

Human Resources

Volume XXIII, Issue 3
October 2010

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Spotlight is published monthly by Human Resources. Please address any comments to Hillary Kwiatek, Spotlight Editor, Human Resources, 428 Brodhead Avenue, send email to hik210@lehigh.edu, or call extension 85165.

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

Spotlight

BENEFITS

Open Enrollment and Health Care Reform: What You Need to Know

There is a lot of buzz about **The Affordable Care Act**, the new federal law reforming the health insurance system in the United States. Now that the law has taken effect, you may be wondering how it will affect your health insurance benefits in the new plan year that begins January 1, 2011.

The first change you'll notice is that Lehigh's 2011 **Open Enrollment** period this year will be a full 30 days. From **November 1 through November 30**, all benefits eligible employees will be able to choose their benefits coverage. The extra time is intended to give everyone the opportunity to absorb information about changes to benefits.

Once you have made your coverage choices, you will still have a week beyond the closing date to make corrections or revisions before they are finalized. Remember that those choices then become effective **January 1, 2011**.

With respect to changes in Lehigh's health insurance policies specifically, there are actually very few this year. Many of the features of **The Affordable Care Act** are already a part of Lehigh's coverage. These include no pre-existing condition exclusions for children, no rescinding of coverage, and no lifetime limits on coverage.

Because Lehigh has a robust plan in existence, the university has chosen to maintain "grandfathered" plans for at least the next year. Grandfathering allows Lehigh to generally maintain current coverage levels, delaying implementation of certain parts of The Act, and holding down the rate of cost increase for another year. Described below are two notable changes to the plan for 2011.

The *Benefits Allocation Review Team* will work with Human Resources and University leadership over the next year to determine the best approach for us to take in the future. All employers will be required to relinquish grandfathered status by 2014 and to fully implement all of the requirements of The Affordable Care Act.

COVERAGE OF ADULT CHILDREN



The biggest modification to health insurance benefits at Lehigh in 2011 will be the availability of coverage for adult children (under the age of 26) of employees. This coverage will be open to children **who do not have access to medical coverage through their own employers**.

If you have an adult child under age 26 you would like to enroll, simply add them to your coverage on your online enrollment form during *Open Enrollment*.

OTHER RELATED CHANGES

The only other change to Lehigh's health care benefits that will result from **The Affordable Care Act** in 2011 affects employees who enroll in the university's *Flexible Spending Account (FSA)* plan. Beginning in January, over-the-counter medications will no longer be considered a reimbursable expense under the federal rules governing **FSAs**. Exceptions will be made in cases where doctors direct patients to use such medications in the treatment of a condition. Those directions *must be in the form of a written prescription* on the doctor's prescription form.

More changes are on the horizon; however, they will not take effect in 2011. We will report on the future plan changes in *Spotlight* and on the Human Resources website.

THE IMPACT ON LEHIGH'S BUDGET

Providing expanded access to the university's health insurance plan and increasing certain areas of coverage will increase the overall cost of health insurance for the university. Maintaining grandfathered status during the 2011 plan year will help keep the cost increase lower than it would be otherwise; however, the reality is that when more people are covered by Lehigh's insurance plan, it has a net increase on the expense side of the budget.

During the 2011 plan year, both employees and the university will see increases to the cost of health insurance. However, most of the increase will be absorbed by the university's benefits budget. New premium rates will be published in the *2011 Open Enrollment Quick Reference Guide* that will be distributed to all benefits-eligible employees in late October.

Ambulance Bills and Other Occasional Surprises

When it comes to our health, none of us likes surprises. That applies equally to our medical plan coverage. So, it's important to know about certain provisions of Lehigh's health plans that pop up rarely but can result in extra charges.

AMBULANCE SERVICE

As

medical consumers we've become accustomed to using in-network health care providers for our care. In-network providers agree to accept plan payments as payment in full for the services and supplies we receive. Whatever the plan pays (plus any deductible, co-payment, or co-insurance required of us) fully settles our bill with such providers. In-network providers are a part of both Lehigh's *Comprehensive Major Medical Plan (CMM)* and *Preferred Provider Organization (PPO)* plans, and are a requirement of the *Keystone Health Maintenance Organization (HMO)* plan.

When it comes to ambulance services, however, things change a bit. First, very few ambulance services participate as in-network providers in insurance plans. Second, depending on the situation, coverage varies. This means there may be times when you'll be billed for a balance that you weren't expecting.

