

Exempt Staff Guide

*Winter 2012
Update*



LEHIGH
UNIVERSITY

HUMAN
RESOURCES

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Updated: Fall 2011

Lehigh University
Human Resources
428 Brodhead Avenue
Bethlehem, PA 18015

Lehigh University does not discriminate against any person based on age, color, disability, gender, gender identity, genetic information, marital status, national or ethnic origin, race, religion, sexual orientation, or veteran status.

The purpose of this guide is to outline in summary form the plans, policies, and procedures of Lehigh University. It should serve as a useful reference tool for you on general questions concerning university policies and procedures. Additional information about specific policies may be found on the Human Resources web site at:

<http://www.lehigh.edu/~inhro>

In order to avoid confusion or misunderstanding, you must remember that this guide is only a summary and that neither this guide nor the policies or procedures it summarizes constitute a contract between the university and members of its staff. While the university will normally do all it can to apply the policies and follow the procedures it summarizes here, it may become necessary either to change a policy or to depart from a procedure where circumstances require.

Although the university expects to continue the various policies and benefit programs described in this guide, circumstances may require that the programs be changed in the future. The university must therefore reserve the right to amend, modify, or discontinue any of the benefit programs or conditions described in this guide. The university's right to amend, modify, or discontinue these benefit programs applies both to active staff members and to those who have retired or separated from employment.

WELCOME TO LEHIGH

We are delighted to have you as an employee of Lehigh University and hope that you find your work here enjoyable and satisfying. You have joined an outstanding institution committed to teaching, research, and service. We are confident that you will enjoy the diversity of people, jobs, and activities you will encounter.

The purpose of this guide is to acquaint you with Lehigh and help you make the university's benefits, policies, facilities, and services work for you. Please refer to it when you have questions. It is not intended to be a full statement of policies or benefits provided by the university. For official policy guidelines, please contact Human Resources or access them on our website at <http://www.lehigh.edu/~inhro>. Should this staff guide and the policy be inconsistent, Lehigh University's official policy applies. The governing documents for employee benefits are also available in Human Resources. If you have a question that is not answered by this guide, please talk to your supervisor or call Human Resources at extension 83900.

Lehigh University values you, your family, your work abilities, and the contributions you make to the university. Every effort is made to provide a competitive salary and comprehensive benefits package that will attract the best people to Lehigh. This guide is intended to help you understand your role here and to learn more specifically how you can take advantage of the facilities and opportunities available. We want you to be proud to be a part of the university and to feel that you are a valued member of the Lehigh family!

Sincerely,

Jacqueline Matthews
Associate Vice President for Human Resources

OVERVIEW OF LEHIGH

Lehigh University was founded in 1865 by industrial pioneer and philanthropist Asa Packer. For more than 145 years, Lehigh University (www.lehigh.edu) has combined outstanding academic and learning opportunities with leadership in fostering innovative research. A non-denominational institution, Lehigh is among the nation's most selective, highly ranked private research universities with a mission *to advance learning through the integration of teaching, research, and service to others*. Dr. Alice P. Gast, a world-renowned researcher with a passion for teaching, assumed leadership as Lehigh University's 13th president on August 1, 2006. President Gast has already set her sights high to build on founder Asa Packer's vision of an institution that balances classical education with practical experiences that serve societal needs.

The university's four colleges – College of Arts and Sciences, College of Business and Economics, College of Education, and the P.C. Rossin College of Engineering and Applied Science – provide opportunities to nearly 7,000 graduate and undergraduate students to discover and grow in a learning community that promotes interdisciplinary programs with real-world experience.

Lehigh's 1,600-acre campus includes roughly 153 academic, residential, and research buildings available for use by the university community. It also has 180 acres of playing fields and half of the campus is preserved as open space. The campus is located in Pennsylvania's pristine Lehigh Valley – in Bethlehem, Pennsylvania, centrally situated just 50 miles north of Philadelphia and 75 miles southwest of New York City. Undergraduates hail from nearly every state and U.S. territory and more than 50 other nations, with the majority of students coming from the Middle Atlantic region.

An institution clearly on the move in the last decade and beyond, Lehigh can boast improvements across all key indicators of success. Applications to attend Lehigh exceeded 11,500 for the first year class entering fall 2011. Academic quality has increased significantly. Ninety-five percent of incoming students rank in the top tenth of their high school graduating class. SAT ranges of the middle 50% of admitted students were 620-710 for verbal and 660-740 for math. Current enrollment includes approximately 4700 undergraduate students and 2200 graduate students. In addition, in the *U.S. News & World Report* 2011 "America's Best Colleges," Lehigh ranked 37th, continuing to rank among the top research universities in the nation. Lehigh's impressive \$1 billion endowment provides significant funding for endowed scholarships and chairs.

With over 1,600 full-time and part-time employees, including approximately 1,200 staff members and over 460 full-time tenured or tenure track faculty, as well as over 51,000 active alumni, Lehigh aims to be an outstanding medium-sized research university which provides a diversity of intellectual opportunities to both undergraduate and graduate students in a highly collegial community. To ensure that Lehigh remains among the best universities, the institution is committed to achieving higher levels of academic excellence by focusing on the quality of the faculty and their scholarly research, its unwavering commitment to students, and national and international visibility.

Lehigh is accredited by the Middle States Commission on Higher Education, ABET, AACSB, APA, and Pennsylvania Department of Education accreditation.

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STARTING YOUR JOB

The university relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the university excluding the person from further consideration for employment. If the person has been hired, the university may terminate the employment relationship if the decision to hire was based on inaccurate information.

For purposes of the information contained in this staff guide, the following is considered full-time and part-time status:

Full-time exempt staff member	40 hours per week, 12 months per year or a minimum of 1,560 or more hours per year
Part-time exempt staff member	Works less than 1,560 hours per year

Provisional Period

The employee-employer relationship with Lehigh is one of employment-at-will, which means that either you or the university can end your employment for any reason at any time.

The first ninety (90) calendar days of your employment in your first position and any future positions are a provisional period. Your supervisor will evaluate your performance during this period.

During the provisional period, such factors as the quantity and quality of work performed, your relationship with others, initiative and self-reliance, and dependability will be considered. If your performance and/or attendance should prove unsatisfactory during this period, the university may end your employment.

Under special circumstances, a staff member's provisional period may be extended for a specified length of time upon recommendation of supervision and with the concurrence of Human Resources.

Your Supervisor

During your entire period of employment with the university, but particularly during your provisional period, your supervisor will give you guidance regarding the quality and quantity of your work, share information about work procedures, and ensure that you receive job training. Your supervisor will also determine your work schedule and oversee the coordination of work within your department. When you have questions or problems with your work or with university policies, you should talk first with your supervisor.

If you are responsible for supervising other university staff members, please remember that you are a representative of the university with respect to federal and state regulations and university policies. We encourage you to regularly attend supervisory training sessions and consult with your supervisor and/or Human Resources.

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Your Orientation & Benefits Enrollment

Human Resources conducts benefits orientations on the first and third Monday mornings of each month. At this orientation, you will receive information about medical, life, and disability insurance; the retirement plan; holidays and vacation; and other university programs for which you may be eligible. You will also be provided with appropriate enrollment forms. Part-time staff members receive written materials regarding their benefits shortly after the first day of work.

Human Resources also presents a daylong orientation to Lehigh University to acquaint new staff members with many of the departments, processes, and facilities of the university. This program is held on a quarterly basis. You will be invited to attend by Human Resources.

Identification Card (ID)

All benefits-eligible staff members are entitled to receive an university identification (ID) card. Your ID card may be obtained at the ID Card Office, located in the Ulrich Student Center, on or after, your employment start date. Have your LIN (Lehigh Identification Number) and another form of ID available. A photograph will be taken and an ID card will be available immediately.

Your Lehigh ID is your personal identification and should be with you at all times. The following university-related benefits may be incorporated into your ID account, dependent upon each individual:

- Academic building access
- Athletic events and/or ticket purchases
- Discount on Lehigh Bookstore purchases
- Discount on Zoellner Arts Center Events
- GoldPLUS
- Gym/Fitness Center access
- Library privileges
- Meal plan
- Parking facilities access

Spouses/domestic partners of staff members may also obtain an ID card at the ID Office. Be prepared with your LIN, your spouse/domestic partner's LIN, and another form of ID. The ID card is university property and must be returned upon separation from the university. Additional information is available on the web at:

<http://www.lehigh.edu/~inluid>.

Security Access

Some staff members may be issued university keys in the course of their employment. It is the staff 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

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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 supervisor 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 Lehigh University Motor Vehicle Regulations. You will receive a copy of this pamphlet with your parking hangtag from Parking Services. Additional information is available on the web at:

<http://www.lehigh.edu/~inubs/parking>.

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. This form is available from Human Resources, or on the web at:

<http://www.lehigh.edu/~inhro/forms.html>

Return of Property

Staff members are responsible for all Lehigh property, materials, or written information issued to them or in their possession or control. Staff members must return all university property on or before their last day of work. Where permitted by applicable laws, Lehigh may withhold from the staff 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.

Conflicts of Interest

Staff 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 staff member is in a position to influence a decision that may result in a personal gain for that staff 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 staff 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 staff member has any influence on transactions involving purchases,

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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 staff member or relative has a significant ownership in a firm with which the university does business, but also when a staff 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 staff members can seek further clarification on issues related to the subject of acceptable standards of operation. Contact your supervisor, Internal Audit, or Human Resources for more information or questions about conflicts of interest. The conflict of interest policy, in its entirety, is available on the web at:

<http://www.Lehigh.EDU/~policy/university/coi.htm>.

