid term life insurance coverage ceases. Additional information can be found at www.princeton.edu/hr/ben/life.

Supplemental Life Insurance Plan

The University offers eligible staff the opportunity to purchase supplemental group term life insurance coverage in a lump sum benefit form. Under this plan eligible staff may choose an additional lump sum benefit (options of one, two, three, or four times the annual base salary) up to a maximum benefit of \$700,000. The cost for supplemental group life term insurance depends on annual base salary, amount of life coverage and the age of the employee. You are eligible to enroll within 31 days of your hire date. You may also elect or increase your coverage level by one times your base salary during the annual open enrollment period, within 31 days of a qualifying status event or within 90 days for the birth of adoption of a child. Otherwise, you may elect or increase your level of coverage more than one times your base salary at any time of the year by completing an Evidence of Insurability (EOI) form to the provider. The provider will review your EOI form and approve or deny your request. Additional information can be found at www.princeton.edu/hr/ben/life or by calling the Office of Human Resources at 8-3302.

Business Travel Accident Insurance

All regular University staff members are covered under the University-paid Business Travel Accident Insurance. The coverage takes effect on the date of hire and is equal to five times the annual base salary up to a maximum benefit of \$500,000. (The benefit is reduced beginning at age 70.) This coverage is for travel on authorized University business, not to and from

work. Additional information can be found at www.princeton.edu/hr/benefits/life.

Long Term Care

The University offers a Group Long Term Care plan to all benefits eligible regular staff members, their spouse, same sex domestic partner, parents, grandparents, parents-in-law, and grandparents-in-law. Employees and their spouse, partner by civil union, and/or same sex domestic partner will have their premiums deducted through payroll deduction. Parents, grandparents, and in-laws will be directly billed by CNA, the plan administrator.

Long Term Care provides a variety of services for people who are unable to care for themselves and is often referred to as custodial care. Medicare and private health insurance plans or disability coverage typically do not provide coverage for long term care needs. Individual rates are based upon the plan chosen, added optional features, and the age at the time of enrollment. Please note: If you do not enroll within 31 days of becoming eligible to participate in the plan, you will be required to provide evidence of insurability. Your premiums remain level, even as your age increases, unless you decide to purchase optional benefits at a later date. More information on long term care insurance through CNA can be found on the website at <https://www.ltcbenefits.com> (the password is Princeton).

Death Benefit

In recognition of service to the University, upon the death of an active benefits eligible faculty or staff member and *in addition to our Basic Life Insurance benefit*, the University will pay one month of the faculty or staff member's regular base salary to the estate of the deceased. Union employees should refer to their collective bargaining agreement.

Educational Assistance Plans

Children's Educational Assistance Plan

The University provides a tuition grant program to assist eligible staff members with the cost of their children's undergraduate education. After 5 years of benefits eligible service at Princeton University, benefits eligible staff may participate in the Plan. Eligible employees can receive an annual tuition grant equal to one half of tuition and mandatory educational fees at a level approved yearly by the Benefits Committee for their children's undergraduate study at an accredited two or four year college. You can learn more about the Children's Educational Assistance Plan at www.princeton.edu/hr/ben/edasst.

Staff Educational Assistance Plan

The University provides a tuition reimbursement plan to assist employees with the cost of their undergraduate and graduate education. The plan reimburses 85% of tuition and mandatory educational fees for up to two courses a term up to six courses per fiscal year (July 1 through June 30) and up to \$5,250 per fiscal year. Eligible employees hired or rehired are eligible to participate in the plan on the 1st of the month coincident with or next following one year of service.

Courses must be taken at an educational institution that is accredited by the American Council on Education (ACE) and the employee must successfully complete the course by receiving a grade of C or better, or a grade of Pass in a Pass/Fail course. You can learn more about the Staff Educational Assistance Plan at www.princeton.edu/hr/ben/edasst.

Retirement Plans

Princeton University Retirement Plan

Princeton's retirement plan is offered to eligible staff through the Teachers Insurance and Annuity Association (TIAA) and the affiliated College Retirement Equities Fund (CREF). The Board of Trustees of Princeton University approved a revised retirement plan effective

January 1, 1994.

Contributions: The retirement plan provides for University contributions of 9.3 percent of base salary up to the Social Security Taxable Wage Base and 15 percent above it, with no contributions required by the individual. Contributions are subject to the Internal Revenue Code limits. University contributions are made only on the basis of salary paid by or through the University and not on the basis of external funding or during leaves of absence without pay. Individuals may specify the allocation of contributions between TIAA (fixed and variable annuity funds) and CREF (seven variable annuity funds) in whole percentage amounts.

Participation and vesting: Participation is effective the first of the month coincident with or next following the date of hire. Eligible staff members are fully vested after two and one-half years of service. Length of employment at a prior employer will be credited toward the vesting requirement if the prior employer was classified as an exempt organization under section 501(c)(3) of the Internal Revenue Code, or if the employee was employed by a public college or university which maintains a regular faculty and curriculum and has a regularly enrolled body of students in attendance at the place where its educational activities are regularly carried out.

The prior employer is defined as the employee's most recent employer prior to joining the University. Employment at the prior employer will not be credited if employment was terminated more than six months before the employee was hired at Princeton University.

More information regarding the Princeton University Retirement Plan is found at www.princeton.edu/hr/ben/retplan/htm.

Tax Deferred Annuity Plan

Eligible staff members wishing to increase their post-retirement income may make pre-tax contributions through salary reduction to a Group Supplemental Retirement Annuity (GSRA) contract through TIAA-CREF, or to a mutual fund through The Vanguard Group.

For more information, go to www.princeton.edu/hr/ben/retplan.htm or to the TIAA-CREF website at www.tiaa-cref.org.

Other Plan Benefits

Social Security

Staff members participate in the federal Social Security system through equal contributions by themselves (through payroll deduction) and the University. Contributions are made at the current rate of 6.20% on earnings up to the Social Security Taxable Wage Base for Social Security and at the current rate of 1.45% on all earnings for Medicare Hospital Insurance. More information can be found at www.irs.gov.

Workers' Compensation Plan

Princeton University, in accordance with the Workers' Compensation Law of the State of New Jersey, provides staff that has a work-related injury, illness, disability, or death with coverage for medical treatment, wage benefits for absence from the workplace because of illness or injury, and permanent disability and death benefits. The University's program is self-insured and managed by an independent Workers' Compensation Claims Administrator under the auspices of the Office of Risk Management, Office of the Treasurer.

The University's Workers' Compensation Plan provides all eligible faculty and staff members with 85% of their regular base salary for up to 26 weeks. Vacation time will be accrued only during the first 3 months an eligible employee is on Workers' Compensation leave. Union employees should refer to their collective bargaining agreement. (Eligible casual or probationary employees may apply for the statutory benefit.)

If you have a work related accident/injury, you must inform your supervisor immediately. Contact the Office of Risk Management at 8-1192 for additional information.

Short-term Disability Plan

Princeton's state-approved, private short-term (temporary) disability plan provides eligible staff with income protection during an extended period of a non work-related illness or injury. In cases of personal illness, injury, or disability that render the employee unable to perform normal duties, sick leave with payment of full salary continues during disability up to an equivalent of 26 weeks during normal pay periods. This coverage includes the

inability to work due to pregnancy and the period following childbirth. Vacation time will not accrue when a participant is on short-term disability. Union employees should refer to their collective bargaining agreement. (Eligible probationary and casual employees may apply for the statutory benefit).

Long Term Disability Plan

Eligible staff members receive University paid long term disability insurance coverage after one year of service. If an employee was enrolled in a long term disability plan with his/her most recent employer, the one year waiting period is waived. The most recent employer is defined as the employee's employer just prior to joining the University. Employment at the most recent employer will not be credited if employment was terminated more than six months prior to the individual being hired at the University.

Under this plan, eligible staff members who qualify for long term disability payments will receive a monthly sum which, together with benefits derived from Social Security and/or Workers' Compensation programs, will equal 60 percent of base salary at the onset of the disability up to a maximum benefit of \$10,000 per month. Eligibility for certain benefits, including health plan coverage, continues during the period of long term disability. Please call the Office of Human Resources at 8-3302 for additional information.

Benefits Coverage During Leaves of Absence

Certain benefits coverage continues when an employee is on leave either with or without pay. Staff on leave without pay will be billed for the cost of most benefits that normally are deducted from salary. More information is available by calling the Office of Human Resources at 8-3302.

Transfer and Promotion Opportunities at Princeton

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> or by visiting the Office of Human Resources at 1 New South. By reviewing the posting regularly, employees learn about the types of jobs that may be available and can talk with their managers and Office of Human Resources staff to learn more.

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

Staffing specialists in the Office of Human Resources are also available to assist in completing

an online application and resume writing and to discuss positions that might be appropriate for employees given their experience and qualifications.

University Job Postings

The following sources provide information on job opportunities at Princeton:

Employment Opportunities: The official University job posting site can be accessed through <http://jobs.princeton.edu>. The posting site lists all administrative and support staff jobs currently available on the University's Main Campus. Jobs are posted as soon as they have been reviewed and approved.

All vacant and new positions must be listed on the job posting site for a minimum of five business days. Position descriptions listed on 'Jobs at Princeton' provide the essential functions of the job, the skills and experience required, and the salary grade.

Job listings for the Princeton Plasma Physics Laboratory (PPPL) on the Forrestal Campus are also available at 'Jobs at Princeton' at <http://jobs.princeton.edu>.

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.

To Apply

- Apply directly via the web using the official University job posting site at <http://jobs.princeton.edu>, noting the requisition number of the position for which you are applying.
- For postings with a deadline, the application must be submitted to the staffing team via 'Jobs at Princeton' at <http://jobs.princeton.edu> before or on the deadline date listed in the posting. In all cases, with or without a deadline, employees are encouraged to apply as soon as possible.
- All applications or resumes submitted successfully via 'Jobs at Princeton' will be acknowledged with an immediate online confirmation.

Selection for Interview

An interview for internal applicants is not guaranteed and is based on the applicant meeting the minimum requirements for the position plus additional desired skills and experience.

References

The employee's current supervisor must be listed as a reference, in addition to other 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. If the supervisor has any concern regarding providing a reference, he or she should consult with a staffing specialist.

Confidentiality

Because hiring managers have different approaches to review of an application, 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. An employee is urged to advise the current manager of the application as early as possible but not later than when an interview has been scheduled. Successful candidates should be sure to discuss the following with the

hiring manager:

- the number of accrued but unused vacation days that the employee is entitled to carryover to the new department and/or scheduled absences or vacations and
- the notice period required and any project that might require completion prior to transfer.

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.

Outcome of the Search

When an employee is selected to interview for a promotion or transfer, a staffing specialist or hiring manager will advise the employee of the outcome of the search. In addition, an employee can log onto the 'Jobs at Princeton' website to check the status or apply to another position.

Other Important Employment Policies

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

Employee personnel files: The official employee personnel file, which is the property of the University, is maintained in the Office of Human Resources. Upon request, employees may review the contents of their personnel files. Hiring managers receive only a summary of performance evaluations or current disciplinary memos which are in an employee's file. Employees may schedule an appointment with Human Resources to review their file by contacting the Office of Human Resources at extension 8-3300.

Employment of members of the same family or household: Princeton University permits the employment within the college 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.

Summer employment: Employees often have children who are interested in summer employment at Princeton University. Princeton students are given first priority for temporary summer positions; children of employees are given second preference (though, as noted above, they may not work in the same department as one of their parents).

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.

Employment of University retirees: Employees who have retired formally from the University can be rehired as casual (temporary) employees or as regular employees. University retirees who are hired into a regular position should contact the Office of Human Resources for information on the impact this will have on their retiree medical coverage and retirement benefits.

Staff Development

The University encourages employee efforts to improve skills and performance and provides support for these activities through the tuition reimbursement program, the Program in Continuing Education, HR's Core Learning Curriculum and Management Development Certificate as well as various workshops and seminars on campus.

As a way to continue growth in the current position and to prepare for new assignments, development and training needs should be discussed by employees with their supervisors. HR's learning and development staff, senior Human Resources managers, and employee relations specialists can also advise employees and their supervisors regarding developmental opportunities (for example, skill training, team activities, project assignments, etc.) and training programs that are available through the University or external resources.

Performance appraisals: Supervisors should hold an annual discussion with each staff member that reflects on the individual's performance in the job during the past year. While feedback is encouraged as an ongoing part of the daily routine, the annual appraisal is a time to discuss specific strengths and areas where improvement is needed. The appraisal discussion provides the employee and the supervisor with 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.

Employees can prepare for the discussion by considering the following:

- the key duties of the position
- strengths or accomplishments that have been gained
- areas needing more training and experience
- help the employee needs from the supervisor
- full utilization of the employee's capabilities
- suggestions or ideas for improving the work
- changes or tools needed to improve

While procedures for performance appraisals can differ by department, the discussion should be documented in writing so that both supervisor and staff member have a clear understanding of expectations during the ensuing year. Employees may add any pertinent comments to the form and both the employee and supervisor should sign the appraisal to acknowledge what was discussed. Prior to being forwarded to the Office of Human Resources, the completed appraisal form should be reviewed by the person to whom the supervisor reports.

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, the employee assistance program counselor, the University ombuds officer, the SHARE counselor for cases related to sexual harassment or sexual assault, and the vice provost for institutional equity, who is the University affirmative action officer, for problems relating to alleged unlawful discrimination. (See Part Two of this handbook for fuller descriptions of the resources available to employees.)

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 processes to address performance problems focus 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, or 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.

Failure to comply with University policy (misconduct/cause). There are normally four steps to the discipline process. However, in cases of serious misconduct the supervisor may move directly to a later step in the process, including termination.

- 1) **Oral warning:** An oral warning is given for minor first offenses and remains in effect for 18 months.
- 2) **Written reprimand:** A written reprimand addresses a subsequent offense by the employee. Written reprimands are retained in the employee's formal personnel record for 18 months.
- 3) **Suspension or final warning:** A suspension or final warning indicates the seriousness of the infraction and is intended to alert the employee that the next step is termination. The employee is notified in writing of the suspension as soon as possible after the incident. The length of the suspension is based on the seriousness of the misconduct and normally is without pay. If an investigation is necessary, the employee may be placed on leave with pay, pending results of the investigation.

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- 4) **Termination:** Termination of employment is the final step in the discipline process or the penalty for very serious offenses.

The Grievance Process

Fairness Review Process. Princeton University is committed to providing its staff members with an equitable and respectful work environment. On occasion, an employee may feel that a manager has taken an employment action against the employee in violation of University policy. When this circumstance occurs, the employee should seek resolution informally through the department management, including 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, it is the University's policy to provide a fair, timely, and efficient formal review which will settle the matter. The review is the Fairness Review Process.

Eligibility. All benefits eligible non-union administrative and support staff served by the University's Office of Human Resource are eligible except casual hourly staff, probationary biweekly staff, and Executive Officers. Employees who are covered by a collective bargaining agreement should consult and follow their union contract for the appropriate grievance procedures.

Scope of Fairness Review Policy complaints. Employment actions covered by this policy include:

- formal written warnings:
- unpaid suspensions
- termination for poor performance
- termination for failure to comply with University policy (misconduct/cause).
- layoffs, as they pertain only to the selection process.

Employment actions not covered by this policy include:

- verbal warnings, informal feedback, memos of concern, and performance appraisals
- layoffs, as they pertain to business justification
- other employee complaints, such as those related to changes in conditions of employment (Such complaints should be directed to the Office of Human Resources.)
- complaints regarding compensation and benefits (Such complaints should be directed to the Office of Human Resources.)
- complaints involving harassment or discrimination based on a protected classification (Such complaints, which are addressed by other University policies, should be directed to either the human resources, dean of the faculty, or provost office.)

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 separate policies and procedures (see Part Four, *University-Wide Regulations*). Employees should call the Office of Human Resources at 8-3300 when they have questions regarding these grievance procedures.

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.

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.

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 Office of Human Resources outlining the status of their benefits upon termination. This includes life insurance, health coverage, retirement plan, and expense account plans. 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 2% administrative charge.

University loans: All outstanding University loans must be repaid by the employee at the time of termination. Terminating employees should call the Office of the Treasurer to make arrangements for repayment.

Exit interview: Terminating employees are encouraged to participate in a confidential exit interview with the Office of Human Resources. Exit interviews are an important way to gather information regarding the working environment at the University and to provide specific information about exiting procedures. When notified that an employee is terminating employment, the Office of Human Resources will schedule an exit interview. In an informal setting, terminating employees can provide insight into the success of recruiting efforts, the effectiveness of University benefits, compensation, and training programs, as well as comment on the quality of work life and University employee relations. All information is confidential and is only reported in summary form.

Voluntary Terminations

Voluntary terminations include Resignation, Retirement, and Job Abandonment (Quit without Notice).

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 are expected to provide one month notice; biweekly-paid employees should provide two weeks notice. The notice should be in writing and should include the date of resignation and the reason.

Retirement: Many employees begin planning for their retirement well in advance of the anticipated date. Staff in the Office of Human Resources can assist employees by providing them with an outline of their benefits at retirement, particularly in the areas of retirement plan and health care plan coverage.

- **Eligibility for retirement:** If you were hired on or before December 31, 2002, you are eligible for University retiree benefits when you have attained age 55 and have at least 10 consecutive years of service provided you remain in a benefits eligible position. Should you become non-benefits eligible after December 31, 2002, and are then rehired into a benefits eligible position, you must meet the retirement eligibility requirements stated

below.

