Thrive at Princeton 2017
Princeton University is committed to providing faculty and staff with an environment and a range of resources to assist in achieving a balance of work, personal, and family commitments.

We are pleased to offer many programs and services—described in this guide—that are designed to support you in attaining work life balance. Getting involved or participating in activities across campus is the quickest way to become part of the University community and to create your own Princeton experience to thrive in.

For more information about eligibility and the opportunities described in this guide, refer to www.princeton.edu/hr/thrive.

If you have questions about this information or would like assistance in accessing any services, we encourage you to contact the Benefits Team by email at benefits@princeton.edu or by phone at (609) 258-3302.
Health coaches are available—at no cost to faculty and staff—to provide support and guidance in achieving personal health goals. They are available on campus or by telephone.

How to Use This Guide

The pages of this guide are filled with all the great programs and services available to you as an employee at Princeton. Brief descriptions and codes are provided to give you an idea of the program or service and where it is located on our website at www.princeton.edu/hr/thrive. Through the website you can get more in-depth details and contact information.

Each acronym code displayed under the name of the program or service corresponds to a category on the Thrive at Princeton website. Those highlighted in blue are where you can find more information about that particular program or service.

The categories are:

- Arts, Social, and Community (ASC)
- Discount Programs (DP)
- Financial Wellness (FW)
- Flexibility and Time Off (FTO)
- Health and Wellness (HW)
- Home and Family (HF)
- Personal Development (PD)
- Travel and Commuting (TC)

My Health Coach

Health coaches are available—at no cost to faculty and staff—to provide support and guidance in achieving personal health goals. They are available on campus or by telephone.
ADOPITION AND SURROGACY BENEFITS
ASC DP FW FTO HW HF PD TC
Princeton University reimburses for the successful adoption of a child and/or legal expenses from surrogacy parenting arrangements.

ART MUSEUM
ASC DP FW FTO HW HF PD TC
The Princeton University Art Museum contains a permanent collection and special exhibits and hosts guided tours, gallery talks, symposia, lectures, and special programs.

ATHLETIC EVENTS
ASC DP FW FTO HW HF PD TC
Season tickets for varsity football, basketball, and hockey games are available at the Jadwin Gymnasium Ticket Office. Many other events are free.

AUTO AND HOME INSURANCE
ASC DP FW FTO HW HF PD TC
Faculty and staff working at least 20 hours a week are eligible to apply for auto and/or home insurance with New Jersey Manufacturers Insurance Company (NJM).

BACKUP CARE ADVANTAGE PROGRAM
ASC DP FW FTO HW HF PD TC
Bright Horizons provides emergency backup care services for temporary disruptions in regular child, adult, or elder caregiving arrangements that prevent fulfilling work or study obligations.

CAMPUS RECREATION FACILITIES
ASC DP FW FTO HW HF PD TC
Faculty and staff and their families can purchase recreational facility permits for a small fee to enjoy the use of University recreational facilities, including swimming pools, gymnasiums, tennis courts, and the fitness center.

CHILDRENS EDUCATIONAL ASSISTANCE PLAN
ASC DP FW FTO HW HF PD TC
After five years of benefits-eligible service, faculty and staff may receive up to 50 percent support for children’s college tuition and mandatory fees up to an academic year maximum per child.

COMMUNITY & STAFF DAY
ASC DP FW FTO HW HF PD TC
Each fall, local residents join Princeton faculty, staff, and students for Community and Staff Day, a celebration of sports, entertainment, and community.

COMMUNITY AUDITING PROGRAM
ASC DP FW FTO HW HF PD TC
Princeton University’s Community Auditing Program (CAP) enables members of the community, high school graduates ages 18 and above, to audit, or sit in on, lectures on a non-credit basis.

COMMUNITY DINING
ASC DP FW FTO HW HF PD TC
From retail to residential dining, to private events, catering, and hospitality, University Services provides many options and services.

COMMUNITY UNIVERSITY
ASC DP FW FTO HW HF PD TC
Each spring, the annual Communityuniversity Arts Festival celebration brings the University and the town of Princeton together for a day of performances, food, and games.

COMMUTER BENEFITS PROGRAM
ASC DP FW FTO HW HF PD TC
The Program allows faculty and staff to deduct money from each paycheck on a pretax basis for parking and/or transit expenses associated with commuting to work.