Personal Telephone Calls and Telephone Manners

The telephone is a business tool and staff members are expected to show good judgment in the use of the telephone. Courtesy and consideration are most important and essential when talking with co-workers, customers, and the public. A phone call is often the first contact the public has with the university. It is extremely important that every staff member be courteous, concerned, and efficient when conducting business by telephone.

Use of university telephones for personal calls should be limited to members of your immediate family, be concerning something of an emergency basis, and be short in terms of duration. For example, frequent phone calls to/from a spouse/partner to just “check in” are inappropriate. Furthermore, if long distance charges are incurred, staff members are required to reimburse Lehigh for any charges resulting from their personal use of the telephone.

Use of personal cell phones for calling, texting, or other applications should also be kept to a minimum during office hours and should not interfere with work responsibilities. Staff members should be tactful and courteous of others in the use of personal cell phones. While at work staff members are asked to set their personal cell phones to a very low ring tone or vibrate mode to avoid distracting others.

Staff Member Medical Examinations

Medical examinations may be required for some positions to ensure that staff members are able to perform the essential functions of the position. Such examinations will be scheduled at reasonable times and intervals, and performed at the university’s expense.

Information on a staff member’s medical condition or history will be kept separate from other information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

Background Checks

Creating a safe and productive work environment is important to Lehigh. Satisfactory background checks for exempt and nonexempt staff are required as a condition of employment. The following pre-employment background checks are required for employment:

For all positions:

- Social Security and identity verification
- Education verification and license and/or certificate verification
- State and county criminal record search.

For financial or safety sensitive positions:

- PEER Credit Reports.

For positions requiring the operation of a motor vehicle or a commercial vehicle:

- Motor vehicle records check (PA MVR).

For positions that work with minors:

- Child abuse check.

The Human Resources Office administers these checks through services provided by an external organization. Candidates for employment are informed of the policy and are asked to sign a release authorizing pre-employment screening. The procedure is administered consistently and fairly during the employment process. The results are received and reviewed by a Human Resources representative. The Human Resources representative will contact the applicant to seek additional information and clarification if there are any questions about the results of a check.

In the event the results provide adverse information, a Human Resources representative will meet with the individual to discuss the results. Should the university make a decision not to hire an individual based on the results of a pre-employment check, the individual will receive a written letter explaining the decision and providing the individual with the name and address of the agency that produced the information. Individuals have the right to contact the organization to dispute the accuracy or completeness of any information provided by the agency. If the individual disagrees with any information on the report, s/he may obtain a free disclosure of the file from the agency if requested within 60 days.

The results are filed in sealed confidential envelopes separate from the personnel file.

COMPENSATION, WORK SCHEDULES AND PAYCHECKS

Compensation Policy

Your position may be covered by one of the university's salary programs. These programs provide organized and systematic methods of classifying jobs and administering pay. You will be paid once each month. As an exempt staff member, you are not covered by the *Fair Labor Standards Act* that stipulates, among other things, minimum wage and overtime pay requirements.

The university offers competitive pay levels. Pay increases usually occur in July. Increases are based solely on merit, performance, and the ability of the university to pay. Increases in pay are not guaranteed each year. If you have any questions concerning your rate of pay, contact your supervisor or Human Resources.

University Working Hours

Regular university work hours are 8:00 a.m. to 5:00 p.m.; however, your department may modify this schedule if necessary. The university workweek runs from Sunday through Saturday.

Exempt staff members regularly work a minimum of 40 hours per week. It is understood that your specific responsibilities and work assignments will be completed within the prescribed deadlines. Exempt staff members receive neither overtime pay nor compensatory time off.

Timekeeping

All departments submit *Departmental Time Reports* to the Payroll Office. This report records the days in your normally scheduled workweek that you did not work (exceptions), for reasons such as excused absence or vacation. A copy of this report is kept on file in your department.

Individual time sheets are used by exempt staff members to report exception time. Exception time is reported in half or whole day increments only. Timesheets can be found on the HR website at:

<http://www.lehigh.edu/~inhro/forms.html#staffcomp>.

Paychecks

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 federal tax withholding, submit a new *W-4 Form* to the Payroll Office

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- To change credit union deductions, contact the Credit Union at 610-691-0041
- To change United Way deductions, notify the Payroll Office in writing
- To change a deduction for US Savings Bonds, contact the Payroll Office.

Contact the Payroll Office at extension 82900 or by e-mail to inpayrol@lehigh.edu. Questions about the cost of benefits or tax-deferred savings should be addressed to Human Resources at extension 83900.

It is the practice of the university to pay all staff members on a twelve month basis, including staff members who work less than a twelve month schedule. This permits salary continuity and benefit protection during the entire calendar year. If you are scheduled to work less than twelve months, you may elect to receive your salary over your actual work period by filing a *Staff Request to Abstain from Lehigh University Deferred Pay Program* at the beginning of your employment and/or before the start of a new fiscal year.

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 staff. Requests for advances to meet vacation expenses are not granted.

Requests will be processed within five business days upon receipt of request form with all required signature approvals. *Emergency Salary Advance* forms are available on the Controller's Office website at:

http://www.lehigh.edu/~inctr/forms_payroll.shtml.

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 your checking and/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, Human Resources, or online at:

<http://www.lehigh.edu/~inctr/docs/DirectDepositForm.doc>.

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).

TIME AWAY FROM WORK

Holidays

The university generally provides 12 paid holidays each fiscal year. Typically, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day are scheduled holidays. Additional scheduled holidays are identified each year. The current holiday schedule is posted at:

<http://www.lehigh.edu/~inhro/Holidays.htm>.

If the university does not schedule all 12 holidays, the remaining holidays are treated as floating holidays. If the supervisor of a department does not schedule the floating holidays, they may be taken on any day during the fiscal year that is mutually agreeable to you and your supervisor.

If you observe religious or other special days and the available floating holidays are insufficient to accommodate your needs, a vacation day should be granted by your supervisor. You will need to provide your supervisor with written notice if time off is required for a religious or special observance at least one week in advance.

To be eligible for holiday pay, you must work as scheduled on the workday preceding and the workday following the holiday. This requirement is waived if you are on vacation or sick leave/excused absence.

If you are part-time, you will be paid for holidays only if the holiday falls on a normally scheduled workday. Holiday pay for part-time staff is based on the number of hours normally scheduled to work in a regular pay period.

If you are required to work on a holiday, compensatory time off may be provided.

Vacation

The university provides paid vacation to eligible salaried staff on a fiscal year basis, July 1 through June 30. Vacation is accrued from your first day of employment.

If you are a full-time, exempt staff member working at least 40 hours per week for 52 weeks each year, you will accrue 22 days of vacation per year during your first through fifteenth year of service. After you have completed 15 years of service, you will earn vacation at a rate of 25 days per year.

You may take your anticipated fiscal year's vacation allocation before you earn it. If you leave the university, the unearned vacation advance will be deducted from your final paycheck. You may not borrow vacation allocation from a future fiscal year.

Vacation which was earned but unused by June 30, the end of the fiscal year, may be carried forward to the next fiscal year. The total amount of vacation that can be carried forward is limited to the vacation actually earned in the prior fiscal year.

If you have unused vacation that was earned before your last working day at the university, you will be paid for the unused vacation time that was earned during the 12 month

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period preceding your last working day. The pay will be issued on the next regular payroll cycle following your final salaried paycheck.

Vacations are scheduled at times that are mutually satisfactory to you and your supervisor. Requests for vacations should be in writing to avoid misunderstandings and reduce conflicts.

If you work less than 40 hours per week or less than 52 weeks per year, you are entitled to vacation on a pro-rated basis.

If your position is classified as a Research Associate or Research Intern, you are eligible for a two-week paid leave of absence instead of vacation.

Sick Leave/Excused Absence

To protect you from financial hardship in case of an unavoidable short-term absence from work, the university provides you with paid sick leave/excused absence benefits. Effective July 1, 2009, exempt staff members are provided with:

- Two weeks per year granted during each of the first five years of service
- Three weeks per year granted after completing five years of service
- Ability to carry forward unused time up to a maximum of six weeks.

Benefits under this plan are available on a fiscal year basis (July 1 through June 30).

When you must take time off due to illness, notify your supervisor within one-half hour of the start of your working day. If you become sick while at work and must leave, notify your supervisor. If you cannot reach your supervisor, call Human Resources and your message will be relayed.

Responsible use of sick leave/excused absence is important in your employment at Lehigh. When you are absent, others must take over your duties and responsibilities in addition to their own work. We recognize that illness is unavoidable and there may be times when you cannot attend work. However, if you are absent frequently, your supervisor may discuss absenteeism with you and establish clear guidelines for the use of sick leave. We expect employees to use this benefit with discretion.

Your supervisor may also request a doctor's excuse if you are absent for more than three consecutive workdays or if he or she believes you have abused the sick leave policy. Excessive absenteeism will be subject to disciplinary action in the form of a written warning, a probationary period of employment, and/or separation of your employment relationship with the university.

If you are going to be late to work, the university expects you to notify your supervisor preferably within 30 minutes before or after your regular starting time.

If an illness occurs while you are on vacation, benefits will begin the day you were scheduled to return to work.

Excused absences must be approved in advance by your supervisor. Requests should be made as far in advance as possible. Requests are approved at the supervisor's discretion. When

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the request for excused absence involves a serious medical condition, the supervisor or staff member should contact Human Resources. Your supervisor must consider both your needs and the needs of the office or department when deciding if excused absence will be granted.

Excused absence time is available if you have medical appointments that cannot be scheduled outside the work day, property settlement meetings, legal matters that cannot be scheduled outside the work day, or court appearances (if you are not the defendant in a criminal proceeding). One day may be available for moving to a new residence if the move cannot be scheduled for a day you are not scheduled to work.

