



Institute for Advanced Study

# Staff Handbook

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Human Resources  
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# Chapter 1

## The Mission of the Institute for Advanced Study

The Institute for Advanced Study is one of the world's leading centers for theoretical research and intellectual inquiry. The Institute exists to encourage and support fundamental research in the sciences and humanities – the original, often speculative, thinking that produces advances in knowledge that change the way we understand the world. It provides for the mentoring of scholars by Faculty, and it offers all who work here the freedom to undertake research that will make significant contributions in any of the broad range of fields in the sciences and humanities studied at the Institute.

## History of the Institute for Advanced Study

The Institute for Advanced Study is an independent institution supporting academic endeavors in four major areas: Historical Studies, Mathematics, Natural Sciences, and Social Science.

A gift from Mr. Louis Bamberger and his sister, Mrs. Felix Fuld, established the Institute in 1930. The founders originally intended the Institute to be a graduate school with students pursuing advanced degrees and Faculty members, unburdened by teaching undergraduate courses, free to train the graduate students, and devote most of their time to their own study and research. However, from its inception, the Institute has developed quite differently.

Today, the Institute has permanent Faculty members and hosts close to 200 visiting scholars ("Members") each year. Most of these Members have already attained their highest degree so they come to the Institute to advance knowledge in a variety of fields, working on subjects of particular interest to them without the normal constraints a traditional university setting imposes.

The major consideration in choosing Members is that the time they spend at the Institute will result in work of high quality and significance. In this way the Institute has remained true to the founders' other wish as stated in their letter to the Trustees, that the Faculty "...may enjoy the most favorable opportunities for continuing research or investigations in their particular field or specialty and that the utmost liberty of action shall be afforded the said faculty or staff to that end."

## The Staff Handbook

This handbook details the policies, practices, and procedures of the Institute for Advanced Study ("Institute"). It applies to all employees and is meant to serve as a working guide for employees in order to promote a collegial and productive work environment. Please review this handbook and retain it for future reference. If you have questions about the information in this handbook, please speak to the Human Resources Office.

The Institute may amend or revoke its policies, practices, and procedures, including those set forth in this handbook, as it deems appropriate. Amendments to this handbook will be authorized in writing and signed by the Director, Associate Director for Finance and Administration, or the Chief Human Resources Officer. No other personnel have authority to modify the policies contained in this handbook. All employment at the Institute is at will. Either the employee or the Institute may terminate the employment relationship at any time with or without cause or notice.

None of the Institute's policies, practices, or procedures, whether expressed in this handbook or elsewhere, whether orally or in writing, are to be viewed as creating a promise or a contract by the Institute with respect to any of its contents.

## **Chapter 2**

## Employment

### Diversity Statement

The Institute for Advanced Study believes in the inherent value of diversity and equal opportunity, recognizing that a truly diverse workforce will bring a wider array of perspectives, as well as more innovative and effective solutions, to the organization.

As a community dedicated to intellectual inquiry, we are resolutely committed to the values of diversity, equity, and inclusion. Diversity refers to the variety of personal experiences, values, and worldviews that arise from differences of culture and circumstance. Such differences include race, ethnicity, gender, age, religion, language, abilities/disabilities, sexual orientation, gender identity, socioeconomic status, and more. We strive to maintain the highest standards in making sure that people from all backgrounds perceive that access to the Institute is possible for talented Faculty, Staff, and Members from all groups.

Creating a genuinely inclusive environment and ensuring that diverse voices are present and active in all aspects of our organizational life serves to broaden and deepen both the academic experience and the scholarly environment. Ideas, and practices based on those ideas, can be made richer by the process of being conceived and nurtured in a diverse community.

### Employee Classification

Regular Full-Time Employees whose normal work schedule is 35 hours per week (Office Support and Library Support,) or 40 hours per week (Maintenance, Service, Computer Support and Administrative Staffs) and who are in an established position of the Institute with no time limit placed in the term of their employment are eligible for all benefits described in this book.

Regular Part-Time Employees whose normal work schedule is at least 25 hours but less than 35 hours per week and who are in an established position of the Institute with no time limit placed on the term of their employment receive federal-and state-mandated benefits and are eligible for medical benefits, life insurance and certain other benefits of the Institute on a pro-rated basis. Paid time off is given on a pro-rated basis on all designated holidays that fall in regularly scheduled work weeks.

Part-Time Employees whose normal work schedule is less than 25 hours per week receive federal-and state-mandated benefits only, are paid only for the hours they work, and are not eligible for other benefits of the Institute.

Temporary Employees whose normal work schedule is either full-time or part-time, but who are employed on an occasional or temporary basis, receive federal-and state-mandated benefits only, are paid only for the hours they work, and are not eligible for other benefits of the Institute.

## Introductory Period

The first ninety calendar days of employment for all new employees are on an introductory basis. During this period of initial employment, your supervisor will determine whether you are satisfactorily meeting the requirements of the position.

During this period, all regular employees will be entitled to life insurance, workers' compensation, state disability and unemployment compensation, and may enroll in one of the Institute's health plans. Employees will also be covered under the terms of the Institute's bereavement leave policy and will be compensated for up to two days lost due to sporadic illness during probation. Upon successful completion of this period, paid time off days will be accrued from your first day of employment.

Part-time employees whose work schedule is less than 25 hours per week and temporary employees are only eligible for the federal-and state mandated benefits of unemployment compensation, workers' compensation, state disability insurance and New Jersey Earned Sick Leave.

During the introductory period, any dismissal which results from improper conduct on the part of any employee will be made without notice or termination pay. In addition, the grievance procedures are not applicable to probationary employees.

## Work Schedule

The needs and requirements of your job determine your work schedule. Technically, the workweek begins at 12:01 a.m. on Monday and ends at midnight on the following Sunday. Within that period, the normal work schedule for full-time employees in the following categories is:

Maintenance Staff reports at 8:00 a.m. and leaves at 4:30 p.m. or 7:00 a.m. and leaves at 3:30 p.m. with one-half hour for lunch, for 5 days of 8 hours each for a 40 hour workweek.

Office Support, Library Support, and Service Staffs report at 8:45 a.m. and leave at 4:45 p.m., with one hour for lunch for 5 days of 7 hours each for a 35 hour workweek.

Administrative Staff (those paid on a monthly basis) normally report at 8:00 a.m. and leave at 5:00 p.m. with one hour for lunch. In general, hours worked by the administrative staff are not limited or rigidly controlled since the emphasis is on carrying out defined responsibilities rather than on working a defined work week. Although the Institute must maintain continuous operations of its services, the normal hours of operation for administrative staff are from 8:00 a.m. until 5:00 p.m. Monday through Friday. In certain departments and during certain seasons, the hours of administrative staff members may vary considerably in order to accomplish the work required. Administrative staff members are not eligible for overtime pay since they are



exempt from these payments under the Federal Fair Labor Standards Act. Administrative staff who consistently work substantially more than a 40 hour week should discuss their schedule with the Chief Human Resources Officer, Associate Director for Finance and Administration, or the Comptroller/Chief Fiscal Officer. With prior approval of the Associate Director, administrative staff may, under certain uncommon or unique situations, be granted compensatory time off at some reduced fraction of the additional hours worked.

Individual work schedules may differ from the above depending on the requirements of the particular job. The supervisor, with the knowledge and approval of the Chief Human Resources Officer, establishes the particular reporting and leaving times that differ from the norm.

Punctuality and regular and reliable work attendance are essential job functions. Poor attendance, lateness, and early departures have a significant negative impact on overall job performance.

### Breaks

For full-time employees, a thirty-minute rest period, although not mandated by any state or federal agency, is provided as one of the benefits of the Institute. Part-time staff who work at least a 50% but less than full-time schedule are eligible for a 15 minute break period each day. The scheduling of this break is at the discretion of your supervisor and may be scheduled in the morning or afternoon, or split between the two. Additionally, there may be times, based upon the responsibilities of your position, that your supervisor may request that you not take a break.

### Flexible Work Schedules

The Institute permits reasonable adjustment (flextime) to normal arrival and departure times to accommodate individual staff 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. Employees wishing to work a flexible schedule must submit a written request to their supervisor(s) which must include the reasons for the flextime arrangement. If the employee's supervisor(s) supports the request, s/he should forward both the employee's memo and a separate memo to the Chief Human Resources Officer outlining a flextime arrangement is appropriate for the position. The request will be considered and a final determination will be made. If flextime is authorized, the flextime schedule will be reviewed on a regular basis.

## Telecommuting Policy

The Institute considers telecommuting to be a viable alternative work arrangement in cases where individual, job and supervisor characteristics are best suited to accommodate such an arrangement. Telecommuting allows an employee to work at home, on the road, or in a satellite location for a portion of their regular workweek. As a voluntary work alternative that is appropriate for only some employees and some jobs, it is not an entitlement; it is not an Institute-wide benefit; and it in no way changes the terms and conditions of employment with the Institute.

