

Staff Handbook

LAFAYETTE

COLLEGE

Instructions: [Click this link to sign via DocuSign](#)

ACKNOWLEDGEMENT OF RECEIPT & REVIEW

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

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

Employee's Signature

Employee's Name (Print)

Date

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INTRODUCTION

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

This Handbook is a general guideline adopted by the College for informational purposes only. It is not intended to be, nor does it create an expressed or implied contract of employment or any other contractual rights, obligations, or liabilities.

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

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

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

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

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

EXPECTATIONS AND RESPONSIBILITIES

Employees are hired because their skills, experience, and knowledge align with the needs of the College. By accepting employment, each employee also accepts responsibility for maintaining high standards of conduct, performance, and professionalism. Failure to meet these expectations may result in corrective or disciplinary action, up to and including termination of employment. The goal of discipline is to support improvement and preserve employment whenever possible. While specific expectations are detailed throughout this Handbook and will be communicated during the course of employment, employees are generally expected to:

- Act with honesty, integrity, and professionalism in all work-related activities. Treat colleagues, students, alumni, vendors, and members of the community with respect, courtesy, and fairness.
- Uphold the College's commitment to nondiscrimination by ensuring equal treatment regardless of race, color, national or ethnic origin, disability, religion, age, military or veteran status, gender, sexual orientation, gender identity or expression, pregnancy or parental status, genetic information, or any other characteristic protected by law or policy.
- Be dependable by reporting to work on time, prepared, and fit for duty, while minimizing absences, lateness, and early departures.
- Provide timely notice of unavoidable absences, delays, or early departures in accordance with College policy.
- Carry out job responsibilities efficiently, thoroughly, and with care, while observing all safety, health, and security requirements.
- Protect College property and resources from misuse, damage, or theft.
- Report accidents, injuries, theft, or unusual incidents to a supervisor immediately.
- Avoid conflicts of interest or activities that may give the appearance of such conflicts.
- Follow all College policies, procedures, rules, and supervisory instructions.
- Use College property and resources only for work-related purposes, unless prior approval is given.
- Operate College vehicles in compliance with the [College's Transportation Policy](#).
- Be accurate and honest in all records, including time, pay, and expenses.
- Maintain a professional appearance and demeanor appropriate to the workplace.
- Follow all local, state, and federal laws.

Code of Conduct for Business Activities

Employees are responsible for their conduct on the College's premises, whether on or off duty. The College's standards of conduct and behavior expectations also apply when employees are traveling on College business, performing work, or otherwise representing the College away from campus. Employees are expected to conduct themselves in a manner that reflects positively on the College, and off-campus conduct may affect employment when it has a direct impact on the College's legitimate business interests, operations, reputation, or the employee's ability to perform their job. When engaging in personal activities outside the College, employees should make clear, when appropriate, that they are acting in their personal capacity and not as representatives of the College.

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

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

Ethical Standards

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

Conflict of Interest Policy

All employees of Lafayette College are expected to conduct College business with integrity, impartiality, and in the best interests of the institution. Employees must avoid actual, potential, or perceived conflicts of interest between their personal interests and their responsibilities to the College.

No officer, administrator, manager, or employee shall engage in any activity, investment, employment, business relationship, transaction, or arrangement that could compromise, or reasonably appear to compromise, their ability to act in the best interests of the College. This includes accepting any position, financial interest, benefit, or other opportunity that conflicts with, or appears to conflict with, the employee's duties to the College.

Employees may not participate in or influence any College decision involving a business or financial transaction in which they, a member of their immediate

family, or another related party has a direct or indirect financial interest, unless the conflict has been fully disclosed and appropriately reviewed in accordance with College policies and procedures.

An actual, potential, or perceived conflict of interest exists when an employee or a relative has a personal, financial, or other interest that could compromise, or reasonably appear to compromise, the employee's ability to act impartially and in the best interests of the College in connection with any matter, decision, or transaction involving the College. For purposes of this policy, **relatives** include a parent, parent-in-law, child, child-in-law, sibling, grandparent, grandchild, current or former spouse, domestic partner, civil union partner, or any other individual who resides in the employee's household.

Conflicts of interest may include, but are not limited to, outside employment or consulting arrangements; ownership or financial interests in entities doing business with or seeking to do business with the College; transactions involving relatives or other related parties; or any other circumstance in which an employee's personal interests could influence, or reasonably appear to influence, the employee's judgment or decision-making on behalf of the College.

Any employee who becomes aware of an actual, potential, or perceived conflict of interest must promptly disclose the matter in writing to their supervisor and the Executive Vice President for Finance and Administration. The College will review the disclosure and determine whether any management, mitigation, or recusal measures are necessary to protect the interests of the institution.

Failure to disclose or appropriately address a conflict of interest may result in disciplinary action, up to and including termination of employment.

Gifts and Gratuities

Employees shall not solicit or accept gifts, favors, services, entertainment, discounts, or other gratuities from current or prospective vendors, contractors, consultants, or other individuals or organizations doing business with, or seeking to do business with, the College if the gift could reasonably be perceived as influencing the employee's judgment, business decisions, or the performance of their official duties, or could reasonably be perceived as a reward for such decisions or actions.

If an employee is offered a gift or gratuity, the employee should:

- Politely decline the gift whenever practicable.
- Suggest that the donor make a charitable contribution to the College instead of providing the gift, when appropriate.

- If the gift is modest in nature and suitable for shared use, accept it only on behalf of the College and make it available for the benefit of the College community, consistent with applicable College procedures.

Employees who have questions regarding the appropriateness of accepting a gift or who receive an offer that may present a conflict of interest should consult the Executive Vice President for Finance and Administration before accepting the gift whenever possible.

Confidentiality

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

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

During employment:

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

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

- Employees must immediately return to the College, without retaining copies, any and all electronic data, devices, and printed records, including, but not limited to, correspondence, documents, CDs, flash drives, external hard drives, drawings, specifications, writings and similar items, which relate to the College's business

operations, customers, prospective customers, employees, students, suppliers, alumni, vendors, etc., regardless of where such items were kept or prepared.

