my guide to
WORK LIFE BALANCE
2015
at Princeton
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.

If you have questions about this information or would like assistance in accessing any services, we encourage you to contact the Benefits Team by e-mail at benefits@princeton.edu or by phone at (609) 258-3302. Our regular office hours are 8:30 a.m.–5:00 p.m. (summer hours are 8:30 a.m.–4:30 p.m.), Monday through Friday.

**TIME OFF**

Princeton University believes that providing flexible leave policies assists employees in meeting dual work and family obligations. For additional information, refer to the leave policies on the HR website at www.princeton.edu/hr/policies.

**Time Off with Pay**

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

**Time Off without Pay**

- Family and medical leave
- Personal leave
- Military (extended service)
- Religious observances

Employees who are members of a union should refer to their respective collective bargaining agreements for more information.

**EMPLOYEE ASSISTANCE PROGRAM (CAREBRIDGE)**

www.myliferesource.com
Access Code: TW8AE
(800) 437-0911

Carebridge provides help for work and personal situations for you and your family members at no charge. All information shared with Carebridge is kept confidential.

Examples of matters with which they are able to assist include the following:

- Drug and/or alcohol abuse
- Stress management
- Anxiety and depression
- Financial pressures
- Grief and loss
- Interpersonal relationships
- Legal assistance
- Work situations
- Child care
- Elder care
- Adoption
- Time management
HEALTH AND WELLNESS

HEALTHIER PRINCETON

www.princeton.edu/healthier

Healthier Princeton is a program that offers an integrated approach to health promotion and education for the entire University community to sustain and enhance the individual’s physical, psychological, and emotional health.

MY HEALTH COACH—TRESTLETREE

www.princeton.edu/hr/thrive/mhc

Personal coaches through TrestleTree are available to you and your eligible family members to provide support and guidance in achieving personal health goals. The Health Coaches are available on campus as well as remotely by telephone. All information shared is kept confidential. This program is offered at no cost.

MY MEDICAL EXPERT—BEST DOCTORS

www.princeton.edu/hr/thrive/mme

Best Doctors provides you and your eligible dependents the ability to receive personalized medical information from its network of 53,000 top physicians who bring best practice medicine to you. This program is confidential and offered at no cost.

WORKOUT FACILITIES AND PROGRAMS

www.princeton.edu/campusrec/dillon-gym
(609) 258-1647

Faculty and staff and their families can purchase athletic facility permits for a small fee to enjoy the use of University athletic facilities, including swimming pools, gymnasiums, tennis courts, and the fitness center.

Intramural Sports

The intramural sports program offers faculty and staff the opportunity to participate in leagues and tournaments for a variety of sports, including basketball, flag football, soccer, softball, and volleyball.

LACTATION ROOMS

www.princeton.edu/hr/progserv/policyguid/nursing
http://m.princeton.edu/map

Princeton University provides private lactation rooms for nursing mothers at various locations across campus. For information on the rooms available, visit the Human Resources website or the interactive campus map and click Places followed by Lactation Rooms.

UNIVERSITY HEALTH SERVICES

McCosh Health Center
Monday–Friday, 8:00 a.m.–4:15 p.m.
www.princeton.edu/uhs/faculty-staff
(609) 258-5035

Employee Health Services is a clinical services unit of Princeton University Health Services that focuses on faculty and staff to promote, protect, and restore the employee’s health within the context of a safe and healthy work environment. Medical and professional services, described below, are available to all faculty and staff during normal business hours.

Lab Tests

With a prescription from your doctor, you and your eligible dependents can have lab work done on campus. This service is in-network for all Princeton University medical insurance plans.

Physical Therapy

(609) 258-4450

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

Prevention and Wellness Programs

A variety of prevention and wellness programs are available, including:

- Screenings for hypertension, glucose levels, and cholesterol
- HeartSmart cardiac risk assessment
- Smoking cessation support and medication
- Weight Watchers®
- Flu shot clinics
- Programs for outdoor workers
- Blood drives

Travel Immunization Services

(609) 258-5357

For a fee, you and your eligible dependents over the age of 16 can receive travel immunizations by appointment.

Medical Parking Requests

If you need to park closer to your workplace due to a medical condition, you may apply for medical parking in accordance with specific criteria.
The Employee Child Care Assistance Program (ECCAP) provides assistance to eligible faculty and staff members to help meet the cost of child care for prekindergarten-aged children. Eligibility rules and the amount of the awards are determined by the Princeton Child Care Assistance Committee and based on household income. The awards can be used to pay for child care in a licensed day care center or for in-home care. If in-home care is used, the caretaker must provide a tax identification number. All care must be provided in the United States.

The maximum award for one eligible child is $5,000 per year; you may receive an additional $1,000 award for a second eligible child. If both you and your spouse or same-sex civil union or domestic partner are employed by the University, only one award is provided per child. ECCAP awards are considered additional income by the IRS and subject to state and federal taxes.

