

**Staff Handbook**

**LAFAYETTE**  

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**COLLEGE**

**Instructions: Print ONLY this page (Click on: File>Print>Current page), fill out the bottom section, scan, and email to the Office of Human Resources ([hroffice@lafayette.edu](mailto:hroffice@lafayette.edu)) OR [click on this link to Sign via DocuSign](#).**

**ACKNOWLEDGEMENT OF RECEIPT & REVIEW**

I acknowledge that I have received directions for accessing the Lafayette College Employee Handbook on the Human Resources web page. I understand that if I have any difficulty accessing the Handbook on the website, I am responsible for contacting the Office of Human Resources for assistance or to request a paper copy of the Handbook. I understand that it is my responsibility to read and comply with the policies contained in this Handbook and its appendices, and any revisions made to them by Lafayette College.

I understand that this Handbook supersedes all previous versions that have been issued by the College. Further, I understand that because the College may, in its sole discretion, add, modify, delete or otherwise change provisions of the Handbook, it is my responsibility to refer to the most current version on the Human Resources website and/or contact the Office of Human Resources to obtain current information regarding the status of any particular policy, procedure, or practice.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee's Name (Print)

\_\_\_\_\_  
Date

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## **WELCOME**

Welcome to Lafayette! We are proud of our College and its greatest assets – the people who work here. We are pleased that you have joined us and hope you will quickly feel at home, enjoy your work, and find your employment with us both satisfactory and rewarding.

We know you will take pride in being a member of the College community and in your association with the many distinguished faculty, students, professionals, and skilled support colleagues who have contributed to our pursuit of excellence. We expect that your skills, enthusiasm, and team effort will make an important contribution to the College's overall success. We believe that working together in a spirit of mutual respect and goodwill will make employment with Lafayette College a productive and fulfilling experience. Thank you for joining us.

## INTRODUCTION

This Handbook applies to non-faculty employees employed by Lafayette College (hereafter referred to as “the College”). For the remainder of this handbook, we will refer to these individuals as “employees,” unless otherwise specified. We encourage you to read this Handbook carefully.

This Handbook is a general guideline voluntarily adopted by the College for informational purposes only. It is not intended to and does not create an expressed or implied contract of employment or any other contractual rights, obligations, or liabilities.

Because the Handbook is not a contract, it does not contain any promises by the College and the College is not legally or otherwise bound by it. More specifically, the Handbook should not be considered as, or relied upon by employees, as establishing terms and conditions of employment.

Your employment is at-will; both you and the College have the right to terminate your employment at any time, with or without cause and with or without notice. Because your employment is at-will, you are not guaranteed employment or any particular job or for any specified period of time. While the College may follow a disciplinary process from time to time, nothing in this Handbook or its application shall restrict the right of the College to terminate employees who are at-will. The College also retains the absolute right to change an employee's wages and position and any other terms and conditions of employment, and to discipline, transfer, reassign and/or promote or demote an employee, at any time, with or without prior notice.

The College reserves the right to interpret, amend, modify, change, cancel, terminate, or withdraw any or all of the policies, rules, benefits, sections and provisions of this Handbook at any time, unilaterally, with or without prior notice, in its sole discretion.

This Handbook and all subsequent revisions supersede and/or replace all policies and rules issued previously.

No representative of the College (except authorized College officers, in writing) has the authority to enter into any agreement for employment for a specified period of time, to guarantee any particular position for any specified period of time, or to make any promises with respect to compensation, promotional opportunities, or any other term or condition of employment.



## **GENERAL CONDITIONS OF EMPLOYMENT**

### **Expectations and Responsibilities**

Each of us was selected for employment with the College because our training, prior experience, knowledge, and job skills closely matched the requirements for the job at the time of hire. In accepting employment, each of us also acknowledges a personal responsibility for assuring that our workplace conduct, job performance, and business practices meet the expectations of the College.

While these expectations are set forth in greater detail throughout the Handbook and will be formally and informally communicated to employees further in the course of employment with the College, in general, employees are expected to:

1. Conduct themselves and all business activities ethically and honestly;
2. Approach job responsibilities with enthusiasm and professionalism;
3. Promote goodwill by handling all contacts with co-workers, supervisors, customers, students, alumni, vendors, the community, and suppliers in a spirit of respect, courtesy, cooperation, and attentiveness;
4. Deal with all co-workers, supervisors, customers, students, alumni, vendors, and suppliers, etc. without regard to their race, color, national or ethnic origin, disability, religion, age, military or veteran status, gender, sexual orientation, gender identity, transsexual status, pregnancy or parental status, genetic information, or any other characteristic protected by law or College policy;
5. Report to work physically and mentally fit for duty;
6. Report to work promptly and regularly while minimizing absences, late arrivals, and early departures;
7. Provide appropriate notice of an unavoidable absence or lateness in accordance with established policy;
8. Perform job responsibilities efficiently and thoroughly;
9. Remain actively engaged in the performance of job responsibilities throughout the entire workday;
10. Perform job responsibilities prudently and carefully, observing all health, safety, and security rules at all times;

11. Avoid engaging in conduct which could create an actual or potential conflict of interest or the appearance of a conflict of interest;
12. Safeguard College property to prevent its damage, loss, misuse, or theft;
13. Report to the supervisor any/all accidents, injuries, theft, or other unusual incidents immediately after occurrence or discovery;
14. Follow all established College policies, rules, and procedures as well as the specific instructions of the supervisor;
15. Refrain from using College property, services, or supplies for personal reasons, unless prior permission has been obtained;
16. Provide complete and honest information in connection with all pay, time, business expense, and employment records; and
17. Ensure that personal appearance, oral communication, and physical conduct are consistent with high standards of professionalism and propriety. Clothing should be clean, appropriate to the work assignment, and fit properly.

Failure to meet these expectations may result in disciplinary action, the goal of which is to preserve employment by rectifying unsatisfactory job performance and/or unacceptable conduct. Depending on the nature and severity of the issue, discipline may result in action(s) up to, and including, termination of employment.

### **Code of Conduct for Business Activities**

The College assumes that those associated with the institution will conduct themselves ethically and in accordance with what are generally accepted as "standard business practices." The increasingly complex relationships that have evolved between the College and the numerous individuals, companies, institutions, and other groups with which it deals, require that persons representing the College exercise a high degree of personal responsibility, integrity, and sound judgment. Employees should ensure that outside business activities do not conflict with the employee's duties and responsibilities to the College.

An actual, potential, or perceived conflict of interest arises when an employee or relative (defined as parent, parent-in-law, child, child-in-law, sibling, spouse, ex-spouse, grandparent, grandchild, or anyone else who, although not related by blood or marriage, resides in the same home of the employee) has a personal, financial, or competitive interest in the outcome of a particular matter or transaction involving the College. Examples of prohibited conflicts include when

an employee or relative engages in financial dealings that are contrary to the College's interests and when an employee or relative works for, is associated with, provides any services or materials to, or receives any compensation from any competitor of the College.

Employees should disclose to their supervisor any direct or indirect conflicts of interest or any situation arising from outside business activities which might create or give the appearance of a prohibited conflict of interest.

Employees are responsible for their conduct on the College's premises, whether on or off duty. The College's general rules of conduct and behavior expectations

also apply when traveling on College business, as well as any time spent working or representing the College away from the campus. Conduct off campus may also affect employment at the College. In personal dealings outside of the College, employees should disclose (where appropriate) that they are acting personally in such endeavors and not on behalf of the College.

Employees in the Finance and Administration Division should also refer to the Finance and Administration Division Code of Ethics Policy.

<https://finadmin.lafayette.edu/wp-content/uploads/sites/133/2010/07/codeofethics.pdf>

### **Diversity and Inclusiveness**

Lafayette College is committed to creating a diverse community: one that is inclusive and responsive, and is supportive of each and all of its faculty, students, and staff. The College seeks to promote diversity in its many manifestations. These include but are not limited to race, ethnicity, socioeconomic status, gender identity and expression, sexual orientation, religion, disability, and place of origin. The College recognizes that we live in an increasingly interconnected, globalized world, and that students benefit from learning in educational and social contexts, in which there are participants from all manner of backgrounds. The goal is to encourage students to consider diverse experiences and perspectives throughout their lives. All members of the College community share a responsibility for creating, maintaining, and developing a learning environment in which difference is valued, equity is sought, and inclusiveness is practiced. It is a mission of the College to advance diversity as defined above. The College will continue to assess its progress in a timely manner in order to ensure that its diversity initiatives are effective.

## **Equal Employment Opportunity**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Lafayette College are based solely upon merit, qualifications, and abilities.

The College provides equal employment opportunity to all employees and applicants for employment without regard to race (including hair texture and hair style), color, religion, gender, sexual orientation, gender identity, transgender status, pregnancy, childbirth, marital status, national origin, ancestry, age, disability, veteran status, genetic information, or any other characteristic protected by law, in accordance with applicable federal, state, and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, demotion, discipline, termination, lay-off, recall, transfers, leaves of absence, compensation, benefits, and training.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of either their immediate supervisor, any supervisor or manager, or any member of the Office of Human Resources. Employees can raise concerns and make reports of discrimination without fear of reprisal. Any employee of the College found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

## **SEXUAL AND OTHER FORMS OF UNLAWFUL HARASSMENT**

Consistent with Lafayette College's policy of equal employment opportunity, harassment in the workplace based upon a person's race (including hair texture and hairstyle), color, gender, sexual orientation, gender identity, transgender status, pregnancy, childbirth, religion, marital status, national origin, ancestry, age, disability, veteran status, genetic information, or any other basis prohibited by law, will not be tolerated concerning employees or applicants for employment.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and/or other verbal, visual, or physical conduct of a sexual nature where:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or

- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

No employee of the College shall threaten or insinuate, either expressly or implicitly, that another employee's or an applicant's refusal to submit to sexual advances will adversely affect that person's employment, work status, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development. Similarly, no employee of the College shall promise, imply, or grant any preferential treatment in connection with another employee or applicant engaging in sexual conduct.

Pursuant to this policy, the following is prohibited on the part of any Lafayette College employee: unwelcome sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; subtle pressure or requests for sexual activities; unnecessary touching of an individual; graphic or verbal commentaries about an individual's body; sexually degrading words used to describe an individual; a display in the workplace of sexually suggestive objects or pictures; sexually explicit or offensive jokes; physical assault; or any unwelcome conduct directed toward any employee solely because of the individual's gender. This list is not all-inclusive.

Any employee of the College who feels that he or she has been subjected to unlawful harassment, whether sexual, racial, religious, or otherwise, must immediately report this conduct, in writing, to his or her immediate supervisor. In the event an employee is uncomfortable, for any reason, discussing such matters with his or her immediate supervisor or, in the alternative, the employee is not satisfied after bringing the matter to the attention of his or her immediate supervisor, the employee is directed to promptly report the matter, in writing, to any member of the Office of Human Resources. If an employee is uncomfortable discussing such matters with the Office of Human Resources or is not satisfied after bringing the matter to the attention of the Office of Human Resources, the employee should immediately report the matter to any member of leadership with whom they are comfortable.

