

# Human Resources

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[www.lehigh.edu/~inhro/  
spotlight1.html](http://www.lehigh.edu/~inhro/spotlight1.html)



## SEXUAL HARASSMENT

### Preventing Sexual Harassment: *It's Up to All Of Us*

Last season on TBS's *Mad Men*, a drama set in the advertising world of the mid-1960s, a secretary named Joan was subjected to a series of escalating humiliations by a group of men in the office. The actions culminated when a sexually offensive drawing was pasted to her office door. Joan put up with the behavior, but Peggy, the lone female executive at the agency, was incensed. In what was a shocking turn of events for that period, Peggy fired the key perpetrator.

The American workplace has come a long way since 1965. Back then, the term "sexual harassment" didn't even exist, much less any laws prohibiting it. Today, in addition to federal laws and numerous court decisions, Lehigh maintains a strict anti-harassment policy.

#### A COMMON UNDERSTANDING

Certainly, we would all recognize the blatantly boorish behavior of the ad men of 50 years ago as completely unacceptable. But what about actions that are less obvious? Would you recognize more subtle forms of sexual harassment if you saw them taking place in your office?

The first step in ensuring a work environment free from sexual harassment is creating a common base of understanding for all employees about just what constitutes such behavior. Educating the entire Lehigh community about sexual harassment is a priority of Human Resources and the Harassment Policy Committee.

To aid in this process, Lehigh has partnered with **New Media Learning** to provide *Preventing Sexual Harassment*, an online educational tool designed to build that common base of understanding. All faculty and staff are urged to complete this online training as well as in-person training that covers a broader range of harassment and discrimination issues. We'll take a look at a few highlights of the program here.

#### THE HOSTILE WORK ENVIRONMENT

Most people think of the "*quid pro quo*" type of sexual harassment when considering the topic. This is the term given to promises of advancement for sexual favors or threats of demotion for a refusal of such interactions.

The other, more common form of sexual harassment in today's workplace, however, is what is known as the "hostile work environment." This type of harassment is defined by the federal **Equal Employment and Opportunity Commission (EEOC)** as "*such conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating hostile or offensive working environment.*"

It's fair to say that based on that definition, Joan was definitely experiencing a hostile work environment on *Mad Men*.

(Continued on page 2)

## Sexual Harassment...

(Continued from page 1)

The *Preventing Sexual Harassment* tool takes employees through a series of screens that offer the legal background and definitions of important terms related to both forms of sexual harassment as well as laws that apply particularly in the educational setting.

### HARASSMENT: DO YOU KNOW IT WHEN YOU SEE IT?

*Preventing Sexual Harassment* includes a series of pre-training questions. Can you answer sample situations like these correctly?

**Situation 1:** While at work, Janet frequently makes personal phone calls to her friends. Her conversations are loud and generously sprinkled with sexually explicit language. Her co-workers in nearby cubicles cannot help but overhear her conversations.

**True or False?** Though Janet is not addressing her language directly toward her co-workers, the behavior may contribute to creating a sexually harassing workplace if those within hearing find the conversation offensive and unwelcome.

**TRUE:** Harassment in the workplace does not have to be directed at a particular individual. Janet's co-workers may find her behavior offensive, unwelcome and contributing to a hostile work environment, even though she is not speaking directly to them.

**Situation 2:** Jim frequently tells sexually-explicit jokes during team meetings. Other members of the team are very offended. They don't think Jim's jokes are so funny.

**True or False?** Jim's behavior is not at risk because the jokes are all in fun and are not intended to sexually harass anyone.

**FALSE:** Sexual harassment does not depend on intent; it depends on the impact of the behavior. Jim may not intend to offend or harass anyone, but the impact of his behavior is what counts.

### “UNWELCOMENESS”

Sexual harassment takes a wide variety

of forms, some mild and others severe. The behavior may range from a harmful joke to physical assault. Whether a behavior is defined as sexual harassment depends largely on whether the behavior is **unwelcome** to the target.

While one may perceive his or her own behavior to be harmless, a co-worker or student may find the behavior offensive. In the case of the co-worker making phone calls, her behavior was an unwelcome intrusion of sexual content into the work environment. It is important to consider what could be *reasonably* perceived as offensive.

Most adults who pause to think about it can distinguish between what might be perceived as welcome and unwelcome behavior, especially if they think carefully about how others might react.

### INTENT VS. IMPACT

It is important to understand that **intent** is not relevant in determining whether or not a behavior is sexual harassment. All that matters is the **impact** of the behavior on the work environment. Humor is especially tricky in the work setting, since the person who delivers it, like Jim, intends to lighten the mood.

This fact is critically important: The statement, “*I didn't mean anything by it,*” is not a valid defense of harassment.

### USING THE PREVENTING SEXUAL HARASSMENT TOOL

Using the *Preventing Sexual Harassment* online tool is simple, free, and requires no registration. There are several versions of the program tailored to supervisors, faculty, students, and staff. You can access the full training tool at <http://training.newmedialearning.com/psh/lehighu/choice.php>. When you have completed the program, you will have the opportunity to complete a test and print a certificate; however, it is not mandatory to do so.

