Working at PRINCETON

OVERVIEW OF BENEFITS AND PROGRAMS
Employees, in every area, are one of Princeton University’s most valued resources.

We aspire to foster a work environment that enables all employees to embrace the spirit of Princeton and contribute at the highest possible level to support the mission of the University. We provide comprehensive benefits, programs, services, and policies to help our regular full-time and part-time eligible employees meet their needs in career, health, and overall well-being in an inclusive, equitable, and collegial environment. We are an equal opportunity affirmative action employer, which is consistent with our commitment to maintain a diverse and inclusive workforce.

**BENEFITS ELIGIBILITY**

Individuals who are eligible for benefits at Princeton University are regular biweekly- or monthly-paid employees who fill approved budgeted positions on the regular payroll. Regular employees work on a half-time or greater basis, 50% or more of the normal work week schedule (36.25 or 40 hours, depending on the position) for five months or more.

Visit our website at [www.princeton.edu/hr](http://www.princeton.edu/hr) for more details.

Individuals not eligible for benefits are monitored in accordance with the Affordable Care Act and, if eligible, are offered access to healthcare benefits.

**DEPENDENT ELIGIBILITY**

Eligible dependents include a spouse and eligible children until December 31 of the year in which they turn 26.

Eligible children include biological, step, adopted, and foster children and children for whom you are the legal guardian. Coverage is available to eligible children regardless of student, residential, or marital status; however, the spouse and/or children of an eligible child are not eligible for coverage.

Children who are physically or mentally challenged and become disabled before the end of the calendar year in which they turn 26 may still be eligible for coverage. Please contact the Benefits Team for more information.

If you are a qualified individual with a disability and you are unable or limited in your ability to use or access the Jobs at Princeton system as a result of your disability, you can request a reasonable accommodation by contacting the Office of Human Resources at (609) 258-3300 or staffing@princeton.edu.

This communication is intended to be a brief overview of benefits and programs available at Princeton University. Full details are available online at [www.princeton.edu/hr](http://www.princeton.edu/hr). The University intends to continue each of the benefits plans and also reserves the right to terminate or amend any plan, at any time, and for any reason.
WORK SCHEDULES
Because Princeton University is a residential community and operates on a 24/7 basis, employees’ work schedules may vary, depending on their position and departmental needs. Employees should confirm work schedules with their manager.

The standard workweek begins at 12:01 a.m. on Monday and ends at midnight on the following Sunday. The University’s normal daily business hours are 8:45 a.m. to 5:00 p.m. during the academic year, and 8:30 a.m. to 4:30 p.m. during the summer.

TIME OFF
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.

Paid Time Off for Regular Full-Time Employees
- 9 holidays
- 24 vacation days
- 8 sick days
- 2 personal days
- Parental leave
- 3 days for a death in the family
- Jury duty and court appearances
- 15 days for military reserve training
- Short term disability, long term disability, and workers’ compensation leaves

Unpaid Time Off for Regular Full-Time Employees
- Family and medical leave
- Personal leave
- Extended military service
- Religious observances

Employees in positions that are part-time, have bundled time, or have union representation may have different paid time off. Managers or staffing specialists have more information.

PAY SCHEDULES
Exempt (monthly-paid) employees are those employed in a bona fide executive, administrative, or professional capacity. Exempt employees are excluded from the requirements of the Fair Labor Standards Act for overtime pay.

Nonexempt (biweekly-paid) employees must be compensated for each hour worked, including a special rate for any overtime hours, defined as hours worked in excess of 40 hours in the same defined workweek.

PROBATIONARY PERIODS
All newly-hired biweekly-paid employees are required to complete a 90-day probationary period, which is used to determine if performance is satisfactory and employment should be continued.

PERFORMANCE APPRAISALS
The University encourages ongoing feedback and communication between supervisors and employees in order to foster performance. Supervisors are required to hold an annual performance appraisal discussion with all employees whom they directly supervise. The appraisal is summarized in a written memo or appraisal form. Performance evaluations are also used in determining merit increases.

EMPLOYEE REFERRAL PROGRAM
Princeton welcomes qualified referrals for employment at the University. The program provides rewards to employees who refer individuals who are hired into eligible staff positions. To qualify, the new hire must remain employed in the position for a minimum of six months, and the employee making the referral must be employed by the University when the reward payment is made.