Lafayette College will investigate all allegations of harassment in as thorough, prompt, and confidential a manner as is reasonably possible under the circumstances and will take appropriate corrective action when warranted. The College will undertake all investigations of alleged harassment with due regard to the privacy of all parties involved, consistent with a thorough and appropriate investigation.

Any employee of the College who is determined, after an investigation, to have engaged in any incidents of harassment in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

Employees of the College may raise concerns and make complaints of unlawful harassment without fear of reprisal. Retaliation in any form against a College employee who exercises, in good faith, the right to make a complaint pursuant to this policy is strictly prohibited and will itself constitute a basis for appropriate disciplinary action.

Employees with questions regarding this policy should contact their immediate supervisor or any member of the College's Office of Human Resources.

### **Confidentiality**

Employees, in the course of performing duties on behalf of the College, may, from time to time, be placed in a position of trust and confidence in which the employee receives, or contributes to the creation of, confidential and/or proprietary information relative to the operations of the College. This confidential and/or proprietary information includes, but is not limited to:

- The names, addresses, and telephone numbers of the College's employees, students, alumni, donors, vendors, and suppliers.
- Any and all other data or information relating to the operations and business of the College, which is not known generally by, and readily accessible to, the public (excluding information regarding the employee's pay, benefits, and terms/conditions of employment).

#### During employment:

- Protect confidential and/or proprietary information and use and/or disclose such information only as necessary to further the College's business interests; and
- Do not use or disclose confidential and/or proprietary information for personal gain or for any purpose which is inconsistent with the business interests of the College.

#### Upon separation from the College, regardless of the reason and whether initiated by the College or the employee:

- Employees must return to the College, without retaining copies, any and all electronic data, devices, and printed records, including, but not limited to, correspondence, documents, CDs, flash drives, external hard drives, drawings, specifications,

writings and similar items, which relate to the College's business operations, customers, prospective customers, employees, students, suppliers, alumni, vendors, etc., regardless of where such items were kept or prepared.

- Employees must not use and/or disclose the College's confidential and/or proprietary information at any time, for any reason.

Violation of this policy may result in disciplinary action up to and including termination of employment.

### **Background Check**

Employment is subject to a background check by an independent investigation firm in accordance with the Fair Credit Reporting Act. Pennsylvania Act 153 is a series of background checks for those who deal with minors and is applied to all employees of the College. Included in the required Pennsylvania Act 153 background check is a Pennsylvania State Police Criminal History Record Information, Child Abuse History, and Federal Criminal History Background Check, which includes finger printing. The costs of clearances are covered by the College. Employees may be required to have periodic background screenings to be compliant with the law. Employees in certain positions may also be subject to a credit check. While a job-related conviction may be grounds for rescinding a job offer or terminating employment, consideration will be given to the relationship between the conviction and the responsibilities of the position being sought, the length of time since the conviction, and any record subsequent to the conviction.

### **Employment Records**

Employment records/personnel files contain information relative to employment with the College such as wage or salary information, performance appraisals, and benefit enrollments.

Because it is essential that the information contained within the employee's record/file be kept up to date, employees are required to notify the Office of Human Resources in writing when any of the following events occur:

1. Change in legal name;
2. Change of address or telephone number;
3. Change in social security number;
4. Change in marital status/dependents (only if relevant to participation in College-sponsored insurance benefits);
5. Change in designated individual to be notified in case of emergency.

Upon written request to the Office of Human Resources, employees of the College are permitted to examine the contents of their employment

record/personnel file. Within a reasonable time after receipt of a request, the Office of Human Resources will schedule a time, during regular business hours, when the requesting employee may inspect the contents of the employment record/personnel file. This inspection must occur during the employee's free time, not during the employee's regularly scheduled working hours. Although the inspecting employee may take notes regarding the inspection, the employment record/personnel file and its contents may not be photocopied or removed from the place of inspection.

Consistent with applicable law, the employment record/personnel file shall not include records of an employee relating to the investigation of a possible criminal offense, letters of reference, documents which are being developed or prepared

for use in civil, criminal or grievance procedures, medical records, or records or material which are used by the College to plan for future operations.

Representatives of the Office of Human Resources are authorized to respond to reference requests for former and existing employees. Generally, in responding to reference requests, the College will limit its response to the following information: dates of employment and position(s) held. Generally, employees should not provide official references on behalf of the College without prior authorization.

### **Internal Employment Opportunities**

The College generally announces employment opportunities first to the College community to inform employees of openings that may afford opportunities for advancement or transfer. Vacancies may be filled from within. However, it reserves the right to hire an outside applicant over an existing employee whenever it believes, in its sole discretion, that the outside applicant is more qualified or will be a better candidate for the open position.

All employees who are seeking job advancement or considering a job change are encouraged to use the job posting system as a method for seeking a suitable position within the College community. Normally on a Friday, a "Job Vacancy Listing" of non-faculty positions is posted on the Office of Human Resources bulletin board and on the Office of Human Resources website. The posting provides a job title, a list of the main duties for the vacant job, and the general qualifications needed, so that any interested employee who believes they meet the qualifications can pursue the opportunity. Employees who wish to pursue an internal employment opportunity are responsible to provide a letter of interest in a timely manner to the Office of Human Resources or the Chair of the Search Committee. To the extent practicable, all internal inquiries will be treated confidentially. However, employees should expect that during the process of filling a vacancy, their current supervisor will be notified of their interest in



pursuing an internal employment opportunity. An employee who successfully transfers or is promoted from one position to another may have changes in status, job level, compensation, overtime eligibility, and benefits eligibility. Any changes associated with the position change will be disclosed at the time of the offer of transfer or promotion.

### **Outside Employment**

Outside employment is permitted provided that it does not interfere or conflict with the employee's duties and responsibilities to the College and does not adversely affect the ability of the employee to perform their job in a satisfactory manner. "Moonlighting" is a matter of personal choice and individual judgment of the employee. Outside business and activities with another education institution should be disclosed to the employee's supervisor. The College expects, however, that employees consider their position at the College to be of primary importance.

If the College determines that outside employment or other activity is interfering with an employee's ability to satisfactorily perform his or her job for the College, the employee may be subject to disciplinary action up to and including termination of employment.

### **Employment of Relatives (Nepotism)**

For purposes of this policy, a "relative" is defined as a parent, parent-in-law, child, child-in-law, sibling, spouse, ex-spouse, domestic partner, grandparent, grandchild, or anyone else who, although not related by blood or marriage, resides in the same home of the employee.

No employee may work in a position which involves a direct supervisory relationship with a relative. Further, no employee may work in a position in which the employee has the authority to influence, directly or indirectly, any term or condition of employment of a relative, or when the relative would have such authority over the employee.

An applicant will not be hired for a position which would conflict with the restrictions set forth in this policy. If an employment relationship prohibited by this policy develops between existing employees due to marriage or a change in the relationship, change in responsibilities, promotion, or for any other reason, the employees must notify the College immediately and the College will seek to resolve the situation. If a suitable resolution is not possible, one of the employees may be required to transfer to a different position or be terminated.

## **EMPLOYMENT CLASSIFICATION**

For overtime purposes, employees are classified as either exempt or non-exempt.

### **Exempt and Non-Exempt Employees**

Exempt employees are not entitled to overtime compensation for working more than forty (40) hours in a workweek. To be exempt, an employee must meet all of the requirements of exempt status under either state or federal law.

Non-Exempt employees are entitled to overtime compensation for any time worked in excess of forty (40) hours in a workweek.

### **Categories of Employees**

Employees of the College are also assigned to one or more categories. These categories determine employee benefit-eligibility as well as the nature of the relationship and responsibility to the College.

#### **Full-Time Staff**

Full-Time Staff work a .75 full-time equivalent (FTE) or greater and are generally eligible for all regular employee benefits both mandated by law and provided by the College.

#### **Part-Time Staff**

Part-Time Staff work a .25 full-time equivalent (FTE) or greater, but less than a .75 full-time equivalent (FTE), and receive only those benefits mandated by law.

#### **Temporary Staff**

Temporary Staff work less than 450 hours per fiscal year and are paid from the departmental budget. These employees are hired on a casual or intermittent basis for a short duration to provide a limited service or for a specific function and receive only those benefits mandated by law.

#### **Faculty**

Faculty are responsible for conducting the academic programs of an institution. The term "faculty" refers to regular, full-time personnel whose regular assignments include instruction, research, and/or public service as a principal activity, and who hold academic rank as professor, associate professor, assistant professor, or instructor.

**Administrators**

Administrators are responsible for conducting the functional support of an institution. The term “administrator” refers to regular, full-time personnel whose jobs involve organizing or supervising various institutional functions.

**Hourly Staff**

Hourly staff are responsible for conducting the operational support of an institution and are eligible for payment of hours worked and for overtime hours when their work hours exceed forty (40) hours per week.

**Union Staff**

Union Staff are responsible for conducting administrative support of an institution and are represented by The Office and Professionals Employees International Union, Local #32.

**Budgeted Positions**

Positions that are a .25 full-time equivalent (FTE) or greater. These positions go through the position budgeting process and are approved by the President.

**Benefits Eligible Positions**

An employee who works a minimum of .75 full-time equivalent (FTE) is eligible for coverage under the College’s benefits programs beginning on the first day of the month following, or concurrent with, the first day of employment.

## **HEALTH & SAFETY**

### **Health and Safety at the College**

The College believes in providing a safe and healthy environment for every employee, student, and visitor. The College complies with the Student Right-to-Know and Campus Security Act of 1990 and discloses applicable information on a timely basis to the College community. The College's yearly crime statistics are reported to the Pennsylvania State Police and the U.S. Department of Education. The College disseminates its campus crime statistics annually and copies are available upon request by contacting the Admissions, Communications, Public Safety, or Human Resources Offices.

Freedom from injury due to accidents in the workplace is very important to individual employees and their co-workers. Employees are expected to comply with all of the College's safety policies and procedures and to exercise care and good judgment in the performance of all job responsibilities.

The Department of Public Safety offers services in Police and Security, Parking, Transportation, and Environmental Health and Safety. The department is available twenty-four hours a day, seven days a week and can be reached at (610) 330-4444 in emergency situations and (610) 330-5330 for business calls. We strongly encourage employees to register (free) for Lafayette College Leopard Alerts at <https://publicsafety.lafayette.edu/omnilert/> to receive critical text alerts related to the College.

### **Police and Security**

Campus police and security officers patrol the campus at all times and respond to calls for service from employees of the College as well as other members of the campus community and visitors.

The College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and discloses information on a timely basis to the community. Yearly crime statistics are reported to the Pennsylvania State Police and the U.S. Department of Education. This information is available in the College's Annual Security and Fire Safety Report located on the Public Safety's website. Copies can be obtained upon request by contacting the departments of Admissions, Communications, Human Resources, or Public Safety.