All telecommuting requests will be reviewed by the employee's supervisor(s) and the Chief Human Resources Officer on a case-by-case basis, focusing first on the business needs of the Institute.

## Pay Periods

Non-exempt employees are paid 26 times per year, on a biweekly basis, on every other Friday. However, if the normal payday falls on a holiday, paychecks are usually distributed on the previous workday. Exempt personnel are paid monthly, normally on the last working day of the month.

All employees are required to utilize direct deposit.

The Institute is required to make certain deductions from employees' pay, including federal, state, and local taxes. Employees may authorize certain other deductions, including the employee's contribution towards health insurance, retirement account contributions, and flexible spending benefits.

The Institute may deduct pay from an employee's salary only in the following circumstances:

- For one or more full days of absence from work for personal reasons (not counting the paid time off provided to employees under the Institute's paid leave policies), other than sickness or disability;
- For one or more full days of absence from work due to sickness or disability if such deductions are made in accordance with the Institute's plan, policy or practice of providing compensation for salary lost due to sickness or disability;
- To offset any amounts received as military pay, for jury duty, or for witness service;
- For penalties or suspensions made in good faith for violations of written safety rules of major significance;
- For disciplinary suspensions of one or more full days made in good faith for violations of written workplace conduct rules; and;

- For time not actually worked in the first and last weeks of employment with the Institute.

The Institute will not deduct pay from an employee's salary for any other reason. If you believe that your salary was subject to an improper deduction, you should promptly report the relevant facts in writing to the Chief Human Resources Officer. The Institute will follow up, and, if it determines in its discretion that an improper deduction was made, will reimburse you. No adverse action will be taken against an employee for reporting in good faith the belief that he or she has had improper deductions taken from his or her salary.

### Time Reports

Time reports, which are mandatory under the Fair Labor Standards Act, must be submitted by non-exempt biweekly employees on the Monday following their pay period. These reports must be approved by both the employee and his or her supervisor. The time reports should reflect the actual hours worked. Time reports for exempt personnel should be submitted monthly.

The Maintenance, Service, Office Support, and Library Support Staffs are subject to the regulations of the New Jersey State and Wage and Hour law and are considered non-exempt employees. In part, the law requires that all non-exempt employees be paid at least twice a month and that each hour worked in excess of 40 hours per week be paid at one-and-one-half times their regular hourly rate. Administrative (monthly paid) staff are not subject to the regulations of the New Jersey State and Wage and Hour Law and are considered exempt personnel. Exempt personnel do not receive compensation for overtime hours.

### Overtime Pay

Each position at the Institute is classified as either exempt or non-exempt. The term "exempt" refers to the exemption from overtime pay provisions of the Fair Labor Standards Act (FLSA). Non-exempt employees, on the other hand, are covered by the overtime provisions of the FLSA.

Occasionally in certain departments or during certain seasons, it may be necessary for employees to work additional hours beyond their normal work schedule. Non-exempt employees are compensated for each hour in excess of their normal workweek that is authorized in advance by their supervisors as follows:

Time worked in excess of 40 hours during a regular workweek will be paid at one-and-one half times your regular hourly rate. Maintenance and service workers who are REQUIRED to report early or to stay beyond an early closing during adverse weather conditions, may be entitled to additional compensation under certain circumstances.

### Snow and Extreme Weather Conditions Notification System

The Institute, as a residential facility, must maintain continuous operations of its services even when extreme weather conditions exist. For this reason, maintenance and service employees are required to report to work and will not be excused unless roads are officially closed to traffic due to heavy snow, ice or flooding conditions.

When hazardous travel conditions occur, the Institute may delay its normal opening for certain staff classifications. Should it be necessary to alter the Institute's schedule as a result of inclement weather, information will be available by calling (609)734-8001 or toll free (877)331-1774 weekday mornings. In certain extreme weather conditions, the Institute will also broadcast messages via Connect-Ed to individual and work telephone and email contact points.

If the Institute is not officially closed, secretarial and office employees who are not required at their work place may, if they are apprehensive about driving on snow or ice, elect to reduce their work schedule. If you elect not to drive to work at all or to leave early, you may, with your supervisor's approval, charge the absence to PTO or to leave without pay.

Your supervisor should be notified within a reasonable amount of time of any delay in reporting to work; late arrivals may, at your supervisor's discretion, be considered as excused time off with pay.

# Chapter 3

## Benefits

### Holidays

The Institute's holiday schedule is announced annually and normally includes: New Year's Day, President's Day, Dr. Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, the Friday after Thanksgiving, and Christmas Day. The schedule is found on the Human Resources website under Staff Resources, Holiday Schedule. In addition, the Institute normally closes between Christmas and New Year's Day.

Regular full-time employees receive paid time off on all Institute-designated holidays. Regular part-time employees receive paid time off on all Institute-designated holidays at a level proportional to their work schedule which fall in weeks they are regularly scheduled to work. Part-time employees who work less than 25 hours each week and temporary employees do not receive paid holiday benefits.

Certain designated employees may be required to report to work on holidays because of the nature of their work and the needs of the Institute. These non-exempt employees will be paid in accordance with the Overtime Policy.

### Paid Time Off

Paid time off days are to be used for vacation, short-term illness, to handle household emergencies or deliveries, and as personal days. Paid time off which is to be used as vacation must be approved by your supervisor, except in emergency situations.

PTO will be earned and used during the same fiscal year. PTO is earned at the end of each completed pay period, up to a limit of 28 working days per fiscal year (July 1 – June 30). For continuing employees, the accrual period is each completed payroll period of the fiscal year. With supervisory approval, employees are permitted to use their full PTO allotment at any point during the fiscal year, but are not allowed to borrow PTO from the following fiscal year.

*IF* you are a non-exempt (bi-weekly) employee scheduled to work 35 hours per week...

*THEN* you accrue 7.54 hours per completed payroll period

(7 hours per day x 28 days = 196 hours/26 payroll periods = 7.54 hours)

*IF* you are a non-exempt (bi-weekly) employee scheduled to work 40 hours per week...

*THEN* you accrue 8.62 hours per completed payroll period.

(8 hours per day x 28 days = 224 hours/26 payroll periods = 8.62 hours)

*IF* you are an exempt (monthly) employee scheduled to work 40 hours per week...

*THEN* you accrue 18.67 hours per completed payroll period

(8 hours per day x 28 days = 224 hours/12 payroll periods = 18.67 hours)

For new employees, the accrual period begins when the payroll period following the hire date is completed. For terminating employees, the accrual period ends on the completed payroll period following the last day of work.

Regular part-time employees are credited with paid time off days computed as a percentage of the full-time schedule. Part-time employees whose normal work schedule is less than 25 hours per week and temporary employees are eligible for only New Jersey Earned Sick Leave benefits.

Certain departments, due to the nature of their work flow, may require their employees to take paid time off during non-peak periods.

Staff may carry over up to 28 days of PTO each July 1.

### **Medical, Dental and Vision Benefits**

The Institute provides a comprehensive medical, dental and vision benefits program for regular employees and their dependents. Regular employees are able to enroll in Medical on their date of hire and/or during the annual open enrollment period. All other benefits are effective on the first of the month following the date of hire. Employees may access Summary Plan Descriptions (SPDs) describing these benefits in greater detail via the benefit links on the IAS website. Please contact Human Resources for more information.

The medical plan continues to cover dependent children through the end of the month in which they reach age 26. The dental plans continue to cover children through the end of the calendar year in which they reach age 23. Please contact Human Resources for more information.

### **Life Insurance**

As a regular employee you are covered by your basic group life insurance policy on the first of the month following your date of hire. The premiums are paid by the Institute and provide you with coverage equal to one-and-one-half times your base salary, rounded up to the next multiple of \$1,000. At the time of hire, you also have the opportunity to purchase supplemental life insurance in the increments of either an additional one times your base salary, one-and-one-half times your base salary, or an additional two times your base salary. Premiums for this additional, voluntary insurance are based on age. As your salary increases, so will your life insurance.

The Institute's policy also provides for an "accelerated life payment" in cases of a total disability which is expected to result in death within a 12 month period. Under the accelerated life benefit, you will be eligible to receive up to 50% of the value of your life insurance while you are still living if you meet the insurance company's eligibility criteria. The remaining 50% value of your insurance will be paid to your beneficiary at your death.

You may convert your life insurance policy to an individual life insurance policy, provided you inform the insurance carrier within 31 days of your final date of employment. You will not be required to take a medical examination and will have continued uninterrupted protection if you make application within the required time period.

### Employee Assistance Program

As an Institute employee, you and your immediate family members are eligible for the employee assistance program (EAP) offered through a third-party vendor. This program is designed to help individuals, on a confidential basis, resolve personal and work-related problems, including those involving legal and financial matters, alcohol or drug problems, and emotional, family or marital difficulties. The program is available 24-hours per day, every day. You are entitled unlimited free telephonic consultation with an EAP counselor and to receive up to three face-to-face counseling sessions. Should there be a need for a longer treatment plan, the clinician will do their best to refer the individual to a provider that accepts their insurance. The telephone number for EAP is 800-386-7055 or you can visit [www.ibhworklife.com](http://www.ibhworklife.com) for more information.