If you were hired or rehired on or after January 1, 2003, you are eligible for University retiree benefits when you have attained age 55, have at least 10 years of service and meet the “Rule of 75,” where age plus years of benefits eligible services equals 75.

- **Notice of retirement:** Employees planning to retire should discuss their plans with their supervisors as far in advance as is practical so that the supervisor can plan for a replacement. When the retirement date is confirmed, employees are expected to provide notice of the retirement in writing to their supervisors. In addition, employees must notify the Office of Human Resources of their intention to retire.
- **University TigerCard:** Retiring University employees may keep their University TigerCard (ID), which provides continued access to purchase athletic facilities passes, library privileges, and University dining facilities. ID validation stickers are issued at the beginning of each academic year to eligible retirees by the University TigerCard Office. Spouses or domestic partners of retiring employees and surviving spouses or domestic partners are also able to use and renew their dependent ID cards. Cards and stickers are issued automatically on an annual basis by the TigerCard Office.

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.

Death while actively employed: When an employee dies while actively employed, the employee’s spouse or another member of the immediate family is contacted by the Office of Human Resources which provides information on the status of benefits coverage. Surviving spouses or domestic partners are eligible to use and renew their dependent ID cards, regardless of the deceased employee’s age or years of service. ID cards and validation stickers are not issued automatically, and requests should be made annually and in person to the TigerCard Office.

Crediting Service

When a regular employee voluntarily terminates and then is re-hired, periods of University service may be credited to ensure continuation of certain benefits. Length of continuous service is used to calculate eligibility for participation in the University’s Long Term Disability Plan and vesting in the pension plan. Please note union employees should refer to their collective bargaining agreement.

Crediting of service occurs as follows:

Return within 90 days: When an individual with at least one year of service terminates employment, and then is re-hired within a period of 90 days, benefits eligibility in effect at the time of termination is reinstated based on the rules of each benefit plan.

Return after 90 days and within five years of the date of termination: When an individual with at least one year of service terminates, and then is re-hired after more than 90 days and within five years of the date of termination, credit for service prior to termination and reinstatement in the benefit plans and crediting of service under the plans are based on the rules of each benefit plan.

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. Supervisors will provide guidance and coaching to employees who have performance problems, but if employees are unable or unwilling to improve, termination of employment may result.

Termination for misconduct: Employees may also be terminated for misconduct which includes, but is not limited to tardiness, excessive absence, theft, insubordination, fighting in the workplace, and disruptive or threatening behavior.

Layoff: Occasionally, situations such as reorganizations or lack of funding result in the elimination of positions. In these cases, the affected employees are given notice and placed on layoff status. Notice of layoff is given to the affected employees as soon as possible.

Employees who are covered by a bargaining agreement should consult their union contracts for details regarding layoff.

- **Criteria:** Criteria for retaining staff are established by the supervisor in consultation with the Office of Human Resources. Available funding, required staffing levels, employees' knowledge, ability, performance and credentials necessary to carry out the department's functions, and program requirements are all considerations. If all other factors are equal, length of service will be the deciding factor.
- **Notice of layoff:** Notice of layoff is given as early as possible. Supervisors will try to notify employees informally of an impending layoff. Formal written notification of layoff and the date of termination are required prior to the effective date.
- **Transfer to another position:** During the notice period, the University will make an effort to assist employees in locating other positions at the University for which they qualify. If transfer to another position is not possible, employment is terminated at the end of the notice period.
- **Pay for accrued unused vacation:** Employees who are laid off are paid for their unused accrued vacation time up to a maximum of 30 days.
- **Severance:** The length of layoff (or severance) notice is based on years of service.

<u>Years of Service</u>	<u>Number of Months of Pay</u>
1 st year / probationary period*	1 month regular base pay
2 nd & 3 rd year	2 months regular base pay
4 th & 5 th year	3 months regular base pay
6 th & 7 th year	4 months regular base pay
8 th - 10 th year	5 months regular base pay
11 th - 15 th year	6 months regular base pay
16 th - 20 th year	8 months regular base pay
21 st or more years	12 months regular base pay

* Assumes at least 31 days of service. If less, employees will receive two (2) weeks pay.

- **Recall:** Occasionally, employees may be recalled to work in the same positions they held prior to layoff. The recall period is defined as the 12 months following the termination date. Employees are notified of the recall by mail and have 10 workdays to respond. If employees do not respond to the recall notice they forfeit their recall eligibility. After the 12-month period has ended, former employees must apply for re-employment should their former positions become available.

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- **Rehire and crediting of service:** Laid-off employees who are rehired within the 12 months following the termination date have their service credited. Service is credited for certain benefits without loss of seniority, assuming the following criteria have been met:
 - β the employee had one year of University service prior to layoff; and
 - β the employee is hired into a budgeted benefits eligible vacancy, not into a casual or temporary position.

Reinstatement in the benefit plans and crediting of service under the plans are, however, based on the rules of each benefit plan.

Unemployment Compensation

Unemployment compensation is an insurance benefit administered by the State of New Jersey paid to employees who meet all the requirements of the N.J. Unemployment Compensation Law. The program is financed by a payroll tax paid by employers and employees. It provides financial benefits to those who lose employment or who are involuntarily required by their employer to reduce their work schedules from full-time to part-time. Employees who voluntarily resign their positions or are dismissed for serious misconduct are not eligible for unemployment compensation.

Eligibility for Unemployment Compensation benefits is determined by the State Unemployment Insurance Claims Office after an individual applies for benefits. Benefit payments normally extend for a maximum of 26 weeks.

PART TWO

RESOURCES AT PRINCETON

For all employees, the supervisor is the first resource on questions regarding University policies and procedures or work-related issues. Supervisors generally are familiar with the application of policies to provide accurate answers to employee questions. When additional information is needed, the Office of Human Resources can provide guidance.

When there are job-related issues, employees should talk first with their supervisors. Direct and candid communication usually leads to better understanding and quick resolution of the problem. However, from time to time, employees may experience personal or job-related problems where another resource or “listener” may be helpful. A number of resources are available on campus to assist employees.

This section describes the services provided by 1) the Office of Human Resources, 2) other offices and individuals who are resources for problem-solving and, 3) some of the standing committees which deal more broadly with issues affecting University employees.

Office of Human Resources

The Office of Human Resources provides services to the Princeton University community in the areas of employment, compensation, benefits, work/life balance, employee and labor relations, learning and development, human resources information systems, and organizational development. Our dedicated professionals are committed to working with all of our constituents to foster a positive, inclusive, and productive work environment where all members of our community are valued for their contribution to the Princeton mission. Our staff serves the many talented employees of Princeton University and those seeking to join our dynamic community. Whether your question is about your personal health coverage or about joining Princeton’s world-class workforce, the staff in human resources is here to help.

The Office of Human Resources with the Office of the Dean of the Faculty also plans and administers a comprehensive benefit program for those who comprise the University’s active and retired faculty and staff.

A primary focus of the Office of Human Resources is assisting each of the University’s more than 200 departments in providing a positive work environment and developing policies, procedures; information, and training to support department managers to provide fair, timely, and consistent supervision and a productive workplace.

Other important goals for the Office include:

- providing personalized and transparent human resource services to assist individuals and their departments with a team of human resource professionals

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- recruiting and developing the staff necessary to support the University's mission and short-term and long-range plans
 - supporting supervisors to build an environment that optimizes work performance and morale
 - offering various management training classes to strengthen management, communication, and other related skills for both supervisors and employees
 - strengthening employee focused HR communication through various methods
 - offering programs and guidance to support and promote the University's commitment to affirmative action, equal employment opportunity, diversity, and inclusion

Human Resources staff members are available to answer your questions from 8:30 am until 5:00 pm Monday through Friday (during summer hours, the office will be open between 8:30 am until 4:30 pm). It's easy to contact us:

- HR mailing address: 1 New South, Princeton University
- Main office telephone number: 609-258-3300
- HR staffing team telephone number: 609-258-3301
- HR benefits team number: 609-258-3302
- HR employee relations team number: 609-258-3304
- Main fax number: 609-258-5920
- HR e-mail address: hr@princeton.edu
- HR benefits e-mail address: benefits@princeton.edu
- HR learning and development email address: HRLD@princeton.edu
- Visit us by appointment or walk-in during office hours
- Leave a message during off hours and we will return your call within the next business day

In addition, information on Human Resources policies and programs is available at www.princeton.edu/hr/.

The following is a brief summary of the responsibilities of the Office of Human Resources and the programs, services, and support provided to employees.

Benefits

Human Resources is responsible for developing and implementing a comprehensive benefits program which is responsive to the needs of a diverse staff. Princeton's comprehensive benefits program includes health and life insurance coverage, pension benefits, flexible spending accounts, income protection in the event of short and long-term disabilities, and benefits for employee education and children's tuition grants.

Compensation

Providing salary programs for administrative and support staff that are fair and competitive, not only within the University but also in comparison to other employers, is another important responsibility of Human Resources. Salary structures are regularly reviewed and compared with those of other institutions and organizations to ensure that the University's salary increase program is competitive and effective. Compensation specialists review all recommendations for salary changes, including reclassifications, promotions and new hires, with the goal of providing consistency and equity within the University. In addition,

Compensation specialists, working with department managers, review job duties and responsibilities to determine the appropriate classification and salary range for newly defined positions.

Diversity and Inclusion

The office of diversity and inclusion's mission is to coordinate the efforts of the areas within the Office of Human Resources, including staffing, employee relations, and learning and development, and the Office of the Vice Provost for Institutional Equity to improve the University's capacity to retain and recruit individuals from diverse backgrounds. This work is being done by combining communication and outreach efforts of these offices thereby enhancing and expanding Princeton University's relationships with community

partners, minority serving agencies, and professional organizations to build awareness of the employment opportunities available at Princeton University. Retention is being addressed by providing support to Princeton's various professional affinity groups and by providing career management advice and training in diversity and management courses.

Employee and Organizational Support

Employees or managers contact the Office of Human Resources for information or to request help with a concern that may necessitate assistance from various individuals within Human Resources. The Office is structured to provide integrated solutions and services in the areas of employee relations, labor relations, organizational development/effectiveness, staffing, compensation, and learning and development functions. Human Resources managers and specialists are responsible to the inquiries of individuals and for building relationships and partnering with administrative and academic departments to consult on organizational planning and design, change management, process design or redesign, communication strategies, and team-based approaches to work.

Labor/Employee Relations

The primary focus of employee relations programs is to enable employees and supervisors to work together cooperatively. This is accomplished in two ways. First, it is the responsibility of the Office of Human Resources to provide policies and programs which create a positive work environment. These policies must be fair, consistent and easily understood by both employees and managers as well as be in compliance with federal, state and local regulations governing the University as an employer. Second, the Office of Human Resources is responsible for helping managers and employees resolve problems in the workplace.

The primary role of labor relations is to speak for Princeton in contract negotiations with unions representing several segments of the University's support staff. The director of labor relations is involved in the day-to-day administration of these contracts and works closely with union representatives to ensure open communication and a positive working relationship.

Learning and Development

Princeton University's mission is to be both one of the leading research universities and the most outstanding undergraduate college in the world. It is a vibrant community of scholarship and learning that stands in the nation's service and in the service of all nations. The learning and development group exists to support the University's mission by growing the capability of managers and leaders to build a motivated, engaged, and high performing workforce.

Learning and development provides holistic learning and development solutions at the individual, team, and organizational levels. Our solutions focus on developing the competencies and behaviors that individuals and teams need to accomplish meaningful

goals and create a positive work climate that encourages and values clarity, interaction, openness, diversity, community, and results. Learning and Development strives to positively impact and influence the quality and effectiveness of individuals and teams across the campus community.

The learning and development group offers core training and development solutions in the areas of management, leadership, and overall performance management. Other learning solutions include both individual and group leadership coaching, management team development, and organizational effectiveness.

For more information about our core learning curriculum programs and other solutions, please visit our website at www.princeton.edu/hr/l&d/index.htm.

Staffing

Staffing specialists assist University departments and managers in developing a talented and diverse applicant pool to fill temporary and regular administrative and support staff positions. Staffing specialists are responsible for identifying and attracting new employees through advertising, networking in various forums, participating in job fairs, and updating the job posting website. Central to its recruiting and hiring activities is Human Resources' responsibility for supporting the University's commitment to equal employment opportunity and affirmative action, and ensuring compliance with federal and state laws. Staffing specialists are recruiting professionals who work with department managers to develop effective strategies for attracting qualified applicants. Staffing specialists acknowledge, review and screen resumes and applications, interview potential job candidates, and assist departments by providing a diverse pool of qualified applicants. Employees who are interested in opportunities for career advancement can consult with staffing specialists about their resumes, their qualifications for various positions, and the procedures for applying for promotion and transfer.

Work/Life Programs

Faculty and Staff Assistance and Work/Life Programs

Princeton University has contracted with the Carebridge Corporation to provide Faculty and Staff Assistance Services for managing work, personal, or family issues at no charge to employees. The services provided by Carebridge are available 24 hours a day, 7 days a week, 365 a year. Carebridge is available by calling 1-800-437-0911.

The Carebridge Faculty and Staff Assistance Program (EAP) helps staff members work through many difficult personal issues such as:

- drug/alcohol abuse
- stress and depression
- financial issues
- interpersonal relationships
- married life and parenting

The individual Work/Life Program assists with issues and referrals for the following types of services:

- child care
- eldercare
- adoption

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- time management and life balance
 - personal financial management

These lists comprise only a small number of topics that are available to our staff members. In addition, employees can access Carebridge's extensive on-line library of educational materials on a wide variety of topics.

Princeton University covers six consultations from Carebridge's EAP professionals. Appointments are available with counselors within your community at work or home. In addition, telephonic visits are also available. There is no limit to the number of Work/Life consultations available to employees.

Seminars are also hosted by Carebridge to provide staff with information on a variety of work/life topics. For further information including a schedule of seminars, you may contact Benefits at 8-9112 or visit the HR website at www.princeton.edu/hr.

For more information, or to use the Carebridge Library, visit the website at www.myliferesource.com. The Company Code is TW8AE. Enter your name and Princeton University for the Princeton information center.

All Carebridge programs and services are strictly confidential.

Child Care

Through an affiliation with Princeton University, there are two on-campus child care centers located at 171 Broadmead:

University League Nursery School: The University League Nursery School (ULNS) is a morning cooperative nursery school for children. The ULNS also offers afternoon program options. The hours are from 8:30 a.m. through 6:00 p.m., Monday to Friday. Programs are available for children from 2-1/2 to 4 years of age. In addition, the ULNS has a nine-week summer program. To obtain further information, staff may contact ULNS at 8-9777. Additional information is available on the ULNS website at www.princetonol.com/local/ulns.

University-N.O.W. Day Nursery: University-N.O.W. (U-NOW) is a full day nursery school for children starting at three months through pre-kindergarten age. The nursery is open 8:00 a.m. to 6:00 p.m., Monday through Friday. Applications and additional information may be obtained from the U-NOW website www.princetonol.com/local/unow. For further information or to arrange a visit, you may call U-NOW at 8-9600.

Child Care Resource List: The University's *Child Care Resource List* is updated annually by Carebridge Corporation, the University's resource and referral program. The list is comprised of accredited/registered child care providers, listed by county, and includes addresses and telephone numbers. For further information, refer to the website at www.princeton.edu/hr/resource/reslist.htm. Staff members who would like assistance in locating child care may contact Carebridge at 1-800-437-0911 or visit the website at www.myliferesource.com.

Note: The Child Care Resource List is not definitive and does not imply an endorsement by the University.

Backup Care Options Program

Princeton University has contracted with the Work Options Group to provide our faculty and staff with backup care when they experience temporary disruptions in their child, adult, and elder care giving arrangements that would otherwise prevent them from fulfilling work or study obligations.

To use the program, you can either request care when a need arises or you could register

in advance by visiting the Work Options Group website at www.workoptionsgroup.com by calling 1-800-557-0847.

The Backup Care Options Program is available 24 hours a day, 365 days a year, for infants through the elderly, whether they are healthy or mildly ill. This program helps to resolve various gaps in care giving, including replacing regular caregivers when they are sick or on vacation; caring for spouses, partners, and loved ones who are recovering from medical treatment; and caring for children or adult family members when they are ill, home during a school closure, or need help because the employee is traveling for work. Family members need not reside in the home of the employee to be eligible. Work Options Group has providers in all 50 states and Canada.

The program gives you access to a team of backup care specialists who provide advice, present options, and schedule the care. Contracted home care agencies require that all caregivers are FBI background checked, CPR/first aid certified, licensed, insured, and have the relevant experience in child or adult/elder care. All child care centers in the network must meet or exceed state licensing regulations and guidelines, including background checks, health and safety standards, and staff-to-child ratios.

In-home and center-based care will cost the participant a small hourly co-pay charge per child. Each benefits eligible staff member will have 100 hours of care available for each calendar year. Those who use the program will be billed for the co-pay by the Work Options Group.

Mortgage Program

Princeton University has partnered with Countrywide Home Loans to offer home financing terms that are exclusive to Princeton University staff. You may contact Countrywide Wide Home Loans by telephone at 609-683-1165 to speak with a program representative about your specific home financing needs.

