

STAFF HANDBOOK KEY UPDATES

October 2026

The Staff Handbook is updated regularly to ensure clear communication of general guidelines for Lafayette College staff. The following is a summary of key updates included in the October 2026 Staff Handbook update. This list is not inclusive of all changes. Contact the Office of Human Resources to obtain current information regarding the status of any particular policy, procedure, or practice.

Additions to the October 2026 handbook:

1. Conflict-of-Interest Policy

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.

2. 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.

3. Protection of Minors section

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 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.

4. 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.

5. Gifts & Gratuities section

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.

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6. Retaliation Policy

Lafayette College is 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.

7. Performance Management section

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.

8. Progressive Counseling & Discipline Policy

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.

Additional Information and Clarifications in the October 2026 handbook:

1. Bereavement Leave

Immediate Family now includes spouse, (step-)child, (step-)parent, sibling, employee's parent-in-law, grandparent, grandchild, domestic partner, or civil union partner.

Parent includes legal guardian and foster parent.

2. Smoking Policy

Details have been added to the smoking policy defining where smoking is permitted and the locations of smoking receptacles on campus.

3. Blackout Period Definition

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.