### Retirement Plan

The Institute has established a retirement annuity plan through TIAA. All regular employees who are at least 21 years of age are eligible to enroll in the plan. Enrollment occurs the date of employment.

You are 100% vested in the plan after three consecutive years of service. Vesting guarantees that you will receive the monies set aside for your retirement. After you are 100% vested, you own the full value of your retirement account.

The Institute contributes 9.5% of your base salary below the Social Security Wage Base and 15% of your salary above the Wage Base into the TIAA 401(a) Defined Contribution Plan. You have a choice of funds in which you may invest. You may split your premium between accounts or allocate all your premiums to one. You may change your allocation for future premiums as frequently as you wish. Transfer of accumulation and annuitization rules between the CREF and TIAA funds vary.

### Tax-Deferred Annuity Plan

You are eligible to participate in a 403(b) Tax-deferred Annuity Plan, also through TIAA, as an employee of the Institute. You may open a Supplemental Retirement Annuity contract (SRA) and contribute money on a pre-tax basis. With your first contribution, you are 100% vested in these plans. The same funds mentioned above are available for your personal contributions. The SRA contract has both a loan and full cashability provision. The Internal Revenue Service has strict guidelines on all aspects of tax-deferred annuity plans including the amount of money which can be tax-deferred and the timing of cashability.

You will be automatically enrolled with a 3% deferral into the 403(b) Tax-deferred Annuity Plan 60 days after your date of hire.

Contributions are subject to certain limitations determined by the IRS. For more information about the plan, please feel free to contact the Human Resources Office.

Additional information is available in the Human Resources Office. TIAA also encourages participants to call the participant Telephone Counseling Center at 1-800-842-2776 with any questions including those on fund performance, transferability, and premium reports.

### Tuition Assistance - Employee

The Institute has an educational assistance program that helps pay the cost of college or university courses-for-credit which are career-related. Career-related courses are those which directly improve your performance in your present position or which may qualify you for another job opportunity within the Institute. The program provides up to \$5,250 in tuition assistance each fiscal year (July 1 through June 30) towards the cost of tuition, books, registration and laboratory fees for approved career-related courses. The Institute will pay fully for the first \$1,500 of covered charges and will pay 75% of any remaining covered fees up to a maximum yearly benefit of \$5,250. In addition, successful completion of the course with a grade of "C" or above must be maintained to qualify for reimbursement.

All regular employees who have completed their probationary period are eligible to apply for tuition assistance for career-related courses. Courses must be approved by Human Resources. Upon approval of your request for tuition assistance, you will receive one-half of allowable costs. Upon successful completion of the course(s) and submission of a transcript of grade(s) to the Human Resources Office, you will be reimbursed for the remaining one-half of allowable costs. Some of these benefits may be taxable. Information on the taxation of tuition assistance benefits is available in the Human Resources Office.

All courses must be taken at times that do not coincide with your regular work schedule.



### Tuition Assistance - Children

The Institute provides educational assistance grants to employees whose children are attending, on a full-time basis and as candidates for degrees, an undergraduate college or university. To be eligible for this grant on a tax free basis, a child must be dependent and either be naturally born, legally adopted, or a dependent step-child of the staff member. In addition, under IRS rules, a qualifying dependent child attending college is one who is a full-time student who has not reached age 24 by the end of the calendar year. If a child is over 24 but meets all of the other dependent criteria listed above, he/she will be eligible for the grant but it will be paid to the parent as ordinary income and will be subject to withholding taxes.

Regular employees who have completed five years of service prior to the academic year for which the scholarship grant is requested are eligible to apply for tuition assistance for their child(ren). Regular staff who have less than five years of service but who were eligible with their immediate last employer for an educational grant such as this, will be given service credit toward satisfaction of our five years of service rule for their applicable prior employment after completion of the introductory period.

Children are eligible for one Institute grant each year for up to four years of undergraduate study. *The maximum tuition assistance benefit is reviewed by the Human Resources Office at the beginning of each fiscal year.* To apply for tuition assistance for a child, please request an application from the Human Resources Office or print one out from the "Forms" link on the HR website.

### Pre-School and Child Care Financial Aid

To assist benefits-eligible staff members with pre-school child care expenses, the Institute has developed a scholarship program based on financial need. This benefit, administered by the Princeton Area Community Foundation, is open to all benefits-eligible staff employees with at least one year of service, who have pre-school aged children enrolled in nursery school or pre-school programs. Some additional criteria are:

The support will be based on a financial sliding scale and will be made payable to the pre-school or nursery school.

The scholarships are for children enrolled in licensed pre-school and child care facilities such as (but not limited to) Crossroads, UNOW, and Harmony schools.

If the child resides in a household with two parents, except in limited circumstances beyond the control of the parents as determined by PACF, each parent must be employed for monetary compensation at least 25 hours per week.

If the child resides in a household with one parent, the parent who is employed by the Institute must have primary custody of the child (50% or greater).

Children who are at an age that would enable them to enroll in public schools are not eligible for the scholarship awards.

Applications, as well as the financial guidelines, are available in the Human Resources Office.

#### Charitable Contributions to the Institute

Some employees choose to make voluntary contributions to support the work of the Institute. Gifts can be made outright or pledged over a period of time, and can be deducted from the employee's paycheck or given in the form of cash or securities. Gifts can also be made by credit card through the Institute's web site. Employee gifts can be made for unrestricted purposes, or the employee can restrict the use of the gift to a particular purpose, such as endowment for one of the four Schools. For more information, please contact the Associate Director for Development and Communications.

#### Jury Duty Leave

Regular employees who are summoned for jury duty will continue to receive full salary while meeting this civic responsibility for up to two weeks per year.

Upon receipt of a jury duty notice, employees must immediately notify their manager(s) and the Chief Human Resources Officer and submit a copy of the jury duty notice to the Human Resources Office. Upon completion of jury duty, employees must submit proof of service received from the court to the Human Resources Office.

#### Bereavement Leave

If there is a death in the immediate family, regular employees may be granted up to three days of authorized paid leave of absence. The immediate family is defined as the employee's spouse, domestic partner and children, as well as both the employee's and spouse's or domestic partner's parents, grandparents, brothers and sisters.

Part-time employees are eligible for bereavement leave on a pro-rated basis.

PTO days may be used to supplement bereavement leave. An employee's manager(s) and the Chief Human Resources Officer must be notified of bereavement leave.

#### Flexible Spending Accounts

By redirecting a portion of salary into a flexible spending account, you have the opportunity to pay for insurance premiums, out-of-pocket medical and dental expenses, and certain dependent care expenses with money that is not taxed. Reimbursements are made from the

Dependent Care Account and the Flexible Benefit Account. The Flexible Benefit Account is administered externally by an outside vendor.

Each November, you are provided with the opportunity to choose a new amount to allocate to these accounts for the following calendar year.

There is also a Transportation Benefits Plan administered by an outside vendor which allows you to have money withheld on a pre-tax basis to pay for parking or mass transit passes. The IRS declares a maximum monthly benefit each year. This account can be activated or discontinued at any time with 30 days' notice

# Chapter 4

## Leave of Absence

### Temporary Disability Leave

If you have an illness or injury that is not work related and you are absent from work longer than one week, you may be eligible for benefits under the Institute's Temporary Disability Plan. The first twelve weeks of any disability leave will run concurrent to a family leave of absence.

Regular employees who have completed their probationary period will receive full or partial salary based on the length of their service on the date the leave begins for a maximum of 26 weeks during a period of temporary disability. During the first year of employment, after the probationary period, regular employees are eligible to receive two weeks full salary, plus 24 weeks at the New Jersey benefit rate. Each additional year of employment increases the amount of paid full salary by two weeks. The Disability Schedule Chart shows your full salary and benefit rate in terms of years of service.

Part-time employees whose normal work schedule is less than 25 hours per week, probationary employees, and temporary employees will receive Temporary Disability benefits based on the New Jersey State Disability Rate.

Medical certification stating that you are unable to work will be required. Should your disability extend beyond the 26-week period of the Temporary Disability plan, you may be eligible to apply for Long Term Disability benefits.

