Lehigh is a premier residential university, annually ranked in the top tier of national research universities. A nondenominational, coeducational, private university, Lehigh’s four colleges and numerous research centers contribute to a vibrant, collaborative academic community that serves undergraduate and graduate students from across the globe.

The university rewards creativity, leadership, and innovation. And our commitment to excellence and intellectual curiosity are the underpinnings of everything we do. These core values also influence our compensation and benefits program for faculty and staff. In addition to competitive salaries, medical, and life insurance, we offer generous retirement contributions and a tuition remission program for employees and their families.

This brochure offers a brief introduction to some, but not all, of the many benefits provided to full-time Lehigh nonexempt staff.

For additional information on our benefits, we encourage you to visit the Human Resources website at: http://hr.lehigh.edu/benefits.

**Effective Dates for Benefits**

Staff are eligible to begin participation in the Flexible Benefits plan (including medical, dental, life, dependent life, long term disability, and flexible spending accounts) on the first day of the month following their first work day at Lehigh. Active enrollment is required for participation in the medical plans, dental insurance, flexible spending accounts, and supplemental and dependent life insurance. Enrollment must be completed within thirty (30) days of the first work day.

Lehigh’s retirement plan is available to all nonexempt staff on the first work day. There is a three-year vesting period for Lehigh’s contributions to the plan. Enrollment in the plan is required to establish control of the account.

Tuition benefits are effective with the semester after beginning employment. All other benefits are effective on the first work day.

**Domestic Partner Coverage**

Lehigh University provides the same benefits to same and opposite sex domestic partners as we do for spouses of our employees. A simple registration process is required to establish eligibility. Staff members should be aware that the benefits provided may be considered taxable income to the employee. In addition, tuition benefits offered by Lehigh Valley Association of Independent Colleges (LVAIC) member institutions are governed by the policies of each school.
Financial Benefits

The Bethlehem 1st Federal Credit Union provides services to all salaried staff members at Lehigh. Services include payroll deduction, savings and checking accounts, personal loans, and home equity loans.

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Home Purchase Incentive Program

Lehigh offers a forgivable loan of 10% of the mortgage amount up to a maximum of $7,500 to staff members who purchase homes in the Bethlehem neighborhoods immediately surrounding campus or up to $5,000 in a broader geographic area of South Bethlehem. Staff who work at least 75 percent of a full work schedule are eligible for the program, which is run in partnership with Wells Fargo bank. For details, go to https://hr.lehigh.edu/node/96.

Direct Deposit

Nonexempt staff are paid twice per month - on the 15th and last working day of the month. Lehigh provides free, automatic direct deposit. Staff members may choose to have their paycheck deposited into one or more savings or checking accounts of their choosing.

Long Term Disability Insurance

Full-time benefits eligible staff members receive long term disability insurance. The cost of the premium to replace up to 66.67 percent of base salary is paid by the university. The premium is offered as a pre- or post-tax option.

Life Insurance

Each staff member receives life insurance coverage equal to one times his or her Flexible Benefits Salary. Supplemental coverage can be purchased for up to four times salary. Coverage is also available for dependents.

Sick Leave Benefits

All staff are provided with sick leave/excused absence benefits. During the first five years of service, 10 sick leave/excused absence days are available each year. After five years, 15 days per year are available. If a staff member misses work for more than ten continuous workdays because of an illness or injury, short-term disability benefits may be available.

Vaccination Benefits

Nonexempt staff accrue vacation at the following rates:

First five years – 10 days per year; 6 to 10 years – 15 days; 11 to 15 years – 20 days; after 15 years – 25 days.

Holidays Observed

Lehigh observes twelve paid holidays each year. Typically New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day are scheduled holidays. Holidays not scheduled are floating holidays and may be used any time during the year.

Retirement Benefits

Lehigh contributes to a retirement plan for all salaried employees (faculty and staff) who are scheduled to work at least 1,000 hours per year. The plan includes a basic contribution from Lehigh as well as a matching incentive. The basic contribution is dependent on years of service: Less than 3 years: 4%; 3 to 5 years: 6%; more than 5 years: 8%. The matching rate is 50% of an employee’s voluntary contributions up to 6%. There is a three-year vesting period for all employees.

Medical Insurance

Lehigh University offers four medical insurance plans from Capital Blue Cross.

• PPO and PPO Plus are preferred provider organizations that use the same national provider network, provide additional benefits if the network is used, and impose additional cost sharing if it is not. The major differences between PPO and PPO Plus are that there is no deductible and lower coinsurance with PPO Plus and behavioral health care benefits in PPO Plus are available only through Integrated Behavioral Health.

• The HDHP Plan offers significantly lower premiums and a Health Savings Account option in return for higher deductibles. The plan uses the same national provider network as the PPO and PPO Plus plans.

• Keystone Health Plan Central (KHPC) is a health maintenance organization that requires the selection of a primary care physician and referrals for care by specialists. KHPC has a local provider network.

Learn more about Lehigh’s medical coverage https://hr.lehigh.edu/benefits/health-care.

Prescription Drug Coverage

All Lehigh medical plans include a prescription drug plan with Express Scripts (ESI). For monthly generic prescriptions, staff pay 10 percent of ESI’s average wholesale price, up to a maximum of $25. For monthly preferred brand name prescriptions, the charge is 20 percent, up to a maximum of $50. For monthly non-preferred brand name prescriptions, the charge is 30% up to a maximum of $100.

Vision Plan

Davis Vision is a part of all Lehigh medical plans.

Dental Plan

Lehigh offers United Concordia’s fee for service dental plan as an optional program to all eligible staff. Diagnostic and preventive services are provided at no cost to the subscriber. Basic services are covered at 80 percent and major services are covered at 50 percent.

There is a maximum annual benefit of $1,000 per person (not including diagnostic and preventive services). Orthodontic services are covered for children only, at 50 percent, with a lifetime maximum of $1,000.