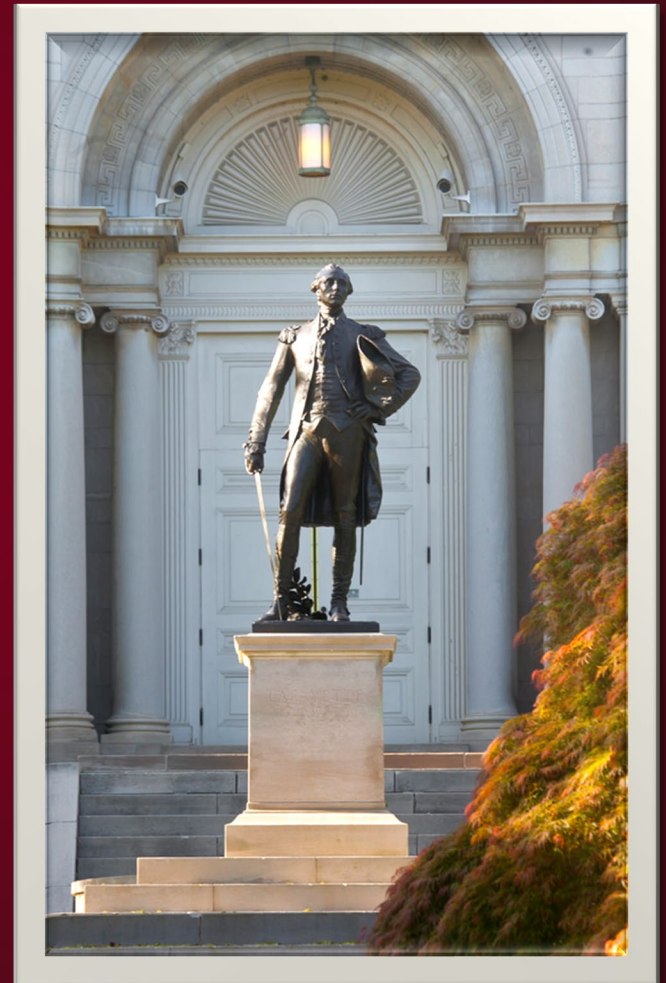


Welcome to



Introductions



Important Information

Identification Card

<https://finadmin.lafayette.edu/id-office/>

Register Vehicle

<https://publicsafety.lafayette.edu/parking/>

Leopard Alerts

<https://publicsafety.lafayette.edu/omnilert/>

Driver Approval Process

<https://publicsafety.lafayette.edu/student-driving-of-college-insured-vehicles/>

Pennsylvania Act 153 Background Check

Act 153 requires employees, volunteers, and other individuals who interact with minors to obtain three different background certifications:

- **PA Criminal History Records Check**
- **PA Child Abuse History Records Check**
- **Federal/FBI Criminal History Records Check (Fingerprinting)**

Lafayette requires all staff in regular part-time or full-time positions to obtain clearances as a condition of employment.

Lafayette contracts with CBY Systems, Inc. to process these checks.

Fingerprinting may be done on campus at the Landis Center once registration is completed through CBY.

Office of Human Resources

Audra Kahr

**Executive Vice President Finance & Business
Administration**

Alma Scott-Buczak

Associate Vice President for HR

Cristie Lazart

Director of Human Resources/Benefits

Heather Hartner

Assistant to the EVP/Interim HR Director

Jill Kauffman

Benefits Specialist

Renee Scholtz

Manager of HR Information Systems

Tammy Trach

HR Administrator

Karen Yaskanin-Jones

HR and Tuition Specialist

Human Resources Department

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

- Employee's Quick Guide to Information
- Benefits
- Employment
- Manager's Page
- Lafayette Employee Wellness Program
- Employee Assistance Program & Family Caregiving
- Forms and Resources
- Policies
- LVAIC Professional Development
- Retirees & Employees Planning to Retire
- HR Staff

Bulletin Board:

- Required Postings
- Job Vacancy Listing

<http://hr.lafayette.edu/employmentjob-opportunities/>



Information About Lafayette College

- **Founded in 1826**
- **Undergraduate Campus**
- **Degrees in Liberal Arts and Engineering**
- **Approximately 2,700 Students**
- **All over the country and world**
- **865 Budgeted Employees (including 231 faculty)**

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

<http://www.youtube.com/lafayettecollege>



Website: www.lafayette.edu

Organization Information

<https://president.lafayette.edu/>

<https://president.lafayette.edu/leadership-team/>

Lafayette beyond campus

Lafayette College Investment Office - NYC

<https://www.lafayette.edu/investment-office/>

Downtown Easton – Alpha Building

Admissions

Communications

ITS

Metzger Fields

Athletics

Lafayette offers students participation in 23 NCAA Division I sports, 18 club sports, and over 30 intramural sports.

