

# Human Resources

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light can be viewed at:

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



## PERFORMANCE MANAGEMENT

### Goals → Performance → Success Time to Review Results

The calendar year is coming to a close. In terms of the **GPS Performance Appraisal Process**, that means it's time for employees and supervisors to begin reviewing and assessing annual results. This annual appraisal, along with continuous feedback throughout the year, is beneficial to employees and supervisors alike. The process as a whole allows for better communication and clearer understanding of expectations and performance level.

At this point, supervisors should be planning to move their staff's GPS forms from the second *Working Document* step to the *Annual Appraisal* step. (You may contact HR for assistance with moving forms to the Annual Appraisal step.)

#### APPRAISE YOURSELF

When the supervisor moves the form to the Annual Appraisal step, it can then only be accessed by the employee or the supervisor at any one time. First it is the employee's turn to complete the self-appraisal. If you have been adding information to your GPS file throughout the year, give yourself a pat on the back. Your performance meeting will be easier to prepare for. If you haven't been updating your form, fear not! There is still ample time for you to gather your materials and enter the information.

Set aside some time to focus on this important task. Check your calendar to recall the dates and topics of any workplace learning and/or professional development activities you may have participated in. Review your annual goals and add information to your GPS file about specific projects and accomplishments that demonstrate that you have worked toward meeting those objectives.

Be sure to confirm or adjust the weight for each key accountability (totaling 100%) and any *Special Projects/Assignments* (again, totaling 100%, if applicable). Also include information in the "Progress and Outcomes" and/or "Comments" areas. The GPS tool provides an area to self rate your performance for each key accountability; however, this self rating may be optional based on direction from your supervisor.

#### NEXT, IT'S THE SUPERVISOR'S TURN

Once an employee finishes the self-appraisal process, it is his or her responsibility to forward the GPS appraisal form to the supervisor. At the top of the form — directly under the Annual Appraisal workflow step — there is a "Send to . . ." button with the supervisor's name. When you select this button, the form will be forwarded to your supervisor's GPS inbox. The supervisor will receive an email notification that the employee's form is now available for her/his appraisal. The employee has the option of including a message to the supervisor when the appraisal form is forwarded.

(Continued on page 2)

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If you're a supervisor, in addition to preparing for your own performance meeting, you will need to be planning for your employees' appraisals as well. The GPS system includes some powerful reporting tools for supervisors that are designed to enhance and ease this process. You can see a snapshot of the Dashboard and an explanation of the tools by going to [http://www.lehigh.edu/~inhro/documents/GPS\\_QRG\\_Dashboards.pdf](http://www.lehigh.edu/~inhro/documents/GPS_QRG_Dashboards.pdf). A more detailed explanation is also available at [http://www.lehigh.edu/~inhro/documents/GPS\\_Dashboards\\_Handout.pdf](http://www.lehigh.edu/~inhro/documents/GPS_Dashboards_Handout.pdf).

If you'd like to learn more about these tools, contact **Linda Parks** at extension 85195 or [linda.parks@lehigh.edu](mailto:linda.parks@lehigh.edu).

### READY TO MEET

When the supervisor has completed his/her appraisal of the employee's performance, the employee will receive an email notification that the appraisal has been forwarded to the *Performance Meeting* step. The performance meeting step is a collaborative step where both supervisor and employee can view everything that has been entered into the form.

The supervisor should inform the employee of a date and time for his or her performance meeting. Following the performance meeting and any edits and additional comments to the GPS form, the supervisor forwards the form for the employee's signature. To do this the supervisor must first enter the date of the performance discussion in the *Performance Discussion* section. Unless a date is entered, the supervisor will be unable to forward the form. Finally, be certain to print out a copy of your form prior to your performance meeting for use during your discussion. 📄

## Help Is Available!

The GPS process can seem complicated, with many workflow steps. But each of these steps was designed to provide opportunities for employees and their supervisors to communicate with one another about progress and challenges throughout the year. The good news is that HR also offers a number of *Performance Management Learning Programs* for you to take advantage of that can help take some of the stress and mystery out of the entire process. See the schedule on the opposite page for upcoming programs and register at [www.lehigh.edu/~inhro/Schedule.htm](http://www.lehigh.edu/~inhro/Schedule.htm).

