



# Lehigh University Faculty Benefits Guide

*Summer 2005*

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## OVERVIEW OF LEHIGH

Asa Packer had a very clear vision of what Lehigh University should be when he founded the institution in 1865. It was to provide a practical education based on both classical studies and scientific understanding.

Upon opening, Lehigh University had five schools – a school of general literature in addition to four scientific schools in civil engineering, mechanical engineering, mining and metallurgy, and analytical chemistry. In the early years, tuition was free and admission was based upon merit. The student body was male. Graduate studies were envisioned from its founding, but the first graduate degree was not awarded until 1882. The first Ph.D. was awarded in 1895. Women were admitted to the graduate program in 1918, and in 1971, the University opened its undergraduate programs to women as well.

Today, Lehigh University has approximately 4,500 undergraduates enrolled in three undergraduate colleges: Arts and Sciences, Business and Economics, and the P.C. Rossin College of Engineering and Applied Science. Approximately 1,900 graduate students are enrolled in 60 graduate programs in these colleges and the College of Education.

The University employs approximately 1,600 people, including over 430 faculty members. The University is also served by nearly 500 additional persons under contract arrangements for its bookstore, food service, custodial, maintenance, and grounds services. The 360-acre campus on the side of South Mountain is where most of Lehigh's 160 buildings are located. In addition, the University operates the 742-acre Mountaintop Campus, as well as the Goodman Campus, a 500-acre athletic complex including Stabler Athletic and Convocation Center.

## **STARTING YOUR JOB**

For purposes of the information contained in this benefit guide, full-time and part-time status is determined by the terms of your appointment letter issued by the University Provost.

### ***Your Orientation & Benefits Enrollment***

Human Resources conducts benefits orientations each Monday morning. Full-time faculty members are invited to attend a benefits orientation within a few days of their first day of work. At this meeting, a Human Resources staff member is available to answer questions about medical, life, and disability insurance; the retirement plan; and other University programs for which you may be eligible. You will also be provided with appropriate enrollment forms.

### ***Identification Card (ID)***

Following your benefits orientation you can go the ID Card Office, located in the Ulrich Student Center, to obtain an identification (ID) card. You must present a picture ID (like a driver's license) to complete the process of obtaining a university ID card.

The card is used to gain access to a variety of University facilities and services and to receive employee discounts. With the ID card, you can:

- Borrow items from the Lehigh Libraries, Media Center, or Computing Center
- Gain admission to many Lehigh athletic and cultural events
- Use on-campus athletic facilities
- Charge purchases in the Lehigh food outlets or at the University Bookstore, after accounts are established.

The same process may be used to obtain an ID card for your spouse/partner. The ID card is University property and must be returned upon separation from the University.

### ***Security Access***

Some faculty members may be issued University keys in the course of their employment. It is the faculty member's responsibility to safeguard these keys in order to maintain adequate security at the University. The duplication of keys is strictly prohibited. If your job requires you to have a key(s), your department head/chair will request the appropriate number of keys in writing from Facilities Services. If you transfer to another department or upon separation from University service, you must return the key(s). A key deposit may be required.

### ***Parking***

Parking at Lehigh is limited and parking regulations are strictly enforced. If you want to park on University property, your vehicle(s) must be registered with Parking Services, located in Johnson Hall. Your department can provide you with a registration form. A parking hangtag should be displayed on your vehicle while at work. There is an annual fee (determined by your annual salary) that will be deducted from your pay on a monthly basis.

All motor vehicles must be operated according to the Lehigh University Motor Vehicle Regulations. You will receive a copy of these regulations with your parking hangtag from Parking Services.

## ***Reporting Personal Data Changes***

It is important that you keep your personal records up to date. For example, if you move, change your marital status, or experience a change in dependents, notify Human Resources on a *Personal Information Change* form when the change occurs. These forms are available from Human Resources, or on the web at <http://www.lehigh.edu/~inhro/forms/forms.html>.

## ***Conflicts of Interest***

Faculty members have an obligation to conduct business in such a manner as to avoid actual or potential conflicts of interest. An actual or potential conflict of interest occurs when a faculty member is in a position to influence a decision that may result in a personal gain for that faculty member or for a relative because of the University's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the faculty member is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if a faculty member has any influence on transactions involving purchases, contracts, or leases involving him/herself or a relative, it is imperative that he or she disclose such to the supervisor as soon as possible so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where a faculty member or relative has a significant ownership in a firm with which the University does business, but also when a faculty member or relative receives any kickback, bribe, substantial gift, special gift, or special consideration as a result of any transaction or business dealings involving the University.

The purpose of these guidelines is to provide general direction so that faculty members can seek further clarification on issues related to the subject of acceptable standards of operation. Contact your department chair, Internal Audit, or Human Resources for more information or questions about conflicts of interest.

## **PAYCHECKS**

### ***Paychecks***

It is the practice of the university to pay regular faculty members on a twelve-month basis for services rendered during the regular academic year. This permits salary continuity and benefit protection during the entire calendar year.

Faculty engaged in externally funded research may elect to take their academic salary over a nine-month period when there is a demonstrated research commitment through an approved grant. Faculty members anticipating outside funding for summer research who wish to be paid for their academic duties over a nine-month period should contact their department chairperson who annually will request in writing an exception to the twelve-month salary policy through the dean and provost. This must be done prior to the beginning of the academic year.

Monthly paychecks are distributed on the last working day of the month. The University automatically deducts federal, state, local, Social Security, and Medicare taxes from your paycheck. Regular payroll deductions will also be made for the benefits in which you have enrolled and for charges you have incurred on personal accounts.

Changes in all deductions must be made in writing. To change:

- your federal tax withholding, submit a new *W-4 Form* to the Payroll Office (extension 83150)
- credit union deductions, contact the Credit Union directly at (610) 691-0041
- United Way deductions, notify the Payroll Office in writing
- a deduction for US Savings Bonds, contact Payroll at extension 83203

Questions about the cost of benefits or tax-deferred savings should be addressed to Human Resources at extension 83900.

### ***Payroll Advances***

Occasionally, emergencies may occur which you are not financially prepared to meet. To help you, the University can provide a payroll advance to give you a financial source when you have none other available. Emergency needs are limited primarily to expenses associated with the death of an immediate member of the family, extraordinary medical costs not covered by insurance, and start-up costs associated with the move to Lehigh for new employees. Requests for advances to meet vacation expenses are not granted.

*Emergency Salary Advance Forms* are available at <http://www.lehigh.edu/~inctr/Forms.shtml#PR>. Requests will be processed promptly after approval by the dean and provost.

### ***Payroll Direct Deposit***

You can enroll in the automatic check depositing service provided by the University. Under this plan, your paycheck is deposited automatically in either your checking or savings account each payday. You will receive a pay stub instead of a check through the campus mail. To join the program, you must complete a payroll *Direct Deposit Authorization Agreement*

available from the Payroll Office or Human Resources. Please remember to notify Payroll if you close the bank account to which you have had your deposit directed.

To initiate direct deposit while on vacation, the Payroll Office must be given a minimum notice of at least one pay period (one month) to initiate direct deposit.

## **TIME AWAY FROM WORK**

### ***Short-term Disability***

The Short-term Disability Plan provides benefits in case you are absent from work due to illness or injury for a period of 11 or more continuous working days. Benefits under the plan are for disability periods of 26 weeks or less and are retroactive to the first day of absence. You must provide satisfactory evidence of disability to receive benefits under the plan.

Salary continuation benefits under the plan are based on your base salary at the time of disability and do not include other forms of special compensation.

During the time that you receive short-term disability benefits, coverage under all benefits will continue.

The plan is designed to protect you from financial hardship by replacing earnings that would otherwise have been lost because of your inability to work and be paid as scheduled. If a disability occurs while classes are not in session, benefits will begin the day you were scheduled to return to work.

Short-term disability benefits do not apply to any disability that begins while you are on a leave of absence. The benefits may be available the day you are scheduled to return to work.

### ***Short-term Disability for Maternity***

During the time that you are unable to work because of pregnancy or pregnancy-related conditions, you are covered by the University's short-term disability benefit described above. Your attending physician establishes the period of disability.