## **Environmental, Health and Safety (EHS)**

Safety is a core value at Lafayette College. The College is committed to maintaining a safe and healthy environment for the campus community. Employees of the College have an obligation to take reasonable precautions to prevent foreseeable injury to themselves and others and to make colleague safety a critical part of the Lafayette Experience. It is incumbent upon all employees to avoid unsafe acts or conditions while on the Lafayette College campus and to avoid conditions resulting in environmental hazards.

The College's EHS expectations include that all employees will:

- Work safely;
- Know and understand responsibilities in the College's written Environmental, Health and Safety (EHS) Standard Operating Procedures (SOP);
- Follow all safety rules and Standard Operating Procedures;
- Eliminate unsafe acts and/or hazards promptly;
- Use required Personal Protective Equipment (PPE);
- Use appropriate engineering and administrative controls;
- Report accidents and injuries immediately;
- Attend necessary safety training courses.

### **Report EHS Concerns**

Employees should report environmental, health, or workplace safety concerns to their supervisor and, if necessary, the department head. Any employee with an EHS concern which cannot be resolved at the department level should contact a Public Safety Environmental, Health and Safety (EHS) Specialist at (610) 330-5330. The EHS Specialist will provide information about College policies and relevant laws, suggest ways to address the concern either formally or informally, and provide referrals to other support services when appropriate.

All concerns filed in good faith are protected from reprisal or retaliation. The Department of Public Safety's Environmental Health and Safety Division is authorized to take immediate action to ensure that reported violations do not pose an environmental, health or safety threat to any College employee, student, guest, or the environment.

### **Additional Information**

For additional information regarding EHS issues, contact the Department Head, refer to Public Safety's website at <http://publicsafety.lafayette.edu>, or call Public Safety at 610-330-5330.

## **Accident Reports**

In the unfortunate event of a worker injury, review the [Workers' Compensation page](#) on the HR website. All work-related injuries must be immediately (or as soon as practicable under the circumstances) reported to your supervisor, as well as to Employee Health & Safety (EHS) and/or Human Resources (HR), so that a workers' compensation insurance claim can be initiated.

Your supervisor, with the assistance of EHS, will conduct an [Accident Investigation](#), which is reviewed monthly by the Safety Committee, to determine if any special recommendations are necessary to prevent future incidents.

A representative from EHS and/or HR will keep in touch with you throughout your injury recovery to ensure you are receiving adequate medical care and that the insurance claim is on track as you recover. EHS/HR and your Supervisor will work with you regarding any work restrictions relating to the injury.

## **Workers' Compensation**

Any accident, injury, or illness that occurs as a result of, or in the course of, employment should be reported immediately to the College and to the Workers' Compensation insurance carrier. Employees with questions regarding worker's compensation claims should contact Employee Health & Safety or the Office of Human Resources.

## **EMERGENCY CONDITIONS**

Because Lafayette is a residential college, the College will close only under the most adverse weather conditions. Severe weather, however, could require the delay of the start of the workday or the early release of employees.

When regularly scheduled work hours are reduced because of emergency conditions, full-time employees who are allowed to arrive late or leave early will be paid for their normal workday.

The nature of some jobs, however, may require certain employees to be at the workplace to perform necessary tasks despite the existence of emergency conditions. Some examples of services that cannot be curtailed are security protection, snow removal, and steam generation.

### **The following personnel are considered essential:**

- Steam plant shift operator
- All Grounds employees
- All Custodians (both day and night)
- All Facilities Operations supervisors
- All General and Mechanical trades personnel (unless advised otherwise by their supervisor)
- All Public Safety employees
- Any other employees deemed necessary by the College

The basic pay of employees who perform essential tasks incorporates considerations of the need for their services during emergencies. No employee considered essential will receive extra pay or time off for work performed during normal work hours when an emergency has been declared for others. Essential employees who call out sick during winter weather or other emergency conditions must use verified sick time and provide a note from their healthcare provider of the need to be out of work. Vacation time may not be used during winter weather or other emergency conditions unless previously approved. Any hours worked in excess of normal hours will be paid pursuant to the College's overtime policies.

Announcements of any closing or delayed opening can be found at <https://www.wfmz.com/weather/stormcenter/> or on WFMZ 69 News (Channel 69) where delay and closing information will appear along a continuous crawl at the bottom of the screen, under "school closings". Employees can also sign up for text message alerts on the WFMZ Stormcenter page or visit the college's website at [www.lafayette.edu](http://www.lafayette.edu) under the "Announcements" heading at the bottom of the homepage.

To hear a recorded announcement, employees may telephone the Office of Human Resources at (610) 330-5060.

An employee must inform their supervisor prior to the start of the employee's workday if they will be late for a delayed opening or are unable to report for work in accordance with the regular call-in procedure.

If an employee who is not designated as essential wishes to use an earned vacation day due to weather or other emergency conditions, Department Heads may allow the request by waiving the usual five (5) days' advance notice of an employee's intention to use earned vacation.

If circumstances develop during the workday which create emergency conditions, the Office of Human Resources may give notification of an early release. Supervisors may not release their employees from work during emergency conditions without authorization from the Office of Human Resources.

### **Hourly Employees – Compensation During Emergency Conditions**

Employees not required by their supervisor to perform essential services, who arrive prior to the adjusted starting time, will not receive extra compensation or compensatory time off other than overtime pay for time worked in excess of forty (40) hours in a workweek. In addition, employees not required by their supervisors to perform essential services who voluntarily stay beyond the early release time, will be paid only for their hours worked and will not be eligible to receive any extra compensation or compensatory time off other than overtime pay for time worked in excess of forty (40) hours in a workweek.

### **Workplace Violence Policy**

To ensure both safe and efficient operations, the College expects and requires all of its employees to display common courtesy and engage in safe and appropriate behavior on the job at all times.

Lafayette College does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. This list of behaviors, while not all-inclusive, provides examples of conduct that is prohibited:

- **Threatening to harm any employee, student, alumni, or non-employee with whom we interact.** Prohibited threats can be written or oral, express or implied. The rationale that a threatening comment may have been made "in jest" is no defense.
- **Threatening to cause damage to the College's property or the property of any employee, student, alumni, or non-employee with whom we interact.** Again, the rationale that a threatening comment may have been made "in jest" is no defense.



- **Possessing or concealing a firearm or other weapon while on College premises or anywhere else while working on behalf of or representing the College.** For purposes of this prohibition, a weapon is defined to include, but not be limited to, guns, rifles, firearms, knives, blackjacks, sandbags, metal knuckles, stun guns, stun batons, tasers or other electronic weapons, explosives, bombs, and other similar objects capable of inflicting harm to persons or property, except those carried by authorized personnel such as commissioned campus police officers and law enforcement (local and state police and federal agents). College premises include: buildings, parking lots, and surrounding grounds. Motor vehicles owned or leased by the College and vehicles parked on College property are subject to this prohibition. In the case of guns, rifles and other firearms, it is irrelevant that the person has a license or that the gun, rifle or firearm has no ammunition in it.
- **Physically assaulting, attacking or otherwise intentionally causing injury to any person with whom the employee interacts in connection with their employment with the College.** This includes acts motivated by or related to sexual assault and/or domestic violence. The only narrow exception to this rule is an employee may use physical force in self-defense under circumstances in which the employee cannot withdraw safely from the situation without the use of physical force.
- **Intentionally causing damage to property belonging to the College or any employee, student, alumni, or non-employee with whom we interact.**

Employees who violate this policy will be subject to disciplinary action up to and including termination of employment. The employee also may be subject to criminal prosecution.

Any potentially dangerous situation must be reported immediately to the Director of Public Safety and/or the Department of Public Safety. Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis.

Employees who encounter a person exhibiting behavior which could be a sign of a potentially dangerous situation should immediately contact the Director of Public Safety and/or the Department of Public Safety.

## **Reporting Crimes Against Children**

The College has a zero-tolerance policy regarding violation of laws involving crimes against children. Commensurate with this tenet, the College does not tolerate any crime committed against a child.

Any member of the Lafayette community who witnesses or becomes aware of a crime committed against a person under eighteen (18) years old should immediately report their concerns to the Department of Public Safety at (610) 330-4444. If the situation is an emergency, the Easton Police Department should be contacted using 911. If an employee is uncertain whether a crime against a child has been committed, please immediately report what is known.

The College does not tolerate retaliation of any kind against anyone who reports suspected crimes against children.

### **Tip Hotline**

Under the [Whistleblower policy](#), the College has a toll-free Tip Hotline (1-800-539-6085) for reporting misconduct by any College employee. The hotline is available 24 hours a day. It may 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. If the situation being reported is urgent or emergent, please call the Office of Public Safety immediately at (610) 330-4444.

Services for the hotline are provided by an independent company that provides similar services for companies worldwide. This company answers all calls and records the information necessary to initiate an investigation of the reported activity. The representative will provide a case tracking number to the caller for tracking the status of the investigation. Calls may be made anonymously.

## **PROBLEM SOLVING PROCEDURES**

Employees who believe they have been treated in a way that is inconsistent with Lafayette College policies may register a complaint by using this procedure. The experience of most employers and employees reveals that problems are best solved through an informal review of the problem. At Lafayette College, it is hoped that the great majority of problems will be solved before they reach the formal stages of this procedure.

An employee who has a problem has the right and is strongly encouraged to discuss that problem with his or her immediate supervisor within a reasonable period of time of the event's occurrence in an effort to seek a mutually satisfactory solution. The supervisor will respond in an appropriate amount of time. If the employee's issue is with the supervisor, the employee should start by contacting the Department Head.

If the problem cannot be resolved with the supervisor (or the problem involves the supervisor), the employee is directed to bring the problem to the Department Head or administrator to whom the Department Head is responsible if the Department Head is also the immediate supervisor.

If the employee is not satisfied with the result of the review by the Department Head, the employee may request a further review by the Division Head. The Division Head will then consider the complaint and respond to the employee.

If the employee is not satisfied with the result of the review by the Division Head, the employee is directed to contact the Office of Human Resources. The employee will be required to provide the complaint to the Office of Human Resources, preferably in writing, including all relevant facts. The Office of Human Resources will review/investigate the issue in as thorough, prompt, and confidential a manner as is reasonably possible under the circumstances and report its findings to the employee.

The Office of Human Resources is available to assist employees and supervisors throughout the process.

Note: If a complaint involves equal opportunity, harassment, or discrimination, the applicable complaint policies and procedures can be found at: [https://sash.lafayette.edu/get-informed/policies-laws /](https://sash.lafayette.edu/get-informed/policies-laws/).

### **Disciplinary Action**

Employees of the College will be subject to discipline for failure to adequately perform work duties and/or for violation of any College policies or procedures. Such discipline may be in the form of a verbal warning, written warning,

suspension with or without pay, or immediate discharge. The determination of appropriate disciplinary action shall be in the sole discretion of the College.

