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

- Training
- Compensation/Performance Management
- Policies/Employment
- Recruiting
- Administer Union Contract
Information About Lafayette College

- Founded in 1826
- Undergraduate Campus
- Degrees in Liberal Arts and Engineering
- 2,450 Students
- 46 States
  48 Countries
- 805 Budgeted Employees

http://www.lafayette.edu/aboutlafayette-at-a-glance/

http://www.youtube.com/lafayettecollege
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

http://www.lvaic.org/employee-discounts/

www.lvaic.org
Office of Human Resources

Leslie F. Muhlfelder
Vice President for Human Resources
and General Counsel

Alma Scott-Buczak
Associate Vice President for Human Resources

Chuck Crawford
Director of Human Resources/Benefits

Lisa Rex
Director of Human Resources/Employment

Janice Hoffman
Manager of HR Information Systems

Patricia Cerankowski
HR Administrator/Tuition Coordinator

Deborah Blache
Benefits Assistant

Jody Poniatowski
Secretary

Jill Kauffman
HR Assistant

vacant
Part-Time Secretary
Human Resources Department

- Benefits
- Employment
- Awards Program
- Forms
- Policies
- Employee Wellness Program
- Retirees
- Staff
- Banner Self Service

Homepage: [http://hr.lafayette.edu/](http://hr.lafayette.edu/)

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

• Updated weekly
• Bulletin Boards
• Job Line (610) 330-5600

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

2017 – 2018

• Independence Day 7/4
• Labor Day 9/4
• Thanksgiving 11/23 & 11/24
• Christmas/New Year’s 12/25, 12/26, 12/27, 12/28*, 12/29* and 1/1
• Martin Luther King, Jr. Day 1/15
  OR
• President’s Day 2/19
• Memorial Day 5/28
• Floating Holiday (2)

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

*Winter Recess Day
Records

Report Changes:

• Name
• Address/Phone Number
• Dependents
• Marital Status

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.
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.
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/
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 on the College’s website www.lafayette.edu

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

  - WEEX 1230 AM
  - WEST 1400 AM
  - WAEB 790 AM
  - WAEB 104.1 FM
  - WODE 99.9 FM
  - WCTO 96.1 FM
  - WLEV 100.7 FM
  - WFMZ Ch. 69TV

• Recorded announcement:
  (610) 330-5060

http://hr.lafayette.edu/files/2009/07/inclementofficelibrary08.pdf
Policies

- Leave of Absence
- EEO/Nondiscrimination
- Sexual Assault/ Domestic Violence/ Dating Violence and Stalking/Sexual Harassment
- Drug-Free Workplace
- Smoking
Policies – 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.

Policies – Leave of Absence

Reasons for Leave:

- Birth and/or care of a newborn child. (6 weeks of Parental Leave also available)
- 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.
Unless it is an undue hardship, the College will make reasonable accommodations under the ADA for an employee to return to or continue work—including providing employees with additional leave beyond the leave maximums under the FMLA.
Lafayette College does not discriminate on the basis of race, color, national or ethnic origin, disability, religion, age, military or veteran status, sex, sexual orientation, gender identity or expression, marital or familial status, pregnancy, genetic information, or any other characteristic protected by law in its educational programs and activities, admissions, or employment, as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VI and Title VII of the Civil Rights Act of 1964, and other applicable laws and College policies.

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.

https://sash.lafayette.edu/get-informed/policies-laws/
Policies - Sexual Assault, Domestic Violence, Dating Violence and Stalking

Sexual Assault Complaint Procedures

- Informal
- Formal
- Sanctions
- External Remedies

http://sash.lafayette.edu/
Policies - 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
Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in any federally funded education program or activity. Sexual harassment, which includes sexual violence, is a form of sex discrimination.

Any student, employee, or applicant for admission or employment to Lafayette College who believes that he or she has been discriminated against on the basis of sex may file a complaint with the Title IX and Equity Coordinator who will, in consultation with other relevant administrators, assist the complainant in identifying the appropriate Lafayette College policy and grievance procedure to resolve the complaint in a prompt and equitable manner.