You are entitled to short-term disability and related *Family and Medical Leave* benefits whether or not you plan to return to work following the disability period. This policy assures you the full benefits for which you are eligible.

If you want to extend your time away from work after your physician has released you, you may request a leave of absence. The total amount of time away from work will determine the terms and conditions applicable to your request (see Family Medical Leave).

### ***Family and Medical Leave (FML)***

You are covered by the provisions of the University's *FML Policy for Faculty*. The policy provides for up to 12 weeks of paid leave during any 12-month period to allow you to:

- Care for your child within 12 months following birth, or placement for adoption or foster care
- Care for your spouse/partner, child or parent who has a serious health condition, or
- Care for your own serious health condition.

In the event of absence as a result of your own serious health condition, FML leaves run concurrently with Short-term Disability Plan benefits.

Your eligibility and coverage under the *Flexible Benefits Plan* continue during the period of an approved FML. Your payments toward the cost of all benefits are the same as those paid if you were at work. Your eligibility for other benefits during the leave is based on the terms and conditions of those benefits. Leave eligibility will be prorated if you are scheduled to work less than full time.

If you want to initiate a leave request, or would like a complete copy of the University's policy, please contact Human Resources.

### ***Funeral Leave***

You are entitled to up to five days absence with pay in case of the death of your spouse/partner, child, father, mother, brother, or sister at the time of their death. This applies to step relations also. You are entitled to up to three days absence with pay in case of the death of your father-in-law, mother-in-law, brother-in-law, or sister-in-law. Up to one day's absence with pay will be allowed in case of the death of grandparents, aunts, and uncles in order to make final arrangements or attend a service. One day's absence with pay to attend funerals of other relatives may be granted at the discretion of your supervisor.

The eligibility of part-time faculty for this benefit is dependent on their work schedule. For example, if the funeral of a grandparent is scheduled for a day that you are not scheduled to work, there is no benefit available under this plan.

Your department chair may request a copy of the death notice to verify the need for funeral leave.

### ***Jury Duty***

In the event you are called for county jury duty, the University will pay your base salary for up to ten working days in any academic year.

If you are dismissed as a juror before noon on any day, you are expected to work for the remainder of the day. If you are to report for jury duty in the afternoon, you are expected to work in the morning.

Federal grand jury duty is a special situation that is handled on an individual basis by Human Resources.

### ***Military Leave***

If you are an active member of the National Guard or military reserves, you are paid the difference between your base salary and your military pay and allowances during your annual encampment or active-duty training. Faculty members called to emergency military duty also receive differential pay.

To be eligible, you must be on an active pay status with your unit and submit a copy of your pay records and orders for the annual active-duty period to the Payroll Office.

### ***University Closing Due to Severe Weather***

If the University closes at any time during the day or delays its opening, the announcement will be made through the following media and on Lehigh's web site at <http://www2.lehigh.edu/homecampus.html>: If the university isn't closed, classes are assumed to be meeting.

## **RADIO**

WAEB790 – AM

WAEB104.1 – FM  
WFMZ 100.7 – FM  
WKAP1320 – AM  
WZZO95.1 – FM  
WEST 1400 – FM  
WLEV96.1 – FM

TV

WFMZ – CHANNEL 69

OTHER

LU Hotline (610) 758-NEWS

## EDUCATION AND SPECIAL PROGRAMS

### *Tuition Benefits Available to You*

If you are a full-time faculty member working at least 75% of a full work schedule, you may be eligible to take up to six credits per semester at Lehigh University (six in the fall, six in the spring, three in summer session I, and three in summer session II) at no tuition cost under the tuition remission program. Eligibility begins after the first day of work. Undergraduate and graduate credit courses may be taken at Lehigh University. If you choose to enroll for more credits than the benefit provides, you will be responsible for any additional cost.

Lehigh participates in the *Lehigh Valley Association of Independent Colleges (LVAIC) Exchange Program*. The other LVAIC member schools are **DeSales University, Cedar Crest College, Lafayette College, Moravian College, and Muhlenberg College**. This program allows you to take undergraduate credit courses tuition free at any other member institution. You are eligible to take up to two courses during the fall or spring semester and one course in each summer session. The tuition program with the LVAIC schools is an exchange program and your name is placed on a waiting list until a few days before class is scheduled. You may contact the college you are attending to see if the class is open or full. If the class is full, you may register for another class.

The tuition benefits for full time faculty are limited to two courses at LVAIC institutions or six credits at Lehigh per semester.

Before you can be scheduled to take any classes, you must be admitted by the institution you will be attending. Contact the Admissions Office at the school of your choice for further information. Upon admission, the tuition programs described above will be available.

If you are a part-time faculty member who works at least 50% but less than 75% of a full work schedule, you are eligible for three credits each semester (three in the fall, three in the spring, and three in one of the summer sessions) tuition-free at Lehigh University only.

The tuition remission/exchange programs provide benefits that pay only for tuition. You are responsible for the cost of books, materials, admission fees, and any registration or other special fees. If you are married to another University employee, tuition benefits are available to you only as an employee. Additional spousal benefits are not available.

Under IRS regulations, tuition benefits related to undergraduate coursework are not subject to income tax. Under IRS regulations, a portion of the benefits you receive for graduate coursework may be taxable. The University makes no commitment or guarantee regarding the future taxability of tuition benefits.

For more information about the program and the taxability of graduate tuition, or to request approval forms, contact Human Resources.

### *Lehigh Tuition Benefits for Your Spouse/Partner and Dependent Child(ren)*

If you are a full-time salaried faculty member, Lehigh will provide tuition benefits for your spouse/partner and/or dependent child(ren) to attend classes at the University if qualified for admission.

For purposes of this program, the IRS defines a dependent child as a natural or adopted son, daughter, stepson, or stepdaughter who is your dependent under the Internal Revenue Code. For children of normal college age (17–23), the child must be a full-time student who is being claimed by their natural or custodial parent as a dependent on their 1040 federal tax return. For unmarried adult children over the age of 23, the child must be a full-time student who is residing

with and supported by his or her parents. A fully executed *Statement of Dependency* form and a certified copy of the student's tax return are required for children over the age of 23.

In addition to meeting the dependency requirements, your child must be matriculated before age thirty for the undergraduate benefit and before age thirty-five for the graduate benefit.

Beginning with the semester following your first day of work, your spouse/partner and dependent child(ren) can take Lehigh spring and fall semester undergraduate courses at one-half the full tuition rate. Beginning with the semester in which you will complete five years of eligible service, your spouse/partner and child(ren) are exempt from the payment of the entire undergraduate tuition cost.

Graduate courses and summer session undergraduate credit courses are available to your spouse/partner and child(ren) at no tuition cost beginning with the semester following your first day of work. The full value of any graduate tuition benefit received by your spouse/partner or child(ren) will be treated as taxable income to you and Lehigh will withhold the appropriate taxes from your paychecks during the semester.

If your spouse/partner has access to a tuition assistance program at his or her place of employment, that benefit must be used before Lehigh's benefit can be applied.

Currently, the benefits under this program continue to be available to your spouse/partner and dependent child(ren) if you should become totally disabled, die after completing ten years of service, or if you retire after age 59½ with ten years of continuous eligible service or after age 55 with twenty-five years of service.

Before your spouse/partner or dependent child(ren) can be scheduled to take any classes at Lehigh, they must be admitted to the University. Admission to Lehigh University requires that your dependent meets all of the current admission requirements of the institution. Contact the Admissions Office for further information on admittance and registration procedures. If interested in graduate coursework, your spouse/partner or child(ren) must be admitted by the college in which the course(s) are offered. Contact the dean's office in the college in which they are enrolling. Upon admission, the tuition programs described above will then become available.

### ***Tuition Benefits at LVAIC Schools for Your Spouse/Partner***

If you are a full-time, salaried faculty member, your spouse/partner may be eligible to take two undergraduate courses each fall and two each spring at one of the other LVAIC member schools without payment of tuition costs. The LVAIC exchange program is not available during summer sessions.

Before scheduling any classes, your spouse/partner must be admitted by the institution he or she will be attending. Contact the Admissions Office at the school for further information. Upon admission, the tuition program described above will be available.