LaFarm

LaFarm provides healthy food to the community, multidisciplinary student engagement through classroom participation and academic research. LaFarm is located at the Metzgar Field Athletic complex.

Working Hours

3rd Week of August to 3rd Week in May

8:45 a.m. – 5:00 p.m.

Summer Hours

8:15 a.m. – 4:30 p.m.



Flex Work Guidelines

<https://hr.lafayette.edu/flexible-work-guidelines-procedures/>

Payroll

Hourly Employees

- Employees calculate their own hours on a daily basis for the supervisor to approve the end of the pay period.
- On pay day, employees are paid for all wages earned during the fourteen day period beginning 12:01 a.m. on Saturday and ending fourteen days later at midnight on the following Friday.
- Normally, paychecks are received biweekly on every other Friday.

Payroll – Banner Links and Instructions

<https://finadmin.lafayette.edu/information-for-faculty-staff/forms/>

Banner Self- Service

<https://selfservice.lafayette.edu/>

Salaried Employees

- The payday for the monthly Faculty/Administrators paychecks is the 25th of the month.
- Leave Reporting on Banner
- If the 25th of the month falls on a Saturday, Sunday, or holiday, the pay date is the preceding workday.



Overtime

- Overtime is paid to hourly employees for time worked in excess of 40 hours in one week. (bank time option for hours between 36 ¼ and 40).
- Work week is from 12:01 a.m. Saturday to midnight the following Friday.
- Overtime is paid at time and one-half of the usual base rate of pay.



Holiday Schedule

2024 – 2025

- Independence Day 7/4
- 7/5 College Approved Closing
- Labor Day 9/2
- Thanksgiving 11/28 & 11/29
- Christmas/New Year's 12/23*, 12/24, 12/25, 12/26, 12/27*, 12/30*, 12/31*, and 1/1
- Martin Luther King, Jr. Day 1/20 OR President's Day 2/17
- Memorial Day 5/26
- Juneteenth 6/19
- Floating Holiday (2)

<https://hr.lafayette.edu/employment>

*Winter Recess Day



Snow Emergency



- Some jobs may require certain staff members to be at their workplace to perform some necessary tasks despite the existence of emergency conditions. Examples: security protection, snow removal, and steam generation.
- If there is any question about your specific responsibility, your supervisor will clarify it.

- Announcements of any delayed opening time will be on the College's website www.lafayette.edu
- Announcements of any delayed opening time will be broadcast on several radio stations:

WEEX 1230 AM

WODE 99.9 FM

WEST 1400 AM

WCTO 96.1 FM

WAEB 790 AM

WLEV 100.7 FM

WAEB 104.1 FM

WFMZ Ch. 69TV

Text Alerts WFMZ:

<https://www.wfmz.com/station/apps/>

Records

Report Changes: ([Forms and Resources](#))

- Name
- Address/Phone Number

<https://hr.lafayette.edu/active-employees-address-name-change/>

- Dependents
- Marital Status
- Campus Address/Phone

<https://hr.lafayette.edu/campus-address-phone-update/>

[College Policies: Personnel Records](#)



Resources/Events

Wellness Newsletter

<https://hr.lafayette.edu/wellness/#newsletter>

Financial Wellness

<https://hr.lafayette.edu/financial-wellness/>

Lafayette Today

<https://today.lafayette.edu/category/announcements/>

Employee Assistance Program (EAP)

The **Employee Assistance Program (EAP)** program gives you access to services that address personal life challenges, and connects you to valuable resources and guidance, while providing confidential support in areas concerning the management of work-life issues. Services include:

- Online, telephone, and face to face counseling sessions
- Emergency counseling resources
- Financial and legal resources
- Self-assessments
- Videos and articles
- Support for supervisors

Employee Assistance Program webpage includes contacts, website log-in instructions, and additional information.