Examples of infractions that may result in disciplinary action include, but are not limited to, the following:

- Violation of the Lafayette College Policy on Equal Opportunity, Harassment, and Non-Discrimination (<https://sash.lafayette.edu/get-informed/policies-laws/>).
- Violation of the Workplace Violence Policy.
- Verbally or physically harassing, coercing, intimidating, or threatening a co-worker, supervisor, customer, student, alumni, vendor, supplier, donor, or any other person with whom the College does business.
- Theft, including misappropriation of College property or property belonging to any of the College's employees or any person with whom the College does business.
- Dishonesty, including willful falsification of any pay, time, business, expense, or employment record (including the application for employment and/or resume).
- Not properly recording time, recording the time worked by another employee, or permitting another employee to record time worked.
- Providing dishonest information or testimony in the course of an investigation being conducted by the College.
- Claiming benefits under false pretense.
- Deliberate damage to, or destruction of property belonging, to the College or any of its employees, customers, suppliers, students, alumni, donors, or vendors.
- Reporting to work under the influence of or impaired by alcohol, illegal drugs, prescription drugs, or other controlled substances, or possessing, using, distributing or selling such substances in the workplace
- Unprofessional conduct or obscene, abusive or disruptive language or behavior.
- Insubordination.
- Possession of a firearm or other deadly weapon or explosive while on College premises, including the conversion or threatened conversion into an incendiary device or weapon of any substance, tool, or other object common to the workplace.
- Unethical or illegal conduct in the course of employment.
- Reckless disregard for, or willful violation of, any safety or security rules.
- Participation in a fight or other physical altercation on College premises.

- Sleeping on the job.
- Gross neglect of duties or job responsibilities.
- Loan-sharking while on College premises.
- Unauthorized or excessive absence, tardiness or leaving work early.
- Absence from work for three (3) consecutive days without notice.
- Obtaining other employment during a Leave of Absence (without prior written permission from the Office of Human Resources).
- Lack of attention to job responsibilities.
- Refusal to obey a supervisor's reasonable instructions.
- Refusing to perform work as directed.
- Other serious misconduct as determined by the College.

NOTE: This list is not comprehensive or all-inclusive and does not limit, in any way, the right of the College to terminate employment at any time, with or without cause and with or without notice.

## **ATTENDANCE & PUNCTUALITY**

**Regular and prompt attendance** on each scheduled work day is **essential** for the College to achieve its goals and to serve the College community efficiently. As such, regular and timely attendance at work are mandatory requirements for employment with the College. Frequent incidents of unscheduled absence and/or reporting late and/or leaving before the end of the scheduled shift prevent everyone from serving the College community efficiently, imposing additional burdens on co-workers and preventing the College from meeting operational objectives.

Records of attendance and punctuality are maintained by the immediate supervisor and/or the department. Substandard attendance and/or punctuality will result in disciplinary action up to and including termination of employment.

### **Work Hours**

The regular schedule for full-time non-exempt employees in Facilities Operations and Public Safety Staff will be a 40-hour workweek. The regular schedule for all other full-time non-exempt employees will be a 36.25-hour workweek.

Work schedules for employees of the College are determined on an individual employee basis. Employees will be advised by their immediate supervisor of the days they are required to work and the times their schedules will normally begin and end, including when the employee should generally take their meal break. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Employees are expected to work their assigned schedules. Employees are prohibited from making unauthorized changes to their assigned schedules.

### **Reporting Late Arrivals and Absences**

Employees who expect to be late for work or are unable to report to work because of illness or other unavoidable cause, should report these events in accordance with the procedure established for their department.

Employees who are going to be late for work are required to provide the supervisor with the expected length of the delay.

Employees who are going to be absent from work must provide their supervisor with a reason for the absence and indicate to the supervisor the expected duration of the absence. If the absence continues for more than one (1) day, the employee is required to contact the supervisor on a day-to-day basis until the probable duration of the absence is established.

Absence from work for a period of five (5) consecutively scheduled workdays without reporting the absence constitutes abandonment of employment and is considered to be a voluntary resignation from employment with the College.

### **Flexible Work Guidelines/Procedures**

Lafayette's mission of providing outstanding opportunities for intellectual, social, and personal growth is grounded in our traditional residential experience. As a residential community, serving our students and collaborating with others is expected and usually best achieved by being present on campus.

Lafayette recognizes the growing professional and personal demands on employees, as well as the increasing challenge of finding new and better ways to effectively manage people, time, space, and workload. Flexible work arrangements can promote productivity, enhance job satisfaction, enable recruitment and retention of valuable employees, contribute to environmental sustainability, and strengthen the College's position as an employer of choice. Flexible work arrangements are not an employment right, nor are they suitable for all positions at the College. Whether or not to permit flexible work arrangements will be subject to the discretion of the College.

Information on the Flexible Work Guidelines/Procedures can be found at: <https://hr.lafayette.edu/flexible-work-guidelines-procedures/>.

### **Meal and Rest Periods for Non-Exempt Staff**

#### **Meal Period**

Meal Periods for non-exempt employees are 30 minutes long, unpaid, and generally scheduled by the supervisor near the midpoint of the working day. Normally, lunch is taken between 11:00 a.m. and 1:00 p.m. (time differs with shifts). Travel time is included in these time frames. If a non-exempt employee is required to work during their Meal Period, they will be paid for time worked.

#### **Rest Period**

A non-exempt employee will generally be provided a 15-minute paid rest break near the midpoint of the first half of the working day and near the midpoint of the second half of the working day at a time chosen by the employee's supervisor. Such breaks, however, are not guaranteed and are subject to the workload requirements of each department.

Breaks are non-cumulative and non-transferable, and are normally taken at the job site. Any travel time used by an employee is included in the break time.

Breaks cannot be used at the start or end of the workday, or to extend the lunch period. In addition, breaks not taken by employees may not be carried forward to another shift.

### **Paid Meals**

A Facilities Operations employee who works over ten hours in a day, who had not been told on the prior day that they would be working over ten hours, will be provided with sufficient paid time to eat and with a reimbursement of up to \$10.00 for food.

An employee who is called to work other than during their normal schedule with less than four hours' notice will be provided with sufficient paid time to eat and with a reimbursement of up to \$10.00 at the end of four hours of work.

Any employee who works continuously on a project, such as snow removal or some other emergency, will be provided with paid time to eat and with a reimbursement of up to \$10.00 at every four to six-hour interval.



## COMPENSATION

### **Pay Adjustments**

The College reserves the right to increase or decrease an employee's pay at any time based upon business or other lawful considerations. Generally, pay adjustments are effective at the beginning of the fiscal year on July 1st.

### **Change in Status**

Employees whose status has changed due to accepting a full-time or part-time position and/or a transfer, promotion, or demotion will have their wages and benefits adjusted accordingly.

An employee who is considering a job status change should review the impact of this change on benefits status with a representative from the Office of Human Resources.

### **Annual Pay Consideration**

Generally, recommendations for changes in pay compensation are considered at the beginning of each fiscal year, which is July 1. Pay recommendations are based on relevant factors as determined by the College, as well as the employees' quality of performance, development within their area of competence, and achievement of their goals.

### **Overtime**

Every attempt is made to accomplish all necessary work without requiring overtime from employees. However, when overtime is necessary to meet College commitments, the supervisor will try to provide as much notice as possible.

However, there may be times when it may be necessary to require employees to work overtime with little or no notice. Overtime is permitted only as authorized and approved in advance by the supervisor. Overtime is paid to non-exempt employees who work in excess of 40 hours in a workweek. The College's workweek is from 12:01 a.m. Saturday to midnight the following Friday.

Any time spent by a non-exempt employee utilizing electronic communications for work purposes is considered hours worked, is compensable, and will count toward overtime eligibility as required by law. Hourly employees should not check for, read, send, or respond to work-related emails or voicemails outside of the employee's normal work schedule. If authorized, electronic communications used outside of regularly scheduled work hours are compensable.

Overtime is paid at time and one-half of the employee's regular rate of pay. Hours considered as worked when calculating overtime include paid time off such as sick time, vacation, holidays, and jury duty. Shift differentials, call-in pay premiums, and other premium pay are generally considered in the calculation of an employee's regular rate of pay for overtime purposes. Some premium pay, however, is excluded from the regular rate calculation. Questions in this regard should be directed to the Office of Human Resources.

The College will make an effort to ensure that these occasions are minimal. It is also expected that employees will do whatever they can to arrange their personal affairs to comply when these situations occur since the College needs cooperation from employees to serve customers effectively. Working another job is not a valid justification for refusing to work required overtime.

### **Shift Differential**

Shift differential will be paid to non-exempt employees who regularly work evenings or nights. Employees on second shift, who begin their regularly scheduled workday between 1:00 p.m. and 9:00 p.m., and employees on third shift, who begin their regularly scheduled workday between 8:00 p.m. and 5:00 a.m., will receive a shift differential of \$.75 per hour in addition to their regular hourly base rate for hours worked, vacation, holidays, and leave time.

Employees regularly assigned to second or third shift who choose to work first shift when offered (e.g., during the summer) will not receive shift differential when working first shift.

### **Call-In Pay**

When notified four (4) hours in advance of their need to report for work prior to their scheduled start time, non-exempt employees will be paid a minimum of two (2) hours, and will be paid a premium rate of one and one-half times their regular hourly base rate for the hours worked outside their regular hours.

Non-exempt employees are entitled to call-in pay when they are called in to work on an emergency basis. If an employee is not notified four (4) hours in advance of their need to report for work prior to their scheduled start time, they will be paid a minimum of four (4) hours at a premium rate of one and one-half times their regular hourly base rate.

### **Temporary Supervisory Pay**

Employees who substitute for a supervisor or assistant supervisor for a planned extended period of time may be paid, at the College's sole discretion, additional compensation in an amount determined by the College. No additional wage is paid for occasional or intermittent substitution.

## **PAYROLL**

### **Leave Records**

All full-time, non-exempt employees should record and track their paid time off benefits (such as vacation and/or sick days where applicable) that have been used. Employees' supporting records may be helpful in the event there is a discrepancy between the balance the College has on record and the balances the employee has on record.

Full-time administrators should track vacation time that has been used.

### **Non-Exempt Paychecks and Time Records**

Accurately recording time worked is the responsibility of every non-exempt employee of the College. Federal and state laws require the College's timekeeping system to keep an accurate record of time worked for non-exempt employees in order to calculate employee pay and benefits.

Non-Exempt employees are required to track their work hours and are paid on a bi-weekly basis. The bi-weekly pay period refers to the period beginning 12:01 a.m. each Saturday and ending fourteen (14) days later at midnight on the following Friday. Normally, paychecks are received bi-weekly on every other Friday. If a usual payday falls on a scheduled holiday, checks are then distributed on the workday preceding the holiday.

Altering, falsifying or tampering with time records will result in disciplinary action up to and including termination of employment.

The employee's supervisor must approve the hours worked at the end of the pay period. Under no circumstances should an employee record the time worked by another employee or should an employee allow another employee to record their time. Both events could be considered acts of dishonesty, which may result in disciplinary action up to and including termination of employment.