Lehigh medical plans only cover emergency and medically necessary (between medical facilities) non-emergency ambulance transport charges. Here's an overview of how each of our plans handles ambulance service charges:

Comprehensive Major Medical Plan (CMM):

- In or out-of-network – subject to

\$600 member/\$1800 per family deductible and 20 percent co-insurance up to \$1,000 annually per member/\$3,000 per family.

- The plan allowable benefit is identical, whether the provider is in-network or out-of-network.
- Out-of-network ambulance providers will balance bill you for the amount beyond the allowable benefit level.
- Non-emergency ambulance transport requires pre-authorization in order to be covered.

Preferred Provider Organization 80 percent Plan (PPO80):

- In-network – subject to \$200 member/\$600 family deductible and 20 percent co-insurance up to \$800 annually per member/\$2,400 per family.
- Out-of-network – subject to \$500 per member deductible and 30 percent co-insurance without limit.
- The plan allowable benefit is identical, whether the provider is in-network or out-of-network.
- Out-of-network ambulance providers will balance bill you for the amount beyond the allowable benefit level.
- Non-emergency ambulance transport requires pre-authorization in order to be covered.

Preferred Provider Organization 100 percent plan (PPO100):

- In-network - covered at 100 percent of allowed amount, deductible and co-insurance don't apply.
- Out-of-network – subject to \$500 per member deductible and 20 percent co-insurance without limit.
- The plan allowable benefit is identical, whether the provider is in-network or out-of-network.
- Out-of-network ambulance providers will balance bill you for the amount beyond the allowable benefit level.
- Non-emergency ambulance transport requires pre-authorization in order to be covered.

Keystone Health Plan Central HMO Plan (KHPC):

- Covered in full.

(Continued on page 4)

Sleep Better at Night: Start a Voluntary Retirement Savings Plan Account

Lehigh University's contribution to a **Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF) Regular Annuity (RA)** retirement account (an amount equal to five percent of employee salary for those under 30 and ten percent for those over 30) is among the most generous in higher education. Even so, you should think about doing more to plan for a financially secure future beyond your working years.

At Lehigh, we consider sound retirement planning to be a three-legged stool. The first leg is the afore-mentioned employer contribution to a **TIAA-CREF RA** account. The second leg is Social Security. The third, often over-looked leg on this sturdy stool, is the money that an individual saves during his or her career.

VOLUNTARY 403(B) RETIREMENT SAVINGS PLAN AT LEHIGH

Setting aside money for the future can be a difficult commitment to make, especially when every-day demands on our resources never seem to go away. But financial advisers all agree: you cannot save too much for your golden years.

The place where you can have the most influence on how comfortable you will be in retirement is in your own personal savings and investments. Fortunately, Lehigh's benefits program encourages faculty and staff to save supplemental funds for retirement by offering



the *Voluntary 403(b) Retirement Savings Plan (VRSP)*.

There are numerous benefits to participating in the *VRSP*:

- **Convenience:** Contributions are taken directly from the employee's paycheck via salary reduction.
- **Tax Savings:** Contributions are taken out pre-federal tax, thereby lowering the employee's gross earnings. Account earnings are also tax-deferred. The funds in these accounts remain tax-deferred until the employee begins withdrawing them in retirement.
- **Affordability:** The minimum monthly investment in the *VRSP* is just \$15, an amount almost anyone can set aside. Employees can increase or terminate their contribution at any time.
- **Choice:** Eligible employees can select from four different investment companies: **American Century, Fidelity Investments, TIAA-CREF's Group Supplemental Retirement Annuity (GSRA)** which is a separate account from Lehigh's employer-funded retirement program), and **The Vanguard Group**.
- **Support:** Investing can be confusing for the average person. Financial planning information is available from these companies to help make the process less daunting.

The *VRSP* is a great way for younger employees to get a jump start on retirement saving. It's also ideal for employees closer to retirement age who may be growing concerned that they haven't yet saved enough. There are federally-designated annual limits on the amount an individual can contribute to the *VRSP*, but older workers (age 50 and above) can take advantage of "catch-up" contributions in order to boost their savings.

Details about annual limits on contributions are available on the HR website at: http://www.lehigh.edu/~inhro/documents/2010_Index.pdf

FINANCIAL PLANNING WORKSHOPS COMING SOON

To help you learn more about the value and process of tax-deferred retirement saving, HR is pleased to offer two **TIAA-CREF Financial Planning Seminars** this October:

A Woman's Money, A Woman's Future Tuesday, October 26 8:30 a.m. to 10:00 a.m.

Focusing on key aspects of personal finance management, this seminar incorporates issues of particular interest and concern to women. Topics include:

- Evaluating your financial health
- Setting financial goals
- Making your money work for you
- Your Plan: Putting it all together.

