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
Information About Lafayette College

- Founded in 1826
- Undergraduate Campus
- Degrees in Liberal Arts and Engineering
- 2,450 Students
- 45 States
  48 Countries
- 760 Employees

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

Board of Trustees

President
Alison Byerly

Cabinet

• Vice President & Liaison to the Board of Trustees - James Krivoski
• Provost – Abu Rizvi
• Dean of the Faculty – Robin Rinehart
• Vice President for Campus Life – Annette Diorio
• Vice President for Finance & Administration – Roger Demareski
• Vice President for Human Resources & General Counsel – Leslie Muhlfelder
• Vice President for Enrollment Management – Greg MacDonald
• Vice President for Development & College Relations – Kim Spang
• Vice President for Communication – Michael Kiser
• Chief Investment Officer – Joseph Bohrer
• Vice President & Chief Information Officer - John O’Keefe
Website

LAFAYETTE

ABOUT
- the College

ACADEMICS
- departments & programs

ADMISSIONS
- applying to Lafayette

TUITION & AID
- financial information

CAMPUS LIFE
- activities & athletics

AFTER GRADUATION
- continuing connections

VISIT
- APPLY
- GIVE
- WORK
- REQUEST INFO

Work with Stellar Professor-Mentors

Our faculty love teaching and mentoring undergraduates. We have one of the highest percentages of students working with professors on research. Learn more.

Meaningful Research Collaborations

Chip Newuro gets students involved in high-level projects.

THE SCIENCE OF WIFFLE BALL

Lafayette BIOLOGY Professor Kevin Perttula explores the science of wiffle balls.

www.lafayette.edu
“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

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

2015 – 2016

• Independence Day 7/3
• Labor Day 9/7
• Thanksgiving 11/26 & 11/27
• Christmas/New Year’s 12/24, 12/25, 12/31 and 1/1*
• Martin Luther King, Jr. Day 1/18 OR President’s Day 2/15
• Good Friday 3/25 (optional)
• Memorial Day 5/30
• Floating Holiday

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

*In addition to the above listed holidays, the College will also be closed on December 28, 29 and 30, 2015
Records

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 (under Businesses not Schools).

• Recorded announcement: (610) 330-5060


http://hr.lafayette.edu/files/2009/07/inclementofficelibrary08.pdf
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/assets/base/pdf/EmployeeDiscounts-LVAIC.pdf
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/
Cultural Activities

Mailings

Website
## Dining

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

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

Other Facilities

- ATM Machine
- Child Care Center

http://childcare.lafayette.edu/
Policies

- Leave of Absence
- EEO/Nondiscrimination
- Sexual Assault, Domestic Violence, Dating Violence and Stalking/Sexual Harassment
- Drug-Free Workplace
- Smoking
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.
Return to Work/Accommodations

Unless it is an undue hardship, the College will make reasonable accommodations under the ADA to an employee to return to or continue work including providing employees with additional leave beyond the leave maximums under the FMLA.
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

http://sash.lafayette.edu/
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

<table>
<thead>
<tr>
<th>Resolution</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Informal:</strong></td>
<td>• An individual found to have violated the policy will be subject to disciplinary action</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td></td>
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<tr>
<td>Consultant</td>
<td>• The College will take disciplinary action against persons who attempt retaliation</td>
</tr>
<tr>
<td><strong>Formal:</strong></td>
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<tr>
<td>Student – Dean of</td>
<td></td>
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<tr>
<td>Students</td>
<td></td>
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<tr>
<td>Faculty – Provost</td>
<td></td>
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<tr>
<td>Staff – Vice President for Human Resources</td>
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</tbody>
</table>
Drug-Free Workplace

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.

http://hr.lafayette.edu/policies/
The College has a toll-free Anonymous Tip Hotline
(1-800-539-6085)

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

http://hr.lafayette.edu/
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
Recycling on Campus

What **CAN** be recycled?

- Glass Containers
- Food And Beverage Cans
- Newspapers
- Plastic Food And Beverage Containers
- Electronics
- Paper
- Cardboard
- Used Ink/Toner Cartridges
- Batteries

What **CANNOT** be recycled?

- Pizza Boxes
- Styrofoam™
- Plastic Bowls & Plates
- Paper Towels
- Tissues
- Contaminated Recycling Bins
  (trash or non-recyclable items thrown in bin)

Source: Department of Facilities Planning and Construction
Additional Information

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 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
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.
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/
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/
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
Environmental Health & Safety

- Emergency Response Plans
  - Fire (Internal Building Alarm)
    - Exit the Building Immediately if/when the Fire Alarm System (bells) Sounds
    - Marshal Together Away from the Building and Do Not Re-Enter Until Easton Fire Department or Public Safety Gives the All Clear Signal
    - Review Special Needs for Evacuation with Public Safety (Evac- Chair)
  - 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.
    - External Siren on Top of Skillman Library and APK Sports Center
      - Designed to Notify Campus Community Outside of Buildings to Check your Text and Email Messages for Details and Instructions
      - This Siren is an Alternating Hi/Low Tone (example of tone at Public Safety website).
**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>
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.

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**
Departmental safety concerns should be submitted in writing to your immediate supervisor. However, if you have a campus-wide safety concern or one regarding an issue in another department, you may submit those safety concerns in writing to the safety committee through the Public Safety Department (Marquis Hall) or directly to one of the individual safety committee members listed above.
Questions?