

Human Resources

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Inside this Issue

On this page ...
Applicant Tracking System

News from ERAC 2

HR Fact or Fiction 3

Social Security Info Sessions 3

Open Enrollment Reminder 3

IN THE SPOTLIGHT

Anniversaries A

Transitions A

Lehigh Appreciation Dinner Announcement A

Twenty-five-Year Club Luncheon B

Holiday Party Reminder B

Awards News C

Save Money and Time with Travel Leaders 4

HR Reminders 4

IBH: Flu Season 5

Workplace Learning and Performance Schedule 6

The Grammar Man is Coming 6

Adverse Weather Policy 7

Coffeepot Chatter 8

Legal Updates Program 8

Open Enrollment Timeline and Checklist 9

Wellness 9

Spotlight is published monthly by Human Resources. Please address any comments to Hillary Kwiatek, Spotlight Editor, Human Resources, 428 Brodhead Avenue, send email to hk210@lehigh.edu, or call extension 85165.

Current and past issues of Spotlight can be viewed at: www.lehigh.edu/~inhro/spotlight1.html



EMPLOYMENT

Coming Soon: A New Online Employment Applicant Tracking System

Chances are, before you were a Lehigh employee you were a Lehigh job applicant. And, with approximately 30 percent of job openings filled by internal applicants each year, many Lehigh employees have experienced the university's application process more than once. As a result, most are aware that with the exception of accepting emailed and faxed applications, the process hasn't changed much over time.

The same could not be said elsewhere, however. Online employment application systems are becoming the norm in workplaces across the nation. In the coming year, the Human Resources Office (HR) and the Provost Office will roll out a new online applicant tracking system at Lehigh. As **Ronnie Blue**, Manager, Employment and Compensation Services, put it recently, "It's time to bring Lehigh's employment application system into the 21st century."

Online applicant tracking systems have numerous advantages over their paper counterparts. From the applicant's perspective, they provide easy uploading of applications, resumes, and CVs; the ability to apply for multiple openings with one application; and timely notification of the status of an application. From the point of view of hiring supervisors, search committees, and HR they streamline workflow, reduce paper, and ease communications with applicants.

A team including representatives from HR and staff across Lehigh recently completed a rigorous RFP process to select the new system – **Image Trend's Hire Touch**. The group reviewed six proposals, met with three vendors for initial presentations, and ultimately brought back two finalists. While both finalists could provide the services the team identified as essential, Image Trend's product was significantly less expensive.

Hire Touch offers a number of convenient and powerful capabilities. In addition to the advantages noted earlier, a few highlights include:

- Electronic notification to applicants and hiring supervisors throughout the process
- Background checks (for staff positions) take place within the system
- Position description information can be uploaded to easily create job postings (for staff positions)
- While the system won't be mandatory for faculty hiring, it will include centralized CVs, and other materials to simplify committee hiring situations.

IMPLEMENTING HIRE TOUCH AT LEHIGH

Hire Touch will be launched by the close of the spring semester. Employment coordinators across campus will receive training in advance of the roll out. Hiring supervisors will then be trained when they need to use the system to fill vacancies.

(Continued on page 2)

(Continued from page 1)


Implementing *Hire Touch* provides an opportunity to improve current employment application processes at the university. A new advisory group is in place to review current practices and make recommendations for the new system. The internal applicant process is the first to receive a review.

Employee input is a key element in reviewing university processes, particularly with regard to internal hiring. Focus groups involving nonexempt staff, exempt staff, and hiring supervisors are now underway, with more to come. HR will also be designing a survey on the topic. Because *Hire Touch* can be customized in a variety of ways, the input of the campus community will help HR design an applicant tracking system that meets the university's unique needs. HR encourages you to complete the forthcoming survey, and participate if you are invited to a focus group.

WHAT'S NEXT?