The features of the program include:

- home financing available in all 50 states
- discounts on closing costs that are not available to the general public
- loans are processed locally at 20 Nassau Street
- mortgage representatives are available to meet with staff at either the local branch office or your home or work location

Through the mortgage program, employees may choose from many programs based on their income and credit history. The University's program offers affordable home financing options that include the purchase of a primary or secondary (vacation) home, investment properties, refinance transaction, home equity lines of credit and second mortgages.

The work/life office also coordinates information sessions on a variety of home financing topics. For further information including a schedule of upcoming sessions, please feel free to contact the work/life office at 8-8543 or you may visit the Office of Human Resources website at www.princeton.edu/hr.

The full terms of the mortgage program are available from Countrywide Home Loans and are subject to change without notice. All loans are subject to credit approval and the underwriting criteria specified by Countrywide Home Loans.

Other Resources

University League

The University League welcomes newcomers to the University community by introducing

them to other new arrivals and acquainting them with the town through special newcomers' events.

Membership in the University League is open to all faculty, administrative and support staff associated with the University. For additional information, contact the University League at 8-3650 or visit their website at www.princeton.edu/~uleague.

Ombuds Office

The Princeton University Ombuds Office is a confidential place where employees, students and faculty can go voluntarily to talk about a complaint, conflict, or problem. The Ombuds listens, helps bring an understanding to the problem and possible solutions, looks for information applicable to the situation, and provides coaching and training. The Ombuds

officer can act as mediator, facilitator, process consultant, and informal investigator. While keeping strict confidentiality, the Ombuds also provides University officials with general information about possible oversights, potential problems and emerging needs. Individuals may contact the office by calling extension 8-1775 or by sending email to ombuds@princeton.edu.

Vice Provost

The vice provost for institutional equity coordinates the University's equal opportunity, affirmative action, and diversity initiatives. The vice provost for institutional equity also oversees compliance with Title IX of the Education Amendments of 1972 (which prohibits sex discrimination) as well as the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (which prohibits discrimination against people with disabilities), New Jersey's Law Against Discrimination, and other equal opportunity and affirmative action regulations and laws. Questions or concerns regarding Title IX, the ADA, Section 504, or other aspects of Princeton's equal opportunity, affirmative action or diversity initiatives should be directed to the vice provost for institutional equity, 205 Nassau Hall, extension 8-6110.

SHARE

Sexual Harassment/ Assault Advising, Resources, and Education (SHARE) serves students, faculty, and staff experiencing verbal and physical sexual harassment, relationship violence, sexual assault, or harassment based on sexual orientation. SHARE services include:

- individual confidential clinical assessments for the secondary effects of sexual harassment or assault
- confidential consultations on disciplinary and legal options
- campus-wide education
- referral to community-based support services

Talking with a professional at SHARE does not constitute making a report or formal complaint. All discussions are private and confidential and do not commit the individual to any further action. SHARE also serves those who are dealing with a history of sexual and/or emotional abuse.

The Council of the Princeton University Community

The Council of the Princeton University Community (CPUC) was created in 1969 and has two primary functions: examining and making recommendations on questions of policy that govern and affect the welfare of the University community, and establishing rules of conduct for the resident members of the community.

The CPUC normally meets the second week of each month during the academic year. The

meetings are open to the public, but much of the groundwork of the council is accomplished in committee meetings. The CPUC has six standing committees: the Executive Committee, the Committee on Rights and Rules, the Committee on Governance, the Committee on Priorities, the Committee on Resources, and the Judicial Committee. Membership in CPUC is drawn from the entire University community. For further information visit the website at www.princeton.edu/~vp/cpuc/.

PART THREE

IN ADDITION: PROGRAMS AND ACTIVITIES AT PRINCETON

Many of Princeton University's facilities, services, and activities are available to staff members and their families. Most of these activities are listed in the calendar published in the *Princeton Weekly Bulletin*. Many are free; others have a fee or admission charge. Employees can take in an art exhibit, hear a gallery talk, play squash or swim in Dillon Gymnasium, or browse in the library. There are concerts and movies on campus and nearby. Employees can follow Princeton's sports teams, play tennis, backpack on weekends, and much more.

TigerCard Identification Card

Upon employment, individuals working 50% time or more are issued a University TigerCard. The TigerCard establishes your affiliation with Princeton University; it serves as a photo ID. Many University departments will ask to see your TigerCard, including the TigerCard/Parking Office of parking, the Athletics Department, McCosh Health Center, the Housing Office, the Office of Human Resources, and the Frist Center Campus Ticket Office.

In addition to being your official University ID, the TigerCard is also used to access the Library stacks and to borrow books. With Building Access Coordinator approval, you may also gain after hour admittance to campus buildings and high security areas. Visit the TigerCard website at www.princeton.edu/sites/tigercard to purchase PAW points to use your TigerCard in dining units and at Library copiers.

For information regarding obtaining identification cards for employees, family members, and domestic partners, or replacing a lost or stolen card, visit the TigerCard website at www.princeton.edu/sites/tigercard/.

Parking and Parking Decals

The TigerCard/Parking Office assigns a parking permit for a designated area – not a specific space. Parking areas are determined by the location of the employee's department. When employees register their vehicle(s), they receive a copy of the University's parking and traffic regulations, including a map of the University parking areas.

It is the responsibility of the employee to keep up to date with Princeton University parking regulations. This includes employees who do not drive to campus as all employees are responsible for their guests and visitors who come to campus. For the most current information, please refer to the TigerCard/Parking website at www.princeton.edu/sites/tigercard/.

University Ticketing

The University Ticketing Office provides ticketing for events throughout the campus including Athletics, Frist Campus Center, Princeton University Chapel, Princeton University Concerts, Program in Theater and Dance, Richardson Auditorium, and Theatre Intime. Tickets can be purchased online at www.princeton.edu/utickets, by telephone at 609-258-9220, or at one of several ticket offices located on the campus. University Ticketing also provides a monthly e-newsletter during the academic year which includes information about concerts, theater performances, varsity athletics, and other events sponsored by various departments and organizations as well as special discount ticket offers. To purchase tickets online, view an event schedule, subscribe to the e-newsletter, locate a ticket office on campus, or obtain more information, visit the University Ticketing website at www.princeton.edu/utickets or call 609-258-9220.

University Scheduling

The Office of University Scheduling offers assistance for event scheduling and planning to members of the University community. The office provides a central point of entry for all groups and individuals on campus searching for appropriate space to hold an event. The University Scheduling staff serves as a resource and provides clients the essential information they will need during the space request process. To submit a space reservation request or for more information, visit the University Scheduling website at www.princeton.edu/uscheduling.

University Publications

Princeton Weekly Bulletin (PWB): News stories about people, programs, policies, and a weekly calendar of campus events make up the major sections of the *Princeton Weekly Bulletin*, the official University newspaper, available online at www.princeton.edu/pr/pwb.

The *PWB* is published each week during the academic year, except for exam weeks and when school is in recess. An issue covering summer events is published in June. A free copy of the *PWB* is mailed to employees' homes. Employees are encouraged to submit for editorial consideration story ideas and information of general interest to the University community. For information about announcements in the weekly calendar, news stories, and photographs, call the Office of Communications, extension 8-3601.

The Daily Princetonian: *The Prince* is an independently owned and operated student newspaper published Monday through Friday during the academic year (excluding exam week and recess periods). The *Prince* can be ordered by subscription, purchased at the U-Store or at local newsstands, or viewed online at www.dailyprincetonian.com/.

Library Privileges

The University Library has an extensive collection of general and special interest books and periodicals. A valid Princeton University ID card allows access and borrowing privileges for employees and family members. Recent publications and periodicals published less than 20 years ago may be borrowed for four weeks; other books and periodicals may be borrowed for eight weeks. For further information about borrowing and access, visit the library website at <http://library.princeton.edu>.

The Friends of the Princeton University Library are interested in books and in promoting the library's resources. The Friends support the publication of the *Princeton University Library Chronicle*, issued three times a year. Information about membership may be obtained from the treasurer of the Friends of the Princeton University Library.

Dining Facilities

The Department of Dining Services offers employees several facilities on campus. The Frist Campus Center, the New South cafeteria located on the seventh floor of the New South Building, Chancellor Green Cafe in the Andlinger Center, and the Shultz Dining Room on the first floor of the Woodrow Wilson School in Robertson Hall are open to all members of the staff. In addition to cash, Dining Services accepts University identification cards with PAW Points to charge purchases. Additionally, beverage and snack vending machines are located throughout the campus. For additional information regarding these services, visit the Dining Services website at <http://facilities.princeton.edu/dining/>.

Prospect House

Prospect House is the private dining facility serving the faculty and staff of Princeton University. This converted former residence of University presidents is open for lunch Monday through Friday in the Garden Room which is a full-service a la carte restaurant and the Tap Room Cafe which serves a variety of hot and cold entrees, beverages and

desserts. Prospect House is also available for catered events for University departments and personal functions. Prospect House hosts several special events for the University community throughout the academic year. For information, visit the Prospect House website at www.princeton.edu/prospecthouse. For reservations, call extension 8-3455.

Palmer House

Palmer House is Princeton University's official guest house. Overnight accommodations at Palmer House are open exclusively to official guests of Princeton University and should be booked by the host department with a project grant number. The facility is also available for catered events and provides full-service catering to all University departments as well as personal functions for University faculty and staff. For further information, please visit the Palmer House website at www.princeton.edu/palmerhouse, email palmerh@princeton.edu, or call 8-3715.

University Health Services

The Employee Health Office, a clinical services unit of Princeton University Health Services located on the garden level of McCosh Health Center, is available to all full-time and part-time university staff for work-related injury or illness, return to work evaluation after a disability, and review of restrictions and various health monitoring programs. The goals are to promote, protect and restore the employee's health within the context of a safe and healthy work environment.

Work-related injuries or illnesses: If staff members have a work-related injury, they should report as soon as possible to the Employee Health Office for care. The Employee Health Office is open from 8:00 am-Noon and 1:00-4:15 pm Monday through Friday. If the injury is life threatening, x-911 should be called from their worksite. If the injury occurs between Noon-1:00 pm, after hours, or on the weekend, and they require treatment urgently, then go to the Emergency Room at The Medical Center at Princeton. The very next business day the Employee Health Office must be contacted at 8-5035 for a follow-up appointment and to report the injury.

Medical surveillance: Some employees, because of their particular jobs, are required to participate in health maintenance programs for asbestos exposure, hearing, animal contact, lasers, live virus, etc. The department supervisor will notify employees who should be involved in these programs.

Work or non-work related injury or illness: Employees must be seen by the Employee Health Office staff before returning to the workplace after any absence of eight consecutive days which is related to a work or non-work related injury or illness. As necessary, employees may be required to visit the Employee Health Office or independent medical provider, as determined by the Employee Health Office, for evaluation.

Travel immunization: For a fee, all staff and dependents over the age of 17 can receive travel immunizations by calling 8-5035 for an appointment

Allergy services: Routine allergy services are available to staff on a fee for service basis by calling 8-5035 for an appointment. Services are billed on a monthly basis and payment is expected within 30 days. Dependents of staff are not eligible for this program.

For more information regarding University Health Services, visit the website at www.princeton.edu/uhs.

Athletics, Physical Education and Recreation

Athletic events and tickets: Season tickets for varsity football, basketball, and hockey are available at the Ticket Office in Jadwin Gymnasium, extension 8-3538. Many varsity,

junior varsity, and freshman events are free. Seasonal sports schedules are available in Jadwin

and Dillon Gymnasiums and are listed in the *Princeton Weekly Bulletin* calendar.

Intramural sports: The intramural program offers programs and tournaments specifically for faculty and staff, including basketball, flag football, soccer, softball, and volleyball.

Physical education: Faculty and staff members are welcome to participate in the physical education program, with classes usually meeting twice a week for 10 weeks. Courses taught by an outside specialist are offered at a nominal fee.

Athletic facilities: Staff members and their families may enjoy the University athletic facilities and events for a nominal fee. Purchase of an athletic facility permit allows use of Dillon Gymnasium, the Jadwin Gymnasium track (when available), and skating at Baker Rink during posted recreational skating hours. Information about purchasing an athletic facility permit can be obtained by calling the Athletic Ticket Office in Jadwin Gymnasium at extension 8-3538.

Baker Rink: The rink is open all year for recreational skating, and hours are posted in the rink.

Jadwin Gymnasium: Staff and their families may use the tennis courts and indoor track for jogging from November 1 to April 15.

Dillon Gymnasium: Facilities at Dillon Gymnasium include basketball courts, aerobics room, dance studio, health fitness room, martial arts room, 25-yard swimming pool, and squash courts. Squash courts must be reserved in person one day in advance or by calling extension 8-3510. Locker and shower facilities are provided. Activity courses are offered for a fee throughout the year.

Tennis courts: The indoor courts at Jadwin Gymnasium are available from November 1 to April 15 for an hourly, per person fee. A reservation permit must be bought at the Ticket Office in the lobby of Jadwin Gymnasium. Recreational use at the Lenz Tennis Center is on a first-come, first-serve basis (no reservations) when varsity teams are not in session.

For more information regarding athletics, physical education and recreation, visit the website at www.goprincetontigers.com/.

Credit Union

The Princeton University Employees' Federal Credit Union (PUEFCU) is a federally chartered, non-profit financial institution that serves the University community. It is governed by its members and not open to the general public. All regular University employees may be considered for membership. Both savings accounts and loans are available through the PUEFCU.

Employees who save through the PUEFCU earn competitive dividends and their savings are insured up to a limit of \$100,000 by the National Credit Union Administration. Interest rates for loans are competitive with other lending institutions. Loan Protection Insurance coverage on the unpaid balance up to \$10,000 is provided without charge. A payroll deduction plan is available to provide a systematic method of saving money and repaying loans.

Employees may apply for membership by submitting an application form, available at the credit union office, or by calling extension 8-5038. Visit the website at www.princetonfcu.org for more information.

Princeton University Store

One of the oldest independent co-ops in the country, the Princeton University Store (U-Store) is governed by a board of trustees comprised of students, faculty, alumni, and administration. Members of the co-op receive a 5 percent discount on most purchases, both in the store at

36 University Place, in the new insignia store at 114 Nassau (opening November 2007), and

online at www.pustore.com. For the fall 2007 term, the U-Store will supply all textbooks for all University classes. Memberships may be opened at any U-Store register, or online at www.pustore.com. The U-Store offers stationery and school supplies, dorm-approved appliances and dorm furnishings, bedding and linens, batteries, digital photo needs, computer software and tech gear, as well as Princeton apparel and gifts. There is also an ATM, a full-service pharmacy, and a printing and copying shop. The store's U-2 convenience store, open 24/7 when classes are in session, sells toiletries, snacks, drinks, fresh fruit and vegetables and prepared foods from local eateries.

Automobile and Homeowners' Insurance

The New Jersey Manufacturers Insurance Company was established by the New Jersey Business and Industry Association to provide insurance at advantageous rates to its members. Through the University's affiliation with the New Jersey Business and Industry Association, University employees are eligible to apply for automobile or homeowner's insurance with the New Jersey Manufacturers Insurance Company. The University's New Jersey Business and Industry Association Membership number is 36121. Employees must provide this number when calling to arrange for insurance. For information, call the company's customer service department at 1-800-232-6600.

Blood Donor Program

University Health Services, in conjunction with the American Red Cross, sponsors two blood drives annually, one in May and one in October. Since October 2002, Princeton's faculty and staff have generously donated more than 900 pints of blood. One of these pints can help up to 3 people. Prior to each blood drive, University Health Services notifies all employees by email to seek blood donors who can register online or by calling Employee Health at extension 8-5035.

Childcare

University League Nursery School: The University League Nursery School (ULNS) is a parent cooperative located at 171 Broadmead. ULNS offers full day (8:30–5:30), $\frac{3}{4}$ day (8:30–3:15), $\frac{1}{2}$ day (until 1:00) and morning only (until 11:30) programs to 2–4 year olds. An 8:00 a.m. start time is also available for 3 and 4 year olds. Parents work with certified teachers in the morning nursery school cooperative. Programs after 11:30 are not cooperative and provide continuing quality care in the various after school programs. Scholarships are available for both all day and part day. Call (609) 924-3137 for an application and other information.

University-N.O.W. Day Nursery: U-NOW offers childcare to children who are at least 3 months old in September, through pre-kindergarten age. Financial aid is available for eligible University employees. Located at 171 Broadmead, the nursery is open 8 a.m.–6 p.m. Monday through Friday. Hot lunches and nutritious morning and afternoon snacks are provided, except in the summer when children bring their own lunches. Early application is encouraged as enrollments begin in March for the following September. Late applicants will be accepted when space is available. For more information or to arrange a visit call (609) 924-4214.

Child Care Resource List: The University *Child Care Resource List* is updated annually by Carebridge Corporation. The list is comprised of accredited/registered child care providers, listed by county, and includes addresses and telephone numbers. For further information refer to the website at www.myliferesource.com.

Note: The *Childcare Resource List* is not definitive and does not imply an endorsement by the University.

Staff Recognition Programs

The Staff Recognition Program, sponsored by the Office of Human Resources, acknowledges the many contributions staff members make to the University. The program is planned and overseen by an employee Staff Recognition Committee. Events include the fall family sports day which includes a football game plus other fall varsity sports events, the service luncheon, a winter sports event, the staff picnic, and the retirement dinner. Many of the events are staffed by employee volunteers and the Committee welcomes ideas and suggestions for enhancing the program. For more information or to volunteer, contact human resources at 8-3300 or hr@princeton.edu.