TIGERCARD
Princeton University issues to employees an official ID card, the TigerCard, which allows access to buildings, athletic facilities, libraries, campus dining, and events. Spouses, domestic partners, and children (under 23 years of age) of employees are eligible for a TigerCard.

DIVERSITY and COMMUNITY
The University is rich in resources designed to foster a vibrant, inclusive learning and working environment.

Employee Resource Groups, comprised of faculty and staff members who share common background and interests, provide opportunities for employees to meet others across campus to enhance collaboration, employee engagement, productivity, job satisfaction, and retention. They are:

- Chinese Faculty, Scholar, and Staff Association of Princeton (CFSSAP)
- International Employee Group at Princeton (IEGAP)
- Latino Princetonians
- Lesbian, Gay, Bisexual, and Transgender Group (LGBT)
- Network of African American Male Administrators (NAAMA)
- Princetonians of Color Network (PCN)
- Princeton Social Professionals (PSP)
- Military Service and Veterans Group (MSV)
- South Asian Affinity Group (SAAG)

Additional opportunities for members of the campus community to find support, seek dialogue, and build connections are available at www.princeton.edu/main/campuslife/connections.

Transgender-Inclusive Medical Insurance Coverage
We are proud that the comprehensive healthcare coverage Princeton provides for our transgender employees is one of the most transgender-inclusive plans in the country. Princeton’s healthcare plans for employees and their eligible dependents include coverage for gender confirmation surgery, alternatively referred to in the insurance policy as gender reassignment surgery. We also cover other medically necessary treatments and procedures. In addition, our prescription plan provides comprehensive coverage for hormone treatment with no dollar cap limit. Coverage is subject to medical preauthorization and is based on widely accepted standards of care.
MEDICAL PLANS
We offer several medical plan options including a qualified Consumer Directed Health Plan (CDHP) with Health Savings Account (HSA) and an HMO Plan through Aetna. In addition, the Princeton Health Plan (PHP) is a point-of-service (POS) plan offered through either UnitedHealthcare or Aetna. There are no preexisting condition exclusions in any of our plans. We offer Telemedicine with all of our plans.

PRESCRIPTION DRUG PLAN
Prescription drug coverage through OptumRx is provided with all medical plans.

DENTAL PLANS
We offer a choice between three dental plans administered by MetLife and Aetna.

VISION PLAN
The Vision Care Plan through Vision Service Plan (VSP) provides coverage for an annual vision exam, along with coverage for glasses or contact lenses.

FLEXIBLE SPENDING ACCOUNT (FSA)
Individuals may redirect up to $2,500 of pay on a pretax basis each calendar year into an FSA for certain IRS-allowed healthcare expenses not covered by insurance.

WELLNESS PROGRAMS
- Mammography program
- Medical advice through Best Doctors and health coaching through TrestleTree.
- Onsite physical and massage therapy, lab services, flu shots, and biometric screenings.

LIFE INSURANCE PLANS
- Basic life and accidental death and dismemberment, supplemental, spousal, and child life insurance.
- Group long term care

MONTHLY FACULTY AND STAFF RATES FOR 2016
Premiums are conveniently deducted from individuals’ paychecks on a pretax basis.

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<tr>
<th>Medical</th>
<th>Employee</th>
<th>Employee and Child(ren)</th>
<th>Employee and Spouse*</th>
<th>Employee and Family</th>
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<tr>
<td>UnitedHealthcare or Aetna Princeton Health Plan (PHP)</td>
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<td>Aetna HMO</td>
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<td>$120</td>
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<td>Aetna J-1 Visa Plan</td>
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<th>MetLife Basic Option PPO</th>
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<th>$44.05</th>
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| Vision | VSP Vision Care Plan | $13.02 | $21.32 | $20.93 | $34.38 |

* Princeton University may provide coverage for same-sex civil union and domestic partners. Please contact the Benefits Team at (609) 258-3302 or benefits@princeton.edu for more details.