The Lafayette College Title IX Coordinator is Lisa Rex, 12 Markle Hall, Ext. 5814.
All faculty and administrators, as well as numerous staff members and student employees are considered “Responsible Employees”—and thus are required to report to the College’s Title IX Coordinator all relevant details about an incident of alleged prohibited conduct that an employee observes or learns about. Responsible Employees should contact the College Title IX Coordinator to fulfill this reporting obligation.

The Lafayette College Title IX Coordinator is Lisa Rex, 12 Markle Hall, Ext. 5814.
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) 330-5001.

http://hr.lafayette.edu/policies/
Smoking Policy

Smoking is prohibited in all Lafayette College buildings including private offices, restrooms or near main building entrances.

Smoking is permitted in the following areas:

- Markle Hall - canopy at the rear of the building
- Pardee Hall - south entrance
- Marquis Hall - loading dock
- Skillman Library - west entry adjacent to parking lot
- Williams Center - loading dock or east entry
- Alumni Hall of Engineering - rear entrance to Dana laboratory extension
Accident Reports and Workers’ Compensation

Report all accidents and injuries to immediate supervisor within 24 hours.

Seek emergency first aid at the **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.

Bailey Health Center
Corner of High and McCartney Streets
Awards

The Lafayette College Distinguished Service Award is an annual award recognizing sustained distinguished performance and contributions made by a member of the support or administrative staff. LCDSA gives faculty, administrators, and staff the opportunity to thank members of the Lafayette community who supported the College’s mission and contributed in significant ways to supporting and improving the Lafayette community.

Nominations for the Lafayette College Distinguished Service Award (LCDSA) must be submitted to the Recognition Committee in early spring of each year.

The Leopard Award is presented throughout the year to members of the support, plant operations, and public safety staff who have made an exceptional contribution to the College by working on a special project or event, or providing some type of extraordinary service beyond their normal job responsibilities. Nominations may be made by any College employee and should be forwarded to the nominee’s supervisor.

https://hr.lafayette.edu/employment/performance-management/awards-program/
Communications Division

- Email from the Communications Division about events and happenings on campus.
- College Logo/Style Guide
  https://communications.lafayette.edu/style-guides/
Information Technology Services (ITS)

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](http://its.lafayette.edu/services/workshops-and-training)
Public Safety

Jeff Troxell, Director of Public Safety

http://publicsafety.lafayette.edu/
Lafayette College is committed to preventing violence and supporting the safety and well-being of the campus community. **Each member of the campus community is responsible for maintaining and improving campus-wide safety.** Campus safety is enhanced through community members identifying behaviors of concern and reporting those concerns in a timely manner. Early identification of such concerns allows the College to intervene and address behaviors that are threatening or disruptive to the learning, living and working environment of the College.

http://hr.lafayette.edu/threat-assessment/
Behaviors

Identifying and reporting behaviors that could pose a threat to the campus, or an individual, are critical to ensuring a safe and secure environment for our students, staff, and faculty. There are many behaviors and circumstances that may indicate that a person needs assistance. Examples of behaviors that pose a risk include, but are not limited, to the following:

- Unusual or abrupt changes in behaviors or patterns;
- Extreme reaction to a loss or traumatic event;
- Preoccupation with weapons, violent events, or persons who have engaged in violent acts;
- Uncharacteristically poor performance;
- References to harming others or planning a violent or destructive event;
- Evidence of depression, hopelessness, or suicidal thoughts/plans;
- Inappropriate responses such as prolonged irritability, angry outbursts, or intense reactions;
- Strained interpersonal relations, isolating behaviors, or low self-esteem;
- Significant change in life circumstances such as loss of job or relationship
Lafayette College has a zero tolerance policy regarding violations of the laws involving crimes against a child.

Any member of the Lafayette community who witnesses or becomes aware of a crime committed against a person under 18 years of age should immediately report their concerns to the Department of Public Safety at 610-330-4444.

