# Salve Regina UNIVERSITY

## STAFF HANDBOOK

**Revised March 21, 2014**

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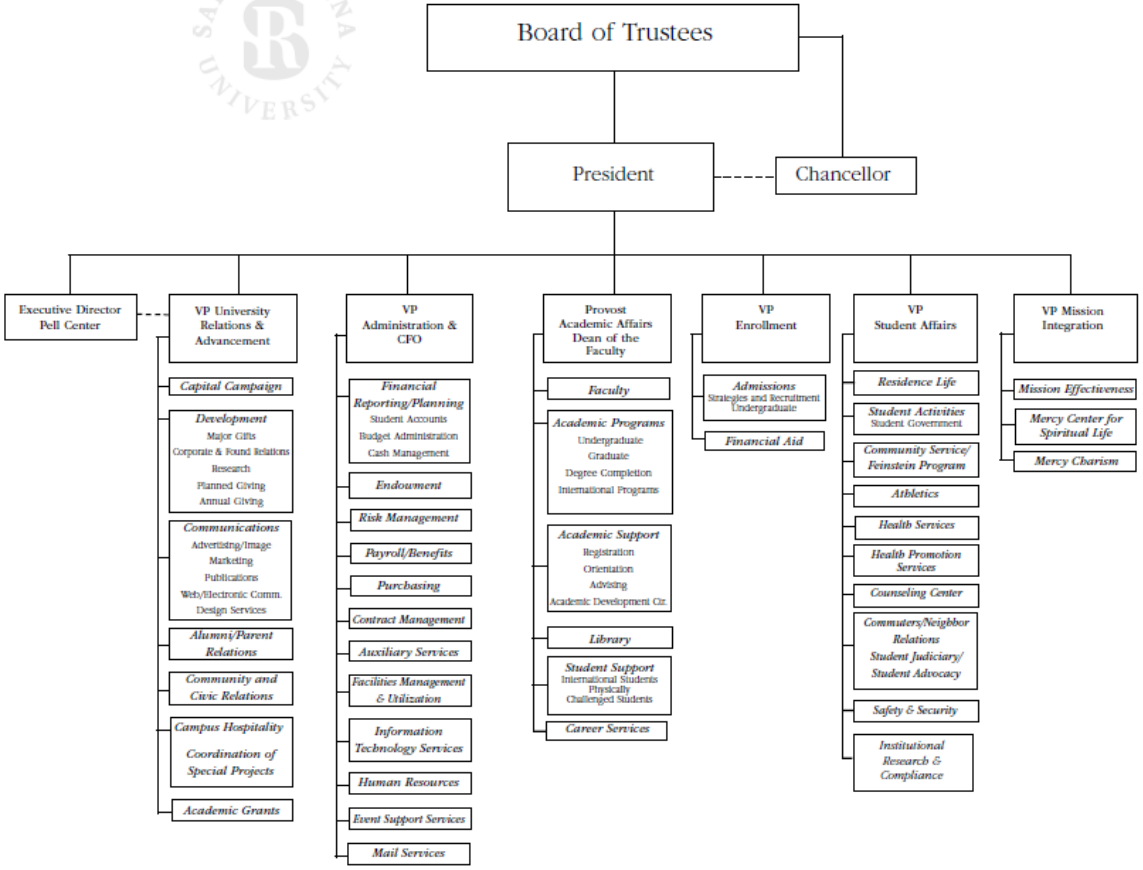


January 2014

## INTRODUCTION

This handbook reflects the collective efforts of many people at the University. Produced by the Office of Human Resources (HR), it describes current staff policies, procedures and protocol, sanctioned by the President, to promote effective and efficient University operations. The provisions contained herein do not constitute a contract of employment. Rather they offer guidance for employer-employee relations. The President may suspend procedures that, in her judgment, do not support institutional objectives and reserves the right to make modifications without notice.

