Welcome to

LAFAYETTE COLLEGE

Introductions

Information About Lafayette College

- **Founded in 1826**
  https://www.lafayette.edu/bicentennial/
- **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

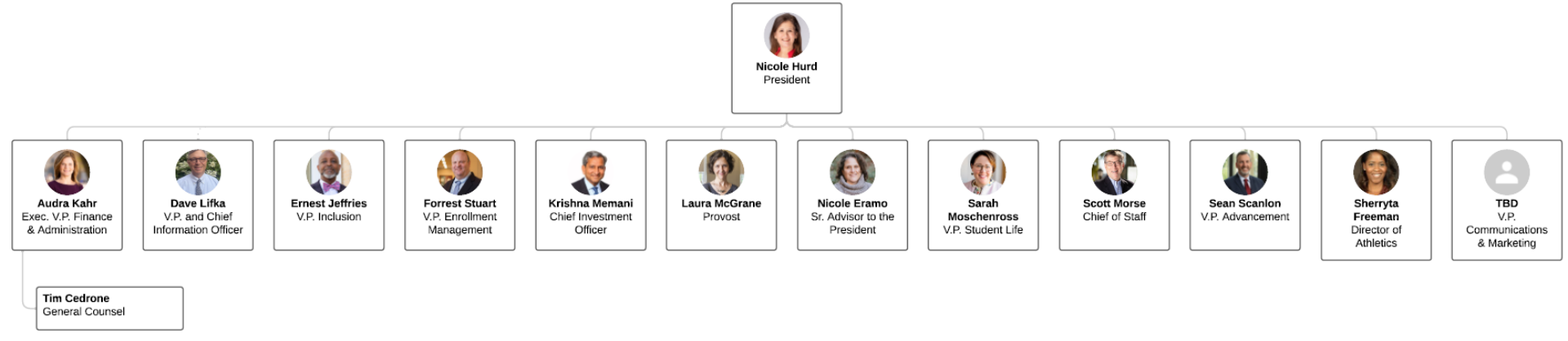
https://about.lafayette.edu/lafayette-at-a-glance/

https://www.Instagram.com/lafayettecollege
http://www.youtube.com/lafayettecollege
https://www.linkedin.com/school/lafayette-college/about/
https://x.com/LafCol?mx=2

Organization Information

https://president.lafayette.edu/

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 ›

FEB 25, 2026

Reminder: Submit Tuition Program Applications for Employees and Dependents

As college application season is underway for the upcoming academic year, the Office of Human Resources would like to remind faculty and staff to review...

FEB 4, 2026

Tuition Exchange Program Update (Effective January 1, 2026)

The Tuition Exchange (TE) Program is a reciprocal scholarship program available at more than 700 participating institutions for eligible dependents of...

DEC 11, 2025

Winter Weather & Emergency Conditions

As we enter the winter season, the potential for inclement weather increases, sometimes warranting adjusting working hours or closing administrative offices...

HUMAN RESOURCES

- Employee's Quick Guide to Information
- Benefits
- Employment
- Staff Handbook
- Awards Program
- Professional Development
- Manager's Page
- Lafayette Employee Wellness Program (LEWP)
- Employee Assistance Program & Family Caregiving
- FAQ: International Travel and Immigration
- Forms and Resources
- Policies
- Retirees & Employees Planning to Retire
- HR Staff

hr.lafayette.edu/

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

HUMAN RESOURCES

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- 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.

- 2026 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

2026 Benefits Enrollment Guide

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

- Active Rates 2026
- 2026 Benefits Enrollment Guide
- Preventive Services Schedule 2026
- Medical Plan Comparison Tool (MyPlan Advisor) for 2026

HELPFUL VIDEOS

- AblePay
- Eligible expenses
- FSA (Flexible Spending Account) Overview
- HSA (Health Savings Account) Overview
- HDHP with HSA
- Key Insurance Terms
- Managing Prescription Costs
- Primary Care / Urgent Care / ER