Between now and when the system is live, the committee will be gathering information on processes and forms, testing the system and making recommendations on the process. In addition to Ronnie Blue, Joe Boligitz, Lori Claudio, Toni Lee Febbo, and Jackie Matthews from HR, the advisory group members and the areas they represent are:

- Mary Kay Baker, Auxiliary Svces.
- Kat Bibalo, Research
- Mary Lynn Breiner, CBE
- Heidi Casciano, Advancement
- Mary Ann Haller, CAS
- Stacey Lange, RCEAS
- Linda Mery, Academic Affairs
- Debra Nyby, International Affairs
- Robbyn Seier, Payroll
- Pam Steigerwalt, LTS
- Gretchen Tillitt, COE
- Tim Wilkinson, Dean of Students
- Mary Yocum, Provost Office & ERAC

Feel free to contact any of the implementation committee members with ideas, thoughts, and suggestions about Lehigh's process and the online applicant tracking system. 

News From ERAC

With the fall semester in full swing, the **Employee Relations Advisory Committee (ERAC)** is also quite busy. As a staff advisory group, **ERAC** is relied upon by the Vice President of Finance and Administration for input on a wide array of staff issues. The *Benefits Allocation Review* is an ongoing topic, and **ERAC** has representation on the *Benefits Allocation Review Team (BART)*. Additionally, **ERAC** expects to work with the *Strategic Plan Implementation Group (SPIG)* and is collaborating with the *Council for Equity and Community (CEC)*.

UNIVERSITY CHARGE REVIEWED

Over the past three months, the board has reviewed **ERAC's** University Charge and its role within the Lehigh Governance. **ERAC's** University Charge states the following:

The Employee Relations Advisory Committee (ERAC) is strongly committed to a proactive stance in advising the President, through the Vice President for Finance and Administration, on matters of policy and programs pertaining to employee relations. Areas of primary concern include the following:

- *Communication*
- *Problem solving mechanisms (resources)*
- *Compensation (salary and benefits)*
- *Working conditions*
- *Staff recognition and development.*

As noted in its University Charge, **ERAC** plays a role within the shared governance.

FEEDBACK YIELDS PRIORITIES


In September, **ERAC** representatives reached out to find out what was on the

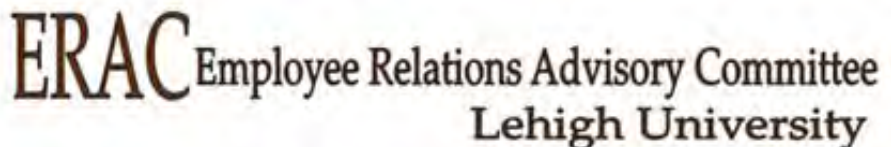
minds of their colleagues. Feedback covered a wide array of topics and issues such as work life balance; environment and workplace culture; the performance management process; various benefits; and issues of equity and equality.

The feedback was compiled and discussed at the October meeting resulting in **ERAC** establishing its own "*front runners*" for the coming year, which are 1) Environment and Workplace Culture: Equity & Equality; and 2) Compensation. Compensation covers a very broad range of topics such as tuition, vacation, short term disability, and medical benefits. The overarching goal of the sub-groups' work related to these two topics will be to broaden the understanding of our workplace culture, to enhance and improve upon equity-related issues, and to educate our staff on Lehigh's total compensation package.

ERAC EVENTS

On September 22, **ERAC** hosted a *Brown Bag Lunch on Health Care Reform*. We hope everyone found this informative. **ERAC**, **LTS**, and **Dining Services** also held a *Brown Bag* entitled "*50 Years Ago Lehigh: Come and See It with Your Own Eyes*" on Thursday, October 28. The next event is the **November 10 Brown Bag "Demystifying the Lehigh Admissions Process."** In addition, the very popular **Ironpigs** baseball will be back on **June 25, 2011**; ticket information will also be forthcoming.

Please feel free to visit the **ERAC** website at www.lehigh.edu/erac. Any questions or comments can be submitted to the Chairperson, **Debra Rubart** at dara@lehigh.edu. **ERAC** is working hard to move Lehigh forward. 



HR Fact or Fiction

Fact or Fiction?

Employees covered by **Keystone Health Plan Central** can change their *Primary Care Providers* (PCP) at any time throughout the year.