### **Administrators Paychecks & Time Records**

Administrators are paid monthly on the 25<sup>th</sup> for the current month. If the 25<sup>th</sup> falls on a Saturday, Sunday, or holiday, the pay date is the preceding workday.

Administrators are not required to track their work hours. Administrators are expected to be available during regular hours and to work whatever hours are needed to successfully complete their assigned responsibilities.

## **Direct Deposit**

Employees may choose to have their earnings deposited automatically into their account at any banking institution that participates in the nationwide automated direct deposit service. Employees who choose to use the direct deposit service must complete an authorization form available on the Finance & Administration Faculty & Staff Forms page or at the Payroll Office. The first pay following processing of the direct deposit submission may result in a manual check while the employee's direct deposit is tested.

## **PAYROLL DEDUCTIONS / DEDUCTIONS FROM EMPLOYEES' PAY**

The College will automatically deduct from the gross pay any withholdings required for federal, state, and local taxes as well as mandated deductions and any employee elected payroll deductions.

### **Garnishments**

A garnishment is a legal notice to the College from a court which requires us to withhold a portion of an employee's pay and to forward the amount withheld directly to the creditor.

### **Deductions from Non-Exempt Employee's Pay**

Non-Exempt employees are paid for actual time worked and for available vacation and sick time under the provisions of the Vacation and Sick Time Policies. Non-Exempt Employees are not paid for verified sick days when medical documentation for the absence is not provided by the employee.

### **Deductions from Exempt Employee's Pay**

Exempt employees receive a fixed salary each work week without regard to (i) the number of hours they work or (ii) the quantity or quality of their work, subject only to those deductions specifically authorized by the Fair Labor Standards Act (FLSA) as consistent with their exempt status. As a general rule, no deductions will be taken from an exempt employee's pay for absences of less than a full day. The one exception is that an exempt employee's pay may be subject to deductions for absences of less than a full day to the extent such absences are covered by the federal Family Medical Leave Act (FMLA).

### **Paycheck Inaccuracy**

The College strives to ensure that all employees are paid in accordance with their position and the requirements of the law. Should any employee believe that his or her paycheck is incorrect, either in the gross amount paid or in any deductions made by the College, the employee should report the problem immediately to their immediate supervisor, the Office of Human Resources, or the Controller's Office. This report should be in writing and accompanied by a copy of the employee's paycheck stub.

In accordance with the requirements of the Fair Labor Standards Act, the College is committed to the prompt investigation and resolution of any disputes with regard to pay. Accordingly, the College will investigate all such concerns thoroughly, and, if any pay was inappropriately withheld from an employee's paycheck, it will be reimbursed within fourteen (14) days of the employee's written report. Employees may bring questions about their pay to the attention of the College without fear of reprisal or retaliation.

## **HOLIDAYS**

Each year, the Office of Human Resources announces the dates on which the College's recognized holidays will be observed. There are thirteen (13) paid holidays annually, eleven (11) of which are scheduled and listed on the Holiday Schedule each year by the College. The remaining two (2) holidays are floating days that the employee may choose, with supervisory approval. The floating holidays can be used for religious observances, anniversaries, or other personal needs.

Holidays begin at 12:01 a.m. of the particular day and continue for twenty-four hours ending at 12:00 midnight for timekeeping purposes.

Full-time employees are eligible for paid holidays. Holidays are paid at the employee's regular rate when not working on the holiday. College holidays occurring during a previously scheduled paid time off period are paid as holidays and not charged to an employee's vacation allowance.

In order to receive holiday pay, non-exempt employees must work the day before and the day after a holiday or be on paid vacation and/or verified sick days on one or both of those days.

### **WORKING ON A HOLIDAY (non-exempt staff)**

#### **Working on a Scheduled Holiday**

When a non-exempt employee works on a scheduled holiday, the employee will be paid at time and one-half their regular hourly base rate in addition to the normal holiday pay.

#### **Working on a Floating Holiday**

If a non-exempt employee is required to work on a day that had previously been approved as a floating holiday, the employee will be approved for an alternate day as their floating holiday at their normal base rate of pay.

#### **Premium Pay for Holidays**

Premium pay may be authorized for specified shifts. Premium pay may be offered for holiday work or unique circumstances.

**VACATION**  
***(Full-Time Employees)***

The College recognizes that vacations provide a change of pace and a time for employees to relax and escape everyday pressures. Employees are encouraged to use their vacation time. Vacation time for full-time employees is earned throughout the fiscal year (July 1 – June 30). An employee who works only a partial fiscal year receives vacation for only the portion of the year worked.

**Earned Vacation & Carryover Schedule**

**Non-Exempt employees** earn up to ten (10) vacation days each fiscal year during the first five (5) fiscal years of continuous employment. Beginning with the sixth fiscal year, an employee earns up to fifteen (15) vacation days each fiscal year. Beginning with the eleventh fiscal year, an employee earns up to twenty (20) vacation days each fiscal year. Beginning with the sixteenth fiscal year, an employee earns up to twenty-two (22) vacation days each fiscal year.

For employees who earn at least fifteen (15) vacation days, the maximum total number of days that can be carried forward to the next fiscal year is equal to the maximum amount of vacation days the employee is entitled to for a fiscal year plus five (5) additional unused earned days.

Years of Continuous Employment	Maximum Vacation Days Earned Per Fiscal Year and Eligible to be Carried Forward into the Following Fiscal Year	Maximum Total Days Eligible to be Carried Into the Next Fiscal Year
Year 1 – 5	10 days	10 days
Year 6 – 10	15 days	20 days
Year 11 - 15	20 days	25 days
Year 16+	22 days	27 days

**Administrators** earn up to a maximum of twenty-two (22) vacation days each fiscal year (1.84 days per month). The maximum number of days that can be carried forward to the next fiscal year equals the amount the employee is entitled to for a fiscal year. On occasion, exceptions to carryover balances may be granted for unforeseeable circumstances but will require the approval of your Supervisor, Senior Leadership Team member, and the Executive Vice President for Finance and Administration.

Years of Continuous Employment	Maximum Vacation Day Earned Per Fiscal Year / Eligible to be Carried Forward into the Following Fiscal Year	Maximum Days Eligible to be Carried Into the Next Fiscal Year
Year 1+	22 days	22 days

**Administration of Vacation Benefits**

Vacation for **Non-Exempt employees** is earned according to hours worked throughout the fiscal year. Vacation time cannot be used before it is earned.

Vacation for **administrators** is earned monthly throughout the year. Vacation days are earned at the rate of 1.84 days per month for any month in which the person is employed by the 15th of the month. Vacation time can be taken at any point during the fiscal year and can be half-day or full-day.

Vacation time for employees with less than 1.0 FTE will be prorated based on their FTE using the following formula.

$$22 \text{ days} \quad X \quad FTE$$

**Generally, an employee intending to schedule vacation time** of five (5) consecutive days or more must seek approval from their supervisor at least a week in advance. Vacation time that is less than five (5) consecutive days should generally be approved by the supervisor at least two (2) business days in advance of the requested vacation day(s). For non-exempt employees, vacation time shall be taken in units of one (1) hour or more. For exempt employees, vacation time shall be half or full days. Vacation is to be taken at a time or times mutually acceptable to the employee and the College. The College may designate certain days as a “blackout period” where requests for vacation time may not be approved.

Each employee is responsible for maintaining accurate, up-to-date records of vacation time earned and taken to determine accurate carryover amounts.



### **Vacation Payout upon Separation of Service**

Upon termination of employment, an employee will be paid for any earned but unused vacation time. Effective July 1, 2024, if an administrator takes vacation and separates employment before accruing the number of days used, the employee's final payments from the College will be adjusted accordingly.

## **TIME OFF/LEAVES OF ABSENCE**

The College strives to provide a work situation that allows employees to attend to family, professional, or personal matters without concern about their continued employment status. For this reason, the College offers a number of leave programs. Because the parameters of each program are situation specific, employees should contact the Office of Human Resources or their supervisor as soon as they believe they may want to request a leave of absence. The College's leave programs include:

- Bereavement Leave
- Jury Duty and Service as a Witness
- Emergency Leave/Appointment Time
- Sick Leave
- Disability Leave
- Family Medical Leave Act (FMLA) Leave
  - Medical Leave
  - Military Leave
  - Parental Leave
- Personal Leave
- Professional Development Leave for Administrators

### **Bereavement Leave (Full-Time Employees)**

The College understands the hardships associated with the loss of a family member. Consequently, the College has established a Bereavement Leave benefit to provide eligible employees paid time off for bereavement purposes.

An employee is eligible for up to three (3) days per occurrence without loss of pay for bereavement leave for a member of the immediate family. The employee must notify their supervisor before the beginning of work on the day in which the absence occurs.

For purposes of this policy, "immediate family" includes: spouse, children, father, mother, parents of the spouse, sibling, grandparents, grandchildren, stepparents, stepchildren, and any individual who resides with the employee as a domestic partner at their home address. Other close relatives, such as an aunt, uncle, niece, nephew, cousin, brother-in-law or sister-in-law, may be considered as immediate family. Additionally, bereavement leave may be extended in situations where the deceased is not biological or legal family, but has a longstanding relationship that is recognized in one of these roles.

### **Jury Duty and Service as a Witness (Full-Time Employees)**

Jury duty is an important civic responsibility. A leave of absence will be granted if an employee is required to serve as a juror or to appear as a witness in a court in which the employee is not a party.

An employee who serves on a jury or as a witness will be paid for each day of jury or witness service on which they normally would otherwise have been scheduled to work (non-overtime hours only). The provisions of this section do not apply to an employee who works their entire regular work schedule or shift in addition to performing jury duty.

In addition, exempt employees will be paid their full salary while serving on a jury or as a witness for any work week in which they perform any work for the College.

In all instances, fees received for jury duty or witness service are not considered or deducted from any pay received from the College under this policy.

An employee must report immediately to their supervisor the receipt of subpoena or notice to appear for jury duty or as a witness.

If an employee is dismissed as a juror or witness for a substantial portion of a workday, they are expected to return to work.

### **Emergency Leave / Appointment Time (Full-Time Employees)**

The College understands that some necessary personal appointments (doctor, dentist, etc.) cannot be scheduled outside of work hours, and that emergency situations may arise.

The College provides up to two (2) days per year for non-exempt employees without loss of pay for emergency leave and/or appointments. The two (2) days may be taken without loss of pay in increments of not less than one (1) hour. For emergencies, the immediate supervisor should be notified before or during the first hour of the working day in which the absence occurs or as soon as practicable thereafter. Approval of the supervisor is required in the case of all emergencies. For non-emergencies, a request must be made to the supervisor at least three (3) days before the intended time away from work. Prior approval of the supervisor is required. These days do not accrue from year to year.

## **SICK LEAVE**

### ***(Full-Time Employees)***

Paid time off for sickness is intended for use when an employee is unable to work due to personal illness.