This publication introduces University philosophy, organization and regulations to new staff and serves as a ready reference for current employees. It addresses staff responsibilities, benefits, policies and services. It is hoped that all who use the handbook will make a conscientious effort to understand and abide by its contents. Other regulations, interpretations and details may be found by consulting catalogs, student handbooks, administrative memoranda, supervisors or HR.

When employees join the Salve Regina community, it is understood that they are here to further the University mission in an atmosphere of freedom and responsibility. Within this context, freedom means an ability to exercise choice; responsibility means exhibiting sound judgment and trustworthy performance. Salve Regina relies on these qualities more than rules to govern its staff.

Staff may request changes to employee policy. Before doing so, however, they are asked to become familiar with the section in this handbook on University Governance. Written requests should be submitted along with rationale to the Associate Vice President for Human Resources (AVP-HR) who directs senior administrators to review them and make recommendations to the President according to Presidential guidelines. Requests that require Trustee action are sent to the Board by the President. Staff who suggest changes receive written notification from the AVP-HR of the action taken.

Timely efforts are made to communicate new and revised information through e-mails, office memoranda, University publications and new handbooks. The official staff handbook is located on the Salve Regina website/portal under *Human Resources/Staff Handbook*. Staff are advised to consult the online version for official staff policies, procedures and protocol.

## ABOUT SALVE REGINA

Founded by the Sisters of Mercy in 1947, Salve Regina is a private, coeducational university offering a comprehensive and innovative liberal arts education in the Catholic tradition that fosters the development of each student's distinct and individual talents.

Salve Regina has one of the most unique campuses in the country and encompasses more than 80 acres. Offering what the National Trust for Historic Preservation has described as a "tour of the great architectural works of the Gilded Age," the campus is set on seven contiguous estates and features 21 structures of historic significance that have been sensitively adapted to meet University needs while also preserving their status as treasures of the 19th and early 20th centuries.

Accredited by the New England Association of Schools and Colleges, the University enrolls more than 2,500 undergraduate and graduate students from across the U.S. and around the world. Salve Regina's diverse range of academic programs is complemented by community service initiatives, extracurricular activities and a full athletics program featuring varsity, intramural and club sports.

Comprised of three interconnected components - the Core Curriculum, the major and elective courses - Salve Regina's curriculum reflects the University mission and provides immeasurable opportunities for students to customize their educational journey. By providing breadth of study in the Core Curriculum and depth of study in the major, it seeks to prepare students to become lifelong learners and responsible, contributing citizens of both their local community and the world.

The undergraduate course of study at Salve Regina is designed to further intellectual, social and spiritual growth that will encourage students to seek wisdom and work for a world that is harmonious, just and merciful. The University's graduate and continuing education programs are tailored to the unique needs of adult students, combining the integration of knowledge and personal values with the development of greater competency in both theory and practice.

## MISSION

As an academic community that welcomes people of all beliefs, Salve Regina University, a Catholic institution founded by the Sisters of Mercy, seeks wisdom and promotes universal justice.

The University, through teaching and research, prepares men and women for responsible lives by imparting and expanding knowledge, developing skills and cultivating enduring values. Through liberal arts

and professional programs, students develop their abilities for thinking clearly and creatively, enhance their capacity for sound judgment, and prepare for the challenge of learning throughout their lives.

In keeping with the traditions of the Sisters of Mercy, and recognizing that all people are stewards of God's creation, the University encourages students to work for a world that is harmonious, just and merciful.

## SISTERS OF MERCY

The Sisters of Mercy were founded in Ireland in 1831, by heiress Catherine McAuley, a gifted woman with a driven concern for applying Christian principles to the root problems of society. The Mercy community was established in the United States and Latin and Central America in 1843 when seven sisters journeyed from convents in Ireland and England to this side of the Atlantic.

The Mercy congregation remains one of the larger groups of active religious women in the Church, with members serving in 44 countries worldwide. Sisters of Mercy of the Americas number 6,500 members with women serving in the United States, Canada, Argentina, Belize, Chile, Guatemala, Guyana, Honduras, Jamaica, Mexico, Panama, Peru, Bahamas, Haiti and Puerto Rico. The Institute of the Sisters of Mercy of the Americas, formed in 1991, currently consists of 25 regional communities.