Fact!

Throughout the plan year, **Keystone Health Plan Central** subscribers can change PCPs for themselves and their covered family members.

If you would like to change your PCP, we recommend that you go to the company web site to search for available medical practices. You can find directions on how to do this on page 34 of the [2011 Flexible Benefits Open Enrollment and Reference Guide](#).

It's also a good idea to contact the new physician's office to confirm they participate with Keystone and are still accepting new patients. Once you have confirmation, call **Keystone Member Services** at 1-800-669-7061 in order to make the change.

A Key Reminder

Changes in PCP designations generally take effect on the first day of the month after the request. This is important to remember when scheduling appointments with either your current or new PCP.

Still have questions?

Contact the HR Office with questions at extension 83900 or inben@lehigh.edu



Free Social Security Information Sessions

The Social Security Administration is hosting two nights of pre-retirement seminars that are free and open to the public.

Topics include:

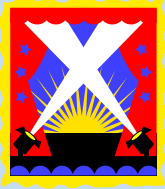
- When and how to file for benefits
- How your benefit is figured
- Rules for receiving benefits while working
- Benefits for spouses, widows, and children
- How to file on-line at www.socialsecurity.gov.
- Medicare enrollment.

The sessions are being held in Alumni Hall, Room 301, at **Northampton Community College** (3835 Green Pond Road, Bethlehem) on **Monday, December 6** and **Wednesday December 8**. Two sessions will be held each evening—from 5:00 to 6:00 p.m. and 6:30 to 7:30 p.m.

Register by December 1 by calling 610-433-3008, extension 267; or e-mailing corrie.drosnock@ssa.gov.



See page nine for more Open Enrollment details.



In The Spotlight

Happy Anniversary!

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

30 YEARS

Elaine Kovacs, LTS Client Services
Peter Mueller, Civil & Environmental Engineering
Ann Schadler, VP Student Affairs

25 YEARS

Himanshu Jain, International Materials Institute
Erika Sell, LTS Library Access Services
Norma Vazquez, Facilities Services

20 YEARS

Berrisford Boothe, Art, Architecture & Design
Cynthia Brinker, Zoellner Arts Center
Louise Brong, Child Care Center
Vera Stegmann, Modern Languages & Literature

15 YEARS

Linda Mery, Provost Office
Diane Rankin, Physics – Science Outreach Program
Richard Freed, Career Services/Corporate Relations

10 YEARS

Pasquale Costa, IBE Honors Program

5 YEARS

William Doherty, Development Office
Robert Nichols, College of Arts and Sciences
Tricia Wilson, Enterprise Systems Implementation

CORRECTION

In last month's *In the Spotlight*, **J. Richard Aronson's** name was misspelled. We regret the error and again congratulate Dr. Aronson on celebrating his 45th anniversary at Lehigh.

Transitions

Join 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:

Debra Burkholder, Controller's Office
Laura Chiles, College of Arts & Sciences
Caitlyn Howley, Zoellner Arts Center
Kimberly Kressman, Human Resources
Donna McCabe, Advancement
Jordan Reese, Communications & Public Affairs

On The Move

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

William Doherty, Development Office
Daniel Huang, LTS Client Services
Jeanne Kassis, CAS Interdisciplinary Programs
Steven Lomangino, Athletics
Diane Snyder, Development Office

**Mark Your Calendar
For the Annual
Lehigh Appreciation Dinner
Tuesday May 3, 2011**





Twenty-Five Year Club Luncheon

Human Resources organizes an annual luncheon honoring staff who have completed at least twenty-five years of service at Lehigh. This year the celebration also honored faculty. The 27th meeting of the **Twenty-Five Year Club** took place on Monday, October 4. Guests enjoyed a reception followed by a luncheon in the Wood Dining Room of Iacocca Hall. The newest members of the Twenty-Five Year Club are:

