

# Faculty Resource Guide

Part 2

Benefits Guide  
2011-12

*Winter 2012  
Update*



**LEHIGH**  
UNIVERSITY

HUMAN  
RESOURCES

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## **INTRODUCTORY STATEMENT**

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. 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 employees and to those who have retired or separated from employment.

This document provides summary information only. For complete policy statements, please refer to the HR web site (<http://www.lehigh.edu/~inhro/policies.html>) or contact Human Resources at 610-758-3900.

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

## OVERVIEW OF LEHIGH

Lehigh University was founded in 1865 by industrial pioneer and philanthropist Asa Packer. For more than 140 years, Lehigh University (<http://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 13<sup>th</sup> 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. 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 40 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. 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 37<sup>th</sup>, 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, an unwavering commitment to students, and national and international visibility.

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

## STARTING YOUR JOB

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

### *Your Orientation & Benefits Enrollment*

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

### *Identification Card (ID)*

Following your benefits orientation you can go to the ID Card Office, located in the Ulrich Student Center, to obtain an identification (ID) card. Have your LIN (Lehigh Identification Number) and another form of picture ID available. A photograph will be taken and an ID card will be created immediately.

Your Lehigh ID is your personal identification and should be with you at all times. The following university-related benefits may be a part of your Lehigh account:

- Academic building access
- Athletic events and/or ticket purchases
- Dining Services' meal plan and/or charge account
- GoldPLUS debit cards
- Gym/Fitness Center access
- Lehigh Bookstore purchases discount
- Library privileges, including the Media Center and Computing Center
- Parking facilities access
- Zoellner Arts Center Events discount

Spouses/domestic partners of faculty members may also obtain an ID card at the ID Office. Use the same application form and 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 faculty members may be issued university keys in the course of their employment. It is the faculty member's responsibility to safeguard these keys in order to maintain adequate security at the university. The duplication of keys is strictly prohibited. If your job requires you

to have a key(s), your department chair will request the appropriate number of keys in writing from Facilities Services. If you transfer to another department or upon separation from university service, you must return the key(s). A key deposit may be required.

### ***Parking***

Parking at Lehigh is limited and parking regulations are strictly enforced. If you want to park on university property, your vehicle(s) must be registered with Parking Services, located in Johnson Hall. Your department can provide you with a registration form, or you can obtain one at: <http://www.lehigh.edu/~inubs/parking/Documents/FacultyStaffRegForm.pdf>.

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 these regulations 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. These forms are available from Human Resources, or on the web at: <http://www.lehigh.edu/~inhro/forms.html>.

### ***Conflicts of Interest***

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

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

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

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

information or questions about conflicts of interest. The conflict of interest policy, in its entirety, is available on the web at: <http://www.Lehigh.EDU/~policy/university/coi.htm>.

## COMPENSATION

### *Paychecks*

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

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

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

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

- federal tax withholding, submit a new W-4 Form to the Payroll Office (extension 82900)
- credit union deductions, contact the Credit Union directly at (610) 691-0041
- United Way deductions, notify the Payroll Office in writing
- deduction for US Savings Bonds, contact Payroll (extension 82900)

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

### *Payroll Advances*

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

Requests will be processed within five business days of receipt of a request form that has been approved by the dean and provost. *Emergency Salary Advance Forms* are available at:

<http://www.lehigh.edu/-inctr>. (Select "Forms" under "Payroll")

### ***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(s) each payday. You will receive a pay stub instead of a check through the campus mail. To join the program, you must complete a *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**

### ***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.

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 academic year classes are not in session, salary continuation will begin the day you were scheduled to return to work.

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

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

During the time that you are unable to work because of pregnancy or pregnancy-related conditions, you are covered by the university's short-term disability benefit described above. Your attending physician establishes the period of disability. You are entitled to short-term disability and related *Family and Medical Leave* benefits whether or not you plan to return to work following the disability period. This policy assures you the full benefits for which you are eligible.

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

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

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

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

In the event of absence as a result of your own serious health condition, FML leaves run concurrently with Short-term Disability Plan benefits. Your eligibility and coverage under the *Flexible Benefits Plan* continue during the period of an approved FML. Your payments toward the cost of all benefits are the same as those paid if you were at work. Your eligibility for other benefits during the leave is based on the terms and conditions of those benefits. Leave eligibility will be prorated if you are scheduled to work less than full time.