President's Achievement Award

The President's Achievement Award is designed to recognize members of the support and administrative staff with five years or more of service, who, through their dedication and excellent work, have made significant contributions to the success of their departments and to the University. A vice president, dean, or academic chair or program, center, or institute director makes nominations for the award on the recommendation of the employee's supervisor. Successful nominees receive a cash award and are recognized at the annual service luncheon.

Volunteer Opportunities

The Office of Community and Regional Affairs acts as the coordinator of faculty and staff community service initiatives. This office arranges clothing, food, and toy drives, plans volunteer workdays, organizes housing rehab projects, and works with other campus organizations and outside groups to facilitate ongoing volunteer opportunities. For further information on volunteer opportunities and activities, call extension 8-3204 or visit the website at www.princeton.edu/sites/pucsa.

Outdoor Action Program

The Outdoor Action Program (OA), Princeton's outdoor education program, is administered by the Princeton-Blairstown Center. University staff and their families are invited to participate in OA activities including backpacking, canoeing, cross-country skiing, rock climbing, and kayaking, all led by skilled instructors. OA also offers special seminars and workshops on such topics as wilderness first aid, outdoor safety and rescue techniques, and specialized wilderness skills. For additional information about Outdoor Action, visit the website at www.princeton.edu/~oa or call extension 8-3552.

Music

Princeton University Concerts, one of the oldest series of eminent musical events in the nation, offers performances by outstanding international artists in chamber music concerts and solo recitals. Classical, jazz, and world music events are included in several subscription series. All events take place at Richardson Auditorium in Alexander Hall. Season brochures and subscription information may be obtained by calling extension 8-4239. Single tickets may be purchased at the Richardson Auditorium or the Frist Campus Center during box office hours, or on line through the University Ticketing website at www.princeton.edu/utickets.

The Friends of Music at Princeton has presented a wide variety of concerts and recitals featuring professional, experienced, amateur, and talented student musicians for over fifty years. Free to the public, these concerts are made possible by the contributions of some 500 members of The Friends and take place at Taplin Auditorium in Fine Hall. Members also receive the monthly newsletter containing complete information about all musical events at Richardson and Taplin auditoriums, as well as invitations to special Friends of Music

activities. Membership is available for a tax deductible contribution to The Friends. Please call extension 8-4239 for a brochure or additional information.

Taplin Auditorium in Fine Hall is Princeton's 200-seat recital hall, the venue for a wide variety of concerts by professional and student ensembles and solo performers. Taplin is the home of the concert series sponsored by The Friends of Music at Princeton as well as the annual series of concerts sponsored by The Composers' Ensemble at Princeton (featuring new works by Princeton faculty and graduate student composers) and the Certificate Program in Musical Performance (featuring many of Princeton's most accomplished undergraduate musicians.) Concerts are advertised in *The Daily Princetonian* listed on the University Calendar website and in *The Friends of Music at Princeton Newsletter* available to all members. For specific information about individual concerts, please call extension 8-4239.

Richardson Auditorium in Alexander Hall. Princeton University's 900-seat concert hall is the venue for over 100 musical and other public events each year. Information about upcoming concerts is available online at www.princeton.edu/richaud and on The ConcertLine at 8-5000. Tickets may be obtained from the Frist Campus Center Ticket Office, open 12 noon to 6pm Monday through Friday (during the academic year); the Richardson Auditorium Ticket Office, open two hours prior to all events requiring a ticket; by phone (with Visa, MasterCard, or American Express) at 8-5000; or online at www.princeton.edu/utickets.

Princeton University Orchestra: The Princeton University Orchestra, a high-caliber student and community orchestra, performs a symphonic repertoire three or four times throughout the academic year. The concerts are held in Richardson Auditorium. For dates and programs check the *PWB* or call extension 8-5000.

Other Concerts: Details about University chapel service music, football concerts with the Glee Club, organ recitals, and other musical events are listed under "The Arts" in the *PWB*.

Drama

McCarter Theatre Center: McCarter Theatre Center, home to the Matthews and Berlind Theatres, is the only arts institution in the country that is both a professional producing theater and a major presenter of the performing arts. With this identity comes a unique commitment to creating, developing, and producing new work for the stage; reinvestigating classical theatrical repertoire; and bringing the best of the world's performing artists to Central New Jersey. Under the leadership of Artistic Director Emily Mann, McCarter stages bold, memorable productions of contemporary and classic work as well as new plays that grow to be classics in their own right. McCarter also offers a full presenting series of dance, jazz, classical music, cabaret, and world events by internationally acclaimed touring artists. For more information, call (609) 258-2787 or visit the website at www.mccarter.org.

Theatre Intime: This self-supporting student theater presents eclectic productions throughout the academic year. Performances are held from Thursday to Saturday at Murray-Dodge Theater, with each production running two weeks. A schedule of performances is listed in the *PWB*. Call extension 8-4950 for more information.

Triangle Club: Each spring the Triangle Club presents its traditional student-written and -acted original production, in either skit or book form, at McCarter Theatre. In the fall a production from the standard repertoire of dramatic or musical works is presented at Murray-Dodge Theater or at 185 Nassau Street.

Other Performing Arts

Dance: Special dance performances are scheduled at McCarter Theatre throughout the year. Those on the McCarter Theatre mailing list receive advance publicity information. The *PWB* calendar also lists dates and performance times.

Films: There is generally an abundance of films available on the Princeton campus and in the surrounding area. Films are shown on campus at Whig Hall, McCosh 10, 185 Nassau Street, the dining room at Wilcox, the Forbes College lounge, and the Frist Campus Center. Film titles, dates, and times are listed in the *PWB* calendar.

Art and Exhibitions

The Art Museum: The Princeton University Art Museum in McCormick Hall contains a permanent collection as well as special exhibits. The museum's collection runs the gamut from ancient to contemporary, with special exhibitions arranged each year from the museum's own collection or important loans. The exhibitions are listed in the *PWB*.

Gallery talks, symposia, lectures, and special programs for adults and children are also offered by the Museum. The Docent Association gives guided tours for groups of six or more by appointment and for a small fee. For more information call extension 8-3788 or visit the website at www.princetonartmuseum.org.

Employees are invited to join the Friends of the Art Museum. Members may attend preview openings of exhibitions, lectures, and day trips and tours to public and private collections. Members also receive *Records*, the Museum's semi-annual journal, the *Newsletter*, published three times a year, as well as discounts at the Museum Gift Shop.

Museum hours are 10 a.m. to 5 p.m. Tuesday through Saturday, and 1 p.m. to 5 p.m. on Sundays. The museum is closed Mondays and major holidays.

University League

The University League welcomes newcomers to the University community by introducing them to other new arrivals and acquainting them with the town through special newcomers' events.

Membership in the University League is open to all faculty, administrative and support staff, and graduate students associated with the University. For additional information, call the University League at extension 8-3650.

University Chapel

The religious interests of many members of the University community are served by the dean and associate deans of the Princeton University Chapel and the United Campus Ministries chaplains. Employees and their families are invited to join the University chapel congregation and participate in its many programs.

During the academic year the chapel is open daily for prayer and meditation from 7 a.m. until 11:00 p.m. In the summer the chapel is open from 7 a.m. until 3:00 p.m., and during breaks from 7 a.m. until 4:30 p.m.

The dean, associate deans, and chaplains are available for baptisms, weddings, and funeral services, and for religious counseling. For more information on available services, visit the Office of Religious Life website at <http://www.princeton.edu/sites/chapel/>.

American Whig-Cliosophic Society

Whig-Clio, the oldest college literary and debating club in the United States, hosts approximately 25 speakers each year. These lectures are usually held in Whig Hall and are free to the public.

Members of the University community are offered affiliate membership in Whig-Clio at a nominal fee. Affiliate members receive a monthly calendar and hallmark, and may attend dinners, seminars, field trips and the annual banquet. Information on affiliate membership in the American Whig-Cliosophic Society is available in Whig Hall or by calling extension 8-3626 or by visiting the website at <http://web.whigclio.princeton.edu/>.

Program in Continuing Education

Princeton's Program in Continuing Education admits qualified University employees and area residents to University undergraduate and graduate courses. The program does not grant degrees and principally serves students who are preparing for a career change or entrance into professional or graduate school, pursuing advanced training in their fields, resuming their education after a break, or seeking personal enrichment. Qualified continuing education students may enroll in most Princeton courses, along with Princeton undergraduates and graduate students. Some limited-enrollment courses may not be available.

University employees must have worked at least half-time for six months to be eligible for the reduced fee. Employees must have the permission of their supervisors. Employees cannot be reimbursed through the Staff Educational Assistance Plan for courses taken at the University. Employees' spouses, same-sex domestic partners, and dependents (if the employee has worked at least half-time for six months) are eligible for a 50-percent reduction in tuition.

An application and course offerings guide are available in November and April. The publication, *Course Offerings*, lists courses for the upcoming term and is available online on the Princeton University home page (www.princeton.edu). A hard copy of *Course Offerings* is available at the continuing education office.

Interested applicants should contact:

Program in Continuing Education
22 Chambers Street, Suite 101
Princeton, NJ 08542
Telephone: 609-258-5226
E-mail: conted2@princeton.edu
Website: www.princeton.edu/pucsa/conted.htm

PART FOUR

UNIVERSITY-WIDE REGULATIONS

(reprinted from *Rights, Rules, Responsibilities*)

University Principles of General Conduct and Regulations

INTRODUCTION

The central purposes of a University are the pursuit of truth, the discovery of new knowledge through scholarship and research, the teaching and general development of students, and the transmission of knowledge and learning to society at large. Free inquiry and free expression within the academic community are indispensable to the achievement of these goals. The freedom to teach and to learn depends upon the creation of appropriate conditions and opportunities on the campus as a whole as well as in classrooms and lecture halls. All members of the academic community share the responsibility for securing and sustaining the general conditions conducive to this freedom.

The primary purposes of regulations and discipline in a university are to protect the well-being of the community and to advance its educational mission by defining and establishing certain norms of behavior. At Princeton, disciplinary proceedings have a role that is subordinate to positive guidance, rational admonition, and reasonable appeal to members of the University to observe its stated norms. The disciplinary system establishes procedures for a fair hearing, including advising a person fully of the charges against him or her, affording him or her ample opportunity to speak on his or her behalf, and requiring a clear explanation of his or her rights of appeal. Disciplinary proceedings are instituted only for violations of standards of conduct defined in advance and published, or for actions that can be reasonably deduced as violations in light of those specifically defined as such. Regulations governing the conduct of members of the University community will be revised only after deliberations in which representatives of the appropriate groups are invited to participate.

Since rigid codification and relentless administration of rules and regulations are not appropriate to an academic community, the rules and policy statements that follow serve mainly to clarify commonly accepted standards of conduct within the University.

ACADEMIC INTEGRITY

The ability of the University to achieve its purposes depends upon the quality and integrity of the academic work that its faculty, staff and students perform. Academic freedom can flourish only in a community of scholars which recognizes that intellectual integrity, with its accompanying rights and responsibilities, lies at the heart of its mission. Observing basic honesty in one's work, words, ideas, and actions is a principle to which all members of the community are required to subscribe. (See pages 50–63 regarding the honor code and other academic regulations.)

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.

HONESTY IN UNIVERSITY MATTERS

Members of the University community are expected to be honest and straightforward in their official dealings with

University processes, activities, and personnel. This obligation includes honoring contracts and agreements and providing accurate information on official forms and documents as well as to official University personnel, offices, and committees. Deliberate violations of this provision will be considered serious offenses; subsequent violations, or systematic violations in the first instance, will be considered extremely serious.

CONFIDENTIALITY OF RECORDS

Any willful violation of the provisions of the Privacy Rights which appear under “Student Privacy Rights under Federal Law,” page 72, will be regarded as an extremely serious offense.

RANGE OF PENALTIES

For violations of University-wide rules of conduct, members of the community are subject to several kinds of penalties. The applicability and exact nature of each penalty vary for faculty, students, professional staff, and employees; but in general the penalties, in ascending order of severity, are:

1. Warning

A formal admonition that does not become part of an individual’s permanent record, but that may be taken into account in judging the seriousness of any future violation.

2. Disciplinary Probation

A more serious admonition assigned for a definite amount of time, up to two years. It implies that any future violation, of *whatever kind*, during that time, may be grounds for suspension, required withdrawal, or in especially serious cases, for expulsion, from the University. Disciplinary probation will be taken into account in judging the seriousness of any subsequent infraction even if the probationary period has expired.

Disciplinary probation appears on an individual’s permanent record at the University (but not on the transcript) and may be disclosed by the Office of the Dean of Undergraduate Students or the Office of the Dean of the Graduate School in response to requests for which the student has given permission.

Campus Service. Campus Service up to 10 hours per week may be added to disciplinary probation for a portion of or the duration of the probationary period. This penalty may be particularly appropriate in cases involving vandalism, disorderly conduct and alcohol-related infractions.

Relocation Within or Removal from University Housing. When appropriate to the infraction, particularly in instances involving anti-social behavior having a serious impact on the residential community, removal from University housing or relocation within University housing may be added to disciplinary probation for a portion of or the duration of the probationary period. In the case of a freshman or sophomore, removal from housing is not an option as all underclass students must reside in a residential college. Relocation within the residential colleges will be imposed only after consultation with the master of the student’s residential college.

3. Withholding of Degree

In cases involving seniors or graduate students, the University may withhold a student’s Princeton degree for a specified period of time. Often, this penalty is imposed instead of suspension. In such a case, the student may be permitted to remain on campus to complete his or her academic requirements for the degree.

4. Suspension

Removal from membership in, or employment by, the University for a specified period of time.

5. Required Withdrawal

Removal from membership in, or employment by, the University for at least the period of time specified by the suspension, with the suspension to continue until certain conditions, stipulated by the appropriate body applying this sanction, have been fulfilled. These conditions may include restitution of damages, formal apology, or counselling.

6. Expulsion

Permanent removal from membership in, or employment by, the University, without hope of readmission to the community. For members of the faculty, expulsion may involve revocation of tenure.

7. Censure

University censure can be added to any of the other penalties listed above, except warning. Censure indicates the University's desire to underscore the seriousness of the violation and the absence of mitigating circumstances and to convey that seriousness in response to future authorized inquiries about the given individual's conduct or character.

CIRCUMSTANCES AFFECTING HEALTH OR SAFETY

In circumstances seriously affecting the health or well-being of any person, or where physical safety is seriously threatened, or where the ability of the University to carry out its essential operations is seriously threatened, or impaired, the President or her representative, a senior officer of the University authorized by him or her, may summarily suspend, dismiss, or bar any person from the University. In all such cases, actions taken are subject to reasonably prompt subsequent review by regular University processes or authorities. If a review process is not otherwise specified, the Provost will act in this capacity if requested to do so.

University-wide Conduct Regulations

RESPECT FOR OTHERS

Respect for the rights, privileges, and sensibilities of each other is essential in preserving the spirit of community at Princeton. Actions which 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 personal characteristics or beliefs or their expression, is subject to University disciplinary sanctions as described above. Examples of personal characteristics or beliefs include but are not limited to sex, sexual orientation, gender identity, race, ethnicity, national origin, religion, and handicap. Making tolerance of such behavior or submission to it a condition of employment, evaluation, compensation, or advancement is an especially serious offense. Procedures for resolving complaints or grievances on such matters are discussed on pages 18–20.

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, it attaches great value to freedom of expression and vigorous debate, but it also attaches great importance to mutual respect, and it deprecates 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.

Racial or Ethnic Bias and Harassment

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.

The University is seriously committed to disciplinary action against racial or ethnic harassment, as defined in "Respect for Others," above. Procedures for resolving complaints or grievances relating particularly to racial or ethnic harassment are described on pages 19–20.

Sexual Harassment and Assault

Every member of the University community should be aware that the University is strongly opposed to sexual harassment and assault and that such behavior is prohibited both by federal and state law and by University policy. It is the intention of the University to take whatever action may be needed to prevent, correct, and if necessary, discipline behavior that violates this policy.

Definition of Sexual Harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to or rejection of such conduct is made implicitly or explicitly a term or condition of instruction, employment, or participation in other University activity;
2. Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
3. Such verbal or physical conduct has the effect of unreasonably interfering with an individual's work, academic performance, or living conditions by creating an intimidating, hostile, or offensive environment.

Definition of Sexual Assault. Princeton University defines sexual assault (including but not limited to rape) as committing any of the following acts:

1. Any sexual physical contact that involves the use or threat of force or violence or any other form of coercion or intimidation;

2. Any sexual physical contact with a person who is unable to consent due to incapacity or impairment, mental or physical. “Incapacity” or “impairment” normally includes but is not limited to being asleep or under the influence of alcohol or drugs.

The University defines rape as sexual assault involving an act of penetration and considers it to be an especially serious offense. Sexual assault includes both “stranger rape” and “acquaintance rape” (in which the assailant and victim know each other).

All forms of sexual assault and all attempts to commit such acts are regarded as serious University offenses which are likely to result in suspension, required withdrawal, or expulsion. New Jersey criminal law encompasses the offenses identified above, and prosecution may take place independently of charges under University regulations. Convictions under New Jersey law can result in imprisonment for up to 20 years; see “The University, the Law, and Property Rights” (pages 8–12).