TAX INFORMATION: 1095-C

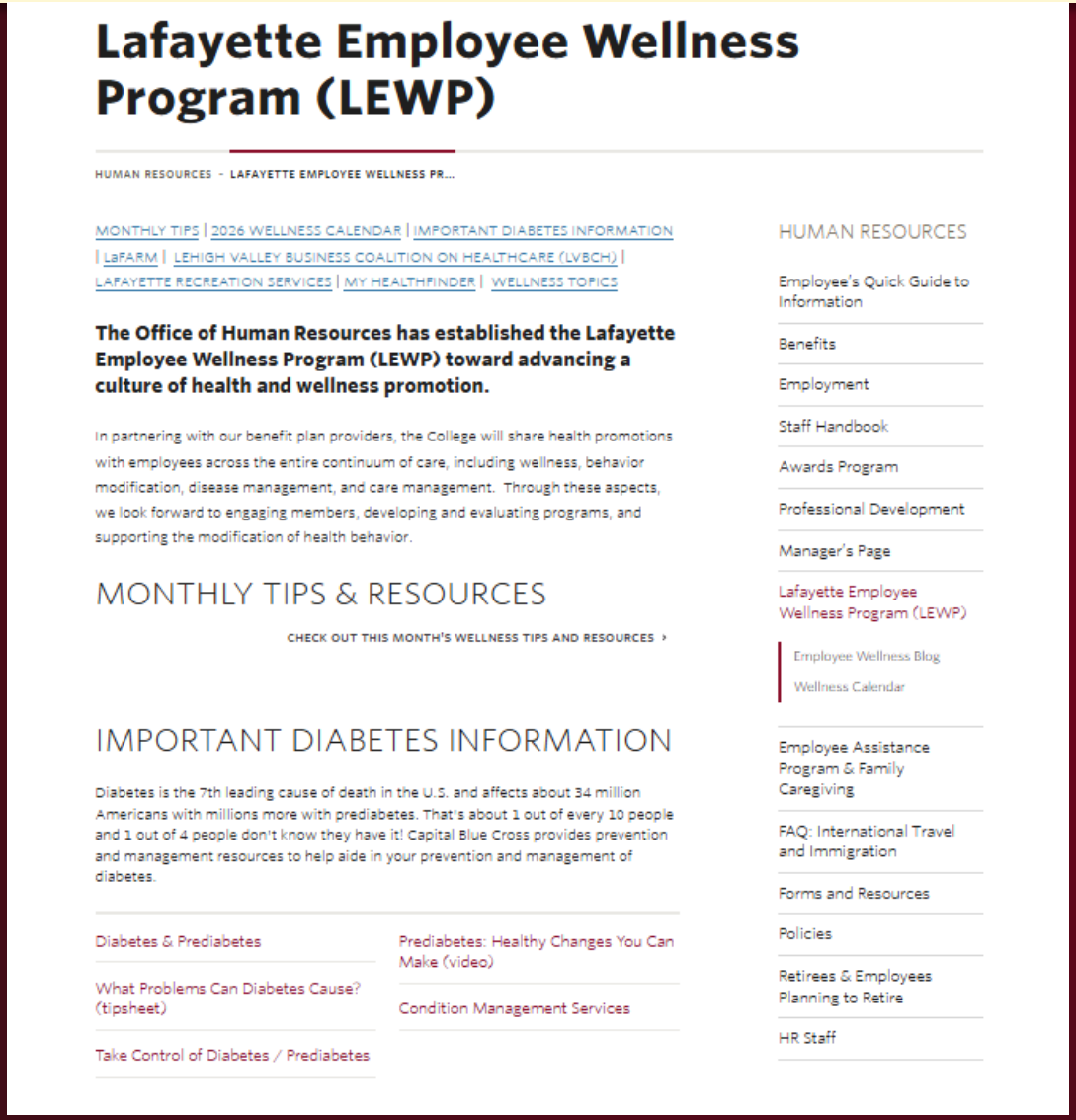
1095-C Health Coverage Tax Document Information

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 TIPS | 2026 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 ›

IMPORTANT DIABETES INFORMATION

Diabetes is the 7th leading cause of death in the U.S. and affects about 34 million Americans with millions more with prediabetes. That's about 1 out of every 10 people and 1 out of 4 people don't know they have it! Capital Blue Cross provides prevention and management resources to help aide in your prevention and management of diabetes.