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

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

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

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

### ***Jury Duty***

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

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

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

***Military Leave***

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

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

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

If the university closes at any time during the day or delays its opening, the announcement will be made through the following media and on Lehigh's web site (<http://www4.lehigh.edu/insidelehigh>):

RADIO

|                    |                 |
|--------------------|-----------------|
| WAEB News – 790 AM | WFKB – 107.5 FM |
| WAEB – 104.1 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 |

TELEVISION

WFMZ – CHANNEL 69

OTHER

LU Hotline 610-758-NEWS (6397)

If the university isn't closed, classes are assumed to be meeting.

## EDUCATION AND SPECIAL PROGRAMS

### *Tuition Benefits Available to You*

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

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

The tuition benefits for full time faculty are limited to two courses at LVAIC institutions or six credits at Lehigh per semester. Tuition benefits do not apply to on-line or distance education courses at Lehigh that are also available in a traditional classroom format.

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

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

The tuition remission/exchange programs provide benefits that pay only for tuition. You are responsible for the cost of books, materials, admission fees, and any registration or other special fees. 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.

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

Under IRS regulations, tuition benefits related to undergraduate coursework are not subject to income tax. A portion of the benefits you receive for graduate coursework may be taxable, however. 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.

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

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

For purposes of this program, the IRS defines a dependent child as a natural or adopted son, daughter, stepson, or stepdaughter who is your dependent under the Internal Revenue Code. For children of normal college age (17–23), the child must be a full-time student who is being claimed by their natural or custodial parent as a dependent on their 1040 federal tax return. For unmarried adult children over the age of 23, the child must be a full-time student who is residing with and supported by his or her parents. A fully executed *Statement of Dependency* form and a certified copy of the student's tax return are required for children over the age of 23.

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

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

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

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

Currently, the benefits under this program continue to be available to your spouse/partner and dependent child(ren) if you should become totally disabled, die after completing ten years of service, or if you retire after age 59 1/2 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/are offered. Contact the dean's office in the college in which

they are enrolling. Upon admission, the tuition programs described above will then become available.

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 faculty 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 24 years old or older at the end of the calendar year, AND
- the student 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.
- 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 faculty member, your spouse/partner may be eligible to take two undergraduate courses each fall and two each spring at one of the other LVAIC member schools without payment of tuition costs. The LVAIC tuition exchange program is not available to spouses/partners during summer sessions. The LVAICE tuition exchange program also doesn't cover online or distance education courses for spouses/partners.

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

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

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

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

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

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

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

The tuition cash grant is a taxable benefit for dependent children if:

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

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 59 1/2 with ten years of continuous eligible service or after age 55 with twenty-five years of service.

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

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

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) Domestic Partners***

The natural or adopted dependent children of a faculty 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 faculty member.

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

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

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

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

### ***Workplace Learning Programs***

Lehigh's most important resource is people. Success can only be achieved with high levels of individual productivity and effectiveness. The university helps individuals develop their potential through professional development and career opportunities.

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. The department offers a limited number of training and informational programs. Schedules are published in the *Spotlight* newsletter in the fall and spring semesters and are available on the web at:

[http://www.lehigh.edu/~inhro/workplace\\_learning\\_performance.html](http://www.lehigh.edu/~inhro/workplace_learning_performance.html).

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 university employees.

### ***Recognition and Awards***

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

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

Other appreciation activities include the annual *Holiday Party* for both faculty and staff.

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

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

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

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

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

The plans are administered in compliance with 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](http://www.lehigh.edu/~inhro/benefits_flexible.html). There you will also find a link to the *Flexible Benefits Enrollment & Reference Guide*. Plan summary documents are available on the *Campus Portal*.

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

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

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

## RETIREMENT

### *The Retirement Program*

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

The current contribution rate is five percent of salary for all faculty members who are under age 30. This increases to ten percent on the first of the month following your 30<sup>th</sup> birthday. Human Resources will provide you with additional information about the plan and an application form when you become eligible to participate. You must complete and return the application form in order to establish control of your account.

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

### *Social Security*

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

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

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

To help you supplement the retirement income provided by Social Security and the retirement program, a voluntary savings plan provides a vehicle for tax advantaged retirement savings. You can choose among investment funds offered by several mutual fund companies (American Century Investments, Fidelity Investments, The Vanguard Group), or save in annuity contracts available from TIAA-CREF. You are eligible to participate in the plan on your first day of work. This plan gives you a variety of ways to invest part of your current salary on a pre-tax basis into accounts that will eventually provide retirement income, or death benefits. The minimum monthly amount you can invest in a 403(b) plan is \$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 you withdraw your money before you reach 59½ or retire, you will have to pay federal income

taxes and may be subject to a federal tax penalty. In addition, your ability to withdraw earnings may be restricted. To learn more about the investment options and legal limitations or to enroll in this plan, contact Human Resources.