### Disability Schedule Chart

<b>Length of Service</b> (as of date of disability)	<b>Full Salary</b>	<b>New Jersey Benefit Rates</b>
1 <sup>st</sup> year of employment	2 weeks	next 24 weeks
2 <sup>nd</sup> year of employment	4 weeks	next 22 weeks
3 <sup>rd</sup> year of employment	6 weeks	next 20 weeks
4 <sup>th</sup> year of employment	8 weeks	next 18 weeks
5 <sup>th</sup> year of employment	10 weeks	next 16 weeks
6 <sup>th</sup> year of employment	12 weeks	next 14 weeks

7 <sup>th</sup> year of employment	14 weeks	next 12 weeks
8 <sup>th</sup> year of employment	16 weeks	next 10 weeks
9 <sup>th</sup> year of employment	18 weeks	next 8 weeks
10 <sup>th</sup> year of employment	20 weeks	next 6 weeks
11 <sup>th</sup> year of employment	22 weeks	next 4 weeks
12 <sup>th</sup> year of employment	24 weeks	next 2 weeks
13 <sup>th</sup> year of employment	26 weeks	next 0 weeks

#### Paid Time Off Benefits During Disability Leave

During the first four weeks of your disability, you will continue to be credited with paid time off days based on the number of hours earned per payroll period. If your disability continues for longer than four weeks, you will not be credited with paid time off days for the extended period of your disability. Of course, all paid time off days accumulated prior to the first day of your disability will be credited to you.

#### Long Term Disability Leave

If you have a disability that lasts longer than 26 weeks, you may be eligible to receive long term disability benefits. Coverage begins on the first of the month following the date of hire. You must be totally disabled by a severe physical or mental impairment which is expected to last for at least 12 months. During the period of long term disability, you must be unable to do any substantial work for pay.

If you are eligible, your long term disability benefits, coordinated with Social Security benefits, will pay you 60% of your salary up to an allowed monthly maximum. If your long term disability extends more than 2 years, your employment may be terminated.

#### Federal and State Mandated Leaves (With and Without Pay)

There are several mandated Leave policies established by Federal or State agencies that employees are eligible to utilize and these policies are described in some detail below. For each of the policies, there are differing eligibility rules and the definition of 'covered individual' will also vary. When possible, the Institute's approach is to coordinate these leaves so that the leaves run concurrently with one another. Generally, the Federal and State unpaid FMLA leaves guarantee re-employment if all conditions are satisfied and the employee returns to work.

within the required time frame (typically 12 weeks), however the newest leave, the NJ Paid Family Leave which permits paid absences of up to 12 weeks, does not include a guarantee of re-employment. Broad guidelines are described below and employees are encouraged to discuss specific questions on eligibility and leave parameters with the Human Resources Office.

In the event you are on a leave and you are not being paid your contributions for your benefits are not being deducted from your pay. You will be required to either pay the Institute directly for your contributions or upon return from leave, request to have the amount owed deducted from you pay.

#### **Family Leave of Absence Without Pay**

Employees with twelve months or more of service may be eligible to take a Family and Medical Leave of Absence Without Pay under the Federal Family and Medical Leave Act (FMLA) and/or the New Jersey Family Leave Act (NJFLA). To qualify for leave, employees must have worked for the Institute for at least 1,000 hours during the 12 months preceding the date of requested leave. Where applicable, leave available under FMLA and NJFLA will run concurrently. The coordination of these leaves will be applied based on the facts and circumstances of each situation; as a result, this policy provides the general guidelines for family and medical leaves, but individual questions should be addressed to the Human Resources Office. Special provisions are made for leaves related to military service of a qualifying individual. Please refer to the FMLA Leave for Military Family Members for more details.

#### ***Duration, Notice and Returning to Work***

Employees are eligible for up to twelve weeks of Family and Medical Leave in a twelve-month period measured on a rolling forward basis. Advance notice of 30 days to the Human Resources Office is required. If 30 days' notice is not possible, notice must be given to the Institute as soon as possible. Life, health and total disability insurance coverages continue while out on Family and Medical Leave. Employees who return within 12 weeks are guaranteed reemployment in the same position or a comparable position at the Institute, with certain limited exceptions.

#### ***Coordination with Other Institute Leave Policies***

The Institute will require that employees exhaust their accrued paid time off while on Family or Medical Leave, thus counting the time away from work concurrently. Similarly, any time taken under the Institute's Temporary Disability policy or under Workers' Compensation will run concurrently with available FMLA leave.

#### ***Other Employment While on Leave***

During a Leave, employees are not permitted to perform services on a full-time or part-time basis for any person, entity or organization for whom the employee did not provide those

services immediately prior to the commencement of the leave. If an employee intends to continue to work either part-time or full-time with another employer during a leave from the Institute, he/she must discuss the arrangement with the Chief Human Resources Officer.

### *Types of Leave*

Employees may request leave under the following 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

When a leave of absence is for the birth, adoption or placement of a child, the leave must commence within 12 months of the event.

In certain instances, FMLA leave may be taken as intermittent leave or as a reduced work schedule. For more information, please contact the Human Resources Office.

### *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 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 care;) 3) parent (biological, foster, resource family, adoptive, step, parents-in-law, and legal guardians having a 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 an 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. This includes 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 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. There may be circumstances where intermittent or reduced leave is better for both the employee and the operations of the School or Department. This type of leave must be scheduled within a 24-consecutive week period unless otherwise agreed upon by the supervisor and the employee. If leave is granted on this basis, however, the Institute may request that the employee transfer temporarily to an equivalent alternative position which better accommodates frequent absences or a part-time schedule.

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

### **FMLA Leave for Military Family Members**

Established late in 2008, this expansion of the original Federal FMLA legislation permits family members of military personnel to attend to issues arising from the service-member's deployment or injury with additional unpaid leave periods. This leave will run concurrent with any other leaves for which the employee is eligible.

### ***Exigency Leave***

Eligible employees may take up to 12 weeks of FMLA leave (either consecutive or intermittent) for reasons related to the call to active service duty of covered employee's spouses, children, or parents. Typically, only National Guard and Reserve-Duty military families are eligible for this leave. Families of service-members in the Regular Armed services are not eligible. The following are examples of qualifying events:

- The service member has received less than a week's notice of the deployment;
- To attend military events and activities of a qualified service-member;
- To attend to urgent (not regular) child care and school activities of qualified individuals;
- To attend to financial and legal tasks resulting from a qualified family member's active duty;
- To handle counseling for the employee or child who isn't already covered by the traditional FMLA leave;
- To spend time with the covered service member on rest and recuperation breaks during deployment;
- To attend post-deployment activities.



### Qualifying Leave to Care for Injured Service-Member

There is a second leave entitlement under this policy that allows an eligible employee to take up to 26 workweeks of leave (taken together or as intermittent leave) during a single 12-month period to care for a qualified family member who is injured in the line of active service duty. The injured individual may be a member of the Reserves, National Guard, or Regular Armed Forces. This leave requires certification from the Department of Defense with an ITO (Invitational Travel Orders) or ITA (Invitational Travel Authorizations) documents to qualify. Additional information on both leaves (Exigency and Injury-Related) can be obtained in the Human Resources Office.

### New Jersey Paid Sick Leave Act

Under the New Jersey Paid Sick Leave Act, employees are eligible to receive paid sick time based on the number of hours they work. The Institute's regular benefits eligible employees (i.e., those staff whose normal work schedule is at least 25 hours per week and who are in an established position of the Institute) are not impacted, as they receive PTO through our current policies that are compliant under the Act. The provisions of the Act are applicable, but not limited to, non-benefits eligible employees who work 24-hours or less, temporary employees, wait staff and/or summer workers.

Employees will accrue one hour of paid sick leave for every thirty hours worked, up to a maximum of forty hours in the Institute's fiscal year (July 1 – June 30). Employees may use sick leave after February 26, 2019, and after the 120th day of hire; unused accrued sick leave will be restored for those rehired within six months of their termination date. Employees may carry over up to 40 hours of paid sick leave that they have earned, but not used, within a given benefit year. Upon termination of employment, Employees will not receive payment for earned, but not used, paid sick leave.

All regular, part-time and temporary employees will receive a notice that describes the Act. The notice is also available at

[https://www.state.nj.us/labor/forms\\_pdfs/mw565sickleaveposter.pdf](https://www.state.nj.us/labor/forms_pdfs/mw565sickleaveposter.pdf)

### New Jersey Family Leave Insurance (NJFLI)

Effective July 1, 2009, this six week leave will run concurrent with any leave entitlement under FMLA and NJFLA and benefits are provided by a payroll tax through the State of New Jersey. There is no guarantee for re-employment under this policy *unless* the leave is also covered concurrently with FMLA and/or NJFLA, both of which provide for guaranteed re-employment within 12 weeks, under most circumstances. As with other leaves, reasonable and practical notice must be given to the employer. The maximum benefit is six weeks of leave within a 12 month period. Individuals may also apply for intermittent leave (6 intermittent

weeks or 42 intermittent days for the birth/adoption of a child or the care of a qualifying family member with a serious illness).

The six weeks of NJFLI are paid by the State at the then-current State-disability rate.

There are two primary eligibility categories:

**Birth or placement of child:** The leave must be *completed* within 12 months of the birth or adoption of a child. The child must be the biological child of the covered employee or his/her domestic partner. If adopted, the child must be placed for adoption with the employee.