Despite some claims of oversensitivity, most adults understand the meaning of harassment, just as they know the meaning of teasing. By completing the *Preventing Sexual Harassment* program, you can avoid misunderstandings and become a better advocate for a respectful workplace. Indeed, an attitude of consideration and respect towards all those with whom we come in contact will go a long way towards creating an atmosphere that excludes sexual harassment. 🙏

Human Resources Workplace Learning and Performance		
Ongoing	<i>Real Time Coaching—Your Game Plan</i>	1st & 3rd Fridays By Appointment
FEBRUARY		
9	<i>GPS: Lehigh's Performance Management System</i>	9:00 to 10:30 a.m.
16	<i>The Lawful Leader: Documentation</i>	8:00 to 9:30 a.m.
MARCH		
16	<i>The Lawful Leader: Discipline</i>	8:00 to 9:30 a.m.
APRIL		
5	<i>Career Coaching for Managers, Part 1</i>	8:30 a.m. to noon
7	<i>Career Coaching for Managers, Part 2</i>	8:30 a.m. to noon
20	<i>The Lawful Leader: Hiring</i>	8:00 to 9:30 a.m.
To register for these programs, visit <a href="http://www.lehigh.edu/HRtraining">www.lehigh.edu/HRtraining</a> . If you have questions, contact <b>Mary Jo McNulty</b> at extension 83894 or <a href="mailto:mjd4@lehigh.edu">mjd4@lehigh.edu</a> .		
For more information about Workplace Learning opportunities, visit <a href="http://www.lehigh.edu/~inhro/WorkplaceLearningCalendar.htm">www.lehigh.edu/~inhro/WorkplaceLearningCalendar.htm</a> .		

## ERAC Employee Relations Advisory Committee Lehigh University

New Year's greetings from ERAC. We have several exciting spring semester activities and initiatives in the works for the University.

Saturday, February 26th at 7:30 p.m., is *Faculty-Staff Appreciation Night* at the Lehigh women's basketball game in Stabler Arena. Show your Lehigh ID for free admission. **Sodexo** will be offering \$1 hot dogs and pretzel sticks to everyone attending. Staff and faculty will be seated in sections 14 and 15 in the lower level. If you have any questions, please contact **Cathy Plocinik** at [cap208@lehigh.edu](mailto:cap208@lehigh.edu).

As part of our effort to strengthen community at Lehigh, ERAC has put together a *Personal Connections* webpage listing a number of groups that ALL employees can join. Some of the groups include **Adopt a Family**, **Team SASSY** (Strong Attitude Spiritual Souls - a team that is part of Lehigh's *Colleges Against Cancer* campaign), and

the **Lehigh Community Garden**. This fosters a supportive network for sharing information among individuals and groups who have a common interest. We invite you to list your group at: <http://www.lehigh.edu/erac/connections.htm>.

A new ERAC initiative in the planning stages -- *Resources to Engage, Accomplish, Connect, and Help* (REACH) -- is a university-wide program aimed at fostering professional relationships and networks among staff and faculty. By connecting Lehigh employees with each other and providing opportunities to learn about the university, REACH will seek to advance the goals of Lehigh's strategic plan, particularly *Investing in Faculty and Staff*, as well as the university's core values and the aims of the *Council on Equity and Community* (CEC). Details will be forthcoming as plans are finalized.

In collaboration with the CEC, plans

are underway for a brown bag featuring **Dr. Henry Odi** who will speak on *Staff's Impact on Student Retention*. Be on the look-out for more information about this event on a very important topic in which we all play a role.

**Dr. Susan Christy**, author of *Working Effectively with Faculty*, will be visiting campus sometime after Commencement. Her book offers a wonderful guide for staff and faculty – new or seasoned – to gain an understanding of the dynamics for successfully working together. Plans are in the works for several on-campus sessions with Dr. Christy as well as collaboration with our LVAIC partners.

Finally, ERAC has arranged a family night group outing to the **Iron Pigs** game at **Coca-Cola Park** on **Saturday, June 25, 2011**. Tickets are \$9 each and they are running out. Contact **Anne Scaggs** at [ann0@lehigh.edu](mailto:ann0@lehigh.edu).

What takes ten minutes, earns you a free breakfast, and could save your life?

### Health Scan

The next **Health Scan** event will take place in mid-April. This free preventive health screening includes tests 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 done. Additional tests can also be provided at a modest cost. Test results are strictly confidential.

If you've never participated in Health Scan, this spring is a great chance to try it for the first time. We asked a few regular Health Scanners why they keep coming back.

**Bob Thornton** from the College of Business and Economics says he's been participating in Health Scan since it started. He told *Spotlight* that "Health Scan is very convenient, quick, and inexpensive. Now that they've added the PSA test option (a prostate cancer screening), it's even better."

**Carol Ham** from the Iacocca Institute agrees and adds, "It's another means for taking a pro-active approach to my health. Fortunately, I have received 'healthy results' but I submit the paperwork to my general practitioner in order to maintain a history of my blood work."