Lehigh Valley Association of Independent Colleges

LVAIC is a non-profit organization that consists of six private higher education institutions as core members and seven associate member institutions. The primary purposes of the consortium are to:

- 1. Collaborate to enhance student's academic experiences at member colleges.**
- 2. Purchase goods and services collectively as a group to maximize our financial resources through effective procurement practices.**

www.lvaic.org



Administrative Council

Lafayette College has a great tradition of employing top-notch people who are dedicated to and inspired by the mission of enhancing the experience of our students – past, present and future. As we continue the tradition of excellence at the College, the Administrative Council is positioned to assist the College, and each other to improve. The Council is a conduit of information to and from the administrative staff.

The Administrative Council is an elected body, with a representative from every division. The work of the Council is published on their website so that constituents are kept up to date. The site is also an opportunity for you to see what is new and, more importantly, participate in the discussions and actions that will keep Lafayette among the most dedicated and resourceful higher education communities in the nation.

<https://sites.lafayette.edu/admincouncil/>

Administrative Council

Ex-Officio

Nicole Eramo

Hannah Tatu

Athletics

Billie Weiss

Communications

Jill Spotz

Development & College Relations

Alissa Carver (Union)

Ben Landis

Mary Ellen Nunes

Abbie Steinly

Enrollment Management

Dysean Alexander

Grace Marchena Bechtel

Rebecca Pichetto (Chair)

Finance and Administration

Tracey Burton

Jill Snyder

Nadda Pavlinsky

Sandra Rogers

Aimee Torrisi

Human Resources

Tammy Trach

Information Technology Services

Tracy Itterly

Mike Nass

Provost

Lisa Karam

Katie Pitts (Vice Chair coverage)

Millie Smith (Vice Chair)

Student Life

Jake Bates

Melissa Schultz

<https://sites.lafayette.edu/admincouncil/>

Lafayette College's Facilities

- **Recreation**
- **Cultural**
- **Library**
- **Dining Halls**
- **Post Office**
- **College Store**
- **Bailey Health Center**
- **ATM Machine (college store)**
- **Child Care Center**

Alan P. Kirby Sports Center

- Recreation Center
- Fitness Center
- Pool
- Rock Wall
- GroupFit Classes
- Personal Training
- Fitness Orientation



(Nominal fee per year for Part-Time employees and Full or Part-Time employee dependents.)

Facility Access, Policies, Programs
<https://recreation.lafayette.edu/>

Cultural Activities

- Performance Series (dance, music, theatre)
- Productions from:
 - Theatre Department
 - Music Department
- Art Galleries
 - Williams Center
 - Kirby Art Study Center
 - Grossman Gallery



<https://williamscenter.lafayette.edu/>



Libraries

Skillman Library and Kirby Library

Hours of Operation, Library News, Research Tools

<https://library.lafayette.edu/>



Post Office - College Store



**Farinon Student Center
(Lower Level)**

Hours

Monday to Friday

8:30 a.m. to 4:30 p.m.

Saturday

9:00 a.m. to Noon

Post Office



Corner McCartney and High Streets

College Store

Bailey Health Center



**Corner of McCartney and High
Streets**

HOURS

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

- Flu Shots
- Emergency First Aid

<https://healthcenter.lafayette.edu/>

Early Learning Child Care Center

The Lafayette College Early Learning Center (LCELC) offers quality, nurturing child care and an age-appropriate learning environment for children from 6 weeks old through age 5.

Serves the College employees as well as the general community.