If your spouse/partner has access to a tuition assistance program at his or her place of employment, that benefit must be used before Lehigh's can be applied. The tuition program with the LVAIC schools is an exchange program and your spouse/partner is entered onto a waiting list until a few days before class is scheduled. He or she may then contact the particular college to see if the class is open or full. If the class is full, he or she may automatically register for another class.

*NOTE: Eligibility for partners to use the benefits of this program is governed by the policy of the LVAIC institution your partner attends, as it relates to recognition of, and benefits extended to, partners at that institution.*

### ***Tuition Benefits for Your Dependent Child(ren) at Other Institutions***

If you are a full-time salaried faculty member, your dependent children may be eligible for a tuition cash grant award. This grant is for your dependent child(ren) to attend a regionally accredited two or four year post-secondary degree-granting institution. The child must be enrolled as a full-time student pursuing studies towards an associate or bachelor's degree. For purposes of this program, the IRS defines a dependent child as the natural or adopted son, daughter, stepson, or stepdaughter who is your dependent under the Internal Revenue Code. For children of normal college age (17 – 23), the child must be a full-time student who is being claimed by their natural or custodial parent as a dependent on their 1040 federal tax return. For unmarried adult children over the age of 23, the child must be a full-time student who is residing with and supported by his or her parents. A fully executed *Statement of Dependency* form and a certified copy of the student's tax return are required for children over the age of 23. To be eligible for the cash grant, the child must be matriculated in the degree-granting program before age 30.

If you have completed five years of service in an eligible position, the University will pay a cash grant of up to \$5,000 per annum toward the cost of your child's tuition at an eligible institution. Only one \$5,000 grant is available on a child's behalf per academic year and the total lifetime benefit on each child's behalf is limited to \$20,000. The five-year waiting period is waived for employees at the rank of Associate or Full Professor.

If your earnings are such that the **Internal Revenue Service** (IRS) would classify you as a highly compensated employee, the full value of the tuition cash grant paid on your child's behalf will be treated as additional taxable income to you. The IRS defines a highly compensated employee as one whose earnings exceed an amount designated by the IRS.

Currently, the benefits under this program continue to be available to your dependent children if you should become totally disabled, die after completing ten years of eligible service, or if you retire after age 59½ with ten years of continuous eligible service or after age 55 with twenty-five years of service.

The Board of Trustees establishes the amount of the cash grant. Although it is anticipated that the cash grant program will continue, the Board of Trustees reserves the right to change, amend, or cancel the program at any time.

Benefits are different for faculty members employed in an eligible position before September 1, 1986. If you are a member of this group, additional information is available from Human Resources and at <http://www.lehigh.edu/~inhro/benefits/tcg.html>.

For more information about the program, total award limitations, approved institutions, taxability of awards, or grant applications, contact Human Resources.

### ***Tuition Benefits for Dependent Child(ren) of Same Sex Domestic Partners***

The natural or adopted dependent children of a faculty member's same sex domestic partner are eligible for tuition remission benefits at Lehigh and tuition cash grant benefits to attend other institutions. The benefit terms and conditions are the same as those described above for eligibility, dependency status, and benefit levels.

Under current federal tax law, the full value of the benefits provided to the natural or adopted child of a same sex domestic partner are fully taxable to the faculty member.

## ***Build and Enhance Skills through Training (BEST) Program***

As a Lehigh faculty member, you may take work-related, noncredit courses through the external training subsidy program known as the *BEST* Program. This program, administered by Human Resources, subsidizes 75%, up to a maximum of \$500, of the cost of faculty enrollments in noncredit programs similar to those offered by **Northampton Community College** (i.e., computer software and hardware courses, management courses). Your department will be responsible for the balance of the cost. There are three eligibility requirements. You must be a full-time faculty member to take two seminars per semester, or part-time faculty member to take one seminar per semester. You must also have an active assignment on the date of the seminar. Finally, the seminar must be related to your position and be the type of training supported by the program.

To ensure financial support for your course, you must complete the *BEST Program Registration Form*, have approval from HR before attending the seminar, and your department chair will need to approve your request to take a noncredit course by signing the form.

Since there is a limit to how many courses can be subsidized through the fund, the program is administered on a first-come, first-served basis.

## ***Training Programs***

Human Resources offers a limited number of training and informational programs. Schedules are published in the *Spotlight* newsletter in the fall and spring semesters and are available on the web at <http://www.lehigh.edu/~inhro/traindev.html>.

Other Lehigh University departments, such as Library and Technology Services and the Environmental Health and Safety Office, offer a variety of training programs for faculty members.

## ***Recognition and Awards***

Lehigh University values the contributions of its faculty members. In addition to offering faculty members competitive pay and benefits, the University has several programs of faculty recognition and appreciation throughout the year.

Each year the University hosts a *Faculty Recognition Dinner* where faculty members are recognized for outstanding achievement, years of continuous service, and involvement in University activities. Retiring faculty members receive special tribute.

Other faculty appreciation activities include the annual *Holiday Party*, and the *University Picnic*.

## **FLEXIBLE BENEFITS FOR FULL-TIME SALARIED FACULTY MEMBERS**

The *Lehigh University Flexible Benefits Plan* allows you to develop a personalized benefits package. You are eligible to participate in the plan if you are a salaried faculty member who is scheduled to work full time as defined by your appointment letter from the University Provost. Through the *Flexible Benefits Plan*, you have access to the following benefits:

- Medical Insurance, including prescription drug benefits and vision care
- Dental Insurance
- Life Insurance
- Dependent Life Insurance
- Long-term Disability Insurance
- Health Care Flexible Spending Account
- Dependent Care Flexible Spending Account

The University's contribution and your costs to participate vary by plan. The elections you make will be in effect from your initial participation date through December 31. An annual re-enrollment period is held each fall to allow employees the opportunity to make new benefit elections for the next calendar year (**January 1 through December 31**).

Under current **Internal Revenue Service** regulations, you may change your benefit elections before December 31 if you experience a "qualifying life event" which supports the change. To change your election, you must submit a *Request to Change Benefit Elections* form and enrollment form, if applicable, to Human Resources within 30 days of the qualifying life event.

The plans are administered in compliance with the governing federal and state regulations. In all cases, federal and state legislation, the official plan documents, and insurance contract provisions will determine the terms and conditions of the plan.

For more information about the *Flexible Benefits Plan* and the benefits available to you, please refer to the *Enrollment Booklet* and *Summary Plan Descriptions*.

You are eligible to begin participation in the plan on your first work day. Active enrollment is required before you can participate in the medical plans, dental insurance, supplemental life insurance, dependent life insurance, or flexible spending accounts. If you want to enroll in these optional benefits, you must do so within thirty (30) days of your first work day. If you do not enroll during that time, you will be required to wait until the next annual re-enrollment period unless you experience a qualifying life event as described above.

## **FLEXIBLE BENEFITS FOR PART-TIME SALARIED FACULTY MEMBERS**

If you are a salaried faculty member who works part-time, you are eligible to participate in the *Flexible Spending Accounts (FSAs)*. FSAs provide you with the opportunity to use pre-federal tax dollars to pay for eligible health and dependent care expenses. Under IRS regulations, amounts contributed to the FSAs that are not used are forfeited at the end of the plan year. The terms and conditions of the plan for part-time employees are the same as those applicable to full-time employees. Contact Human Resources for additional information.

## RETIREMENT

### *The Retirement Program*

The University maintains an employer-paid defined contribution plan for all regular faculty in benefits-eligible positions who are appointed by the Provost to positions that are classified at 0.5 FTE or greater. If you are 35 years of age or over, you are eligible to participate in the plan on your first day of work. If you are under age 35, you will become eligible to participate in the plan on the first of the month following your 35<sup>th</sup> birthday or after you have reached age 21 and completed 2 years of service, whichever is earlier.

The current contribution rate is five percent of salary for all faculty members who are under age 30. This increases to ten percent on the first of the month following your 30<sup>th</sup> birthday.

Human Resources will provide you with additional information about the plan and an application form when you become eligible to participate. You must complete and return the application form before any contributions can be made on your behalf.

University contributions are forwarded to the **Teachers Insurance and Annuity Association/College Retirement Equities Fund (TIAA/CREF)** for deposit in your fully vested, individual account.