The University’s Child Care Resource List is maintained and updated annually by Carebridge Corporation, the University’s resource and referral program. The list is comprised of accredited and registered child care providers, listed by county, and includes addresses and telephone numbers. For more information, contact Carebridge at (800) 437-0911 or visit www.myliferesource.com and provide the access code TW8AE.

Princeton University contracts with Bright Horizons to provide you with backup care services when you experience temporary disruptions in your regular child, adult, or elder caregiving arrangements that would otherwise prevent you from fulfilling work or study obligations. Care can either be requested when a need arises or scheduled in advance on the Bright Horizons’ website. This benefit may be subject to taxation.

Effective January 1, 2014, Princeton University offers a benefit to faculty and staff for adoption and surrogacy.

The plan provides up to $5,000 reimbursement for the successful adoption of a child. The plan has a lifetime limit of two children per family.

The plan also provides up to $5,000 reimbursement for legal expenses associated with surrogacy parenting arrangements.
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. In addition to the extensive offering of programs already described, here are some additional opportunities available to you.

For more information about upcoming events and ticketing, visit [www.princeton.edu/events](http://www.princeton.edu/events) or [www.princeton.edu/utickets](http://www.princeton.edu/utickets).

### ATHLETIC EVENTS

**Jadwin Gymnasium**  
[www.goprincetontigers.com](http://www.goprincetontigers.com)  
(609) 258-4849

Season tickets for varsity football, basketball, and hockey games are available at the Ticket Office in Jadwin Gymnasium. Many other varsity, junior varsity, and freshman events are free.

### COMMUNITY AND STAFF DAY

[www.princeton.edu/community/happenings/special/community-staff-day](http://www.princeton.edu/community/happenings/special/community-staff-day)

Each fall, local residents join Princeton faculty, staff, and students for Community and Staff Day, a celebration of sports, entertainment, and community in Jadwin Gym. Festivities coincide with a home football game of the Princeton Tigers, and they include family events, such as youth sports clinics hosted by Princeton athletes, entertainment, crafts, and an information fair featuring local community organizations.

### COMMUNIVERSITY

[www.princeton.edu/community/happenings/special/communiversity](http://www.princeton.edu/community/happenings/special/communiversity)

The annual Communiversity Arts Festival celebration brings the University and the town of Princeton together for a day of performances, food, games, and fun. It is held annually, usually during the last weekend in April.

### RELIGIOUS LIFE

[www.princeton.edu/religiouslife](http://www.princeton.edu/religiouslife)  
(609) 258-3047

The Office of Religious Life promotes and supports the University’s religious communities and traditions on campus. 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. Religious Life programs seek to promote critical investigation and spiritual meaning for all members of the Princeton community.

### UNIVERSITY LEAGUE

[www.princeton.edu/uleague](http://www.princeton.edu/uleague)  
(609) 258-3650

The University League welcomes newcomers to the University community by introducing them to other new arrivals and acquainting them with the town through special newcomer events. Membership in the University League is open to all faculty and staff.

### EMPLOYEE RESOURCE GROUPS

[www.princeton.edu/hr/progser/diversity/erg](http://www.princeton.edu/hr/progser/diversity/erg)

Employee Resource Groups, comprised of staff members who share common background and interests, provide opportunities for employees to meet others across campus to enhance employee engagement, productivity, job satisfaction, and retention. They also create networks for collaboration and help to support Princeton's recruitment efforts to create diverse applicant pools.

- Chinese Community at Princeton
- International Employee Group at Princeton (IEGAP)
- Latino Princetonians
- Lesbian, Gay, Bisexual, Transgendered (LGBT) Group
- Network of African American Male Administrators (NAAMA)
- Princetonians of Color Network (PCN)
- Princeton Social Professionals (PSP)
- Princeton Veterans and Military Service Personnel
- South Asian Affinity Group (SAAG)

### VOLUNTEER OPPORTUNITIES

[www.princeton.edu/community](http://www.princeton.edu/community)  
(609) 258-3204

The Office of Community and Regional Affairs acts as the coordinator of faculty and staff community service initiatives and works with other campus organizations and outside groups to facilitate ongoing volunteer opportunities, including clothing, food, and toy drives; volunteer workdays; and housing rehabilitation projects.

### VISUAL ARTS

Princeton University Art Museum  
[www.princetonartmuseum.org](http://www.princetonartmuseum.org)  
(609) 258-3788

The Princeton University Art Museum, located in McCormick Hall, contains a permanent collection as well as special exhibits. The collection runs the gamut from ancient to contemporary art, and special exhibitions are arranged each year. 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.

### Films and Lectures

There is generally an abundance of films and lectures available to the entire local community, held at a variety of locations.
PERFORMING ARTS

Lewis Center for the Arts

arts.princeton.edu
(609) 258-5262

The Lewis Center for the Arts encompasses Princeton’s academic programs in creative writing, dance, theater, and visual arts, as well as the interdisciplinary Princeton Atelier. Over 100 diverse, public theater and dance performances, exhibitions, readings, film screenings, and lectures are offered each year, most of them free. Visit the Lewis Center website for the most current information and to sign up for a weekly email on upcoming events.