All absences should be reported in accordance with the College's *Reporting Late Arrivals and Absences* procedure described in the Attendance and Punctuality section of this handbook. Abuse of sick leave benefits may lead to disciplinary action.

### **Sick leave allowance**

Non-Exempt employees receive fifteen (15) days of sick leave per fiscal year. During the first fiscal year of employment, sick leave benefits are prorated based on the number of weeks of employment in that fiscal year.

Non-Exempt employees may ***carry over unused sick days*** to the next fiscal year, accumulating up to a maximum of one hundred thirty (130) days of banked sick leave. Employees stop earning/adding sick days when the 130-day maximum is reached. When additional sick days are used and the number of banked days falls below the maximum of one hundred thirty (130) days, employees resume earning/adding sick days until again reaching the maximum, etc.

Exempt employees are provided with paid sick leave. In cases of the employee's serious illness, the amount of sick time for an exempt employee is equivalent to the waiting period for long-term disability eligibility.

### **Use of Sick Leave**

A maximum of ten (10) paid sick leave days per fiscal year can be used for brief absences for minor illnesses or to care for an ***immediate family member*** with an illness. For purposes of sick leave, immediate family is defined as the employee's spouse, child, or parent. Supervisors may authorize this paid sick leave without medical verification from a healthcare provider.

Absences in excess of ten (10) days per fiscal year and/or absences in excess of five (5) consecutive workdays require submission of a ***written medical verification*** certifying that illness makes absence from work necessary. The medical verification should be directed to the supervisor. Any absences in excess of five (5) consecutive workdays should be reported to the Office of Human Resources to request Family Medical Leave Act (FMLA) and short-term disability benefit documentation.

The College may designate certain days as a “**blackout period**”, e.g., move-in and move-out, during weather emergencies, or immediately preceding or following a planned vacation day or holiday, where if sick time is needed, it will require submission of a written medical verification from the employee’s health care provider certifying that illness makes the absence from work necessary.

All absences should be reported in accordance with the College's *Reporting Late Arrivals and Absences* procedure described in the Attendance and Punctuality section of this handbook.

**Abuses of the Sick Leave Policy** can result in deviations from the College's general procedures and lead to corrective action. For example, if an employee claims sick leave excessively or frivolously, a note from the employee’s healthcare provider may be required to substantiate absences under the Sick Leave Policy. Abuse of sick leave benefits may lead to disciplinary action.

Upon termination of employment, an employee will not be paid for any accrued or banked unused sick days.

## **DISABILITY**

### ***(Full-Time Employees)***

The College provides income protection in the event of a qualified total disability for all benefits eligible employees on the first day of the month following, or concurrent with, the first day of employment. The first six months of a total disability are considered "Short-Term Disability". During this period, an employee receives income replacement from a combination of their own Sick and Vacation time and/or employer-paid disability.

Should total disability continue for a period beyond six months, an employee may be eligible for Long-Term Disability benefits. Long Term Disability provides income replacement equal to sixty percent of an employee's monthly base pay/salary, up to a maximum monthly benefit of \$15,000. Disability benefits may be offset by other qualified sources of income, such as Social Security Disability.

In addition to income replacement, Long-Term Disability benefits include a retirement plan contribution based on the amount of the College's contribution at the time of disability.

Long-Term Disability benefits are subject to maximum benefit periods.

The College is not responsible for making the final determination of whether an employee is eligible for Short-Term or Long-Term Disability benefits.

### **Non-Exempt Staff**

The College provides eligible non-exempt staff with disability income during the first six months of disability. An employee with a medically verified total disability will use all of his or her accumulated sick leave first and then earned vacation. After these sources have been exhausted, the College will pay sixty percent of the employee's base salary for the remainder of this six-month period.

### **Administrators (Salary Continuation)**

The College provides eligible administrators with disability income during the first six months of disability. An administrator with a medically verified total disability is eligible to receive one hundred percent of their monthly salary during the initial six-month period before Long-Term Disability becomes payable.

### **Additional Benefits During Disability**

Partial disability benefits may be payable if, during the period of Long-Term Disability, an employee is capable of working but, due to residual disability, is unable to earn more than eighty percent of their pre-disability salary.

Life insurance coverage remains in effect up to the first nine months of an approved continuous disability. The employee must apply for *Premium Waiver* benefits during the first year of disability. If approved, premium waiver benefits are subject to maximum benefit periods.

## **LEAVE UNDER THE FAMILY MEDICAL LEAVE ACT (FMLA)**

### **FMLA Leave Entitlement**

The College is committed to full compliance with all of the requirements of the Family and Medical Leave Act (“FMLA”). Employees who have been employed by the College for at least twelve (12) months and have worked at least 1,250 hours during the preceding twelve (12) month period are eligible for up to twelve (12) weeks of unpaid leave due to the birth or adoption of a child or the “serious health condition” of the employee or the employee’s spouse, child, or parent. An eligible employee’s FMLA leave entitlement is limited to a total of twelve (12) weeks of unpaid leave during any twelve (12) month period.

Eligible employees who need to take FMLA leave must provide the College with at least thirty (30) days advance notice before the leave is to begin if the need for the leave is foreseeable based upon an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition. If thirty (30) days’ notice is not possible, due to lack of knowledge of approximately when the leave will be required, a change in circumstances, or a medical emergency, notice must be given as soon as practicable. When an employee fails to give the requisite notice for FMLA leave, the commencement of such leave may be delayed.

An eligible employee may elect, or the College may require the employee, to substitute paid leave (e.g., vacation) for FMLA leave for any part of such leave. For example, if an employee takes paid vacation leave because of a serious medical condition or pregnancy, the College may designate this leave toward the employee’s yearly FMLA entitlement.

### **Military Family Leave**

In addition, eligible employees are entitled to up to twelve (12) weeks of leave because of any “qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty or has been notified of an impending call to active-duty status with the National Guard or the Reserves in support of a contingency operation. A “qualifying exigency” arises when the military member is on active duty or is called to active-duty status and includes the following: (1) short-notice deployment; (2) military events and related activities; (3) childcare and school activities; (4) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; and (8) additional activities that are agreed upon by the College and the employee.



Further, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the servicemember. This military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

For eligible employees who are covered under the College’s health insurance plan, the College will continue to make its contribution toward the employee’s health insurance coverage while the employee is on FMLA leave. In order for such coverage to continue, however, employees on FMLA leave must continue to pay their share of the premium payment. These payments must be made by employees upon receipt of an invoice from the College each month during which the employee is on FMLA leave. Failure to timely make these payments may result in the termination of the employee’s coverage under the College’s health insurance plan.

Employees with any questions regarding FMLA leave should contact the Office of Human Resources.

The College may also require that an employee provide a [fitness for duty](#) evaluation prior to permitting an employee to return to work from FMLA leave due to his or her own serious health condition. Where an employee is on intermittent or reduced schedule leave for his or her own serious health condition, the employee may also be required to provide a fitness for duty evaluation periodically, if reasonable safety concerns exist.

## **MILITARY LEAVE**

### **Military Leave of Absence Guidelines**

Lafayette College values the military service of its employees. Lafayette is committed to protecting the job rights of employees who must be absent due to military service. In accordance with federal and state law, the college's guideline is that no employee or prospective employee will be subject to any form of discrimination or harassment based on that person's membership in or obligation to perform service for any of the uniform services of the United States. Specifically, no person will be denied employment, re-employment, promotion, or other benefits based on such service. Furthermore, no person will be subjected to retaliation or adverse employment action because they have exercised their rights under applicable law or this guideline. If employees believe that they have been subjected to discrimination in violation of this guideline, they should immediately contact the Office of Human Resources (HR).

### **Coverage**

Eligible employees taking part in various military duties are covered under the guidelines, including leaves for active duty in the uniform services, active reserve/ national guard duty, duty for training, or military service funeral honor duty, as well as time spent being examined to determine fitness to perform such service. This also covers individuals serving in the active components of the armed forces and the national disaster medical system, as well as reservists for the Federal Emergency Management Agency (FEMA) when deployed to disasters and emergencies on behalf of FEMA. Subject to certain exceptions under the law, these benefits are generally limited to five years.

### **Notification**

Employees must provide Lafayette with notice of the need for a military leave as far in advance as it is reasonable under the circumstances. The employee should notify both their supervisor and the Office of Human Resources. While written notice is preferred, it is not required under the law or this guideline. Employees who have official military orders can submit those with their request for a military leave of absence. Once notified, HR will provide the employee with a copy of these guidelines and a brief form to be completed about the leave. HR will review the request for leave of absence, prepare any benefit-related forms, generate other applicable documents, as needed, and process the leave of absence accordingly. In the event of verbal notice by the employee, HR will document the military leave as a leave of absence.

## **Compensation**

Military Leave of 31 days or more is unpaid. Employees on temporary or extended military leave may, at their option, use any or all accrued paid vacation or personal leave during the absence. Employees will not be required to use all of their leave time before the commencement of their military leave.

## **Benefits**

The treatment of benefits depends on the length of the leave.

If the leave is for 30 days or less, the employee's Lafayette benefits continue as if they had not gone on leave. Any premiums that are the employee's responsibility under any benefit plan will either be collected prior to or immediately after the employee returns from the military leave.

If the leave is for 31 days or more, Lafayette benefits are terminated on the first of the month following the 31<sup>st</sup> day of military leave. The employee may continue benefits as normally provided under our benefits program through COBRA. Medical benefits will be handled via COBRA for up to 24 months, and the maximum cost to the employee will be 102% of the combined college and employee premium for the coverage. Employees will be solely responsible for the cost of coverage through COBRA.

The employee's vacation and sick leave will be frozen during the military leave, unless an employee elects to use vacation benefits during the leave, and forfeiture rules will be suspended for 24 months after the employee returns. When the employee returns, they will be awarded vacation and sick leave at the level and under the provisions that would have existed if they had never left for the military leave.

The employee will be reinstated in the retirement program as if they had never been on military leave, and College contributions will be made per the plan documents' provision.

Upon completing the employee's military service, the employee should contact Human Resources to start re-employment. Such contact should occur as soon as practical but must occur within the following guidelines;

- If the leave was for 30 days or less... by the start of their next regularly scheduled shift; at least 8 hours after the end of the military service.
- If the leave was for 31 days to 179 days... within 14 days of the end of the military service.
- If the leave was for more than 180 days... within 90 days of the end of the military service.

If circumstances such as a service-related injury would preclude the employee from meeting these guidelines, they should reach out to HR as soon as possible but no later than after the end of the military service.

If the employee was away for 30 days or less, they will be reinstated to the position they left.

If the employee was away for more than 30 days, they will be reinstated into the same position or an alternate position that requires similar skills and abilities and is at a level that the employee would be expected to be if they have never gone on military leave. If there is a need for retraining, the College will make every effort to provide any training or assistance to ensure the employee's success in the new position.

### **Other**

Employees re-employed following military service will be entitled to receive all the benefits and seniority as they would have if they did not take military leave.

