Institute for Advanced Study

Staff Handbook

August, 2015
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1. Introduction

Message from the Director

Welcome to the Institute for Advanced Study.

We believe that you have a significant contribution to make to the Institute, where we strive to provide an environment devoted to the support and encouragement of curiosity-driven research across a broad range of fields in the sciences and humanities. Institute staff play an exceedingly important role in the quality of residential and academic life at the Institute, enabling our permanent Faculty and visiting scholars to produce advances in knowledge that change the way we understand the world. We strive to create work environments where staff feels encouraged do be their best by empowering them with challenging responsibilities and a great working atmosphere. Like many of your new colleagues, you will find that your decision to join the Institute will be one of the best you’ve made.

This Staff Handbook will provide you with information about the employment policies, benefits and services of the Institute. Please read the Staff Handbook to become familiar with its contents. You should feel free to contact the Human Resources Office staff at any time with any questions on these policies.

The Institute administration has an open door policy, and we are committed to being hands-on and proactive. Please do not assume that you need to have a problem before contacting your supervisor or any staff member of the Human Resources Office. They are there to help you with any research or reference information you may need.

I send my personal best wishes for your success and happiness at the Institute for Advanced Study.

Robbert Dijkgraaf
Director and Leon Levy Professor

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.

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.”

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.
2. Employment Policies

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, creed, alienage, citizenship, color, sex (including pregnancy), sexual orientation, gender identity or expression, marital status, partnership status, religion, national origin, age, disability, genetic information or predisposing genetic characteristics, military status, domestic violence victim status, prior arrest or conviction record, or any other characteristic protected by law. This policy applies to all Institute activities, including, but not limited to, recruitment, hiring, 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, creed, alienage, citizenship, color, sex (including pregnancy), religion, national origin, age, sexual orientation, disability, gender identity or expression, marital status, partnership status, genetic information or predisposing genetic characteristics, military status, domestic violence victim status, prior arrest or conviction record, 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 sex 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.

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.
Sexual Harassment

Sexual harassment is a specific type of discriminatory harassment. According to the Equal Employment Opportunity Commission's ("EEOC") guidelines, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when: (1) submission to such conduct is made explicitly or implicitly a term or condition of an individual’s employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

The Institute prohibits conduct that constitutes or could lead or contribute to sexual harassment. Examples of such conduct include, but are not limited to:

- Unwelcome sexual flirtations, advances, or propositions;
- Inappropriate touching of an individual’s body;
- Graphic verbal comments about an individual’s body or appearance;
- Sexually degrading words used to describe an individual; and/or
- The use of computers (including via the Internet) or e-mail systems to display or distribute sexually explicit images, messages, or cartoons.

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.

Complaint Procedures

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 policy, 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. Those “designated individuals” (as they will be referred to in this policy) are the Chief Information Officer, Chief Human Resources Officer, Administrative Officer for the School of Historical Studies, HS/SS Librarian, and a designated member of the Faculty. The privacy of all parties will be protected as much as possible while the allegations are investigated.
Staff members should choose whichever individual they feel more comfortable contacting under the circumstances. Staff members should report the conduct regardless of the offender’s position at the Institute and should also report the conduct even if the offender is not employed at the Institute (for example, a vendor or consultant). Prompt reporting is very important so that the Institute can take action to stop the conduct before it is repeated. All reports will be followed up promptly, with further investigation conducted where needed to confirm facts or resolve disputed facts.

If the complainant thinks that the situation has not been satisfactorily resolved, he/she may file a formal complaint with the Chief Human Resources Officer.

After a formal complaint has been filed with the Chief Human Resources Officer, an investigation will take place. This investigation will afford the accused a full opportunity to respond to the allegations. Possible outcomes of the investigation are (i) a judgment that the allegations are not warranted; (ii) a negotiated settlement of the complaint; or (iii) further formal action to be handled by the Director in cases involving Faculty, Members, Visitors, or, in cases involving Staff, by the Associate Director for Finance and Administration.

In conducting its investigations, the Institute will strive to keep the identity of individuals making reports as confidential as possible.

As an alternative, Institute Staff who wish to remain anonymous may 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, or via telephone at 855-227-1988.

Non-Retaliation

Threats or acts of retaliation against individuals who report inappropriate conduct pursuant to this policy or provide information in connection with a report by another individual will not be tolerated. In the event you believe that you have been retaliated against for this reason, you should use the above procedures to report the pertinent facts promptly. The Institute will investigate and take appropriate action in the manner described above.