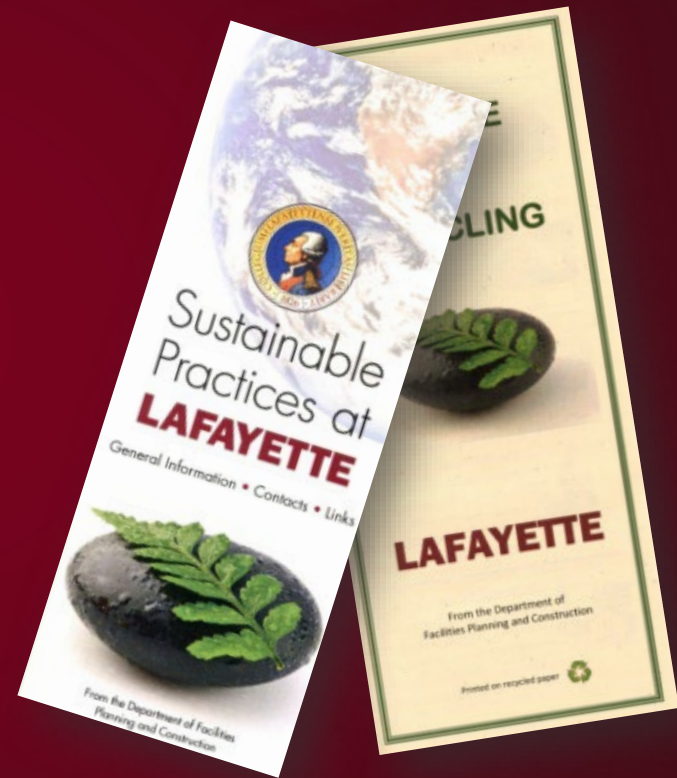


<http://childcare.lafayette.edu/>

Sustainability

Website:

<https://sustainability.lafayette.edu/>



<https://sustainability.lafayette.edu/events/>

Recycling on Campus

Single Stream Recycling - means that all recyclables can co-mingle in the recycling can. No need to separate them! However, throwing away trash or non-recyclable items into recycling bins contaminates the entire bin, making all items in the bin unsuitable to be properly recycled.



SINGLE STREAM RECYCLING

THANK YOU FOR DOING YOUR PART BY RECYCLING

 ALUMINIUM	 GLASS	 CARDBOARD	 BATTERIES
 ALL PAPER	 PLASTICS (#1-7)	 FOOD WASTE	 ELECTRONICS

FOR MORE INFORMATION VISIT SUSTAINABILITY.LAFAYETTE.EDU

Dining and Meal Plan

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



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

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

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

Policies

- Leave of Absence
- EEO/Nondiscrimination
- Equal Opportunity, Harassment and Non-Discrimination
- Interim Title IX Policy and Procedure
- Drug-Free Workplace
- Smoking

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

Policies – Leave of Absence

Policy:

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

Eligibility:

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

<https://hr.lafayette.edu/family-medical-leave-act-fmla/>

Policies – Leave of Absence

Reasons for Leave:

- **Birth and/or care of a newborn child. (6 weeks of Parental Leave also available)**
- **Placement of a child for adoption or foster care with the employee.**
- **Care of the employee's spouse, child or parent with a serious health condition.**
- **The employee is unable to perform his or her job functions because of a serious health condition.**

Special coverage for military personnel and their families.

Requests for Accommodations/ Return to Work

Unless it is an undue hardship, the College will make reasonable accommodations under the Americans With Disabilities Act (ADA) for an employee to return to or continue to work-- including providing employees with additional leave beyond the leave maximums under the FMLA.

<https://hr.lafayette.edu/forms/>

Non-Discrimination Statement

Annual Notice of Non-Discrimination and Equal Opportunity

Lafayette College does not discriminate on the basis of race, color, national or ethnic origin, disability, religion, age, military or veteran status, sex, sexual orientation, gender identity or expression, marital or familial status, pregnancy, genetic information, or any other characteristic protected by law in its educational programs and activities, admissions, or employment as required by Title IX of the Educational Amendments of 1972 (which requires that the College not discriminate on the basis of sex); the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 (which require that the College not discriminate on the basis of disability); Title VI of the Civil Rights Act of 1964 (which requires that the College not discriminate on the basis of race, color, or national origin); and Title VII of the Civil Rights Act of 1964 (which requires that the College not discriminate in employment on the basis of race, color, religion, sex, or national origin); and other applicable laws and College policies.

Title IX

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in any federally funded education program or activity. Sex-based harassment, which includes sexual violence, is a form of sex discrimination.