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

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

Employment Records

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

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

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

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

Consistent with applicable law, the employment record/personnel file shall not include records of an employee relating to the investigation of a possible criminal offense, letters of reference, documents that are being developed or prepared for use in civil, criminal or grievance procedures, medical records, or records or material which are used by the College to plan for future operations.

Absent written approval from the College, only representatives of the Office of Human Resources are authorized to respond to employment verifications for former and existing employees. Generally, in responding to requests, the College

will limit its response to the following information: dates of employment and position(s) held. Generally, employees should not provide official references on behalf of the College without prior authorization.

Outside Employment and Business Activities

Outside employment and business activities are permitted provided that it does not interfere or conflict with the employee's duties and responsibilities to the College and does not adversely affect the ability of the employee to perform their job satisfactorily. Employees are prohibited from working for another employer and conducting outside business activities during their regular working hours for the College, and they are prohibited from using College resources in connection with their outside employment and business activities. "Moonlighting" is a matter of personal choice and individual judgment of the employee. Outside business and activities with another educational institution should be disclosed to the employee's supervisor. The College expects, however, that employees consider their position at the College to be of primary importance.

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

Employment of Relatives (Nepotism)

No employee may work in a position that involves a direct supervisory relationship with a relative¹. Further, no employee may work in a position in which the employee has the authority to influence, directly or indirectly, any term or condition of employment of a relative, or when the relative would have such authority over the employee. Further, no employee shall have hiring authority over another relative nor shall vote, make recommendations or in any other way participate in the decision of any matter that may directly affect the appointment, hiring, promotion, demotion, salary, or other status or interest of a relative. Employees are expected to voluntarily recuse themselves from participation in personnel decisions in which a relative is involved.

An applicant will not be hired for a position that would conflict with the restrictions outlined in this policy. If an employment relationship prohibited by this policy develops between existing employees due to marriage, a change in the relationship, a change in responsibilities, promotion, or for any other reason, the

¹For purposes of this policy, a "relative" is defined as a parent, parent-in-law, child, child-in-law, sibling, grandparent, grandchild, current or former spouse, ex-spouse, domestic partner, or civil union partner, or anyone else who, although not related by blood or marriage, resides in the same home as the employee.

employees must notify the College immediately, and the College will seek to resolve the situation. If a suitable resolution is not possible, one of the employees may be required to transfer to a different position or be terminated.

Non-Discrimination and Equal Opportunity

Lafayette College is committed to creating an inclusive environment for all faculty, staff, and students. All members of the College community share a responsibility for creating, maintaining, and developing a working and learning environment in which difference is valued, equity is sought, and inclusiveness is practiced. Accordingly, the College has issued a [Policy on Equal Opportunity, Harassment and Non-Discrimination](#), and a related [Resolution Process and a Policy and Resolution Process](#) compliant with Title IX of the Education Amendments of 1972.

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

The College's policies apply to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, demotion, discipline, termination, layoff, recall, transfers, leaves of absence, compensation, benefits, and training. Employment decisions are based solely on merit, qualifications, and abilities.

Any employee of the College found to be engaging in any type of unlawful discrimination may be subject to disciplinary action, up to and including termination of employment.

Retaliation in any form against a College employee who exercises, in good faith, the right to make a report and/or complaint regarding harassment, discrimination, or sexual harassment/misconduct is strictly prohibited and will itself constitute a basis for appropriate disciplinary action.

College employees (with the exception of those employees designated as confidential by College policies) are required to report incidents of bias, harassment, discrimination, and sexual misconduct that involve students. College employees serving as supervisors are required to report all forms of bias, harassment, discrimination, and sexual misconduct of which they become aware.

Reports may be made by contacting the Director of Institutional Equity at 610-330-5649 or salvemik@lafayette.edu or the Department of Public Safety at 610-330-4444. Reports may also be submitted via the [Title IX/Sexual Misconduct Incident Reporting Form](#) or the [Bias, Harassment, Discrimination, and/or Retaliation Incident Reporting Form](#).

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of the Director of Institutional Equity/Title IX Coordinator and/or the Associate Vice President of Human Resources.

For more information about equal opportunity policies and processes, visit <https://sash.lafayette.edu/get-informed/policies-laws/>.

PROTECTING OUR CAMPUS COMMUNITY

Retaliation

At Lafayette College, we are committed to maintaining a workplace rooted in trust, safety, and open communication. We strictly prohibit and do not tolerate retaliation, harassment, or any form of adverse employment action against any individual who, in good faith, reports a violation of College policy or law applicable to the College, or participates in an investigation.

Protected Activities: Employees are protected under this policy from retaliation when engaging in protected activities. For purposes of this policy, protected activities are defined as follows:

- **Reporting misconduct:** Filing a formal or informal complaint regarding discrimination, sexual harassment, wage disputes, or safety concerns.
- **Participating in an investigation:** Serving as a witness, providing testimony, or answering questions during an internal or external investigation.
- **Exercising legal rights:** Exercising rights guaranteed to College employees under applicable federal, state, and local laws, such as requesting reasonable accommodations for disabilities or sincerely held religious beliefs, inquiring about College pay practices, or engaging in concerted activities.
- **Refusing illegal orders:** Declining to follow a directive that violates applicable laws or safety regulations.

Prohibited Retaliatory Actions: Retaliation can be overt or subtle. The College bans any negative actions taken to penalize or deter an employee from speaking up, including:

- Discipline, such as termination, demotion, or suspension.
- Reduction of pay, cutting hours, or enforcing undesirable schedule changes.
- Unjustified negative performance reviews.
- Social isolation, exclusion from mandatory team meetings, or public mocking.
- Threats regarding immigration status or reporting to law enforcement.

Reporting and Investigation Procedures: If you believe you have experienced or witnessed retaliation, you must report it immediately to the College through one of the following methods:

- Contact Human Resources directly at hroffice@lafayette.edu or 610-330-5060.