### For All Employees:

#### GPS: Lehigh's Performance Management System

This interactive session is offered monthly for newly hired staff members, new supervisors, and anyone who would benefit from a GPS refresher. During the 90-minute session, the instructor covers the GPS basics, focusing on workflow. She also offers tips on using the various system features and how to update goals and activities throughout the year to be fully prepared for performance appraisal time at the end of the year.

#### Your Best Performance Discussion Ever

Everyone should be well prepared for, and take an active role, in their performance appraisal. This workshop reviews the performance management cycle, the GPS process, and what to do to be prepared for the performance meeting. Topics covered include self appraisal, goals and objectives, and how to present workplace learning programs you would like to attend.

### For Supervisors:

In a 2010 **Sibson Consulting**, more than half of respondents identified having difficult performance discussions as the top challenge faced by managers and supervisors. Register for one of these programs to ease your anxiety.

#### Performance Management 101

Review the basics or refresh your skills for this critical function of staff supervision. Performance Management 101 covers the performance cycle and how using Goals—>Performance—>Success (GPS) allows supervisors to conduct well-planned appraisals. This program also provides tips and information for the performance discussion to help you develop your staff, guide their work performance, and involve them in setting goals.

#### Performance Appraisal Clinics

Do you have a challenging performance appraisal situation to deal with this year? This clinic offers an informal environment in which to discuss issues such as a lack of initiative, defensiveness, interpersonal conflict, job or supervisory changes, recent unsatisfactory performance, attendance concerns, or unchanged poor performance. While the situations and discussions can be difficult, they can also lead to valuable outcomes.

## Snowy weather?...



Tune to **WFMZ-TV Channel 69**

Call LU News at **610-758-NEWS (6397)** after 6:30 a.m.

Visit [www.wfmz.com](http://www.wfmz.com) or [www.readingeagle.com](http://www.readingeagle.com)



...to find out if it's business as usual at Lehigh.

# HR By The Numbers: Tuition Benefit Usage

## Employees Utilizing Tuition Benefits in 2010

**151**

Undergraduate: 4  
Graduate: 115  
LVAIC Tuition Exchange: 32

## Dependents Utilizing Tuition Benefits in 2010

**279**

Undergraduate: 142  
Graduate: 14  
Tuition Cash Grant: 123  
LVAIC Tuition Exchange: NA

## Spouses/Partners Utilizing Tuition Benefits in 2010

**50**

Undergraduate: 2  
Graduate: 31  
LVAIC Tuition Exchange: 17

## Human Resources Workplace Learning and Performance Winter Programs

<b>Ongoing</b>	<i>Real Time Coaching—Your Game Plan</i>	1st & 3rd Fridays By Appointment
<b>DECEMBER</b>		
7	<i>Webinar: Change Anything</i>	1:00 to 2:30 p.m.
8	<i>*Effective Business Writing (\$100 cost)</i>	9:00 to 4:00 p.m.
14	<i>Supervisor Series: Workplace Violence</i>	8:00 to 9:30 a.m.
21	<i>GPS: Lehigh's Performance Management System</i>	9:00 to 10:30 a.m.
<b>JANUARY</b>		
4	<i>GPS: Lehigh's Performance Management System</i>	9:00 to 10:30 a.m.
6	<i>Performance Management 101</i>	9:00 to 11:00 a.m.
11	<i>Career Coaching for Managers, part 1</i>	8:30 a.m. to noon
13	<i>Career Coaching for Managers, part 2</i>	8:30 a.m. to noon
<b>FEBRUARY</b>		
1, 8, 15, 22	<i>Crucial Conversations, 4-part course</i>	8:30 a.m. to noon
<p><b>*Your department may pay for you to attend programs that require a fee. Please check with your supervisor.</b></p> <p>To register for these programs, visit <a href="http://www.lehigh.edu/HRtraining">www.lehigh.edu/HRtraining</a>. If you have questions, contact Mary Jo McNulty at extension 83894 or <a href="mailto:mjd4@lehigh.edu">mjd4@lehigh.edu</a>.</p> <p>For more information about Workplace Learning opportunities, visit <a href="http://www.lehigh.edu/~inhro/WorkplaceLearningCalendar.htm">www.lehigh.edu/~inhro/WorkplaceLearningCalendar.htm</a>.</p>		



# 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.

### 25 YEARS

Larry Simek, LTS Technology Management

### 15 YEARS

Erica Hoelscher, Theatre

Mary Ann Lewis, Admissions

Jennifer Swann, Biological Sciences

### 10 YEARS

Mary Ann Karweta, LTS Client Services

Sara Rodgers, LTS Client Services

Jennifer Pastor, Office of Research & Sponsored Programs

### 5 YEARS

Dolly Hoffman, Lehigh Support

Hassan Moawad, Center for Adv. Mat. & Nanotech.