**Care for a family member with a serious health condition:** The definition of "family member" has been expanded to cover more people. You may provide care for: parents, spouse, children of any age, parents-in-law, siblings, grandparents, grandchildren, domestic partners, any other individuals related by blood, any other individuals with whom you consider to be family.

### Compassionate Leave Program

The Institute for Advanced Study recognizes that employees may have a family medical emergency resulting in a need for additional time off in excess of their available paid time off (PTO). To address this need, all eligible employees will be allowed to donate accrued PTO hours from their unused balance to a donated leave bank that will benefit qualifying employees in need of additional paid time off, in accordance with the policy outlined below. This policy is strictly voluntary.

#### Eligibility

Employees must be employed as a benefit eligible employee with IAS for a minimum of one year to be eligible to donate and/or receive donated PTO.

#### Guidelines for Donation of Paid Time Off

Employees who would like to donate leave time are required to complete a Compassionate Leave Donation Authorization Form and submit it to Human Resources.

- The donation of accrued PTO is strictly voluntary.
- Donations can be made on the first of each month. Employees cannot borrow against future PTO for donations and those currently on an approved leave of absence are ineligible to donate.
- The identity of the recipient awarded leave time will not be disclosed to donating employees.
- The donation of PTO is made on an hourly basis, without regard to the dollar value of the donated or used leave. Donations will be added to a leave bank for awards to eligible recipients.

- The minimum number of PTO hours that an eligible employee may donate is 4 hours per fiscal year; the maximum is 40 hours and/or no more than 50 percent of the employee's current balance per year.
- If the leave bank has more than 200 days available, no additional donations will be accepted until the number of days is less than 200.

### **Guidelines for Recipients**

Employees who would like to make a request to receive donated leave time must have a situation that meets the following criteria:

***Medical emergency***, defined as a catastrophic illness of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all of the employee's paid leave available, apart from the Leave Program.

Catastrophic illness is defined as a severe condition or combination of conditions that affects the physical or mental health of the employee or an eligible family member, requires treatment by a licensed practitioner for a prolonged period, and has resulted in a life threatening condition and/or has a major impact on life functions. A prolonged/extended absence is generally defined as the equivalent of four continuous or intermittent weeks of missed work by a benefits eligible employee. An immediate family member is defined as employee's spouse, civil union partner, same-sex or opposite-sex domestic partner, child, parent, and parent-in-law. The family member must require the employee's direct care.

### **Requesting Donated Leave Time**

Employees who would like to request donated leave time are required to complete a Compassionate Leave Donation Request Form and submit it to Human Resources.

- All available PTO of the recipient must be exhausted prior to the use of any donated leave time.
- Donated leave time may only be used for time off related to the approved request.
- Recipients will continue to accrue paid time off while on leave using donated time.
- Employees who receive donated leave time may receive up to 224 hours (28 days) within a rolling 12-month period. If an employee does not use all of the donated leave awarded the remaining time will be put back into the leave bank.

Requests for donated leave time must be approved by Human Resources, the employee's immediate supervisor and the Chief Operating Officer.

## Paid Parental Leave Policy

After one year of employment, all employees are eligible for 20 days of paid parental leave to be taken within six months of the birth or adoption of a child. After one year of employment, part-time employees are eligible for a pro-rated amount of paid parental leave. The 20 days of Paid Parental Leave do not need to be taken all at once – the time may be taken intermittently, in full days, during the six-month period following the birth or adoption of a child. Days out must be approved by your supervisor. Any paid parental leave taken by an employee pursuant to this policy is in addition to, and does not limit, any right the employee has to take unpaid leave that is permitted by law. Please contact Human Resources for the detailed policy.

## Leave of Absence Without Pay

Individuals requests for a Leave of Absence without pay will be considered on a case-by-case basis depending on the business needs of the Institute. Requests for personal leaves should be submitted in writing to an employee's manager(s), and the Chief Human Resources Officer. A personal leave is normally granted only in extraordinary circumstances. If granted, and if you wish to continue your employee contributions, life insurance, and health benefits will continue during the period of the approved leave. During the first twelve weeks of your leave your total disability insurance will also be continued. Paid time off days are not accrued during this leave of absence.

Such leave is of a limited and specific duration. If a personal leave request is approved, the Chief Human Resources Officer, in consultation with the employee's manager(s), will determine the terms and conditions of such a leave.

## Absence Without Leave

Employees who are absent from work for three (3) consecutive scheduled workdays and who fail to communicate to the Institute a reason for such absence will be considered to have constructively resigned their employment with the Institute.

## Workers' Compensation Leave

If you have a work-related injury or illness that was reported to the Human Resources Office within 48 hours of its occurrence, you are eligible to be compensated as follows:

Regular full-time employees and regular part-time employees who have completed their probationary period are covered under the Institute's Workers' Compensation Policy. Although the required rate of payment is the established New Jersey Workers' Compensation benefit rate, regular employees will receive additional benefits during the first 26 weeks of absence. The Institute will supplement the New Jersey Workers' Compensation benefit rate to full salary based on your length of service as shown on the Disability Schedule Chart. Once supplemental

pay is exhausted, employees will be paid by the Workers' Compensation Insurance Company at the established New Jersey Workers' Compensation benefit rate. If you are disabled longer than 26 weeks, payment by the Institute's insurance carrier will be at the established New Jersey Workers' Compensation benefit rate.

Employees in their introductory period, part-time employees whose normal work schedule is less than 25 hours per week, and temporary employees will be paid at the established New Jersey Workers' Compensation benefit rate.

Medical bills resulting from a work-related injury or illness should be submitted to the Human Resources Office for reimbursement.

#### **Paid Time Off Benefits During Workers' Compensation Leave**

During the first four weeks of your workers' compensation leave, you will continue to be credited with paid time off days based on the number of hours earned per payroll period. If your workers' compensation leave continues for longer than four weeks, you will not be credited with paid time off days for the extended period of your workers' compensation leave. Of course, all paid time off days accumulated prior to the first day of your workers' compensation leave will be credited to you.

#### **Military Leave**

Regular employees who are members of a military reserve unit which requires two weeks annual active duty training will be granted a two week military paid leave of absence. During this period, the Institute will pay the difference between your military pay and your normal salary. If you prefer, you may elect to charge the military leave to unused vacation and receive your full salary in addition to your military pay.

You should notify your supervisor and the Human Resources Office in writing as soon as you are advised of the date of your active duty and specify if you will be charging the time to vacation or military leave.

#### **Re-employment After Leave of Absence**

The Institute will seek to place employees returning to work in the same job or an equivalent job in status and pay, provided the employee has complied with all the terms and conditions of the leave. However, the granting of family and medical leave does not limit the Institute's right to restructure, reorganize, or eliminate any position at the Institute at any time and for any reason.

# Chapter 5

## Work Policies

### Nondiscrimination Policy

As expressly prescribed in 1930 in its founding statements, the Institute for Advanced Study (IAS) admits scholars with all the rights, privileges, programs, and activities generally accorded or made available to all scholars at IAS without consideration of any race, color, gender, and national and ethnic origin. Accordingly, today IAS reiterates that in the appointment of faculty and staff and administration of its educational and acceptance policies as well as in all other IAS administered programs, no person shall be discriminated against on account of race, religion, color, disability, gender, sexual orientation, gender identity or expression, or national and ethnic origin.

### Equal Employment Opportunity and Anti-Harassment Policies

The Institute is an Equal Opportunity Employer and is committed to complying with all federal, state and local equal employment opportunity ("EEO") laws. The Institute prohibits discrimination against Faculty, Staff, Members, Visitors and applicants for employment because of the individual's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, other non-merit based factors or any other characteristic protected by law. This policy applies to all Institute activities, including but not limited to, recruitment, hiring, Member selection, compensation, assignment, training, promotion, performance evaluation, discipline and discharge. As detailed below, this policy also bans discriminatory harassment. The Institute will provide reasonable accommodation consistent with the law to otherwise qualified Faculty, Staff and applicants with a disability and to Faculty, Staff and applicants with needs related to their religious observance or practices. What constitutes a reasonable accommodation depends on the circumstances and thus will be addressed by the Institute on a case-by-case basis.

### *Discriminatory Harassment*

As part of its EEO Policy, the Institute prohibits conduct that constitutes or could lead or contribute to harassment based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, other non-merit based factors or any other characteristic protected by law.

Examples of such conduct include, but are not limited to: ethnic slurs; threatening, intimidating, or hostile acts directed at a particular gender or religious group or directed at an individual

because of his or her sexual orientation, color, or ethnicity; and/or use of computers (including via the Internet) or e-mail systems to view or distribute racially offensive communications.

#### *Quid Pro Quo Harassment*

Additional rules apply to individuals with supervisory authority at the Institute. No one with a supervisory role may at any time: (1) threaten or imply that an individual's submission to or rejection of a sexual advance, or harassment or discrimination based on any other protected category, will in any way influence any decision regarding that individual's employment, performance evaluation, advancement, compensation, assignments, discipline, discharge, or any other term or condition of employment; or (2) make any employment decision concerning an individual on any discriminatory basis.