Tax Smart Ways to Save and Invest Wednesday, October 27 8:30 a.m. to 10:00 a.m.

Identifying potential areas for saving involves three important steps: finding ways to reduce the taxes you pay on your earnings; reducing the amount you spend; and making investments that are "tax smart." This seminar assists participants in developing effective strategies to minimize taxes and maximize savings. Topics include:

- Individual tax rates
- Effective withholding strategies
- Budgeting and debt management
- Tax-favored Savings Products: Which are best for you?
- Review of favorable tax law provisions How supplemental retirement plans can support an investment strategy.

You can register for these seminars online at: <http://www.lehigh.edu/HRtraining>.

WE'RE HERE TO HELP!

Have questions? Want to get started right away? Contact **Patti Glasgow** (extension 83936, pjg209@lehigh.edu) or **Tim Hinkle** (extension 85167, th09@lehigh.edu) in HR.



In The Spotlight

Happy Anniversary!

The following Lehigh employees celebrated a milestone work anniversary between **July 1 and October 31, 2010**. Congratulations and thank you for your continued service and dedication to Lehigh.

50 YEARS

Donald J. Hillman, Computer Science & Engineering

45 YEARS

Richard J. Aronson, Economics
George E. McCluskey, Physics

40 YEARS

Dawn D. McClay, Civil and Environmental Engineering
Roger D. Simon, History
Robert J. Thornton, Economics

35 YEARS

David L. Cundall, Biological Sciences
Ian P. Duffy, History
Brenda P. Egolf, Center for Social Research
Charles R. Phillips, History

30 YEARS

Norman J. Girardot, Religion Studies
Martin P. Harmer, Ctr for Advanced Mat. & Nanotech
James A. Largay, Accounting
Gerard P. Lennon, Civil & Environmental Engineering
Keith A. Meeker, LTS Technology Management
Wayne S. Mery, LTS Technology Management
Floyd C. Miller, Sherman Fairchild Laboratory
Vincent G. Munley, Economics
Doris A. Oravec, Engineering Research Ctr.-ATLSS
Elizabeth L. Peffer, Transportation Services
Nadine Sine, Music
Barbara A. Turanchik, Athletics
Prisca M. Vidanage, Civil & Environmental Engineering

25 YEARS

Michael J. Behe, Biological Sciences
Richard L. Correa, Printing & Mailing Services
Judy L. Frenick, Computer Science & Engineering
Susan C. Kitei, Health Center
Barbara C. Malt, Psychology
James M. Masikulka, Department of Marketing
Rajan M. Menon, International Relations
George A. Nation, Finance & Law
Noel D. Perreira, Mechanical Engineering & Mechanics
Antonio Prieto, Modern Langues & Literature
Michael L. Raposa, Religion Studies

Steven L. Regen, Chemistry

James E. Roberts, Chemistry

Nenad Sarunac, Energy Research Center

Arup K. Sengupta, Civil & Environmental Engineering

Janet A. Tucker, Alumni Affairs

Vassie C. Ware, Biological Sciences

Albert H. Wurth, Political Science

Mary E. Yocum, Provost Office

Joseph E. Yukich, Mathematics

Mary E. Zingone, Small Business Development Center

20 YEARS

Louise Adams, Child Care Center
Ellen A. Behr, GoldPLUS/ID Office
Mark H. Bickhard, Philosophy
Kathy N. Calabrese, Child Care Center
Karen M. Collins, Accounting
John P. Coulter, Mechanical Engineering & Mechanics
Rebecca J. Derbenwick, Chemistry
John N. DuPont, Materials Science & Engineering
Raymond F. Filozof, Sherman Fairchild Laboratory
Donna L. Goldfeder, Career Svces./Corporate Relations
Barbara A. Greenia, Child Care Center
Bessie L. King, LTS Library Access Services
Kenneth L. Kraft, Religion Studies
John F. Lule, Journalism & Communication
Kathleen J. Miller, Controller's Office
Erica L. Nastasi, Sociology & Anthropology
Padraig G. O'Seaghda, Psychology
Raymond A. Pearson, Materials Science & Engineering
Stephen P. Pessiki, Civil & Environmental Engineering
Lloyd H. Steffen, Chaplain's Office
Bruce J. Thomas, Art & Architecture
Edward A. Tomlinson, Engineering Research Ctr-ATLSS
Susan B. Troyan, Athletics
Janis G. Turczyn, Athletics
Deborah A. White, Admissions
Benjamin G. Wright, Religion Studies

15 YEARS

Nicole M. Corali, Office of Research & Spons. Programs
Maria F. Costa, Financial Aid
Mary Ann Dent, Mathematics



Happy Anniversary!