Michael Behe
Glenn Blank
Denise Blew
Veronica Blue
Valerie Burkit
Sherrill Bushner
Terri Csaszar
Linda Dreisbach
Sandra Edmiston
Edwin Force
Kathleen Frederick
Judy Frenick
Jane Frounfelker

Frank Gunter
Mariann Hartman
Deborah Henritzky
John Huennekens
David Johnson
Jean Johnson
Susan Kitei
Elaine Kudella
Linda Lipko
Charles Lyman
Barbara Malt
James Maskulka
Rajan Menon

George Nation
Noel Perreira
Antonio Prieto
Eunice Rankin
Michael Raposa
Steven Regen
James Roberts
Arup Sengupta
Laurence Silberstein
John Smeaton
Joan Smith
Thomas Smull
Denise Stangl

Larry Taylor
Jean Toulouse
Janet Tucker
Christine Ussler
Arkady Voloshin
Meghanad Wagh
Vassie Ware
Lorraine Wiedorn
Albert Wurth
Mary Yocum
Joseph Yukich
Mary Beth Zingone

Watch Your Mailbox!

Invitations to the annual Lehigh Holiday Party will be arriving around the Thanksgiving holiday. This year's event will be held **Thursday, December 16 from 3:00 to 6:00 p.m.** on the third floor of the University Center.





Awards News

Linda Harbrecht
Communications and Public Affairs

Recently, the university recognized **Linda Harbrecht**, Communications and Public Affairs, with a *Spot Bonus Award* for her extraordinary efforts. According to her nominator, she has “consistently operated at a level above,” but when the department experienced an extended period in which it was without three employees, Linda took on a number of projects in addition to her regular duties. These included writing and producing the Student Affairs annual report, the security report, community brochure and co-leading a Student Affairs marketing campaign. Linda also pulled together a brochure on institutional accomplishments that involved extensive work with multiple areas of the campus community. 🏆

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>.

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/>

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.

OFFICE OF THE PRESIDENT
UNIVERSITY AWARDS



Save Money and Time With Travel Leaders

Next time you're planning a trip, consider enlisting the aid of **Travel Leaders**, Lehigh's preferred travel provider.

Travel Leaders offers a special benefit for the Lehigh community — an entire leisure and vacation travel program available to employees, students, alumni, and retirees. The **Employee Vacation and Leisure Travel Program** runs monthly and bi-weekly specials and deep discounts on vacation packages, cruises, domestic and international leisure travel, and much more.

Brenda Bachman, coordinator for Lehigh's travel program says, "This is an additional, valuable benefit that is available to the Lehigh community resulting from Travel Leaders being our preferred travel provider."

The Lehigh community is already enrolled in the program and can automatically enjoy the advantages of membership, including:

- No service fees for any cruise or tour package
- Package and cruise discounts
- Specially negotiated hotel rates at 19,000 properties worldwide
- Hotel upgrades
- Rental car discounts.

Discounts are also available to family and friends when they book personal travel through **Travel Leaders**. There is an additional option to sign up with an email address to receive exclusive discounts for cruises and tours. Register for these benefits by calling 866-502-1931.

Travel Leaders offers travel assistance in many forms to fit many types of traveler needs, including phone service and *Cliqbook*, a customized online booking tool. Lehigh offers ongoing training on *Cliqbook*.

Cathy Plocinik, travel coordinator for the **President's Office**, says Travel Leaders is "always accessible

and available nights and weekends, which is convenient for our needs."

You can reach Travel Leaders' call center on their dedicated toll-free number for Lehigh, 1-866-502-1924. Regular travel center hours are Monday through Friday 7:00 a.m. to 8:00 p.m. EST, and Saturday 10:00 a.m. to 6:00 p.m. EST.

The company also provides a **24-Hour Emergency Service Center** that will assist travelers after normal business hours. A phone call to 1-866-502-1924 provides comprehensive domestic and international reservation assistance. The after hour services are provided to Lehigh at no additional charge. 🏠

-**Kristin Pulling '11**, Purchasing and Business Services Marketing Intern



Winter Holiday Schedule

Scheduled holidays for this winter season include:

Nov. 25: Thanksgiving
Nov. 26: Day After Thanksgiving

Dec. 23: Christmas Holiday
Dec. 24: Christmas Holiday

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

*University Police & Powerhouse Personnel

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). 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.**

Be Prepared: Flu Season 2010-11

The United States Centers for Disease Control and Prevention (CDC) has provided the following helpful information about this year's influenza season.

