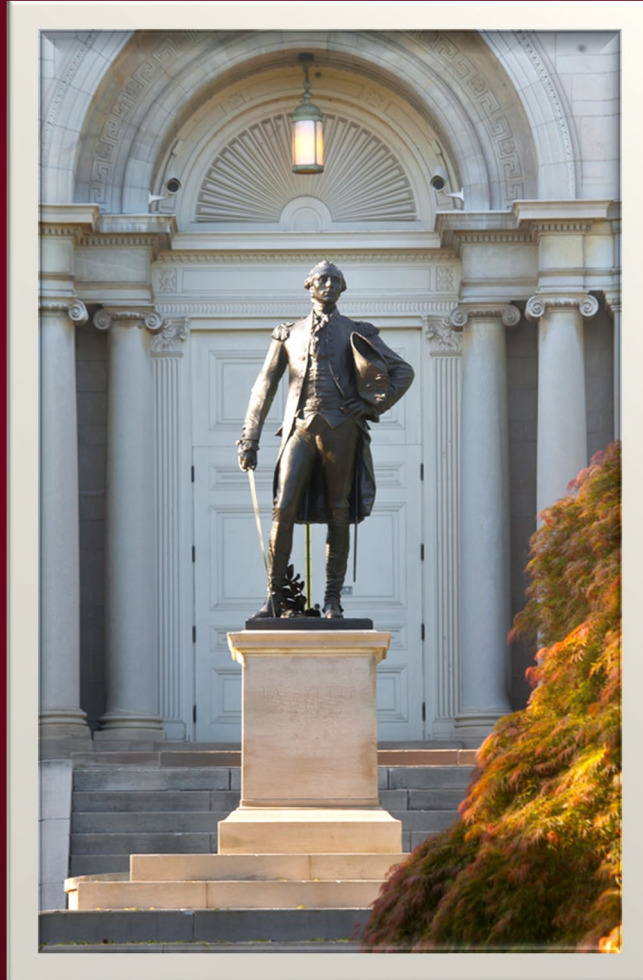


Welcome to



Introductions



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**
- **Approx. 865 Budgeted Employees
(including 231 faculty)**

www.lafayette.edu

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

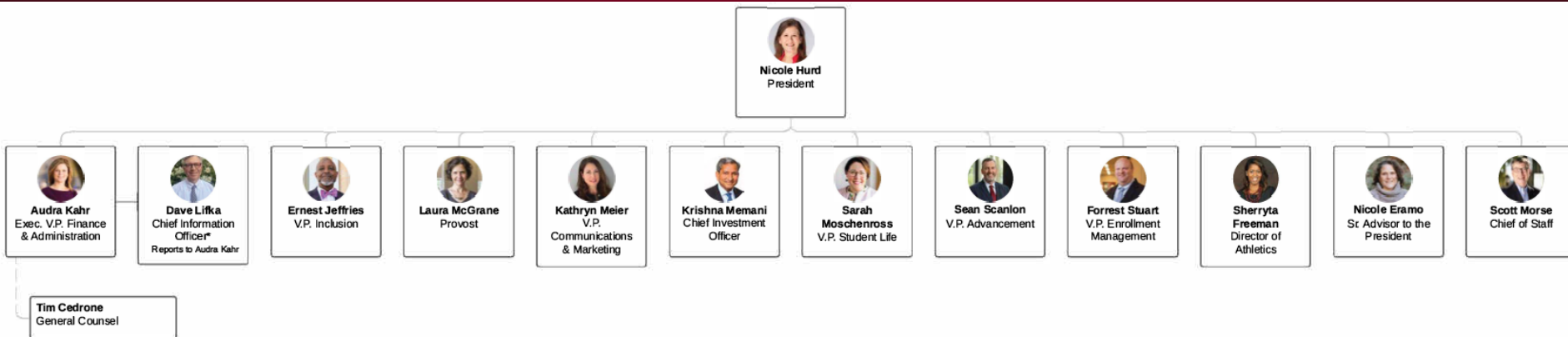
<http://www.youtube.com/lafayettecollege>

<https://www.linkedin.com/school/lafayette-college/about/>

<https://x.com/LafCol?mx=2>



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



Office of Human Resources

Audra Kahr

**Executive Vice President Finance & Business
Administration**

Alison Dougherty

Associate Vice President for HR

Cristie Lazart

Director of Human Resources/Benefits

Heather Hartner

Sr. Director, Talent Management & HR Operations

Jill Kauffman

Benefits Specialist

Renee Scholtz

Manager of HR Information Systems

Tammy Trach

HR Administrator

Karen Yaskanin-Jones

HR and Tuition Specialist

Human Resources: Home Page

Welcome to Human Resources at Lafayette College, an online resource for our faculty and staff, retirees, and potential new employees.