15 YEARS

Scott P. Gordon, English
Tracy A. Greenia, Child Care Center
Michael Mendelson, Philosophy
Gayle L. Nemeth, LTS Library Access Services
Tyler E. Osler, Athletics
Cherie Y. Schmoyer, Printing & Mailing Services
Gregory O. Strobel, Athletics
Francis Troyan, Athletics
Grace M. Wong, CAS Interdisciplinary Programs
Weixian Zhang, Civil & Environmental Engineering

10 YEARS

Gwyneth Allman, LTS Client Services
Edward L. Ballinger, Distance Education
Mary J. Bishop, Education & Human Services
Kelly S. Decker, LTS Client Services
Anne M. Dennis, Admissions
Volkmar R. Dierolf, Physics
Linda C. Ganus, Music
Victorine M. Guzzo, Printing & Mailing Services
Richard C. Haas, Athletics
Daphne P. Hobson, College of Education
Kathryn G. Humphreys, Development Office
Ella T. Marsh, Financial Aid
David H. Meyers, Finance and Law
Monica Najar, History
Thomas J. Novak, Health Center
Kathleen K. Olson, Journalism & Communication
Kelly A. Price, Centennial School
Theodore K. Ralphs, Industrial & Systems Engineering
Catherine M. Ridings, Department of Management
Matthew Romero, Distance Education
Stephen W. Sakasitz, LTS Client Services
David A. Shook, Athletics
Cindy Sigley, Admissions
Jason P. Stanford, LTS Client Services
Sharon Stauffer, Registrar
Dana E. Stow, Admissions
Rosemarie Szczepanski, Facilities Services

Bruce Taggart, LTS Administration & Planning
Joseph A. Timar, Engineering Rsch. Ctr - ATLSS
Robert W. Wolfenden, Alumni Affairs

5 YEARS

Catherine M. Arrington, Psychology
Margaret E. Barber, Education & Human Services
Filbert J. Bartoli, Electrical & Computer Eng.
Richard M. Bauer, Enterprise Systems Implementation
Michael S. Benn, Athletics
Sharon P. Bernstein, Martindale Center
Jarret P. Brown, LTS Client Services
Donna M. Clearie, DOS - Student Life
James M. Connell, University Police
Layla Dawson, Child Care Center
Majed A. Dergham, Admissions
Jessica M. DeSantis-Berg, Admissions
Keith B. Erekson, LTS Technology Management
Karine Fabio, Chemistry
Carly L. Graber, Centennial School
Kelly A. Grim, DOS - Student Life
Reetika Gupta, Department of Marketing
Cindy M. Hart, International Affairs
Lisa M. Hersh, Development Office
Breena Holland, Political Science
Janice Y. Johnston Howie, Development
Bruce E. Koel, Chemistry
Nevena T. Koukova, Department of Marketing
Deborah Laible, Psychology
Chris Larkin, College of Engineering & Applied Science
Marcia A. McKay, Career Services/Corporate Relations
Nancy M. Merritt, Alumni Affairs
Lisa K. Nemeth, Parking Services
Heibatollah Sami, Accounting
Thomas Scalse, Alumni Affairs
Travis A. Spencer, Athletics
Xiaofeng Sun, Mathematics
Dale T. Townsend, Athletics
Timothy S. Wilkinson, DOS - Residence Life
Alicia M. Wolfe, Centennial School
Ping-Shi Wu, Mathematics
Thomas S. Yencho, Communications & Public Affairs

Save The Date!

The annual Lehigh Holiday Party will be held **Thursday, December 16 from 3:00 to 6:00 p.m.** on the third floor of the University Center. Mark your calendars today and look for your invitation later this semester.





Transitions

Newly Hired

Congratulations to the following individuals who joined Lehigh between **July 1, 2010 and September 30, 2010**:

Maria Asayag, Admissions
Sara Blauman, Biological Sciences
Joan Brosious, Residential Services
Natasha Burns, Journalism and Communications
Lynn Chermansky, Risk Management
Donna Feist, Office of the President
Tammy Ferguson, College of Education
Nneka Fritz, Admissions
Lauren Gidula, DOS-Residence Life
Emily Groff, Communications and Public Affairs
James Harding, Athletics
Damion Jablonski, Athletics
Carla Kologie, College of Education
Justin LaFleur, Athletics
Katheryn McAuliff, Admissions
Brandon Morris, DOS-Residence Life
Delicia Nahman, Facilities Services
Marjorie Soto, Library Systems
Danielle Varley, Athletics
Morgan Volkart, Study Abroad Office

