Welcome To Lehigh University

Lehigh University 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.

Eligibility Information

**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 all 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

Credit Union
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.

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
Non exempt staff are paid twice monthly - 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.

Other Insurance Benefits
Liberty Mutual Insurance Company offers staff members the opportunity to purchase homeowners, automobile, and liability insurance through payroll deduction. Long Term Care Insurance is available through Genworth. Lehigh also offers voluntary accident and voluntary critical illness insurance through AFLAC.

Tuition Benefits
For Staff
Staff members working at least 75 percent of a full schedule, may take six credits of undergraduate or graduate study each semester at Lehigh (fall, spring, and across the two summer sessions) at no charge. Staff taking graduate level courses should be aware that the value of course tuition over $5,250 per year is considered taxable income.

Lehigh staff may take up to two courses each fall and spring semester, and two courses over the entire summer at other Lehigh Valley Association of Independent Colleges (LVAIC) member institutions.

Lehigh’s BEST training subsidy allows staff to take two non-credit courses or seminars each semester that are directly related to the staff member’s current job.

For Family Members
Spouses, Domestic Partners, and unmarried dependent children may take Lehigh undergraduate courses at one-half the full tuition rate, effective with the semester the employment begins. Beginning with the semester in which the staff member completes five years of eligible service, these family members are exempt from the entire cost.

Tuition is waived immediately for graduate and summer undergraduate courses. The value of graduate tuition is taxable to the employee.

Spouses are also eligible for the same tuition exchange program as staff at LVAIC member colleges but only for the fall and spring semesters.