Employee's time spent on acting military duty will be counted toward eligibility for FMLA leave.

The College will require returning employees to provide Lafayette with military discharge documentation to establish the timeliness of the application for re-employment, the duration of military service, and the honorable discharge from the military service.

## **PAID PARENTAL LEAVE**

### ***(Full-Time Employees)***

The purpose of the Parental Leave policy is to provide parents with additional flexibility and time to bond with their new child, adjust to their new family situation, and balance their professional obligations, while receiving pay.

The primary caregiver will be eligible for six (6) weeks of paid Parental Leave.

Employees may use paid parental leave on an intermittent or reduced schedule basis for the birth or placement of a child only with the approval from the employee's supervisor (based upon relevant business needs as determined by the College) and with the written consent of the Office of Human Resources.

### **Eligibility**

Generally, an employee is eligible for Parental Leave if they have been employed by the College for at least one continuous year (12 months) or more in a full-time position.

### **General Provisions**

If the employee meets the eligibility requirements of the FMLA, Parental Leave will run concurrently with FMLA leave. The concurrent use of Parental Leave and FMLA leave will decrease, in whole or in part, the amount of FMLA leave available to an eligible employee.

The definition of 'primary caregiver' will vary across family situations, but normally the primary caregiver will have primary responsibility for the child(ren) for a significant portion of the day during the regular work week for the entire period of the Parental Leave.

An employee taking parental leave will be required to sign an affidavit indicating that they are the primary caregiver.

Parental Leave must be taken within twelve (12) months following the birth or adoption of a child. However, Parental Leave may occur prior to an adoption when deemed necessary to fulfill the legal requirements for an adoption.

Parental Leave is a benefit of employment and its use will not be considered as a negative factor in employment actions such as hiring, promotions, and disciplinary actions, or under attendance policies.

## **Employee Notice Responsibilities**

An eligible employee shall provide verbal notification to the employee's supervisor and the Office of Human Resources of the need for Parental Leave and the timing and duration of the Parental Leave. If the need for Parental Leave is foreseeable, an eligible employee must give their supervisor at least thirty (30) calendar days advance notice of the need for leave. If the need for Parental Leave is not foreseeable, an employee, or their representative, must give notice of the need for leave to the employee's supervisor and the Office of Human Resources as soon as practicable.

## **Documentation of Birth or Adoption**

An employee will be required to furnish appropriate documentation of the birth or adoption of a child (such as a birth certificate, a letter from an adoption agency, or a letter from an attorney in cases of private adoptions, or FMLA medical certification).

## **Compensation**

Employees will receive their regular rate of pay while on Parental Leave. Parental Leave will be paid at the employee's straight time, regular pay for the specified amount of time outlined in this policy.

If an official College holiday(s) or College Approved Closing(s) occurs during the employee's Parental Leave, the employee will receive that pay in lieu of a paid Parental Leave day and the Parental Leave will be extended by the same number of days.

## **Benefits**

Benefits will continue to be provided during paid Parental Leave at the same rate as in effect before the leave was taken. The College will continue to pay its share of the cost of an employee's group health insurance during Parental Leave. The employee's share of the premium will be deducted from the employee's pay in accordance with normal practice. Paid leave benefits will continue to accrue.

In cases where an employee is taking more than six (6) weeks of non-medical leave in connection with the birth or adoption of a child, the employee is required to apply other available paid leave (vacation, floating, or optional holiday time), which will also run concurrently with FMLA leave after the paid Parental Leave is exhausted.

## **Leave Provisions When Both Parents are Eligible Employees**

When both parents are full-time employees of the College, each parent is eligible for six (6) weeks of Parental Leave. However, both parents cannot take Parental Leave at the same time.

## **Return-to-Work Statement**

If Parental Leave is due to the birth of a child, the birth mother must obtain a return-to-work statement from her health care provider and present it to the Office of Human Resources upon returning to work. The statement must specify whether the employee is able to work and any physical or other restrictions with respect to the employee's ability to work.

## **Reinstatement**

The employee will generally be reinstated to the same position they held when the Parental Leave began or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment, provided the employee can perform the essential functions of the position with or without reasonable accommodation.

The College's obligation to restore the employee to the same, or an equivalent position, ceases if and when: 1) the employment relationship would have terminated if the employee had not taken Parental Leave; 2) the employee informs the College of their intent not to return to work at the expiration of the Parental Leave; or 3) the employee fails to return to work at the expiration of the Parental Leave.

## **Confidentiality**

All documentation relating to Parental Leave, whether verbal or written, including FMLA medical documentation, shall be kept confidential to the maximum extent possible. All medical documents including, but not limited to, medical statements and FMLA medical certifications are maintained within the Office of Human Resources in a confidential, secure file separate from the employee's employment record/personnel file.

Employees with questions regarding Parental Leave should contact the Office of Human Resources.

## **PERSONAL LEAVE OF ABSENCE**

The College, in its sole discretion, may grant an unpaid Personal Leave of Absence for up to twelve (12) weeks to employees who regularly work at least twenty (20) hours per week and who have been employed for at least three (3) consecutive months.

A Personal Leave of Absence is defined as a Leave of Absence for reasons that are not covered under the FMLA or Military Leave, or for individuals who are not eligible for those leaves.

### **Eligibility**

A Personal Leave of Absence may be necessary for personal illness (if not covered under FMLA) or other reasons. If the employee is requesting a Personal Leave of Absence for medical reasons, medical certification is required. The employee must concurrently use accrued sick time and vacation time in conjunction with a Personal Leave of Absence for medical reasons.

Full-time employees also may be eligible for pay pursuant to the College's disability benefit programs (including disability benefits in connection with the birth of a child) or workers' compensation benefits, subject to their eligibility requirements and other terms, conditions, restrictions and exclusions. The receipt of these benefits will also run concurrently with any approved Personal Leave of Absence.

If the Personal Leave of Absence is being taken for non-medical reasons, the employee must concurrently use accrued vacation.

An employee seeking a Personal Leave of Absence must submit a request, preferably in writing, to their supervisor, a minimum of thirty (30) days in advance if the leave is foreseeable; otherwise, the employee must provide notice, preferably in writing, within one (1) to two (2) business days of the date the employee becomes aware of the need for a leave.

### **Return-to-Work Statement**

One (1) week prior to the end of the employee's Personal Leave of Absence, the employee must inform their supervisor or the Office of Human Resources of their intention to return to work. Under certain circumstances, extensions of a Personal Leave of Absence may be granted, but in no case will the total leave (including any leave taken under the FMLA) exceed one (1) year. Upon the employee's return from a Personal Leave of Absence, they will be assigned to their former position, if it is still available. Otherwise, they will be assigned to a position of comparable responsibility and pay for which they are qualified, if such



a position is available. There is no guarantee of reinstatement to the same or any other position following completion of a Personal Leave. As such, if no positions are available for the employee at the conclusion of the Personal Leave of Absence, the employee may be terminated by the College.

If an employee is returning from a Personal Leave of Absence for medical reasons, they must provide a health care provider's statement that they are physically able to perform the duties of their job and must indicate any limitations they may have.

### **Benefits**

Vacation, sick, and holiday time benefits will not accrue during an unpaid Personal Leave. Arrangements may be made to continue group health insurance, if applicable, during an unpaid Personal Leave of Absence, with the employee paying the full group rate monthly premium for such coverage. An employee on a Personal Leave of Absence may continue other insurance benefits, at the employee's sole expense, to the extent permitted under the applicable Plan Document.

## **PROFESSIONAL DEVELOPMENT LEAVE FOR ADMINISTRATORS**

### ***(Full-Time Employees)***

The College, in its sole discretion, may approve the following professional leaves for Administrators:

#### **Leave of Absence with Pay**

An Administrator who has a project or course of study other than work toward an advanced degree and which will lead to professional development may apply through the Division Head for a leave with pay. Employee benefits continue during leave with pay, to the extent permitted by the applicable Plan Document.

#### **Leave of Absence without Pay**

An Administrator may apply through the Division Head for a leave of absence without pay. Usually, such requests are made so that the applicant may accept a grant from a foundation or other source, which would lead to a program of professional development.

#### **Benefits**

Vacation, sick, and holiday time benefits will not accrue during an unpaid Professional Development Leave. Arrangements may be made to continue group health insurance during an unpaid Professional Development Leave of Absence, with the employee paying the full group rate monthly premium for such coverage. An employee on a Professional Development Leave of Absence may continue other insurance benefits, at the employee's sole expense, to the extent permitted under the applicable Plan Document.

## **FITNESS FOR DUTY**

In an effort to provide a safe and productive environment, the College may require employees to submit to a “fitness for duty” evaluation if an employee is having observable difficulty performing work duties in a manner that is safe for the employee and/or co-workers, or is posing a serious safety threat to self or others. For more information, contact Human Resources.

## **REASONABLE ACCOMMODATIONS**

In conjunction with its EEO policy, the College is committed to providing reasonable accommodations for qualified individuals with disabilities, including pregnant individuals, as defined by federal, state, and local law, unless doing so would result in an undue hardship. The College will not discriminate against qualified individuals with disabilities regarding application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment. The College’s intent is to ensure that every employee who makes a request for accommodation under federal, state, or local laws is promptly and properly advised of the accommodation process and treated consistently with all applicable laws.

Likewise, the College will make every effort to reasonably accommodate an employee’s known limitations related to pregnancy, childbirth, or related medical conditions. Requested accommodations will be granted unless doing so causes a direct threat to the employee or others in the workplace and the threat cannot be eliminated by reasonable accommodation, the accommodation creates an undue hardship for the College, or other reasonable accommodations are available.

Furthermore, Lafayette College is committed to providing support for mothers returning to work and will provide adequate, functional space to meet a nursing mother’s needs on a timely basis. This includes providing reasonable break times for lactation purposes. Break times are to be provided as frequently as needed by the nursing mother, recognizing that the frequency and duration of the breaks will vary.

All requests for accommodation from employees, including requests for lactation support, should be brought to the attention of the Office of Human Resources. Requests can be made using the Reasonable Accommodation Request Form on the Human Resources website. All Reasonable Accommodation Request Forms must include appropriate, supporting documentation for consideration and/or review by the College. In reviewing and considering the accommodation request, the College may need additional information regarding the employee’s medical condition and/or additional medical documentation from the employee’s medical provider. Employees will be promptly notified of all accommodation request decisions made by the College.

## **EMPLOYEE SERVICES**

### **Athletic Events**

Employees, their spouses, and children are admitted to all home athletic events, except the Lehigh football game or special events such as championship games. Passes may be obtained online at:

<https://goleopardstickets.universitytickets.com/w/default.aspx?aid=1&ReturnUrl=%2flogin%2flogin.asp> or at the ticket office in Kirby Sports Center, by providing their employee ID card or employee number.

### **Child Care Center**

The [Lafayette Early Learning Center](#), operated by Bright Horizons, is located on campus. Tuition for children of employees is subsidized by the College.