RECENT HR NEWS & ANNOUNCEMENTS

[MORE FROM HR NEWS >](#)

MAY 8, 2025

Summer Hours & Early Fridays Return This June

We're pleased to share that, starting Mon., June 2, 2025, the College will shift to summer hours. During this period, administrative offices and academic...

APR 21, 2025

Holiday Schedule for 2025-26

With the onset of warmer weather and thoughts of summer plans and beyond, the College is pleased to announce the holiday schedule for the 2025-26 academic...

FEB 26, 2025

Banner Self-Service Personal and Campus Information Updates

Staff and faculty can conveniently update their personal information in Banner Self-Service, including emergency contacts, email, and cell phone numbers...

HUMAN RESOURCES

[Employee's Quick Guide to Information](#)

[FAQ: International Travel and Immigration](#)

[Benefits](#)

[Employment](#)

[Staff Handbook](#)

[Manager's Page](#)

[Lafayette Employee Wellness Program \(LEWP\)](#)

[Employee Assistance Program & Family Caregiving](#)

[Forms and Resources](#)

[Policies](#)

[LVAIC Professional Development](#)

[Retirees & Employees Planning to Retire](#)

[HR Staff](#)

hr.lafayette.edu/

Human Resources: Employment

HUMAN RESOURCES - EMPLOYMENT

[Diversity and Inclusiveness Statement](#)

[Notice of Non-Discrimination](#)

Considering working at Lafayette? Here we are providing information and forms to help in your decision and transition.

JOB OPPORTUNITIES

NEW EMPLOYEES - FULL-TIME

NEW EMPLOYEES - PART-TIME/TEMPORARY

SUMMER EMPLOYMENT FOR NON-LAFAYETTE STUDENTS

EMPLOYEE BENEFITS

EMPLOYEE WELLNESS

2025-26 HOLIDAY SCHEDULE

WORK HOURS/OVERTIME

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Lafayette Employee Wellness Program (LEWP)

Employee Assistance Program & Family Caregiving

Forms and Resources

Policies

LVAIC Professional Development

Retirees & Employees Planning to Retire

HR Staff

Human Resources: Employment

ADDITIONAL INFORMATION

Lafayette College offers various benefit programs as part of a full-time employee total compensation package. All full-time employees (minimum of .75 FTE) are 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. Enrollment in these plans is NOT automatic. Participation cannot begin without completing the online enrollment.

Additional links are provided to help support you as you begin your employment.

[2025 Benefits Summary for New Employees](#)

[Benefits](#)

[Lafayette ID Card](#)

[Leopard Alert System \(Public Safety\)](#)

[Policies](#)

[Staff Handbook](#)

[Vehicle Registration](#)

ORIENTATION

General College Orientation is a presentation about Lafayette that covers topics such as department contacts, organizational structure, and life on campus.

[General College Orientation](#)

hr.lafayette.edu/employment/new-employees-full-time/

Human Resources: Benefits

[2025 Benefits Enrollment Brochure](#)

[VIEW, ENROLL, OR CHANGE YOUR BENEFITS](#)

hr.lafayette.edu/benefits/



Medical Benefits

Capital Blue Cross is our health insurance carrier



Dental

Dental coverage is provided by Delta Dental of PA



Vision

Voluntary vision program through NVA



FSA

Flexible Spending Account through WEX



HSA

Health Savings Account through HealthEquity



Life Insurance

MetLife Life Insurance



AblePay

AblePay Health Discount & Flexible Payment Program



COBRA

Temporary extension of health insurance coverage



Disability

MetLife Disability Insurance



EAP / Wellthy

Employee Assistance Program



FMLA / Parental Leave

Family Medical Leave Act / Parental Leave



Voya

Medical supplement for wellness and hospital confinement



Workers' Compensation

Workers' Compensation



Early Learning Center

Serving your child care needs



Employee Discount Programs

Discount Programs



Retirement Savings Plan

Retirement Savings through TIAA and Fidelity



Tuition Program

Tuition info. for employees



Travel Assistance / Health Insurance Abroad

Worldwide Medical, Travel, and Personal Assistance

Human Resources: Benefits

IMPORTANT DECISION TOOLS FOR 2025

[Active Rates 2025](#)