Excused absence time is also available to allow you to provide emergency care for sick dependents on the first day of the illness or injury. If you must be away from work on subsequent days, vacation time should be used.

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 15 or more continuous calendar 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. Holidays that occur during the short-term disability period do not result in additional paid time off benefits. The salary continuation benefit portion of the short-term disability plan replaces your pay for scheduled workdays and holidays.

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 you are on vacation, benefits will begin the day you were scheduled to return to work.

You do not have access to paid time off benefits during unpaid leaves of absence. Therefore, 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.

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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 and Leave of Absence).

Family and Medical Leave (FML)

After you have been employed at the university for at least 12 months and have worked at least 1,000 hours in the last 12 months, you are covered by the provisions of the university's *FML Policy for Staff*. The policy provides for up to 12 weeks of leave during any 12-month period to allow you to:

- Care for your child within 12 months following birth, adoption*, or placement of a child in foster care within the staff member's home;
- Care for your spouse/partner, child, or parent who has a serious health condition;
- Care for your own serious health condition; or
- Handle a qualifying exigency related to your spouse or domestic partner, child, or own parent being on active military duty or being notified of an impending call or order to active duty in the Armed Forces, including a member of the National Guard or Reserves, in support of a contingency operation.

The policy also provides for up to 26 weeks of leave during any 12-month period to allow you to care for your spouse or domestic partner, child, own parent, or next of kin (i.e., nearest blood relative) who is a covered servicemember. A covered servicemember is a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness incurred in the line of duty, or incurred because service on active duty aggravated an existing or pre-existing injury. Military caregiver leave may be used to care for veterans undergoing treatment, recuperation, or therapy for an injury, as long as the veteran was a member of the Armed Forces within five years of requiring care.

The leave may be paid, unpaid, or a combination of paid and unpaid, depending on the circumstances and as specified in the full policy. A staff member may be eligible for short-term disability benefits or may choose to receive vacation pay during an FML leave.

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, except you will not be entitled to holiday pay during any period of disability or unpaid leave. Holidays that fall during the leave will not affect the 12 or 26-week duration of the leave or in any way extend the period of the leave. Leave eligibility will be prorated if you are scheduled to work less than 40 hours per week or less than 52 weeks per year.

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

* *Adoption Leave*

Staff members who are eligible under the FML policy and who serve as the primary care giver for a newly adopted child may be eligible for up to four (4) weeks of paid adoption leave during their FML period. See the full **Adoption Leave Policy** for further details.

Leaves of Absence

The university recognizes that it may be necessary for you to be away from work for an extended period to attend to personal matters. If you have completed at least one full year of service, a leave of absence without pay or benefits may be available to provide you with the flexibility to maintain your employment relationship with Lehigh while taking care of these personal matters. At your supervisor's discretion, such a leave may be granted for a period not to exceed six months.

You do not accrue vacation during a leave of absence and participation in all benefit plans is stopped if the duration of the leave exceeds one month. Full-time salaried staff members can continue to purchase medical coverage through the university group for up to six months by paying the full monthly premium cost. In addition, life insurance, dependent life insurance, and flexible spending account reductions can continue by having the premiums or reduction amounts accrue during your leave, or by having them taken in advance from your last pay before the leave begins.

Complete and submit the *Request for Leave* form to your supervisor for approval. Your supervisor approves/denies the request and forwards the form to 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, sister-in-law, son-in-law, or daughter-in-law. Up to one day's absence with pay will be allowed in case of the death of grandparents, great-grandparents, grandchildren, aunts, uncles, nieces, or nephews in order to 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 staff 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 supervisor may request a copy of the death notice to verify the need for funeral leave.

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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 fiscal year (July 1 through June 30).

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

Absence Due to Severe Weather

If the university announces closing before the start of the workday, all staff members will be paid for their regularly scheduled workday. Time should be recorded as “university authorized absence.”

If the university is open, and you report for work at a reasonable starting time because of inclement weather, you will be paid for the day. “Reasonable tardiness” is determined by your supervisor according to driving conditions and is not charged to excused absence/sick leave. Staff members not reporting for work will not be paid for the day unless you elect to take a vacation day or a floating holiday.

If the university closes during the workday and you have reported for work before the closing time, you will be paid for your regularly scheduled day. If you have not reported for work before the closing time, you will not be paid for the day, unless you choose to take a vacation day or a floating holiday.

If the university curtails administrative operations, cancels classes, or delays its opening, the announcement will be made through the following media:

RADIO

WAEB News – 790 AM	WFKB – 107.5 FM
WAEB – B104.1 FM	WLEV – 100.7 FM
WBYN – 1160 AM	WLVR – 91.3 FM
WCTO – 96.1 FM	WODE – 99.9 FM
WEST – 1400 AM	WWYY – 107.1 FM

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TELEVISION

WFMZ – CHANNEL 69

OTHER

LU Hotline: 610-758-NEWS (6397)

Lehigh's internal web site: <http://www4.lehigh.edu/insidelehigh>

There are separate policies which govern attendance and compensation of essential services personnel who support physical plant or public safety during periods that the university is closed due to severe weather.

EDUCATION AND CAREER DEVELOPMENT

Tuition Benefits Available to You

If you are a salaried staff member working at least 75 percent of a full-time work schedule*, you may be eligible to take college courses at no tuition cost, if qualified for admission and if your appointment continues through the end of the academic term. Eligibility begins after the first day of work. If you choose to enroll for more credits than the benefit provides, you will be responsible for any additional cost.

Under Lehigh's *Tuition Remission Program*, eligible staff members may have tuition costs waived for up to six credits per fall or spring semester and six credits in the summer session at Lehigh University. Tuition remission benefits apply to both undergraduate and graduate courses. The benefits do not apply to on-line or distance education courses that are also available in a traditional classroom format.

* For staff members who work less than 75 percent of a full-time schedule but at least 50 percent of a full-time schedule, the benefit is three credits per semester and three credits in the summer session. These courses may only be taken at Lehigh University through the *Tuition Remission Program*.

Lehigh participates in the *Lehigh Valley Association of Independent Colleges (LVAIC) Tuition Exchange Program*. The other LVAIC member schools are **Cedar Crest College, DeSales University, Lafayette College, Moravian College, and Muhlenberg College**. This program allows full-time benefits eligible staff members to take undergraduate credit courses tuition free at member institutions. Eligible staff members may take up to two courses per fall or spring semester and one course per summer session. Beginning with the 2009 summer session, the cross-registration policy includes online courses for eligible faculty and staff members. All course registrations under the *Tuition Exchange Program* are subject to a "space available" limitation. 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 maximum tuition benefit available to a full-time benefits eligible staff member is six credits per semester at Lehigh University through the *Tuition Remission Program* OR two courses per semester at LVAIC institutions through the *Tuition Exchange Program*. Staff members who plan to participate in both programs should contact Human Resources before enrolling to ensure that their planned course load does not exceed the combined benefit limit.

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.

Courses should be scheduled outside your normal working hours. If that is not possible, you may be given release time to attend one course. Release time is available at the sole discretion of your supervisor and does not relieve your responsibility to meet the work requirements of your position. Part-time staff members are not eligible for release time.

The tuition remission/exchange programs provide benefits that pay only for tuition. You are responsible for the cost of books, materials, admission fees, and registration or other special fees. There may be additional fees assessed for on-line or distance education courses.

If you are married to another university employee, tuition benefits are available to you only as a staff member. Additional spousal benefits are not available.

Under current IRS regulations, tuition benefits related to undergraduate coursework are not subject to income tax. 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 start utilizing tuition benefits, contact Human Resources.

Build and Enhance Skills through Training (BEST) Program

As a Lehigh staff 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 staff member 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 staff member to take two seminars per semester, or a part-time staff 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* and have approval from HR before attending the seminar and your supervisor 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.

Promotions and Transfers

If you transfer to a position classified at a greater level of responsibility, you are eligible for a compensation adjustment in recognition of the promotion. If you transfer to a position classified at the same level of responsibility, an in-grade salary adjustment may be recommended if your new position was classified based on a different market benchmark or has significantly different core responsibilities. If you transfer to a position classified at a lower level of responsibility, this is considered a voluntary demotion and is usually accompanied by a reduction in salary.

Development in Current Role

Staff members who have demonstrated significantly increased levels of proficiency and have assumed increased responsibilities within their current role may be eligible for developmental pay. If there are significant changes to the accountabilities of your position, your supervisor can initiate a review of your position classification and pay rate. Position re-evaluations will have one of three potential outcomes:

- No Change to Grade or Compensation: If the changes to the accountabilities do not result in a significant change to the nature of the position, then no compensation adjustment will be made.
- No Change to Grade with In-Grade Adjustment to Compensation: If the changes to the accountabilities are not sufficient to warrant reclassification of the position to a higher grade, but do reflect significantly increased and/or broadened levels of responsibility, then an in-grade adjustment to compensation will be recommended.
- Change to Grade and Up-Grade Adjustment to Compensation: If the changes to the accountabilities of the position are such that the nature of the position (i.e., job content, skill set, and responsibility level) has been altered, then reclassification of the current position to a higher salary grade is warranted and an up-grade adjustment to compensation will be recommended.

An adjustment to compensation is distributed as an increase to base salary if the staff member's salary is within the lower two-thirds of the salary range. A staff member with a salary in the upper third of the salary range receives a compensation adjustment in the form of a one-time cash payment.

Performance Management

Lehigh University's Performance Management Program is designed to increase staff members' understanding of the strategic objectives through effective communication of goals and measures that are clearly connected to the strategic plan. Performance management provides the tools to establish clear performance goals; measures to assess performance; plans for learning to enhance performance; and continuous feedback through ongoing communication.