- Utilize EthicsPoint (the Anonymous Hotline at 1-800-539-6085) if you prefer to report confidentially. The hotline is not designed for reporting emergencies. If the situation being reported is urgent or emergent, please call the Office of Public Safety immediately at (610) 330-4444.
- Make a submission via the [Bias, Harassment, Discrimination, and/or Retaliation Incident Reporting Form](#).

All reported incidents will be investigated promptly, thoroughly, and impartially. Information will be kept highly confidential and shared only on a strict need-to-know basis with appropriate College officials.

Disciplinary Consequences:

Any manager, supervisor, or employee found to have engaged in retaliatory behavior will face disciplinary action. This includes, but is not limited to, verbal or written warnings, suspension, or immediate termination of employment.

Employee Reporting of Convictions and Arrests

As a condition of employment, all employees are required to notify the Office of Human Resources in writing within 72 hours of any criminal conviction for a felony or misdemeanor or any arrest that occurs during their employment with Lafayette College.

Employees must also report any conviction involving the unlawful manufacture, distribution, dispensing, possession, sale, or use of a controlled substance or alcohol.

The College will evaluate the circumstances of a conviction or arrest, including its relationship to the employee's position and responsibilities, and may take appropriate employment action, up to and including disciplinary action or termination of employment, consistent with applicable law.

Failure to provide the required notification may result in disciplinary action, up to and including termination of employment.

Protection of Minors

To ensure the safety of all students and/or visitors under the age of 18 who attend the College or participate in its programs, all Lafayette employees (faculty and staff) are considered mandated reporters. Every employee of the Lafayette College community has the duty and obligation to immediately report suspected instances of the abuse of minors. Failure to do so may result in discipline, up to and including termination of employment.

If you see, have knowledge of, or reasonably suspect that an act of abuse of a minor has occurred, you must act immediately by making a report to law enforcement and state authorities as follows:

Immediately contact the Lafayette College Office of Public Safety at (610) 330-4444. In emergencies, call 911. Reports can be made 24 hours a day, 365 days per year. Even if you are uncertain whether a crime against a child has been committed, immediately report what you know.

Immediately make an oral report to the Pennsylvania Department of Human Services via Childline at 1-800-932-0313 or an electronic report using the Child Welfare portal at <https://www.compass.dhs.pa.gov/cwis/public/home>. Reports can be made 24 hours a day, 365 days per year.

Workplace Violence Policy

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

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

- **Threatening to harm any employee, student, alumni, or non-employee with whom we interact.** Prohibited threats can be written or oral, expressed, or implied. The rationale that a threatening comment may have been made "in jest" is no defense.
- **Threatening to cause damage to the College's property or the property of any employee, student, alumnus, or non-employee with whom we interact.** Again, the rationale that a threatening comment may have been made "in jest" is no defense.
- **Possessing or concealing a firearm or other weapon while on College premises or anywhere else while working on behalf of or representing the College.** For purposes of this prohibition, a weapon is defined to include, but is not be limited to, guns, rifles, firearms, knives, blackjacks, sandbags, metal knuckles, stun guns, stun batons, tasers or other electronic weapons, explosives, bombs, and other similar objects capable of inflicting harm to persons or property, except those carried by authorized personnel such as commissioned campus police officers and law enforcement (local and state police

and federal agents). College premises include all locations leased or owned by the College, such as, but not limited to, buildings, office space, parking lots, and surrounding grounds. Motor vehicles owned or leased by the College and vehicles parked on College property are subject to this prohibition. In the case of guns, rifles, and other firearms, it is irrelevant that the person has a license or that the gun, rifle, or firearm has no ammunition in it.

- **Physically assaulting, attacking, or otherwise intentionally causing injury to any person with whom the employee interacts in connection with their employment with the College.** This includes acts motivated by or related to sexual assault and/or domestic violence. The only narrow exception to this rule is that an employee may use physical force in self-defense under circumstances in which the employee cannot withdraw safely from the situation without the use of physical force.
- **Intentionally causing damage to property belonging to the College or any employee, student, alumnus, or non-employee with whom we interact.**

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

Employees who witness or become aware of workplace violence or who encounter a potentially dangerous situation, including a person exhibiting behavior that could be potentially dangerous, must report it immediately to the Director of Public Safety and/or the Department of Public Safety at 610-330-5330. Reports can be made anonymously, and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately, and information will be disclosed to others only on a need-to-know basis.

Tip Hotline

Under the [Whistleblower policy](#), the College has a toll-free Tip Hotline (1-800-539-6085) for reporting misconduct by any College employee. The hotline is available 24 hours a day. It may be used for reporting ethical, compliance, or other concerns that the caller wishes to bring to the attention of the College.

The hotline is not designed for reporting emergencies. If the situation being reported is urgent or emergent, please call the Office of Public Safety immediately at (610) 330-4444.

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

EMPLOYMENT CLASSIFICATION

Exempt and Non-Exempt Employees

For overtime purposes, employees are classified as either exempt or non-exempt. Exempt employees are not entitled to overtime compensation for working more than forty (40) hours in a workweek. To be exempt, an employee must meet all of the requirements of exempt status under applicable state or federal law. Non-exempt employees are entitled to overtime compensation for any time worked in excess of forty (40) hours in a workweek.

Categories of Employees

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

Full-Time Staff (Exempt)

Full-Time Staff work a 0.75 full-time equivalent (FTE) or greater and are generally eligible for all regular employee benefits, including those mandated by law and those provided by the College.

Full-Time Hourly Staff (Non-Exempt)

Full-Time Hourly Staff are responsible for conducting the operational support of the College, work a 0.75 full-time equivalent (FTE), and are eligible for payment of hours worked and for overtime hours when their work hours exceed forty (40) hours per week.

Part-Time Staff (Exempt and Non-Exempt)

Part-Time Staff work a 0.25 full-time equivalent (FTE) or greater, but less than a 0.75 full-time equivalent (FTE), and receive only those benefits mandated by law and those provided by the College.