### *Social Security*

In addition to the benefits you will receive from the retirement program, you may receive Social Security benefits upon your retirement. This federal program provides monthly retirement checks as well as some benefits for health care under Medicare. Benefits for total disability and for your survivors are also available.

You pay a certain percentage of each paycheck into Social Security and the University pays a matching amount. The amount of your retirement check is based on a formula using quarters of coverage in the program and taxable earnings during those quarters. Contact the Social Security Office for more information.

### *Voluntary 403(b) Retirement Savings Plan*

To help you supplement the retirement income provided by Social Security and the retirement program, a voluntary savings plan provides a vehicle for tax advantaged retirement savings. You can choose among investment funds offered by several mutual fund companies, or save in annuity contracts available from TIAA/CREF. You are eligible to participate in the plan on your first day of work. This plan gives you a variety of ways to invest part of your current salary on a pre-tax basis into accounts that will eventually provide retirement income, or death benefits. The minimum monthly amount you can invest in a 403(b) plan is \$25.

The money you put into these accounts, as well as the interest or dividends earned, is tax-deferred. You pay no income tax until the funds are withdrawn during your retirement. If you withdraw your money before you reach 59½ or retire, you will have to pay federal income taxes and may be subject to a federal tax penalty. In addition, your ability to withdraw earnings may be restricted. To learn more about the investment options and legal limitations or to enroll in this plan, contact Human Resources.

## ***Benefits during Retirement***

Currently, the following benefits are available to any benefits eligible faculty member who retires at age 59½ with ten or more years of continuous benefits eligible service (i.e., working a full-time schedule in a benefits-eligible position) or after age 55 with twenty-five years of service:

- The *Medical Premium Reimbursement Plan* will reimburse the retiring faculty member for some of the cost paid as premiums for medical coverage for the retiree and eligible dependents, up to the limit defined by the Plan. The monthly maximum is reviewed on an annual basis, and may be modified from year to year. The benefit is available to the survivor of a deceased University retiree, until and unless they remarry or become deceased.
- In addition, faculty members who retire at age 59½ or older to age 65, after ten or more years of continuous full benefits eligible service or age 55 or older to age 65 after twenty-five or more years of continuous full benefits eligible service, may purchase any of Lehigh University's medical insurance plans at the premium cost, less the Medical Premium Reimbursement amount, for the retiree and all eligible dependents. This coverage can continue for as long as the retiree wishes, as long as it is continuous from employment into and through retirement. Once stopped by the retiree, it cannot be restarted. It is available to the survivor of a deceased University retiree on this same basis, until and unless they remarry or become deceased.
- Tuition benefits continue to be available to retirees throughout their retired life. They, or their eligible dependents who use the available tuition benefit, must meet all eligibility requirements for the program. The benefit continues to be available to and through the surviving spouse/partner of a deceased University retiree until and unless they remarry or become deceased.
- The retiree and spouse/partner, if applicable, retain the University ID card and parking hangtag and all associated privileges. The benefit continues to be available to the survivor of a deceased University retiree until and unless they remarry or become deceased.

If a retiree should marry or remarry after his or her retirement begins, no benefits accrue to the new spouse or new dependent children.

## **EMPLOYEE RIGHTS & RESPONSIBILITIES**

### ***Honesty in Benefit Plan Use***

The University expects you to provide truthful and accurate information in your benefits applications and use of benefit programs by yourself and your family. In addition, it is your responsibility to ensure that you notify Human Resources if there are any changes to the status of your dependents with respect to the benefit programs.

If you or your dependents access or receive benefits to which you are not entitled, you will be responsible for reimbursing the University for the full value of the benefit.

Any person who knowingly and with intent to defraud or deceive the University or any insurance company administering University benefits, files a statement of claim containing any materially false, incomplete, or misleading information, may be subject to criminal prosecution and/or substantial civil penalties.

### ***Return of Property***

Faculty members are responsible for all Lehigh property, materials, or written information issued to them or in their possession or control. Faculty members must return all Lehigh property on or before their last day of work. Where permitted by applicable laws, Lehigh may withhold from the faculty member's check or final paycheck the cost of any items that are not returned when required. Lehigh may also take all action deemed appropriate to recover or protect its property.

### ***Use of Computer Systems and Facilities***

Access to the University's computing and networking facilities and resources is a privilege granted to Lehigh employees. All users of the computing facilities must act responsibly and maintain the integrity of these resources. Those who do not abide by the *Policies on the Use of Computer Systems and Facilities* (LU Library and Technology Services) should expect at least suspension of computer privileges and possible disciplinary action under standard University rules for misconduct.

Offenders may be subject to criminal prosecution under federal or state law, and should expect Library and Technology Services to pursue such action. As an example, under PA law, it is a felony punishable by a fine of up to \$15,000 and imprisonment up to seven years for any person to access, alter, or damage any computer system, network, software, or database, or any part thereof, with the intent to interrupt the normal functioning of an organization. Disclosing a password to a computer system, network, etc., knowingly and without authorization, is a misdemeanor punishable by a fine of up to \$10,000 and imprisonment up to five years.

Library and Technology Services should be notified about violations of computer laws and policies, as well as about potential loopholes in the security of its computer systems and networks. The user community is expected to cooperate with Library and Technology Services in its operation of the computer or networks as well as in the investigation of misuse or abuse. Should the security of computer system be threatened, under the direction of the Vice Provost for Library and Technology Services the system may be monitored and the user files may be examined.

For a complete copy of the *Policies on the Use of Computer Systems and Facilities*,

published by Library and Technology Services, see [http://www.lehigh.edu/~www/this\\_server/info\\_provider/read\\_IPA.html](http://www.lehigh.edu/~www/this_server/info_provider/read_IPA.html)

### ***Drug-Free Workplace***

In compliance with the *Drug-Free Workplace Act of 1988* and the *Drug-Free Schools and Communities Act of 1990*, Lehigh University is committed to maintaining a healthy, drug-free environment. The unlawful manufacture, distribution, possession, or use of a controlled substance or alcohol, as defined by these acts is prohibited in the workplace and subject to disciplinary action. The use of legally obtained substances, to the point where such use adversely affects performance, is prohibited.

In addition to abiding by this requirement, you are required by the *Drug-Free Workplace Act* to notify the University of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after the conviction. Upon your notification, the University must report the conviction to the federal government within ten days.

Generally, the University does not require drug testing. Drug testing is required by law for certain positions. Individuals will be notified if their position is affected by law.

Violations of these drug-free laws will be grounds for disciplinary action up to and including ending your employment relationship, and may have legal consequences.

Drug and alcohol dependency is an illness. Employees seeking help are encouraged to contact the *Employee Assistance Program*. Drug and alcohol awareness programs are conducted periodically to provide you with information. Other resources are available at the University and in the community. Conscientious efforts to seek help for a substance abuse problem will not jeopardize an employee's position and will be kept strictly confidential.

For copies of the University's policies on drugs and alcohol, contact Human Resources.

### ***Workplace Violence Prevention***

Lehigh is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, Lehigh has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Lehigh except for Lehigh Police or other law enforcement officers acting in official capacity.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your department chair, any other member of management, or the Lehigh University Police, as appropriate. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should be reported as soon as possible to a supervisor or the Lehigh University Police. Do not place yourself in peril. If you see or hear a

commotion or disturbance near your work area, do not try to intercede or see what is happening. Lehigh will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Lehigh may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Lehigh encourages employees to bring their disputes or differences with other employees to the attention of their supervisors, Human Resources, or the Office of the Provost before the situation escalates into potential violence. Lehigh is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

### ***Affirmative Action/Equal Employment Opportunity***

Lehigh University offers equal employment opportunity to prospective and current employees based on individual qualifications and merit, without discrimination because of age, color, disability, gender, gender identity, marital status, national or ethnic origin, race, religion, sexual orientation, or veteran status. For faculty, this applies to all employment decisions, including selection, benefits, compensation, tenure, training and educational programs, transfer, promotion, layoff, return from layoff, and termination.

Faculty and staff throughout the University should work at all times to help maintain a good-faith effort to meet affirmative action objectives and commitments. As specified in the Affirmative Action Plan, efforts are made to recruit or promote qualified women and minority-group personnel as vacant or new positions occur.