The Sisters of Mercy are specifically charged to fulfill their name. Lives of prayer, community and service embody Catherine McAuley's hope of offering relief to the poor, sick, and ignorant of the world. The Sisters minister practically and concretely through education, health care, and allied social service programs to those in pain, suffering and isolation and especially to poor women and children. Their expressions are grounded by a belief in human dignity, teachings of Christian faith and by their own traditions. Through their sponsorship they strive to affirm the presence of mission and values as an organization's energizing force.

### NORTHEAST COMMUNITY

Education has been a focus of the Northeast Community with Sisters ministering in sponsored institutions and teaching in numerous elementary and secondary schools, colleges and universities. They have founded and served in nonprofit agencies with comprehensive child enrichment programs that focus on family literacy, health care and career training.

The Sisters care for the sick in sponsored nursing homes and offer pastoral and health services to the sick, elderly and those in rehabilitation. They address the need for systemic change through a Peace and Justice Office and sponsor local soup kitchens and housing facilities where they tend to social and educational needs. They concentrate on religious education and pastoral work and offer service to orphans and emotionally needy children.

Efforts of the Northeast Community extend to Belize and Honduras in Central America and to more than twenty-one dioceses in the US and other countries. In Belize, most Sisters work in Community-owned educational institutions. As well, they own and operate a clinic for the sick and elderly and a kitchen for the elderly poor and make pastoral visits to the poor and imprisoned. In Honduras, Sisters work in the barrios and Christian communities where they own and run a secondary school and serve in a house of prayer.

## A COMMUNITY RESOURCE

The University is a cultural and academic resource for the community. It offers events, distinguished guest lectures, special symposia, and other programs to educate both the University community and the public. These offerings extend from Newport County and the State of Rhode Island to southeastern New England and national and international academic communities.

## GOVERNANCE

*The Corporation* is charged with safeguarding the integrity and assets of the University according to the intentions of the original incorporators as expressed in the Charter. Their responsibilities are identified in the University By-Laws. The body consists of at least five Sisters of Mercy from the Northeast Community who are known as Members-of-the-Corporation. Each year at the Annual Meeting, The Board of Trustees' Committee on Trustee Matters nominates the President of the University, Chair of the Board of Trustees, a Vice-Chair, Treasurer and Secretary as Officers of the Corporation.

The Corporation empowers a subordinate *Board of Trustees* to operate the University. It is a self-perpetuating body endowed with the responsibility and legal authority to manage the affairs of the Corporation. Board functioning is described in the University By-Laws. Responsibilities include:

Appoint, support and assess the performance of the President
Clarify the University mission
Ensure faculty, staff and student wellbeing

Ensure responsible University resources management
Ensure adequate financial resources
Preserve institutional autonomy
Interpret the campus to the community
Interpret the needs of society to the campus
Provide for long-range planning
Assess its own performance

## EMPLOYMENT

### EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY

Salve Regina University does not unlawfully discriminate on the basis of age, sex, race, religion, color, national or ethnic origin, veteran status, disability, sexual orientation or any other basis protected by applicable federal or state law, in the administration of its employment policies, educational policies or financial aid programs.

Salve Regina University neither condones nor tolerates discriminatory conduct and expects all faculty, staff and students to promote an environment that is free of discrimination and supportive of this policy.

### AMERICANS WITH DISABILITIES ACT (ADA)

As indicated in the University's Equal Opportunity/Affirmative Action Policy, the University is committed to complying with all Federal and State laws, including the Americans with Disabilities Act (ADA). The ADA prohibits discrimination against a qualified person with a disability in all employment practices. It also requires that employers provide reasonable accommodations to qualified individuals with disabilities.