In determining whether the alleged conduct constitutes sexual harassment or assault, consideration will be given to the totality of circumstances involved in the incident, including the nature of the sexual conduct and the context in which the alleged incident occurred. Procedures for resolving complaints or grievances relating particularly to sexual harassment and assault are described on pages 19–20. Details of University procedures for responding to complaints, including an explicit listing of victim’s rights, can be obtained from the Offices of: SHARE (University Health Services), the Dean of Undergraduate Students (West College), the Dean of the Graduate School (Nassau Hall), the Dean of the Faculty (Nassau Hall), and the Vice President for Human Resources (New South).

PEACEFUL DISSENT, PROTESTS, AND DEMONSTRATIONS

Free speech and peaceable assembly are basic requirements of the University as a center for free inquiry and the search for knowledge and insight. These rights involve a concurrent obligation on the part of all members of the University, guests, and visitors to maintain on the campus an atmosphere conducive to scholarly pursuits and to respect the rights of all individuals.

In view of Princeton’s obligation to promote the free expression of all views, the campus is open to any speaker whom students or members of the faculty have invited and for whom official arrangements to speak have been made with the University. The right of free speech in a university also includes the right to acts of peaceful dissent, protests in peaceable assembly, and orderly demonstrations which include picketing and the distribution of leaflets. These are permitted on the Princeton campus, subject to approval as to schedule and location, unless, or until, they disrupt regular and essential operations of the University or significantly infringe on the rights of others, particularly the right to listen to a speech or lecture.

All individuals and groups planning to engage in activities of the sort described in the previous paragraph should seek approval from the Office of the Dean of Undergraduate Students. Locations generally approved for these activities include, but are not limited to the following:

- the area adjacent to Chancellor Green Center (on the Firestone Library side);
- the area in front of Frist Campus Center on the north side, by the Frist “gateway”;
- the areas to the west and south of Alexander Hall, and to the east of Alexander Hall, between Stanhope Hall and West College;
- the area in the vicinity of the east entrance to the University Store;
- the area between Whig and Clio halls;
- the cobblestone area between Firestone Library and Washington Road;
- the area in the vicinity of the arch near the entrance to McCosh 50, Helm Hall;
- Scudder Plaza at Robertson Hall;
- the area adjacent to Shapiro Walk between the Department of Computer Science and Mudd Manuscript Library;
- the walkway in front of Nassau Hall;
- the area in the vicinity of the north entrance to Jadwin Gymnasium.

In asking groups and individuals to seek prior approval for schedule and location, the University’s goal is not to restrict free speech or peaceable assembly. Rather, it is to give the University the opportunity to provide space that accommodates the reasonable needs of both the University community and those engaged in acts of speech or protest. The University reserves the right to determine the time, place, and manner of all such activities.

Whenever appropriate, the Office of the Dean of Undergraduate Students, with assistance from and in consultation with the Department of Public Safety, will designate clearly marked areas for protests and demonstrations from among the list

that appears above. In addition to those on this list, other locations may be designated because of particular circumstances associated with a protest or demonstration (for example, to schedule a protest in the vicinity of a campus public lecture held in a location not near those on the list). The University reserves the right to refuse permission to use a particular area for protests or demonstrations, including those on the designated area list. When such a decision is reached, the University will provide reasons when asked.

It is a violation of these policies whenever any individual prevents, or willfully attempts to prevent, the orderly conduct of a University function or activity, such as lectures, meetings, interviews, ceremonies, and public events; or blocks, or willfully attempts to block, the legitimate activities of any person on the campus or in any University building or facility.

Whenever a member of the University community, that is a member of the faculty, staff or student body, violates these policies, that individual will be subject to University discipline and/or arrest. Whenever a nonmember of the University community violates these policies, that individual will be subject to arrest. Decisions to invoke University disciplinary action or arrest in the course of a protest or demonstration will be made after due warning and, wherever possible, such decisions will be made by officers of the University (see the *Bylaws* of the Board of Trustees).

All members of the press and media, both those affiliated with the University and those with no affiliation to the University, are fully subject to these provisions unless special arrangements for press coverage have been authorized by the University's Office of Communications. Ordinarily, arrangements of some kind to permit press coverage will be made when circumstances allow, and will be administered by the Office of Communications.

DISTRIBUTION OF WRITTEN MATERIALS BY MEMBERS OF THE UNIVERSITY COMMUNITY

Free inquiry, free expression, and civility within this academic community are indispensable to the University's objectives. Inclusion of the name, telephone number, and/or e-mail address of the University sponsoring organization or individual member of the University community on material resembling petitions, posters, leaflets distributed on campus, including materials disseminated using campus information technology resources or University internet access is encouraged, since such attribution promotes and facilitates civility as well as vigorous debate in the academic community. Anonymous public postings without sponsorship of a registered University organization shall be removed or deleted if a complaint by a member of the University is lodged with the Office of the Dean of Undergraduate Students or the Office of the Dean of the Graduate School.

PERSONAL SAFETY

Actions that threaten or endanger in any way the personal safety or security of others will be regarded as serious offenses. The following offenses will be regarded as extremely serious:

1. Deliberate participation in a riot or general disturbance that threatens the safety, or seriously threatens the property, of either University members or townspeople.
2. Intimidation by violence, by a threat of violence, or by property damage, which seeks to interfere with the free expression of ideas, or attempts to punish such free expression.
3. The possession, storing, or use on campus of firearms (including paintball, BB, air, or other guns that shoot projectiles) or ammunition, or of any explosive or incendiary device (including firecrackers and other fireworks) that might threaten human life, except inoperative antique firearms used exclusively for decorative purposes.
4. The possession of weapons or the use or threatened use of weapons or objects capable of being used as weapons.
5. Any physical assault committed in the course of any University function or activity, or on the premises of the University or in the local vicinity.
6. Any other act that seriously endangers human life, or threatens serious physical or psychological injury.

QUIET

Activities that take place in the vicinity of University residences, classrooms, the library, the chapel, and similar facilities must be conducted in such a way as to respect the necessity for maintaining a reasonable degree of quiet in such areas. (Consult the Orange Page 41 for further information.)

TIGERCARDS (ID CARDS)

TigerCards are issued to eligible members of the University community and are intended for campus use only. Members of the community are asked to carry their cards while on campus. TigerCards are non-transferable and must be presented on request to authorized University representatives. Possession, manufacture, sale, or transfer of false identification of any sort is a violation of the law and of University policy.

The University, the Law, and Property Rights

Members of the University community are expected to act with respect for the safety, personal rights, and property of individuals and groups both within and outside the University, and in accordance with local, state and federal laws. Some laws, such as those governing equal opportunity and nondiscrimination, underlie fundamental University policy and have been discussed previously in this document. Principles and laws of particular importance to our academic community are discussed below.

ON-CAMPUS MISCONDUCT AND THE LAW

On-campus misconduct by members of the University will normally result in internal disciplinary action, although in some instances the University may deem it necessary to call upon external authorities and to file charges or claims in the courts. In particular, misconduct by members of the University or others that inflicts or threatens to inflict personal injury or serious damage to property, that severely impairs essential functions of the University, or that cannot be adequately handled by the University Department of Public Safety, may require the intervention of outside authorities. Outside authorities typically will be called only by a senior officer of the University or a specifically designated representative. In addition to the President and the Provost, authorized senior officers include the Dean of the Faculty, the Dean of the Graduate School, the Dean of the College, the Vice President for Campus Life, the Executive Vice President, the Director of Public Safety, and the General Counsel.

Persons on Leave of Absence; Persons Who Are Not Members of the University

1. On-campus misconduct by persons who are, for whatever reason, withdrawn, suspended, or on leave of absence from the University will be evaluated before these persons may resume their status as regular members of the University. In these instances, such persons will be granted the right to a full hearing by the appropriate University judicial body of any evidence relating to them. The results of such a hearing may have an effect upon their reinstatement as members of the University.

2. Incidents involving persons not subject to University discipline cannot always be handled by the University Department of Public Safety and may require the calling of outside authorities (under the conditions of the paragraph under On-Campus Misconduct and the Law). When persons who are not members of the University engage in serious misconduct on the campus, the University has no recourse but to press charges against them in the courts. (Members of the University involved in such cases, when their conduct is in violation of the law, cannot be guaranteed immunity either from arrest or prosecution.)

OFF-CAMPUS MISCONDUCT

In general, the University does not impose disciplinary penalties for misconduct off campus beyond the local vicinity. Judgments about these matters will depend on facts of an individual case. Note: All actions by a member of the Princeton University community that involve the use of the University's computing and network resources from a remote location, including but not limited to accessing e-mail accounts, will be deemed to have occurred on campus.

VIOLATIONS OF LOCAL, STATE, OR FEDERAL LAW

Violations of federal, state, or local laws by members of the University community may put the individual in personal legal jeopardy. Also, they may trigger University disciplinary action regardless of where such violations occur, particularly if they are of a serious nature and clearly violate University standards of conduct.

The University will not seek special immunity for its members if they come in conflict with the laws of the civic community, national, state, or local. However, the University's Office of General Counsel will, if asked, offer the names of attorneys in the event a community member desires to engage counsel upon being charged with a violation of the law. (Students should also consult page 49, under "Legal Assistance.")

Individuals who contemplate actions that may be deemed illegal should be aware that they risk harm both to their own reputations and to that of the University, and should deliberate seriously and seek to reach an informed decision before acting. Even in situations where members of the University community seek advice from University representatives, responsibility for individual actions rests with the person or persons involved.

UNIVERSITY DISCIPLINE AND THE COURTS

When members of the University are faced with court proceedings for offenses committed either on or off the campus, and when University disciplinary proceedings are also appropriate, the University will normally make its own determinations

promptly, whether or not court action has been brought to a conclusion.

UNIVERSITY SAFETY, SECURITY, AND LAW ENFORCEMENT

1. The University Department of Public Safety (DPS) serves to protect the rights, safety, and security of members of the University community. The Department works in conjunction with the local municipal police departments to provide general law enforcement services to the University community.

2. DPS officers have a major responsibility for ensuring that members of the University observe the basic standards of conduct and respect the specific University regulations and state and local laws. DPS officers are also responsible for assisting members of the University in emergency situations, as well as in their routine security duties. In interactions with representatives of the Department of Public Safety, individuals are expected to comply with the requests and/or instructions of Public Safety officers. Failure to cooperate with a Public Safety officer may result in disciplinary action.

3. The Department of Public Safety consists of uniformed, sworn law enforcement officers who have the powers of arrest, and non-commissioned uniformed public safety officers who provide general security services. DPS personnel are not armed.

REGULATIONS REGARDING SECURITY AND PRIOR RESTRAINT

Security Measures

Security measures taken at on-campus events must be adequate to provide for the maintenance of order and to ensure the safety of those attending or participating. Within the University, the Dean of Undergraduate Students, the Dean of the Graduate School, and the Director of the Department of Public Safety are primarily responsible for deciding whether security measures are necessary for a given event and for making appropriate arrangements. In consultation with sponsors of the event, they will make security arrangements which involve minimal interference with the scheduled event and with the privacy and freedom of those attending.

Prior Restraint

1. Normal access to facilities of the University and normal activities within the University should not be restrained merely on suspicion of disruptive intent, even when this suspicion seems well-founded. Normal access and activities should be restricted only in circumstances that affect the health and well-being of persons, that seriously threaten physical safety, that impair or seriously threaten to impair the ability of the University to carry on its essential operations, or that threaten serious damage to University property. Except in circumstances of very grave dangers of these kinds, which admit of no delay, restraint will be invoked only by the President or her representative, or by a senior officer of the University authorized by her.

2. "Normal access" shall be construed in this context within the following conditions and limitations:

a) Normal access to physical facilities is governed by existing practices and policies defining hours of operation, and categories and numbers of persons to be admitted in given circumstances.

b) Any University organization has the right to restrict attendance at any of its meetings to members and their invited guests; nonmembers have no normal right of access to such activities.

3. The imposition of a physical search of persons attending a University event as a condition for their entry to the event will be authorized only under the most extreme circumstances. A decision to authorize such a search will be taken only when the following conditions are met:

a) Either the sponsors of the event, the Department of Public Safety, or law enforcement authorities judge such a search to be essential to the safety of those participating or attending and request authorization from the President of the University.

b) It is the judgment of the President, in consultation with the University's legal counsel, that the search is legal as essential to the safety of those participating or attending.

When a search has been authorized, steps will be taken to ensure that those who do not wish to be searched have the opportunity to leave without being searched. Whenever possible, the fact that a search will be conducted will be publicized well in advance of the event. All such searches will be conducted by the Department of Public Safety unless others, similarly accountable to the University or legally authorized, are requested by the President to act on behalf of the University.

For further information concerning University Security Policy for persons who are not members of the University Community, see pages 79–80.

PROPERTY

Members of the University community are expected to act with a considerate regard for the property of the University

itself or individual persons. Examples of offenses that will be regarded as serious are:

1. Willful damage or destruction of the property of others, or of the University, including the deliberate defacement of library materials, buildings, sidewalks (including chalking), walls, or trees. The penalty for willful damage will ordinarily include replacement or repair.
2. The deliberate setting of fires, unless approved, including bonfires, on University property, even in cases in which there is no deliberate endangerment of human life. (See page 7 under “Personal Safety.”) Prior approval for bonfires must be granted by the Office of Physical Planning, the Department of Public Safety, and the local fire marshal, acting in consultation with the Dean of Undergraduate Students or the Dean of the Graduate School, as may be appropriate.
3. Theft or unauthorized borrowing of property or services, or conspiracy to commit theft.
4. The unauthorized or fraudulent use of the University’s telephone system. Users of the limited-access telephone system are expected to be aware of, and to adhere to, the guidelines established by the Telecommunications Office.

LIBRARY USE

Because the library is uniquely important to the University, members of the University community are expected to act with particularly considerate regard for the security of the collections. Insofar as these collections play a crucial role in supporting the highest standards of academic excellence, the regulations governing library use require special attention. The theft or defacement of library materials cannot be tolerated in a scholarly community. Such acts will be viewed as very serious offenses; students should understand that their status in the University may be jeopardized by infractions of this nature. Normally, offenders may expect suspension for serious infractions. Faculty members, graduate students, professional staff, and employees may expect penalties of comparable weight.

COMPUTER AND NETWORK USE

Princeton University makes available to its community members computing and network resources, including shared information technology resources that use text, voice, images, and video to deliver information. These resources are to be used in a manner consistent with University policy and the law.

All uses of the University’s information technology resources, whether administered centrally by the Office of Information Technology (OIT) or locally by individual departments, are subject to the regulations and policies set forth in “Princeton University Information Technology Resources and Internet Access – Guidelines for Use” (www.princeton.edu/guidelines).

The “Guidelines for Use” also provide information regarding copyright and other laws that are potentially applicable to certain uses of the University’s computing and network resources. Members of the University community are expected to be familiar with and adhere to the regulations defined in “Guidelines for Use.”

Members of the University community who engage in any illegal or fraudulent use of the University’s information technology resources, including infringement of copyright-protected materials, may be subject to disciplinary action, including the termination or suspension of network privileges. (See the section “Violations of Local, State, or Federal Law,” page 9).

Regulations governing use of the University’s name and property (page 12), and community use of University resources (page 75) also apply to use of the University’s information technology resources.

Members of the University community may not use University computer resources for commercial (including consulting) purposes; rather, they should use information technology resources, Internet service providers, and computer hosts outside the University.

PATENT AND COPYRIGHT POLICIES

The University’s policies concerning intellectual property are intended to further its central mission—the sustained production, preservation, and dissemination of knowledge—while exercising due care for its fiduciary responsibility for the resources it administers. The University Research Board (URB) is responsible for the general oversight and administration of the University’s patent and copyright policies as regards the University, its faculty, employees, students, and outside sponsors. The Office of Research and Project Administration (ORPA) is responsible for the implementation of the intellectual property policies. For information about these policies, see www.princeton.edu/patents/intelprop.htm.

PRINCETON UNIVERSITY NAME AND SEAL

No individual or organization of the University may use the name Princeton University or a name that suggests Princeton University, or the name of any Princeton University organization, except to the extent such individual or organization has

been officially recognized by the proper University authorities or as permitted under trademark law.

The use of the seal of the university on publications, manufactured articles, and the like is prohibited, except when specifically authorized by the university. Applications for such authorization must be made to the Secretary of the University.

Deliberate misuse of the name or seal of the University by any member of the University community will be regarded as a serious offense.

Guidelines Relating to the Tax-Exempt Status of the University and Political Activities

INTRODUCTION

A basic responsibility of the University is to protect its educational function and the resources accumulated over many years through the generosity of alumni and other friends of the University. There is a close interrelationship between maintenance of the legal status of the University as a tax-exempt institution and fidelity to the educational purposes for which it is chartered and for which it enjoys tax exemption.

No less fundamental is the opportunity for all members of the University community to exercise their prerogatives as citizens. While in some ways distinct, this concern also relates in important ways to the educational mission of the University. A basic principle of a residential university, such as Princeton, is that the education of the classroom is complemented and strengthened by the many opportunities for personal development and growth in a residential community. For this reason, Princeton University has over many years provided facilities for, and encouragement to, members of the University community who wish to pursue varied talents and interests beyond the classroom. The result is a wide variety of existing campus organizations, including political organizations of various sorts, publications, pre-professional associations, musical and theatrical groups, intercollegiate and intramural athletic teams, debating societies, and so on.