CONTINUING EDUCATION
ASC DP FW FTO HW HF PD TC
Faculty, staff, and eligible dependents can enroll in Princeton’s Program in Continuing Education to attend most Princeton courses for advanced training or personal enrichment.

 COURTS APPEARANCE
ASC DP FW FTO HW HF PD TC
Regular pay continues for time spent as a subpoenaed court witness, when reporting to work on any day, or part of a day, when excused from going to court.

DEATH IN THE FAMILY
ASC DP FW FTO HW HF PD TC
In the event of a death in the immediate family of a staff member, leave of absence with pay may be granted for up to a maximum of three days.

DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT (DFSA)
ASC DP FW FTO HW HF PD TC
The DFSA is a program to set aside money, before taxes, from each paycheck to pay for child care expenses of dependent children 12 years and under.

DIVERSITY & INCLUSION
ASC DP FW FTO HW HF PD TC
Many Voices, One Future is Princeton’s institutional movement toward greater diversity and inclusion and a place where everyone’s perspectives are welcomed and valued. We believe having a diverse community is the only way to maintain our position as a world-class university.

EMPLOYEE CHILD CARE ASSISTANCE PROGRAM (ECCAP)
ASC DP FW FTO HW HF PD TC
ECCAP provides assistance to faculty and staff members to help meet the cost of child care for prekindergarten-aged children.

EMPLOYEE HEALTH SERVICES
ASC DP FW FTO HW HF PD TC
Employee Health Services is the clinical services unit of University Health Services that focuses on faculty and staff within the context of a safe and healthy work environment.

EMPLOYEE RESOURCE GROUPS
ASC DP FW FTO HW HF PD TC
Nine employee resource groups comprise faculty and staff who share common backgrounds and interests, and provides opportunities to meet others across campus to enhance engagement.

ERNST & YOUNG FINANCIAL EDUCATION PROGRAM
ASC DP FW FTO HW HF PD TC
The University provides—at no cost—financial education workshops on campus to help achieve long-term personal financial goals.
The University encourages Princeton area banks to provide a full range of services, including mortgage products, to the University community.

Carebridge provides—at no cost to—confidential assistance for work and personal situations.

Princeton University is committed to maintaining and strengthening its identity as a residential institution providing faculty and staff with rental and ownership opportunities on or near campus.

In accordance with FMLA and NJFLA, the University provides a family and medical leave of absence for up to 12 weeks in any 12-month period.

The University encourages supervisors to permit reasonable adjustment to the established normal work schedules to accommodate individual needs such as transportation, education, and personal commitments.

Princeton University provides many in-person and web-based courses designed to enhance or teach skills needed at work and at home ranging from basic skills to advanced management, as well as financial and technical courses.

The Healthier Princeton program supports health promotion and education for the entire University community to sustain and enhance the individual’s physical, psychological, and emotional health.

The University provides nine holidays annually.

For a fee, faculty, staff, and eligible dependents over the age of 16 can receive immunizations and allergy shots by appointment.

Hamilton Physical Therapy Services, P.A., provides on campus, in-network physical therapy. Appointments must be made in advance.

The HFSA is a program to set aside money, before taxes, from each paycheck to pay for eligible health-related expenses not covered by insurance.

The University provides private lactation rooms for nursing mothers on campus.

Located on Nassau Street, the University bookstore offers all faculty and staff a free membership which includes a 15% discount on all purchases.

Princeton University faculty and staff who commute to campus by mass transit are eligible for a 50% subsidy on a monthly transit pass.

McCarter Theatre, 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. A discount may apply.

University Health Services offers a fully-accredited healthcare facility in McCosh Health Center that provides quality health and wellness services through Employee Health Services.
MILITARY LEAVE
ASC DP FW FTO HW HF PD TC
Faculty and staff who are drafted or enlist in the Armed Forces of the United States or who are called to active duty from the Reserves for extended periods (more than six months) are granted a leave without pay for a period of up to five cumulative years and may continue to participate in their Princeton group medical plan at negotiated rates for up to 18 months.

MILITARY RESERVE TRAINING
ASC DP FW FTO HW HF PD TC
The University grants leaves to members of the Reserves or National Guard, for periodic training (weekend duty, summer camp, etc.) up to a maximum of 15 calendar days per year as leave with pay.