Harassment does not require intent to offend. Thus, inappropriate conduct or language meant as a joke, a prank, or even a compliment can lead or contribute to harassment.

#### **Title IX and Sexual Harassment Policies**

The Institute for Advanced Study is committed to maintaining an educational, working, and living environment free from discrimination and harassment, and fostering an environment where all individuals may pursue their studies, work, careers and social interactions without being subjected to sexual misconduct. "Sexual misconduct" refers to a broad range of inappropriate sexual behaviors, including but not limited to, sexual harassment and sexual assault, which not only are prohibited by state and federal law but also are a violation of the ethical vision that informs the mission of the Institute.

The Institute regards acts of sexual misconduct as serious offenses, and as unacceptable conduct. Sexual misconduct of any kind is not acceptable behavior. The Institute will take such action as it deems appropriate to prevent, correct, and if necessary, discipline behavior constituting sexual misconduct. Sanctions that may be applied include, but are not limited to, warning, probation, suspension (with or without pay for Staff, Faculty and/or Members) and dismissal. In addition, sexual misconduct by a vendor, contractor, or other third-party having an agreement or contract with the Institute may be grounds for the abrogation of such agreement or contract.

In adopting this policy, the Institute seeks to ensure that all members of its community, including guests and visitors, have the right to learn and work in the safest possible community and environment, and to be free from all forms of gender-based misconduct, including gender discrimination, sexual harassment, hostile work environment, sexual violence, and gender-based harassment. This commitment by the Institute complies with the Title IX of the Education Amendments of 1972 ("Title IX"), a comprehensive federal law that prohibits discrimination on the basis of gender in any federally funded education program or activity.

Title IX applies, with a few specific exceptions, to all aspects of federally funded education programs or activities. In addition to traditional educational institutions such as colleges, universities, and elementary and secondary schools, Title IX also applies to any education or training program operated by a recipient of federal financial assistance. Title IX and its implementing federal regulations prohibit discrimination on the basis of gender in The Institute's programs and activities.

### Scope of this Policy

This policy applies to all of the Institute's Staff, Faculty, Members, family members, vendors and Visitors. It applies at all times, and in all places, in any connection to the Institute. This policy also applies to those who do business here. Compliance with this policy is a term and condition of employment and association with the Institute.

### Prohibited Conduct

The Institute's review of prohibited conduct under this policy will be made by applying a preponderance of the evidence standard, and will consider the totality of the facts and circumstances involved in the incident, including the nature of the alleged conduct and the context in which it occurred. Any of the prohibited conduct defined in this policy can be committed by individuals of any gender, and it can occur between individuals of the same gender or different genders. It can occur between strangers or acquaintances, as well as people involved in intimate or sexual relationships.

### *Sexual Harassment*

Sexual harassment is any threatening, demeaning, or offensive conduct or situation that unreasonably interferes with an individual's work setting or creates a hostile academic environment. Sexual harassment in education includes any unwanted and unwelcome sexual behavior that significantly interferes with an individual's access to educational opportunities, as well as unwelcome verbal, or physical conduct of a sexual nature (such as sexual advances or requests for sexual favors) sufficiently serious that it unreasonably interferes with or limits a person's ability to participate in or benefit from the Institute's educational programs, activities, and/or employment. Sexual harassment may be based on a power differential, the creation of a hostile environment, or retaliation.

Sexual harassment can take many forms, occurs in a variety of circumstances and may be directed at an individual or group of individuals. It is not the intention of the harasser but the conduct itself and the impact on the recipient which determines what constitutes harassment. The impact of harassment can result in the recipient feeling discomfort or humiliation and/or may adversely affect the recipient's academic or job performance, undermine academic or job



security or prospects or create a threatening or intimidating work or study environment. It can also provoke aggressive, retaliatory attitudes and actions. Certain behavior will be unwelcome even on a single occasion.

Social interaction involving mutually acceptable behavior should be distinguished from harassment. However, it should be borne in mind that what is initially acceptable to some may be offensive to others, and what is acceptable between persons A and B may not be acceptable to person C. The key element to sexual harassment is that it is conduct that is unwanted, unreasonable and offensive to the recipient. Where harassment is unintended, but still has the effect of violating the dignity of, or creating a hostile environment for, the recipient, the conduct would be considered as harassment only after consideration of all the circumstances, which will include the perception of the recipient.

Examples of sexual harassment include, but are not limited to, lewd or sexually suggestive comments; off-color language or jokes of a sexual nature; slurs, verbal or graphic expressions, or physical conduct relating to an individual's gender; inappropriate or off-color email communication; or any public or unwelcome private display of sexually explicit pictures, greeting cards, articles, books, magazines, photographs, devices, toys or cartoons in the absence of a valid educational purpose. However, verbal expression or physical conduct need not be overtly sexual to constitute sexual harassment.

Sexual Harassment also includes harassment of a sexual nature directed at gay or lesbian persons that is sufficiently serious to limit or deny the ability to participate in or benefit from the Institute's educational and employment programs. Likewise, sexual harassment can occur where the Complainant and Respondent are members of the same gender.

### *Sexual Assault*

Sexual assault is a crime punishable by both civil and criminal legal action and is a serious violation of the Institute's policies. Sexual assault is any type of sexual contact without Consent or permission. It can include touching of private body parts over or under the clothing or any form of penetration.

Sexual assault occurs when the act is intentional and is committed either by: (a) physical force, violence, threat, or intimidation; (b) ignoring the objections of another person; (c) causing another's intoxication or impairment through the use of drugs or alcohol; or (d) taking advantage of another person's incapacitation (including voluntary incapacitation caused by the use of drugs or alcohol), state of intimidation, helplessness, or other inability to consent.

Conduct will be deemed sexual assault whether obtained by Force or threat of Force, and whether completed or attempted. Sexual exploitation (taking non-consensual or abusive sexual

advantage of another for your own benefit) may also be considered a form of sexual assault, depending on the circumstances

Forced intercourse or other unwanted sexual contact may be rape or sexual assault whether the assailant is a stranger or an acquaintance of the Complainant. The Institute also recognizes that while most victims are female and most assailants are male, a perpetrator or victim can be of either gender.

These are only a few examples of possible sexual assault scenarios. Individuals who are not sure if their case meets the definition of sexual assault are strongly encouraged to promptly contact either a member of the Misconduct Panel (listed below) or the local police department by dialing 911.

#### *Gender-based Harassment*

Gender-based harassment is a form of sexual harassment. Gender-based harassment includes acts of a verbal or nonverbal nature or physical aggression, intimidation, or hostility based upon gender or gender-stereotyping (even if those acts do not involve conduct of a sexual nature) that are sufficiently serious to limit or deny the ability to participate in or benefit from the Institute's programs and activities or the terms and conditions of employment.

#### *Gender Based/Sexual Misconduct*

Refers to a broad range of inappropriate sexual behaviors, including but not limited to, sexual harassment and sexual assault, which not only are prohibited by state and federal law but also are a violation of the ethical vision that informs the mission of the Institute.

#### *Gender Discrimination*

Consists of treating a person differently because of his/her gender in the terms and conditions of educational programs, activities, and/or employment.

#### Other Prohibited Behaviors

##### *Stalking*

Repetitive and/or menacing pursuit, following, harassment, and/or interference with the peace and/or safety of a member of the Institute community and/or any immediate family of members of the community. Stalking may be accomplished by physical act or electronic means, such as computer or cell phone. Stalking is a form of sexual harassment.

## *Retaliation*

Retaliation against any person in the Institute community either for alleging discrimination prohibited by Title IX or for cooperating in this policy is strictly prohibited. Any person who is found to have retaliated against another for making a complaint under Title IX or this policy, being a witness for purposes of any such investigation, or being otherwise involved in the complaint and/or investigative process, will be subject to discipline, up to and including termination or expulsion, depending on the circumstances, even if no responsibility is found for the alleged gender-based misconduct. Retaliation should be reported immediately to the Institute's Title IX Coordinator.

## Submission of a Complaint

If you believe that you or another individual has been subjected to any conduct of the type prohibited by the Equal Employment Opportunity and Anti-Harassment policies or the Title IX and Sexual Harassment Policies, there are several reporting options you may consider. You are urged and expected to report the relevant facts promptly to your supervisor or an individual who had been designated by the Institute to hear such complaints.

Jennifer Richardson, the Institute's Chief Human Resources Officer, is responsible for coordinating the Institute's compliance with Title IX of the Education Amendments of 1972, and serves as the Institute's Title IX Coordinator.