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

Mandated Reporter

Lafayette College has designated all employees – including faculty, visiting faculty, full and part-time administrators, and staff – as Mandated Reporters. The only exceptions are Confidential Employees, as defined below, and most student employees. Resident Advisors are the only student employees designated as Mandated Reporters. Mandated Reporters are expected to promptly report all known details of actual or suspected sex discrimination, sex-based harassment, retaliation, and/or Other Prohibited Conduct to appropriate officials immediately, although there are some limited exceptions.

Mandated Reporters should contact the Interim Title IX Coordinator to fulfill this reporting obligation in person or online [One Pard](#).

The Lafayette College Interim Title IX Coordinator is Ernest Jeffries, 006A Markle Hall, Ext. 5140, titleIX@lafayette.edu.

Interim Title IX Policy and Procedure

Lafayette College is committed to providing a learning and working environment that emphasizes the dignity and worth of every member of its community. In order to create and maintain such an environment, the College recognizes that all members of the College community are responsible for ensuring that Lafayette College is free from harassment based on sex or gender. Sexual and gender-based harassment in any form or context subverts the mission and the work of the College and can threaten the career, educational experience, and well-being of students, faculty, and staff.

<https://sash.lafayette.edu/get-informed/policies-laws/>

Policies – Complaint Procedures

Title IX Policies and Complaint Procedures

- Title IX Report = Notice and Obligation to Respond
- Title IX Coordinator sends letter to Complainant, with links to Resource Guide, Policy and Procedures, Rights and Responsibilities; and offers Supportive Measures
- Complainant may choose to submit a written complaint
- Complainant options: Informal Resolution or Hearing Resolution
- Sanctions and/or long-term remedies

<http://sash.lafayette.edu/>

Annual Security Report

https://publicsafety.lafayette.edu/wp-content/uploads/sites/86/2024/09/PS_Annual-Security-and-Fire-Safety-Report_24-25.pdf

Disciplinary Action

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

The College will take disciplinary action against persons who attempt retaliation

Resources

Ernest Jeffries

Vice President for Inclusion and Interim Title IX Coordinator

Lafayette College

Inclusion

006A Markle Hall

(610) 330-5140

jeffrie@lafayette.edu

Terrence Haynes

Associate Director of Residence Life & Deputy Title IX Coordinator

Lafayette College

Student Life

132 Farinon Center

(610) 330-5335

haynest@lafayette.edu

Lisa Gabel

Professor, William c. '67 and Pamela Rappolt Scholar in Neuroscience

Psychology and Neuroscience

319 Oechsle Hall

(610) 330-5296

gabell@lafayette.edu

Heather Hartner

Interim HR Director

Human Resources

Lafayette College

12 Markle Hall

Easton, PA 18042

(610) 330-5038

hartnerh@lafayette.edu

**U.S. Department of Education, Office for Civil Rights,
Philadelphia Office**

100 Penn Square East, Suite 515

Philadelphia, PA 19107-3323

Telephone: (215) 656-8541

Fax: (215) 656-8605

OCR.Philadelphia@ed.gov

On-Line Training (Catharsis Productions)

Report=Support (Title IX Training)

This is an interactive online intervention training. This online training course educates on the rights and responsibilities to address, report, and prevent sexual misconduct and foster a safe, respectful learning and working environment. The training addresses interpersonal violence (sexual assault, intimate partner violence, and stalking) and provides tools to help you challenge disrespectful and abusive behavior when you witness it.

The training is mandatory.

Policies - Drug-Free Workplace

Lafayette College is committed to providing a safe, drug-free educational and work environment for all students and employees. Students and employees are both citizens and members of the academic community.

The College is required to:

- If an employee notifies a covered employer that they have been convicted of a criminal drug violation occurring in the workplace, the employer must notify the granting or contracting agency within 10 days.
- The employer must also impose some sanction on the employee. This can include requiring completion of a drug-abuse assistance rehabilitation program.

Counseling and Treatment

Employees who use controlled substances or who abuse alcohol are encouraged to seek the assistance (see link for referrals).