Bob has also had generally good test results over the years. He encourages everyone at Lehigh to register for Health Scan. "Definitely," he said, "There's the additional perk of a free breakfast afterwards – juice, coffee, fruit, and bagels (I keep asking **Mary Jo McNulty** to add bacon, eggs and maybe sausage gravy and biscuits to the menu, but my request is always ignored!)"

Lehigh employees are eligible for one free screening per year as part of their benefits program. Retirees as well as employee spouses/partners can also participate in the screening at full cost (currently \$50).

Watch this space in March for the dates and times of the next Health Scan. You can also look for Wellness events on the HR Workplace Learning and Performance Calendar on our website at: <http://www.lehigh.edu/~inhro/WorkplaceLearningCalendar.htm>.



Work. Life. Wellness.



# In The Spotlight

## Happy Anniversary!

**T**he following Lehigh employees are celebrating a milestone work anniversary this month. Congratulations and thank you for your continued service and dedication to Lehigh.

### 40 YEARS

Edwin Kay, Computer Sci and Engineering  
Timothy Nixon, Mechanical Engr and Mechanics

### 30 YEARS

Pamela Rodweller, Physics

### 25 YEARS

Emelia Grim, DOS – Student Life

### 20 YEARS

Theresa Freeman, Education and Human Services  
Brian Kelly, University Police  
Dennis Price, LTS Client Services  
Evelyn Wolf, Alumni Association  
John Yurasits, University Police

### 10 YEARS

Harun Bilirgen, Energy Research Center  
John Gasdaska, Controller's – Property Management  
Isaac Jefferson, LTS Technology Management  
Horace C. Jones, Facilities Planning  
Margaret Plympton, Finance and Administration  
Elizabeth Simmons, Iacocca Institute

### 5 YEARS

Brenda Bartholomew, LTS Technology Management  
Therese Caskey, Development Office  
Lynn Farley, Zoellner Staff  
Ronald Hiestandt, Facilities Services  
David Kotulski, Athletics  
Sudipta Sarkar, Civil and Environmental Engr  
Donald Vandegrift, Printing and Mailing Services  
Zheng Yao, Energy Research Center

## Transitions

**J**oin us in wishing these individuals success in their new position or career. We are very pleased they have chosen to be part of Lehigh University. All the best of luck!

### Newly Hired

Congratulations to the following individuals who joined Lehigh recently:

Carol Baylor, LTS Library Access Services  
Mary Ann Cahalan, Human Resources  
Geraldine Kery, Iacocca Institute  
Lisa Leidich, Transportation Services

### On The Move

Congratulations to the following individuals who transitioned into a new position at Lehigh recently:

Lolita Garcia, Counseling Services  
Erin Iwaskiewicz, Athletics

## WAVES Awards Nominations

Nominations for the **2011 WAVES Awards** close on February 25, 2011. The WAVES Awards, formerly "The Women's Recognition Reception," are dedicated to honoring women and men who work to better their community, for themselves and for all women.

There are staff, faculty, undergraduate and undergraduate awards categories.

To learn more about the awards and the nomination process, visit the Women's Center's website at: <http://www.lehigh.edu/~inwnc/index.html>.





# Retirement News

## Sue Cady

**Susan A. Cady** recently retired after 30 years of service to Lehigh.

Sue joined Lehigh in 1979 to found two library initiatives – Friends of the Libraries and the Libraries’s Corporate Information Service. She was appointed Assistant Director for Library Technical Services in 1981. In 1996, Sue was named Director of Administrative, Planning and Advancement Services, the position from which she retired.

During her time at Lehigh, Sue earned two degrees – a Masters in Public Administration in 1981 and a PhD in History in 1994. It’s no surprise, then, that she was a frequent attendee at the History Department’s brown bag lunches. She also enjoyed Calinetics exercise classes and attended many Zoellner Arts Center performances.

According to her colleagues in LTS, *“Sue’s legacy is large, but what she will be most remembered for is her determination not only to restore the beauty of Linderman Library, but also to enhance its functionality as a center for scholarly endeavors.”*

These days, Sue is spending her time getting settled into her new home in Denver, Colorado. She’ll be spending lots of time in the garden and with her extended family there. She’ll also be enjoying day trips into the mountains and all of the arts and culture that the city has to offer.

## John Sale

**John Sale** has retired as the Manager of Research Program Development and Director of the Energy Liaison Program at the Energy Research Center (ERC). John served 16 years at ERC in that position.

Edward Levy, Director of the ERC, noted that *“John was a very effective representative of the Energy Research Center and the University, developing excellent working relationships with industry that resulted in the development of important research collaborations.”*

John won’t be slowing down too much in retirement. He’ll be using his free time to promote the sciences among young people. In addition to consulting with ERC, he’ll be volunteering at the Da Vinci Center and judging middle and high school science fairs.