[Preventive Services Schedule](#)

[2025 Benefits Enrollment Brochure](#)

[Medical Plan Comparison Tool \(MyPlan Advisor\)](#)

HELPFUL VIDEOS

[AblePay](#)

[HDHP with HSA](#)

[Eligible expenses](#)

[Key Insurance Terms](#)

[FSA \(Flexible Spending Account\) Overview](#)

[Managing Prescription Costs](#)

[HSA \(Health Savings Account\) Overview](#)

[Primary Care / Urgent Care / ER](#)

Benefits

[Qualifying Life Event \(QLE\)](#)

[Retirement Savings Plan](#)

[Tuition Program Benefit](#)

[Financial Wellness](#)

[Benefit Plan Participant Notices](#)

hr.lafayette.edu/benefits/

Employee Wellness Program (LEWP)

Lafayette Employee Wellness Program (LEWP)

HUMAN RESOURCES - LAFAYETTE EMPLOYEE WELLNESS PR...

[MONTHLY NEWS](#) | [2025 WELLNESS CALENDAR](#) | [IMPORTANT DIABETES INFORMATION](#) | [LaFARM](#) | [LEHIGH VALLEY BUSINESS COALITION ON HEALTHCARE \(LVBCH\)](#) | [LAFAYETTE RECREATION SERVICES](#) | [MY HEALTHFINDER](#) | [WELLNESS TOPICS](#)

The Office of Human Resources has established the Lafayette Employee Wellness Program (LEWP) toward advancing a culture of health and wellness promotion.

In partnering with our benefit plan providers, the College will share health promotions with employees across the entire continuum of care, including wellness, behavior modification, disease management, and care management. Through these aspects, we look forward to engaging members, developing and evaluating programs, and supporting the modification of health behavior.

MONTHLY TIPS & RESOURCES

CHECK OUT THIS MONTH'S WELLNESS TIPS AND RESOURCES ›

- Healthy Aging
- Suicide Prevention
- Sleeping Well
- Cooking Demo
- Ovarian & Prostate Cancer Awareness
- Free Webinars

HUMAN RESOURCES

Employee's Quick Guide to Information

FAQ: International Travel and Immigration

Benefits

Employment

Staff Handbook

Manager's Page

Lafayette Employee Wellness Program (LEWP)

Employee Wellness News

Wellness Calendar

Employee Assistance Program & Family Caregiving

Forms and Resources

Policies

hr.lafayette.edu/wellness/

Human Resources: Forms and Resources

Forms and Resources

HUMAN RESOURCES - FORMS AND RESOURCES - HOME/CAMPUS ADDRESS CHANGE

[Change of Address/Name](#) | [Family Medical Leave \(FMLA\) Forms and Notices](#) |
[Life Status Event Change](#) | [Organizational Charts](#) | [Payroll and Banner](#) |
[Reasonable Accommodation Request](#) | [Retirees](#) | [Salary Reduction Agreement](#) |
[Tuition Program Applications](#) | [Additional Resources on Campus](#) | [Workplace Considerations](#)

hr.lafayette.edu/forms/

Personal and Campus Information Updates

Personal Information Changes:

[hr.lafayette.edu/Forms and Resources](http://hr.lafayette.edu/Forms%20and%20Resources)

- Name
- Address/Phone Number
- Dependents
- Marital Status
- Campus Address/Phone

Banner Self- Service:

- Emergency Contact Information
- Cell-phone updates
- Personal Email updates



Human Resources: Manager's Page

PERSONNEL ACTION FORMS

Personnel Action Forms are to be used by managers when requesting additional staff, for staff replacements or salary changes. The Personnel Action Form will be completed electronically, and may be saved during the process for completion later. PAF's must include a job description. Helpful information on writing job descriptions may be found in the Manager's Toolkit.