Taplin Auditorium

www.princeton.edu/music/events/venues
(609) 258-4239

Taplin Auditorium, located in Fine Hall, is Princeton’s 200-seat recital hall and 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.

Princeton University Concerts

www.princetonuniversityconcerts.org

One of the oldest series of eminent musical events in the nation, Princeton University Concerts offers performances by outstanding international artists in chamber music concerts and solo recitals at Richardson Auditorium in Alexander Hall. Classical, jazz, and world music events are included in several subscription series.

Princeton University Orchestra

www.puorchestra.org

The Princeton University Orchestra, a high-caliber student and community orchestra, performs a symphonic repertoire three or four times throughout the academic year. Concerts are held in Richardson Auditorium.

Other Concerts

www.princeton.edu/music/events
(609) 258-4241

The University also offers chapel service music, Glee Club concerts, organ recitals, and other musical events.

McCarter Theatre Center

www.mccarter.org
(609) 258-2787

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.

Comedy

www.princeton.edu/~triangle
www.triangleshow.com

The University’s Triangle Club is the oldest collegiate musical-comedy troupe in the United States and the only college group that creates an original, student-written musical each year that is presented on a national tour.

Theatre Intime

www.theatreintime.org

This self-supporting student theater presents eclectic productions throughout the academic year.

Dance

Special dance performances are scheduled at McCarter Theatre throughout the year. Individuals on the McCarter Theatre mailing list receive advance publicity information.
Princeton University, as a leader in higher education, is committed to being a community of learning. In this spirit, the University provides resources for employees seeking educational advancement and learning as well as financial support for children of employees attending college.

**Staff Educational Assistance Plan**

[www.princeton.edu/hr/benefits/educ](http://www.princeton.edu/hr/benefits/educ)

After one year of benefits-eligible service, an employee may receive up to 85 percent reimbursement for tuition and eligible fees for taking classes for credit at an accredited institution. The fiscal year maximum benefit is $5,250.

**Children’s Educational Assistance Plan**

[www.princeton.edu/hr/benefits/educ](http://www.princeton.edu/hr/benefits/educ)

After five years of benefits-eligible service, an employee may receive up to 50 percent support for children’s college tuition and mandatory fees up to $15,585 per child for the 2014-15 academic year. The college must be accredited and children must register for 12 credits or more each semester. This plan is governed by the break-in-service rules that govern our retirement plan.

**Learning and Development**

[www.princeton.edu/hr/learning](http://www.princeton.edu/hr/learning)

Employees have access to many in-person and web-based courses designed to enhance or teach skills needed at work and at home. Topics range from basic skills to advanced management, as well as financial and technical. Refer to the Employee Learn Center at [www.princeton.edu/training](http://www.princeton.edu/training).

**Library**

[library.princeton.edu](http://library.princeton.edu)

The University Library has an extensive collection of general and special interest books and periodicals, which you can access and borrow with your valid Princeton University ID card.

**Outdoor Action Program (OA)**

[www.princeton.edu/~oa](http://www.princeton.edu/~oa)

(609) 258-3552

University faculty and staff are invited to participate in OA program activities, including hiking, backpacking, canoeing, rock climbing, kayaking, film series, seminars, and workshops on such topics as CPR, first aid, outdoor safety, and specialized outdoor skills.

**Continuing Education**

[www.princeton.edu/community/learning/continuing](http://www.princeton.edu/community/learning/continuing)

(609) 258-5226

If you and your eligible dependents seek advanced training in your field or simply personal enrichment, you can enroll, if qualified, in Princeton’s Program in Continuing Education to attend most Princeton courses, along with Princeton undergraduates and graduate students.

**Discount and Affiliate Programs**

**Working Advantage Discount Program**

[www.workingadvantage.com/Princeton](http://www.workingadvantage.com/Princeton)

The Working Advantage discount network allows you to save up to 60% on ticketed events and online shopping. Through Working Advantage, you can save on theme parks, shows, sporting events, hotels and travel, health and fitness, and much more. To begin using the program, go to the website and click on Registration to sign up.

**External Lending Options**


Princeton University has partnered with Bank of America and PNC Mortgage, a Division of PNC Bank, to offer home financing terms that are exclusive to Princeton University staff.

**Princeton Federal Credit Union**

104 Carnegie Center, Suite 103 or 7 New South [www.princetonfcu.org](http://www.princetonfcu.org)

Princeton Federal Credit Union offers a convenient source for personal banking needs, providing access to a network of ATMs as well as a mobile banking and remote mobile deposit.

**Princeton University Store**

36 University Place or 114 Nassau Street [www.pustore.com](http://www.pustore.com)

One of the oldest independent co-operative organizations in the country, the Princeton University Store (U-Store) offers members a discount on most purchases in stores and online. The U-Store sells textbooks for University classes, apparel, and other items.

The human resources website at [www.princeton.edu/hr/working/discounts](http://www.princeton.edu/hr/working/discounts) and the Carebridge website at [www.myliferesource.com](http://www.myliferesource.com), access code TW8AE, provide access to additional discounts for goods and services.