Performance appraisals are conducted annually to give both you and your supervisor the opportunity to review and discuss the major factors that have affected your performance during the past year.

The appraisal process meeting provides you and your supervisor an opportunity to share concerns, discuss your strengths and areas for improvement, and establish goals for the following year. It also offers an opportunity for you to contribute ideas to the planning process.

If you supervise staff members, we encourage you to attend performance appraisal training periodically. Please contact Human Resources for details.

Recognition and Awards

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

The Lehigh University staff recognition programs should be viewed in the continuum of four programs:

- First is our base compensation program of salary and benefits. All salary increases are based on merit and therefore provide a significant foundation to recognize meritorious service.
- As supplemental features, we have three special programs above base compensation:
 - ♦ The **Lehigh Tradition of Excellence Award** recognizes an individual or team who demonstrates outstanding behaviors or produces exceptional results. Recipients receive a \$100 check and a gift.
 - ♦ The **Spot Bonus Award Program** provides special recognition to staff members who have accomplished an extraordinary achievement within the workplace. In general, the achievement should be a discrete series of actions over a finite period of time that helps to identify it as a special situation that rises significantly above the norm. Accomplishments are connected to a major department, stem, and/or university goal and may often be quantified as to the results they produced. The recognition is given in the form of a one-time cash bonus ranging from \$300 to \$3,000 to the individual (or team).
 - ♦ The annual **Lehigh University Awards** are given at the end of the year at the *Lehigh Appreciation Dinner*. These might be viewed as recognition awards for proven competence and excellence over a period of years. Longer service staff members and retiring staff members also receive special tribute at the *Lehigh Appreciation Dinner*.
- Other staff member appreciation activities include the annual holiday party and the 25-year club luncheon.

Additional information about recognition and award programs is available at https://www.lehigh.edu/~inhro/recognition_reward.html or by contacting the Human Resources office.

Workplace Learning

Lehigh's most important resource is people. Success can only be achieved with high levels of individual productivity and effectiveness. The university will help individuals develop their potential and improve their ability to meet position responsibilities by providing:

- **Professional development** that is aligned with department goals and the university's strategic plan through course work, on-campus training, off-site training, and

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participation in professional associations that directly impacts a staff member's ability to expand or improve their contributions to Lehigh

- **Career opportunities** for staff members who are ready, willing, and able to expand the scope of their responsibilities and increase their contribution to the department

In an effort to support these goals, Human Resources identifies, recommends, plans, organizes, and administers programs to develop skills, knowledge, and competencies of university personnel. Human Resources offers a limited number of training and development programs and consulting services for skill development. 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/WorkplaceLearningCalendar.htm>.

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

EDUCATION BENEFITS FOR YOUR DEPENDENTS

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

If you are a salaried staff member regularly scheduled to work at least 75 percent of a full-time schedule, Lehigh provides tuition remission benefits for your spouse/partner and/or dependent child(ren) to attend classes at the university if qualified for admission and if your appointment continues through the end of the academic term.

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. 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, and attending full-time thereafter.

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.

If your spouse/partner has access to tuition assistance benefits at his or her place of employment, that benefit must be used before Lehigh's benefit can be applied. In the case of a reimbursement plan, the Lehigh benefit will be applied and the reimbursement payment should be forwarded to the Human Resources Office upon receipt.

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) is 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.

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These benefits apply only to tuition. Additional fees may be imposed by the college or department offering the course. Such fees are the responsibility of the staff member. Not all courses are eligible for tuition remission. Confirm eligibility with the college or department offering the course prior to enrolling. The tuition remission benefit does not apply to on-line or distance education courses that are available in a traditional classroom format. If the course is only available in an on-line or distance education format, additional fees may be imposed.

Undergraduate tuition benefits are a taxable benefit for domestic partners and are taxable for dependent children if:

- the student will be age 24 years old or older at the end of the calendar year, AND
- earns more than the IRS individual exemption amount for the calendar year in which the tuition benefit is paid, OR
- the benefits are provided for the dependent child of a domestic partner.

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.

For more information about the program and/or the taxability of tuition benefits, contact Human Resources.

Tuition Benefits at LVAIC Schools for Your Spouse/Partner

If you are a full-time, salaried staff member, your spouse/partner may be eligible to take two undergraduate courses each fall and spring semester at one of the other LVAIC member schools without payment of tuition costs. The LVAIC exchange program does not include online or distance education courses for spouses/partners and is not available to spouses/partners 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 contingent upon your appointment continuing through the end of the academic term.

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 exempt staff member, your dependent children may be eligible for a tuition cash grant award 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 staff members at salary grade 11 and above. Eligibility is also contingent upon your appointment continuing through the end of the academic term.

The value of the tuition cash grant is generally tax-free as long as your child meets the full-time student and "dependent" child status as defined by the IRS. Undergraduate tuition is taxable if:

- the student will be age 24 years old or older at the end of the calendar year, AND
- earns more than the IRS individual exemption amount for the calendar year in which the tuition benefit is paid, OR
- the benefits are provided for the dependent child of a domestic partner.

Also, 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 exempt staff 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/TCG.htm>.

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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 Domestic Partners

The natural or adopted dependent children of a staff member's 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 domestic partner are fully taxable to the staff member.

FLEXIBLE BENEFITS FOR FULL-TIME SALARIED STAFF

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 exempt staff member who is scheduled to work at least 1,560 hours or 75 percent of a full work schedule in a benefits-eligible position. 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 an *Enrollment Form*, if applicable, to Human Resources within 30 days of the qualifying life event.

The plans are administered in compliance with 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 visit the HR website at: http://www.lehigh.edu/~inhro/benefits_flexible.html.

You are eligible to begin participation in the plan on the first of the month following 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 STAFF

If you are a salaried exempt staff member who works part-time, you are eligible to participate in *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 staff are the same as those applicable to full-time staff. Contact Human Resources for additional information.

RETIREMENT

The Retirement Program for Faculty and Staff

The university maintains an employer-paid defined contribution plan for all salaried exempt staff employed in a benefits-eligible position who are scheduled to work, or actually work, a minimum of 1,000 hours per 12 consecutive month period. 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 35th 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 staff members who are under age 30. This increases to ten percent on the first of the month following your 30th birthday. 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.

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.

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 American Century, Fidelity Investments, and The Vanguard Group, or the Group Supplemental Retirement Annuity (GSRA) available through 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 \$15.

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

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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 staff 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 continuous full benefits eligible service:

- The *Medical Premium Reimbursement Plan* will reimburse the retiring staff 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 s/he remarries or becomes deceased.
- In addition, staff 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 s/he remarries or becomes deceased.
- Tuition benefits continue to be available to retirees throughout their retired life. They, or their eligible dependents that 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 s/he remarries or becomes 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 s/he remarries or becomes deceased.

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

Use of Computer Systems and Facilities

Access to the university's computer systems and facilities is a privilege granted to the university's registered faculty, staff, students, alumni, and guest users. The computer systems and facilities are to be used to support university-related activities and related personal communications. All users of the computer systems and facilities must act responsibly and maintain the integrity of these resources. If any computer system or facility is threatened, such system and/or facility may be monitored and user files may be examined under the direction of the Vice Provost for Library and Technology Services. In addition, the university will comply with all governmental and law enforcement subpoenas, warrants, or orders requiring the examination of user files.

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 action under standard university rules for misconduct and existing disciplinary, personnel, or judicial processes. Offenders may also be subject to criminal prosecution under federal or state law, and should expect Library and Technology Services to pursue such action. Under PA law, each of the following actions—when intentional and unauthorized—is a felony punishable by a fine of up to \$15,000 and imprisonment up to seven years:

- Unauthorized access to a computer
- Interference with the operation of a computer or network
- Alteration of computer software, or damage to any computer system, network, software, or database, or any part thereof, with the intent to interrupt the normal functioning of an organization
- Disclosure of a password to a computer system, network, etc.

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/security/computepolicy.html>.

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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. Staff members 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 a staff member'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's goal is to create a work environment of respect and safety that is free from intimidation, threats, and acts of violence. All members of the university community should be treated with courtesy and respect at all times. Staff members are expected to refrain from conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited on Lehigh's premises without proper authorization.

Conduct that threatens, intimidates, or coerces another staff member, 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 immediate supervisor or any other member of management. 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 also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening. Lehigh will promptly and

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

Any individual who believes he/she has been subjected to, has observed or has knowledge of actual or potential workplace violence should notify the University Police, their supervisor, the Human Resources Office, or the university's Risk Management Office.

If any imminent physical threat or danger exists, employees should contact University Police at 84200.

Other Emergency Phone Numbers:

University Police:	84200
Risk Management:	84251
Human Resources:	83897
Employee Assistance Program:	1-800-395-1616

Equal Employment Opportunity/Affirmative Action/Non-Discrimination Policy

Lehigh University is an equal opportunity employer. This means we do not discriminate against any person based on age, color, disability, gender, gender identity, genetic information, marital status, national or ethnic origin, race, religion, sexual orientation, or veteran status. This applies to all employment decisions, including selection, benefits, compensation, tenure, training and educational programs, transfer, promotion/demotion, layoff, return from layoff, and termination.

As part of being an equal opportunity employer, 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 are unacceptable behaviors in the workplace and will not be tolerated.

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. The Lehigh University *Policy on Equal*

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Opportunity/Affirmative Action/Non-Discrimination is available through Human Resources on the web at: <http://www.lehigh.edu/~policy/university/eo.htm>.

Workplace Accommodations for Individuals with Disabilities

Lehigh University is committed to the policy of making reasonable accommodations for staff members with disabilities to enable them to perform the essential functions of their positions unless doing so would result in an undue hardship. Any question regarding accommodations should be addressed to your supervisor or Human Resources.