When is the U.S. flu season?

In the United States, the peak of flu season has occurred anywhere from late November through March. The overall health impact (e.g., infections, hospitalizations, and deaths) of a flu season varies from year to year. The CDC monitors circulating flu viruses and their related disease activity. Weekly influenza reports are available at <http://www.cdc.gov/flu/weekly/>.

How does the flu spread?

The main way that influenza viruses are thought to spread is from person to person in respiratory droplets of coughs and sneezes.

If I got the flu last year, will I have immunity against the flu this year?

In general, a person who is infected with an influenza virus one year will have some immunity to closely related viruses that may persist for one or more years. It's important to remember, however, that viruses are constantly changing so antibodies made against one strain will become less effective against new strains as they evolve over time. In addition, there are different types of influenza viruses circulating and different variants within virus types, and the same type of flu virus does not necessarily circulate each year.

Does the flu have complications?

Yes. Some of the complications caused by flu include bacterial pneumonia, dehydration, and worsening of chronic medical conditions, such as congestive heart failure, asthma, or diabetes. Children may get sinus problems and ear infections as complications from the flu.

How do I find out if I have the flu?

If your doctor needs to know for

sure whether you have the flu, there are tests available to diagnose it. The most common tests are called *rapid influenza diagnostic tests*. These tests can provide results in 30 minutes or less. Unfortunately, the ability of these tests to detect the flu can vary greatly. Therefore, you could still have the flu, even though your rapid test result is negative. In addition to rapid tests, there are several more accurate and sensitive flu tests available that must be performed in specialized laboratories.

Do other respiratory viruses circulate during the flu season?

In addition to flu viruses, several other respiratory viruses also can circulate during the flu season and can cause symptoms and illness similar to those seen with flu infection. These nonflu viruses include *rhinovirus* (one cause of the "common cold") and *respiratory syncytial virus* (RSV), which is the most common cause of severe respiratory illness in young children as well as a leading cause of death from respiratory illness in those aged 65 years and older.

How soon will I get sick if I am exposed to the flu?

The time from when a person is exposed to flu virus to when symptoms begin is about 1-4 days, with an average of about 2 days.

How long is a person with flu virus contagious?

Most healthy adults may be able to infect others beginning one day before symptoms develop and up to 5-7 days after becoming sick. Children may pass the virus for longer than 7 days. Symptoms start 1-4 days after the virus enters the body. Some persons can be infected and contagious but have no symptoms.

How many people get sick or die from the flu every year?

Flu seasons are unpredictable and can be severe. It is estimated that, on average, approximately 5% to 20% of U.S. residents get the flu, and more than 200,000 people are hospitalized

for flu-related complications each year. Over a period of 30 years, between 1976 and 2006, estimates of annual flu deaths range from a low of about 3,000 to a high of about 49,000 people.

Can the flu be treated?

Yes. There are influenza antiviral drugs that can be used to treat flu illness.

What can I do to protect myself against the flu?

By far, the single best way to prevent the flu is for individuals, especially people at high risk for serious complications from the flu, to get a vaccination each fall.

What are other steps that can be taken to prevent the flu?

- Try to avoid close contact with people who are sick. When sick, keep your distance from others.
- If possible, stay home from work, school, and errands when sick to help prevent others from getting ill.
- Cover your mouth and nose with a tissue when coughing or sneezing.
- Washing your hands often will help protect you from germs.
- Avoid touching your eyes, nose, or mouth. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth. 🦠

Updated September 10, 2010.
<http://www.cdc.gov>. Reprinted with permission from Integrated Behavioral Health.



The Grammar Man Is Coming to Lehigh

Do you struggle with fresh ideas and deadlines?