**Coverage begins on the first of the month coincident with or next following an individual’s date of hire. For individuals on a J-1 Visa, coverage begins on the date of hire.**

RETIREMENT PLANS
Princeton University Retirement Plan
Individuals are enrolled in the plan on the first day of the month coincident with or next following the date of hire and become vested after two and a half years of employment. Service at a past employer that is a 501(c)(3) exempt organization or an academic institution may be credited under certain circumstances. The University provides contributions that are equal to 9.3% of base salary earned up to the Social Security taxable wage base and 15% of base salary earned above the Social Security taxable wage base. Individuals choose how to invest the contributions from among a variety of investment funds offered by TIAA-CREF and/or Vanguard.

Retirement Savings Plan
The Retirement Savings Plan, also known as the 403(b) plan, allows employees to save for retirement on a pretax basis. Contributions are subject to limits set by the Internal Revenue Code and participants will have a choice of investments from TIAA-CREF and/or Vanguard. Vesting is always 100% in the Retirement Savings Plan account. New hires are entered into the plan at a savings level of 5% of pay. This election can be waived or changed at any time.
Princeton University is committed to providing a range of resources that assist and support our dedicated faculty and staff in attending to personal and family needs as well as a collegial, respectful, safe, and inspiring work environment. For more detail on these and other programs, refer to www.princeton.edu/hr/thrive.

EDUCATION PROGRAMS

Staff Educational Assistance Plan
Our tuition reimbursement program can assist employees with the cost of their own undergraduate and graduate education. Eligibility is the first of the month after one year of benefits-eligible service. The benefit is 85% of tuition and mandatory educational fees up to a maximum of $5,250 per plan year.

Children’s Educational Assistance Plan
This program can assist employees with the cost of eligible children’s undergraduate tuition after five years of benefits-eligible service and is governed by break-in-service rules. The benefit amount is determined annually and is $16,180 in academic year 2015–16.

Learning and Development Opportunities
Many courses and programs are offered by the Office of Human Resources and other departments to build a motivated, engaged, and high performing workforce. Some examples include:
- Career Development
- Desktop Applications and Technical Skills
- Diversity and Inclusion
- Excelling at Princeton Program
- HR Core Learning Curriculum
- Management Development Certificate Program
- New Manager Orientation
- Princeton Deconstructed Program
- Princeton Writes
- Program in Continuing Education

WORK LIFE PROGRAMS

The University has programs designed to assist individuals with managing family issues, including:
- Adoption and surrogacy benefits
- Backup Care Advantage Program
- Carebridge Faculty and Staff Assistance Program
- Child care discounts at local facilities
- Employee Child Care Assistance Program: This program provides financial assistance to eligible faculty and staff members to help meet the cost of child care for prekindergarten-aged children based on family income.
- Dependent Care FSA: Individuals may redirect up to $5,000 of pay on a pretax basis each calendar year for reimbursement of eligible dependent care expenses.
- Summer camps

ON-CAMPUS DINING OPTIONS
Princeton University offers employees several dining facilities on campus, including:
- Retail Dining
  - Campus Cafés (Café 701, Chancellor Green Café, Chemistry Ca Fe, EQuad Café, Genomics Café, Woodrow Wilson Café) and Frist Campus Center.
- Residential Dining Halls
  - Butler/Wilson College, Center for Jewish Life, Forbes College, The Graduate College, Rockefeller/Mathey College, and Whitman College.
- Prospect House
  - This dining facility offers a full-service restaurant in the Garden Room and more informal dining in the Tap Room.

DISCOUNT and AFFILIATE PROGRAMS
The University offers a variety of additional benefits and programs, some of which are listed below.
- Home and automobile insurance
- Local fitness clubs
- Mobile discounts
- Princeton Federal Credit Union
- Working Advantage discount program

RELOCATION and HOUSING RESOURCES
The University has several different housing resources available for eligible faculty and staff. For more information, refer to www.princeton.edu/housing.

Administrative professional staff moving to the Princeton area may be eligible for relocation assistance. For more information, refer to the policy 2.2.10 Domestic Moving Expenses at www.princeton.edu/hr/policies/employment.

TRANSPORTATION PROGRAMS

Parking and Transit Reimbursement
Employees may deduct money from each paycheck for allowable commuting and/or parking costs on a pretax basis.

Transportation and Parking Services
Free employee parking is available as well as other options, including a mass transit subsidy program, carpooling, vanpooling, and car sharing.
Equal Opportunity Policy

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

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

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