### **Cultural Events**

Each year, the College hosts a series of concerts, lectures, films, dance, and theatrical programs. For events presented by the Williams Center for the Arts, tickets are generally available for employees either free of charge or at a reduced price. College identification cards are required to request tickets. Because seating capacity is limited, there may be occasional restrictions on availability of tickets. Most lectures, seminars, and other events are available free of charge and open to all College employees.

### **College Store**

Employees may use the [College Store](#) for the purchase of books, gifts, clothing, office supplies, and other miscellaneous items.

### **Credit Union**

[First Commonwealth Federal Credit Union](#) is chartered to serve a field of membership that includes employees at Lafayette College and the members of their immediate family. Further information about the First Commonwealth Federal Credit Union can be obtained by contacting the Office of Human Resources or visiting the Human Resources website.

### **Dining Services**

The Clay Ketchum Faculty/Staff Dining Room in Marquis Hall and all other dining options on campus are open to employees who wish to purchase food. Staff may purchase meal plans to enjoy breakfast, lunch, and dinner at any dining location where meal plans are accepted. This plan does not expire. See their website: <https://dining.lafayette.edu> for locations, hours, and other information.

## **Health Center**

The [Bailey Health Center](#) is designed primarily to serve the health needs of the students of Lafayette. Employees, however, can be treated at the Bailey Health Center for emergencies, including minor accidents and injuries occurring while at work. This emergency service is intended to enable employees to function during the workday and does not replace the services of an employee's own physician.

## **Identification Card**

When a new employee begins work at Lafayette, a photo identification card is routinely provided to prove their affiliation with the College. The card is more than a general identification, however, because it can also be used by employees for other purposes including to borrow books/materials/equipment/etc. at the Library, to gain admission to specified sports or cultural events, or to access Lanta transportation, among others. To obtain an identification card, it may be requested online from the [ID Office](#).

## **Library Privileges**

Employees may use the services of the [Kirby and Skillman Libraries](#) to borrow books, reserve equipment, 3D printing, etc., by showing their Lafayette College Identification Card. The normal borrowing period is 28 days. Renewal is available.

## **Parking**

The College provides assigned parking areas for employees. Vehicles driven on the campus must be registered with the Department of Public Safety and park only in their designated area. Employees may be required to re-[register their vehicle](#)(s) every year and update their information when driving a new or different vehicle. All employees are expected to park in the assigned location and follow the College's driving and parking regulations.

## **Post Office and Printing Services**

Postal services such as the purchase of stamps, special deliveries, etc., are available to employees at the [Lafayette College Post Office](#). Printing services include both color and black and white printing, design, and assembly for a variety of materials, such as posters, postcards, textbooks, envelopes, stationary, business cards, note pads, buttons, and custom mailers. Both are located on the ground level of the Farinon College Center.

## **Recreation Services**

Any employee can purchase a *Facility Access Pass* for their "Plus One". An adult over the age of 18 whom an employee acknowledges as an immediate family

member: parent, sibling, spouse, or child (24 years of age and older) qualifies as a Plus One. The definition of spouse includes domestic partnerships. *Family members are not eligible to sign in guests.*

Any employee can purchase a *Facility Access Pass* for their Child (from age 6 until 24). Children under 6 do not require a pass. Passes for children are limited to those who have a legal relationship (as defined by federal tax law).

*NOTE: Children under the age of 16 may use all facilities (except the fitness center) if they are actively supervised by an adult. Active supervision means maintaining visual contact and ensuring a barrier free physical proximity of no more than 70 feet. Children are not eligible to sign in guests.*

To purchase a Facility Access Pass, click on the “Buy an Access Pass” <https://recreation.lafayette.edu/access/> on the Recreation Services website. Pictures for IDs are made by appointment after receipt of payment.

Facilities are only available when their use does not interfere with regularly scheduled activities and events. Students and College employees have priority in the use of sports facilities. When accompanied and actively supervised by a parent, children have use of all recreational facilities except the weight training facilities and Fitness Center.

Athletic facility usage is a privilege. Individuals found to be destructive of equipment or who engage in abusive behavior, or act in disregard of the regulations set forth, may have their privileges revoked by the Office of Recreation Services.

Hours of operation will vary due to special events and vacation breaks. All arrangements and policies are under the supervision of the Office of Recreation Services.

## LEAVING THE COLLEGE

### Separation from Employment

#### **Resignation**

Employees who are considering resigning from employment are encouraged to discuss the matter with their immediate supervisor.

Regardless of whether the employee shares their plans with the College, the College encourages employees to give proper notice of their intent to resign their position. Proper notice is defined as written notification of intent to separate from employment addressed to the employee's immediate supervisor and presented at least fourteen (14) calendar days prior to the last day on which the employee will be actively at work.

Employees are expected to be present as scheduled for each workday during their notice period.

When an employee resigns from employment, the date of the termination will be the last day of active work. The resignation date should not be a holiday or vacation day and holidays or vacation days cannot be used to extend the resignation date.

#### **Leaving Without Notice (Job Abandonment)**

Absence from work for a period of five (5) consecutively scheduled workdays without reporting the absence to their supervisor constitutes an abandonment of employment and is considered to be a **voluntary resignation** from the College's employment.

If the separation from employment occurs under these circumstances, the employee will not be eligible for rehire.

#### **Involuntary Termination**

An involuntary termination is separation from employment from the College at the request of the College. Terms of the separation will be based on the specifics of each situation.

## **Separation Procedure**

Regardless of the reason for separation from employment, the College requests that the employee schedule an exit interview with the Office of Human Resources.

During the exit interview, employees may comment upon the particular aspects of specific duties and responsibilities as well as upon the College, in general. Comments, based on first-hand experience, can be extremely helpful.

Arrangements for final payments (e.g., earned but unused vacation) will be made during the exit interview. Additionally, instructions will be provided regarding the return of all College property to the appropriate area(s) (e.g., keys, laptop, iPad, parking tag, ID card, etc.) and settlement of all outstanding cash advances (if any).

You will receive a letter from the Office of Human Resources regarding the termination and/or continuation of any eligible benefits. The College complies with the Consolidated Omnibus Budget Reconciliation Act (COBRA) by extending to eligible staff and their eligible dependents the right to continue benefit coverage under the medical, dental, vision, and flexible spending account plans if coverage would be lost by reason of a qualifying event. Additional information will be provided from the College's COBRA administrator.

Upon the termination of employment with the College, whether by the College or by the employee, regardless of the reason, employees must return to the College, without retaining copies, any and all electronic data, devices, and printed records, including, but not limited to correspondence, documents, CDs, flash drives, external hard drives, drawings, specifications, writings and similar items, which relate to the College's business operations, customers, prospective customers, employees, students, suppliers, alumni, vendors, etc., regardless of where such items were kept or prepared.

Library books should be returned. All other College property should be turned in to the employee's supervisor or the appropriate area before the final day of work. College Store bills, Faculty Dining Room bills, and any other outstanding fees owed to the College, must be paid.

The Office of Human Resources should be notified of address changes in order to process final or year-end transactions such as mailing of W-2s.

## **References**

Reference requests should be directed to [hr@lafayette.edu](mailto:hr@lafayette.edu). It is the College's general policy to provide information such as dates of employment and position held to prospective employers of former employees. Additional information (i.e., salary information) requires a signed authorization.



## **Unemployment Compensation**

Unemployment compensation is a statutory benefit designed to assist certain individuals who are unemployed. The Pennsylvania Department of Labor and Industry, and not the College, determines if an employee's claim for benefits is approved.

## **Retirement Benefits**

Individuals who wish to retire and receive certain retiree benefits may do so if they are age 55 or older and have been continuously employed by the College, on a full-time basis, for at least ten (10) consecutive years at the time of their retirement.

The College reserves the right, in its sole discretion, to revise, modify, or terminate any benefit plan, option, or coverage including any retiree benefit plan, option, or coverage at any time, for any reason, with or without notice.

Eligible retirees who were employed with the College before July 1, 1996, are eligible for the continuation of College contributions to retiree medical insurance for the retiree and their spouse.

Retired employees may retain their Lafayette College identification cards upon retirement, or apply for a new "retiree card". This card must be presented to allow for the use of on-campus services and facilities. These include:

- Use of the College library
- Attendance at athletic events
- Cultural events
- Use of athletic and recreational facilities

Retired employees may use the Clay Ketchum dining room and may arrange for the use of other College meeting and dining facilities under the same guidelines as active employees.

Retirees of the College are welcome and encouraged to attend any College athletic events. Complimentary season tickets including home football games, except for the Lafayette-Lehigh game, and basketball games, are available. Retirees may also secure discounted tickets to events at the Williams Art Center or other College cultural performances.

For more information about College retirement benefits, contact the Office of Human Resources.

## **APPENDIX**

### **Information About Lafayette College**

<http://www.lafayette.edu/about/lafayette-at-a-glance/>

### **Policies and Notices**

#### **Human Resources**

<http://hr.lafayette.edu/policies/>

- Annual Notice of Non-Discrimination and Equal Opportunity
- Drug Free Community and Schools
- Employment Laws – Federal and Pennsylvania Postings
- Emergency Contact Instructions
- Family and Medical Leave Act
- Fitness for Duty
- Flexible Work Guidelines and Procedures
- HIPAA and Health Plan Reports
- Whistleblower Protection Policy
- Military Leave
- Notices of Labor Condition
- Personnel Records
- Reasonable Accommodation Request

#### **Other**

- [Diversity and Inclusiveness Statement](#)
- [ID Card Permissions and Eligibility](#) (Finance & Administration)
- [Lafayette College Policy on Equal Opportunity, Harassment & Non-Discrimination](#) (Title IX)
- [Service Animal Policy](#) (Accessibility Services)
- [Motor Vehicle Registration](#) (Public Safety)
- [Annual Security and Fire Safety Report](#) (Public Safety)
- [Smoking Policy](#) (Public Safety)
- [Work Rules](#) (Facilities Operations and Public Safety)

### **Tip Hotline**

<https://hr.lafayette.edu/anonymous-tip-hotline/>

### **Employee Benefits**

<http://hr.lafayette.edu/benefits/>

### **Communications Division**

<https://communications.lafayette.edu/policies-programs/>

### **Department Index**

<https://www.lafayette.edu/departments-offices/>

**Facilities Operations & Public Safety Work Rules**

[https://hr.lafayette.edu/wp-content/uploads/sites/24/2024/05/Work-Rules-Facilities-Operations-Public-Safety\\_FINAL.pdf](https://hr.lafayette.edu/wp-content/uploads/sites/24/2024/05/Work-Rules-Facilities-Operations-Public-Safety_FINAL.pdf)

**Information Technology Services Policies**

<http://its.lafayette.edu/policies/>

**Lafayette College Guidelines and Procedures to Promote Compliance with Federal Political Campaign Activities Prohibition**

<https://trustee.lafayette.edu/wp-content/uploads/sites/259/2020/09/Statement-of-Lafayette-College-s-Political-Activities-Policy-Sept-2020-1.pdf>