### Lehigh Remembers. . .

Charles Wilson, 1918 to 2010



### Retirements

Lehigh University extends best wishes to its newest retirees as they begin the next chapter of their lives:

- R. Kirkwood Colton, Development Office
- Kathleen Haas, Development Office
- Bernadette O'Connor, Registrar
- Diane Oechsle, Marketing
- Donna Reiss, English
- Janet Tucker, Alumni Association



## Tradition of Excellence Awards

In December 2010 and January 2011, Lehigh staff members across campus received a *Tradition of Excellence Award* for their exemplary performance. Their accomplish-

ments are both varied and impressive. Here is a taste of the rave reviews we received from their nominators:

### Individual Awards

#### Muhammaed "Naazer" Ashraf LTS Client Services

During the summer of 2010, Naazer's exemplary efforts in coordinating the movement of a public computing site in Packard Lab caught the attention of his nominators. They wrote, "*Naazer demonstrated exceptional leadership while dealing with multiple parties to make sure the project was implemented in a very short period of time and within tight budget parameters. He was innovative in the way he designed the lab by incorporating many cost saving features as well as security enhancements...He went above and beyond his job duties by taking an active leadership role in the development and implementation of the lab and did an outstanding job...*"

#### Patricia Chase Facilities Planning

Pat was nominated for her efforts in moving numerous departments into the STEPS building. Her supporters noted, "*...Pat devised a phased plan of how the move would be coordinated, effectively communicated that plan to everyone, and made sure that the movers were also part of the discussion. In short, I doubt that we would be in STEPS and open for business...without Pat's leadership.*"

#### R. Kirkwood Colton Development Office

Kirk's "*unmatched people skills*" were top of mind for his nominator, who wished to honor him for more than 20 years of service to Lehigh. Kirk was also praised for creating a positive, supportive, and inclusive workplace; demonstrating exemplary leadership; and developing innovative solutions as Director of the Lehigh Parents Committee.

#### Christopher Creswell LTS Client Services

The **Office of Research and Sponsored Programs** called on Chris when they encountered a thorny technology problem that was hampering their productivity. They stated, "*...he researched the problem, came back with a solution, installed and tested it, and ensured that we had the appropriate documentation to completely understand the steps which were required to make this all work...His patience, skill sets, and thoroughness has put us back on the automated and efficient track!*"

#### Deborah Feldman LTS Client Services

Debbie isn't just handy with technology, in the eyes of the Undergraduate Programs Office in CBE, she's "*our savior.*" Her nominators recognized her for a number of projects she has implemented for their office including developing a sign-in system that allows advisors and students to have more efficient interactions. In their words, she "*...has come through for us in ways we'd never imagined.*" They also note that "*She is more than willing to sit through our brainstorming sessions and lend technical advice when our limited knowledge of what is possible hits the wall.*"

#### Jennifer Fetzer GoldPLUS/ID Office

Jennifer's work in her office was recognized for her efforts to improve the quality and effectiveness of the GoldPLUS program and the ID database. This work included assisting in cropping and resizing 16,500 photographs last year. As her nominator notes, "*It may not be the most glamorous or high-ranking position at Lehigh, yet recognition needs to be shown to those individuals who do their...jobs on a day-to-day basis, and do it with enthusiasm and do it very well...It is individuals like Jen who contribute to the Lehigh team as a whole by unselfishly doing any and every task that is asked of her. Jennifer Fetzer is not only an outstanding employee, she is also an outstanding person.*"

#### Linda Harbrecht University Communications

While her nominator says that Linda is "*always keeping 10-15 balls in the air at once without ever losing her cool,*" the past year brought even more change as Linda added another role to her position -- working with Student Affairs. She was honored with this *Tradition of Excellence Award* in recognition of her outstanding writing and project management skills, but also for being "*the ultimate team player,*" through her varied assignments that range from the "*Connect With Us*" Student Affairs marketing campaign to the communications needs of President Gast and other senior leaders.

#### Bryan Hodgson Computer Science and Engineering

With his specialized UNIX/Linux knowledge, Bryan is appreciated by the **Earth and Environmental Science/Remote Sensing** research lab. One nominator noted his willingness to investigate problems and offer solutions. "*In several instances, he brought over students to help work with me and served as a resource to the students while they were trouble-shooting the problems...He is always thoughtful and willing to offer suggestions, seemingly fitting it into his already-busy schedule...through his extra help, while doing his own job, and his efforts to educate students and faculty, he is going beyond the call of duty and deserves a Lehigh Tradition of Excellence Award.*" Another nominator states simply, "*Things work well here because he's so good.*"

#### H. Conrad Jones Facilities Planning

The **Lehigh Community Garden** had its first growing season in 2010, and Conrad Jones' efforts helped make it a

*(Tradition of Excellence Awards, cont'd.)*

success. His nominator writes, "Conrad went out of his way to help the garden, including negotiating with various parties on the perfect location...setting up drilling dates...helping design the layout...advocating on behalf of the garden to campus departments, and searching for appropriate materials...He is already in the process of thinking of ways to enhance the garden for next spring and we expect that he will be instrumental in helping design a water collection system for efficient irrigation."

**Matthew Kitchie**  
**Dean of Students**

Matt has been "the primary driving force" behind implementation of **The HUB**, Lehigh's new online student community. His nominator says that his successful work has led to Lehigh becoming a model campus for the software company providing the program. "None of this would have been possible without the diligent work of Matt Kitchie," she states, adding, "This was a special project that complemented his work as Director of Student Activities...It has become a mainstay for the way we do business with students...he has shown phenomenal leadership."