Encouragement of an interest in public affairs and the furthering of a sense of social responsibility have long been considered important elements of a liberal education. The University continues to consider self-chosen participation in political and social action by individuals and groups to be a valuable part of the educational experience it seeks to encourage. Such activities on the part of individuals or groups do not, and should not be taken to, imply commitment of the University to any partisan political position or point of view.

To serve these objectives, the following guidelines have been developed. The guidelines are believed to be consonant with the traditional role of the University and to be in keeping with relevant laws.

GUIDELINES

Members of the University community, as individuals and groups, have the right to exercise their full freedom of expression and association. The University, however, may not under federal law “participate in, or intervene in any political campaign on behalf of (or in opposition to) any candidate for public office” and “no substantial part of the activities” of the University may be directed to influencing legislation. (Section 501(c)(3) of the Internal Revenue Code.) These prohibitions apply as well to campus-based organizations. Therefore:

1. Campus-based organizations which devote no more than an “insubstantial” part of their activities to influencing legislation may be recognized by the University.

a. Such recognized organizations will have free use of University facilities and will be eligible to receive University funding.

b. Such organizations will not be permitted to use University funds to influence legislation and will not be permitted to solicit tax deductible contributions using the University’s name.

2. Campus-based organizations which devote a “substantial” part of their activities to influencing legislation or that participate or intervene in a political campaign on behalf of any candidate for public office may be recognized by the University.

a. Such organizations may use University facilities free of charge for organizational meetings.

b. Such organizations may use University facilities free of charge to present lectures, seminars and similar programs which are open to the entire campus community and which provide opportunity for discussion and questioning.

c. Such organizations will be charged for use of facilities for the appearance of political candidates which are closed events or which do not provide an opportunity for questioning.

d. Such organizations cannot use University facilities for the purpose of fund-raising for a political candidate or in order to establish a campaign headquarters.

e. Such organizations will not receive funds from the University.

f. Such organizations are prohibited from using the University's name to solicit tax-deductible charitable contributions.

3. While the University's name has traditionally been used in limited ways for purposes of identification by individuals and/or organizations connected with the University, individuals and groups must take special care to make it clear that when expressing political views they are speaking only for themselves and not for the University.

4. The Office of Physical Planning will, as in the past, assign space which is not required for other purposes to campus-based organizations which have submitted requests for space through the appropriate office (normally the Office of the Dean of Undergraduate Students).

5. Any noncampus-based group wishing to use a University facility must obtain permission through the office of Conference and Event Services. The organizations concerned will be required to pay a reasonable rental charge for the use of the facility and to bear the cost of any unusual janitorial or other related expenses. Generally, off-campus groups that are not charitable in nature will not be permitted to use University facilities for fund-raising purposes.

6. The University's information technology resources and Internet access are intended to serve the educational, research, and administrative needs of the University.

a. It is proper for the University's information technology resources and Internet access to be used for bona fide academic research which may include projects related to current political issues and to the positions taken by various candidates for public office. Time for research of this kind, so long as it is consistent with accepted academic canons, may use centrally-provided or, with appropriate approval, departmental resources, and, with departmental authorization may incur normal computer-use or connection charges against departmental accounts.

b. Studies which in and of themselves might be bona fide academic research may also be designed for partisan political purposes. The University's central computer resources cannot be used for such work nor to advance other causes not directly related to the mission of the University, unless it is paid for from non-University funds or at the regular rate plus the standard surcharge applicable to such work. Similar principles and rules apply to use of all University computer facilities.

7. Campus-based organizations claiming national or regional status must base off campus the portion of their activities that involve or employ people not members of the Princeton University community. Such organizations must also use off-campus mail addresses and non-University electronic resources, including Internet access, for non-Princeton activities.

8. Faculty, staff, and students have an obligation to fulfill all of their normal responsibilities at the University, and while they are free to engage in political activities, such activities must not be at the expense of their responsibilities at the University.

9. Campus-based organizations, no less than other organizations, should realize that they are subject to local, state, and federal laws and that they bear responsibility for compliance with these laws.

Questions about these guidelines should be directed to the Office of the Dean of Undergraduate Students or the Office of the General Counsel.

Health and Safety Policies

ILLEGAL DRUGS

State Laws

New Jersey state law classifies heroin, cocaine, amphetamines, LSD, marijuana, and hashish, among other substances, as "controlled dangerous substances." The possession, use, sale, or manufacture of such substances may be subject to mandatory penalties. References to current laws may be consulted at the Office of Public Safety.

University Policy Concerning Use of Illegal Drugs

The University prohibits the unlawful manufacture, dispensation, possession, use, or distribution of a controlled substance of any kind in any amount on University property, or while in the conduct of University business away from the campus. Penalties for these acts will be administered by the appropriate officer, and in accordance with rules and procedures administered by them (for the faculty and other academic staffs, the Dean of the Faculty; for graduate students, the Dean of the Graduate School; for undergraduates, the Dean of Undergraduate Students; and for administrators and staff, the Vice President for Human Resources). Penalties range from warning to permanent separation from the University depending on the seriousness of the infraction and the degree to which violation of the policy adversely affects the well-being of the community or the fulfillment of the University's educational mission.

Violations of local ordinances or of state or federal laws regarding controlled dangerous substances by members of the University community may entail University disciplinary actions regardless of where such violations occur, if they are of a serious nature. The manufacture, sale or distribution of illegal drugs, any involvement in illegal drug use or traffic with

minors and possession or use of the more dangerous or highly addictive drugs are all considered serious offenses and will be handled accordingly. Depending on the particular circumstances, continued association with the University by violators of this policy may be made contingent upon satisfactory participation in a drug abuse assistance or rehabilitation program.

It is also University policy, in accordance with the Drug-Free Workplace Act of 1988, that all employees, as a condition of employment on projects supported out of federal funds, abide by this University policy regarding controlled dangerous substances and notify the University within five (5) days of any criminal drug statute conviction for a violation occurring at the workplace.

All members of the University community should be aware that New Jersey State law prohibits the illegal possession, use, sale, or manufacture of controlled substances and drug paraphernalia and that violators may be subject to mandatory penalties in addition to University disciplinary action. Federal law also provides for loss of certain federal benefits (including student loans and research grants) for conviction under any criminal drug statute. More information about New Jersey and federal drug laws may be obtained at the Office of Public Safety, or the Office of the General Counsel.

ALCOHOLIC BEVERAGES

Members of the Princeton University community are expected to be acquainted with and to abide by both state and University regulations regarding the consumption of alcohol. They are also expected to be aware of the social, physiological, and psychological consequences of excessive drinking in order to make responsible and informed decisions about the serving and consumption of alcohol. The University provides regular educational programs on alcohol and drug abuse as well as counseling services.

The University alcoholic beverage policy is designed to be consistent with the laws of the State of New Jersey, which, in general, prohibit the consumption and serving of alcoholic beverages by and to persons under 21 years of age. The policy also reflects the need for mutual respect and personal responsibility within a diverse community. Under no circumstances will the consumption of alcohol constitute a mitigating circumstance when it contributes to the violation of University regulations. Alcoholic beverages will not normally be provided at University events where persons under the legal drinking age for consumption of alcoholic beverages are present, including those sponsored by the University, the residential colleges, the University centers, the Undergraduate Student Government, and the classes. (See the Orange Page 46 for a more detailed description of the alcohol policy.)

SMOKING

Smoking is prohibited BY LAW AND BY UNIVERSITY POLICY 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.

POLICY ON HIV INFECTION

Introduction

Princeton University regards human immunodeficiency virus (HIV) infection as an important public health issue for the University community.¹ It does not discriminate on the basis of HIV infection. The University recognizes the responsibility of every individual to prevent transmission of the infection.

Fundamental to the University's response to HIV infection and other chronic illnesses is the commitment to respect the rights and reasonable concerns of everyone, including those individuals living with this condition. Princeton University expects people who are aware that they have HIV infection to take precautions against knowingly infecting others. Education, understanding, compassion, and confidentiality are crucial in dealing effectively and responsibly with the profound issues surrounding this public health problem.

Access

In compliance with Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the New Jersey Law Against Discrimination, people living with HIV infection are accorded rights of access to every aspect of Princeton University life, including regular academic, employment, social, cultural, spiritual, and athletic activities, and student support and human resources services. Princeton University makes reasonable accommodations for people living with HIV infection.

HIV Prevention

Occupational Health and Safety Practices and Training. Princeton University adheres to Occupational Safety and Health

Administration (OSHA) standards to decrease and prevent transmission of infectious diseases, including HIV infection and hepatitis B virus, through occupational exposure. Employees whose occupations place them at risk of exposure to contaminated blood and other body fluids must practice universal precautions at the worksite. In accordance with OSHA regulations, the University's Office of Environmental Health and Safety is responsible for coordinating OSHA mandated training.

Screening for HIV Infection

As an institution, Princeton University does not mandate testing for any individual or group. However, the University encourages voluntary testing, which may be obtained through confidential or anonymous testing facilities, because early identification of the infection can minimize its transmission and allow early treatment which may prolong life expectancy and enhance quality of life.

Health Maintenance and Services for People Living with HIV Infection

Health Maintenance. Individuals with HIV infection who choose or find it necessary to reveal their status can discuss, with the appropriate PUHS clinician and/or University staff member, any risks of participating in the University community. As with any other disability, as outlined in the Rehabilitation Act and the Americans with Disabilities Act of 1990, a decision to remain an active member of the community is determined on a case-by-case basis, in consultation with the individual and appropriate offices. Individuals known to be immunologically compromised may be excused from institutional requirements for certain vaccinations that may lead to serious medical consequences.

Insurance. Members of the University community may be covered under a variety of health care plans that can be used to cover the cost of medical management of HIV infection. Individual policies cover illnesses at different levels and should be consulted as needed.

Legal Issues

Compliance. The Vice Provost for Institutional Equity & Diversity oversees the University's compliance with federal, state, and local laws which protect people with disabilities, including HIV infection, from discrimination. The University's Office of Environmental Health and Safety oversees the University's compliance with OSHA standards.

Confidentiality. All members of the University community are expected to respect others' rights to confidentiality. Non-consensual disclosure of another person's HIV status is strongly discouraged. In addition, those who are responsible for supervising others, such as managers and administrators, may only reveal information about the disabilities of their faculty, staff or students, including their HIV status, on a need to know basis such as to fulfill a request for a reasonable accommodation or provide information to a health care professional providing emergency medical treatment. PUHS clinicians conducting confidential HIV testing at University Health Services are obligated to report positive HIV test results to the New Jersey Department of Health.

Discrimination. HIV infection status is treated like any other disability when considering an individual's ability to participate in the community or to fulfill academic or job responsibilities. HIV status does not affect determinations regarding working and living arrangements, admission, hiring, advancement, promotion, or termination of students, faculty, or staff.

In addition, acts of discrimination against any member of the community living with HIV infection, perceived to be HIV positive or serving as a care-taker for someone who is HIV positive may violate federal and state statutes, and recourse may be available under these statutes. Acts of discrimination also violate University regulation and are not tolerated.

Conclusion

Princeton University encourages its community to work together to prevent transmission of HIV and to become actively involved in supporting and caring for members of our community who are living with HIV infection.

1. HIV infection is a chronic, progressive, immune deficiency disease. The most severe phase is AIDS, (Richard Keeling, "HIV Disease: Current Concepts," Journal of Counseling and Development, January/February, 1993, p. 261).

Resolution of Complaints and Grievances

INFORMAL PROCEDURES

The University encourages open and honest communication between members of the community. Most conflict and differences of opinion can be resolved by the individuals directly confronting issues and jointly exploring alternatives. In addition, there are a variety of resources available to individuals who may be called upon to assist in informal conflict

resolution. These are, in the case of students and faculty: The Dean of the Faculty, Dean of Undergraduate Students, and Dean of the Graduate School and, in the case of staff: the supervisor's supervisor or department head; the Human Resources Representative, the Employee Assistance Program counselor. Additional resources include: the SHARE counselor for cases relating to sexual harassment; the Associate Provost, who is the University Affirmative Action Officer, for problems relating to discrimination; and the University Ombudsperson.

FORMAL PROCEDURES

In cases where conflicts cannot be mutually resolved, the University has established formal grievance procedures. For further information, students should consult the Orange Pages. Faculty, administrators, and staff should consult their relevant policy manuals.

ACADEMIC MATTERS

An undergraduate student with a grievance should first bring it to the attention of the faculty member(s) involved. If the grievance cannot be resolved in this way, the student should discuss the matter with the chairperson of the relevant department. If the student feels that a satisfactory resolution has not been found, he or she may present the grievance to the Dean of the College. The Dean of the College resolves all aspects of the complaint unless he or she determines that the grievance raises issues of faculty misconduct, in which case he or she should refer those portions of the complaint to the Dean of the Faculty. The Dean of the Faculty renders a decision about issues of faculty misconduct and may, in his or her discretion, choose to appoint a special committee of faculty to advise with regard to resolution of those issues. (A graduate student with a grievance should consult the procedures on pages 71–72.)

NONACADEMIC MATTERS INVOLVING STUDENTS

Normally, an alleged infringement upon the rights or sensibilities of an individual, including complaints of discrimination, by an undergraduate or graduate student should first be discussed with that student. If this is not possible, or does not lead to a satisfactory resolution, the matter should be brought to the attention of the Dean or an Associate Dean of Undergraduate Students or the Dean of the Graduate School. If the matter is not resolved through discussion or through formal action by a dean, a complaint can be made in accordance with the normal disciplinary procedures (see page 64), or, in cases of alleged infringement by graduate students, to the Dean of the Graduate School (see page 69).

NONACADEMIC MATTERS INVOLVING UNDERGRADUATE STUDENT ORGANIZATIONS

A grievance should first be brought to the attention of the Dean or an Associate Dean of Undergraduate Students. If a grievance cannot be resolved directly with the leadership of the student organization, a grievance may be brought to the attention of the Dean or Associate Dean of Undergraduate Students. The dean may seek advice from the Committees on Undergraduate Life in resolving the matter.

NONACADEMIC MATTERS REGARDING FACULTY, STAFF, OR ADMINISTRATION

Normally, an individual who has any concern about, or complaint against, a member of the faculty, staff, or administration regarding nonacademic matters, including complaints of discrimination, should first discuss the concern or complaint with the individual involved. If this is not possible, or does not lead to a satisfactory resolution, the person should, in the case of a faculty member, appeal to the department chair and, in the case of a member of the University staff or administration, to the head of the office. Further appeal, if necessary, may then be made to the Office of the Dean of the Faculty for matters pertaining to faculty, professional library staff, and professional research and technical staff, or to the Human Resources region manager or to the Ombudsperson for all other staffs. All complaints will be investigated promptly.

If the matter is such that a direct discussion of it with the individual involved and/or with his or her department chair or office head does not seem appropriate (because, for example, the concern or complaint is of a personal or private nature), an initial discussion may be sought directly with the Dean of the Faculty or the Human Resources regional manager as appropriate.

Concerns or complaints about nonacademic matters can often be resolved on an informal basis. Whenever an individual wishes to make a formal complaint, however, he or she should review the appropriate staff rules or handbook and then contact the Office of the Dean of the Faculty or Human Resources to implement the formal review process.

Matters Involving Sexual Harassment or Assault or Racial or Ethnic Bias or Harassment

In cases of alleged sexual harassment or assault—defined on page 4—the complainant may wish to discuss the problem, in confidence, with a member of the Sexual Harassment and Assault Advising Resources and Education (SHARE) Office. In cases of alleged racial or ethnic bias or harassment—defined on page 4—the complainant may wish first to discuss

the problem with the University Ombudsperson. In addition, other administrators, specifically designated to handle these matters, are available in such offices as: Dean of the Faculty, Dean of the Graduate School, Dean of the College, Dean of Undergraduate Students and Human Resources. A list of the names, campus addresses and telephone numbers of these administrators is distributed in the beginning of each academic year to all members of the University community by the SHARE Office and the University Ombuds Office. These administrators have been selected for their sensitivity to the needs of the diverse population of the University community. They are prepared to offer support and advice about established policies and procedures for dealing with matters of sexual or racial harassment. Other resources available to members of the University community who wish to discuss their concerns about sexual or racial harassment include: the staff of the Counseling Center at University Health Services, any member of the offices of the Dean of the Chapel and Religious Life, the directors of the Women's Center, the Fields Center, the Davis International Center, the Lesbian, Gay, Bisexual, and Transgender Center, and the masters and directors of studies of the residential colleges. For more information, consult the brochures distributed by the SHARE office or the Ombuds Office.

If a matter involving alleged racial or ethnic harassment or sexual harassment or assault by an undergraduate or graduate student is not resolved through discussion, then a complaint may be made to the Dean of Undergraduate Students or the Dean of the Graduate School who may refer the matter to the appropriate disciplinary committee or person for action. In cases of alleged infringement by members of the faculty or other academic staff members (professional library staff, professional research staff or professional technical staff), complaints may be made to the Dean of the Faculty; in cases of alleged infringement by members of the administrative and support staff, complaints may be made to the Vice President for Human Resources. The Vice President for Human Resources or the Dean of the Faculty may forward matters involving sexual harassment to the Secretary of the Faculty/Staff Sexual Harassment Panel for action.