The responsibilities of the Title IX Coordinator include (but are not limited to) the following:

- Communicating with all members of the Institute community regarding Title IX, and providing information about how individuals may access their rights;
- Reviewing applicable Institute policies to ensure institutional compliance with Title IX;
- Monitoring the Institute's administration of its own applicable policies, including record keeping, timeframes, and other procedural requirements;
- Responding to any complaint or report regarding conduct that violates this policy.

Contact information for the IAS's Title IX Coordinator is:

Jennifer Richardson

Chief Human Resources Officer/Title IX Coordinator

Human Resources

Fuld Hall, Room 101

(609) 734-8245

Email: [jrichardson@ias.edu](mailto:jrichardson@ias.edu)

Questions may also be directed to:

William Spain

Administrative Officer/Deputy Title IX Coordinator

Administrative Services Assistant

Fuld Hall, Lower Level

(609) 951-4450

Email: [wspain@ias.edu](mailto:wspain@ias.edu)

The Institute has a mandated reporting responsibility. All Faculty and Administration are considered responsible employees, meaning that if there is knowledge of a situation that is a violation of the Title IX policy, they are required to report it to the Title IX Coordinator.

The Institute has also created a Misconduct Panel, from which hearing committees are drawn to handle complaints and which performs related functions described below. Members of the Misconduct Panel are appointed every three years (on staggered terms).

Members of the Misconduct Panel typically include the following, although the composition of the Panel may be modified at the sole discretion of the Associate Director for Finance and Administration:

- Two Co-chairs: one representative from the Administrative Staff and one member of the Faculty; one of who will serve as a presiding member of the Hearing Committee.

Professor Nicola Di Cosmo, School of Historical Studies

Mary Mazza, Chief Fiscal Officer

- At least two School Administrative Officers

Nicole Maldonado, School of Mathematics

Michelle Sage, School of Natural Sciences

- At least two employees of the exempt Institute Staff

Jeffrey Berliner, Chief Information Officer

Jonathan Peele, IT Manager, Information Technology Group

- At least two employees of the non-exempt Institute Staff

Sharon Tozzi, Facilities Housing Specialist

Yuchao Wang, Human Resources Benefits Administrator

- At least one active Member

Elizabeth Tolman, School of Natural Sciences

Panel members are trained in all aspects of the grievance process, and can serve in any of the following roles, at the direction and delegation of the Title IX Coordinator:

- To serve in a mediation role in conflict resolution
- To act as advisors to those involved in grievances
- To serve on hearing committees for grievances

Any member of the Institute community may file a complaint concerning gender-based misconduct in the treatment of other members of the Institute community or third parties.

Individuals who wish to remain anonymous may also report their concerns through the Institute's phone and Internet-based reporting system, managed by an independent third party, NAVEX Global. Upon submission of a report, NAVEX Global will promptly forward the report to Chief Human Resources Officer for review and investigation, unless it conflicts with the nature of the complaint. All reports will be handled promptly and discreetly, receiving careful consideration with the objective of addressing any improper conduct or violation of Institute policy. In all cases, your anonymity will be protected by NAVEX Global.

Reports can be filed on the web at [www.ias.ethicspoint.com](http://www.ias.ethicspoint.com), or via telephone at 855-227-1988.

For more information on Title IX Procedures, please consult the website at:

<https://www.ias.edu/human-resources-policies-and-procedures>

### Workplace Aggression

The Institute believes that all Faculty, Staff, Members and Visitors are entitled to work in a safe environment, free of fear for their personal safety and well-being. Therefore, it is the policy of the Institute that verbal harassment, threats of aggression, or acts of physical violence will not be tolerated.

Employees who have been the object of such a threat or act must immediately report the incident to their immediate supervisor or to the Chief Human Resources Officer. Any supervisor

who observes, overhears or receives a report of verbal harassment, threats of aggression or acts of physical violence, must immediately report them to the Chief Human Resources Officer, or in his/her absence, to the Associate Director of Finance and Administration.

Any harassment, threats or acts of violence will be taken seriously. Upon receiving such a report, an immediate investigation will be undertaken. Reasonable steps will be taken to protect Faculty, Staff, Members, and Visitors from harm.

Any employee who is found to have harassed or threatened anyone at or from the workplace either in person or using telephones, fax machines, computers, or other communication devices, will be subject to disciplinary action up to and including termination of employment. Further, if necessary, local law enforcement will be contacted to assist in handling a threat or act of violence.

### Drug-free Workplace

The Institute for Advanced Study is required, as a recipient of Federal funds, to establish policies and procedures for its Faculty, Staff, Members and Visitors which will ensure a drug-free work environment. To that end the Institute prohibits the unlawful manufacture, distribution, dispensation, possession or use of controlled substance in the workplace. The possession, use, or sale of illegal drugs and the misuse of any legally obtained drugs while on Institute's premises or while performing any work for the Institute off-premises is prohibited. Further, Faculty and Staff are expected to report to work free from the influence of alcohol or illegal drugs and to remain free from such influence while on Institute's premises or while performing any work for the Institute off-premises. If alcohol is being served at business-related events, Faculty and Staff are expected to drink responsibly and in moderation and to not allow the consumption of alcohol to interfere with their ability to perform their job effectively.

The Institute requires, as a condition of employment, that Faculty and Staff notify the Chief Human Resources Officer within 5 days of a conviction for a drug-related offense which occurred in the workplace. The Institute will discipline any Faculty or Staff member convicted of a drug-related offense which occurs in the workplace. Disciplinary action may include any or all of the following steps: (a) formal warning; (b) suspension without pay; (c) mandatory enrollment in and successful completion of a drug rehabilitation program; or (d) termination.

The Institute will notify the Federal granting agency, as required, within 10 days after receiving notice from an employee or Member or otherwise learning of an individual's conviction for a drug-related offense in the workplace.

The Institute has available in each of its libraries literature on drug and alcohol abuse so that employees, Members and Visitors may learn of the dangers of substance abuse. It encourages

employees, Members and Visitors to seek professional drug counseling if they believe they have a drug problem. The Chief Human Resources Officer can assist in referrals to local agencies.

### Salary Policy and Performance Appraisals

Performance appraisals provide an opportunity for your supervisor to evaluate your job performance during the previous year.

The results of your performance appraisal are considered when merit increases are determined. The salary you receive is based on several factors: the duties and responsibilities of your position, your work experience, and the level of your performance. Most performance appraisals take place in the Spring. The Institute operates on a July 1 through June 30 fiscal year. If you receive an increase in salary, the adjustment will normally be made at the start of the fiscal year, which is July 1.

In addition to your ability to discharge successfully your direct responsibilities to your immediate supervisor, other key factors involved in the decision to grant a salary increase or not and at what level are: your current salary level relative to others in similar positions, your contribution to the Institute, and your ability to work with people at all levels and positions within the Institute community.

### Clean Air Policy

Smoking is not permitted in any space occupied by the Institute, including all vehicles and buildings (both offices and common areas) of the Institute, other than apartments in the Institute's Housing Complex. All Faculty, Staff, Members and Visitors to the campus are expected to comply with these smoking regulations.

As required by New Jersey law, employees exercising their rights to a smoke-free work environment will not be retaliated against or subjected to any adverse employment action. Additionally, any employee who has any questions or concerns about the Institute's smoke-free policy or who believes that he or she may have been subjected to adverse action for exercising his or her right to a smoke-free environment is advised to consult with the Chief Human Resources Officer. Employees are advised that this procedure will favor the health concerns of the employees desiring a smoke-free environment.

### Photography and Audio/Video Recordings

In the course of normal business and activity on the Institute's campus, there is photography, video, and audio recordings of lectures, social activities, events, and general campus life. Individuals (Members, employees, and all others) who are present on our campus are deemed to have authorized the Institute to use recordings of these events and activities in printed and electronic form (e.g., Institute website and publications) as determined appropriate by the

Institute, without any explicitly documented consent, compensation, or attribution required or provided. Questions about this policy should be directed to the Communications Department.

### Grievance Procedures

If you have a problem related to your employment, we encourage you to discuss it with your immediate supervisor. Most problems are best resolved at their origin with the people who are closely involved and within the flexible framework of informal discussions.

If the problem cannot be settled with your immediate supervisor, you are entitled to discuss it with the Chief Human Resources Officer, who will try to find an equitable solution.

If all efforts to resolve the conflict in informal sessions fail, you may then file a grievance. A copy of the procedures to be followed may be obtained from the Human Resources Office.

### Job Posting

Job openings are filled from within the Institute whenever possible based on the pool of qualified applicants.

Open positions will be posted on the IAS Careers page. The posting will list job title, school or department, a brief description of the duties of the position, and minimum job requirements.

If you would like more information about a particular job opening, contact the Human Resources Office. After the initial discussion, if you are interested in becoming a candidate for the position and you have the necessary qualifications, your supervisor must be informed of your decision. At that time, any additional interviews that are needed will be scheduled. If you are successful in your application for the new position, a transfer date will be arranged at a time that is mutually convenient for both departments.