If the situation is an emergency, immediately contact the Easton Police Department via 911.

Even if you are uncertain whether a crime against a child has been committed, please immediately report what you know.
Just a reminder . . . All of these numbers are listed on the first page of the College telephone and e-mail directory.
The College has a toll-free Anonymous Tip Hotline

(1-800-539-6085)

• The Hotline is available 24 hours a day.
• The Hotline is for reporting misconduct by any College employee.
• The Hotline may also be used for reporting ethical, compliance, or other concerns that the caller wishes to bring to the attention of the College.
• The Hotline is not designed for reporting emergencies.

http://hr.lafayette.edu/
Environmental Health & Safety

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)
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
Hazard Communication Standard

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Critical Event (External Campus-Wide Alarm)

- e2Campus Emergency Alert Service
  - Free service (sign up at [http://publicsafety.lafayette.edu](http://publicsafety.lafayette.edu))
  - Enables Lafayette students, faculty, parents, and staff to receive alerts on their cell phones in the event of an immediate critical emergency on or close to campus.
  - Involves imminent danger or events that impact a significant portion of the campus population.
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

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>
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.

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.
The purpose of Lafayette College Safety Committee is to provide an avenue for all Lafayette College employees to contribute to workplace safety in hope of achieving and maintaining a safe, healthful working environment.

Goal
The goal of Lafayette College Safety Committee is to eliminate workplace incidents and illnesses by involving employees and managers in identifying hazards and suggesting ways to eliminate and prevent them from occurring.

Submitting Safety Concerns
Non-emergency departmental safety concerns should be submitted in writing to your immediate supervisor. Campus-wide safety concerns or one regarding an issue in another department may be submitted to the Safety Committee through the Public Safety Department (Marquis Hall) or directly to one of the individual Safety Committee members.
Single Stream Recycling has arrived at Lafayette. This means that all recyclables can co-mingle in the recycling can. No need to separate them! However, throwing away trash or non-recyclable items into recycling bins contaminates the entire bin, making all items in the bin unsuitable to be properly recycled.
Website:
https://sustainability.lafayette.edu/

- Initiatives
- In Practice
- Where We Work
- Who We Are
- Guides and Policies
Other Resources

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

- Recreation
- Cultural
- Dining Hall
- Library
- Post Office
- College Store
- Bailey Health Center
- ATM Machine
- Child Care Center
• Recreation Center
• Fitness 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/
Cultural Activities

Mailings

Website
Dining and Meal Plan

- Farinon Student Center
- Marquis Student Restaurant
- Simon’s
- Gilbert’s
- Skillman Café
- Clay Ketcham (Faculty/Staff Dining Room)

MEAL PLAN: Enhance the sense of community at Lafayette by dining with your colleagues and our students in our on-campus dining facilities. In addition to camaraderie, you'll find a wide variety of creative and delicious cooked-from-scratch food (a significant portion of which is sourced locally), prepared on-site by our culinary staff.

You can purchase a meal plan by check or online by visiting:

http://finadmin.lafayette.edu/faculty-staff-meal-program/
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

Farinon Student Center – Lower Level

Bailey Health Center

Corner of McCartney and High Streets

HOURS
Monday to Friday: 8:00 am to 6:00 pm
Saturday to Sunday: 10:00 am to 4:00 pm

- Flu Shots
- Counseling
- Emergency First Aid

http://counselingcenter.lafayette.edu/
Other Facilities

- Child Care Center
  [http://childcare.lafayette.edu/](http://childcare.lafayette.edu/)

- ATM Machine – Farinon Lower Level
  - right outside bookstore entrance
Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of records and the access provided to these records.

- As specified in the regulations, students have the right to access their educational records.
- As specified in the regulations, students have the right to prevent disclosure of records to third parties without authorization.

Lafayette College regards the student as the primary contact regarding their student records. The student is encouraged to act responsibly by communicating directly with parents or other third parties. Students may elect to share information from their educational record by signing a release that can be found on the Registrar’s website or picked up in the office of the Registrar or the Dean of the College.