Temporary Staff (Non-Exempt)

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

Union Staff (Non-Exempt)

Union Staff are responsible for conducting administrative support of the College and are represented by The Office and Professional Employees International Union, Local #32, and the current Collect Bargaining Agreement (CBA).

HEALTH & SAFETY

Health and Safety at the College

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

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

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

Police and Security

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

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

Environmental, Health and Safety (EHS)

The College is committed to maintaining a safe and healthy environment for the campus community.

Employees of the College have an obligation to take reasonable precautions to prevent foreseeable injury to themselves and others and to make colleague safety a critical part of the Lafayette experience. It is incumbent upon all employees to avoid unsafe acts or conditions while on the Lafayette College campus and to avoid conditions resulting in environmental hazards.

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

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

Reporting EHS Concerns

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

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

Additional Information

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

Accident Reports

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

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

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

Workers' Compensation

Any accident, injury, or illness that occurs as a result of, or in the course of, employment should be reported immediately to the College. Employees with questions regarding workers' compensation claims should contact EHS or Human Resources.

Mandatory Referrals

In an effort to provide a safe and productive educational and working environment, the College may require employees to submit to an evaluation with our Employee Assistance Plan or designated provider. For more information, contact the Office of Human Resources.

DRUG & ALCOHOL POLICY

Lafayette College is committed to maintaining a safe, healthy, and productive work environment for employees, students, and visitors. Employees are expected to report to work fit for duty and free from the effects of alcohol or drugs that may impair their ability to perform their job safely and effectively. Lafayette College prohibits the unlawful possession, use, or distribution of illicit drugs or alcohol by students or employees on its property or as any part of its activities. Our policies are guided by applicable local, state, and federal laws.

The unlawful manufacture, distribution, dispensing, possession, sale, or use of alcohol, illegal drugs, controlled substances, or drug paraphernalia while on College property, while conducting College business, or during working time is strictly prohibited and may result in disciplinary action, up to and including termination of employment.

Any illegal substances discovered on College property may be confiscated and turned over to the appropriate law enforcement authorities, which may result in criminal prosecution.

Off-duty use of alcohol or drugs that adversely affects an employee's job performance, the safety of others, or the security or operation of College property or equipment may also result in disciplinary action, up to and including termination. Employees convicted of criminal offenses involving the unlawful manufacture, distribution, possession, sale, or use of controlled substances or alcohol may also be subject to disciplinary action.

Prohibited Drugs

For purposes of this policy, "drugs" include, but are not limited to:

- Controlled substances listed in Schedules I through V of the Controlled Substances Act (21 U.S.C. § 812).
- Marijuana, hashish, heroin, cocaine, hallucinogens, narcotics, depressants, stimulants, and similar substances.
- Designer drugs and synthetic substances.
- Prescription medications used by individuals other than the person for whom they were prescribed or used in a manner inconsistent with the prescription.
- Any chemical substance used for the purpose of producing intoxication or impairment, including inhalants.

To reduce the possibility of a false positive result, employees required to undergo drug testing should inform the testing laboratory of all prescription medications they have taken within the previous month and be prepared to provide documentation of valid prescriptions if requested.

Prescription Medications

Employees who are lawfully using prescription medications are responsible for ensuring that such medications do not impair their ability to perform their job safely.

Employees should consult with their healthcare provider regarding any work-related restrictions associated with prescribed medications. If a medication may affect the employee's ability to safely perform essential job functions, the employee must notify the Office of Human Resources so that appropriate accommodations or work restrictions, if applicable, can be considered.

Lawfully prescribed medications used in accordance with a physician's instructions will not, by themselves, result in disciplinary action under this policy. However, although the Commonwealth of Pennsylvania has approved the use of medical marijuana subject to the terms of the Medical Marijuana Act, pursuant to the federal Drug-Free Community and Schools Act, the College does not permit prescription use of marijuana or THC products on campus.

Supervisory Intervention

Employees are required to remain fit for duty while performing College responsibilities. An employee is considered unfit for duty when their judgment, performance, or behavior is impaired by alcohol, illegal drugs, or the misuse of legal or prescription medications.

When a supervisor has reasonable suspicion that an employee is under the influence of alcohol or drugs or is otherwise violating this policy, the supervisor must contact the Office of Human Resources to determine the appropriate course of action. Such action may include removal from duty, drug and alcohol testing, disciplinary action, or termination of employment.

Reasonable Suspicion Testing

Lafayette College may require an employee to undergo drug and/or alcohol testing when there is reasonable suspicion that the employee is under the influence of alcohol or drugs or has otherwise violated this policy.

Reasonable suspicion must be based on observed behavior, appearance, speech, odors, reliable witness reports, or other specific, objective facts. The Office of Human Resources will review the available information and determine whether reasonable suspicion exists.

If testing is required:

- The employee will be informed of the reasons for the testing.
- The employee will be escorted to the designated testing facility.
- The employee will not be permitted to drive.
- The employee will be placed on administrative leave or otherwise removed from duty pending receipt of the test results.
- Home transportation will be arranged if necessary.

Post-Accident Testing

Employees involved in a workplace accident or incident while on College business or on College premises that results in injury or property damage may be required to submit to drug and alcohol testing.

If an employee is unable to provide a specimen due to medical treatment, the employee must authorize the release of relevant medical records or laboratory results that indicate whether alcohol or controlled substances were present at the time of the incident, consistent with applicable law.

Positive Test Results

A confirmed positive drug or alcohol test may result in disciplinary action, up to and including termination of employment, consistent with applicable law and College policy.

Refusal to Submit to Testing

Employees who refuse to submit to required testing, delay the testing process without a legitimate reason, fail to provide a specimen, tamper with or adulterate a specimen, or otherwise interfere with the testing process may be subject to disciplinary action, up to and including termination of employment.

Confidentiality

Drug and alcohol testing records will be maintained as confidential medical records separate from personnel files and will be disclosed only as permitted or required by applicable law.

Testing laboratories will test only for substances authorized under this policy and will not conduct unrelated medical testing.