Sougata Roy, Engineering Rsch Ctr-ATLSS

Pamela Wheat, Vice President & Provost, Research Grad St.

Doreen Herold, LTS Library Access Services

Clara Buie, English as a Second Language

Cherylann Myers, Admissions

Brandon Leeds, LTS Client Services

## 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 individual who joined Lehigh recently:

Kimberly Drey, Human Resources

Janna McColgan, International Programs -COE

### On The Move

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

Ronald Hiestand, Facilities Services



Grab a *Streetcar Named Desire* and meet us on the corner of Bourbon and St. Ann as we celebrate the holidays Big Easy Style! From *beignets* to *Po' Boys*, from the French Market to the Garden District, you'll embark on a culinary journey through this magical city.

## *2010 Holiday Party Welcome To New Orleans!*

Thursday, December 16  
3:00 to 6:00 p.m.  
3rd floor, University Center

**RSVP Today!**



# In Memoriam

**Herman Baader**  
1945 to 2010



Herman Baader and students at the 2010 ME240 Race Day

**Herman Baader**, a member of the Lehigh class of 1968 and a thirteen-year employee of the university, passed away on November 4, 2010. Herman served as an Engineering Technician in the **Mechanical Engineering and Mechanics (MEM)** department. *In The Spotlight* asked his colleagues, friends, and students to share their reflections on a man everyone agreed was dedicated to the university:

*“Herman took a genuine personal interest in the students within the department. He was especially interested in the international students, learning about their culture, their experiences growing up, and especially their foods. He also kept a set of maps in his shop for handy reference so that when he befriended a new international student he could locate where exactly they were from geographically. Many of these friendships have lasted well beyond the students’ time at Lehigh.”* **Dr. David Angstadt**

*“A while ago, I needed someone to fabricate a complex, three-dimensional component for my project, and Herman went out of his way to identify undergraduate and graduate students who knew the techniques to do the job. He identified and brought together the talents of our students in a way that had a substantial influence on my research.”*

**Dr. Donald Rockwell**

*“Herman Baader was an extremely productive and highly valued member of the MEM staff. He was a very experienced machinist who effectively conveyed his skills to students. He played a crucial role in the Department’s educational mission, teaching hundreds of mechanical engineering students’ machine shop principals and skills. ..He was very safety conscious and our students very much appreciated his concerns about their well-being and overall educational experience at Lehigh.”*

**Dr. Herman Nied**

*“I had the opportunity of working closely with Herman through the Manufacturing course. He helped us every step of the way, from creating an Onager sling shot out of machined pieces to CNC machining the molds for our plastic injected matchbox cars. Herman was always willing to drop what he was doing to help out.*

*Senior year I worked as a teaching assistant for this manufacturing class. During the spring semester I worked behind the scenes, prepping for class to make sure the lab exercises went smoothly. Herman was always eager to show me the proper techniques. When I made a mistake he would promptly correct me and show me the proper technique, and then crack a joke to keep the mood light and fun. He created a relaxed environment for the students of the engineering department to learn.”*

**Devin Tyman, student**

*“Words have a tendency to dilute the actual experience. Here’s my attempt... Herman was a dear friend with a huge heart. He was a global chess player. He is an old soul, per my belief system. He was an employee who thought outside of the box. A team player. No problems, only solutions.”*

**Kathy Katcher, Wilbur Powerhouse** 🍷

## Retirements

Lehigh University extends best wishes to its newest retiree as he begins the next chapter of his life:

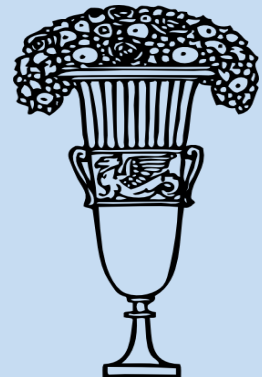
**John Vegetabile, Facilities Services**

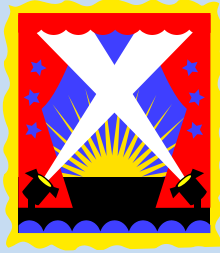
## Lehigh Remembers. . .