[Personnel Action Form](#)

PERSONNEL ACTION FORM - EXPRESS

The EXPRESS version of the Personnel Action Form may be used by managers when requesting Title Changes, FOAP changes, or One-Time or Recurring Stipends. The EXPRESS PAF must not be used if additional funding is required for the position.

[Personnel Action Form EXPRESS](#)

PAYROLL - BANNER LINKS AND INSTRUCTIONS

See Payroll - Banner Links and Instructions for Leave Approval and Reporting Instructions, and Web Time Entry and Approval Instructions

[Instructions for Leave Reporting and WebTime Entry \(main finance page\)](#)

[Web Time Entry Approval Instructions for Supervisors of Hourly Staff](#)

[Banner Leave Approval Process for Supervisors](#)

[Supervisor Reports To Change Request](#)

Human Resources: Manager's Page

MANAGER'S TOOLKIT

The following forms are provided to help managers and human resource (HR) professionals use assessment practices to reach their organizations' HR employment goals. These forms help managers evaluate and maximize chances for getting the right fit between jobs and employees.

[Employment Guide](#)

[Candidate Evaluation Form](#)

[Recruitment Search Process Form](#)

[Sample Reference Check Questions](#)

[Writing a Job Description](#)

[Reference Checking Form](#)

[Interfolio User Guide](#)

[Candidate Selection Form](#)

[Pre-Employment QA](#)

[Department Orientation - Manager Onboarding](#)

[Interviewing Guidelines](#)

[Exit Checklist - Supervisor](#)

[Sample Interview Questions](#)

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

hr.lafayette.edu/flexible-work-guidelines-procedures/

Holiday Schedule

2025-2026

INDEPENDENCE DAY: Friday, July 4, 2025

LABOR DAY: Monday, Sept. 1, 2025

THANKSGIVING: Thursday, Nov. 27, 2025 - Friday, Nov. 28, 2025

WINTER HOLIDAY RECESS: Wednesday, Dec. 24, 2025 - Thursday,
Dec. 25, 2025 - Friday, Dec. 26, 2025 *Monday, Dec. 29, 2025-
*Tuesday, Dec. 30, 2025 -*Wednesday, Dec. 31, 2025

NEW YEAR Thursday, Jan. 1, 2026 - *Friday, Jan. 2, 2026

MARTIN LUTHER KING, JR. DAY Monday, Jan. 19, 2026 OR
PRESIDENT'S DAY Monday, Feb. 16, 2026

MEMORIAL DAY: Monday, May 25, 2026

JUNETEENTH Friday, June 19, 2026

**FLOATING HOLIDAY (2)

- *Winter Recess Day

hr.lafayette.edu/employment



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 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: www.wfmz.com/station/apps/

Salaried Employees: Payroll

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



Payroll – Banner Links and Instructions

finadmin.lafayette.edu/information-for-faculty-staff/forms/

Banner Self- Service

selfservice.lafayette.edu/

Banner Self-Service: Salary

Access Banner Self-Service to view pay stubs, direct deposit, and deductions and enter leave.

Employee Dashboard

[My Profile](#)

Leave Balances as of 10/02/2025

VACATION in days

27.52

FLOATING HOLIDAY in days

1.00

MLK/PRESIDENTS DAY HOLIDAY in days

1.00

FUNERAL/DEATH IN THE FAMILY in days

0.00

JURY DUTY in days

0.00

MILITARY DUTY in days

0.00

[Full Leave Balance Information](#)

Pay Information



Latest Pay Stub: 09/25/2025

[All Pay Stubs](#)

[Direct Deposit Information](#)

[Deductions History](#)

Earnings



Benefits



Taxes



Job Summary



Employee Summary



My Activities

[Enter Leave Report](#)

[Request Time Off](#)

selfservice.lafayette.edu/

Hourly Employees: Payroll and Overtime

- 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.
- 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.



Banner Self-Service: Hourly

Access Banner Self-Service to enter your time, view pay stubs, direct deposit, deductions, and leave balances.