Position Openings

The university encourages you to take advantage of opportunities for promotion and mobility within the organization. Notices of open positions are listed in the Human Resources office and on the web at: <https://lehigh.hiretouch.com>.

You have the opportunity to apply for vacant positions before external candidates are considered for a period of five working days. You should be in your present position at least six months before applying for other positions. Exceptions to this will be made only upon the written recommendation of your supervisor with the concurrence of Human Resources. Please notify your supervisor of your intention to apply for a vacant position.

Exceptions to the internal notice process will be made if a person from the same department fills the vacant position. In these cases, the department may opt to promote or transfer a staff member within that department without an open position notice. Other exceptions will be made only with the concurrence of 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 staff member or to the staff member'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 staff members, 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 or participate in university decisions involving a direct benefit to their relatives.

The full policy can be found at:

<http://cf2.cc.lehigh.edu/FApolicies/index.cfm> (keyword: nepotism)

Employee Relations Advisory Committee (ERAC)

ERAC is charged with promoting good employee relations. The committee explores and advises on matters of policy and programs pertaining to employee relation issues such as communications, compensation (benefits and pay), problem solving, staff development, recognition/rewards, and working conditions.

Nine representatives from the nonexempt staff and eight from the exempt staff serve on ERAC. Several of the staff positions are filled by a campus-wide election each year. There is one nonvoting ex-officio member of ERAC representing Human Resources. In addition, if the outgoing Chairperson is not re-elected or not eligible for re-election, he or she will also serve as an ex-officio member in order to provide continuity.

You may contact committee representatives with ideas or suggestions to enhance the university environment or improve personal interactions. A list of current representatives is available on the web at:

<http://www.lehigh.edu/~inerc>

Problem Solving Procedures

The university is committed to establishing and maintaining good working relationships between supervisors and staff members. You may request and receive a review of problems or concerns relating to any terms or conditions of employment, including sexual harassment and equal opportunity issues. This procedure provides a means to seek fair and objective solutions to your problems or concerns without fear of harassment or repercussion.

Some of the steps in the *Problem Solving Procedures* are inappropriate for issues that do not necessarily involve supervision. Issues such as sexual harassment and equal opportunity questions should be brought directly to the attention of the Director of Employee Relations and Organizational Development in Human Resources who will advise you of the appropriate steps to be followed in such cases.

A complete copy of the *Problem Solving Procedures* is available from Human Resources or at the following website:

<http://cf2.cc.lehigh.edu/FApolicies/index.cfm>

(key word: problem solving)

Mediation

Mediation is a voluntary, non-binding process for resolving disputes in which a third person, trained in mediation techniques, helps the disputing parties negotiate a mutually agreeable settlement. The mediator guides both parties through the process by helping them develop possible solutions to their conflict. The focus during this period is on the underlying interests and concerns of the individuals.

A fundamental concept to mediation is that it is in everyone's best interest to talk out conflicts rather than fight them out. Mediation is unique in that it encourages principals to deal directly with each other, to treat the dispute as a mutual problem to be solved, to explore multiple options for resolution, to treat each other and their separate issues with respect and to

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focus on what they will do in the future rather than on what has happened in the past. The mediator is not a decision-maker or an expert advisor who will render an opinion. Instead the mediator facilitates the discussion between the parties, enabling them to find their own, mutually acceptable solutions.

Mediation provides yet another alternative to Lehigh staff members when there is a need to solve a workplace problem. The first step to trying to resolve conflict is to talk to the other party involved in the conflict. This is part of the informal problem solving process. If the first step does not work, one or both parties may consult with another person, either a supervisor, a Human Resources representative, or another trusted friend.

Mediation will provide another level of informal problem resolution before pursuing the Formal Problem Solving Process, the Harassment Policy, or before filing an external administrative complaint or consulting an attorney. Mediation is always a voluntary process. Either party can walk away at any time for any reason. The process is as formal or as informal as the parties want it to be. Contact HR for additional information about mediation.

Ombuds

The ombuds are designated neutral or impartial dispute resolution practitioners whose major function is to provide confidential and informal assistance to all students, faculty, and staff in achieving resolutions to problems that they may not have been able to resolve through existing university resources and procedures.

An ombudsperson is neither an advocate for an individual nor for the organization, but rather a source of fairness, who provides information and referrals, aids in answering individual questions, and assists in the resolution of concerns and critical situations. This function supplements, but does not replace, the university's existing resources for conflict resolution or modes of redress.

The position is independent of existing administrative structures and reports only to the President. There are two ombuds available to meet with students, faculty, and staff on or off campus at their discretion. All communications with an ombudsperson are confidential. Additional information can be found on the web at:

<http://www.lehigh.edu/~inombuds>.

Policy on Harassment

Lehigh strives to provide an educational, working, co-curricular, social, or living environment 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.

The university provides education about harassment through orientation and follow-up programs for students, staff, faculty, and administrators. All individuals in a supervisory capacity will receive training and are responsible for implementing the policy.

Lehigh's 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 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.

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 an intentional, non-consensual touching of an intimate body area of another person; a staff member humiliating another staff member by making a joke about the staff member's disability; or a staff member marking Nazi swastikas in another staff member's work area.

What also constitutes a hostile work or educational environment is failure to stop a behavior that a reasonable person would find hostile or abusive. Some examples include staff members asking another staff member not to tell offensive jokes, but she or he continues to do so or a staff member asks a supervisor not to touch him or her, but the supervisor continues to do so.

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 university community explicitly, or implicitly, promises or withholds job-related or education-related benefits based upon the staff member'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.

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A supervisor should avoid developing a romantic or sexual relationship with a staff member. 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 staff member 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 staff member should work with their department and Human Resources for reassignment of the supervisor or staff member 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/documents/PolicyonHarassment.doc>

Standards of Performance

The university expects you to maintain certain standards of performance, safety, and conduct. Lehigh will not tolerate such behavior as stealing; dishonesty; impaired behavior; insubordination; striking faculty, staff members, or students; or possession of drugs and/or alcohol; sleeping; threatening violence; possession of firearms or other dangerous weapons; or unauthorized absences during the workday. In addition, the inability to perform one's position due to carelessness, recurrent errors, inability to grasp functions of the position, lack of cooperation, and excessive absenteeism are not acceptable. These examples are not all-inclusive.

Generally, these standards are recognized and observed by staff members without any need for action by supervisors. When these standards are not observed, Lehigh University, through the supervisor, has the responsibility to discipline and/or discharge. Discipline may be in the form of oral warnings, a written reprimand, a demotion, transfer, suspension, or separation of the employment relationship. Any one or combination of these actions may be used, depending on the circumstances of the case. Staff members may access the *Problem Solving Procedures* if they feel they have been treated unfairly. However, the *Problem Solving Procedures* are not available to review situations after a staff member has been discharged.

Non-Disclosure of Confidential Business Information and Trade Secrets

The protection of confidential business information is vital to the interests and the success of the university. Any staff member who improperly uses or discloses confidential business information will be subject to disciplinary action, up to and including ending the employment relationship and legal action, even if he or she does not actually benefit from the disclosed information.

Solicitation

Solicitation of funds and the sale of merchandise, services, or subscriptions on campus or in university buildings is prohibited except by written permission from the Dean of Students.

Leaving the University

Your official termination date is your last day of active work at the university and you must be present and performing meaningful work on this day. For retirement or a voluntary resignation, you should notify your immediate supervisor in writing as far in advance as possible. Preferred notice for an exempt staff member is a minimum of four (4) weeks. Your last day of work must be a day following a reasonable period (at least two weeks) of work in the position you are leaving.

Any vacation you have taken in excess of the amount earned will be deducted from your final salaried paycheck, as will any outstanding charges. If your final paycheck is not sufficient to meet the necessary deductions, you will be billed for the remaining balance.

If you have unused vacation that was earned before your last working day at the university, you will be paid for the unused time earned during the 12-month period preceding your last working day. This payment will be issued in the form of a paper check (i.e., not by direct deposit) on the next regular payroll cycle following your final salaried paycheck.

Benefits end on the last day of the month that includes your last day of work. Federally mandated COBRA continuation of medical coverage for up to eighteen months at your expense may be available.* In addition, you have the option of converting the total amount, or any part thereof, of term life insurance you were carrying on yourself, your spouse/partner, or dependent children to an individual whole life policy(ies) with the insuring company. The insurer sets limits on minimum or multiple volume amounts. Contact Human Resources for life insurance conversion information; COBRA forms will be sent directly to your home address.

When Human Resources is notified of your resignation, you will be asked to schedule an exit interview. You will be required to return university property on or before your last day.

** The American Recovery and Reinvestment Act of 2009 (AEEA), as amended, provides for premium reductions for health benefits under COBRA. Eligible individuals pay only 35 percent of their COBRA premiums and the remaining 65 percent is reimbursed to the coverage provider through a tax credit. To qualify, individuals must experience a COBRA qualifying event that is the involuntary termination of a covered employee's employment. The involuntary termination must occur during the period that began September 1, 2008 and ends on May 31, 2010. The premium reduction applies to periods of health coverage that began on or after February 17, 2009 and lasts for up to 15 months. For more information, see <http://www.dol.gov/ebsa/cobra.html>.*

Unemployment Compensation

The university is covered by the *Pennsylvania Unemployment Compensation Law (P.L. 2897, No. 1, as amended)*, administered by the **Department of Labor and Industry**. This law

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provides compensation to staff members who are affected by a temporary reduction in the workforce or staff members who lose their positions under certain conditions as defined by law.

