Welcome to LAFAYETTE COLLEGE
Introductions

Lisa Youngkin Rex
   Director of Human Resources/Employment
   rexl@lafayette.edu | Ext. 5814

• Training
• Compensation/Performance Management
• Policies/Employment
• Recruiting
• Administer Union Contract
Leslie F. Muhlfelder
Vice President for Human Resources and General Counsel

Chuck Crawford
Director of Human Resources/Benefits

Janice Hoffman
Manager of HR Information Systems

Patricia Cerankowski
HR Administrator/Tuition Coordinator

Deborah Blache
Benefits Assistant

Jody Poniatowski
Secretary
Information About Lafayette College

- Founded in 1826
- Undergraduate Campus
- Degrees in Liberal Arts and Engineering
- 2,400 Students
- 50 Percent Male and 50 Percent Female
- 735 Employees

http://www.lafayette.edu/aboutlafayette-at-a-glance/
http://www.lafayette.edu/about/history/
http://www.youtube.com/lafayettecollege
Website

- About
- Academics
- Admissions
- Tuition & Aid
- Campus Life
- After Graduation

Top right – Offices & Resources
Under Resources
“Banner Self-Service”
Communications Division

- “From the Hill” http://subscriptions.lafayette.edu/
- Email from the Communications Division about events and happenings on campus.
- College Logo/Style Guide
Human Resources Department

Homepage: [http://hr.lafayette.edu/](http://hr.lafayette.edu/)
- Benefits
- Employment
- Forms
- Payroll
- Policies
- Staff
- News & Events
- Training, Coaching and Professional Development

Bulletin Board:
- Required Postings
- Job Vacancy Listing
- Insurance Forms
Job Vacancy Posting

• Updated weekly on Friday or Monday

• Bulletin Boards

• Job Line (610) 330-5600

• Select www.lafayette.edu
  Top right – Offices & Resources
  Human Resources
  Job Opportunities

http://hr.lafayette.edu/employmentjob-opportunities/job-opportunities/
Holiday Schedule

2012 – 2013

• Independence Day 7/4
• Labor Day 9/3
• Thanksgiving 11/22 & 11/23
• Christmas/New Year’s 12/24, 12/25, 12/31 and 1/1
• Martin Luther King, Jr. Day 1/21 OR President’s Day 2/18
• Good Friday 3/29 (optional)
• Memorial Day 5/27
• Floating Holiday

http://hr.lafayette.edu/employmentjob-opportunities/work-life/
Report Changes

- name
- address/phone number
- dependents
- marital status

Paychecks and Paydays

• Employees calculate their own hours on a daily basis for the supervisor to approve the end of the pay period.

• On pay day, employees are paid for all wages earned during the fourteen day period beginning 12:01 a.m. on Saturday and ending fourteen days later at midnight on the following Friday.

• Normally, paychecks are received biweekly on every other Friday.

• The pay day for the monthly Faculty/Administrators paychecks is the 25th of the month.

• If the 25th of the month falls on a Saturday, Sunday, or holiday, the pay date is the preceding workday.

http://hr.lafayette.edu/banner-self-service/
Overtime

• Overtime is paid to hourly employees for time worked in excess of 40 hours in one week. (bank time option for hours between 36 ¼ and 40).

• Work week is from 12:01 a.m. Saturday to midnight the following Friday.

• Overtime is paid at time and one-half of the usual base rate of pay.
Snow Emergency

• Some jobs may require certain staff members to be at their workplace to perform some necessary tasks despite the existence of emergency conditions. Examples: security protection, snow removal, and steam generation.

• If there is any question about your specific responsibility, your supervisor will clarify it.

• Announcements of any delayed opening time will be broadcast on several radio stations.

• Recorded announcement: (610) 330-5060


http://hr.lafayette.edu/files/2009/07/inclementofficelibrary08.pdf
Lehigh Valley Association of Independent Colleges

- [www.lvaic.org](http://www.lvaic.org)
  LVAIC is a non-profit organization that consists of six private higher education institutions as core members and seven associate member institutions. The primary purposes of the consortium are to:

1. Collaborate to enhance student's academic experiences at member colleges.

2. Purchase goods and services collectively as a group to maximize our financial resources through effective procurement practices.

- Discount Programs
Working Hours

3rd Week of August to 3rd Week in May
8:45 a.m. – 5:00 p.m.