Employee Dashboard

Employee Dashboard

[My Profile](#)

Leave Balances as of 10/07/2025

EMERGENCY/APPT TIME in hours	14.50	MLK/PRESIDENTS DAY HOLIDAY in hours	7.25
FLOATING HOLIDAY in hours	14.50	VACATION in hours	232.71
		SICK LEAVE in hours	942.50

[Full Leave Balance Information](#)

Pay Information

Latest Pay Stub: 09/26/2025

All Pay Stubs

Direct Deposit Information

Deductions History

Earnings

Benefits

Taxes

Job Summary

Employee Summary

My Activities

Enter Time

Approve Time

Approve Leave Report

Approve Leave Request

Campus Directory

Position Description

selfservice.lafayette.edu/

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.

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. EAP is provided for through a third party (Health Advocate)

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. hr.lafayette.edu/benefits/employee-assistance-program/

Resources/Events

Wellness Newsletter

hr.lafayette.edu/wellness/#newsletter

Financial Wellness

hr.lafayette.edu/financial-wellness/

Lafayette Today

today.lafayette.edu/category/announcements/

Lafayette beyond campus

Lafayette College Investment Office - NYC

www.lafayette.edu/investment-office/

Downtown Easton – Alpha Building:

Admissions

Communications

ITS

Metzger Fields (Forks):

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 campus and community, multidisciplinary student engagement through classroom participation and academic research.

Communications Division

Email from the Communications Division about events and happenings on campus

[Lafayette Today](#)

College Calendar

calendar.lafayette.edu/

Information Technology Services (ITS)



- News & Events
- Policies
- Help with Technology
- Submit a Help Desk Ticket

its.lafayette.edu/

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 spouse/dependents.)

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



williamscenter.lafayette.edu/



Skillman and Kirby Libraries

Hours of Operation, Library News, Research Tools

library.lafayette.edu/

For Faculty and Staff

library.lafayette.edu/services-help/services/



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

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.

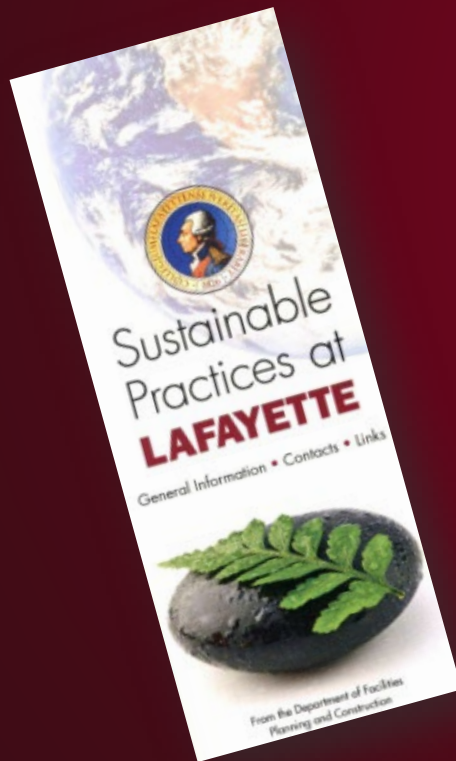
Bright Horizons, Early Education and Preschool

childcare.lafayette.edu/



Sustainability

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.



sustainability.lafayette.edu/
sustainability.lafayette.edu/events/



Dining and Meal Plan

- Upper Farinon*/Lower Farinon
- Marquis Dining Hall/ Café*
- Simon's Market
- Gilbert's Café
- Skillman Coffee Shop Café
- Clay Ketcham* (Faculty/Staff Dining Room)
- ECO Café



***Staff/Faculty Meal Plans:** Enhance the sense of community at Lafayette by dining with your colleagues and our students in our on-campus dining facilities. A significant portion of our cooked from scratch food is sourced locally. (5 – 10 – 20 meal plans)

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

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

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

hr.lafayette.edu/lvaic-professional-development/



LVAIC Members: Cedar Crest, DeSales, Lafayette, Lehigh, Moravian, Muhlenberg

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.