### ***Benefits during Retirement***

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

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

## **EMPLOYEE RIGHTS & RESPONSIBILITIES**

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

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

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

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

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

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

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

Access to the university's computing and networking facilities and resources is a privilege granted to the university's 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 computing 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 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 other 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 disciplinary 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, it is a felony punishable by a fine of up to \$15,000 and imprisonment up to seven years for any person to access, alter, or damage any computer system, network, software, or database, or any part thereof, with the intent to interrupt the normal

functioning of an organization. Disclosing a password to a computer system, network, etc., knowingly and without authorization, is a misdemeanor punishable by a fine of up to \$10,000 and imprisonment up to five years.

Library and Technology Services should be notified about violations of computer laws and policies, as well as about potential loopholes in the security of its computer systems and networks. The user community is expected to cooperate with Library and Technology Services in its operation of the computer system or networks as well as in the investigation of misuse or abuse.

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>.

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

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

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

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

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

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

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

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

Lehigh is committed to creating 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. Employees are expected to refrain from

conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Lehigh without proper authorization.

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

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

All suspicious individuals or activities should be reported as soon as possible to your department chair or the Lehigh University Police. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work area, do not try to intercede or see what is happening. Lehigh will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Lehigh may suspend employees, either with or without pay, pending investigation.

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

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

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

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

### ***Equal Employment Opportunity/Affirmative Action/Non-Discrimination Policy***

Lehigh University and its associated business entities are equal opportunity employers. This means we do not discriminate against employees or position applicants based on an individual's age, color, disability, gender, gender identity, marital status, national or ethnic origin, race, religion, sexual orientation, or veteran status. For students, this applies to educational programs, residential environments, athletics and other co-curricular programs, social and recreational programs, and student services. For faculty and staff, this applies to all employment decisions, including selection, benefits, compensation, tenure, training and

educational programs, transfer, promotion/demotion, layoff, return from layoff, and termination. The university will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

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

This policy governs all aspects of employment, including selection, position assignment, compensation, discipline, termination, and access to benefits and training. As part of being equal opportunity employers, we are committed to providing a work environment that is both free of discrimination and unlawful harassment. Accordingly, it is our policy that any form of discrimination or other unlawful harassment are unacceptable behaviors in the workplace and will not be tolerated.

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

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

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

### ***Nepotism Policy***

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

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

In the interest of productivity, equitable treatment of employees, and the protection of university resources, no individual shall be employed in a department or area under the

supervision of an immediate relative who has or may have a direct or indirect effect on the individual's progress, performance or welfare. Moreover, university faculty and staff members are not to initiate nor participate in university decisions involving a direct benefit to their relatives.

The full policy can be found at: <http://cf.lehigh.edu/FAPolicies/index> (keyword: nepotism).

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

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

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

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

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

A Hostile Work, Learning, Co-curricular, Social, or Living Environment occurs when a member of the Lehigh University community or a guest is subjected to unwelcome statements, jokes, gestures, pictures, touching, or other conducts that offend, demean, harass, or intimidate. Harassment includes offensive verbal or physical conduct that has the purpose or effect of interfering with an individual's work or educational performance or has the purpose or effect of creating an intimidating, hostile, or offensive environment. The violating conduct may involve a very serious and offensive event or may involve persistent harassing behavior. A hostile environment can be created by supervisors, co-workers, faculty, coaches, students, alumni, or visitors to campus such as vendors and contractors.

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

Examples of persistent hostile behavior. What also constitutes a hostile work or educational environment is failure to stop a behavior that a reasonable person would find hostile or abusive. Examples: 1) students in a class ask a teaching assistant not to tell offensive jokes,

but she or he continues to do so; 2) an employee asks a supervisor not to touch him or her, but the supervisor continues to do so.

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

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

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

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

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

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

To view the entire policy, go to:

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

### ***Ombuds***

The ombuds are designated neutral or impartial dispute resolution practitioners whose major function is to provide confidential and informal assistance to students, faculty, and staff in achieving the resolution of problems that they may not have been able to resolve through the university's existing 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, referral, and aid in answering individual questions, and assistance 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 the ombudsperson are confidential. Additional information can be found on the web at: <http://www.lehigh.edu/~inombuds>.