PROTECTION AGAINST RETALIATION

Since community members are encouraged to use University grievance procedures when they believe that they have been unfairly treated or harassed, it is critical that there be no retaliation against an individual who gives information or appears before a formal review panel. Retaliation will not be tolerated and will be subject to University disciplinary procedures.

APPEALS REGARDING PROCEDURAL UNFAIRNESS IN INITIAL PROCEEDINGS

The Judicial Committee of the Council of the Princeton University Community may, in accordance with the Charter of the Council, hear procedural appeals from the Committee on Discipline and nonacademic decisions of the Dean of the Graduate School. Rules and Procedures of the Faculty provides that the Faculty Advisory Committee on Policy may hear appeals from decisions of faculty committees made on academic grounds which directly affect a student's academic standing and for which appeal is not otherwise provided.

The Council of the Princeton University Community (CPUC)

In May 1969, a Special Committee on the Structure of the University, chaired by Professor Stanley Kelley, Jr., proposed the establishment of a Council of the Princeton University Community as "a permanent conference of the representatives of all major groups of the University" where "they could each raise problems that concern them and . . . be exposed to each other's views." The Council first met on October 27, 1969. Typically, it meets six times during the academic year, with special meetings as needed. Copies of the CPUC Charter are available in the office of the Council Secretary, 1 Nassau Hall.

POWERS

The Council is primarily a deliberative and consultative body, with authority to:

1. Consider and investigate any question of University policy, any aspect of the governing of the University, and any general issue related to the welfare of the University; and to make recommendations regarding any such matters to the appropriate decision-making bodies of the University or to the appropriate officers of the University.

2. Make rules regarding the conduct of resident members of the University community, which rules shall be binding on them; but the Council may delegate authority to make rules, and, with respect to matters mainly of concern to a particular group within the University community, the authority to make rules shall normally be delegated to a body representing that group or shall be exercised in a manner otherwise acceptable to the members of that group.

3. Oversee the making and the applying of rules regarding the conduct of resident members of the University community, whether such rules shall have been made by other bodies, by the Council itself, or by officers of the University, for the purpose of ensuring that such rules protect the rights of individuals and the legitimate interests of the University, and that they are clear in meaning, fair, enforceable, and in conformity with the law. The Council normally would not consider

matters primarily academic in nature.

MEMBERSHIP

Following a series of Charter amendments in the fall of 1975, membership of the CPUC was set at 50, as follows:

1. *Administration.* (6) The President, the Provost, and four appointed each year by the President from among the Executive Vice President, the Financial Vice President and Treasurer, the Secretary of the University, the Dean of the Faculty, the Dean of the Graduate School, the Dean of the College, and the Vice President for Campus Life.

2. *Faculty.* (15) At least two from each division and four nontenured.

3. *Undergraduates.* (12) Including the President and Vice President of the Undergraduate Student Government and 10 undergraduates elected at large from the student body in April.

4. *Graduate Students.* (7) At least one from each division.

5. *Alumni.* (4) Chosen by the Alumni Council.

6. *Staff.* (7) One each from the Professional Library Staff, the Administrative Staff, the Professional Research Staff, the Professional Technical Staff, and the Office Staff, and two staff members from groups not otherwise represented.

COMMITTEES

Much of the work of the Council is conducted through its standing committees or through such special committees as have been established from time to time. The standing committees of the CPUC are:

1. *The Executive Committee.* The President of the University is the presiding officer of the Council and of the Executive Committee. The committee has fourteen members, including, in addition to the President, six faculty members (at least one from each division and one nontenured), three undergraduates (including the Chair of the Undergraduate Student Government), two graduate students, and two members selected by the Council from among the staff and alumni representatives. The Executive Committee sets the Council's agenda, recommends the appointment of members of Council committees, may consider any matter within the jurisdiction of the Council, and serves as an informal advisory body to the President.

2. *The Committee on Rights and Rules.* The Committee on Rights and Rules, on behalf of the Council, considers and investigates the adequacy of all rules regarding the conduct of resident members of the University community, and the adequacy of the procedures for making and applying such rules.

3. *The Committee on Governance.* The Committee on Governance, on behalf of the Council, considers and investigates questions relating to the governing of the University. It also consults with the Executive Committee of the Board of Trustees regarding the filling of vacancies among the Charter and Term Trustees, and meets with the Committee on Honorary Degrees of the Board of Trustees to consult with it concerning the awarding of honorary degrees.

4. *The Committee on Priorities.* The Committee on Priorities, which is advisory to the President, reviews the budget of the University, considers issues that arise in the course of the preparation of the budget, and reviews plans for the development of the University. The Provost chairs the committee, which also includes the Dean of the Faculty, the Vice President for Finance and Treasurer, six faculty members (at least one from each division and one nontenured), four undergraduates and two graduate students (chosen with due consideration to the variety of interests represented in the student body), and one member from one of the other groups represented on the Council.

5. *The Committee on Resources.* The Committee on Resources, on behalf of the Council, considers questions of general policy concerning the procurement and management of the University's financial resources. This committee concerns itself primarily with the University's responsibilities as a stockholder, and typically considers a number of proxy questions each year.

6. *The Judicial Committee.* The Judicial Committee hears and decides, in the first instance or on referral by another judicial body of the University, cases that involve alleged violations of those established rules and regulations of conduct which apply, in at least substantially the same form, to all resident members of the University community, and whose violation constitutes a serious infringement of the recognized rights of members of the University community, a serious offense against the University's mission, a threat to the ability of the University to carry on its essential operations, or a substantial impairment of the common and legitimate interests of the University community. The Judicial Committee also may decide to hear appeals from persons found guilty of violating established rules and regulations, when it has been alleged by such persons that the proceedings against them have not been fair and reasonable.

Appointment to the Judicial Committee is contingent on the appointee's recognition of the committee's judicial role and a commitment on his or her part to apply established rules and regulations impartially to the facts of individual cases. Individuals with responsibilities for enforcing rules of conduct or for keeping order on campus, as well as holders of and candidates for certain offices, are excluded from membership. The committee consists of three faculty members, two undergraduates, one graduate student, one member from one of the other groups represented on the Council, and a chair, appointed by the president, who votes only in case of a tie. In its report proposing the establishment of the CPUC, the Kelley Committee expressed its hope that the Judicial Committee would ensure that members of the University community, if

they stand accused of the same offense and if it is a serious one, will have their cases decided in accordance with the same interpretation of the rules involved. The procedures of the Judicial Committee are detailed below.

The Judicial Committee of the Council of the Princeton University Community

POWERS AND MEMBERSHIP

The Council's Judicial Committee hears and decides, either in the first instance or on referral from one of the other judicial bodies, cases that involve alleged violations of those established rules and regulations whose violation constitutes a serious infringement of the recognized rights of members of the University community, a serious offense against the University's mission, a threat to the ability of the University to carry on its essential operations, or a substantial impairment of the common and legitimate interests of the University. The committee also hears and decides appeals from persons found guilty of violations of rules by other judicial bodies, when such persons have claimed that the proceedings against them have not been fair and reasonable. The committee's members include three members of the faculty, two undergraduate students, one graduate student, one member from one of the other groups represented on the Council, and a chair who does not vote except in the case of a tie. The nature and structure of the Judicial Committee ensures that members of the University community, if they stand accused of the same offense and if it is a serious one, will have their cases decided in accordance with the same interpretation of the rules involved. Under previous arrangements, cases of alleged offenses by undergraduates, graduate students, faculty members, and staff members were heard by different judicial bodies, and there was no mechanism to prevent the different judicial bodies from putting quite different constructions on the same rule.

Special judicial bodies and special procedures do, however, remain in existence and continue to deal with alleged violations of rules which apply only or mainly to some particular group within the University (e.g., rules governing students, faculty, staff, proctors, or administrators). Acts which are an exercise of a function unique to such a particular group are not subject to the jurisdiction of the Judicial Committee so long as it would have been reasonable for a person in the circumstances to have believed that his or her acts were properly within the scope of his or her particular function. Such acts may, however, fall under the jurisdiction of the rule-applying body or office of the particular group.

GENERAL PROCEDURES

1. The procedures of the Judicial Committee, which are outlined below, are designed to enable the committee to fulfill its charge, and to guarantee to each person charged the following rights in the interest of ensuring procedural fairness:

- a) To receive in writing in advance of a formal hearing a statement of the charges against him or her, together with a list of the witnesses and of the material evidence which the person bringing charges intends to make available to the Judicial Committee.
- b) To testify if he or she desires and to answer questions if he or she desires without prejudice for failure to testify or answer questions.
- c) To supply to the committee material evidence and a reasonable number of witnesses to be called in his or her own defense.
- d) To question all witnesses called by the committee, and to challenge the evidence.
- e) To have an adviser of his or her choice from the resident members of the University community at any hearing, open or closed, who may speak on his or her behalf.
- f) To receive upon request a record of the proceedings at the hearing. The procedures of the committee also ensure that all persons involved in judicial hearings have the right to orderly procedures.

Any individual involved in proceedings is entitled to be protected from harassment, or fear of harassment, by other participants or by observers. In addition, the University community is entitled to have the triers of fact protected from the influence of threats, harassment, or unruly mob behavior.

2. The procedures of the Judicial Committee were formulated after consideration of a multitude of matters, among them the nature of this University community, the role of the Judicial Committee in the community, procedures of other organizations in and out of this University which have related interests, procedures in courts of law, procedures in congressional and other legislative hearings, the needs, the interest, and the welfare of the individuals who form this community, and the experience of the committee in its first year of existence. Some aspects of the procedures are investigative, others are deliberative. They provide the Judicial Committee the opportunity:

- a) to ascertain the facts surrounding an alleged violation of University regulations;
- b) to explore issues related to such charges, in order to determine possible mitigating circumstances which should be taken into account in the levying of the penalties, if any.

They aim therefore to facilitate the disposition of matters brought to the Judicial Committee with the greatest degree of justice and fairness for all concerned. The committee assumes that all members of the Princeton University community participating in proceedings will observe generally accepted principles of honesty and fair play.

PROCEDURE IN CASES NOT PREVIOUSLY HEARD BY ANOTHER AUTHORITY

1. *Charges*

a) Persons wishing to place a case before the committee shall file a complaint with the secretary of the Council of the Princeton University Community within a reasonable time, stating the nature and circumstances of the alleged violation of University regulations.

b) The secretary will immediately forward the complaint to the chair of the committee, who will make a preliminary determination of jurisdiction, subject to review by the full committee. The chair may refer the case to another authority or agree to put the case before the committee.

c) If the case is to come before the committee, the chair will obtain from the person making the complaint a formal statement of the charges being made against a specific person or persons, identifying the University regulation or regulations alleged to have been violated, together with an outline of the case to be presented.

2. *Notification.* Upon receipt of this information the chair will immediately send a copy of the information described in the paragraph above to each person so charged, informing him or her of the date and place of a pre-hearing conference, to be held within one week of the date of the notification.

3. *Pre-hearing conference.* The purposes of the pre-hearing conference are the following:

a) To give the committee sufficient information for it to determine whether or not a hearing is necessary to determine the facts. If the matter of jurisdiction is at issue, and if a hearing is necessary, the determination of jurisdiction will be the first order of business in the hearing.

b) To make sure that the persons charged fully understand their rights, the charges against them, and the nature of the supporting evidence.

c) To clarify for all parties the procedures to be followed by the committee in hearing and deciding upon a case.

d) To determine whether the persons charged wish to request an administrative determination on the charge. Persons against whom charges have been made may request, and at its discretion the committee may approve, an administrative disposition of the case by an appropriate officer of the University. Under these circumstances the persons charged must sign a statement indicating that they understand the charges against them and their right to a hearing before the Judicial Committee, but that they waive this right and the right to an appeal to the committee. The administrative officer will dispose of the case, sending to the persons charged and to the committee a record of the disposition of the case. Administrative disposition of a charge in no way denies the right of an appeal to the President of the University.

e) To determine whether the persons charged desire an open or a closed hearing and to discuss the scheduling of the hearing.

f) To determine whether any member of the committee chooses not to hear this case because the member finds that he or she cannot in good conscience apply established rules and standards in this case (Charter, 5.6.3). The pre-hearing conference will be closed. It will be attended by the committee and its staff, the persons charged or their representative, the persons bringing charges or their representative, and any other persons invited by the committee. Each party to the case may be accompanied by an adviser from within the University community. If after proper notice the persons charged do not appear, the committee will proceed to make its own determination in the case. At least three members of the committee shall be present. After the pre-hearing conference, the committee will meet privately to determine on the basis of what it has heard whether a hearing is required under Section 5.6.1 of the Charter of the Council of the Princeton University Community and to set a date for the hearing. Parties to the case will then be informed of the decision of the committee. If the case is to be heard, the committee will obtain from all parties involved:

(1) a list of the witnesses prepared to give testimony if called by the committee, with an indication of the relevance of the testimony of each to the charges being made;

(2) a description of the material evidence available to the committee, with an indication of its relevance.

The committee will distribute to all parties involved a list of all witnesses and material evidence to be presented.

4. *Hearings.* Hearings will be closed unless the persons being charged request an open hearing. At any point during an open hearing, the persons charged may request permission to close the hearing. The committee will rule on any such requests. In exceptional circumstances, the committee reserves the right to hold a portion of the hearing in closed session.

a) At a closed hearing only the persons bringing charges and their advisers, the persons being charged and their advisers, witnesses called by the committee, members of the committee, and the committee staff may be present. The names of the persons charged will not be released by the committee, and the records of the case will be considered confidential.

b) At an open hearing, in addition to the persons mentioned in the paragraph above, spectators from the University community may be admitted up to the normal seating capacity of the room. Open hearings will be held in the Peyton Hall

lecture room or a room of approximately equivalent size. The campus radio may be given permission to broadcast the hearing under conditions approved by the committee, or arrangements may be made for the broadcast of the hearing in an additional auditorium if there is sufficient public interest to justify these arrangements.

c) The chair of the Judicial Committee is responsible for maintaining conditions which are consistent with the orderly conduct of hearings. In carrying out this responsibility, the chair is obligated to prevent and deter hostile, threatening, or unduly disrespectful remarks or behavior by any individuals present and also to prevent and deter prolonged or emphatic audience response to testimony or argument. In meeting this obligation, the chair may take such steps as are outlined under "Responsibilities of the Chair," paragraph 3, page 28.

d) The committee will call a reasonable number of witnesses requested by the persons bringing charges and the persons being charged. Normally, these witnesses will be called from lists provided before the opening of the hearing by the persons involved and made available to both parties, but the committee may call any witnesses it pleases. Normally, witnesses shall not be present at the hearing until they present their testimony.

e) The committee may permit additions to lists of witnesses or evidence when it is convinced that the availability or relevance of such witnesses or evidence could not have been foreseen before the hearing began. Advance notice of such additions shall always be given to all parties, and the committee shall allow such delay as it may consider necessary to prepare for the questioning of added witnesses or the examination of added exhibits.

f) All witnesses may be questioned by all parties in a case and their advisers and by any member of the committee. The chair may rule any question out of order.

g) All material evidence and documents shall be formally introduced as presented in the hearing, lists of the exhibits proposed for presentation as evidence and copies of documentary evidence having been made available in advance to all parties in a case. The committee may introduce additional materials during the course of the hearing.

h) The credibility of any evidence which is introduced may be challenged by any parties in a case.

i) The judgment of the committee shall be based entirely upon testimony and evidence presented formally during the course of the hearing. The persons charged shall be presumed innocent until the committee is convinced beyond a reasonable doubt by the evidence presented during the hearing that they are guilty. In determining their guilt or innocence the committee will disregard any previous history of disciplinary action with respect to the persons charged. If the persons charged are found guilty, the committee may, in determining a penalty, take into account any previous disciplinary action.

j) The persons charged and the persons bringing charges may be questioned by the members of the committee and by the other parties in the case. The persons charged may decline to answer questions without prejudice.

k) A verbatim record of the hearing shall be made and kept under the supervision of the secretary of the committee. This record shall be supplied to the persons being charged and the persons bringing charges upon request.

5. Judgment

a) After the parties in the case have had a reasonable opportunity to present their arguments and to question opposing witnesses, and the committee has completed its questioning, the committee shall meet in private to reach a decision and, if it finds the charges to have been sustained, to assign an appropriate penalty.

b) Five members, not including the chair, shall constitute a quorum. All decisions shall be made by a majority of those present.

c) When the committee has reached its decision, the chair will notify the parties and then those authorities mentioned in Section 5.6.6 of the Charter of the Council of the Princeton University Community and the press of the committee's disposition of the case. The committee's report will include the result of its vote and a majority opinion, together with minority opinions, if any. If the hearing has been closed, the committee in making its public report will be guided by the principles concerning the confidential nature of student records.

PROCEDURE IN APPEALS OF CASES PREVIOUSLY HEARD BY ANOTHER AUTHORITY

1. According to the Charter of the Council, the Judicial Committee may also decide to hear appeals from persons found guilty of violating established rules and regulations, when it has been alleged by such persons that the proceedings against them have not been fair and reasonable.

a) The person wishing to have a judgment against him or her reviewed shall, within one week (during which the University is in session) of the original judgment, file a request for review with the secretary of the Council, stating the authority that made the judgment and the date, and indicating the reasons for requesting a review.

b) The secretary will immediately forward the request to the chair of the committee.

c) The chair will immediately notify the original authority that the request for review has been made and will as promptly as possible obtain from the authority that made the earlier judgment the record of the proceedings in the case. A copy of this record will be furnished by the committee to the person making the request.

d) The person making the request will file with the chair of the Judicial Committee within one week of receiving the record a memorandum stating in what specific respects he or she alleges that the procedures or the determination of the

penalty against him or her have not been fair and reasonable. In preparing this memorandum, the person requesting review has the right to seek any advice he or she chooses.