Copies of the *University's Affirmative Action Plan* are available for your inspection in the President's Office, Alumni Memorial Building.

### ***Workplace Accommodations for Individuals with Disabilities***

Lehigh University is committed to the policy of making reasonable accommodations for employees with disabilities to enable them to perform the essential functions of their positions. Any questions regarding accommodations should be addressed to your department chair, Dean's Office, Provost's Office, or Human Resources.

### ***Nepotism Policy***

Lehigh University is committed to a policy of employment and advancement based on qualifications and merit. The *Nepotism Policy* exists to ensure that the placement of close relatives in specific positions or work groups does not create a conflict with this policy.

A close relative is defined as any one of the following who is related by blood, marriage, or legal procedure to an employee or to the employee's spouse/partner – parent or child, grandparent or grandchild, brother or sister, uncle or aunt, nephew or niece, cousin, spouse/partner of any of the above, or unmarried couples living together.

In the interest of productivity, equitable treatment of employees, and the protection of University resources, no individual shall be employed in a department or area under the supervision of an immediate relative who has or may have a direct or indirect effect on the individual's progress, performance or welfare. Moreover, University faculty and staff members

are not to initiate nor participate in University decisions involving a direct benefit to their relatives.

The full policy can be found at <http://www.lehigh.edu/~inhro/empol/nepotism.html>.

### ***Equal Employment Policy***

Lehigh University and its associated business entities are equal opportunity employers. This means we do not discriminate against employees or position applicants based on an individual's age, color, disability, gender, gender identity, marital status, national or ethnic origin, race, religion, sexual orientation, or veteran status. For students, this applies to educational programs, residential environments, athletics and other co-curricular programs, social and recreational programs, and student services. For faculty, staff, and student employees, this applies to all employment decisions, including selection, benefits, compensation, tenure, training and educational programs, transfer, promotion/demotion, layoff, return from layoff, and termination. The University will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, position assignment, compensation, discipline, termination, and access to benefits and training.

As part of being equal opportunity employers, we are committed to providing a work environment that is both free of discrimination and unlawful harassment. Accordingly, it is our policy that any form of discrimination or other unlawful harassment (such as sexual harassment) are unacceptable behaviors in the workplace and will not be tolerated.

For purposes of this policy, the term "unlawful harassment" includes any unwelcome verbal, visual or physical conduct, or other offensive behavior, directed against a person because of that individual's age, sex, sexual orientation, race, color, religion, ancestry, national origin, or disability when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or such conduct creates an intimidating, hostile, or offensive work environment.

### ***Policy on Harassment***

Lehigh University strives to provide an educational, working, co-curricular, social, or living environment for all students, staff, faculty, trustees, contract workers, and guests that is free from harassment on the basis of age, color, disability, gender, gender identity, national or ethnic origin, race, religion, sexual orientation, or veteran status. Such harassment is unacceptable behavior and will not be tolerated. This policy defines prohibited conduct and sets procedures for addressing and resolving harassment complaints.

Education and Prevention. The University provides education about harassment through orientation and follow-up programs for students, staff, faculty, and administrators. All people in a supervisory capacity will receive appropriate training to take leadership in implementing the policy. They will inform people under their direction of this harassment policy and assume leadership in implementing the procedures.

Academic Freedom. Lehigh University upholds the principles of academic freedom and free speech.

This policy addresses two forms of harassment – a hostile work, learning, co-curricular, social, or living environment and quid pro quo sexual harassment.

A Hostile Work, Learning, Co-curricular, Social, or Living Environment occurs when a member of the Lehigh University community or a guest is subjected to unwelcome statements,

jokes, gestures, pictures, touching, or other conducts that offend, demean, harass, or intimidate. Harassment includes offensive verbal or physical conduct that has the purpose or effect of interfering with an individual's work or educational performance or has the purpose or effect of creating an intimidating, hostile, or offensive environment. The violating conduct may involve a very serious and offensive event or may involve persistent harassing behavior. A hostile environment can be created by supervisors, co-workers, faculty, coaches, students, alumni, or visitors to campus such as vendors and contractors.

Examples of a serious act. An isolated comment or incident usually does not create a hostile work or educational environment. The exception is if the incident is a serious act, such as 1) an intentional, non-consensual touching of an intimate body area of another person; 2) an instructor humiliating a student in class by making a joke about the student's disability; or 3) a student marking Nazi swastikas on a fellow student's door.

Examples of persistent hostile behavior. What also constitutes a hostile work or educational environment is failure to stop a behavior that a reasonable person would find hostile or abusive. Examples: 1) students in a class ask a teaching assistant not to tell offensive jokes, but she or he continues to do so; 2) an employee asks a supervisor not to touch him or her, but the supervisor continues to do so.

Stereotyping. Statements that demean people on the basis of age, color, disability, gender, gender identity, national or ethnic origin, race, religion, sexual orientation, or veteran status can also contribute to a hostile work or educational environment. For example, it would be gender stereotyping to ask a man or a woman why he or she is majoring in a discipline such as English, Engineering, or Finance because people of this gender can't succeed in the area. Another example of stereotyping would be to ask an older colleague why she or he hasn't retired. Each of these isolated questions is not harassment by itself but could contribute to a hostile environment.

Quid Pro Quo Sexual Harassment occurs when a member of the Lehigh University community explicitly, or implicitly, promises or withholds job-related or education-related benefits based upon the employee's or student's acquiescence to sexual advances or behavior.

Quid pro quo sexual harassment includes unwelcome sexual advances and requests for sexual favors, where submission to the conduct is made a term or condition of employment or educational opportunity; or submission to or rejection of such conduct is used as a basis for employment or educational decisions. Such harassment may involve behavior by a person of either sex against a person of the same or opposite sex.

Examples of quid pro quo sexual harassment may include but are not limited to seeking sexual favors or relationships in return for the promise of a favorable grade or other academic opportunity or basing an employment-related action (e.g., hiring, salary increase, performance appraisal, termination) on a sexual favor or relationship.

Supervisory Conflict of Interest. A supervisor should avoid developing a romantic or sexual relationship with an employee. Similarly, an instructor (e.g., advisor, course instructor, teaching assistant) should avoid developing a romantic or sexual relationship with a student taught, advised, or supervised by that instructor. If such a relationship does develop, it is a conflict of interest for one party to continue in any type of supervisory role. In such a situation, the supervisor or instructor must arrange for alternative supervision of the employee or student. For example, a doctoral advisor should confer with the student and the faculty of his or her department to identify and recruit an alternate doctoral advisor. A supervisor and employee should work with their department and Human Resources for reassignment of the employee or supervisor to another department or to institute a change in the supervisory relationship.

It is the responsibility of the person in the supervisory role to resolve the conflict of interest. Failure to resolve a conflict of interest puts the supervisor at risk for charges of sexual harassment.

To view the entire policy, go to

<http://www.lehigh.edu/~policy/university/harassment.htm>.

## ***Privacy of Information***

The University maintains a Personnel File on each faculty member for administrative and business purposes. Only the employee and Human Resources or Provost Office staff members access the information in the files on a need-to-know basis. The files are not available to any other person on campus for any reason. You may inspect your Personnel File by contacting Human Resources for an appointment.

As a matter of University policy, information about faculty members is not released upon outside inquiry without written authorization by the employee, or subject to a court order. Specific requests about income, length of service, and related data should be referred to Human Resources.

Anyone who handles personal information about students or other employees has the obligation to maintain strict confidentiality and to comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA).

Any records or documentation you create as a part of your work at Lehigh, or by using University materials or equipment, are the property of the University. All University-owned assets and media are subject to inspection and review by University officials at any time.

General inquiries from media sources should be referred to the Office of University Communications.

## EMPLOYEE HEALTH & SAFETY

### *Employee Assistance Program (EAP)*

The EAP is available to you and your dependents if you are a full-time salaried faculty member. The EAP provides information and professional counseling services for you and your dependents. This counseling is to assist you in dealing with personal difficulties such as family and/or marital problems, parent and/or child issues, stress, drug and alcohol abuse, emotional problems, and financial and legal concerns. The EAP provides assessment, referral services, and when appropriate, short-term counseling at no cost to you for up to three sessions per presenting problem per year. After three sessions, there is a fee. All consultations are held in strict confidence. The current provider of this benefit can be found at <http://www.ibhcorp.com/>.