Joseph P. Klein  
1926 to 2010

Earl (Fred) Ross  
1952 to 2010

Gilbert Stengle  
1933 to 2010





## Awards News

### Tradition of Excellence Awards

Do you know someone at Lehigh who deserves special recognition? Consider nominating them for a *Tradition of Excellence Award*. The Lehigh Tradition of Excellence Award program was designed to honor full and part-time staff members (exempt, nonexempt, research) who exemplify through their character, job performance, or team work, the values that the University embraces.

Nominations are accepted year-round and awards are announced in April and November. For more information, including a list of awards committee members and nomination forms, please visit the HR website at <http://www.lehigh.edu/~inhro/TOE.htm>.

### Spot Bonus Awards

Nominations come from supervisors with the endorsement of the appropriate department head, vice provost, dean, and vice president. For more information on the criteria and process for nominating employees for *Spot Bonus Awards*, please visit the HR website at <http://www.lehigh.edu/~inhro/SpotBonus.htm>.

### Lehigh University Awards

The nomination period is now open for the annual *Lehigh University Awards* program. We encourage



you to submit nominations for staff and faculty. This is a great opportunity to let individuals know how much their contributions, dedication, and excellence are valued in our campus community.

The nomination period closes on **Wednesday, February 16, 2011**. Any nominations received after this date will be considered for next year's program. Nominations are submitted online on the University Awards website: <http://www.lehigh.edu/~pres/awards11/awards2011.html>. The web site contains details about how to nominate individuals, lists of previous winners, criteria, and other important information. Please take some time to review the site and to participate in this important process. If you have any questions, please contact Kelli Oliver at [kew206@lehigh.edu](mailto:kew206@lehigh.edu).

*A scientist in his laboratory is not only a technician; he is also a child placed before natural phenomena which impress him like a fairy tale.*

—Marie Curie



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

**Save The Date!**



## News from ERAC

With the holidays quickly approaching, taking time off to be with family and friends is important for all of us. This year, Christmas and New Year's Day fall on Saturdays, so the university's staff holiday schedule includes December 23, 24, and 31. This creates a four-day holiday weekend for Christmas and a three-day holiday weekend for New Year's.

The issue of closing the university for the entire week between the holidays was brought to ERAC again this year, so we wanted to remind employees about last year's evaluation of the idea.

In 2009, ERAC worked with Vice President for Finance and Administration **Peggy Plympton** to consider the possibility of closing the university between Christmas and New Year's Day. Together, we explored a number of factors.

In comparing holidays with other LVAIC schools, we found varying practices ranging from closing for the week to observing Christmas Eve, Christmas Day and New Year's Day as holidays. Lehigh has more graduate and international students that stay on campus and a significantly larger research program than our LVAIC partners. International and out of state students are still on campus with at least 600 remaining on campus in residence halls. Various departments and research labs need to be operational during that time.

With regard to potential savings from not heating buildings, the evaluation concluded that it would total approximately \$24,800. This was considered insufficient monetary savings to support closure based on energy savings. After considering all these factors, the university's senior leadership concluded that it would not be in the best interest of the university to close that week.

However, with the approval of the department head and dean/vice president, a department may close for additional days providing that staff use floating holidays and/or vacation days

in order to be paid for this time away. In this case, the department should notify the campus via the **Lehigh Daily News** and **Staff News Digest** and post a notice on the door to the department.

More information regarding the holiday schedule may be found on the HR website at <http://www.lehigh.edu/~inhro/documents/2010-2011Schedule.pdf>.