On The Move

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

Jessica Allen, College of Business & Economics
Kathleen Barth, Development Office
Daniel Brashler, CAS/LTS
Majed Dergham, Admissions
Melissa Grafe, LTS Client Services
Rosemarie Gray, LTS Library Access Services
Emily Jones, DOS-Student Life
Amy McGarr, DOS-Student Life
Brian Regan, Admissions
Margaret Reybitz, Art, Architecture & Design
Robert E. Siegfried, LTS Client Services
Samuel Symia, Registrar's Office

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!

Recent Retirements

Susan Cady
LTS Admin & Planning
29 years of service

Joseph Chesar
ATLSS-ERC
10 years of service

Elaine Haug
Printing & Mailing Services
16 years of service

Joan Fox
Enterprise Systems Center
22 years of service

Ruth Kneller
Chemical Engineering
26 years of service

Nicklas Pontician
Printing & Mailing Services
10 years of service



In Memoriam

Maria Merle
1954 to 2010



Maria Merle, an employee of Lehigh University for 23 years, passed away on August 8, 2010. Born in Patillas, Puerto Rico, Maria worked in the libraries of the Bethlehem Area School District for 15 years before arriving at Lehigh in 1988. She spent her career at the university in LTS at the Fairchild Martindale Library in Lending Services. She started as a Shelver and was eventually promoted to Lending Services Assistant.

Gail Kreibel, Team Leader of LTS Library Access Services, noted that *“Maria was dedicated to providing fast reliable EZ Borrow service. Her efforts made the collections of all the major academic libraries in Pennsylvania available very quickly to the Lehigh community.”* She also recalls Maria as someone who was fun to work with, *“We will remember Maria’s unique sense of humor, her laughter, and the amusing nicknames she had for all of her co-workers.”*

Maria is also remembered fondly by former students, one of whom wrote that, *“Maria was a great friend and she will always have a special place in my heart...she was one of the first people that I met at Lehigh and I am glad that I had the opportunity to know such a wonderful person.”*

Maria was a devoted member of **Jehovah’s Witnesses Kingdom Hall** in Bethlehem. Her brother, **Fred Colon**, also works at Lehigh University in Facilities Services.

Lehigh Remembers. . .

James Hobbs
1930 to 2010

Royce Fowkes
1916 to 2010

Benjamin Litt
1929 to 2010



Stella Litrides
1924 to 2010

Louise Palenchar
1923 to 2010

Eli Schwartz
1921 to 2010

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.

Spot Bonus Award Recipients

Over the period **July 1 through September 30, 2010**, the university recognized the following four individuals with *Spot Bonus Awards* for their extraordinary achievement in the workplace.

Linda Kreitz **Government Affairs**

When the university chose to end its contract with a lobbying firm, Linda took on the administrative work involved in seeking Federal Congressional Appropriations on top of her to her day-to-day administrative tasks. During a two-month period, Linda arranged 15 congressional office visits for a faculty team and prepared all of the materials for those visits. This included a bound booklet of six white papers and in-depth background information on Lehigh. Following those visits, she then prepared and submitted a total of 20 separate appropriations requests to three congressional offices. Her efforts contributed to Lehigh successfully procuring three appropriations in both the FY09 Federal Budget and the FY10 Federal Budget.

Steven Lichak **LTS Client Services**

In 2008, Steve was tasked with documenting and archiving via various multimedia the preparation for and visit of **His Holiness the Dalai Lama** to Lehigh University. The materials were to be used to create a documentary and to be saved in archives as well as online. Steve gathered over 200 hours of raw film footage which was ultimately edited into the documentary film "A Year of Dialogue at Lehigh University: *The Dalai Lama, Buddhism, and Tibet.*" In the year leading up to the Dalai Lama's visit, Steve worked with hundreds of Lehigh students, faculty, and staff as well as external organizations to capture all of the elements of the visit. Steve was nominated not only for the successful completion of this immense project, but also for representing Lehigh with great professionalism, thereby broadening the university's national and international reputation through the project.

Timothy McGeary **LTS Client Services**

Tim McGeary has been working for over a year with a consortium of top research universities developing a totally new architecture for library systems in higher education. This project is being funded by the **Mellon Foundation**, and Tim was an instrumental part of the planning and development of the grant proposal. His work on the project keeps Lehigh at the forefront of the higher education library world and demonstrates the university is a progressive and innovative leader in the field.