### *Environmental Health and Safety*

The University has a comprehensive *Environmental Health and Safety Plan and Policy Manual* that was developed by the Environmental Health and Safety Office. The plan outlines the overall University safety program and describes the structure, responsibilities, specific safety programs, and resources available to implement the safety plan. Specific environmental health and safety programs and documents that have been developed include:

- Bloodborne Pathogen Exposure Control Plan
- Chemical Hygiene Plan
- Confined Space Entry Program
- Crane Operator's Safety Manual
- Environmental Preparedness Prevention and Control Plan
- Ergonomics Guideline/VDT Use
- Hazard Communication Program
- Hearing Conservation Program
- Infectious/Biohazardous Waste Disposal Procedures
- Laser Safety Guidelines
- Lockout/Tagout Program
- New Science Faculty Orientation Guide
- Personal Protective Equipment Plan
- Radioactive Waste Disposal Procedures
- Radiation Safety Program
- Respiratory Protection Program
- Safety Rules and Practices for Fume Hood Use
- Waste Disposal Procedures Handbook

It is a requirement of employment and a precondition for using University facilities that every employee, visiting employee, or person working at the University become familiar with and comply with the University's safety and training policies/programs required to work safely in their area.

Because this *Faculty Guide* is too brief to provide full details on all the environmental health and safety programs, you will need to consult the individual program documents

referenced above for a complete description of each program, or you may contact Environmental Health and Safety at extension 84251 for the written programs which impact you and your department.

### ***Hazard Communication Program***

In 1987, the **Occupational Safety and Health Administration (OSHA)** issued the “*Hazard Communication Standard*” or, as it is more commonly called, the “*Right-to-Know Law*.” The basic goal of the standard is to ensure that employers and employees know about chemical hazards and how to protect themselves. The University has prepared a written program that explains how it will strive to meet this goal. A copy of the program is available for your review at the Environmental Health and Safety Office.

### ***Access to Employee Exposure and Occupational Medical Records***

The purpose of this procedure is to provide you and your designated representatives’ access to employee exposure and occupational medical records as required by OSHA 1910.20.

Your exposure and medical records and analyses derived as the result of exposure to toxic substances or harmful physical agents are available to you or your designated representative by contacting the Environmental Health and Safety Office at extension 84251.

### ***Personal Safety***

Crime reduction on campus requires the continued active support of the University community. Here are some crime prevention tips to help our University Police Department ensure your personal safety:

- Notify University Police when working alone at night or on weekends. They will try to assist you.
- Walk only in well-lighted areas at night. Walk with a friend, if possible. Try to avoid carrying large sums of money.
- Keep personal and University keys secure at all times. Keep purses inside a locked cabinet or drawer. Appoint someone to make sure your office is locked at night. Make it a team effort.
- Engrave your social security number on personal items of value at your office or workplace. Contact University Police for an engraver or additional information about Operation Identification.
- Be alert to strangers wandering aimlessly around your office or work area. A common ploy for individuals bent upon criminal intent is to say that they are looking for work or a position.

### ***Reporting Emergencies***

Emergency procedures that pertain to fire, spills, fumes, or the need for medical or police assistance are posted in each building and are listed on the first page of the campus telephone directory.

In an emergency, be certain to identify yourself, give the location of the building by name and number, and describe the emergency as completely as you can.

### ***Smoking Policy***

Smoking is banned in all buildings, including individual offices and residential spaces. Smoking is permitted out of doors.

### ***Worker's Compensation***

The University provides a comprehensive worker's compensation insurance program at no cost to faculty members. This program covers injury or illness sustained in the course of employment that requires medical treatment. Subject to applicable legal requirements, workers' compensation insurance may provide indemnity benefits after a short waiting period.

Faculty members who sustain work-related injuries or illnesses must inform their supervisor and the Office of Risk Management immediately to ensure coverage. Further, if you seek medical treatment for a work-related injury or illness on your own, it is mandatory that you notify the University as soon as possible.

### ***Travel Accident Insurance***

The University carries an all-conveyance travel policy that offers protection against accidental death, dismemberment, and loss of sight. Coverage is equal to two times your annual salary, subject to a \$100,000 minimum and a \$500,000 maximum if you are under the age of 70. If you are age 70 to 74, coverage is limited to \$10,000.

The plan protects you only when you are traveling on University business by automobile, bus, rail, boat, and aircraft (as a passenger only, not as a pilot or crewmember).

This policy does not include medical expense protection since medical insurance or Worker's Compensation provides such coverage.

Details about this plan can be obtained from the Office of Risk Management.

### ***Personal Automobiles Used on University Business***

The University maintains a blanket auto fleet policy that provides you with an additional \$1,000,000 of coverage in **excess** of the bodily injury and property damage liability limit of your own coverage if you use your car to travel on University business. This policy provides coverage only if the coverage limits of your personal automobile insurance have been exhausted.

The University does not provide reimbursement for deductible amounts applicable for personal automobile coverage. This coverage does not apply to your daily commute to work. Further details on the plan can be obtained from the Office of Risk Management.

### ***Foreign Travel Service Program***

If you travel to foreign countries on University business, you have access to medical, personal, travel, and security assistance from the **Executive Assistance Program®** through **Worldwide Assistance Services, Inc.** For information about the program or other travel insurance issues, contact the Risk Management Office at extension 83899.

## ***Personal Property***

The University is not responsible for loss or theft of your personal property. However, Lehigh does carry fire, extended coverage, vandalism, and malicious mischief insurance on personal property used in connection with employment. Questions about this coverage as well as reports of losses under it should be directed to the Office of Risk Management.

If you lose or find property, you should also contact Lost and Found located at the reception desk in the University Center.

## ***Wellness***

Wellness is defined as a way of life designed to enjoy the highest level of health and well-being. Wellness programs advocate the prevention of health problems through education and promote a positive approach to health and well being emphasizing individual responsibility. The dimensions of wellness include self-responsibility, nutritional awareness and physical fitness, stress awareness and management, environmental sensitivity, and spiritual and intellectual growth.

Lehigh's Wellness Program has offered a variety of programs, including *HealthSCAN*, weight control, and exercise programs. Information is disseminated about health issues on a regular basis. Program schedules are distributed in the fall and spring semesters and are available on the network by accessing WELLNESS or on the World Wide Web at <http://www.lehigh.edu/~inhro/traindev.html>.

## SERVICES

### *Athletic Facilities*

The facilities of Taylor Gymnasium and those on the Murray H. Goodman Campus (the Rauch Field House, tennis and squash courts, running track, etc.) are available to you, your spouse/partner, and dependent children when they are not scheduled for University student use. Your Lehigh ID card or the separate ID card your spouse/partner can easily obtain, will gain admission to the facilities and allow you to use lockers and equipment. Complete information on usage policy, restrictions, facilities, times, and charges (where applicable) are available from the Department of Intercollegiate Athletics at (610) 758-4300 or via the Lehigh University Web Site under Sports – Fitness & Recreation.

### *Banking*

Full service banking is available on campus. A branch office of **Wachovia** is located in the University Center. Automated teller machines can be found near the bank office, outside the University Bookstore, in Iacocca Hall on the Mountaintop Campus, and in the Rauch Business Center. For further information, contact the bank office directly at (610) 758-BANK (2265).

### *Childcare*

Lehigh University operates a Child Care Center for children of faculty, staff, and students. The Center is open every weekday that faculty or staff work from 7:30 a.m. to 5:30 p.m. Call (610) 758-KIDS for more information.

You may be eligible to pay for certain childcare expenses using pre-federal tax dollars contributed to a Dependent Care Flexible Spending Account. Contact Human Resources for more information.

### *Computing Services*

Access to office software, e-mail and related account services, computer hardware repair services, Internet access, instruction in use of computing resources, and security services are all provided to staff through Library and Technology Services. In addition, more than 400 computers are maintained for student, faculty, and staff use at some 23 public sites across the campus. For details about this wide range of computing services, see the Web sites available at [www.lehigh.edu/computing](http://www.lehigh.edu/computing). The first level of computing help is often available through computing liaisons within University departments or the LTS Help Desk (8HELP or 84357).