# Chapter 6

## Institute Facilities and Services

### Campus Security and Emergency Notification System

Each employee has the responsibility for the equipment in his or her office or shop and files, doors and windows should be locked at the close of each business day. The telephone number for the Public Safety Officer is 609-947-5460.

In the event of a campus emergency (such as the need to close due to extreme weather or a security threat), the mass notification system will be used to send messages to all Institute phones and email addresses. In addition, if individuals have provided personal telephone numbers and email addresses, those contact points will also receive the message. This ensures that the information is received successfully after normal business hours at alternative contact points. Additional contact points may also include a notification to spouse, companion or other family member as the individual chooses.

The mass notification system will be used only when there is an emergency situation on campus that necessitates altering normal activity. Some examples can include a fire, a delayed opening due to weather, a police emergency, or a threat that might affect individuals on campus. Staff can update individual contact points at:

<https://updateme.ias.edu>

### Identification Card

All regular employees are issued an Institute identification card by Administrative Services within the first week of their employment. In addition to identifying your affiliation with the Institute, the ID card allows you to charge your meals in the Dining Hall and, when activated, allows you after hours access to secured areas of the campus.

If you lose your identification card, there will be a replacement charge. Upon termination of employment, the identification card must be returned to the Human Resources Office.

### Personal Telephone Calls

Unless there is an emergency, personal telephone calls should not be made from an Institute telephone extension. If you have a situation in which you must make or receive a personal phone call, please use your mobile device.

## Personal Mail

Generally, mail which is sent to an individual's business address at the Institute is assumed to be business mail and as such may be opened by other workers in the department when an employee is on leave or when they have terminated employment.

It will be assumed that mail which is addressed to an employee who is on leave (longer than one week) or whose employment has been terminated is business related and may be opened unless the envelope is marked "personal" and/or "confidential." Mail which is marked "personal" and/or "confidential" should be forwarded to the Human Resources Office where it will be sent to the individual. If mail has been opened by the department which is then found to be personal, it should be forwarded to the Human Resources Office where it will be sent to the individual.

## Computer Use Guidelines

Computer accounts, including e-mail accounts, are established for employees to facilitate their work at the Institute and should be used for Institute business-related purposes only. Electronic data sent to an individual's account at the Institute is assumed to be business related and as such may be opened and read by other workers in the department when an employee is on leave or when they have terminated employment. At the time an employee leaves the Institute, their computer account will be closed.

Network and system administrators are expected to treat the contents of computer accounts as private and confidential, although due to the nature of electronic communication and data transmission, storage and retrieval, it should be assumed that access to files may not be limited to intended recipients.

If you use the Institute's computer system to send, receive or store personal messages or files, you must do so on your own time. Also, you should understand that the Institute cannot guarantee the privacy of these messages or files. If you leave the Institute it is your responsibility to transfer or delete any personal messages or files you may have saved on your account.

The Institute reserves the right to access and disclose the contents of files or electronic mail messages when such access is deemed necessary in order to carry on the business of the Institute or on the basis of reasonable suspicion that the user is committing or has committed a criminal act. Individuals who are suspected of violating the computer use policy are expected to cooperate fully with any investigation and may be subject to disciplinary actions. More detail on this policy can be found on the Institute's web site.

### Fitness Center

Regular Institute employees and their spouse/companions are eligible to utilize the Fitness Center located in the ECP building on Olden Lane. The center is accessible 24 hours a day through the key-card access system. There is a variety of exercise equipment including treadmills as well as free weights and shower facilities. After signing a waiver at the Reception Desk in Fuld Hall your ID card will be coded to permit access to the center. No one under the age of 18 years is permitted in the Fitness Center.

### Child Care - Crossroads

Crossroads Nursery School and Infant Center operates a program for children from approximately three months to five years of age on the grounds of the Institute. Although an independent organization, Institute Staff and Members receive preferential enrollment status for their children as well as a reduced tuition rate.

The school, located adjacent to the Fitness Center/Comptroller's Office, maintains five classrooms. The lower two classes (approximately three months to 15 months and 16 months to 30 months) offer full-day care for the children. In the upper three classes, children may be enrolled in either a part-time or full-time program.

Crossroads defines their educational program as a traditional, child centered one. Their stated goals are to provide a caring and safe environment in which each child can develop a strong sense of self-worth, creativity, and curiosity about the environment and to enable her/him to interact successfully and comfortably with peers and teachers.

Interested employees should contact Crossroads directly at (609)951-4699.

# Chapter 7

## Departure

### Resignation, Retirement and Termination

#### *Resignation Notice*

If you resign from the Institute, we ask that a minimum of three weeks advance notice be given for non-exempt staff and four weeks for exempt staff.

#### *Severance Pay*

When it is necessary to eliminate an existing position, employees will be given advance notice or severance pay in lieu of notice according to the following schedule:

Completed Term of Employment	Length of Notice
Up to 1 complete year	No notice required
1 year, 1 day - 2 complete years	1 Week
2 years, 1 day - 4 complete years	4 Weeks
4 years, 1 day - 6 complete years	6 Weeks
6 years, 1 day - 8 complete years	8 Weeks
8 years, 1 day - 10 complete years	10 Weeks
10 years, 1 day and longer	12 Weeks

Advance notice or severance pay in lieu of notice need not be given to any employee discharged for cause. Further, severance pay need not be given to persons terminating their employment through resignation or retirement.

## Discipline and Discharge

Institute addresses performance deficiencies and improper conduct on a case-by-case basis.

Disciplinary action includes, but is not limited to, unpaid suspension and termination of employment, and can be taken against an employee in the absence of a formal review.

Examples of offenses which may result in disciplinary action against an employee, include (but are not limited to) the following:

- Violation of Institute's Equal Opportunity and Anti-Harassment policies, Drug Free Work Place Policy, and Workplace Aggression Policy;
- Excessive lateness or absences;
- Poor performance;
- Theft or destruction of Institute property;
- Falsification of employment records or other Institute records, including time reports;
- Creating or contributing to an unsafe or unsanitary condition by failing to comply with established safety, security or sanitation practices; and

- Wrongful disclosure of confidential information.

While there are some performance deficiencies or improper conduct (such as, without limitation, theft, embezzlement, insubordination, and violence in the workplace) that are likely to result in immediate termination of employment, in other cases the Institute may elect to take progressive disciplinary action. Where progressive disciplinary action is taken, decisions regarding which type discipline is appropriate and how much time an employee should be given to correct the deficiency will be made on a case-by-case basis.

#### **Paid Time Off Leave Adjustment Upon Termination**

Staff who have been with the Institute longer than 90 days and completed the introductory period, will receive payment for earned, but not used, paid time off.

#### **Termination of Benefits**

The Consolidated Omnibus Budget Reconciliation Act (COBRA) requires employers to offer employees, covered spouses, and dependents the opportunity to elect to continue coverage through the Institute's medical and dental plans in the event of certain qualifying events, including, in most cases, separation of employment with the Institute. Details about COBRA are provided to employees upon departure.

#### **Retirement**

Employees who plan to retire should notify the Human Resources Office six months prior to the intended retirement date. Early notification provides the Institute with adequate time to make alternative work coverage arrangements and allows the employee and Human Resources staff time to meet to discuss retirement-related benefits. Any earned but not used Paid Time Off will be paid out in the last pay check.

If you are fully vested in the TIAA retirement plan, you own the full value of your annuity contracts which includes all contributions made by the Institute, plus dividends and interest earned on these contributions. If you are not vested at the time of termination, all contributions and earnings will revert to the Institute. Any voluntary contributions made by you to a TIAA-CREF contract are considered to be fully vested and are fully owned by you at the time of termination. Questions about your retirement contract can be addressed at the TIAA website, <https://www.tiaa.org/>.

### Eligibility for Medical Coverage after Retirement

**Employees hired on or before June 30, 1994** will continue to be eligible to maintain Institute health insurance coverage after retirement provided they retire at age 62 or older and have at least 10 years of service by age 70. After satisfying these requirements, the retiree will be charged the same percentage as active employees (currently 20% of premium).

**Employees hired or re-hired July 1, 1994 or later** and who choose to retire at age 65 or later will be eligible to continue medical coverage during retirement according to the following schedule:

With the completion of at least 10 years but less than 20 years of service at or before age 70, the employee is entitled to medical insurance and will be billed 50% of the applicable premium.

With the completion of at least 20 years but less than 25 years of service at or before age 70, the employee is entitled to medical insurance and will be billed 35% of the applicable premium.

With at least 25 years of service at or before age 70, the employee is entitled to medical insurance and will be billed 20% of the applicable premium.

For all employees, the requirement that retirement be at age 62 or older (for those employees hired prior to July 1, 1994) or age 65 (for those employees hired July 1, 1994 or later) may be waived in exceptional cases for employees with 25 or more years of service if there are personal or medical circumstances that prevent meeting the age requirement.

For information regarding the Retiree Medical Plans, contact the Human Resources office.