Voluntary Assistance

Employees experiencing alcohol or drug-related problems are encouraged to seek assistance before their work performance or conduct is affected.

Employees may confidentially contact the Office of Human Resources or access the College's Employee Assistance Program (EAP). The EAP provides

confidential assessment, counseling, referral services, and assistance for employees and eligible family members.

Employees who voluntarily seek assistance before violating this policy or before being notified of a required drug or alcohol test will not be disciplined solely for requesting help. However, they remain responsible for meeting performance, attendance, conduct, and safety expectations.

Employees participating in an approved inpatient or outpatient rehabilitation program may be eligible for leave under applicable College policies, the Family and Medical Leave Act (FMLA), or other applicable laws. Health insurance coverage for treatment will be provided in accordance with the terms of the applicable benefit plans.

Following successful completion of rehabilitation, Lafayette College may require an employee to comply with a return-to-work agreement that includes periodic or random drug and alcohol testing, where permitted by law.

Participation in treatment does not excuse violations of this policy or relieve employees of their obligation to perform their jobs satisfactorily.

Permitted Alcohol Use

Alcohol may be consumed by employees at authorized College-sponsored events where alcohol service has been approved in accordance with College policy.

Employees are expected to exercise sound judgment and moderation, remain fit for duty, and comply with all applicable laws and College policies. Employees must never operate a motor vehicle while impaired or under the influence of alcohol or drugs.

Please see the Human Resources website for the annual notification under the Drug-Free Community and Schools Act of 1989 and Drug-Free Workplace Act of 1988.

EMERGENCY CONDITIONS

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

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

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

The following personnel are considered essential:

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

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

Announcements of delayed opening, working remotely, or closing will be communicated via Lafayette employee email and Leopard Alerts.

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

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

If circumstances develop during the workday that create emergency conditions, the College may give notification of an early release. Supervisors should not release their employees from work during emergency conditions until such notice is received.

Hourly Employees – Compensation During Emergency Conditions

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

PERFORMANCE MANAGEMENT

The College's performance evaluation process aims to foster ongoing, two-way communication between employees and supervisors about performance. Performance evaluations are conducted annually for all non-union staff.

Effective performance management is a shared responsibility between supervisors and employees and requires an ongoing investment of time, communication, and mutual commitment. The primary goal of this process is to support open dialogue between supervisors and staff members regarding job performance, responsibilities, and opportunities for professional development. Through this collaboration, employees are encouraged to take an active role in continuously improving their individual performance as well as contributing to the overall effectiveness of their department and the College.

Performance evaluations provide valuable insights into each employee's professional growth and development. While formal evaluations occur annually, effective supervision involves continuous, informal assessment and feedback. Supervisors should regularly recognize accomplishments, address performance concerns as they arise, and support staff in setting and achieving goals.

PROGRESSIVE COUNSELING AND DISCIPLINE

The College is committed to fostering a positive and productive work environment centered on contributing to a positive student and employee experience. To support this goal, the College utilizes a progressive discipline process to address performance, conduct, or policy-related concerns fairly and constructively. Progressive discipline is designed to provide employees with the opportunity to correct issues, ensuring accountability and consistency.

The guiding principles of progressive discipline are:

- The process is intended to be corrective rather than punitive.
- Disciplinary actions are applied consistently and fairly, taking into account the nature, frequency, and severity of the issue.
- Employees are encouraged to actively participate in addressing and resolving concerns.

The College's progressive discipline process includes the following steps:

1. Verbal Counseling/Warning
 - a. Initial discussion between the employee and supervisor to address performance or conduct concerns.
 - b. The goal of the verbal warning is to clarify expectations, provide guidance, and document the conversation for reference.
2. Written Warning
 - a. Formal documentation of continued or more serious issues.
 - b. Outlines specific expectations, corrective actions, and a timeline for improvement.
 - c. The employee acknowledges receipt by signature.
3. Final Written Warning/Performance Improvement Plan
 - a. Issued when prior steps have not led to satisfactory improvement or more serious policy violations.
 - b. Includes clearly outlining performance objectives, measurable goals, and a defined timeline.
 - c. May include additional support or resources to assist the employee in meeting expectations.
4. Termination
 - a. If improvement is not achieved within the established timelines or in cases of severe misconduct, employment may be terminated.
 - b. Termination decisions are made in consultation with the Office of Human Resources and in accordance with College policies.

Additional steps and/or types of discipline may be added to those listed above at the discretion of the College. The sequences outlined above may not be appropriate in every circumstance. The appropriate number of discussions, letters, warnings, and/or other actions before termination, the repetition or exclusion of one or another of the steps, and the length of time between the steps taken may depend on many factors such as the length of service of the employee; the level, nature and responsibilities of the particular position concerned; the previous disciplinary record of the employee; the nature and seriousness of the problem; and any improvement made by the employee throughout this process.

Employees are encouraged to seek guidance from Human Resources if they have questions about the disciplinary process.

Documentation of all disciplinary actions is maintained confidentially in accordance with applicable laws and College policy.

This does not create a contract of employment, nor does it change the at-will relationship that exists between the College and employees. As an at-will employer, the College reserves the right to discipline and terminate staff at any time, with or without cause, and to modify, at any time, the terms and conditions of employment (without limitation to salaries, work schedules, work duties, etc.).

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

- Violation of the Lafayette College Policy on Equal Opportunity, Harassment, and Non-Discrimination or the College's Title IX Policy (<https://sash.lafayette.edu/get-informed/policies-laws/>).
- Violation of the Workplace Violence Policy.
- Violation of any other College policy or rule.
- Verbally or physically harassing, coercing, intimidating, or threatening a co-worker, supervisor, customer, student, alumni, vendor, supplier, donor, or any other person with whom the College does business.
- Theft, including misappropriation of College property or property belonging to any of the College's employees or any person with whom the College does business.
- Dishonesty, including willful falsification of any pay, time, business, expense, or employment record (including the application for employment and/or resume).
- Not properly recording time, recording the time worked by another employee, or permitting another employee to record time worked.