All faculty members are required to abide by University policies relating to the use of computing resources. Suspected incidents of computing, networking, or telecommunications abuses should be immediately directed to the University Security and Information Policy Officer. See [www.lehigh.edu/security](http://www.lehigh.edu/security) for more details.

### *Credit Union*

Lehigh is affiliated with the **Bethlehem Teachers Federal Credit Union**. The Credit Union is located at 2317 Easton Avenue in Bethlehem. The telephone number is (610) 691-0041. Hours of operation are 9:00 a.m. to 5:00 p.m., Monday through Friday. Summer hours during the months of July and August are 9:00 a.m. to 4:00 p.m.

A representative from the Credit Union is available on campus every Wednesday from Noon to 2:00 p.m. in Human Resources.

Membership is open to all salaried University staff and their families. Both savings and loan services are offered. Contributions or payments can be deducted from your pay.

### ***Dining Facilities***

University Food Service facilities are available to all employees and their guests. In the University Center, the following are available: Food Court, Pandini's, and Baker's Junction located on the second floor, and dining on the third floor in the Asa Packer room. Located at the Mountaintop Campus, Iacocca Hall, is the Wood Dining Room (cafeteria service). Rauch Business Center and the Ulrich Student Center also have food facilities available.

Charge accounts and debit cards are available. More information about them can be obtained by calling the Food Service Office at (610) 758-4166.

### ***Discount Programs for Travel and Entertainment***

Several discount programs are available, all without cost. Details and membership information can be obtained from Rosenbluth Travel located at 203 E. Packer Avenue.

You can join the Walt Disney Magic Kingdom Club. Membership provides special discounts at Disneyland in California, Disney World in Florida, and on related services.

The Busch Gardens' Passport Club entitles you to savings at Busch Gardens in Williamsburg, Virginia and Tampa Bay, Florida. Discounts at several other Florida attractions are included.

Discount cards are also available for the Sesame Place amusement park in suburban Philadelphia, Hershey Park, and Dorney Park.

### ***Federal Express (FedEx) Services***

Located in the Ulrich Student Center at the Printing Services Site, these services are available to both departments and individuals. There is a minimal University handling charge for this service in addition to FedEx charges.

### ***Fitness Center***

The Welch Fitness Center, located in Taylor Gymnasium, is a multi-dimensional facility intended for use by students, student-athletes, faculty, and staff. The Center provides programs in cardiovascular conditioning, strength training, flexibility exercise, nutrition, and health promotion education. State of the art exercise equipment, racquetball and squash courts, and the Lane indoor climbing wall are available to enhance personal fitness and explore new and fun recreational activities.

### ***Health Center Services***

The Health Center exists primarily to treat students. However, the professional medical and nursing staff will treat faculty members on an emergency basis for acute illnesses and minor injuries that occur at work. These services are intended to enable you to function during the workday and do not replace the services of your family physician. There is a charge for these services.

The Health Center does not treat family members of faculty.

### ***HealthSCAN***

*HealthSCAN* is a personal, preventive health screening performed by **Omega Laboratories**. Employees are eligible for a free screening once each year (paid by Lehigh University benefits programs); spouse/partners and retirees are eligible for the screening at full cost (currently \$45).

The *HealthSCAN* screening program consists of two parts. The first is a *Lifestyle Questionnaire* that helps you evaluate your health habits. The second part is a blood test report. Tests are performed including tests for diabetes, heart disease, gout, liver or kidney disease, HDL and LDL cholesterol calculations, and complete blood count (CBC). The program also includes a blood pressure reading.

*HealthSCAN* is held twice each year on campus (usually November and April), or employees and spouse/partners can go to any Omega Laboratory and have the test performed simply by producing their Lehigh ID card.

### ***JP Morgan Chase Corporate Visa Card***

You can apply for a *JP Morgan Chase Visa Card* under the University's corporate card program. The card is issued in your name, and you are responsible for all charges made with it. There is no annual fee and all charges made are reported to the University. This report allows Lehigh to accumulate information useful in negotiating vendor discounts. The card can be used to charge expenses connected with travel or conference attendance on University business. The card can also be used to obtain cash advances (fee) at most ATM's worldwide.

A credit card history check is authorized as part of the application. The corporate card must be returned when you leave the University. Contact the Treasurer's Office or Human Resources for an application or more information.

### ***Lehigh University Bookstore***

The University Bookstore, managed by **Barnes and Noble**, carries a wide range of books, stationery, clothing, and other items.

You can open a charge account and have the Bookstore charges deducted from your next pay. The Lehigh University Bookstore offers a fifteen percent discount for purchases made at the University Bookstore. **Barnes and Noble** offers Lehigh full-time employees ten percent discount on some purchases made at the MacArthur Road store in Whitehall or the store in Bethlehem Township (this requires a special discount card that is available from the University Bookstore).

### ***Library and Technology Services and Help Desk***

Library and Technology Services (LTS) is the campus department that provides computing, library, instructional technology, and telecommunications services. Campus offices

are served by LTS Teams of professionals from these areas. Get to know your LTS Team and the office computer liaison if there is one, for help in these areas. General services in all areas are available many hours of the day, evening, and weekend at the LTS Help Desk. Call 610-758HELP (84357).

The LTS Newsletter, *LTS Connection*, is mailed to faculty four times a year and includes updates on many LTS services. Faculty members are encouraged to subscribe to *LTS Digest*, an online update that will come to you as an E-mail full of practical tips. To subscribe, go to [www.lehigh.edu/ir/connect/indigestsub.html](http://www.lehigh.edu/ir/connect/indigestsub.html). For more information about LTS as an organization, see the LTS web site at [www.lehigh.edu/ir/connect/indigestsub.html](http://www.lehigh.edu/ir/connect/indigestsub.html).

### ***Library Services***

Your Lehigh University ID card serves as your library card for borrowing books from the 1.2 million volume University collection housed in the Linderman and Fairchild-Martindale Libraries. The full array of library services, including interlibrary loan and reference assistance, is available to you. The library catalog, most indexes and, many scholarly journals are now delivered online. See the library services web site at [www.lehigh.edu/library/](http://www.lehigh.edu/library/) for information about, and direct access to, a wide range of materials and services. The Libraries are part of Library and Technology Services.

### ***Miller-Keystone Blood Center***

The **Miller Memorial Blood Center** collects blood for use by local hospitals and surgical facilities. Everyone who lives in the Center's service area has coverage for the cost of blood and blood products for themselves and their dependents.

The availability of blood depends on donations from area residents. You and your dependents are encouraged to donate blood at least once every year. Call 1-800-223-6667 for more information.

### ***Notary Services***

Notary service (with the exception of motor vehicle paperwork) is available free of charge in the Office of Research and Sponsored Programs at 526 Brodhead Avenue. The service is available only during certain hours each week. Please call in advance for these services. Consult the campus telephone directory for information on availability.

### ***Personal Insurance***

Faculty have the opportunity to purchase personal insurance through payroll deduction from the **Liberty Mutual Insurance Company**. The benefits of the program include a discount on auto and homeowner's rates, twelve-month payroll deduction plan, annual policies, no down payment to start a policy, no finance charges, and free roadside assistance.

For information or free quotations, you may contact the Liberty Mutual office directly at (610) 398-9800.

### ***Post Office***

A full-service Post Office is located at the Ulrich Student Center on the upper level of Grace Hall. Stamps, money orders, Express Mail, and all other postal services are available. Hours of operation are Monday through Friday, 8:15 a.m. to 4:30 p.m.

### ***Printing/Photocopies***

A full-service print shop is located on the lower level of Building J on the Mountaintop Campus. Services include offset printing and bindery, digital black and white and digital color copies. A satellite copy center is located in Rauch Business Center; services include digital black and white and digital color copies. All services are available to both departments and individuals. There is a charge for personal printing services. Both locations accept Gold Plus, MasterCard, and Visa. A coin operated self-service photocopier is also available at the Rauch Business Center (second floor).