### ***Privacy of Information***

The university maintains a personnel file on all employees, including faculty members, for administrative and business purposes. Only the employee, Human Resources staff, or Provost Office staff have access to the information in the files on a need-to-know basis. The files are not available to any other person on campus for any reason. You may inspect your personnel file by contacting Human Resources for an appointment.

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

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

### ***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.

## EMPLOYEE HEALTH & SAFETY

### *Employee Assistance Program (EAP)*

The EAP is available to you and your dependents if you are a full-time salaried faculty member. The EAP provides information and professional counseling services for you and your dependents. This counseling is to assist you in dealing with personal difficulties such as family and/or marital problems, parent and/or child issues, stress, drug and alcohol abuse, emotional problems, and financial and legal concerns. The EAP provides assessment, referral services, and when appropriate, short-term counseling at no cost to you for up to three sessions per presenting problem per year. After three sessions, there is a fee. All consultations are held in strict confidence. The current provider of this benefit is **Integrated Behavioral Health**. Counselors can be reached 24 hours a day at 1-800-395-1616, and the organization's web address is: <http://www.ibhcorp.com>.

IBH also offers work-life resource information on topics such as adoption, after school programs, day care, college planning, parent education, retirement housing, and legal and financial services. To access this information from the IBH web site, click on "EAP/Worklife" or "Legal & Financial;" then enter the user name "**Lehigh**" and password "**univ03**" at the prompt.

### *Environmental Health and Safety*

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

- Bloodborne Pathogen Exposure Control Plan
- Chemical Hygiene Plan
- Confined Space Entry Program
- Crane Operator's Safety Manual
- Disaster and 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
- Lockout/Tagout 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 employee, visiting employee, or person working at the university become familiar with and comply with the university's safety and training policies/programs required to work safely in their area.

Because this Faculty Guide is too brief to provide full details on all the environmental health and safety programs, you will need to consult the individual program documents referenced above for a complete description of each program, or you may contact Environmental Health and Safety at extension 84251 for the written programs which impact you and your department. 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 employees know about chemical hazards and how to protect themselves. The university has prepared a written program that explains how it will strive to meet this goal. A copy of the program is available for your review at the Environmental Health and Safety Office.

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

The purpose of this procedure is to provide you and your designated representatives’ access to employee exposure and occupational medical records as required by OSHA 1910.20. Your exposure and medical records and analyses derived as the result of exposure to toxic substances or harmful physical agents are available to you or your designated representative by contacting the Environmental Health and Safety Office at extension 84251.

### ***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 faculty, staff, 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://nswb.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 a number that can easily be identified by you 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, residential spaces, and 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.

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

The university provides a comprehensive worker's compensation insurance program at no cost to faculty members. This program covers injury or illness sustained in the course of employment that requires medical treatment. 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, employees 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.

Faculty members who sustain work-related injuries or illnesses **must** inform their department chair and the Office of Risk Management immediately to ensure coverage. Provide as much information as you can about your injury or illness. Your department chair 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, 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. 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](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 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](http://www.lehigh.edu/~inrsk/insurance_coverage.html).

### ***International Travel Assistance Services***

The university contracts with the **International SOS Program** to provide international travel assistance. The SOS program provides around-the-clock protection and is 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. Refer to the Risk Management and International Affairs websites for additional information on these services. To access these services while traveling, faculty members should print out and carry the SOS membership card.

<http://www.lehigh.edu/~inrsk/insurance.html#forliab>

<http://www.lehigh.edu/international/services/planning-international-trips.html>.

### ***Personal Property***

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

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

### ***Wellness***

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

Lehigh's Wellness Program 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 distributed in the fall and spring semesters and are available online at: [http://www.lehigh.edu/~inhro/workplace\\_wellness.html](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, tennis and squash courts, running track, 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 via the Lehigh University website 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 the 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 every weekday that faculty or staff work from 7:30 a.m. to 5:30 p.m. Call (610) 758-KIDS for more information, or go online at: <http://www.lehigh.edu/~inlucce>.

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.