- Providing dishonest information or testimony in the course of an investigation being conducted by the College.
- Claiming benefits under false pretenses.
- Deliberate damage to, or destruction of, property belonging to the College or any of its employees, customers, suppliers, students, alumni, donors, or vendors.
- Reporting to work under the influence of or impaired by alcohol, illegal drugs, prescription drugs, or other controlled substances, or possessing, using, distributing, or selling such substances in the workplace
- Unprofessional conduct or obscene, abusive, or disruptive language or behavior.
- Insubordination.
- Possession of a firearm or other deadly weapon or explosive while on College premises, including the conversion or threatened conversion into an incendiary device or weapon of any substance, tool, or other object common to the workplace.
- Unethical or illegal conduct in the course of employment.
- Reckless disregard for, or willful violation of, any safety or security rules.
- Participation in a fight or other physical altercation on College premises.
- Sleeping on the job.
- Gross neglect of duties or job responsibilities.
- Loan-sharking while on College premises.
- Unauthorized or excessive absence, tardiness, or leaving work early.
- Absence from work for three (3) consecutive days without notice.
- Obtaining other employment during a Leave of Absence (without prior written permission from the Office of Human Resources).
- Lack of attention to job responsibilities.
- Refusal to obey a supervisor's reasonable instructions.
- Refusing to perform work as directed.
- Other misconduct as determined by the College.

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

ATTENDANCE, PUNCTUALITY, AND BREAKS

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

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

Work Hours

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

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

Reporting Late Arrivals and Absences

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

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

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

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

Meal and Rest Periods for Non-Exempt Staff

Meal Period

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

Rest Period

Non-exempt employees are generally provided with a 15-minute paid rest break near the midpoint of the first half of the working day and near the midpoint of the second half of the working day at a time chosen by the employee's supervisor. Such breaks, however, are guaranteed only for union employees and are subject to the workload requirements of each department.

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

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

Paid Meals for Facilities Operations Employees

Facilities Operations employees who work over ten hours a day, without providing prior notice, will be provided with sufficient paid time to eat.

A Facilities Operations employee who is called in to work outside of their normal schedule with less than four hours' notice will be provided with sufficient paid time to eat a meal provided by the College at the end of four hours of work.

COMPENSATION

Pay Adjustments

- **Change in Status**

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

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

- **Annual Pay Consideration**

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

- **Other Pay Adjustments**

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

Overtime

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

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

Any time spent by non-exempt employees utilizing electronic communications for work purposes is considered hours worked, is compensable, and will count toward overtime eligibility as required by law. Non-exempt employees should not check for, read, send, or respond to work-related emails, phone calls, text messages, voicemails, or other communications outside of the employee's normal work schedule without prior authorization. If authorized, electronic communications used outside of regularly scheduled work hours are compensable.

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

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

Shift Differentials

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

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

Call-In Pay

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

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

PAYROLL

Recording Time Off

All full-time employees must record and track all paid time off in Banner Leave Reports (e.g., vacation, sick, holiday, floating holidays, etc.). Employees' supporting records may be helpful in the event there is a discrepancy between the balance the College has on record and the balances the employee has on record.

Time Entry & Paychecks (non-exempt employees)

Accurately recording time worked in Banner is the responsibility of every non-exempt employee of the College. Federal and state laws require the College to keep accurate records of time worked for non-exempt employees to calculate employee pay and benefits.

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

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

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

Time Records & Paychecks (Administrators - exempt employees)

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

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

Direct Deposit

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

PAYROLL DEDUCTIONS / DEDUCTIONS FROM EMPLOYEES' PAY

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

Garnishments

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

Deductions from Non-Exempt Employee's Pay

Non-exempt employees are paid for actual time worked and for available vacation and sick time under the provisions of the Vacation and Sick Time Policies.

Deductions from Exempt Employee's Pay

Exempt employees receive a fixed salary without regard to (i) the number of hours they work or (ii) the quantity or quality of their work, subject only to those deductions specifically authorized by the Fair Labor Standards Act (FLSA) as consistent with their exempt status. As a general rule, no deductions will be taken from an exempt employee's pay for absences of less than a full day unless authorized by law.

Paycheck Inaccuracy

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

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

HOLIDAYS

Each year, the Office of Human Resources announces the dates on which the College's recognized holidays will be observed. There are thirteen (13) paid holidays annually, ten (10) of which are scheduled and listed on the Holiday Schedule each year by the College. The remaining three (3) holidays are floating days that the employee may choose, with supervisory approval. The floating holidays may be used for an observance of religious holidays (e.g., Good Friday, Passover, Rosh Hashanah, Eid al-Fitr, Eid al-Adha, etc.), federal or civic holidays (e.g., Martin Luther King Jr. Day, Presidents' Day, Veterans Day, etc.), or as an employee may need.

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

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

In order to receive holiday pay, employees must work the day before and the day after a holiday or be on paid vacation. If an employee is sick the day before or after a holiday, a doctor's note must be provided in order to receive holiday pay.

WORKING ON A HOLIDAY (non-exempt staff)

Working on a Scheduled Holiday

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

Working on a Floating Holiday

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

VACATION
(Full-Time Employees)

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

Earned Vacation & Carryover Schedule

Non-exempt employees earn up to ten (10) vacation days each fiscal year during the first five (5) fiscal years of continuous employment. Beginning on July 1st within the employee's sixth fiscal year, an employee earns up to fifteen (15) vacation days each fiscal year. Beginning with the eleventh fiscal year, an employee earns up to twenty (20) vacation days each fiscal year. Beginning with the sixteenth fiscal year, an employee earns up to twenty-two (22) vacation days each fiscal year.

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

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

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

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

Administration of Vacation Benefits

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

Vacation for **administrators** (exempt) is earned monthly throughout the year. Vacation days are earned at the rate of 1.84 days per month for any month in which the person is employed by the 15th of the month. Vacation time can be taken at any point during the fiscal year.