The law fixes the eligibility, waiting periods, rates of compensation, and the duration of compensation payments. Compensation varies according to the work schedule, the number of weeks employed, the eligibility period, the cause of separation, availability for re-employment, and many other conditions.

The university bears the full cost of this program on behalf of its staff members. For more information, call the **Career Link Office** toll free at 888-313-7284 or on the web at:

www.dli.state.pa.us/landi/cwp/view.asp?a=355&q=235210 .

Professional Volunteer Service

The university encourages you to participate in professional organizations. Participation enhances both your personal and professional development. However, consult your supervisor before volunteering for any activities that may require you to be absent during your scheduled workday or require you to conduct volunteer work during your workday. If your supervisor determines that these activities are position-related and beneficial to the university, do not adversely affect your performance, and are provided without financial remuneration, they may be considered as time worked.

It is always a good idea to document these agreements for future reference, in case of questions or changes in supervision.

Outside Employment

Staff members may hold outside positions as long as they meet the performance standards of their position with the university. All staff members will be judged by the same performance standards and will be subject to the university's scheduling expectations, regardless of any existing outside work requirements.

If the university determines that a staff member's outside work interferes with performance or the ability to meet the requirements of the university as they are modified from time to time, the staff member may be asked to terminate the outside employment if he or she wishes to remain with the university.

Outside employment that constitutes a conflict of interest is prohibited. Staff members may not receive additional income or material gain for materials produced or services rendered while performing their university positions.

Professional Consulting Activities

You are required to obtain your supervisor's approval before making any commitments to perform professional consulting or any other form of work, including teaching, for which you receive payment. You must ensure that your consulting activities do not violate the *Lehigh University Policy on Conflict of Interest*. You can view the policy in its entirety on the web at <http://www.lehigh.edu/~policy/university/coi.htm>.

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You must compose a written outline of the nature and schedule of your proposed consulting. Your supervisor will review the consulting arrangements to ensure they will not adversely affect your position performance, nor violate Lehigh's policy. If the consulting arrangement requires you to take time off during your normal work schedule, the time will be charged as vacation. You may be required to furnish periodic reports concerning your consulting activities to your supervisor.

If you engage in consulting activities, you must exercise caution and not use university resources such as computers and other equipment for consulting work or other work for which you receive remuneration. Caution must also be exercised in the use of materials that were developed as part of your work at Lehigh. Such materials should not be used in external consulting activities or for teaching at other colleges or universities.

If you are asked to provide professional consulting activities on-campus by another department, it is necessary to comply with the terms and conditions of the *On-Campus Consulting Policy*. This policy requires that the work to be performed is not part of your regular position, that the services are not available from other university sources, and that the work is not done during your normal work schedule. A request must be submitted by the department that wants to use your services and must be approved by your supervisor and Human Resources before any work is begun. If approved, you will be paid for on-campus consulting through the payroll system and all applicable taxes will be withheld.

Privacy of Information

The university maintains a personnel file on each staff member for administrative and business purposes. Only the staff member and Human Resources staff members access the confidential 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 staff members is not released upon outside inquiry without written authorization by the staff member, 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 staff members 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).

Control of University Information

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 Communications and Public Affairs at 84487.

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EMPLOYEE HEALTH & SAFETY

Employee Assistance Program (EAP)

The EAP is available to you and your dependents if you are a full-time salaried exempt staff 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 benefit provider is **Integrated Behavioral Health (IBH)**.

In addition to working with counselors, IBH offers resource information through Work-Life Services. Information and referral is provided by phone and through the internet for life cycle services such as adoption, after school programs, day care, college planning, parent education, senior housing, retirement housing, and legal and financial services. Contact IBH using the toll-free number at 800-395-1616 or go on the web at:

www.ibhcorp.com

At the website, select **EAP/Work Life**, then **Work Life Resources**.

At the prompt, enter the user name **Lehigh** and password **univ03**.

Environmental Health and Safety

The university has a comprehensive Environmental Health and Safety 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
- Disaster & Emergency Preparedness Plan
- Enviro. Preparedness Prevention & Control Plan
- Ergonomics Guideline/VDT Use
- Hazard Communication Program
- Hearing Conservation Program
- Infectious/Biohazardous Waste Disposal Procedures
- Laser Safety Guidelines
- Lock-out/Tag-out Program
- New Science Faculty Orientation Guide
- Pandemic Leadership Plan
- Personal Protective Equipment Plan
- Radioactive Waste Disposal Procedures
- Radiation Safety Program
- Respiratory Protection Program
- Safety Rules & Practices for Fume Hood Use
- Waste Disposal Procedures Handbook

It is a requirement of employment and a precondition for using university facilities that every staff member, visiting staff member, 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 *Staff 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 the Environmental Health and Safety Office at extension 84251 for the written programs which impact you and your department. In addition, Environmental Health and Safety maintains a website at:

<http://www.lehigh.edu/~inehs>.

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 staff members 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.

LU-Alert Emergency Communication System

During an emergency, when every minute counts, being able to quickly and effectively reach each member of our campus community with important information is absolutely critical. In the event of an emergency, the LU-Alert system sends out text and/or email messages to all registered campus constituents.

All Lehigh staff, faculty, and students are asked to provide the university's emergency messaging provider **e2Campus** with their primary cell phone number and/or email address. Cell phone numbers collected through this process are stored in a secure database and are not listed in the Lehigh directory or available on the campus website. The following link provides instructions to register your cell phone. You may also sign up for email alerts only:

<https://nsweb.cc.lehigh.edu/cgi-bin/e2cellsignup?ticket=ST-217-7Lj9idI0fwMa0f0sntSt>.

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 name or personal identification 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 in university vehicles. Smoking is permitted out of doors provided it occurs 15 feet from any building entrance and away from doorways, windows, and ventilation systems to prevent smoke from entering buildings. Cigarette butts must be disposed of properly in an approved receptacle.

Workers' Compensation

The university provides a comprehensive worker's compensation insurance program at no cost to staff members. This program covers injury or illness sustained in the course of employment that requires medical treatment. Benefits include payment for all medical services, supplies, and medicines that are reasonable and medically necessary as a result of the injury. Subject to applicable legal requirements, staff members who are disabled for more than seven calendar days as a result of a work-related injury or illness may be eligible to collect disability income payments.

Staff members who sustain work-related injuries or illnesses **must** inform their supervisor and the Office of Risk Management immediately to ensure coverage. Provide as much information as you can about your injury or illness. Your supervisor or other departmental designee will assist you in completing and submitting the requisite forms.

Should you require medical treatment, the university utilizes a Healthcare Provider Panel from which you **must** choose a physician or other healthcare provider for treatment of your work-related injury or illness, as set forth in the *Notice to All Employees – Healthcare Provider Panel and Procedures*. This notice can be found at the Workers' Compensation website listed below (select Workers' Compensation Program from the menu at left, then select Notice of Healthcare Provider Panel). 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.

Details about this policy and associated procedures can be obtained from the Office of Risk Management or on the web at:

http://www.lehigh.edu/~inrsk/work_comp_programs.html.

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 basic 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. The Insurance Coverage Policy pertaining to liability, vehicle usage, and personal possessions for university personnel can be obtained from the Office of Risk Management or accessed on the web at: http://www.lehigh.edu/~inrsk/insurance_coverage.html.

International Travel Assistance Services

The university contracts with the *International SOS Program* to provide foreign assistance travel services. The SOS program provides around-the-clock protection and is

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available to all faculty, staff, and students who are traveling internationally on university business and/or university-sponsored programs. Services include, but are not limited to, medical assistance services, emergency medical evacuation and repatriation, personal and legal assistance services, lost document assistance, etc.

See the Risk Management website (<http://www.lehigh.edu/~inrsk/insurance.html#forliab>) for additional information. To access these services while traveling, staff members need to obtain their International SOS membership card through the Study Abroad website at:

http://www.lehigh.edu/~incis/health_safety.html.

Personal Property

The university is not responsible for loss or theft of personal property. However, Lehigh does carry fire and vandalism 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 offers a variety of programs, including *HealthSCAN*, weight control, and exercise programs. Information is disseminated about health issues on a regular basis. Program 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/workplace_wellness.html.

SERVICES

Athletic Facilities

The facilities of Taylor Gymnasium and those on the Murray H. Goodman Campus (the Rauch Field House, golf complex, running track, tennis courts, etc.) are available to you, your spouse/partner, and dependent children when they are not scheduled for university students' 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 on the web at: <http://www.lehighsports.com/fitness/default.aspx>.

Banking

Full service banking is available on campus. A branch office of **Wells Fargo** 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 Rauch Business Center. For further information, contact the bank office directly at 610-758-BANK (2265).

Child Care

Lehigh University operates a Child Care Center for children of faculty, staff, and students. Children from six weeks to five years of age are eligible to receive care at the Center. The Center is open from 7:30 a.m. to 5:30 p.m. on every weekday that faculty or staff works. Additional information is available by phone at 610-758-KIDS or online at:

<http://www.lehigh.edu/~inluccc>.

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.

Commercial Card Expense Reporting System

You can request issuance of a Wells Fargo university-liability credit card and/or access to the Commercial Card Expense Reporting (CCER) system for reimbursement of travel-related and other business expenses. The card is issued in your name for any work-related charges, including travel. Card access is based on business need with three options: 1) travel-only card, 2) non-travel only card, or 3) travel and non-travel card. The card cannot be used for personal expenses, capital equipment or capitalized components, or for transactions that require a signed contract, agreement, or purchase order. At the beginning of each month, card holders review their card statements followed by a reconciliation and approval process. The university pays all approved charges.

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The CCER system also enables online submission of reimbursement requests for any miscellaneous out-of-pocket expenses. Reimbursements are sent directly to the employee's designated account (any bank, checking or savings) via direct deposit.