Any requests made by a faculty or staff member for a reasonable accommodation must be made to HR. HR will work, on a case-by-case basis, to make reasonable accommodations for a qualified individual with a disability, provided that such accommodation does not impose an undue hardship on the University. An individual with a disability is required to self-identify that fact and provide HR with documentation before a reasonable accommodation can be considered.

Should you have any questions regarding this policy, contact HR at extension 2135.

## AT-WILL EMPLOYMENT

Most employment at Salve Regina University is not governed by any written or oral contract, and is considered an at-will arrangement. This means that an employee is free, as is the University, to end the employment relationship at any time, for any reason, so long as there is no violation of any applicable federal or state law.

## FAIR LABOR STANDARDS ACT (FLSA) CLASSIFICATIONS

*Staff* are all non-faculty employees of Salve Regina University and are classified as follows:

EXEMPT STAFF:

*President's Cabinet*: President and Vice Presidents. The Cabinet members are University decision-makers. As Chief Executive and Academic Officer, the President works with administrative officers, faculty, staff and students to ensure that institutional governance policies are carefully formulated and implemented. The President appoints her Cabinet members, is the spokesperson for the institution and has general leadership responsibility.

*Executive, administrative and managerial employee:* Salaried staff whose positions of responsibility at times require extended work hours without added compensation.

They are not subject to the overtime provisions described in the FLSA.

NON-EXEMPT STAFF:

Clerical, maintenance, grounds, security, etc. Hourly employees whose positions warrant extra pay when extended work hours are required. As support staff, they are subject to the overtime provisions described in the Fair Labor Standards Act.

## EMPLOYEE WORK CLASSIFICATIONS

(Policy updated 07/2013)

REGULAR FULL-TIME EMPLOYEES work 35 hours per week for at least nine months.

REGULAR PART-TIME EMPLOYEES work at least 20, but less than 35, hours per week for at least nine months.

OTHER PART-TIME EMPLOYEES work less than 20 hours per week for either a calendar or academic year and are not eligible for any holiday/President's Day pay or any other benefits.

ACADEMIC YEAR EMPLOYEES work at least 20 hours per week during the academic year (usually September through the end of May). Their work schedule usually corresponds with the school year calendar (i.e., off during semester and spring breaks, etc.). These employees are only paid for holidays that do not fall in the academic breaks or intercessions (i.e. spring break, Thanksgiving and Easter breaks, etc.).

ORIENTATION PERIOD EMPLOYEES are individuals who are new to the institution or current Salve employees who assume a new University position. They undergo a trial period for training and evaluation that usually consists of the first ninety days on the job.

During that time, the University and the employee decide whether the work is satisfactory. Leave accruals (i.e., vacation, sick) will start to accrue at the date of hire, but will not be available for use until the end of the orientation period.

TEMPORARY EMPLOYEES are workers hired for short-term positions at the University. They are not eligible for any University benefits and are not considered part of the regular staff at the University.

ESSENTIAL PERSONNEL are members of the Security, Grounds and Maintenance Departments. During the academic year, when students are on campus, the definition of essential personnel is expanded to also include Athletics, Health Services, Library, Campus Life, Shuttle Driver, Wakehurst Student Center and Computer Lab employees. These workers are required to be on campus during an emergency, when work and/or classes have been cancelled.

**JOB POSTINGS**

Job vacancies are not filled automatically. Rather, the University evaluates and justifies the need for each position.

In most cases, current staff are apprised of open positions through e-mail notices to all faculty and staff and all open positions are posted in Ochre Court and on the HR website. Interested staff who meet the qualifications of the position are encouraged to apply for a position by submitting a letter of intent and current resume through the online recruitment software and by sending an e-mail to the AVP-HR indicating his/her desire to apply for the position. The University will only accept applications for open positions. When a vacancy can be filled by someone currently in the Salve Regina community, the University may reserve the right to effect the change without posting the job.

The University does not place staff and relatives with the same supervisor or in positions that might influence decisions about either employee's continued employment, promotion or compensation. (For more information, see section entitled, "Promotions, Transfers and Upgrades "on page 13.)