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

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

Generally, an employee intending to schedule vacation time of five (5) consecutive days or more must seek approval from their supervisor at least a week in advance. Vacation time that is less than five (5) consecutive days should generally be approved by the supervisor at least two (2) business days in advance of the requested vacation day(s). For non-exempt employees, vacation time shall be taken in units of one (1) hour or more. For exempt employees, vacation time shall be taken in half or full days. Vacation is to be taken at a time or times mutually acceptable to the employee and the College. Each employee is responsible for maintaining accurate, up-to-date records of vacation time earned and taken to determine accurate carryover amounts.

The College may designate certain days as a “blackout period” where requests for vacation time may not be approved. A blackout period is a period of time during which the use of vacation time, personal time, and other forms of paid time off are temporarily restricted due to high demand or peak business necessitating full staffing in certain areas in order to ensure adequate staffing levels and operational efficiency. Failure to report for a scheduled shift during a blackout period without an authorized exception or verifiable emergency may result in disciplinary action, up to and including termination.

Separation of Service

Once an employee provides notice of their resignation, requests for time off may not be granted, especially in the final two weeks of service.

Employees who separate from the College will be paid for any earned but unused vacation time in their final paycheck. If an administrator takes vacation and separates employment before accruing the number of days taken, the employee's final paycheck from the College will be adjusted accordingly.

Employees may not use a vacation day or a floating holiday as the last day of work. Employees must work on their last day of employment.

In order to be paid for earned, unused vacation upon separation from service, employees are required to provide at least two weeks' notice of separation from service, to allow for proper transitioning of work.

TIME OFF/LEAVES OF ABSENCE

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

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

Bereavement Leave (Full-Time Employees)

The College provides eligible employees with paid Bereavement Leave following the loss of a family member, as set forth below.

An employee is eligible for up to five (5) days of bereavement leave without loss of pay for an employee's immediate family member, specifically, their spouse, (step-)child, (step-)parent², sibling, employee's parent-in-law, grandparent, grandchild, domestic partner, or civil union partner.

An employee is eligible for up to one (1) day of bereavement leave without loss of pay for other relatives of the employee, such as, but not limited to, an aunt, uncle, cousin, niece, nephew, brother-in-law, or sister-in-law of the first generation.

The employee must notify their supervisor before the beginning of work on the day on which the absence occurs.

If additional time is needed, the employee may request the use of earned time such as floating holidays and vacation time.

Part-time and temporary employees are eligible for unpaid time off for bereavement at the discretion of their supervisor.

² including legal guardian, foster parent.

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

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

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

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

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

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

If an employee is dismissed as a juror or witness for less than half of their workday, they are expected to return to work.

Emergency Leave / Appointment Time (Full-Time Employees)

The College understands that some necessary personal appointments (doctor, dentist, etc.) cannot be scheduled outside of work hours, and that emergency situations may arise. The College provides up to two (2) days per year for non-exempt employees without loss of pay for emergency leave and/or appointments. The two (2) days may be taken without loss of pay in increments of not less than one (1) hour.

For emergencies, the immediate supervisor should be notified before or during the first hour of the working day in which the absence occurs or as soon as practicable thereafter. Approval of the supervisor is required in the case of all emergencies.

For non-emergencies, a request must be made to the supervisor at least three (3) days before the intended time away from work. Prior written approval of the supervisor is required. These days do not accrue from year to year.

SICK LEAVE

(Full-Time Employees)

Paid time off for sickness (referred to as sick leave) is intended for use when an employee is unable to work due to personal illness, medical appointments, or caring for a dependent who is ill.

All absences should be reported in accordance with the College's [Reporting Late Arrivals and Absences](#) procedure described in the Attendance and Punctuality section of this handbook. Abuse of sick leave benefits and/or violation of this Sick Leave policy may lead to disciplinary action, up to and including termination.

Sick leave allowance

Non-exempt employees receive seventeen (17) days of sick leave per fiscal year to be taken in hourly increments. During the first fiscal year of employment, sick leave benefits are prorated based on the number of weeks of employment in that fiscal year.

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

Exempt employees are provided with paid sick leave to be taken in half or full days. Exempt employees are not provided with a specific number of sick days each year and therefore do not carry a sick leave balance. The amount of sick time for an exempt employee is equivalent to the waiting period for long-term disability eligibility. For accurate recordkeeping, all sick leave taken must be entered on your monthly Leave Report in Banner. Because exempt employees do not have a set number of sick days or an accrued sick leave balance, you may receive a message indicating that the sick leave entered is “insignificant time”. This message is expected and does not mean there is an issue with your sick leave entry. Sick leave will also appear as a negative balance in Banner. This is normal and does mean you have exceeded your available sick leave. Since exempt employees do not have a designated sick leave balance, sick leave entries in Banner are used for recordkeeping purposes only.

Use of Sick Leave

Absences in excess of ten (10) days per fiscal year and/or absences in excess of three (3) consecutive workdays require submission of a **written medical verification** certifying that illness makes absence from work necessary. The medical verification should be directed to the Office of Human Resources. Any absences in excess of three (3) consecutive workdays should be reported to Human Resources to request Family and Medical Leave Act (FMLA) and short-term disability benefit documentation.

A maximum of ten (10) paid sick leave days per fiscal year can be used for brief absences for minor illnesses or to care for an **immediate family member** with an illness. For purposes of sick leave, an employee's immediate family member includes their spouse, (step-)child, (step-)parent², sibling, domestic partner, or civil union partner. Supervisors may authorize this paid sick leave without medical verification from a healthcare provider.

The immediate supervisor should be notified before or during the first hour of the working day in which the absence occurs or as soon as practicable thereafter. Approval of the supervisor is required in all emergencies.

If sick time is needed during a blackout period, written medical verification from the employee's health care provider certifying that the employee's illness makes the absence from work necessary is required. Sick leave to care for an immediate family member may not be taken during blackout periods.

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

If an employee is suspected of abusing sick leave (for example, by claiming sick leave excessively or frivolously), a note from the employee's healthcare provider may be required to substantiate absences under the Sick Leave Policy. Abuse of sick leave benefits may lead to disciplinary action, up to and including termination.