Are you responsible for producing memoranda and other types of documents?

Do you repeatedly need to provide the same information but want to do so in a more interesting way?

John Placona, aka *The Grammar Man*, is coming to Lehigh to help!



John's *Effective Business Writing Program* on **December 8 from 9:00 a.m. to 4:00 p.m.** will provide you with tips and tools on the following topics:

- Stages of the writing process
- The reader
- Overcoming writers block
- Supplementing with research
- Professional proofreading and editing tips
- Special situations.

Elsewhere this program would cost more than the \$100 fee we are charging. However, Human Resources subsidizes programs like this for Lehigh employees.

In addition, many departments have training budgets that can help defray this expense. Check with your supervisor.

For more information, contact Linda Parks at extension 85195 or linda.parks@lehigh.edu. To register for program, visit www.lehigh.edu/HRtraining.

Human Resources Workplace Learning and Performance Fall/Winter Programs

Ongoing	<i>Real Time Coaching—Your Game Plan</i>	1st & 3rd Fridays By Appointment
NOVEMBER		
12	<i>Webinar: Crucial Confrontations</i>	9:00 to 10:30 a.m.
16	<i>Supervisor Series: Privacy</i>	8:00 to 9:30 a.m.
18	<i>GPS: Lehigh's Performance Management System</i>	9:00 to 10:30 a.m.
19	<i>Legal Update: Finding Our Way Through ADA and FMLA</i>	9:00 to 11:00 a.m.
DECEMBER		
1	<i>GPS: Lehigh's Performance Management System</i>	9:00 to 10:30 a.m.
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.
<p>*Your department may pay for you to attend programs that require a fee. Please check with your supervisor.</p> <p>To register for these programs, visit www.lehigh.edu/HRtraining. If you have questions, contact Mary Jo McNulty at extension 83894 or mjd4@lehigh.edu.</p> <p>For more information about Workplace Learning opportunities, visit www.lehigh.edu/~inhro/Schedule.htm.</p>		

What we're really talking about is a wonderful day set aside on the fourth Thursday of November when no one diets. I mean, why else would they call it Thanksgiving?

— Erma Bombeck



How to Know if You Have to Go To Campus : Lehigh's Adverse Weather Policy

Before the first snowflake falls, here is your friendly annual adverse weather policy reminder. The university's adverse weather policy classifies employees into one of three **Adverse Weather Staff Classifications**:

1. **Essential Services Staff (ESS)** are required to report to campus and remain on campus during inclement weather and other emergency situations. They are defined as those needed to deliver student services and maintain campus facilities, campus safety, and security. These staff members ensure the health, safety, and well-being of our students given that Lehigh is primarily a residential university.
2. **Instructional Staff (IS)** includes exempt and nonexempt staff members needed in order to hold instruction.
3. **Non-Instructional Staff (NIS)** includes exempt and nonexempt staff members who do not directly support class instruction and are not essential to ensuring health, safety, and well-being of students.

Unsure of your category? Your Position Description (PD) now includes your classification. To access your PD:

1. Log on to the **Campus Portal**
2. Select the "Employee" tab
3. Choose "Position Description Information" in the Human Resources channel
4. Log into the PD Tool with your position number and ID.

(Human Resources can provide both of these numbers for you if you do not know them.)

VARYING CONDITIONS, VARYING SCENARIOS

Now that you've confirmed which group you're in, there are five possible scenarios that can happen during inclement weather. Decisions about these are made by the **Provost** after consulting with Facilities Services. These include:

- The university remains open. All faculty and staff members are asked to report and classes will be held.
- The university remains open and classes are held. Instructional Staff and Essential Services Staff will report at the normal time. To allow for snow removal, Non-Instructional Staff would have a delayed start time.
- The university remains open and classes are held. Instructional Staff and Essential Services Staff are asked to report to work. Non-Instructional Staff are told not to report.
- The university is closed and no classes are held. Essential Services Staff would report for work and Instructional Staff and Non-Instructional Staff would not have to report to work.
- The university is closed early and classes are cancelled at which time Essential Services Staff would report for work or stay at work and Instructional Staff and Non-Instructional Staff would not report or leave work early.