Individuals who violate these policies will be subject to discipline, and may also be subject to personal, legal, and financial liability under applicable law. Appropriate disciplinary action will also be taken against any Faculty or Staff member who knowingly and willfully makes a false allegation concerning an alleged violation of this policy.
**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.

**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.

**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 and state disability insurance.

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., 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.

**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.

Direct deposit is available to all employees. Employees may make arrangements for this service through the Human Resources Office.

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.

For additional information, please reference the *Overtime Pay* policy.

**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. Full details are outlined in the Severe
Weather Policy, copies of which are available in the Human Resources Office.

If your normal work schedule includes working on an Institute-designated holiday, you will be
paid your straight-time rate in addition to your holiday pay. If you are required to work on an
Institute-designated holiday for which you are not normally scheduled, you will be compensated with a substitute day off or will be paid for the time worked, in addition to your normal holiday pay. For hours worked between 35 and 40 hours in a week, the pay will be at straight time; time worked in excess of 40 hours in a week will be compensated at time and one-half.

**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.

**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 recording 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.

**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.

**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.
3. Benefits

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.

Effective July 1, 2013, 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 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 not eligible for paid time off 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. However, there will be a special rule for carryover PTO days for staff hired before July 1, 2013 that will allow for a maximum carryover of PTO days between fiscal years based on the following schedule:
<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Maximum PTO Carryover into the following year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013 – 2014</td>
<td>42 Days</td>
</tr>
<tr>
<td>2014 - 2015</td>
<td>40 Days</td>
</tr>
<tr>
<td>2015 - 2016</td>
<td>36 Days</td>
</tr>
<tr>
<td>2016 - 2017</td>
<td>32 Days</td>
</tr>
<tr>
<td>2017 – 2018, and beyond</td>
<td>28 Days</td>
</tr>
</tbody>
</table>

**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 distributed to all employees. 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.

If an employee wishes to observe a recognized holiday that is not regularly scheduled by the Institute, it is possible to request that day off in lieu of one of our listed holidays. The request must be made to the supervisor in writing at least 60 days in advance. The request may be approved or denied depending on the work needs and constraints in that department.

**Benefit Expense Accounts**

By redirecting a portion of salary into Benefit Expense Accounts, 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 Cbiz, while the Dependent Care Account is administered by the Human Resources Office.

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 Cbiz 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.

**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. To be eligible, you must have completed one year of service and 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. In addition, if you are enrolled in the Institute's TIAA-CREF retirement plan when your disability begins, contributions will continue to be made to your TIAA-CREF account equal to the last contribution made by the Institute while you were an active employee.

**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 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

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Full Salary</th>
<th>New Jersey Benefit Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1\textsuperscript{st} year of employment</td>
<td>2 weeks</td>
<td>next 24 weeks</td>
</tr>
<tr>
<td>2\textsuperscript{nd} year of employment</td>
<td>4 weeks</td>
<td>next 22 weeks</td>
</tr>
<tr>
<td>3\textsuperscript{rd} year of employment</td>
<td>6 weeks</td>
<td>next 20 weeks</td>
</tr>
<tr>
<td>4\textsuperscript{th} year of employment</td>
<td>8 weeks</td>
<td>next 18 weeks</td>
</tr>
<tr>
<td>5\textsuperscript{th} year of employment</td>
<td>10 weeks</td>
<td>next 16 weeks</td>
</tr>
<tr>
<td>6\textsuperscript{th} year of employment</td>
<td>12 weeks</td>
<td>next 14 weeks</td>
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<tr>
<td>7\textsuperscript{th} year of employment</td>
<td>14 weeks</td>
<td>next 12 weeks</td>
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<tr>
<td>8\textsuperscript{th} year of employment</td>
<td>16 weeks</td>
<td>next 10 weeks</td>
</tr>
<tr>
<td>9\textsuperscript{th} year of employment</td>
<td>18 weeks</td>
<td>next 8 weeks</td>
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<tr>
<td>10\textsuperscript{th} year of employment</td>
<td>20 weeks</td>
<td>next 6 weeks</td>
</tr>
<tr>
<td>11\textsuperscript{th} year of employment</td>
<td>22 weeks</td>
<td>next 4 weeks</td>
</tr>
<tr>
<td>12\textsuperscript{th} year of employment</td>
<td>24 weeks</td>
<td>next 2 weeks</td>
</tr>
<tr>
<td>13\textsuperscript{th} year of employment</td>
<td>26 weeks</td>
<td>next 0 weeks</td>
</tr>
</tbody>
</table>

**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.
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 6 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.