-

admincouncil.lafayette.edu/

Administrative Council

Millie Barry, 2025-26 Chair (2025-27),
Abbie Steinly, 2025-26 Vice Chair (2023-26)
Tabitha Klaus, Academics (2025-26, Chair coverage)
Kate Pitts, Academics (2025-28)
Sarah Lumi, Advancement (2025-28)
Megan Pagats, Advancement (2025-26, Vice Chair coverage)
Carly Riepenhoff, Athletics (2025-27)
Jill Spatz, Communications (2023-26)
DySean Alexander, Enrollment (2023-26)
Grace Marchena Bechtel, Enrollment (2025-28)
Aimee Torrisi, Finance & Administration: All subdivisions (2024-27)
Amy Cunard, Finance & Administration: Facilities (2025-28)
Tracey Burton, Finance & Administration: Finance & Business Services (2024-27)
Jill Kauffman, Finance & Administration: Human Resources (2025-28)
(Open Seat), Finance & Administration: Public Safety
Gabby Hochfeld, Inclusion (2025-26)
Peter Hoernle, ITS (2025-27)
Mike Nass, ITS (2025-28)
Jake Bates, Student Life (2024-26)
Melissa Schultz, Student Life (2024-27)
Alissa Carver, Union (2023-26)
Scott Morse, President's Office (ex-officio)
Hannah Tatu, College Budget Planning Committee representative (ex-officio)

Policies

- Leave of Absence
- EEO/Nondiscrimination
- Equal Opportunity, Harassment and Non-Discrimination
- Title IX Policy and Procedures
- HIPAA and Health Plan Report
- Drug-Free Workplace
- Smoking Policy
- Staff Handbook
- Whistleblower Protection Policy

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.

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.

hr.lafayette.edu/family-medical-leave-act-fmla/

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 maximums under the FMLA.

hr.lafayette.edu/forms/

Non-Discrimination Statement

Lafayette College does not discriminate, or permit discrimination, 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 any educational programs and activities it operates, including 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); 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); the Age Discrimination Act of 1975 (which requires that the College not discriminate on the basis of age); and other applicable laws and College policies.

sash.lafayette.edu/policies-laws/

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.

sash.lafayette.edu/get-informed/policies-laws/

Reporting Obligations

College policies require all employees (faculty, staff, administrators), except those designated as confidential, to report all incidents of bias, harassment, discrimination, and sexual misconduct. (Mandated Reporters)

Reporting Options

Title IX/Sexual Misconduct

Title IX/Sexual Misconduct Incident Reporting Form

One Pard Form

Bias/Harassment/Discrimination

Bias, Harassment, Discrimination and/or Retaliation Incident Reporting Form

One Pard Form

Report to the College:

Director of Institutional Equity/Title IX Coordinator

Karen A. Salvemini

Reporting to the Police:

Lafayette College Dept of Public Safety

Jeff Troxell, Director of Public Safety

Title IX Coordinators

Karen Salvemini

Director of Institutional Equity and Title IX Coordinator

Office of Inclusion

006C Markle Hall

(610) 330-5649

salvemik@lafayette.edu

Ali Dougherty

Associate VP, Human Resources

Human Resources

12 Markle Hall

Easton, PA 18042

(610) 330-3172

dougheal@lafayette.edu

Terrence Haynes

Associate Director of Residence Life & Deputy Title IX Coordinator

Student Life

132 Farinon Center

(610) 330-5335

haynest@lafayette.edu

Lauren Anderson

Dean of the Faculty

Provost Office

219 Markle Hall

(610) 330-5965

andersol@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

Resources & Education

- **Policy on Equal Opportunity, Harassment, and Non-Discrimination**
- **Resolution Process for Alleged Violations of the Policy**

sash.lafayette.edu/get-informed/

- **Annual Security Report**

publicsafety.lafayette.edu/annual-safety-report/

- **On-Line Training: Title IX**

This online mandatory training course (Catharsis Productions) educates on the rights and responsibilities to address, report, and prevent sexual misconduct and foster a safe, respectful learning and working environment.

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

publicsafety.lafayette.edu

Jeff Troxell, Director of Public Safety

Emergency Response Plans

Critical Event (External Campus-Wide Alarm)

Leopard Alerts

- Free service (sign up at 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.

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.

hr.lafayette.edu/threat-assessment/

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.

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.

Environmental Health & Safety

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

Hazard Communication Standard

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

Emergency Number: (610) 330-4444

publicsafety.lafayette.edu/environmental-health-and-safety-ehs/

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

Accident Reports and Workers' Compensation

Report all accidents and injuries within 24 hours.

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, an Employee Rights & Duties form, and a Medical Treatment for Injury form.

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.

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.

Drug-Free Workplace/Smoking Policy

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 assistance

hr.lafayette.edu/policies/



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

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.

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.

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?