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

² includes legal guardian, foster parent.

DISABILITY
(Full-Time Employees)

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

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

Long-Term Disability benefits are subject to maximum benefit periods. For more information, please contact the Office of Human Resources.

LEAVE UNDER THE FAMILY AND MEDICAL LEAVE ACT (FMLA)

FMLA Leave Entitlement

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

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

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

Military Family Leave

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

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

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

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

The College will require that an employee provides medical documentation from their physician declaring the employee is fit to return to work.

MILITARY LEAVE

A Military Leave of Absence is defined as a leave for military reserve training or call to military service in time of national or State emergency. For employees who are required to take a Military Leave of Absence, the College is committed to full compliance with the Uniformed Services Employment and Reemployment Rights Act, the Pennsylvania Military Leave of Absence Act, and any other applicable statute or regulation. Employees with questions or concerns regarding military leave should contact the Office of Human Resources.

PAID PARENTAL LEAVE
(Full-Time Employees)

The purpose of the [Parental Leave policy](#) is to provide parents with additional flexibility and time to bond with their new child, adjust to their new family situation, and balance their professional obligations. This policy applies to full-time benefits eligible employees only.

The primary caregiver will be eligible for six (6) weeks of paid Parental Leave within a 12-month period.

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

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

PERSONAL LEAVE OF ABSENCE

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

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

Eligibility

A Personal Leave of Absence may be necessary for personal illness (if not covered under FMLA) or other reasons. If the employee is requesting a Personal Leave of Absence for medical reasons, medical certification is required. The employee must concurrently use accrued sick time and vacation time in conjunction with a Personal Leave of Absence for medical reasons. This request will be managed as a medical leave under the American with Disabilities Act (ADA) and will be evaluated as a reasonable accommodation.

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

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

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

Return-to-Work Statement

One (1) week before the end of the employee's Personal Leave of Absence, the employee must inform their supervisor or the Office of Human Resources of their intention to return to work. Under certain circumstances, extensions of a Personal Leave of Absence may be granted, but in no case will the total leave (including any leave taken under the FMLA) exceed one (1) year. Upon the

employee's return from a Personal Leave of Absence, they will be assigned to their former position, if it is still available. Otherwise, they will be assigned to a position of comparable responsibility and pay for which they are qualified, if such

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

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

Benefits

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

PROFESSIONAL DEVELOPMENT LEAVE

The College, in its sole discretion, may approve unpaid Professional Development Leave for full-time staff.

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

Benefits

Paid time off (including, but not limited to, vacation and sick time) benefits will not accrue during an unpaid Professional Development Leave.

Arrangements may be made to continue group health insurance during an unpaid Professional Development Leave of Absence, with the employee paying the full group rate monthly premium for such coverage. An employee on a Professional Development Leave of Absence may continue other insurance benefits, at the employee's sole expense, to the extent permitted under the applicable Plan Document.

REASONABLE ACCOMMODATIONS

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

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

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

The College is committed to providing reasonable accommodations for an applicant or employee whose sincerely held religious belief, practice, or observance conflicts with a work requirement, unless providing the accommodation would create an undue hardship for the College.

All requests for accommodation from employees, including requests for lactation support, should be brought to the attention of the Office of Human Resources. Requests can be made using the Reasonable Accommodation Request Form on the Human Resources website. All Reasonable Accommodation Request Forms must include appropriate, supporting documentation for consideration and/or review by the College. In reviewing and considering the accommodation request, the College may need additional information and/or documentation, such as, but not limited to, documentation from the employee's medical provider. Employees will be promptly notified of all accommodation request decisions made by the College.

EMPLOYEE SERVICES

Athletic Events

Employees, their spouses, and children are admitted to all home athletic events, with a few exceptions including special events such as championship games.

Passes may be obtained online at:

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

Child Care Center

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

Cultural Events

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

College Store

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

Credit Union

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

Dining Services

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

Identification Card

When a new employee begins work at Lafayette, a photo identification card, also known as a Pard Card, is routinely provided to prove their affiliation with the College. Your Pard Card provides access to campus services, including athletic events, College Store purchases, dining meal plans, library checkout, recreation center, transportation via LCAT shuttle, and Williams Center for the Arts events. To obtain an identification card, it may be requested online from the [ID Office](#).

Library Privileges

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

Parking

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

Post Office and Printing Services

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

Recreation Services

Any employee can purchase a *Facility Access Pass* for their “Plus One” and/or their Children.

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

SEPARATION FROM EMPLOYMENT

Resignation

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

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

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

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

Leaving Without Notice (Job Abandonment)

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

Under these circumstances, the employee will not be eligible for rehire.

Involuntary Termination

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

Separation Procedure

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

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

Arrangements for final payments (e.g., earned but unused vacation) will be made during the exit interview. Additionally, instructions will be provided regarding the return of all College property to the appropriate area(s) (e.g., keys, laptop, iPad, parking tag, ID card, etc.) and settlement of all outstanding cash advances (if any). Paid dollars must be used prior to termination and are not refundable or payable.

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

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

Library books should be returned to the library from which they were borrowed.

All other College property should be turned in to the Office of Human Resources on the final day of work. College Store bills, Faculty Dining Room bills, and any other outstanding fees owed to the College must be paid.

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

References

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

Unemployment Compensation

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

APPENDIX

Information About Lafayette College

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

Human Resources Policies and Notices

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

Other Policies and Notices

- [Diversity and Inclusiveness Statement](#)
- [ID Card Permissions and Eligibility](#) (Finance & Administration)
- [Lafayette College Policy on Equal Opportunity, Harassment & Non-Discrimination](#) (Title IX)
- [Motor Vehicle Registration](#) (Public Safety)
- [Annual Security and Fire Safety Report](#) (Public Safety)
- [Smoking Policy](#) (Public Safety)
- [Confidentiality, Privacy, and Security Policy - Technology Help](#)

Anonymous Tip Hotline

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

Employee Benefits

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

Communications Division

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

Department Index

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

Information Technology Services Policies

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

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

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