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 Family Leave (NJPFL)

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

The State NJPFL plan permits that the first two weeks of any NJPFL can be charged to the employee’s accrued Vacation or PTO. The remaining four weeks 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 ill family member with the serious health illness must be a child under age 19, spouse, domestic partner, or parent (parent-in-laws are not covered under this leave).

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.

**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.

**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. 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.

**Jury Duty Leave**

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

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.

**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.
Medical Benefits

The Institute provides health and dental options for regular employees and their dependents. Below is a brief description of each option available. Benefit booklets are available in the Human Resources Office, 101/102 Fuld, for more complete information.

*Aetna Choice POS II Open Access Enhanced Plan Medical Insurance* provides coverage for most services in-network with a $15 co-payment ($20 co-payment for Specialist visits). If you decide to receive health services out of the Aetna network, you can do so by paying a $500 per person annual deductible (maximum of $1,000 for a family) and then 20% of reasonable and customary charges you incur. Prescriptions are covered within the network with a $10 co-payment for generic (Tier 1) drugs; $25 for preferred (Tier 2) drugs; and a $35 co-payment for other brand-name (Tier 3) drugs at participating pharmacies.

*Aetna Choice POS II Open Access Base Plan Medical Insurance* is available for a lower monthly premium. This plan also provides comprehensive coverage with higher co-pays for services rendered. In-network services are provided at 80% and the co-pays for primary care physicians and specialists are $20 and $30 respectively. Out of network benefits are available after satisfying an individual annual deductible of $2,000 ($4,000 deductible for family) and 30% of the reasonable and customary charge for the services provided. The prescription co-pays for a 30 day supply are $15 for generics, $25 for preferred brand name, and $40 for non-preferred brand name.

*MetLife DMO Dental Insurance* requires that you receive services from a participating dentist. Services are provided with $5.00 co-pay per visit at negotiated, discounted rates in the DMO.

*MetLife PPO Dental Insurance* allows you to receive services from any dentist. After satisfying a $50 annual deductible, MetLife will reimburse you 50% - 100% of the usual charges for the services received, depending on the procedure, up to a maximum of $1,500.00.

These medical plans continue to cover children through the end of the month in which they attain age 26. The dental plans continue to cover children through the end of the calendar year in which they attain age 23. There is also a coverage option for dependent children aged 26-31. Please contact Human Resources for more information.

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. 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. After satisfying these requirements, the retiree will continue to be charged the same rate 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 15 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.

**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.
Retirement Plan

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

You are 100% vested in the plan after three years of service. Vesting guarantees that you will receive the monies set aside for your retirement in the form of a pension. Your pension will include contributions made over the years and the earnings from these payments. After you are 100% vested, you own the full value of your annuity and will receive pension benefits at whatever age you determine.

The Institute contributes 11% of your base salary below the Social Security Wage Base and 16.5% of your salary above the Wage Base. No contribution is required from you; however voluntary contributions to a separate tax-deferred annuity plan (discussed below) are encouraged.

When you complete the TIAA-CREF application form, you have a choice of funds in which you may invest your money. 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.

Additional information and booklets are available in the Human Resources Office, 101/102 Fuld Hall. TIAA-CREF also encourages participants to call the participant information center at 1-800-842-2776 with any questions including those on fund performance, transferability, and premium reports.

Voluntary Tax-Deferred Annuities

You are eligible to participate in a voluntary tax-deferred annuity plan, also through TIAA-CREF, 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 voluntary 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.

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.
**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.

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
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.

**Employee Assistance Program**

As an Institute employee, you and your immediate family members are eligible for the employee assistance program (EAP) offered though Horizon Health. 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, to Staff and members of your household. You are entitled to receive up to three face-to-face counseling sessions per occurrence. Should there be a need for a longer treatment plan, the Horizon Health staff will refer the individual to an outside agency. The telephone number for Horizon Health is 888-293-6948.
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.
4. Institute Facilities and Services

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 Human Resources Web page, on the HR bulletin board on campus and will be circulated internally for no fewer than five working days. 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.