### REMINDERS

**Ironpigs** baseball tickets make great gifts and stocking stuffers! Tickets are selling quickly for the June 2011 game. For more information, please visit the ERAC website at <http://www.lehigh.edu/erac/ironpigs/index.htm>

Feel free to visit our website at [www.lehigh.edu/erac](http://www.lehigh.edu/erac). May each and every one of you have a wonderful holiday season! 🍷

## Winter Holiday Schedule



Scheduled holidays for this winter season include:

Dec. 23: Christmas Holiday  
Dec. 24: Christmas Holiday  
Dec. 25: Christmas Day\*

Dec. 31: New Year's Holiday  
Jan. 1, 2011: New Year's Day\*

\*University Police & Powerhouse Personnel

ERAC Employee Relations Advisory Committee  
Lehigh University

## 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 would like to make changes to your **Voluntary Retirement Savings Plan** (or start a new one), contact **Patti Glasgow** at extension 83936 ([pjg209@lehigh.edu](mailto:pjg209@lehigh.edu)). The **Salary Reduction Agreement** is also on the HR website at <http://www.lehigh.edu/~inhro/documents/SRA-2010.pdf>.
- 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.**

## SAD?

### *Blame the Season, Not the Holidays*

**D**o you feel blue around the holidays every year? If you find yourself growing depressed every year at a certain time, you could be suffering from **seasonal affective disorder (SAD)**. With SAD, people experience recurring depression – usually during the fall and winter, but sometimes in the summer – that passes with the offending season.

Learning about this misunderstood condition can help you recognize it in yourself and others so you can seek treatment.

**Q:** What causes SAD?

**A:** Experts believe it's related to several factors, including hormone regulation, body temperature, and seasonal variations in sunlight. A sleep-related hormone called melatonin has been linked to the condition because of its possible connection to depression. During the winter, when the nights are longer, the body produces more melatonin.

**Q:** Who is likely to develop SAD?

**A:** SAD occurs in both the northern and southern hemispheres, but it's very rare near the equator. The condition is more likely to affect women.

**Q:** What are the symptoms of SAD?

**A:** People with SAD don't always experience the same symptoms. However, their symptoms return every year, usually starting and ending at about the same time.

Common signs of winter-onset SAD include:

- Appetite changes, often with a craving for sweet or starchy foods
- Weight gain

- Low energy
- Fatigue
- A tendency to oversleep
- Impaired concentration
- Irritability and anxiety
- Avoiding social interaction
- Loss of interest in activities previously enjoyed.

SAD can be diagnosed after a person has had three consecutive winters of symptoms followed by a remission of symptoms when the seasons change.




**Q:** How is SAD treated?

**A:** If you believe you are suffering from SAD, speak with your doctor or a mental health professional. SAD can be treated effectively several ways, depending on the severity of the disorder. People with mild cases of winter-onset SAD may find relief by increasing their daily exposure to sunlight. They can take long walks outdoors or arrange their office or home so they're exposed to more daylight. More severe cases may require light therapy. This entails sitting in front of a light box or wearing a light visor for 30 or so minutes each day during the fall and winter. Tanning beds and booths shouldn't be used to treat SAD. They emit ultraviolet rays that can burn the skin and eyes.

If your symptoms don't improve with light therapy alone, your physician may want you to try prescription antidepressants or psychotherapy.

For more information, visit the **American Psychiatric Association** at [www.healthyminds.org](http://www.healthyminds.org).

By **Barbara Floria**, *Vitality Magazine*.  
Reprinted with permission. 

## New Year... New You?

**Weight Watchers** has launched a new program — *PointsPlus™* — and it will change the way you look at fruits, vegetables, and all foods.

Lehigh will be offering a new 8-week session of on campus Weight Watchers meetings in January, and everyone is invited to join. Here are a few great reasons why you should consider on campus Weight Watchers if you are thinking about embarking on a weight loss plan:

- Weight Watchers is regarded as the most successful weight loss program over the long haul.
- The new Points Plus system allows you to eat as many fruits and vegetables (with some exceptions) as you like.
- On campus meetings are conveniently scheduled over the lunch hour and fresh fruit, veggies, and water are provided.
- On campus meetings are less expensive than off-site meetings. You'll pay just \$80 for 8 weeks.
- You can pay for Weight Watchers on campus via payroll deduction.
- You'll find co-workers and friends (including your intrepid *Spotlight* Editor!) to support you in your efforts.