**HIRING PROCEDURES**

Department directors determine the need for new or replacement staff and submit "request to hire" forms to vice presidents in their area along with position descriptions and their rationale. Request to hire and position description forms are available in HR. When the AVP-HR receives the forms with all appropriate signatures and information, the hiring process will begin. The following steps are then taken:

- A salary range is set after consultation between the AVP-HR and the appropriate senior administrator/department head.
- Internal postings and media advertisements are created by HR using approved job descriptions. Ads are priced and placed, and job information is placed on the applicant tracking system through the Salve Regina University HR website. Ads are also e-mailed to numerous minority organizations and the State Department of Employment Security.
- All applicants (including internal applicants) are required to apply online.
- The hiring supervisor reviews the online applications and résumés, then selects, contacts and checks references of candidates to be interviewed.
- Following interviews, the supervisor, in conjunction with the area Vice President, makes a final determination. The Department Supervisor makes the offer to the applicant. The offer must stay within the approved salary budget.
- The hiring supervisor informs the AVP-HR, by e-mail, of the chosen candidate, their hire date and agreed-upon salary. The hiring supervisor, as a matter of courtesy, should call and inform the unsuccessful applicant(s) who have been interviewed, that they were not selected for the position. HR will then notify all other applicants of their non-selection and mail a new hire packet with letter to the successful candidate.
- HR will then perform a criminal, social security, educational and/or motor vehicle check on the chosen candidate. Safety/Security officers are also required to undergo psychological exams.

## TEMPORARY HELP

Temporary help may be needed during unusually busy work periods, times of illness or staff departure. Requests for short-term agency support must receive prior approval from the appropriate senior administrator. The following steps are required:

- Contact HR to request temporary help. HR will then forward the required "request to hire" form to the supervisor who will complete the temporary section.
- Supervisor must get signature approval from a senior administrator before returning the form to HR.
- All information must be completed, including the budget number to be charged, work schedule, duties to be preformed, etc…
- HR will verify the information and then locate the requested temporary assistance.

## PERFORMANCE APPRAISALS

### ORIENTATION PERIOD

New and transferred employees receive formal performance appraisals following a ninety-day orientation period. If work has been satisfactory, the employee moves to a regular employee status.

If the supervisor's review indicates that the staff member has not met expectations or the worker is not satisfied with the position, employment may be terminated or a training and evaluation period extended. This review is not usually accompanied by a salary increase.

During their orientation period, staff are expected to receive informal, ongoing counseling from their supervisors. Employment may end anytime if performance is below expectations or otherwise unsatisfactory. A written evaluation is discussed with the employee and a copy of the evaluation is given to the employee and also filed in HR.

### ONGOING PERFORMANCE REVIEWS

Performance reviews are meant to promote discussion between employee and supervisor. These discussions should include duties and responsibilities, problems/concerns, potential University career opportunities and other pertinent topics. Performance reviews are intended to help employees meet University needs while pursuing personal and professional growth. To be effective, open and honest discussions between both parties are required.

The University believes a minimum of one annual formal discussion between supervisor and staff is needed but recommends that they occur more frequently. The annual, formal evaluation cycle begins in May of

each year with a completion date in July. HR will provide the timing and the required forms to each supervisor at the beginning of the process.

## PROMOTIONS, TRANSFERS AND UPGRADES

Salve Regina encourages internal promotions and University career development. Job preference is given to Salve candidates, when possible, after considering ability, qualifications, experience, growth potential and affirmative action goals.

A *promotion* is a change from one position to another either in the same or another office; it is classified at a higher level, has more responsibility and is usually accompanied by a salary increase.

It is expected that any staff member promoted into a supervisory role will participate in a University sponsored supervisory workshop.

A *transfer* is a lateral change from one position to another where the employee retains the same salary level and job classification. It usually does not involve a salary increase.