**Stephen Lidie**  
**LTS Technology Management**

Thanks to Steve Lidie's "extraordinary effort," Lehigh is now one of only a handful of institutions capable of running the *National Center for Atmospheric Research Community Earth System Model* on its own computers. This system will allow Lehigh researchers to project future climate change. Steve's nominators praised his work ethic, noting "Steve spent a considerable amount of his own time, including weekends and after-work hours, to read through the model's User Guide and help us get the model working...He persisted with this effort until we had the model working for several different cases we intend to run...during the entire process, Steve maintained a positive and helpful attitude and was always a pleasure for me and my students to work with."

**Nancy Merritt**  
**Alumni Association**

Nancy's nomination came from an undergraduate student, who took the time to praise Nancy's support for students, stating, "...she always goes that extra mile, which makes all the difference...She truly cares about the students she works with and makes sure to have a personal relationship with everyone." He continues, "As our class officer adviser, Nancy always makes sure to encourage us and is a positive role model for everyone."

**Jeffrey Schmoyer**  
**Printing and Mailing Services**

Jeff was nominated for his special efforts to provide readable texts for a visually impaired engineering student. Working with Academic Support Services, Jeff devised a way to enlarge the print on the student's textbooks using the University's professional copying machines. His nominator explains, "Each and every semester, Jeff was avail-

able to assist me in providing this student with the necessary enlarged text books, manuals, and handouts. Each semester, we would discuss the text size, font, and format. Jeff would run a sample page to get my approval before copying the entire text...You can only imagine the effort involved in enlarging two to four books per course with a minimum of five engineering courses each semester...all before the first day of classes!"



**Heather Simoneau**  
**LTS Client Services**

Heather's support of the **College of Business and Economics (CBE)** was the impetus for her *Tradition of Excellence Award*. According to her nominators, she has been especially helpful in implementing the Digital Measures software program that CBE is using to store data and generate reports for merit reviews, periodic faculty recognition, and, importantly, for CBE's accreditation. They wrote, "She has worked extremely hard assisting with this important CBE project while maintaining a high level of support to students, faculty, and staff as their Business Librarian."

**Laura Turner**  
**Communications and Public Affairs**

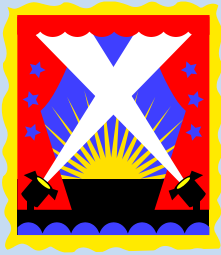
Laura's nominator wanted to toot her horn because, as he says, she never would herself. "Laura Turner is one of Lehigh's true unsung heroes," he stated, "If there's a beautiful new Lehigh website Laura has had a hand, or two, in it." To prepare a new website, Laura does her research, "...she'll investigate what 25 or even 50 other schools are doing in that area, so that your website will be ahead of, not behind, the curve."

**Rachelle "Shelly" Wehden**  
**Office of the General Counsel**

Shelly's efforts in re-stating the contract between Lehigh and dining provider **Sodexo** was called "painstaking" and "tireless" by her nominator. She streamlined the process so that annual amendments can be made more easily. Her award recognizes that "She identified, created and implemented an innovative solution to improve the way work on the annual dining contract is done...making it much easier, more efficient and less time consuming." Her nominator adds, "She also demonstrated leadership by keeping us all on task on this project."

**Rhonda Weidner**  
**Lehigh University Army ROTC**

With student/cadets attending 13 other institutions in addition to Lehigh, the LU Army ROTC is a complex organization. Rhonda's nominator believes that she more than up to the challenges involved in coordinating enrollment and tuition bills, planning and executing formal dinners, and more. He states, "She is a consummate professional whose friendly, delightful, and charismatic personality leads to outstanding customer service and who goes above and beyond her pay grade and position in order to assist Cadets and Army staff members..."



*(Tradition of Excellence Awards, cont'd.)*

**Timothy Wilkinson  
Fraternity and  
Sorority Affairs**

Tim's efforts to revamp the Greek accreditation process as well as his work in providing professional development opportunities for his staff. One of his nominators noted that the re-tooling of the Greek accreditation process "took almost a full year and Tim was diligent in involving/consulting with the vast number of constituents with a vested interest in Greek life, including faculty, alumni, staff and, of course, students." In the area of professional development for his staff, a nominator reflected, "Tim's dedication to his staff allows us to pay it forward and work with our students in a similar manner. His genuine care and concern for our personal and staff development challenges us to stay on the cutting edge of our field..."

**Debra Yeager  
Admissions Office**

With over 10,000 applications received for the class of 2014, the **Admissions Office** handles a lot of paper. Debbie's role in implementing the office's online review process, therefore, was greatly appreciated. Her nominator states, "...she served in a leading role among all administrative support staff in developing a comprehensive protocol for scanning and imaging literally thousands of supporting documents that supplement ... applications for admission...Debbie actually coauthored the manual used by all data entry and clerical staff when processing thousands of applications for admission to Lehigh (and also had the vision to allow the same document to be altered for future use as technology changes)."