If you would like to register for the next session of Weight Watchers, go to the [HR Registration website](http://www.lehigh.edu/HRtraining): [www.lehigh.edu/HRtraining](http://www.lehigh.edu/HRtraining)

 **WeightWatchers®**

## Two New Faces in Human Resources

The Human Resources Office (HR) recently welcomed two new colleagues to its team. You may notice they have something in common! The next time you are in the HR Office, be sure to say hello.

### Kim Kressman

#### Human Resources Assistant

Kim is one of the first people you'll meet when you enter the HR Office, as she shares the front desk with **Patti Glasgow**. Kim's main role is to support Employment activities. In that capacity, she answers questions about job openings, schedules interviews or tests, and keeps applicants informed about their status. She also provides general customer service support for the office. So, she can also help you find information about your benefits or accept your paperwork at the front desk.

With a new online applicant tracking system to work with in the coming

year, it's a good thing that Kim has a strong HR background, including over 7 years of experience in payroll, benefits and accounting.

In her free time, Kim enjoys the outdoors, traveling and spending time with her family, including her young son.

Kim's extension is 85847. Her email is [kak910@lehigh.edu](mailto:kak910@lehigh.edu)



New HR Office employees (l to r) **Kim Kressman** and **Kimberly Drey**

### Kimberly Drey

#### Human Resources Benefits Analyst

Kimberly's position is designed to increase the team's expertise in quantitative analysis of the university's benefits program. She'll be providing analytic, technical, and administrative support to the Director of HR Services as the university navigates both its own benefits allocation review and the swiftly changing landscape of health insurance resulting from *The Afford-*

*able Care Act*.

Before arriving at Lehigh, Kimberly spent much of her career in a similar role at **Mack Trucks, Inc.** Her hobbies include reading, swimming, long walks, camping and family time. She especially values her time spent with her children and as a volunteer at their school and church.

Kimberly's extension is 83895. Her email is [kad610@lehigh.edu](mailto:kad610@lehigh.edu).



## Benefits 101: Information at the Touch of a Button

If you are enrolled in one of Lehigh's medical plans, you probably understand the basics of your coverage. But did you know that your insurance also entitles you to a wealth of health-related information and access to professionals all from the convenience of your phone or computer?

### THE CAPITAL BLUE CROSS NURSE LINE

The **Nurse Line** is a trusted source of information and support for a wide range of health concerns. You can ask health questions, learn self-care tips, or get information that can help you choose appropriate care for your situation.

To reach an experienced registered nurse, call the toll-free number, **1-800-452-BLUE**. The Nurse Line is available 24 hours a day, every day of the year.

### THE CAPITAL BLUE CROSS WEBSITE

Have you visited the Capital Blue Cross website – [www.capbluecross.com](http://www.capbluecross.com) – lately? Perhaps you've gone to the site to find in-network providers, but as a plan member, you have access to many more resources.

It takes just a few minutes to create a personal profile on the site (be sure to have your insurance ID card handy). Once you're logged in, you can view all of your claims records and you will also find a wide array of health and wellness materials.

For instance, you can tap into the **My Care Advisor** tool if you are considering an elective procedure. And, if you're interested in making some positive changes in your health, you can also create a free **Better Health Works**<sup>SM</sup> personal profile. The Better Health Works program provides you with a plan for change and even checks in with you via email to see how you are progressing in your efforts.

The next time you are looking for answers to a medical or wellness question, consider taking advantage of these benefits.

## 'Tis the Season to Stay Safe

At Headquarters in Johnson Hall, Lehigh University's police department monitors the hidden corners of campus via hidden security cameras. It's one way they're using technology to keep the community safe.

But even in our high-tech age, some things never change. And when it comes to crime, Lehigh University Police Chief **Ed Shupp** says that thieves stick to the tried and true. *"Most property crimes are crimes of opportunity,"* he noted recently, *"and during the holidays, there's lots of opportunity."*

With so much to do this time of year, it's tempting to cut corners – just toss the shopping bags on the car seat, who has time to stop their newspaper before leaving for the weekend? But these shortcuts are just what a criminal is waiting for.

*"If you are shopping for presents on your lunch hour, just take the extra minute to hide everything in the trunk and stow away your electronic devices,"* Chief Shupp recommends. *"Even leaving the suction cup of your GPS on the dashboard can make you a target."*

### COMMON SENSE MEASURES

Here are a few other common sense measures to avoid being a target:

- Wear your purse close to your body or under your coat
- Put your wallet in a front coat or

- pants pocket
- Lock your valuables in a drawer in your office
- Ask a neighbor to watch your home and shovel your walks while you're away
- Set house lights on a timer.