- Diabetes & Prediabetes
- What Problems Can Diabetes Cause? (tipsheet)
- Take Control of Diabetes / Prediabetes
- Prediabetes: Healthy Changes You Can Make (video)
- Condition Management Services

HUMAN RESOURCES

- Employee's Quick Guide to Information
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- Employment
- Staff Handbook
- Awards Program
- Professional Development
- Manager's Page
- Lafayette Employee Wellness Program (LEWP)
  - Employee Wellness Blog
  - Wellness Calendar
- Employee Assistance Program & Family Caregiving
- FAQ: International Travel and Immigration
- Forms and Resources
- Policies
- Retirees & Employees Planning to Retire
- HR Staff

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

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

Banner Self- Service:

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

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

2026-2027

INDEPENDENCE DAY: Friday, July 3, 2026

LABOR DAY: Monday, Sept. 7, 2026

THANKSGIVING: Thursday, Nov. 26, 2026 - Friday, Nov. 27, 2026

WINTER HOLIDAY RECESS: Wednesday, Dec. 23, 2026 - Thursday, Dec. 31, 2026

NEW YEAR Friday, Jan. 1, 2027

MEMORIAL DAY: Monday, May 31, 2027

JUNETEENTH Friday, June 18, 2027

**FLOATING HOLIDAY (3)

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**

- Leopard Alert for School Closings

Salaried Employees: Payroll

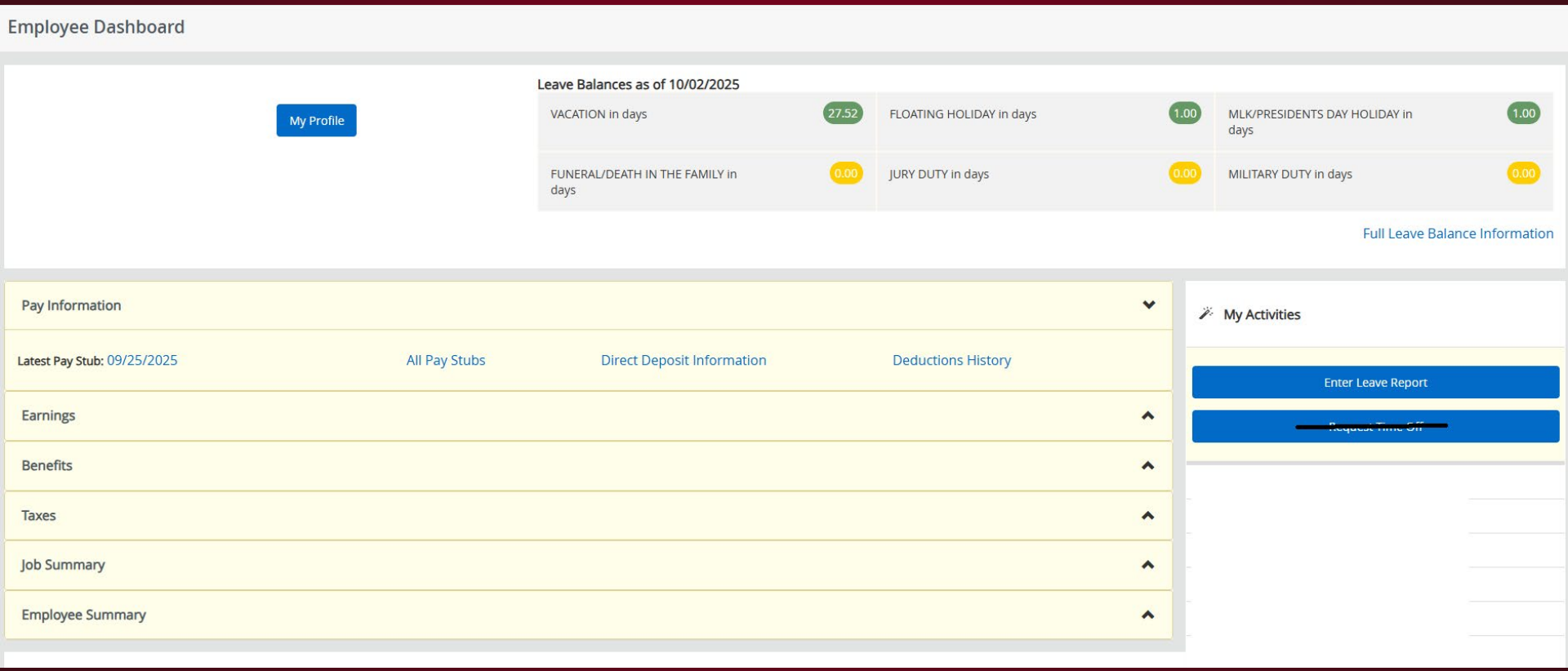
- The payday for the monthly Faculty/Administrators paychecks is the 25th of the month.
- Leave Reporting on Banner (Tracks Vacation-Floating Holidays-Sick Days)
- If the 25th of the month falls on a Saturday, Sunday, or holiday, the pay date is the preceding workday.