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. In addition, more than 600 computers are maintained for student, faculty, and staff use at some 23 public sites across the campus. For details about this wide range of computing services, see the LTS websites available at [www.lehigh.edu/computing](http://www.lehigh.edu/computing). The first level of computing help is often available through computing liaisons within university departments or the LTS Help Desk (8HELP or 84357).

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

### ***Credit Union***

Lehigh is affiliated with the **Bethlehem Teachers Federal Credit Union**. The Credit Union is located at 2317 Easton Avenue in Bethlehem. The telephone number is (610) 691-0041. Hours of operation are 9:00 a.m. to 5:00 p.m., Monday through Thursday; and 9:00 a.m. to 6:00 p.m. on Friday.

A representative from the Credit Union is available on campus every Wednesday from Noon to 2:00 p.m. in Human Resources; and every Thursday from Noon to 2:00 p.m. in Iacocca Hall. Check the Human Resources web site for the Mountaintop room location.

Membership is open to all salaried university employees 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 and its services can be found on the web at:

<http://btcu.org>.

### ***Dining Facilities***

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. The UC dining facilities include: The Cort on the first floor; Baker's Junction, Pandini's, and a

food court featuring various vendors on the second floor; and the Asa Packer Dining Room on the third floor.

Other dining facilities include:

- Brodhead and Rathbone Dining Halls
- Common Grounds in the Rauch Business Center
- Hawk's Nest in 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 established with 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 Food Service 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 look on the web at:

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

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

Federal Express shipping service is located in the mailroom on the lower level of Building J on the Mountaintop Campus. Federal Express 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, student-athletes, faculty, and staff. The Center provides opportunities to the university community for physical fitness and improved health through the use of its "state of the art" equipment and programs. The 10,000 square foot, three-tiered complex offers an expansive amount of cardiovascular and weight training equipment, racquetball 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, and personal training and health promotion education. The Fitness Center coordinates 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 the website at: <http://www.lehighsports.com/fitness/default.aspx>.

### ***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](http://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](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 (\$20.00 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 performed by **Quest Diagnostics**. Employees are eligible for a free screening once each year (paid by the Lehigh University benefits programs); spouses/partners and retirees are eligible for the screening at full cost (currently \$50).

The *HealthSCAN* screening program provides a blood test report that includes the result of screening 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 also be taken.

*HealthSCAN* is held twice each year on campus (usually October and April), or employees and spouses/ 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 employees working at least 75% of a full-time schedule. Restructured in 2010, a partnership with Wells Fargo allows eligible employees 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 a fifteen percent discount to faculty members for purchases made at the University Bookstore. **Barnes and Noble** offers Lehigh's full-time employees a ten percent discount on some purchases

made at the Allentown (Lehigh Valley Mall) and Bethlehem Township (Rte. 33 and Freemansburg Avenue) stores. This program requires a special discount card 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.

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, LGBTQA 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 LGBTQA community and on how to be a stronger ally.

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

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

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

Library and Technology Services (LTS) is the campus department that provides computing, library, instructional technology, and telecommunications services. Campus offices are served by LTS teams of professionals from these areas. Get to know your LTS team and the office computer liaison if there is one, for help in these areas. General services in all areas are available many hours of the day, evening, and weekend at the LTS Help Desk. Call 610-758-HELP (84357) or contact them through the web at: <http://www.lehigh.edu/helpdesk>.

The LTS newsletter, *LTS Connection*, is mailed to faculty four times a year and includes updates on many LTS services. You can also view and/or subscribe to it at <http://www.ltsnews.com>. Faculty members are encouraged to subscribe to *LTS Digest*, an online update that will come to you as an E-mail full of practical tips. To subscribe, go to <http://www.lehigh.edu/lts/connect/indigestsub.html>.

For more information about LTS as an organization, see the LTS web site at:

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

### ***Library Services***

Your Lehigh University ID card serves as your library card for borrowing books from the 1.2 million volume university collection housed in the Linderman and Fairchild-Martindale Libraries. The full array of library services, including interlibrary loan and reference assistance, is available to you. The library catalog, most indexes and many scholarly journals are now delivered online. See the library services web site at: <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. 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 go to the web at:

<http://www.miller-keystone.org>.

### ***Notary Services***

Notary service (with the exception of motor vehicle paperwork) is available free of charge in the Office of Research and Sponsored Programs at 526 Brodhead Avenue and the Treasurer's Office in the Alumni Memorial Building. The service is available only during certain hours each week. Please call in advance for these services.