When it comes to your personal safety, awareness is the watch word. The Chief suggests parking in well-lit areas, being alert to your surroundings, and always leaving one arm free when you're walking. Choose an ATM inside a mall, and protect your PIN when withdrawing funds



Keep in mind that you are the expert when it comes to your own work and neighborhood surroundings. If you see something unusual, don't hesitate to contact the police. On campus, dial extension 84200 to reach the Lehigh Police.

Finally, Chief Shupp advises against trying to manage a potentially danger-

ous situation on your own. As he likes to say, *"Our officers are the only ones here who get paid to take a punch."*

## Staying Safe On Campus

- **Blue Light Call Boxes** are located throughout campus for your safety. If you feel unsafe, use the box!
- **Remember:** On campus, dial extension 84200 to reach the police at any time. This is the fastest way to get help. Don't call 9-1-1 on campus.
- If you suspect a non-emergency crime is occurring or see suspicious activity on campus and you would like to report it anonymously, you can complete a form via [the University Police website](http://www.lehigh.edu/~inlpd/anonymous_tips.shtml) at [http://www.lehigh.edu/~inlpd/anonymous\\_tips.shtml](http://www.lehigh.edu/~inlpd/anonymous_tips.shtml)



## Crime Prevention Programs For Faculty and Staff

Looking for ways you can be more proactive in your efforts to stay safe? The University Police Department offers a number of programs for the entire campus community. For more information about any of these services, visit the [LU Police website](http://www.lehigh.edu/~inlpd/index.shtml) at <http://www.lehigh.edu/~inlpd/index.shtml> or call extension 84200.

- **Property Registration Online (PRO)** allows you to register your valuables with the department to streamline investigations and the return of recovered property.
- **Laptop Registration** is a great way to stop a laptop thief in their tracks. If a registered laptop is stolen, the Lehigh police can locate it electronically and, in some cases even apprehend a suspect.
- **The VIN Etching Program** acts as a deterrent to would-be car thieves by making it impossible to change your car's vehicle identification number.
- **RAD (Rape Aggression Defense)** is a 12-hour program of realistic, self-defense tactics and techniques for women only. It is a comprehensive course of four three-hour classes that begins with awareness, prevention, risk reduction and avoidance, and progressing on to the basics of hands-on defense training. The RAD classes are free of charge. Female faculty, staff, and female family members can register to be informed of the next session by [visiting the RAD page here](https://www.lehigh.edu/~inlpd/rad_training.shtml) ([https://www.lehigh.edu/~inlpd/rad\\_training.shtml](https://www.lehigh.edu/~inlpd/rad_training.shtml)).

## Coffeepot Chatter or Water Cooler Wisdom

**Harry (opening his mail):** *Oh my, I wasn't expecting this.*

**Tom:** *What do you have there, Harry?*

**Harry:** *Do you remember when I presented at the local chapter meeting for our professional association last month?*

**Tom:** *Sure.*

**Harry:** *They sent me a \$150 gift card as a thank you.*

**Maria:** *That will help with holiday shopping!*

**Harry:** *No, I can't accept it.*

**Maria:** *Why not?*

**Harry:** *This exceeds what is considered nominal by the University's Conflict of Interest policy. If it were \$25 or even \$50, I might accept it, but not this amount.*

**Tom:** *So, what do you do with it?*

**Harry:** *I can return it to the professional organization, or I can turn it over to the University.*

**Maria:** *Can you give it to a charity?*

**Harry:** *Yes, I could do that too.*

**Maria:** *This year the Faculty Staff Holiday Party is accepting cash donations and cold weather gear for Broughal Middle School.*

**Harry:** *Maria, that's an excellent idea!*

Gift-giving seems like it should be a happy undertaking, especially during the holidays. But in the workplace, the whole topic of exchanging presents can be fraught with confusion, sensitivities, and, yes, the occasional university policy. Here are a few things to keep in mind when you have received a gift in the office or you are considering giving one.