Once a transfer or promotion has been granted, the change date (which normally should not exceed two weeks) must be mutually agreed upon by the current and new supervisors. Promotions are determined primarily by qualifications and University service. When all factors are equal, preference is given to a current employee in the department with the opening. Transferred or promoted staff serve the first ninety days in an orientation and review period regardless of number of years of University service. All internal transfer candidates must inform their supervisor of their intentions to apply for a position by submitting a letter of intent and current resume through the online recruitment software and by sending an e-mail to the AVP-HR indicating his/her desire to apply for the position.

A *position upgrade* is the result of a job review by the AVP-HR and the department's senior administrator. This higher grade level job classification usually follows a change and increase in staff duties, a decision not to replace a departing employee or increased office responsibility. The department supervisor's request must be accompanied by an updated job description, recommendation and approval from the appropriate senior administrator.

## OUTSIDE EMPLOYMENT

Personal situations sometimes require employees to have additional jobs outside the University. Such commitments must not interfere or compete with Salve Regina work, should not be done on University time or premises or with its services, supplies or equipment.

### STAFF TEACHING

In the interest of a proper focus on the primary role of staff members, the following policy will be implemented effective September 1, 2012:

Only exempt staff members may teach, and may teach not more than four credit hours per semester. Vice Presidents whose exempt staff members teach courses closely aligned with their job responsibilities will regularly review teaching for possible integration into job responsibilities.

Exceptions to the four credit hour limitation would be at the suggestion and with the approval of the Provost and the employee's respective Vice President only.

### THE WORKDAY

**Policy updated effective 7/1/2013**

University offices are usually open from 8:30 a.m. to 4:30 p.m., Monday through Friday, and are to remain open throughout the day. Offices with educational functions that require longer hours operate beyond the normal workday.

### LUNCH

**Policy updated effective 7/1/2013**

Lunch breaks for full-time employees are non-work periods that are usually one hour in length. They are generally taken between 11:30 a.m. and 2 p.m. and do not include basic or overtime wages. Staff who work less than six hours a day do not have lunch breaks.

Supervisors schedule lunch arrangements to fit office needs. Offices with two or more people are expected to stagger lunches so that service is not interrupted. In one-person offices, efforts need to be made to have a student worker cover the office. If this is not possible, telephone calls should be forwarded or messages should be changed to indicate when staff will be back in the office.

### OFFICE PARTIES

Parties are not allowed in campus offices. The University encourages acknowledgement and recognition of birthdays, anniversaries, etc., but group celebrations should be planned outside office hours.

## CONDUCT

Staff are reminded that attitude and conduct are significant parts of employment and that it is everyone's job to be courteous to co-workers, students, parents, alumni and campus visitors. Staff are expected to maintain standards that promote orderly, effective and efficient

University functioning. Inappropriate behavior includes violations of rules and regulations, unsatisfactory work performance and off-duty behavior that adversely affect the employment relationship.

Employee conduct bears directly on public opinion of the University. Therefore, it is imperative that staff respect the rights of others and conduct themselves professionally.

### CONFLICT OF INTEREST

Faculty and staff should not participate directly or indirectly, in any transaction involving the University which would result in personal benefit at the expense of the interests of the University, nor should any faculty or staff member, or any member of their families accept gifts, services or other favors under circumstances from which it might be inferred that such actions were intended to influence the performance of duties for, or on behalf of, the University. (FOR SENIOR ADMINISTRATORS, ASSOCIATE VICE-PRESIDENTS, DEANS AND DIRECTORS, SEE APPENDIX A FOR THE POLICY IN ITS ENTIRETY.)

### WHISTLEBLOWER POLICY

A culture of compliance strengthens and promotes ethical practices and respectful treatment of all members of the University community and those who conduct business with the University. This Policy is intended to encourage and enable employees and others who have good-faith serious concerns about misconduct, including violations of law, regulations or University policies and procedures or other conduct ("Misconduct"), to raise them with the University before seeking external resolution. This Policy is not intended to supplant, but rather to complement and supplement, existing University policies. (SEE APPENDIX B FOR THE POLICY IN ITS ENTIRETY.)