Anyone who wishes to take advantage of the OneCard program must go through the training process. A series of informational training videos are available to watch and review online along with a OneCard training quiz. All OneCard requesters are required to complete and successfully pass the quiz. For access to the OneCard training, system request form, procedures, and contact information, visit the OneCard web pages at:

<http://www.lehigh.edu/~inctr/onecard.shtml>.

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 (LTS). In addition, more than 600 computers are maintained for student, faculty, and staff use at 30 public sites around the campus. For details about this wide range of computing services, see the LTS website at: <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 staff 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 <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, Tuesday, Wednesday, and Friday. On Thursdays, the hours are 9:00 a.m. to 6:00 p.m.

A representative from the Credit Union is available on campus every Wednesday from 12:00 p.m. 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. More information about the Credit Union's services can be found on the web at: <http://btcu.org>.

Dining Services

Various dining facilities are available to all staff members and their guests. The University Center (UC) is home to several dining facilities, as well as a catering department. UC dining facilities include: The Cort on the first floor; Baker's Junction, Pandini's, and a Food Court featuring various vendors located on the second floor; and the Asa Packer Dining Room on the third floor. Other dining facilities include:

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- Brodhead and Rathbone Dining Halls
- Common Grounds in the Rauch Business Center
- Hawk's Nest at Lamberton Hall
- Lucy's Café in the Linderman Library (lower level)
- Subversions in the Ulrich Student Center
- Wood Dining Room located at the Mountaintop Campus in Iacocca Hall.

Charge accounts can be set up at the Dining Services Office for automatic deduction from your paycheck. Dining Dollars (for purchase at the Dining Services Office) and GoldPLUS debit cards (for purchase at the Ulrich Student Center) are available through your Lehigh ID card. Cash, credit cards, and faculty/staff meal plans are other payment options. More information can be obtained by calling the Dining Services Office at 610-758-6179 or on the web at: <http://www.lehighdining.com>.

Discount Programs

Occasionally, local vendors and suppliers offer special discounts to Lehigh University faculty and staff members through the Purchasing Office. For information about available discount programs, call 610-758-3840 or on the web at:

<http://www.lehigh.edu/~inubs/purchasing/documents/SupplierDiscounts.pdf>

Federal Express (FedEx) Services

Located in Mailing Services (Building J at Mountaintop Campus), these services are available to both departments and individuals. There is a minimal university handling charge for this service in addition to FedEx charges. Drop boxes for FedEx packages prepared through web self-service are available at several locations around campus.

Fitness Center

The Welch Fitness Center and Racquet Sports Complex, located in Taylor Gymnasium, is a multi-dimensional facility intended for use by students, faculty, and staff. The Center provides opportunities to the university community for health improvement and physical fitness through the use of the Center's "state of the art" equipment and programs. The 10,000 square foot, 3-tiered complex offers an expansive amount of cardiovascular and weight training equipment, racquet ball and squash courts, and the Lane Challenge indoor climbing wall.

The Fitness Center provides facility orientations and self-directed conditioning programs for individuals to learn more about fitness. Other opportunities include individualized computer strength programs, body composition assessments, personal training, and health promotion education. The Welch Fitness Center coordinates the campus group fitness programs, competitive and non-competitive recreational opportunities, instructional programs and recreation equipment rentals.

For more information about the Welch Fitness Center and programs offered, call 610-758-4431 or visit our web site at: <http://www.lehighsports.com/fitness/default.aspx>.

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GlobalFit

GlobalFit provides a wide range of health and fitness programs and products designed to make it easier and more affordable to get active, lose weight, and feel better. GlobalFit offerings include flexible membership options at fitness clubs, special low pricing on NutriSystem® products, discount pricing on at-home fitness equipment and videos, and customized, one-on-one support with a trained health professional through a 12-week Healthy Changes program.

GlobalFit has convenient phone and online access. Call toll-free at 800-294-1500 to speak to a representative or visit the website: www.globalfit.com. First time users will be asked to register.

GoldPLUS

GoldPLUS is a declining balance program that works like a debit card and is open to all students, faculty, and staff with a valid Lehigh University ID card. A GoldPLUS account is designated especially for you and is encoded on your Lehigh ID card. Your account can be used for purchases made at numerous locations both on and off campus.

Stop by the GoldPLUS office located in the Ulrich Student Center to pick up an application or download it from: http://www.lehigh.edu/~inburs/goldplus_index.html. Complete the application and remit with payment to the GoldPLUS office.

You may open your account with a minimum deposit of \$20.00. Once an account has been opened, additional deposits (\$20 minimum) may be made at the GoldPLUS office or by phone with a personal credit card or debit card. Regular deposits can also be set up as a payroll deduction. Deposited funds can be accessed immediately.

Health Center Services

The Health Center exists primarily to treat students*. However, the Health Center will occasionally arrange for vaccination clinics that are available to the entire campus, usually through an outside vendor. Information about these events will be posted both on the university announcements and the Health and Wellness Center's website where additional information is available: <http://www.lehigh.edu/health>.

* Employees (and their spouses/partners) who may be taking classes at Lehigh are not considered students with access to Health Center services. Limited exceptions may be granted for vaccination clinics.

HealthSCAN

HealthSCAN is a personal, preventive health screening program. Staff members are eligible for a free screening once each year (paid by Lehigh University's benefits program); spouse/partners and retirees are eligible for the screening at full cost (currently \$50).

The *HealthSCAN* screening program consists of a blood test report that includes the results of tests performed for diabetes, heart disease, gout, liver, and kidney disease. A Complete Blood Count (CBC) as well as HDL (good) and LDL (bad) cholesterol levels are also included. A blood pressure reading may sometimes be taken.

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HealthSCAN, performed by **Quest Diagnostics**, is held twice each year on campus (usually October and April), or staff members and spouse/partners can go to any Quest Diagnostics site and have the test performed simply by producing their Lehigh ID card.

Home Buying Initiative for South Side Bethlehem

Lehigh University sponsors a mortgage incentive program to support the purchase or remodel of homes in the South Side Bethlehem community. This program is available to all benefits eligible staff members working at least 75% of a full-time schedule. Restructured in 2010, a partnership with Wells Fargo allows eligible staff members to buy or remodel homes in South Bethlehem through a combination of forgivable loans and discounts. Three loan plans are available: a choice between two forgivable loan plans for purchase of a primary residence within the program's geographic boundaries plus one "curb appeal" deferred payment loan for exterior home improvements. Employees who take advantage of the home buying initiative may also be eligible a homebuyer tax credit.

For additional information, contact the Treasurer's Office at 610-758-3180. The application form for this program is available on the Human Resources website (select Forms, then look under Benefits Forms).

Lehigh's Faculty and Staff of Color Network

Lehigh's *Faculty and Staff of Color Network* website provides an online network with useful content and links for new and current faculty and staff. The *Faculty and Staff of Color Network* offers support and resources to aid in the recruitment, retention and promotion of faculty and staff of color on Lehigh's campus. Visit the website any time and join the network.

<http://www.lehigh.edu/facstaffnetwork>

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 staff members a fifteen percent discount for purchases made at the University Bookstore. **Barnes and Noble** offers Lehigh's full-time employees a ten percent discount for some purchases made at the Allentown (Lehigh Valley Mall) and Bethlehem (Rte. 33 and Freemansburg Avenue) stores. This program requires a special discount card that is available from the University Bookstore.

LGBTQA Services

The mission of LGBTQA (Lesbian, Gay, Bisexual, Transgender, Queer, Questioning and Ally) Services is to support, educate, advocate, create visibility, and improve campus life for sexual/affectional minorities, gender-variant individuals, and LGBTQA students, staff, faculty, alumni, and community.

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A variety of educational/support services are available to the campus community. Some of these include: assistance with confidential support referrals, a media library, brown bag lunch discussions, guest speakers, film festivals, LGBTQIA History Month, educational opportunities, and the Safe Zone Program. The Safe Zone Program, which is open to everyone on campus, provides training on the needs and concerns of the LGBTQIA community and on how to be a stronger ally.

All employees, including heterosexual allies, are invited to join the LGBTQIA Faculty/Staff Affinity Group that helps foster and sustain a welcoming campus for LGBTQIA people.

For more information on LGBTQIA Services, to suggest/co-sponsor an event, or to join the LGBTQIA Faculty/Staff Affinity Group, please call 610-758-4126 or visit the LGBTQIA Services website at: <http://www.lehigh.edu/~inrainbo>.

Library and Technology Services and Help Desk

Library and Technology Services (LTS) provides computing, library, instructional technology, and telecommunications services. Campus offices are served by LTS teams of professionals from these service areas. Get to know your LTS team and your 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 610-758-HELP (84357) or access through the web at <http://www.lehigh.edu/helpdesk>.

The LTS Newsletter, *The LTS Connection*, is issued four times a year and includes updates on many LTS services. This newsletter is available to view on the web at <http://www.ltsnews.com>. Staff 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/lts/connect/indigestsub.html.

For more information, visit the LTS website at: www.lehigh.edu/lts.

Library Services

Your Lehigh University ID card serves as your library card for borrowing books from the more than 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 website at: <http://library.lehigh.edu> 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-Keystone 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.

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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 or on the web at: <http://www.miller-keystone.org>.

Notary Services

Notary services are available for work-related purposes in the Office of Research and Sponsored Programs at 526 Brodhead Avenue and the Treasurer's Office in the Alumni Building. Services are available only during certain hours each week. Please call in advance to arrange for these services.

Personal Insurance

Staff members have the opportunity to purchase personal insurance through payroll deduction from the **Liberty Mutual Insurance Company**. The benefits of the program include a twenty-percent discount on auto and homeowner's insurance rates, a 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 in Allentown directly at 610-398-9800, ext. 51476; or toll free at 800-706-0047.