### IT'S BETTER TO GIVE THAN TO RECEIVE

At this time of year, most of us spend a bit of time considering our own good fortune and giving back to those who are in need. Many offices and work groups across the Lehigh community join together to adopt families, collect

canned goods for the food bank, or help out in some other way. The annual Holiday Party is also an opportunity for the community to come together to support a cause – this year's charity is the Lehigh-Broughal Community School Partnership.

Generally speaking, these activities are great and to be encouraged. Do remember, however, that the efforts need to be voluntary and from employees' own funds, not from departmental budgets. As a non-profit institution, Lehigh itself does not make contributions to other non-profits.

### MAYBE YOU SHOULD LOOK A GIFT HORSE IN THE MOUTH

The university does business with a large number of vendors and suppliers. It's not unusual for a vendor to want to thank their clients at the holiday season with a gift. But if someone you do business with in your role at the university gives you a gift, you should be aware of the Lehigh policy on this matter:

*In accordance with the University Policy on Conflict of Interest, all university personnel will refrain from accepting any gifts, gratuities, or entertainment from suppliers doing business or wishing to do business with the University, of more than a nominal value.*

"Nominal value" changes over time, but generally we recommend that any gift valued over \$100 be considered a potential conflict of interest. Should you receive such a present, you can opt to return it to the giver graciously. Or, if you prefer, you might consider donating the item to Human Resources to use as in a prize drawing at the annual Holiday Party. Even if you think the gift is worth less than \$100, it's still a good idea to let your supervisor know about the gift and get another opinion. The appearance of a conflict is often times as much of a problem as an actual one.



### A NEW USE FOR THAT SINGING BASS FROM UNCLE FRED?

Office gift exchanges can be a tricky affair. They can also be a lot of fun, as long as everyone wants to participate. Some offices host a "Bad Gift Exchange" after the holidays, with co-workers bringing in what they see as the silliest, ugliest, or tackiest gift they received during the season. This can be amusing, just be sure you don't bring a gift that someone in your office gave you!

*And finally...a gentle reminder from Miss Manners.* Regardless of whether a gift you receive is perfect or not-so perfect, remember to say thank you. A phone call, email or the old-fashioned hand-written note of gratitude is always welcome this time of year.

### National Haiku Day December 21

Create your own 5/7/5 poem or simply enjoy this one:

*celebrate a day  
in a cold winter season  
with delicate verse*

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## Lehigh University 2011-2012 Holiday Schedule

1	July 4, 2011	Monday	Independence Holiday
2	September 5, 2011	Monday	Labor Day
3	November 24, 2011	Thursday	Thanksgiving Day
4	November 25, 2011	Friday	Day After Thanksgiving
5	December 23, 2011	Friday	Christmas Holiday
6	December 26, 2011	Monday	Christmas Holiday
7	January 2, 2012	Monday	New Year's Day
8	May 28, 2012	Monday	Memorial Day
9	<i>Floating Holiday</i>		
10	<i>Floating Holiday</i>		
11	<i>Floating Holiday</i>		
12	<i>Floating Holiday</i>		
<i>A separate policy has been established for University police and powerhouse personnel.</i>			


This schedule is for fiscal year 2011-12 only and is subject to change in future years. The 2011-12 Holiday Schedule continues to provide 12 paid holidays for staff members. In some cases, Floating Holidays are scheduled by a supervisor to coincide with dates that staffing is not required in the department. In all other cases, the Floating Holidays may be taken at a time that is mutually agreeable to the supervisor and staff member.

Floating Holidays and vacation time continue to be available to provide paid time off for observation of religious or other special days. A minimum of one week's written notice should be provided when requesting time off for religious or other special days.

It is possible that all individuals in a specific office or department may wish to schedule time off to allow them to observe a religious holiday, such as Good Friday or Yom Kippur. In those cases, the department may need to make alternative staffing arrangements for that date, or, if approved by the responsible Vice President, close on that date.

Departments that will be closed on a religious holiday should notify the campus via the Lehigh Daily News and Staff News Digest.

Those employees required to work on a specified University holiday will receive compensatory time off or overtime pay as per University Policy **409 – Holiday Pay for University Police and Powerhouse Personnel**.

If you have any questions concerning this schedule, please contact Human Resources at extension 83900. 



The Human Resources Office  
wishes everyone a **safe** and  
peaceful holiday season and a  
Happy New Year!