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.



selfservice.lafayette.edu/

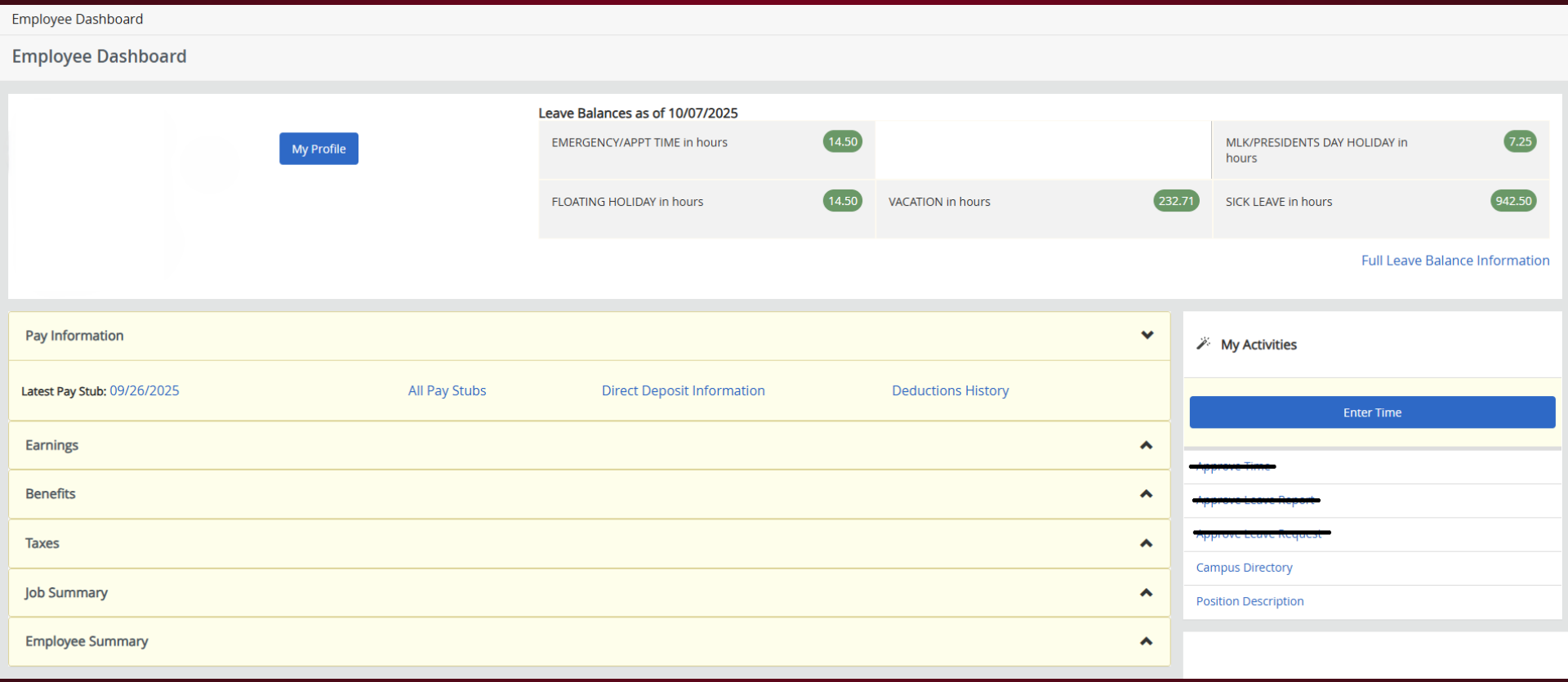
Hourly Employees: Payroll and Overtime

- 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.