**Group Awards**

**Veronica Hunter and Michelle Rebholz  
DOS Residence Life**

Veronica and Michelle were recognized for their thoughtful pursuit of a way to re-invent Greek Week after the spring 2009 event resulted in unacceptable behavior by several chapters. Michelle and Veronica formed and led a *Greek Week Re-Visioning Committee* that focused on scholarship, citizenship, leadership, and other values that led to a radical shift in the purpose and programming of the week. According to their nominators, "Michelle and Veronica allowed the students to lead the charge in communicating the need to repurpose what Greek Week was about. This intentional, student led process ended with perhaps the most focused, purposeful and fun Greek Week Lehigh has ever seen."

**Christa Wessels – DOS Residence Life  
Timothy Gardner -- LGBTQIA Services**

Christa and Timothy are being honored for their work with Lehigh's *Greek Allies Program (GAP)*, which supports students who are either current Greeks or considering Greek life and also either struggling with or identify as lesbian, gay, bi-sexual, transgender, queer, questioning, or intersex.

Started by two students, *GAP* now boasts 40 graduates of the program. These students have learned to better understand and support the needs of LGBTQIA students. These students now mentor new students in the program. As their nominators note of Christa and Timothy's work, "Far too many times in recent days, we have seen examples of LGBTQIA college students who have been treated in a way that shows the worst in people....The Tradition of Excellence Award discusses the need for candidates to have 'created a positive, supportive, and inclusive place for employees and students to work and learn.' I challenge you to find a better example than this."

**John Hoffner and Gary Novak  
ATLSS Engineering Research Center**

In July of last year, ATLSS began experiencing unacceptable levels of contamination in their hydraulic system, which is essential to their work in simulating large-scale loading conditions. A decision was made to suspend testing until the root cause of the contamination could be found. John and Gary worked together with a subcontractor to eliminate potential causes and ultimately identified a severely corroded venting piping system as the root cause. Their nominator stated, "John and Gary's efforts not only limited down time in the laboratory, but mitigated potential long-term delay7s on existing Center research and testing programs. Their leadership helped to get ATLSS back online to support its customers' testing needs."

**Kathleen Dugan, Cecilia Kilian, Bess King, Gale Kriebel,  
Denise Shelhamer, Diana Toolan  
LTS Library Access Services**

The members of this team worked together to complete a special project. The work involved moving all of the books and journals in Fairchild-Martindale Library in order to create more user space and accommodate additional volumes. Their nominator noted, "During the move the collection was inventoried so the new collection layout is very accurate. Library users should be able to access and view collections better now. These results were achieved because of excellent team work and because two staff members were willing to see a need and join the team."

**Lynn M. D'Angelo, Cheryl A. Doll, Richard C. Freed,  
Donna L. Goldfeder, Karen M. Kuczynski,  
Kirk W. Mackes, Marcia A. McKay,  
Mary Ellen B. Raposa, Janice M. Sverha,  
Margaret I. Weber, Ayanna N. Wilcher  
Career Services Team**

The Career Services Team was nominated as a group in recognition of their extraordinary team work. According to the nominator, "Each team member shows passion for the project and contributes to its success." This has, in her view, "produced exceptional results." She concluded, "There are individuals....who have been successful, dedicated and productive for many years, but have not been formally recognized with a Lehigh award. There are also...new employees who have hit the ground running by not only excelling in their Career Services' duties, but also by participating in broad efforts outside the realm of their assigned job duties to improve the University community..."

## It's An Honor To Be Nominated!



**T**here are no red carpet arrivals, paparazzi, or teary-eyed acceptance speeches at the annual Lehigh Appreciation Dinner. But you can still feel like a member of “The Academy” by nominating your colleagues for our Oscars — the **Lehigh University Awards**.

There are a range of awards given annually to Lehigh faculty and staff to honor their efforts and achievements. Nominations come from the Lehigh community of faculty, staff, and students. Whether a lead actor or someone in a supporting role, chances are good you work with someone whose performance deserves attention.

Do you know someone who is...

- Under the age of 35 and demonstrating outstanding performance in service to the University and unusual promise of professional achievement?  
Consider nominating him or her for the **Alfred Noble Robinson Exempt and Nonexempt Staff Awards**.
- Consistently demonstrating excellence?  
Think about the **Hillman Exempt or Nonexempt Staff Award**.
- Inspiring Business and Economics students to learn?  
You could submit his or her name for the **Robert and Christine Staub Faculty Excellence Award in Business and Economics**.
- Showing potential for nationally recognized scholarly excellence?  
Encourage a newer faculty member through the **Libsch Early Career Research Award**.

In all, there are 21 categories in which to nominate colleagues and co-workers. For more details on the criteria for all of the awards, visit the University Awards website at <http://www.lehigh.edu/~pres/awards11/awards2011.html>. Please take some time to review the site and to participate in this important process.

**Kelli Oliver** ([kew206@lehigh.edu](mailto:kew206@lehigh.edu)) would be happy to answer any questions you might have about the nomination process. Remember, the nomination period ends on Wednesday, February 16, 2011. Awards are handed out at the Lehigh Appreciation Dinner, which will be held this year on Tuesday May 3, in the Rauch Field House.