It is important to note that the Provost is the only individual who makes the decision about campus operations in

times of severe weather. Departments are not empowered to make individual ad hoc decisions to curtail university operations.

INFORMATION SOURCES

If the university curtails administrative operations or cancels classes, the announcement will be made on local radio stations, on *WFMZ-TV* (Channel 69), and on the front-page of Lehigh's internal website. Other online resources include *69 News* (www.wfmz.com) and the *Reading Eagle*

Employees can also access updated information through the university's news voicemail at **610-758-NEWS (86397)**. Every effort is taken to ensure that information on the voicemail, along with the radio stations and other venues, is updated by **6:30 a.m.** on days of inclement weather.

For more information on the *Absence Due to Adverse Weather Conditions* policy, please contact **Ronnie Blue** at extension 85020 or vah0@lehigh.edu.



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 or www.readingeagle.com

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

Coffeepot Chatter or Water Cooler Wisdom

Tom (to Maria): *It's a little early for lunch, isn't it?*

Maria: *Tom, I'm going to an HR focus group session for the internal employment process.. You said you'd cover for me, remember?*

Tom: *Oh yeah, I did. Why are you the only one in our office who's going to this?*

Maria: *I got an invitation. I believe I was randomly selected to provide feedback. I cleared it with Harry after asking you to cover the office.*

Harry (walks out of his office): *That's right. Maria was the most recent hire in our office so I'm glad she was selected. Quite honestly, at this point, I don't even recall the process that was used when I was hired. I know I was never interviewed in HR. I believe nonexempt employment was decentralized back then.*

Maria: *Really? Decentralized? Like the exempt process?*

Harry: *Yes.*

Tom: *Wow, how long ago was that?*

Harry: *Hmm, ten years ago at least. Maria, go, we don't want you to be late.*

You may have noticed that **Human Resources (HR)** frequently asks for your input when introducing new processes, such as the recently concluded internal employment application process focus groups. The *Benefits Allocation Review Team* has been soliciting employee input from across campus in order to draft a benefits philosophy for Lehigh. And, at times, we also ask you about your level of satisfaction with various programs, as we did last year with the *Benefits Survey*.

In the HR Office, we want to know what Lehigh employees think. Our *Code of Ethics* states, among other things, "As human resources professionals, we are committed to encouraging openness, involvement, and participation from all individuals in the organization."

WE'RE LISTENING

There are numerous opportunities for employees to have a positive impact on the work environment at Lehigh. Some require a sustained commitment, while others involve minimal obligation. A few examples include:

- Advisory committees such as Wellness, Workplace Learning and Performance, and Benefits Review
- Focus groups about a variety of topics
- Brown bag lunch programs
- Surveys.

If you prefer to share your ideas or concerns privately, you are welcome to send an email to inben@lehigh.edu or directly to an HR staff member. You can also schedule an appointment with HR. The office is open Monday through Friday from 8:15 a.m. to 4:45 p.m. You can find a list of HR staff and the areas they cover on the [HR website](#).

Would you rather give your feedback to a colleague? You can also contact members of the various faculty and staff representation committees. Committee members often fulfill a liaison role between employees and HR.

WE WANT YOU!

While we are thankful to those who did so, less than 50 percent of faculty and staff completed the *Benefits Survey* last year. Fewer still responded to our focus group invitations.

If we only hear from half of the university's employees, we may be missing out on vital information.



Though we recognize that faculty and staff have many duties to accomplish, HR relies on the participation of the Lehigh employee community. Each time you participate in an HR advisory committee, attend a focus group or complete a survey, you are helping improve the workplace for everyone. 🍌



Legal Updates

Finding Our Way Through ADA and FMLA

Friday, November 19, 2010

9:00 to 11:00 a.m.

Location information
sent with confirmation.

Just when you begin to think you might understand the *Americans with Disabilities Act* or the *Family & Medical Leave Act*, it changes.