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, payable by cash only. Hours of operation are Monday through Friday, 9:00 a.m. to 4:00 p.m.

Printing/Photocopier Services

A full-service print shop is located on the lower level of Building J on the Mountaintop Campus. Services include design services, offset printing, digital color and digital black and white copies, bindery services, wide format posters, and banners. A satellite copy center is located in Rauch Business Center; services include digital color and digital black and white copies, and bindery services. All services are available to both departments and individuals. There is a charge for printing services. Both locations accept GoldPLUS, MasterCard, and Visa for personal printing services. A coin operated self-service photocopier is also available at the Rauch Business Center (second floor). Additional information is available on the web at: <http://www.lehigh.edu/~inubs/printing/>.

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.

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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.

For information regarding all religious services and programs, contact **Chaplaincy Services** at 610-758-3877 or on the web at: <http://www.lehigh.edu/~incha>.

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:

<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, 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 as a result of official travel. In addition, travel arrangements should be well planned so that costs will not exceed budgetary limitations.

The travel policy does not pertain to your personal travel during the day or travel to and from work. The university's *Travel and Business Expense Reimbursement Policy and Procedures*, in its entirety, is available on the Controller's Office website at:

http://www.lehigh.edu/~inctr/procedures_accts.shtml.

The university's official travel provider is Travel Leaders. Full service travel assistance through dedicated travel specialists and agents is available for both business and personal travel. Travel Leaders' Business Travel Center is open to serve Lehigh University clients Monday through Friday, 7:00 a.m. to 8:00 p.m. EST and on Saturdays 10:00 a.m. to 6:00 p.m. EST. The toll free telephone number is 1-866-502-1924 or visit the Lehigh Travel Portal at:

<http://portal.TravelLeadersCorp.com/lehigh>.

Travel Leaders also provides a 24-hour Emergency Service Center that will assist travelers traveling domestically or abroad after normal business hours. A telephone call to 1-866-502-1924 provides comprehensive domestic and international reservation assistance.

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 and staff each year. Voluntary contributions can be set up as a payroll deduction. Access to information and an online pledge form are available at:

<https://www.lehigh.edu/~intown/secure>

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 Human Resources. Changes in registration, denomination of bonds, and cancellation of participation must be made in writing to the Payroll Office.

HUMAN RESOURCES (<http://www.lehigh.edu/~inhro>)

Benefits Administration (http://www.lehigh.edu/~inhro/benefits_administration.html)

Benefits Administration staff are responsible for developing and administering a comprehensive benefits program for staff members 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.

Career Management (http://www.lehigh.edu/~inhro/workplace_career_management.html)

Career Management services are available to staff members and managers to better manage the career opportunities available at the university. Staff members can receive help to discover their strengths/interests and develop personalized career strategies. Managers can develop the coaching skills needed to support their staff members. Individual consultation services are provided as well as information sessions and workshops for groups.

Employee Relations (http://www.lehigh.edu/~inhro/employee_relations.html)

Employee Relations staff provide assistance in resolving employee problems, mediating conflict, and offering advice and answers on policy questions. This area coordinates special programs for employees such as Wellness activities, the Holiday Party, the Lehigh Appreciation Dinner, and others.

Employee Assistance Program (EAP) (<http://www.ibhcorp.com>)

This service provides consultation, referral, and short-term counseling at no charge for full-time staff members 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 or see their website. At the website, select **EAP/Work Life**, then **Work Life Resources**. At the prompt, enter our user name **Lehigh** and password **univ03**.

Employment (<http://www.lehigh.edu/~inhro/employment.html>)

Human Resources staff work with employment coordinators throughout the university and provide support and guidance for hiring managers. Most position openings are posted in the Human Resources office and on the web at:

<https://lehigh.hiretouch.com>.

Internal applicants can also select **Jobs at LU** from the Employment pages of the HR website.

Staff Compensation (http://www.lehigh.edu/~inhro/staff_compensation.html)

Staff Compensation staff are responsible for establishing and maintaining the classification and salary administration program for staff members. This area is also responsible

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for analyzing compensation trends in the job 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 at 85020.

Workplace Learning and Performance

(https://www.lehigh.edu/~inhro/workplace_learning_performance.html)

Workplace Learning and Performance staff provides consultation and training services to departments and individuals. These services focus on the areas of professional development, preparation for career opportunities, and performance management. Schedules of upcoming programs are distributed every fall and spring semester. For more information on class schedules, contact Human Resources.

CHECKLISTS

Checklist for New Employees

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 staff member, you will complete payroll forms in the hiring department your first day of work. If you are a full-time staff 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 staff 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 to show documentation verifying your identification and eligibility to work in the United States. The most commonly used forms of documentation: a valid passport, a driver's license plus a certified copy of a birth certificate, or a driver's license plus 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 a U.S. citizen, you must provide tax classification information.
3. **Human Resources will contact you to schedule a benefits orientation.** You will be provided with information and enrollment forms for the university's benefits.
4. **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. Requests for direct deposit become effective with the second regular payroll cycle.
5. **Pick up your Lehigh Identification Number (LIN) and Personal Identification Number (PIN)** at Room 394 in the E.W. Fairchild Martindale Computing Center at 8B East Packer Avenue. You will need to present a picture ID (either a Lehigh ID card or government issued ID) to obtain the LIN and PIN letter which will be issued in a sealed envelope. Using the LIN and PIN, you will be able to open a Library and Technology Services (LTS) computer account through the process found at: <https://www.lehigh.edu/open>.
6. **A Lehigh University Identification Card** may be obtained on your first workday. Cards are issued by the ID Card Office located in the Ulrich Student Center at 39 University Drive. Please have your LIN (Lehigh Identification Number), and another form of ID available. A photograph will be taken, and an ID card will be available immediately following.

7. **A parking hangtag** is necessary if you will be parking in university lots. It may be obtained from Parking Services located in Johnson Hall, Room 106, at 36 University Drive.
8. **The New Employee Orientation Program is held quarterly.** You will receive an invitation from Human Resources.
9. After you have completed 90 days in the university's service, **you will receive a *Provisional Period Progress Report* of your performance from your supervisor.**

Checklist for a Leave of Absence

If you need to be away from work for two weeks or longer for reasons other than your illness or a family leave and you have completed at least one full year of service, you can apply for a leave of absence without pay or benefits that can last for up to six months. You can review the program, and what happens to all your benefits, with Human Resources by calling extension 83900. To initiate a leave, you should follow these steps:

1. **Complete a *Request for Leave form*** (available from Human Resources or on the web at http://www.lehigh.edu/~inhro/documents/Leave_of_Absence_Form.pdf).
2. **Talk with your supervisor and obtain his or her consent to your request.**
3. **Inform Human Resources about whether you want to continue to purchase any of the benefits** that you participated in prior to your leave.

Checklist for Retirement

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

1. **Notify your supervisor** 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.
5. Read the **Leaving Lehigh: Resignation** policy which can be found on the HR website (www.lehigh.edu/~inhro). Select F&A Policies and then enter “leaving” in the policy name field.

NOTE: You must work the last two weeks prior to your retirement. Your effective date of retirement is based on your last day of actual work in your position.

Checklist for Leaving Lehigh

Notify your supervisor as soon as you know that you will be leaving the university. Read the appropriate **Leaving Lehigh** policy(ies) which can be found on the HR website (www.lehigh.edu/~inhro). Select F&A Policies and then enter “leaving” in the policy name field. In addition, you need to consider the items listed below before you leave.

1. **Your Separation Date:** Your separation date is the last day that you are actually at the work site and performing meaningful work.
2. **Final Salaried Paychecks:** Your final paycheck will usually be prepared on the pay date following your last day of work. It will include payment for all time worked through your separation date. Any vacation you have taken in excess of the amount earned will be deducted, as will any outstanding parking tickets or other charges to your accounts. 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. **Payment for Unused Vacation:** If you have unused vacation that was earned before your last working day at the university, you will be paid for the unused vacation time that was earned during the 12 month period preceding your last working day. This payment will be issued in the form of a paper check (i.e., not by direct deposit) on the next regular payroll cycle following your final salaried paycheck. Standard tax deductions will be applied and any charges to your accounts that were not processed in your final salaried paycheck will be deducted. Payments for unused vacation are not eligible for pension contributions into the university’s retirement plan.
4. **Ending of Benefits:** Benefits will terminate on the last day of the month which includes your last work day at the university. You may be eligible to continue to purchase certain benefits after you leave. Contact Benefits Administration for information about possible benefit continuation.
5. **Your Schedule:** Remember to cancel any meetings or seminars that are scheduled for a time following your separation date.
6. **University Property:** You are responsible for returning all university property that was issued to you. This includes your keys, ID card, corporate VISA or OneCard card, phone card, parking hangtag, equipment, and library book and any other items in your possession.
7. **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.
8. **Change of Address:** Inform Human Resources of all address changes in writing so that you will receive your COBRA information and your W-2 statement.

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9. **Retirement Funds:** TIAA/CREF accounts can be re-purchased, rolled over, or left at TIAA/CREF until retirement. Call TIAA/CREF for forms and/or options at 800-842-2776.
10. **Exit Interviews:** Human Resources will contact you upon notification of your resignation. It is recommended that you schedule an exit interview before your last day of work. The purpose of the exit interview is to address any questions, comments, or concerns regarding your employment at Lehigh University.
11. **Computer Accounts and Files:** All access to university information systems terminates with your employment. Home server accounts are transferred to your supervisor; voice accounts are terminated. Unless you are a benefits-eligible retiree or a Lehigh alumnus, your E-mail account is closed.