Summer Hours
8:15 a.m. – 4:30 p.m.
Information Technology Services

Guidelines:
• Acceptable use
• Passwords
• Protecting information

http://its.lafayette.edu/about/policies
Information Technology Services offers opportunities for classroom learning on various computer programs such as:

- Word
- Outlook
- Excel
- PowerPoint
- WordPress
- Online Tutorials (Lynda.com)

Check out the Information Technology Services homepage for the calendar of events.

http://its.lafayette.edu/services/workshops-and-training
Other Resources

Telephone Directory - Mailings - Admissions Office
Lafayette College’s Facilities

- Recreation
- Cultural
- Dining Hall
- Library
- Bailey Health Center
- Post Office
- College Store
- ATM Machine
- Child Care Center
Part-Time employees and dependents of employees must first pay $25 at the Controller’s Office cashier window.
The Pool and The Rock Wall

Hours of Operation
http://recreation.lafayette.edu/membership-information/hours/
• Farinon Student Center
• Marquis Student Restaurant
• Simon’s
• Gilbert’s
• Skillman Café
• Faculty Dining Room
Libraries

Skillman Library and Kirby Library

Hours of Operation

http://library.lafayette.edu/hours
Post Office

Farinon Student Center (Lower Level)

Hours
Monday to Friday
8:30 a.m. to 4:30 p.m.
Saturday
9:00 a.m. to Noon
College Store

Store Hours

Other Facilities

- ATM Machine
- Child Care Center

http://childcare.lafayette.edu/
Policies

• Leave of Absence
• EEO/Nondiscrimination
• Sexual Assault/Sexual Harassment

• Drug-Free Workplace
• Smoking
• Computing and Networks Acceptable Use
Leave of Absence

Policy:
Lafayette College will grant and provide eligible leaves of absence in accordance with the federal Family and Medical Leave Act.

Eligibility:
1) Work for the College for at least twelve months; and
2) At least 1,250 hours of service during the twelve-month period preceding the start of the leave.

Reasons for Leave

• Birth and/or care of a newborn child.
• Placement of a child for adoption or foster care with the employee.
• Care of the employee’s spouse, child or parent with a serious health condition.
• The employee is unable to perform his or her job functions because of a serious health condition.

Special coverage for military personnel and their families.
Equal Employment Opportunity Policy

Lafayette College assures equal employment opportunity in all its personnel policies which will be administered without further regard to race, color, religion, sex, sexual orientation, gender identity and expression, national origin, age or disability; and further that no employee shall be subjected to harassment by any other employee because of these factors.

Lafayette College is an equal opportunity employer and encourages applications from women and minorities.

Lafayette College is committed to providing a learning and working environment that emphasizes the dignity and worth of every member of its community.

Sexual Assault Complaint Procedures
• Informal
• Formal
• Sanctions
• External Remedies

Lafayette College is committed to providing a learning and working environment that emphasizes the dignity and worth of every member of its community. Sexual harassment in any form or context is inimical to these principles and will not be tolerated. This policy also prohibits retaliation against individuals for bringing complaints of sexual harassment.

Complaint Resolution & Disciplinary Action: Sexual Harassment

Resolution

Informal:
Sexual Harassment Consultant

Formal:
Student – Dean of Students
Faculty – Provost
Staff – Vice President for Human Resources

Action

• An individual found to have violated the policy will be subject to disciplinary action

• The College will take disciplinary action against persons who attempt retaliation
Lafayette College is committed to providing a safe, drug-free educational and work environment for all students and employees. Students and employees are both citizens and members of the academic community.

**Counseling and Treatment**
Employees who use controlled substances or who abuse alcohol are encouraged to seek the assistance of the medical and counseling staff at the Lafayette College Bailey Health Center, (610) 330-5501.

## Recycling on Campus

<table>
<thead>
<tr>
<th>What <strong>CAN</strong> be recycled?</th>
<th>What <strong>CANNOT</strong> be recycled?</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Glass Containers</td>
<td>• Pizza Boxes</td>
</tr>
<tr>
<td>• Food And Beverage Cans</td>
<td>• Styrofoam™</td>
</tr>
<tr>
<td>• Newspapers</td>
<td>• Plastic Bowls &amp; Plates</td>
</tr>
<tr>
<td>• Plastic Food And Beverage Containers</td>
<td>• Paper Towels</td>
</tr>
<tr>
<td>• Electronics</td>
<td>• Tissues</td>
</tr>
<tr>
<td>• Paper</td>
<td>• Contaminated Recycling Bins</td>
</tr>
<tr>
<td>• Cardboard</td>
<td>(trash or non-recyclable items thrown in bin)</td>
</tr>
<tr>
<td>• Used Ink/Toner Cartridges</td>
<td><strong>Source:</strong> Department of Facilities Planning and Construction</td>
</tr>
<tr>
<td>• Batteries</td>
<td></td>
</tr>
</tbody>
</table>
Brochures Available:
• A Guide to Recycling
• Sustainability Practices at Lafayette