**The Annual Lehigh Appreciation Dinner**  
**Tuesday May 3, 2011**  
**Rauch Field House**

**Save The Date!**



## Vacation Accrual and Carry Forward Policies

As we head into the second half of the fiscal year, let’s take a moment to re-visit how staff members accrue vacation and what portion of unused vacation can be carried into the following year.

### THE BASICS

Philosophically, the Office of Human Resources (HR) encourages employees to use as much of their vacation leave as they can throughout the year. Vacations, whether full weeks or extended weekends, are a way to re-charge your batteries, accomplish personal goals, and balance your life.

Recognizing that it’s not always possible to expend all of your accrued leave within a year, however, Lehigh’s policy does permit a certain amount of vacation to be carried over to the next year. While staff members accrue vacation time at varying rates depending on factors that include exempt or nonexempt status, hours worked per week, months worked per year, and years of service, the carry over policy is the same for everyone:

- You may carry over the equivalent of what you earned in the current fiscal year into the next fiscal year.
- Because changing circumstances can alter the rate at which you accrue vacation, the amount may be lower or higher than you would expect at the start of the fiscal year.
- The policy also applies to vacation pay outs at termination. Payment is limited to the amount of vacation actually earned in the 12 months preceding departure.

### HOW IT WORKS

It may come as a surprise that the amount of vacation you may carry over can vary. And, in many cases, your annual accrual may not change for many years. But here’s how that figure might be affected by your circumstances:

#### Scenario One:

Take the case of a full time nonexempt staff member with three years of service. She is eligible for two weeks of vacation. But the actual number of hours she accrues depends on the number of hours she works. If she works 37.5 hours per week, she earns 6.25 hours per month. With a 30 hour per week schedule, the number of hours accrued goes to 5.00.

Now, what happens if an individual works both schedules in one fiscal year? Here are the results if her schedule is reduced from 100% to 80% mid-year. You might think that the staff member can only carry 60 hours forward, but in fact she can carry forward more because she earned more during this particular year.

Hours Worked/ week	Time Period	Vacation Accrued/ Mo	# of Months	Total Accrued
37.50	July—Dec	6.25	6	37.50
30.00	Jan—June	5.00	6	30.00
Total Earned and Available for Carry Forward to Next Fiscal Year				67.50

#### Scenario Two:

In our second case, our nonexempt employee reaches a service milestone, five years of service, on November 30. At this point, he moves into a higher category of vacation accrual – 9.375 hours per month versus 6.25 hours per month. But because he reaches this milestone mid-year he cannot carry forward three weeks of vacation or 112.5 hours. He can only carry forward the vacation *actually earned* in the prior fiscal year which is less than 112.5 hours.

Hours Worked/ week	Time Period	Vacation Accrued/ Mo	# of Months	Total Accrued
37.5	July — Nov	6.25	5	31.25
37.5	Dec— June	9.375	7	65.63
Total Earned and Available for Carry Forward to Next Fiscal Year				96.88

#### Scenario Three:

In our third case, we have a full time exempt staff member who increases her hours (from 75% to 100%) during the fiscal year – or March 1. At 75% FTE, she accrues 11.00 hours per pay and at 100% FTE, she accrues 14.67 hours per pay.

Hours Worked/ week	Time Period	Vacation Accrued/ Mo	# of Months	Total Accrued
30	July—Feb	11.00	8	88.00
40	March— June	14.67	4	58.68
Total Earned and Available for Carry Forward to Next Fiscal Year				146.68

### WHAT THIS MEANS FOR YOU

The important thing to remember about the vacation accrual policy is that there are times when your accrued vacation available for carry-forward for the next fiscal year is not the exact number of hours or weeks you would expect. These circumstances are related to changes in hours worked per week, years of service, exempt/nonexempt job classification, and periods of unpaid time off. Whenever one of these factors changes, the amount of vacation you can carry forward into the next fiscal year may as well.

If you have questions about this vacation policy or your own balance, call Ronnie Blue at extension 85020 or write to her at [vah0@lehigh.edu](mailto:vah0@lehigh.edu).

## Coffeepot Chatter or Water Cooler Wisdom

**Maria:** Harry, have you heard from Tom?

**Harry:** No. Gosh, it's 8:45. Do you have his cell number handy? I'll give him a call.

**Maria:** I'll call him. I have his number in my phone.

**Harry:** Ok. Thanks.

(As Maria places the call, Tom walks in the office door.)

**Maria to Tom:** Hi. I was just trying to call you.

**Harry:** Is everything ok?

**Tom:** Sorry I'm late. Traffic on the bridge wasn't moving with this dusting of snow.

**Maria:** That's why we called. We were concerned.

**Tom:** Yeah, thanks. I know I'm to call within thirty minutes of my start time, but I don't have hands free calling with my cell. And I know I can be fined for using my cell while driving in Bethlehem.