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 (Feather House) 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
- Childcare, Adult and Eldercare Services
- Identity Theft Services
- 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

Wellness Newsletter – LEWP Program
hr.lafayette.edu/wellness/#newsletter

Financial Wellness - Benefits
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
- Guides and Policies
- Help with Technology
  https://help.lafayette.edu/
- Submit a Help Desk Ticket
- Borrow Technology
  https://help.lafayette.edu/technology-lending/

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

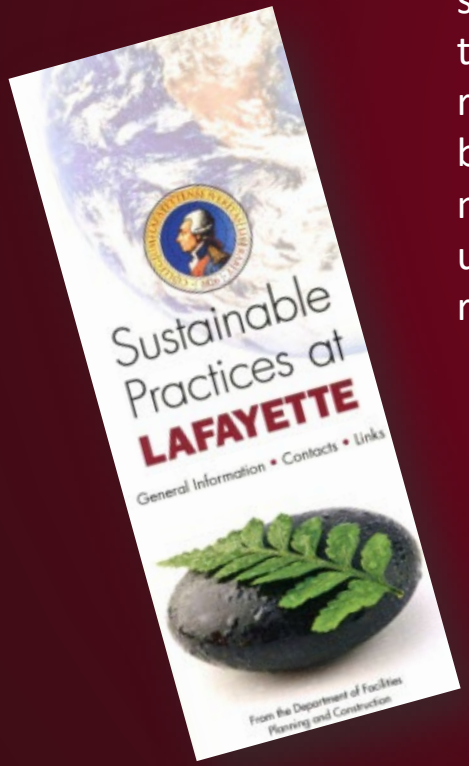
The Lafayette College Early Learning Center (LCELC) offers quality, nurturing child care and an age-appropriate learning environment for children from 6 weeks old through age 5.

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 Spotz, 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)

College Policies and Procedures

- Leave of Absence
- Diversity and Inclusiveness
- Non-Discrimination and Equal Opportunity Notice
- Title IX Policy and Procedures
- HIPAA and Health Plan Report
- Drug-Free Workplace
- Smoking Policy
- Staff Handbook
- Whistleblower Protection Policy
- ….And more on the policies page

hr.lafayette.edu/policies/

Family Medical Leave (FMLA)/Parental Leave

Policy:

Lafayette College will grant and provide eligible leaves of absence in accordance with the federal Family and Medical Leave Act. Employees/Supervisors should inform HR of any sick leave absence that exceeds one week. (up to 12 weeks unpaid, job protected leave)

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 Institutional 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 or (610) 330-5712

Jeff Troxell, Director of Public Safety

Annual Security Report

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

- Procedures, policies on: emergencies, fire safety, education and prevention programs for employees and students.

publicsafety@lafayette.edu

publicsafety.lafayette.edu

Public Safety – Emergency Management

Prevention, mitigation, preparedness, response and recovery are the five steps of Emergency Management.

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 by r**eporting imminent or potential threats.

hr.lafayette.edu/threat-assessment/

Reporting an Emergency: Any emergency warrants a call to Public Safety, even if you think someone else has called.

https://publicsafety.lafayette.edu/crime-prevention/emergency-management/emergency-guidelines/

Notifications: Lafayette College uses the Leopard Alert Service to notify students, parents and staff in the event of any emergency on or near campus, or weather-related emergencies.

https://publicsafety.lafayette.edu/crime-prevention/emergency-management/

Environmental Health & Safety

- EH&S is tasked with creating, implementing, and maintaining a complete health, safety, and environmental protection program for the College.
- EH&S Supports the health and safety of Lafayette:
  - Occupational Health & Safety
  - Industrial Hygiene
  - Fire & Life Safety
  - Workers' Compensation and Risk Management
  - Safety Committee
- Standard Operating Procedures
  - Documentation covers protocols, guidelines, safety procedures and prevention
- Safety Data Sheets (SDS)
  - provides information on the hazards of chemicals and how to use them properly.
- Work-related Injury Procedures

Emergency Number: (610) 330-4444

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

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.