Rebecca Shillenn **College of Business and Economics - Graduate Programs Office**

Rebecca was key in the success of the pilot international experiential program for ten Lehigh MBA students at **Nottingham University** in the **United Kingdom** and a reciprocal visit from eight Nottingham MBA students and two Nottingham faculty during the 2009-2010 academic year. Her role included organizing months of planning and preparation meetings, booking all travel, coordinating visas, and managing the budget. When a volcano in **Iceland** left the Nottingham group stranded in the US an extra week, Rebecca stepped in and managed the logistics of hotels, transportations, meals, and re-booking of flights.

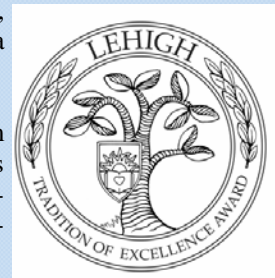
Spot Bonus Award nominations come from supervisors with the endorsement of the appropriate department head, vice provost, dean, and vice president. For more information on the criteria and process for nominating employees for *Spot Bonus Awards*, please visit the HR website at <http://www.lehigh.edu/~inhro/SpotBonus.htm>

Tradition of Excellence Awards

Lehigh has a long history of recognizing employees who demonstrate leadership, creativity, dedication, and outstanding service. You have the opportunity to be a part of this process for a deserving colleague.

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>.



Benefits...

(Continued from page 2)

- Non-emergency ambulance transport requires pre-authorization to be covered.

Ambulance transport, by its very nature, is difficult to plan. But you can consider “joining” the ambulance service that operates where you live. Many local associations solicit donations on an annual basis. In return for your contribution, they will often agree to accept medical plan payment (including any deductible and co-insurance from you) as payment in full. And, if you would like to know ahead of time which ambulance services are considered in-network for your insurance plan, you can search the provider directory on the Capital Blue Cross website – at www.capbluecross.com.

FLU SHOTS

It’s flu season again, and the vaccine is already available. This year’s shot combines both the seasonal flu vaccine and protection against the H1N1 strain as well. Because we work on a college campus, a flu shot is a good idea for everyone. This is another area where your coverage may vary, so if you wish to maximize your benefits, keep the following information in mind:

- Flu shots are only covered in the two PPO plans and Keystone HMO. The CMM plan has very limited wellness benefits, and flu shots are not included.
- The PPO and Keystone plans only cover flu shots when received in-network. Do not expect to be reimbursed for vaccines received at drug stores, health bureaus or other out-of-network sources.
- If you receive the flu shot from an office professional, and do not see the doctor, then there should be no office co-pay charge for the shot.

PLAN AHEAD

If you have questions about flu shots, ambulances, or any other aspect of your health insurance benefits, your best option is to call the Customer Service telephone number on your medical plan ID card. You can also visit the Human Resources (HR) website – at www.lehigh.edu/~inhro/FlexMedical.htm for information and links.

Human Resources Workplace Learning and Performance Fall Programs

Ongoing	Real Time Coaching—Your Game Plan	1st & 3rd Fridays By Appointment
OCTOBER		
12	<i>GPS: Lehigh’s Performance Management System</i>	9:00 to 10:30 a.m.
19	<i>Supervisor Series: Wage & Hour and Labor Law</i>	8:00 to 9:30 a.m.
21	<i>GPS: Lehigh’s Performance Management System</i>	9:00 to 10:30 a.m.
NOVEMBER		
3	<i>GPS: Lehigh’s Performance Management System</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.
DECEMBER		
1	<i>GPS: Lehigh’s Performance Management System</i>	9:00 to 10:30 a.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. 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. For more information about Workplace Learning opportunities, visit www.lehigh.edu/~inhro/Schedule.htm.</p>		

**You can’t use up creativity.
The more you use it, the more
you have.**

— Maya Angelou, poet



The Women's Center: A Resource for All Lehigh Women

On the second floor of the University Center (UC) there is a sunny gathering spot for women of all ages and backgrounds. **The Women's Center**, now in its twentieth year, works to foster a campus climate in which all women and men can work to achieve their personal and professional goals in an environment free of gender inequity.

The role of the Women's Center in the life of the university is to serve as a hub of conversation and supportive engagement. In the nearly three years since arriving at Lehigh, Women's Center Director **Rita Jones, Ph.D.**, has worked to develop programs that will have a lasting impact on campus and in the community. "We seek interactions and partnerships that can be sustainable," notes Jones. "*Projects that have the best chance for continuing are those that new students can pick up after seniors graduate and move on.*"

Annual programs include the **Take Back The Night** anti-violence event; **The Vagina Monologues** and other "V-Week" events; the **WAVES Awards** for gender equity; brown bag lunch lectures; and Women's History Month activities. The Center also publishes a seasonal newsletter, a spring literary journal, and a new blog.