### ***Religious Services***

Campus religious services and programs are under the guidance of the University Chaplain. All services and programs are open to all members of the University community.

Lehigh University alumni, faculty, staff, and their immediate family members wishing to be married in Packer Memorial Church may contact the Chaplain's Office at the earliest possible opportunity for specific information.

Inquiries regarding all religious services and programs may be addressed to Chaplaincy Services.

### ***Telephone Services***

Telephone services are managed by the Library and Technology Services. As of this writing, campus and local calls are free with voice mail as a departmental chargeable (\$5 per month) option. For more information, go to the Telecommunications web site at [www.lehigh.edu/phones](http://www.lehigh.edu/phones).

### ***Travel Policy and Services***

It is the policy of Lehigh University to reimburse individuals or pay outside vendors for all necessary and appropriate transportation and travel-related costs incurred by University faculty and staff and others in connection with approved University activities.

While traveling on University business, travelers should expect service and accommodations that are both safe and comfortable, but not lavish or extravagant. Individuals should neither gain nor lose personal funds because of official travel. In addition, travel arrangements must be well planned so that costs will not exceed budgetary limitations. Travel arrangements may be made through Rosenbluth Travel.

The travel policy does not pertain to your personal travel during the day or travel to and from work. The University travel policy is more fully outlined in the booklet called *Lehigh University Travel and Business Expense Reimbursement Policy and Procedures*. You can get a

copy by calling the Office of Business Services at (610) 758-3840 or accessing the Travel Services web site at [www.lehigh.edu/~intrvsev/intrvsrv.html](http://www.lehigh.edu/~intrvsev/intrvsrv.html).

### ***United Parcel Service***

UPS parcel shipping service is located in the mailroom on the lower level of Building J on the Mountaintop Campus. UPS services are available to both departments and individuals. There is a minimal University handling charge for this service, in addition to UPS charges.

### ***United Way***

Lehigh University participates in the United Way. Campaign literature and enrollment material are distributed to faculty each year. Voluntary contributions can be deducted from pay.

### ***University Functions***

You may attend most home athletic events and many on-campus events free of charge or at a reduced cost by showing your Lehigh ID card. Your spouse/partner and dependent children can attend on the same basis with you, and your spouse/partner can gain admittance separately by using his or her own ID.

Discounts may not apply to programs or events at Stabler Arena or the Zoellner Arts Center.

### ***U. S. Savings Bonds***

U.S. Savings Bonds can be purchased through payroll deduction. The minimum monthly deduction is \$25; the maximum is determined by U.S. Treasury regulations.

You can enroll for this deduction at any time by completing the registration form that can be obtained from Payroll or Human Resources. Changes in registration, denomination of bonds, and cancellation of participation must be made in writing to the Payroll Office.

## HUMAN RESOURCES

### ***Benefits Administration*** (<http://www.lehigh.edu/~inhro/benefits/benefits.html>)

Benefits Administration staff are responsible for developing and administering a comprehensive benefits program for employees which is competitive with local employers, and which provides meaningful benefits as part of total compensation. Complete information on all benefit programs is available from Human Resources.

### ***Employee Relations*** (<http://www.lehigh.edu/~inhro/eeelat.html>)

Employee Relations staff provide assistance in resolving employee problems, mediation of conflict, and advice about policy questions. This area coordinates special programs for employees such as Wellness activities, the Holiday Party, the University Picnic, the Staff Recognition Dinner, and others.

### ***Employment*** (<http://www.lehigh.edu/~inhro/employ/employ.html>)

Human Resources staff work with employment coordinators throughout the University and provides support and guidance for hiring managers on issues related to staff employment. Most staff position openings are posted in Human Resources, on the Job Hotline (610-758-5627), and on the World Wide Web at: <http://www.lehigh.edu/~inhro/jobs.html>.

### ***Employee Assistance Program (EAP)*** (<http://www.ibh.com>)

This service provides information, consultation, referral, and short-term counseling at no charge for full-time employees and their families with a personal problem or concern. EAP services are provided at off-campus locations in the Lehigh Valley. All information is held in strict confidence by EAP counselors. For more information, call **Integrated Behavioral Health Services (IBH)** at 800-395-1616.

***Training and Development*** (<http://www.lehigh.edu/~inhro/traindev.html>)

Consultation and training services are provided to departments. In addition, training for professional development and career mobility is offered to individual employees. Schedules are distributed every fall and spring semester. For more information on class schedules, contact Human Resources.

***Salary Administration*** (<http://www.lehigh.edu/~inhro/saladmin.html>)

Salary Administration staff are responsible for establishing and maintaining the classification and salary administration program for staff members. This area is also responsible for analyzing compensation trends in the position families employed at the University and for maintaining competitive compensation levels with regard to local employers. This area administers the Fair Labor Standards Act (FLSA) that covers, among other things, minimum wage and overtime pay requirements. If you have questions about the salary program or the FLSA, contact Human Resources.

## CHECKLISTS

### *Checklist for New Faculty Members*

To assure a paycheck and to enroll in benefits plans, you must provide the University with certain information as soon as possible after hire. As a new faculty member, you will complete payroll forms in the hiring department your first day of work. If you are a full-time faculty member, you will also be contacted by Human Resources to complete the required forms and applications for benefits. The following checklist indicates the forms that need to be processed and provides information that new faculty members usually want to know.

1. U.S. Employment Eligibility Verification (form I-9) must be processed before you can be paid. The federal government requires that this form must be completed within three days of your first day of employment. You will need a valid passport, a driver's license, and a certified copy of a birth certificate, or a driver's license and an original social security card.
2. To complete a W-4 Form authorizing the withholding of federal taxes, you will need your social security number and information to enable you to declare the number of exemptions you will use for tax withholding purposes. If you are not an U.S. citizen, you must provide tax classification information.
3. You can complete an optional Direct Deposit Authorization Agreement, if you want your pay deposited directly into your bank account. You will need to provide information about your bank and account number on this form.
4. A Lehigh University Identification Card may be obtained on your first workday.
5. A parking hangtag is necessary if you will be parking in University lots. It may be obtained from Parking Services.
6. Human Resources will contact you to schedule a benefits orientation. You will be provided with information and enrollment forms for the University's benefits.

## *Checklist for Retirement*

At least 90 days before your planned retirement date, you should take the following steps:

1. Notify your department chair/dean so that arrangements can be made for your replacement.
2. Contact the Social Security office to discuss and apply for Social Security benefits.
3. Schedule an appointment with a member of the Human Resources staff to discuss the benefits that are available to you upon retirement.
4. Contact the company(ies) with whom you have invested your retirement savings (American Century, Fidelity, TIAA/CREF, Vanguard) for information about pay options and the procedures necessary to initiate payment. Human Resources will provide assistance in this process at your request.

## ***Checklist for Leaving Lehigh***

Notify your department as soon as you know that you will be leaving the University. In addition, you need to consider the items listed below before you leave.

1. Your Separation Date: Your separation date is the day on which your contract ends.
2. Final Salaried Paycheck: Your final paycheck will usually be prepared on your separation date. Outstanding parking tickets or other charges to your account will be deducted from your final pay. If sufficient notice was not provided to allow for accurate payroll information or your final paycheck is not sufficient to meet the necessary deductions, you will be billed for the remaining balance.
3. Ending of Benefits: Unless you are a benefits eligible retiree, benefits will be stopped at the end of the day on which you leave the university.
4. University Property: You are responsible for returning all University property that was issued to you. This includes your keys, ID card, Corporate VISA card, phone card, parking hangtag, equipment, and library book and any other items in your possession.
5. Personal Accounts: All personal accounts you have established on campus must be closed. If there are any outstanding balances due, they will be deducted from your final paycheck.
6. Change of Address: Inform Human Resources of all address changes so you will receive your COBRA information and your W-2 statement.
7. Retirement Funds: TIAA/CREF accounts can be repurchased, rolled over, or left at TIAA/CREF until accessed. Call TIAA/CREF for forms and/or options at (800) 842-2776.
8. Computer Accounts and Files: All access to University information systems terminates with your employment. LAN accounts are transferred to your department chair; voice accounts are terminated. Unless you are a benefits-eligible retiree, your E-mail account is closed.