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.

Bloodborne Pathogens

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:

	JOB TITLE	DEPARTMENT/LOCATION
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.

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 (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.

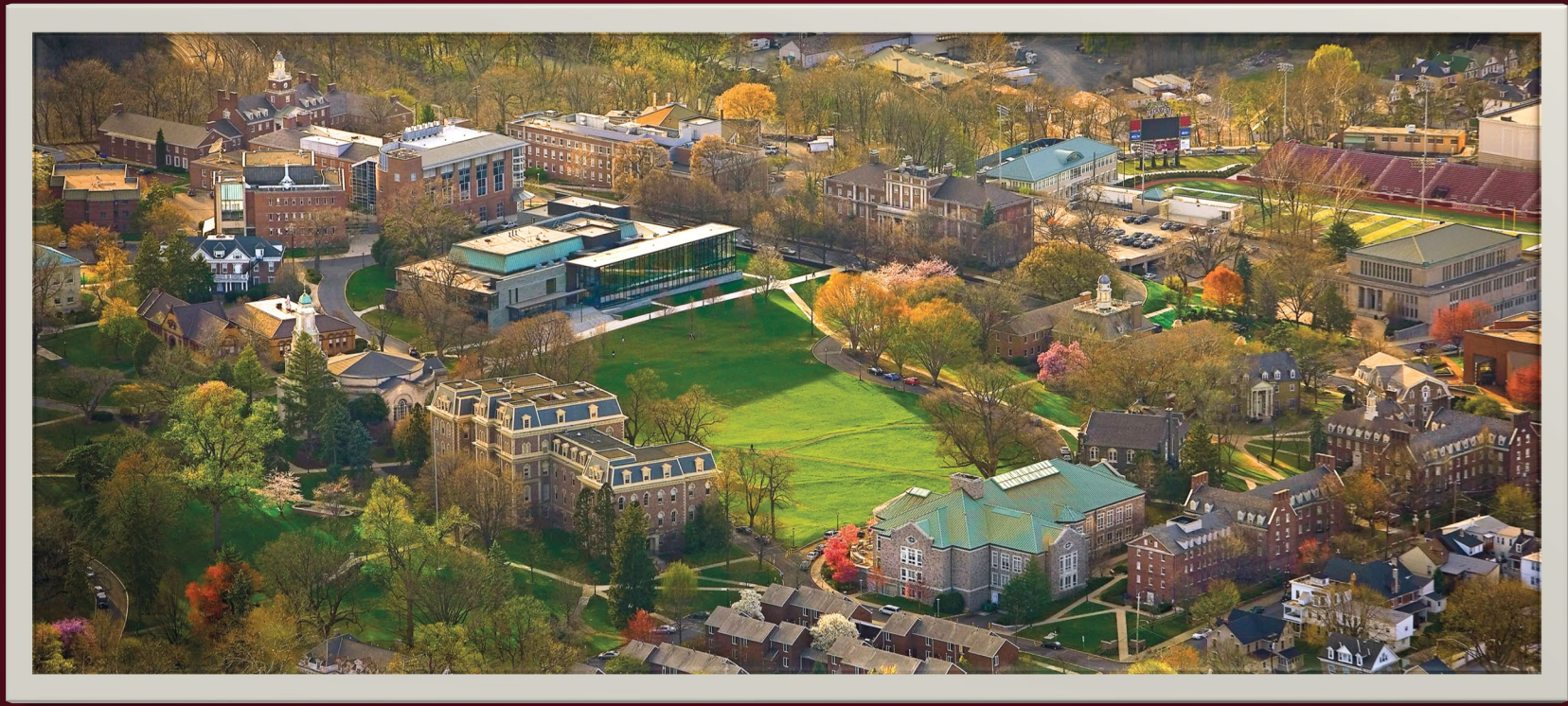
Anonymous Tip Hotline

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?