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

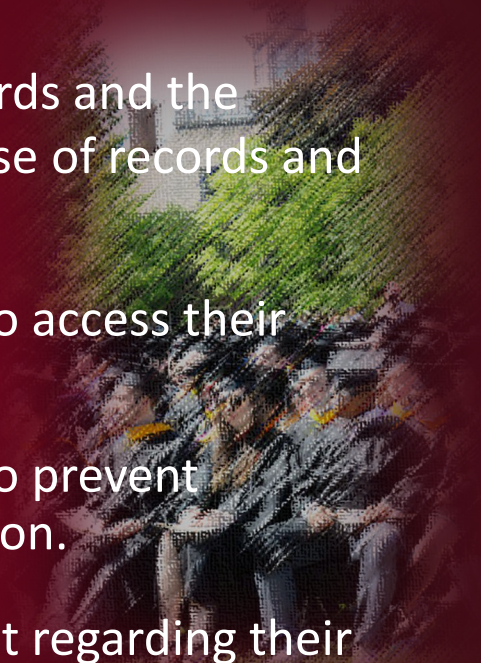
Student Related - FERPA

Family Educational Rights and Privacy Act (FERPA)

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

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

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



Smoking Policy



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

Communications Division

- Email from the Communications Division about events and happenings on campus. *Lafayette Today*

Lafayette Today

- College Calendar

<https://calendar.lafayette.edu/>

Information Technology Services (ITS)

Guidelines:

- Acceptable use
- Passwords
- Protecting information

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



Public Safety

Public Safety

901 Bushkill Drive

The Office of Public Safety is responsible helping to keep the campus environment a healthy and secure one, assigning parking permits, and responding to emergency calls on campus.

(610) 330-4444 (Emergency)

(610) 330-5330

(610) 330-5712

publicsafety@lafayette.edu

<http://publicsafety.lafayette.edu>

Jeff Troxell, Director of Public Safety

<http://publicsafety.lafayette.edu/>

Crimes Against Children

Lafayette College has a zero tolerance policy regarding violations of the laws involving crimes against a child

Any member of the Lafayette community who witnesses or becomes aware of a crime committed against a person under 18 years of age should immediately report their concerns to the

Department of Public Safety at **610-330-4444**.

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

Even if you are uncertain whether a crime against a child has been committed, please immediately report what you know.

Public Safety - Threat Assessment

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

<http://hr.lafayette.edu/threat-assessment/>

Emergency Response Plans

Critical Event (External Campus-Wide Alarm)

Leopard Alerts

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

Safety Committee

The goal of the Safety Committee is to eliminate workplace incidents and illnesses by involving employees and management in identifying hazards and suggesting ways to eliminate and prevent them from occurring. This can be facilitated by reviewing incidents, identifying root causes of incidents, and suggesting ways to prevent future incidents.

<https://publicsafety.lafayette.edu/environmental-health-and-safety-ehs/safety-committee/>

The Safety Committee has members representing employees and the employer. The committee is comprised of at least four members at all times and shall not contain more employer representatives than employee representatives at any time.

Accident Reports and Workers' Compensation

Report all accidents and injuries within 24 hours.

<https://publicsafety.lafayette.edu/environmental-health-and-safety/accident-investigation/>

Injured employees will receive a Designated Physician's Panel List and will complete a Medical Records Release form, Employee Rights & Duties form, and a Medical Treatment for Injury form.

Environmental Health & Safety

Emergency Number: (610) 330-4444

- **EH&S is a value not a priority at the College**
 - You're Expected to Work Safely and Follow the Rules
 - Accident Prevention is Key

- **Report the Following to Your Supervisor:**
 - Unsafe Behaviors
 - Unsafe Conditions
 - Work Related Injuries (treat with posted physician)

<https://publicsafety.lafayette.edu/environmental-health-and-safety-ehs/>

Environmental Health & Safety

Hazard Communication Standard

- You Have a Right-to-Know About the Chemicals That You Work With.
- Chemical Information Can Be Found:
 - Container Labels
 - Material Safety Data Sheets (MSDS)
(Available 24/7 in the Office of Public Safety)
 - » Ask Your Supervisor

Environmental Health & Safety

Blood-borne Pathogens

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

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

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

Access to Employee Exposure and Medical Records

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

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

<https://publicsafety.lafayette.edu/annual-safety-report/>

You may contact Public Safety (5330) for access to your exposure records and the Bailey Health Center (5001) for access to your medical records.

Anonymous Tip Hotline

The College has a toll-free Anonymous Tip Hotline

(1-800-539-6085)

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

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



Questions?