STAFF AND FACULTY WELCOME

Jones says that while their work is mostly focused on undergraduate and graduate students, she wants every population of women on campus to be involved with the Women's Center. "If we want to make lasting changes, we need intergenerational engagement."

Women faculty members and the Center have a long-standing partnership, and Jones believes this partnership makes academic issues more concrete. "We help expand the learning to outside the classroom, connecting conversation to action."

Now, the Center would like to mine the rich resources of Lehigh's female staff for fruitful exchanges between the generations. Rita believes involvement

in the Center could be a meaningful experience for employees and students alike. "I'd like women staff members to know they are welcome at the Women's Center. It's a great place to interact with students, which for many staff members isn't something they get to do very often."

As someone who often eats at her desk so she can squeeze in a workout during lunch, Jones understands that finding time for activities beyond work responsibilities can be tough. "Even if they are too busy to volunteer, I would encourage women to attend our Brown Bag lunches or other events or even just to bring their lunch down once in a while and eat at the Center with students and others."

Jones says that there are numerous points of entry for staff members interested in getting involved. The Center's website details many of them. Some good places to start include ongoing programs like monthly "global women" discussion groups and twice-monthly WELL evening workshops. WELL workshops offer advice on topics from money management to mothering. This year's global women series looks at questions of religion, education, leader-

ship and more from an international perspective.

This year, the Women's Center has selected

Women in the Workplace as its theme, offering even more possibilities for staff engagement. Programs and activities related to the theme will include a panel discussion during **Women's History Month** in March. Jones says women staff members at Lehigh would be a natural source of wisdom and insight for this panel.

Jones invites women throughout campus to get in touch with her or her staff to find ways to contribute to the Center's programming. "I think we can be flexible. Some planning can take place via email, we can find times that work for everyone's busy schedules."

As Lehigh heads toward the celebration of the 40th anniversary of female students on campus, the work of the Women's Center remains as relevant as ever. Increasing staff involvement at the Center will only serve to make this important resource an even more vital part of the campus community.



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 can submit **Flexible Spending Account** reimbursements for calendar year ending 12/31/10 through 3/31/11.
- 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.

Coffeepot Chatter or Water Cooler Wisdom

Tom: *I'm so confused about health care reform.*

Maria: *I agree. I've heard so many things, some good, some not so good.*

Tom: *Yeah, I heard I can continue to cover my kids till age 26.*

Maria: *That's good, but I heard we're going to be taxed on the amount Lehigh pays for our health coverage.*

Tom: *Really? I didn't hear that. I heard there would not be much impact to large employers like Lehigh.*

Maria: *I hope so. I just don't understand how millions of people without health-care can receive coverage. The cost of that must come from somewhere.*

Tom: *Hey, didn't Harry attend the ERAC lunch session a couple weeks ago? Maybe he can shed some light on all this confusion.*

The process of reforming the health insurance and health care system in the United States has been a complex and, at times, heated national discussion. Since its effective date of **September 23, 2010**, *The Affordable Care Act* has been the law of the land, and beginning this January, its effects will be felt at Lehigh University.

With *Open Enrollment* on the horizon, it's understandable that some anxiety about potential changes would pop up around the water cooler between Tom and Maria. And it looks like they might have some of the facts right and some of them wrong.

ADULT CHILD COVERAGE?

Tom is mostly correct. Starting in January, his kids can be covered by Lehigh's insurance up to the age of 26 if they do not have access to health insurance through their own employers. Beginning in 2014, all adult children under 26 years old will be eligible for coverage, regardless of whether they can get their own health insurance at work.

Lehigh employees wishing to add an

uninsured adult child to their insurance coverage can do so during this year's *Open Enrollment (November 1 to 30, 2010)*.

TAX MY PREMIUMS?

Maria is somewhat off-base here. Your W2 for 2011 will include information about the cost of your Lehigh sponsored health care coverage. However, this will not be in order to tax your premiums. Instead, it will help provide the federal government with its first truly accurate accounting of the cost of health care in the United States.

This is important because in 2018, there is a provision in *The Affordable Care Act* which will create a tax on "Cadillac" insurance plans -- those health care plans that go far beyond the typical plan in their benefits. Plans fit this description if their total cost exceeds \$10,200 for single coverage or \$27,500 for family coverage.