Available on the website
http://facilitiesplanning.lafayette.edu/about/ or a limited number of paper copies available by contacting Rosemary Huggan @ ext. 5374

More Sustainability Information:
• Contact George Xiques, Manager of Sustainability and Environmental Planning, ext. 5607

• Website: http://facilitiesplanning.lafayette.edu/about/

Source: Department of Facilities Planning and Construction
Report all accidents and injuries to immediate supervisor within 24 hours.

Seek emergency first aid at the Bailey Health Center.
Bailey Health Center

**Hours**
Monday to Friday
8:00 a.m. to 6:00 p.m.
Saturday to Sunday
10:00 a.m. to 4:00 p.m.

- Flu Shots
- Counseling
- Emergency First Aid

http://counselingcenter.lafayette.edu/
Public Safety

http://publicsafety.lafayette.edu/
Emergency Number: (610) 330-4444

- EH&S is a value not a priority at the College
  - You’re Expected to Work Safely and Follow the Rules
  - Accident Prevention is Key
- Report the Following to Your Supervisor:
  - Unsafe Behaviors
  - Unsafe Conditions
  - Work Related Injuries (treat with posted physician)

Right to Access Employee Exposure and Medical Records
Access to Employee Exposure and Medical Records

Jeff Troxell, Assistant Director of Public Safety

According to OSHA’s standard on Access to Employee Exposure and Medical Records you may access your exposure records that show the measuring or monitoring of your own exposure to a toxic substance or harmful physical agent. Examples of these records include:

– Monitoring results of workplace air or measurements of toxic substances or harmful physical agents in the workplace
– Biological monitoring results, such as blood and urine test results
– Material safety data sheets (MSDSs)

You may also access your medical records concerning your health status that were created or maintained by a physician, nurse, health care professional, or technician. Examples of these records include:

– Medical and employment questionnaires or histories
– Results of medical examinations and laboratory tests
– Medical opinions, diagnoses, progress notes, and recommendations
– First-aid records
– Descriptions of treatments and prescriptions
– Employee medical complaints

You may contact Public Safety (5330) for access to your exposure records and the Bailey Health Center (5001) for access to your medical records.
Hazard Communication Standard
• You Have a Right-to-Know About the Chemicals That You Work With.
• Chemical Information Can Be Found:
  • Container Labels
  • Material Safety Data Sheets (MSDS)
    (Available 24/7 in the Office of Public Safety)
  – Ask Your Supervisor
Environmental Health & Safety

**Blood-borne Pathogens**
- If you have an occupational exposure to blood or bodily fluids you must receive additional training and be offered the hepatitis B vaccine.
- Ask your supervisor to set up a training session with Public Safety

**Job Classifications in Which All Employees Have Exposure To Blood-borne Pathogens**

Listed below are the job classifications in our facility where all employees handle human blood and other potentially infectious materials, which may result in possible exposure to blood-borne pathogens:

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>DEPARTMENT/LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.Director/College Physician</td>
<td>Health Services/Bailey Health Center</td>
</tr>
<tr>
<td>2.Assistant Physician</td>
<td>Health Services/Bailey Health Center</td>
</tr>
<tr>
<td>3.Staff Nurse (full/part-time)</td>
<td>Health Services/Bailey Health Center</td>
</tr>
<tr>
<td>4.Director/Supervisor/Officer</td>
<td>Public Safety/Marquis Hall</td>
</tr>
<tr>
<td>5.Assistant Director</td>
<td>Public Safety/Marquis Hall</td>
</tr>
<tr>
<td>6.Trainer/Assistant Trainer</td>
<td>Athletics/Kirby Field House</td>
</tr>
<tr>
<td>7.Coach</td>
<td>Athletics/Kirby Field House</td>
</tr>
<tr>
<td>8.Director/Assistant/Intramurals</td>
<td>Recreation Services</td>
</tr>
</tbody>
</table>
Questions?