Snow and Extreme Weather Conditions

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 unused vacation 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.
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

Dining Hall

The Institute maintains a dining facility on its campus for use by Faculty, Members, Staff and their invited guests. During the majority of the academic year lunch is served between 12:00 and 1:30 Monday through Saturday, and coffee and breakfast items are available Monday through Friday from 8:00 until 11:00 a.m. Dinners, for which advance reservations are required, are prepared on Wednesday and Friday evenings between mid-September and May. In August, when the dining hall closes, light lunch fare is available for purchase between noon and 1:00 p.m. at Harry’s Bar in Simons Hall.

Wine and beer may be purchased in the dining hall using your Institute identification card. Your meals may also be charged, using your ID card, and a deduction will then automatically be taken from your next paycheck.

Identification Card

All regular employees are issued an Institute identification card by the Business Office 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 such as computer rooms and libraries.
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**

Personal telephone calls should not be charged to or made from an Institute telephone extension unless the call is billed to your home telephone number or charged to your personal credit card number. Personal telephone calls should be infrequent and brief in nature.

**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. 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 two 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, completely renovated by the Institute in 1994, maintains five classrooms. The lower two classes (approximately two 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.
Credit Union

All regular employees may join the Princeton University Employees Federal Credit Union and enjoy full membership privileges. The Credit Union is a federally chartered nonprofit, thrift institution.

You may join by completing and submitting an application form to the Credit Union along with a minimum deposit of $5.00. Application forms are available from the Human Resources Office or the Credit Union Office (609-945-6200) located at 104 Carnegie Center, Suite 103, or on-line. A payroll deduction plan is available to provide a systematic method of savings. Loans may also be made through the Credit Union. Interest rates typically are competitive with other lending institutions. Insurance coverage on the unpaid balance up to an established amount determined by the Credit Union is provided without charge. Repayment on loans can also be made through a payroll deduction plan.

New Jersey Manufacturers’ Insurance

Because the Institute is a member of the New Jersey Business and Industry Association, all employees who reside in New Jersey or Pennsylvania are eligible to apply for automobile and/or home owner’s insurance through New Jersey Manufacturers’ Insurance Company. Underwriting requirements must be met before NJM will write insurance for you.

New Jersey Manufacturers’ insurance rates are typically competitive with other insurance companies, however, NJM declares a yearly dividend for each policy holder.

New Jersey Manufacturers’ requires at least two months notice before the requested effective date of the insurance. More information can be obtained by calling (800)232-6600, ext. 4515, or online at www.njm.com. You should identify yourself as an employee of the Institute; our group number is 41743.
5. Departure

Resignation and Termination

Resignation Notice
If you resign from the Institute, we ask that a minimum of two 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:

<table>
<thead>
<tr>
<th>Years of Employment</th>
<th>Length of Notice</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st year</td>
<td>1 Week</td>
</tr>
<tr>
<td>2nd &amp; 3rd year</td>
<td>4 Weeks</td>
</tr>
<tr>
<td>4th &amp; 5th year</td>
<td>6 Weeks</td>
</tr>
<tr>
<td>6th &amp; 7th year</td>
<td>8 Weeks</td>
</tr>
<tr>
<td>8th &amp; 9th year</td>
<td>10 Weeks</td>
</tr>
<tr>
<td>10th year and longer</td>
<td>12 Weeks</td>
</tr>
</tbody>
</table>

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 hired on July 1, 2013 or later 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 days up to a maximum of 28 days upon termination of employment. However, staff hired prior to July 1, 2013 who terminate are eligible to receive payment for earned, but not used, paid time off to a maximum number of days based on the following schedule:

<table>
<thead>
<tr>
<th>Fiscal Year of Termination</th>
<th>Maximum Payment for earned, but not used, PTO</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013 – 2014</td>
<td>42 Days</td>
</tr>
<tr>
<td>2014 - 2015</td>
<td>40 Days</td>
</tr>
<tr>
<td>2015 - 2016</td>
<td>36 Days</td>
</tr>
<tr>
<td>2016 - 2017</td>
<td>32 Days</td>
</tr>
<tr>
<td>2017 – 2018, and beyond</td>
<td>28 Days</td>
</tr>
</tbody>
</table>

**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.

If you are fully vested in the TIAA-CREF 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-CREF website, https://www.tiaa-cref.org.