CONSIDER THE SOURCE

As with any controversial issue that has implications in our personal lives, it's important to ensure that we're getting information from the most reliable of sources. While Maria and Tom may know a lot about their own jobs, comparing notes around the water cooler about what they've heard about health care reform is bound to lead to the further spread of erroneous information.

If you or a co-worker have questions about *The Affordable Care Act* and how it will affect Lehigh's insurance plans, we recommend that you read the forthcoming *Open Enrollment* materials which will be available for your reference at the end of October. An area of the Human Resources (HR) website devoted to health care reform will be launched later this month as well. During the month of November, representatives from **Capital Blue Cross** will be on campus twice to answer questions directly on November 9 and 10.

Finally, there are several credible websites that explain *The Affordable Care Act* in general that you may wish to look at if you are curious about the new law. Two sites that HR Services Director

Toni Lee Febbo recommends are:

- **The Henry J. Kaiser Family Foundation** — <http://healthreform.kff.org/>
- **The Federal Government** — (<http://www.healthcare.gov>)

Again, if you have questions about *The Act* or it's effect on Lehigh University, visit the websites above or go to the HR website.



Step Right Up!

Discount Circus Tickets Available for Lehigh Employees



The circus is coming to Stabler Arena, and a special ticket price of just **\$10.00** is available to Lehigh University faculty and staff for the **show on Sunday, October 10 at 5:00 p.m. only**.

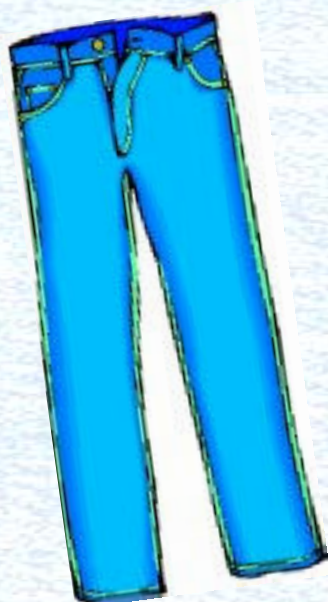
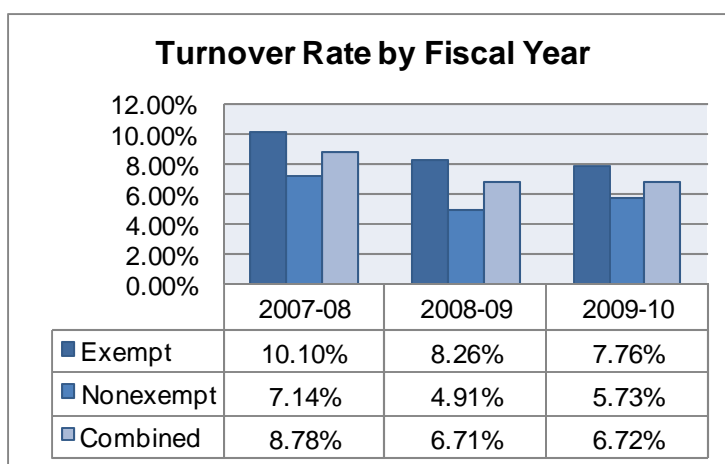
The special price is available on the internet at ticketmaster.com, by Ticketmaster by phone at 1-800-745-3000 or at the Stabler Arena Ticket Office Use the Discount Code: **LEHIGH**.

The \$10 tickets are regularly priced \$23 or \$15. This special discount price does not apply to the \$55 or \$40 tickets.

HR By The Numbers

This month we take a look at our efforts to promote internal hiring at Lehigh, as well as our annual turnover rates as a percentage of the workforce. These numbers reflect classified staff activity only.

Internal Hiring at Lehigh			
	FY 07-08	FY 08-09	FY 09-10
Internal Hires	44	36	24
New Hires	122	100	56
Total Hires	166	136	80
% Internal Hires	27	27	30



Fight Breast Cancer Wear Your Jeans!

- What:** Lehigh's 14th Annual **Blue Jean Bash** to benefit the Susan G. Komen Breast Cancer Foundation
- When:** Friday, October 29th
- Where:** Campus-wide
- Why:** A person is diagnosed with breast cancer every three minutes in the United States. 40,170 people died from breast cancer in 2009.
- How Much:** A donation of \$5 earns you the "privilege" of wearing jeans to work.
- How:** You'll receive a registration form soon. Return the form to **Mary Jo McNulty** in Human Resources. For more information, contact **Mary Jo** at extension 83894 or **mjd4@lehigh.edu**.

Thanks!