2. *Preliminary determination.* The committee will meet in closed session and decide on the basis of the appeal memorandum whether there are sufficient grounds to hold a formal hearing. It may at its discretion call the person making the appeal for questioning in closed session, but if it does, the authority which made the original judgment shall be invited to have a representative present, who may participate in the questioning. Note that the only grounds for appeal are that the original proceedings “have not been fair and reasonable.”

3. *Hearing.* If the committee decides that a reasonable doubt exists that the original proceedings were fair and reasonable, a formal hearing will be conducted, the procedures being analogous to those outlined under 4 and 5, pages 26–27.

4. *Judgment.* The judgment will be given according to the same procedures as in 5, page 27. The committee may decide to uphold the previous judgment, to reverse or alter the previous judgment, or to return the case to the earlier hearing authority. The ruling of the earlier authority will be upheld unless convincing argument is presented to the contrary.

RESPONSIBILITIES OF THE CHAIR

1. The chair of the Judicial Committee shall preside at all hearings. If the chair must be absent during part of a hearing, he or she may designate another member of the committee to act in the chair’s place as deputy chair for the period he or she is absent. If, in extraordinary circumstances, an entire hearing must be conducted in the absence of the chair, the committee shall elect a chair pro tem from among its members by a majority vote, selecting a person from the alternate panel to replace him or her as a regular voting member so long as the chair shall be absent.

2. The chair, as presiding officer, is responsible for procedural correctness. The chair

- a) makes an initial determination of any procedural question which arises during the course of a hearing;
- b) rules on the propriety of any questions asked by members of the committee, persons charged, or persons bringing charges.

3. The chair is responsible for maintaining conditions which are consistent with the right to orderly conduct of hearings as described in 4c, page 26. When persons attending the hearings as observers engage in acts which violate this right, the chair may, after due warning, require the withdrawal of such persons from the hearing room. The chair may also, after due warning, adjourn the hearing and reconvene, barring all observers except members of the press. The chair may also initiate, on consultation with the committee, charges against observers who are disrupting the hearing.

In cases where the violation of this right stems from acts of persons charged or persons bringing the charges, the committee shall normally adjourn the case and begin hearings within 48 hours on the charge of violating the rights to an orderly hearing. If such persons persist in their disruptive actions, the committee may, after due warning in exceptional instances, continue these proceedings in their absence.

a) Any decision of the chair may be challenged by a member of the Judicial Committee. The committee will meet, if necessary, in executive session to consider the decision and vote on it. A majority of the committee is required to reverse the chair’s decision.

b) In hearing cases involving the violation of the right to orderly hearings, the committee shall normally restrict itself to hearing arguments concerning mitigating circumstances involved in the alleged violation. The committee shall then meet to discuss the case and to decide upon appropriate penalties, if any, by majority vote. Penalized individuals wishing to appeal such decisions must address their appeals to the President of the University.

4. The chair shall have no vote in decisions related to the adjudication of charges or the conduct of hearings except to resolve a tie.

ORDER OF PROCEEDINGS IN CASES OF THE FIRST INSTANCE

1. The chair shall first call upon the persons bringing charges or their representatives to outline the substantive basis of the charges. They may introduce additional material evidence at this time.

2. Members of the committee may then question persons bringing charges.

3. The chair of the committee shall then call upon persons charged to outline their case.

4. Members of the committee may then question the persons charged.

5. Witnesses will then be called by the committee in an order to be determined by the chair.

a) Witnesses normally will first be questioned by members of the committee, then by the persons bringing charges, and, finally, by the persons charged. Each group may, in the same order, then requestion each witness and the members of the committee may ask final questions of witnesses before they are dismissed. (Since all witnesses are called by the committee in order to facilitate its investigation and adjudication of charges, there are no friendly or hostile witnesses, and cross-examination, redirect examination, and re-cross-examination procedures are not germane.)

b) Witnesses will normally not be present before giving their testimony. After they have been questioned, they may remain at an open hearing and may be called for further questioning by the committee.

c) Persons charged and persons bringing charges will always have an opportunity to speak in direct rebuttal of evidence or the testimony of witnesses when it is their turn to address themselves to the committee.

d) In asking questions of witnesses, persons bringing charges and persons charged may address themselves to the

substantive basis and validity of testimony. The committee will make every effort to protect each witness from undue harassment during a hearing.

6. After all witnesses have been called, persons bringing charges and persons charged may question the evidence and documents and raise additional questions. These parties may address their questions directly to one another, unless the chair rules otherwise.

7. Members of the committee may at any time question the persons bringing charges and the persons charged. The latter may decline to answer without prejudice.

8. The chair shall then call upon the persons bringing charges and the persons charged to summarize their positions and to make concluding remarks.

9. At the completion of concluding remarks, the chair may make summary remarks on behalf of the committee and shall close the hearing. The committee shall then meet in executive session in order to make its judgment and to impose penalties, if any.

ORDER OF PROCEEDINGS IN APPEALS CASES

The order of proceedings in appeals cases is the same as that in cases of the first instance, except that persons making an appeal present their case first and representatives of the body having made the original decision second.

PROCEDURAL REQUESTS

1. The parties to a case may request a ruling by the chairman concerning procedural correctness at any time during the hearing

2. The parties to a case may request that the committee add witnesses to be called before it or that the committee call witnesses in a specified order.

3. At any point during an open hearing, the persons charged may request permission to close the hearing. The committee will rule on any such requests.

4. Any member of the committee may request a recess of the hearing so that the committee can meet in executive session at any time during the hearing.

EVIDENCE

1. Normally, evidence accepted by both parties at a pre-hearing conference will be labeled before the hearing opens.

2. Other evidence, not accepted by one party, may be introduced and challenged during the hearing. After arguments are given, the chair shall make a ruling on the issue of its admissibility.

3. Photographic evidence introduced:

a) Persons who took photographs used as evidence are subject to questioning by the committee and both parties to a case as to the circumstances under which the photographs were taken.

b) Witnesses who used photographs for purposes of identification prior to the hearing are subject to questioning as to how such photographs were used.

All documentary evidence will be retained in the permanent records of the committee.

REPORTS

1. In accordance with Section 5.6.6 of the Charter of the Council of the Princeton University Community, the Judicial Committee shall submit a written report on the disposition of each case.

2. This report shall include:

a) a chronology of the case from the receipt of charges to final disposition;

b) a statement of actions taken by the committee pertaining to the case;

c) a statement of the findings which were significant and relevant to the disposition of the case and the selection of any penalties; and

d) remarks on procedural questions raised during the hearing.

APPEALS FROM DECISIONS OF THE JUDICIAL COMMITTEE

In accordance with the Charter of the CPUC (5.6.5), the President of the University may review decisions of the Judicial Committee in cases not previously heard by another authority and may reduce any penalties imposed by the committee but may not increase them. It has been the policy of each President during the time of the existence of the Council, and it is correct in the view of the Committee on Rights and Rules, to regard an appeal to the President chiefly as an opportunity for an individual to seek clemency by explaining special circumstances that might be taken into account with respect to penalties imposed upon him or her. The purpose of an appeal to the President is not to initiate a rehearing of substantive issues of fact or a new determination of innocence or guilt.

Appeals will not normally be considered unless lodged with the President within one week after the Judicial Committee's decision, unless otherwise specified in the decision.

As revised February 15, 1971; March 29, 1971; April 9, 1971; December 12, 1972; and March 27, 1973.

GLOSSARY OF PRINCETON TERMS

The following list of Princeton terms is by no means exhaustive, but is designed to help employees sort out some of the more common expressions heard around the office and the University.

A more comprehensive encyclopedia of "Princetoniana" is available in the book "A Princeton Companion", which is online at <http://etc.princeton.edu/CampusWWW/Companion/>.

ALEXANDER HALL. See "Richardson Auditorium."

ALUMNI DAY. A day of lectures, ceremonies, and other events held in February that brings 1,200 alumni back to campus.

ART MUSEUM. A teaching museum for the Department of Art and Archaeology as well as a cultural resource for the entire University and surrounding community; located near the center of campus.

BICKER. The process through which eating clubs select upperclassmen for membership. (See "Eating Clubs.")

CHANCELLOR GREEN. A building adjacent to Nassau Hall; the rotunda is an academic lounge with comfortable chairs and study carrels; a lower-level café serves light meals throughout the day.

CLASS DAY. A ceremony that takes place the day before Commencement and honors the achievements and service of Princeton seniors.

CLIO. Clio Hall, twin of and located next to Whig Hall; the marble buildings are modeled after a Greek temple.

CHAPEL. The University Chapel. The 1925 Gothic Revival structure that serves as the site of religious services as well as large campus gatherings, such as Opening Exercises and Baccalaureate; located near the center of campus.

THE COLLEGES. See "Residential Colleges."

COMMITTEE OF THREE. More formally known as the Faculty Committee on Appointments and Advancements. Consists of six faculty members and makes decisions on tenure, appointments, and other faculty matters.

CPUC. Council of the Princeton University Community, a coordinating council of students, faculty, staff, and administration that serves as a forum for the discussion of issues and examines and makes recommendations on questions of policy that govern and affect the welfare of the University community.

DILLON. The old University gymnasium, now used for intramural and recreational athletic activities.

DOD. Dod Hall, a dormitory, and also home of the mail room for main campus.

DODDS AUDITORIUM. A large lecture room in Robertson Hall used for many public events.

DINKY. The New Jersey Transit train that shuttles people from Princeton to Princeton Junction, which is on the Northeast Corridor line. Located near New South.

E-QUAD. The “Engineering Quadrangle,” home of the School of Engineering and Applied Science, located on Olden Street.

EATING CLUBS. Autonomously owned and student-managed eating and social clubs where the majority of upperclassmen dine. These are located on Prospect Avenue and include Cap & Gown, Charter Club, Cloister Inn, Colonial Club, Cottage Club, Ivy Club, Quadrangle Club, Terrace Club, Tiger Inn, and Tower Club. Students do not live in the eating club buildings.

FIELDS CENTER. The Carl A. Fields Center for Equality and Cultural Understanding. Located on the corner of Olden Street and Prospect Avenue, it assists the University in its charge to maintain an environment that acknowledges, respects, and promotes diversity by providing cultural, social, political advocacy, and leadership development opportunities for students.

FIRESTONE. The Firestone Library, the main University library building, although there are eighteen separate branch libraries around the University.

FITZRANDOLPH GATE. The main entrance to campus off Nassau Street. A myth has evolved suggesting that any undergraduate who uses this portal to exit from campus prior to Commencement will jeopardize his/her chances of graduating on time.

FRESHMAN SEMINAR. The freshman seminar program offers first-year students the opportunity to work with a professor and a limited number of students -- chosen on the basis of a short essay application -- on a topic of special interest.

FRIEND CENTER. The Friend Center for Engineering Education. Located on the corner of Olden and William streets, it houses high-tech classrooms, a 250-seat auditorium, and the Engineering Library.

FRIST CAMPUS CENTER. A gathering place for the campus community. It includes classrooms, faculty offices, lecture halls, performance spaces, student government offices, all undergraduate student mailboxes, a branch of the Princeton University Federal Credit Union, computer clusters, and meeting spaces as well as a variety of dining services and a ticket office. Frist also provides diverse programming for the campus community, including an annual Open House, Winter Holiday Festival, and Fristfest Weekend.

GSG. Graduate Student Government.

HONOR SYSTEM/HONOR CODE. Princeton students take all written examinations under the honor system -- that is, without a faculty proctor. Students assume full responsibility for honesty and conclude each examination with a written pledge that they have abided by the honor code.

JADWIN. There are two “Jadwins,” although the term most frequently refers to Jadwin Gymnasium, the University’s varsity athletic facility. The other “Jadwin” is Jadwin Hall, home of the Department of Physics. Both are located on the southeast end of campus.

J.P. The Junior Paper. A preliminary exercise for the senior thesis.

LOWRIE HOUSE. The Walter Lowrie House, 83 Stockton Street, the president's home.

MACLEAN HOUSE. Home of the Alumni Council on the west side of the front campus green. Along with Nassau Hall, the oldest building on campus, having been constructed in 1756.

McCARTER THEATRE. Tony Award-winning theater that presents its own professional drama series each year. McCarter also brings dance troupes, films, and concerts to campus.

McCOSH. There are two, the McCosh Health Center (named for Isabella McCosh) and McCosh Hall, home of the Department of English (named for Isabella's husband, James McCosh, Princeton's eleventh president).

MACMILLAN. Building to the south of Baker (Hockey) Rink that houses the offices of facilities and several shops of the maintenance department.

MUDD LIBRARY. Located on Olden Street, it houses the University archives and Princeton's collection of public policy papers.

NASSAU HALL. The University's central administrative building and the oldest building on campus. Built in 1756.

185 NASSAU STREET. Home of the creative writing, theater and dance, and visual arts programs; formerly a Princeton borough public school building, acquired by the University in 1966.

NEW SOUTH. The seven-story building located in the southwest corner of the campus, housing many of the University's administrative offices, including the Office of Human Resources.

OIT. The Office of Information Technology. Computer experts, with various offices throughout the campus. The main OIT office is located at 87 Prospect Avenue and the OIT Solutions Center is located in the Frist Campus Center.

ORANGE KEY TOURS. The student-run Orange Key guide service provides year-round, one-hour tours of the campus. Reservations are not required for these tours, except for groups of 15 people or more. Weekday tours depart from Clio Hall; weekend tours meet at the Frist Campus Center.

ORPA. Office of Research and Project Administration. The office that administers research and government grants to the University. Located in 4 New South.

P-RADE. Annual alumni parade that takes place during Reunions.

P-RIDES. The University's campus shuttle system that transports people between Lot #7 and north campus (Orange Line), graduate student housing and north campus (Green Line) and Lot #21 and north campus (Blue Line).

PALMER HOUSE. Located at Bayard Lane and Nassau Street, Palmer House serves as the Princeton University's official guest house. Within walking distance of campus, Palmer House also is available for meetings and conferences.

PAW. Princeton Alumni Weekly, the alumni magazine published 16 times per year.

PPPL. The Princeton Plasma Physics Laboratory is located three miles north of the main campus on U.S. 1. The laboratory is funded by the U.S. Department of Energy and staffed by University researchers who are exploring fusion energy.

PRB. WPRB, the University's student-run radio station at 103.3 on the FM dial. Studios are located in Bloomberg Hall.

PRECEPTS. (also known as "Preceptorials"). Most humanities and social science courses at Princeton include two lectures and one preceptorial each week. The precept (from the Latin *praecipere*, "to teach") is a small discussion group.

PRIORITIES COMMITTEE (also known as "Pri-Comm"). Faculty/student/staff committee that advises the president each year on the operating budget for the succeeding fiscal year.

PRINCE, THE. The Daily Princetonian, the student-run campus newspaper.

PROSPECT HOUSE. Private dining facility serving the faculty and staff of Princeton University. Prospect House is also available for catered events for University departments and personal functions.

PWB. Princeton Weekly Bulletin, a weekly newspaper sent to faculty and staff 29 times during the academic year.

RESIDENTIAL COLLEGES. The residential colleges are the center of residential life and an important focus of academic services for freshmen and sophomores. Each college has a cluster of dormitories, a dining hall, lounges, seminar and study rooms, a library, computing facilities, game and television rooms, and, in some cases, theaters and other spaces for the creative and performing arts. Starting in fall 2007, the college system will be enhanced and expanded to include more options for all students. The new plan, created by faculty, students, and administrators, establishes three four-year residential colleges and pairs them with three two-year residential colleges, beginning with the opening of Whitman College and the conversion of Mathey College into a four-year college. Butler College will become a four-year college in fall 2009 after many of the existing Butler dormitories have been torn down and replaced with new construction.

REUNIONS. Held on the weekend preceding Commencement, this unique event brings 18,000 alumni and family members to the campus each spring.

RICHARDSON AUDITORIUM. The David B. Richardson '33 Auditorium. The University's principal concert and lecture facility, located in the northwestern end of the campus. The auditorium is inside Alexander Hall, which was erected in 1892 as a convocation hall for Commencement exercises and other large gatherings.

ROBERTSON HALL. Home of the Woodrow Wilson School of Public and International Affairs.

ROCKY. Rockefeller College (see "Residential Colleges").

SENIOR THESIS. Each undergraduate degree candidate completes a senior thesis, a rite of

ALPHABETICAL LIST OF POLICIES

The following is an alphabetical listing of current policies found in the *Policy and Procedure Manual* published by the Office of Human Resources. The most current version is located on the web at www.princeton.edu/hr/ and employees are expected to look for updates periodically.

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In compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other federal, state and local laws, Princeton University does not discriminate on the basis of age, race, color, sex, sexual orientation, religion, national or ethnic origin, disability, or status as a disabled or Vietnam era veteran 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 associate provost for institutional equity 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 associate provost for institutional equity, 4 Nassau Hall, Princeton, NJ 08544 or (609) 258-6110.



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Office of Human Resources
1 New South
Princeton, NJ 08544

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