Please plan to attend this important **Legal Update** to find your way through the labyrinth of the ADA and the FMLA regulations and find out how these important laws are implemented through Lehigh's policies.

Attorney Robert M. Goldich will be presenting, along with the Office of the General Counsel and the Office of Human Resources.

To register, visit www.lehigh.edu/HRtraining. If you have any questions, contact **Mary Jo McNulty** at extension 83894 or mjd4@lehigh.edu.

*There is no cost
for this program.*

Open Enrollment Timeline

November 1: Online open enrollment opened.

November 30: Online open enrollment closes.

December 2 to 8: Flex benefit changes can be requested in writing. Online enrollment confirmations can be printed from your Banner account for your records.

After December 8: Flex changes can only be made in response to a qualifying life event.

Open Enrollment Checklist

- Review benefit enrollment materials.
- Contact vendors with questions or visit their websites.
- Stop by benefit vendor sessions on **November 9 or 10**.
- Complete online enrollment to select benefits.
- Review your email confirming successful benefit enrollment. Changes can still be made between December 2 and 8. After December 8, changes are final.
- Complete a **Medical Enrollment/Change Application** form if you are changing plans, the dependents you cover, or from non-covered to enrolled for 2011. Send to Human Resources.
- Complete a **Dental Enrollment** form if you are changing the dependents you cover or changing from non-covered to enrolled for 2011. Send to Human Resources.
- Print your online 2011 confirmation from your Banner account for your records
- Review the *FSA* welcome letter you will receive if you sign up for either or both kinds of *FSA* accounts for 2011.

Find all of the resources you need for Open Enrollment at **Open Enrollment Central**. (<http://www.lehigh.edu/~inhro/OpenEnrollmentCentral.htm>)

Wellness

The **Wellness Committee** has been meeting this fall to plan a year full of activities to promote and support employee health and well-being. Stay tuned for announcements of upcoming programs. If you'd like to make a suggestion or are interested in joining the committee, please contact **Mary Jo McNulty** in HR or one of the committee members in their departments as listed below:



Work. Life. Wellness.

Cheryl Ashcroft, Dean of Students
Cheryl Doll, Career Services
Deborah Henritzky, LTS
Olga Jacoby, Music and ERAC
Hillary Kwiatek, Human Resources
Annette Ruhe, LTS
Adriane Stasurak, Health Center
Vivien Steele, English and ERAC
Douglas Strange, Welch Fitness Center
Richard Weisman, Civil and Environmental Engineering

Quitters Are Winners!

Did you know that tobacco use is the single **largest preventable cause of disease and premature death** in the United States? In fact, tobacco use is responsible for nearly one in five deaths in this country.

Quitting tobacco isn't easy, but it is a fight you can win. Research shows that if you pick a quit date in the next 30 days and stick to it, you'll be more likely to stay quit for good. The **American Cancer Society's Great American Smokeout[®]** on **Thursday, November 18, 2010** is the perfect date to pick.

If you are a smoker who wants to quit, mark November 18 on your calendar. When you do, you can look forward to these benefits:

- **20 minutes after quitting:** Your heart rate and blood pressure drops.
- **12 hours after quitting:** The carbon monoxide level in your blood drops to normal.
- **2 weeks to 3 months after quitting:** Your circulation improves, and your lung function increases.
- **1 to 9 months after quitting:** Coughing and shortness of breath decrease; cilia (tiny hair-like structures) regain normal function in the lungs, increasing the ability to handle mucus, clean the lungs, and reduce the risk of infection.
- **1 year after quitting:** The excess risk of coronary heart disease is half that of a smoker's.
- **5 to 15 years after quitting:** Your stroke risk is reduced to that of a non-smoker.
- **10 years after quitting:** The lung cancer death rate is about half that of a continuing smoker's. The risk of cancer of the mouth, throat, esophagus, bladder, cervix, and pancreas decreases.
- **15 years after quitting:** The risk of coronary heart disease is that of a nonsmoker's.

For more information and support, call the **American Cancer Society** at 1-800-227-2345, or visit cancer.org.