### APPROPRIATE ATTIRE

Personal neatness and appropriate attire are left primarily to employee discretion and good judgment. Since staff appearances reflect upon the University, supervisors and department heads may establish standards for attire that are appropriate to tasks and working conditions.

### AMOROUS RELATIONSHIPS

The mission of Salve Regina University calls its employees to accountability and promotes justice and respect in the relationships that exist between staff and students.

Romantic and sexual relationships between staff/faculty and student, or supervisor and employee, are strongly discouraged, even when such relationships appear or are believed to appear, as

consensual. Where a professional power differential exists, such a relationship will be perceived as potentially detrimental to the working and learning environment.

### IDENTIFICATION WITH THE UNIVERSITY

Salve Regina employees have a responsibility to the University when they express personal opinions in public, or through the media, and are asked to be sensitive to the importance of their words and actions. Staff who are identified with the University may be erroneously perceived as official spokespeople. They are asked to clarify that their affiliations are only for identification and that their personal opinions do not necessarily coincide with the views of the University, its faculty, staff or students.

### HARASSMENT

The University strives to provide an environment that is free of harassment and other unreasonable interference. Although Salve Regina promotes freedom of expression, this freedom implies a responsibility to observe the rights of others. Conduct that diminishes, exploits or abuses another's position or personal worth is not acceptable, and harassment in any form is not tolerated.

### SEXUAL HARASSMENT

Sexual harassment is illegal under both state and federal law. Salve Regina is committed to providing an environment where men and women may coexist comfortably and productively free from such behavior. This policy applies to all University members (students, faculty, administrators and staff) and functions (recruiting, testing, hiring, upgrading, promoting, demoting, transferring, laying off, terminating, paying, benefiting and selecting for training, sports teams, travel or social events). (SEE APPENDIX C FOR THE HARASSMEMT PREVENTION POLICY IN ITS ENTIRETY.)

### DISCIPLINE

Staff who are discourteous, disruptive or who reflect unfavorably on co-workers or the University are subject to discipline. Supervisors may initiate corrective action through verbal warning, written reprimand, disciplinary time off or dismissal. The form of discipline depends upon the employee's misconduct and disciplinary record. Time-off or dismissal may result from one act of serious misconduct or from repeated but less serious acts. Dismissal need not be preceded by other disciplinary action. The University reserves the right to dismiss employees whose performances are unacceptable.

Employees found to be engaged in activities, such as but not limited to, theft of University property, insubordination, conflict of interest, moral turpitude or other acts that show willful disregard of University interests or policies, are disciplined up to and including dismissal. Possession and/or use, conviction for possession and/or use or delivery, of illegal substances or conviction for felonies, may be grounds for dismissal. Alcohol use during the workday, or arrival at work under its influence, may result in immediate termination. (SEE PAGE 18, DRUGS AND ALCOHOL.)

When an employee is faced with possible dismissal, it is expected that conversations between the employee and supervisor will take place regarding the situation. Dismissal for misconduct is documented in employee files and neither salary continuance nor severance pay is allowed.

### GRIEVANCES

Staff with personal conflicts and dissatisfactions that they are unable to resolve through informal discussion and professional good sense may refer to the University Grievance Policy.
(SEE APPENDIX D, GRIEVANCE PROCEDURES.)

### CONFIDENTIAL MATERIAL

Confidential information is handled by many University offices. Before it may be released to anyone, approval must be received from the appropriate supervisor. Such material is only made available on a need-to-know basis and employees are cautioned to refrain from discussing or displaying it to other staff, faculty, students or the public. For more information see Appendix E, Confidentiality and Privacy Policy.

## UNIVERSITY POLICIES

### COMPUTERS AND THE INTERNET

The University has computer and Internet resources for faculty, staff, students and other authorized individuals to use in support of Salve Regina's academic research and instructional and administrative objectives. University e-mail and internet resources are for business use only. Personal use during work hours is prohibited. After-hours use with supervisor approval is permitted.