MOBILE TECHNOLOGY
ASC DP FW FTO HW HF PD TC
Faculty and staff of the University are eligible for mobile service discounts on personal plans, equipment, and accessories.

MSK DIRECT
ASC DP FW FTO HW HF PD TC
You have direct access to a team of dedicated professionals who specialize in cancer including experienced nurses, social workers, and Memorial Sloan Kettering (MSK) Care Advisors.

MY HEALTH ADVOCATE
ASC DP FW FTO HW HF PD TC
The program provides you with unlimited access to a Personal Health Advocate (PHA) who can get to the bottom of a wide variety of healthcare and insurance-related issues.

MY HEALTH COACH
ASC DP FW FTO HW HF PD TC
Health coaches are available—at no cost—to provide support and guidance in achieving personal health goals. They are available on campus or by telephone.

MY MEDICAL EXPERT
ASC DP FW FTO HW HF PD TC
My Medical Expert provides—at no cost—personalized medical advice from Best Doctors’ network of 53,000 top physicians who offer best practice medicine.

MY TRANSPARENCY TOOL
ASC DP FW FTO HW HF PD TC
If you are enrolled in a University healthcare plan you will have access to this tool offered through Castlight. The tool provides cost and quality data, patient reviews, and estimated costs for future visits.

OUTDOOR ACTION (OA)
ASC DP FW FTO HW HF PD TC
Faculty and staff can participate in OA program activities, including hiking, backpacking, canoeing, rock climbing, kayaking, and workshops on such topics as CPR and first aid.

PAID PARENTAL LEAVE
ASC DP FW FTO HW HF PD TC
The University provides up to two weeks’ paid leave at 100% base pay for the birth or adoption of a child, if it is taken within the first year of the event.

PALMER HOUSE
ASC DP FW FTO HW HF PD TC
Princeton University’s charming, 19th century guesthouse offers full-service catering to faculty and staff for special events and celebrations, including rehearsal dinners, showers, and birthday parties.

PERSONAL DAYS
ASC DP FW FTO HW HF PD TC
The University provides personal days for occasional absence from the workplace needed for a variety of personal reasons, e.g., religious holidays, school events, car repair appointments, etc.

PERSONAL LEAVE
ASC DP FW FTO HW HF PD TC
A leave of absence without pay may be granted to staff, for periods of up to one year, for personal reasons such as parental leave (care of a child), family matters, community service, and education or training.

PRINCETON FEDERAL CREDIT UNION
ASC DP FW FTO HW HF PD TC
Princeton Federal Credit Union, with locations on campus, offers a convenient source for personal banking needs.

PRINCETON JOURNEYS
ASC DP FW FTO HW HF PD TC
Princeton Journeys offers enthusiastic travelers an educational travel experience that is not simply a vacation, but rather an opportunity to engage in the intellectual learning experiences inherent in travel.

PRINCETON LEAGUE (U-LEAGUE)
ASC DP FW FTO HW HF PD TC
The University League welcomes members of various interests, ages, and experiences and provides opportunities for individual growth and enrichment through monthly programs and interest groups.

PRINCETON LIBRARY
ASC DP FW FTO HW HF PD TC
The University Library has an extensive collection of general and special interest books and periodicals, which can be accessed and borrowed with a valid Princeton University ID card.

PRINCETON UNIVERSITY CONCERTS
ASC DP FW FTO HW HF PD TC
One of the oldest series of eminent musical events in the nation, Concerts offers performances by outstanding international artists in chamber music at Richardson Auditorium in Alexander Hall.

PRINCETON UNIVERSITY PUBLIC LECTURES
ASC DP FW FTO HW HF PD TC
Princeton offers lectures on a variety of topics that are free and open to the public. Lectures are held in McCosh 50 and begin at 6:00 p.m. unless otherwise noted.

PRINCETON UNIVERSITY STORE (U-STORE)
ASC DP FW FTO HW HF PD TC
One of the oldest independent co-operative organizations in the country, the U-Store offers members a discount on purchases in stores and online. The U-Store sells apparel, accessories, convenience items, and food.
PROSPECT HOUSE
ASC DP FW FTO HW HF PD TC
Prospect House is a private club, with no dues, for all full-time faculty and staff and their guests. The club features the Garden Room, a full-service restaurant, and the Tap Room, an informal café. Prospect House hosts a variety of special events throughout the year and is available for weddings, birthday parties, or other social events.