### ***Personal Insurance***

Faculty members have the opportunity to purchase personal insurance through payroll deduction from the **Liberty Mutual Insurance Company**. The benefits of the program include a discount on auto and homeowner's rates, twelve-month payroll deduction plan, annual policies, no down payment to start a policy, no finance charges, and free roadside assistance. For information or free quotations, you may contact the Liberty Mutual office in Allentown directly at 800-706-0047, extension 51476; or toll free at 800-706-0047.

### ***Post Office***

A full-service Post Office is located in 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/Photocopies***

A full-service print shop is located on the lower level of Building J on the Mountaintop Campus. Services include design assistance, offset printing and bindery, digital black and white and digital color copies, bindery services, wide format posters, and banners. A satellite copy

center is located in Rauch Business Center; services include digital black and white and digital color copies as well as bindery services. All services are available to both departments and individuals. There is a charge for personal printing services. Both locations accept Gold Plus, MasterCard, and Visa. A coin operated self-service photocopier is also available at the Rauch Business Center (second floor). Additional printing services 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. Lehigh University alumni, faculty, staff, and their immediate family members wishing to be married in Packer Memorial Church may contact the Chaplain's Office at the earliest possible opportunity for specific information. Inquiries regarding all religious services and programs may be addressed to **Chaplaincy Services** at 83877. Information is also available on the web at:

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

### ***Telephone Services***

Telephone services are managed by 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/phones.html>.

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

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

While traveling on university business, travelers should expect service and accommodations that are both safe and comfortable, but not lavish or extravagant. Individuals should neither gain nor lose personal funds because of official travel. In addition, travel arrangements must be well planned so that costs will not exceed budgetary limitations. Travel arrangements may be made through **Travel Leaders** by calling **1-866-502-1924**, or through web access starting here: <http://www.lehigh.edu/~inpur/travelmanagement.html>.

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 web site at:

[http://www.lehigh.edu/~inctr/procedures\\_accts.shtml](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 Payroll or Human Resources. Changes in registration, denomination of bonds, and cancellation of participation must be made in writing to the Payroll Office.

## HUMAN RESOURCES

### ***Benefits Administration*** ([http://www.lehigh.edu/~inhro/benefits\\_administration.html](http://www.lehigh.edu/~inhro/benefits_administration.html))

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

### ***Employee Relations*** ([http://www.lehigh.edu/~inhro/employee\\_relations.html](http://www.lehigh.edu/~inhro/employee_relations.html))

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

### ***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 on issues related to staff employment. Most position openings are posted on the web at: [http://www.lehigh.edu/~inhro/employment\\_jobs.html](http://www.lehigh.edu/~inhro/employment_jobs.html).

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

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

### ***Workplace Learning and Performance***

([http://www.lehigh.edu/~inhro/workplace\\_learning\\_performance.html](http://www.lehigh.edu/~inhro/workplace_learning_performance.html))

Consultation and training services are provided to departments and individuals. These services focus on areas of professional development, preparation for career opportunities, and performance management. Schedules are distributed every fall and spring semester. For more information on class schedules, contact Human Resources.

### ***Career Management*** ([http://www.lehigh.edu/~inhro/workplace\\_career\\_management.html](http://www.lehigh.edu/~inhro/workplace_career_management.html))

Career Management services are available to staff members and their 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, including faculty supervisors, 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.

***Staff Compensation ([http://www.lehigh.edu/~inbro/staff\\_compensation.html](http://www.lehigh.edu/~inbro/staff_compensation.html))***

Salary Administration staff are responsible for establishing and maintaining the classification and salary administration program for staff members. This area is also responsible for analyzing compensation trends in the various 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.

## CHECKLISTS

### *Checklist for New Faculty Members*

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

1. U.S. Employment Eligibility Verification (form I-9) must be processed before you can be paid. The federal government requires that this form must be completed within three days of your first day of employment. You will need to show documentation verifying your identity and eligibility to work in the United States. The most commonly used forms of documentation include a valid passport, a driver's license along with 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. 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.
4. To open an LTS computer account, 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 to you 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>.
5. 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. Have your Lehigh Identification Number (LIN) and another form of ID available. A photograph will be taken and an ID card immediately produced.
6. A parking hangtag is necessary if you will be parking in university lots. It may be obtained from Parking Services.
7. Human Resources will contact you to schedule a benefits orientation. You will be provided with information and enrollment forms for the university's benefits.

### ***Checklist for Retirement***

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

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

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

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

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