**Harry:** Not a problem. We were concerned about you driving in this weather.

**Tom:** Thanks. These morning commute snow flurries are becoming a nuisance.

### IT HAPPENS

At some point in our lives, we've all experienced snarled traffic, sudden weather, car trouble, an alarm clock that refused to go off, or another minor mishap that makes us late for work. And then there are those mornings when you wake up to a sick child, a sick self, or a snow day that will prevent you from making it in altogether.

We're all human. There will come a time when you won't be able to be at your place of work at the appointed time. The expectation that Lehigh has of its employees in such instances is that each of us will communicate with our supervisor and take responsibility for our work.

### ACCEPTABLE COMMUNICATION

Maria and Harry were concerned about Tom's absence because he hadn't yet communicated with them. Lehigh's *Staff Guides* (available at [http://](http://www.lehigh.edu/~inhro/staff_guides.html)

[www.lehigh.edu/~inhro/staff\\_guides.html](http://www.lehigh.edu/~inhro/staff_guides.html)) and HR policies include the following expectations:

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

***When you must take time off due to illness, notify your supervisor within one-half hour of the start of your working day. If you become sick while at work and must leave, notify your supervisor.***

***If you cannot reach your supervisor, call Human Resources and your message will be relayed.***



You should have your supervisor's phone numbers programmed into your cell phone or easily retrievable at home for these kinds of eventualities. Also, be sure that you have a clear understanding of how your supervisor wishes to be contacted. Whenever possible, person-to-person communication is the preferred mode.

### TAKING RESPONSIBILITY

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

leave. The University expects staff to use this benefit with discretion.

For more information on the expectations and responsibilities associated with lateness and call off procedure, please consult the *Staff Guides* on the HR website at [http://www.lehigh.edu/~inhro/staff\\_guides.html](http://www.lehigh.edu/~inhro/staff_guides.html).

## Coming This Spring!

**Your chance to weigh in on GPS**



- **Have thoughts about the GPS Performance Management System?**
- **Have ideas to make it better?**

Watch your email this spring for a chance to respond to an important survey about GPS.

**Remember, we can only improve our system if we hear from those who use it!**

## The Payroll Corner



### IMPORTANT PAYROLL TAX CHANGES

Effective January 2011, Social Security withholding has been reduced from 6.2% to 4.2%. The taxable wage base for the year remains at \$106,800. The Medicare withholding portion will continue at 1.45% through 2011.

The **Making Work Pay** credit expired on December 31, 2010. Therefore, the new 2011 Federal Tax Tables do not reflect this credit. For more information on how your federal withholding may have changed in 2011, please refer to the available documents in the *Understanding Your Paycheck* section on the Payroll Office web page: [http://www.lehigh.edu/~inctr/procedures\\_payroll.shtml](http://www.lehigh.edu/~inctr/procedures_payroll.shtml).

### TREASURY DIRECT INVESTMENTS

Online investments are available through the U.S. Department of the Treasury using their secure web-based system. Individuals maintain their own personal online account and control their investments on the **Treasury Direct** website. Payroll can deposit your desired amount directly in your account through ACH transactions.

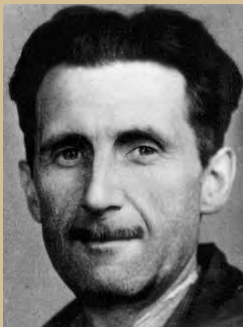
For more information, please visit [www.TreasuryDirect.gov](http://www.TreasuryDirect.gov). The *Savings Bond Direct Deposit Form* can be found on the Payroll Office Forms web page.

### W-2 HOTLINE

Payroll maintains a separate email address devoted entirely to inquiries regarding your W-2. Please email any questions or concerns to [inpayw2@lehigh.edu](mailto:inpayw2@lehigh.edu). This special email address will ensure priority treatment.

*The leaders who offer blood, toil, tears, and sweat always get more out of their followers than those who offer safety and a good time. When it comes to the pinch, human beings are heroic.*

— George Orwell  
1903-1950



## HR Reminders

- Remember to schedule your floating holidays for 2010-11. There are four this year that need to be taken before June 30, 2011.
- Remember that you have until **March 31, 2011** to submit **Flexible Spending Account** reimbursements for calendar year ending December 31, 2010.
- If you are an exempt or faculty member and have a child enrolled at another college or university and are planning on using your Tuition Cash Grant benefit, contact Betty Konczyk, extension 82952 ([bik208@lehigh.edu](mailto:bik208@lehigh.edu)) or Alice Sikorski, extension 82789 ([ams404@lehigh.edu](mailto:ams404@lehigh.edu)).
- If you have a dependent child coming to Lehigh University in the spring or fall semester, send information to Betty Konczyk, extension 82952 ([bik208@lehigh.edu](mailto:bik208@lehigh.edu)) or Alice Sikorski, extension 82789 ([ams404@lehigh.edu](mailto:ams404@lehigh.edu)).
- The **Bethlehem Teachers Federal Credit Union** is on campus each week on Wednesdays in Human Resources from **Noon to 2:00 p.m.** and Thursdays in Iacocca Hall Room C002 from **Noon to 2:00 p.m.**