PUBLIC EVENTS CALENDAR
ASC DP FW FTO HW HF PD TC
Your resource for all public events hosted on campus.

RELIGIOUS LIFE
ASC DP FW FTO HW HF PD TC
The Office of Religious Life promotes and supports the University’s religious communities and traditions on campus. Religious Life programs seek to promote critical investigation and spiritual meaning for all.

RETIREMENT PLANS
ASC DP FW FTO HW HF PD TC
Princeton offers a defined contribution plan, funded at 9.3% of base salary by the University, as well as an optional retirement savings plan to set aside a portion of salary on a pretax basis.

SICK DAYS
ASC DP FW FTO HW HF PD TC
The University provides paid time off for occasional absence from the workplace needed for personal illness, injury, or medical appointments or the care of a sick or injured immediate family member or resident member of the household.

SMOKING CESSATION & HEARTSMART SCREENINGS
ASC DP FW FTO HW HF PD TC
All faculty and staff are invited to participate in wellness programs and screenings for smoking cessation which provides consultation, support, and free nicotine replacement products for quitting smoking and the HeartSmart risk assessment which evaluates cardiovascular disease and diabetes.

SOLAR PROGRAM
ASC DP FW FTO HW HF PD TC
As part of Princeton’s commitment to environmental sustainability, the Employee Solar Program provided by SunPower, installs a solar power system at home to reduce carbon emissions, save money on utility bills, and meet a significant portion of home electricity needs.

SPRINGDALE GOLF CLUB
ASC DP FW FTO HW HF PD TC
Faculty and staff can play golf at the University golf club at a discount during certain times.

STAFF EDUCATIONAL ASSISTANCE PLAN
ASC DP FW FTO HW HF PD TC
After one year of benefits-eligible service, faculty and staff may receive up to 85 percent reimbursement for tuition and eligible fees for taking classes for credit at an accredited institution.

SUMMER PROGRAMS FOR CHILDREN
ASC DP FW FTO HW HF PD TC
Various offices, centers, and student groups organize on campus summer programs for children.

SWIM CLUBS
ASC DP FW FTO HW HF PD TC
The University has an affiliation with two local swim clubs, Broadmead Swim Club and Nassau Swim Club.

TRANSPORTATION & PARKING SERVICES (TPS)
ASC DP FW FTO HW HF PD TC
TPS is committed to providing parking and transportation services that promote sustainability, accessibility, and mobility for the Princeton University community.

TRAVEL EMERGENCY SUPPORT
ASC DP FW FTO HW HF PD TC
Princeton University has resources available in the event of travel emergencies, such as accidents or health issues, unstable political conditions, theft, or other situations in which you feel at risk.

TUITION ASSISTANCE
ASC DP FW FTO HW HF PD TC
Princeton University is committed to being a community of learning. In this spirit, the University provides benefits for faculty and staff seeking educational advancement and for children of faculty and staff attending college.

UNIVERSITY CHAPEL
ASC DP FW FTO HW HF PD TC
There are many spaces provided for worship services and informal gatherings, including the University Chapel, which was completed in 1928 and is the third largest university chapel in the world.

VACATION TIME
ASC DP FW FTO HW HF PD TC
The University provides paid time away from the workplace for their own health and well-being. Vacation time can be used as it is accrued.

VERIFICATIONS OF INCOME AND EMPLOYMENT
ASC DP FW FTO HW HF PD TC
The Office of Human Resources provides verifications of income and employment for faculty and staff seeking approval for loans, mortgages, immigration, etc.

VISUAL AND PERFORMING ARTS
ASC DP FW FTO HW HF PD TC
The University offers art exhibitions around campus, film screenings, lectures and readings, and performances in dance, music, and theater.

VOLUNTEER OPPORTUNITIES
ASC DP FW FTO HW HF PD TC
The Office of Community and Regional Affairs acts as the coordinator of community service initiatives and works with campus organizations and outside groups to facilitate ongoing volunteer opportunities, including clothing, food, and toy drives; volunteer workdays; and housing rehabilitation projects.

WORKING ADVANTAGE
ASC DP FW FTO HW HF PD TC
The Working Advantage discount network provides savings up to 60% on theme parks, shows, sporting events, hotels and travel, health and fitness, and much more. Register online to begin using the program.