Users are responsible for all transactions made with their identification (ID) codes. They are expected to safeguard their ID and passwords and to use them only for their intended purposes.
(SEE APPENDIX F FOR INTERNET GUIDELINES.)

## DRUGS AND ALCOHOL

In keeping with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, alcohol use or possession on University property is not permitted except at officially sanctioned University functions. It is illegal to manufacture, distribute, dispense, possess, or use controlled substances on University property. Employees must notify the University within five days of any criminal drug arrest, arraignment and conviction.

The University is committed to the safety and well being of community members and a drug-free workplace. Excessive alcohol consumption or use of illicit substances impairs individual functioning, changes behavior and subjects users to serious health risks, including disease, addiction and death. Confidential information about various drug and alcohol counseling and rehabilitation programs is available through University Counseling and the Employee Assistance Program.

The Director of University Health Services is responsible for the Drug-Free Awareness Program and offers all faculty, staff and students at least one drug awareness presentation per year along with numerous educational programs. If an employee violates this policy, the University may:

- take immediate disciplinary action that could include dismissal, require completion of an appropriate rehabilitation program,
- report the employee to appropriate officials for prosecution under Rhode Island and United States law where penalties may include fines, imprisonment or both.

## SMOKING

Rhode Island's "Public Health and Workplace Safety Act," effective March 1, 2005, prohibits smoking in places of employment.

> *"Smoking shall be prohibited in all enclosed facilities within places of employment without exception. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, vehicles and all other enclosed facilities."*

In accordance with the RI law, the University prohibits smoking inside any University owned or leased building or vehicle. Smoking outside of University owned or leased property must be within designated smoking areas. If no such area exists, smoking by law must always be far enough away from any building so as to prevent the migration of smoke into any enclosed area.

Enforcement of this smoking policy requires the cooperation of everyone. Supervisors should be cognizant of their employee's compliance with this policy and treat any non-compliance with possible disciplinary action. The Office of Safety and Security, in concert with Residence and Student Life, will enforce this policy as it would any other University policy or state law and reserves the right to impose a penalty for non-compliance.

A list of smoking cessation programs and options available to employees and students may be obtained from either University Health Services or HR.

## COMPENSATION

### PAYROLL CHECKS

The University uses a bi-weekly pay schedule. Electronic timesheets are completed and approved by supervisors every other week with pay date the following Friday. The University encourages direct deposit of pay and provides online access of employee's pay information and W-2 Forms.

### OVERTIME

(Policy updated 07/2013)

NON-EXEMPT EMPLOYEES: Non-exempt employees work overtime only at their supervisor's request. Overtime wages are paid at one-and-one-half times the regular pay rate for "eligible" hours worked in excess of forty in one week. However, for hours worked on official federal or state holidays, employees will be paid for the holiday plus one and one-half times their regular rate for all hours worked on the holiday. (This does not include Salve Regina University President's Days, such as Good Friday.) *See listing on page 35*.

Eligible hours used to calculate overtime are actual hours worked, plus approved vacation and personal leave, but exclude sick leave. Staff who frequently refuse over-time work may be disciplined.

To ensure continuous University coverage, it is necessary for some staff to work when others do not, or when the University is closed unexpectedly because of storm or natural disaster.

(FOR INFORMATION ON ESSENTIAL PERSONNEL, SEE PAGE 10.)

Following an official University closing, including President's holidays, employees who work during such times will receive an equal amount of time off (up to 8 hours) at a later date.

When the University closes unexpectedly and non-essential personnel are told they may leave early, they are paid at their regular rate until the end of their regularly scheduled day.

Whenever (including paid holidays) service personnel are called to campus for an emergency, they are guaranteed three hours of regular pay regardless of actual time worked.

When the University is closed due to inclement weather, employees who have scheduled in advance the use of vacation, sick, or personal time on those days are still charged for the time. However, vacation and personal time is not deducted for President's Days or official University holidays.

EXEMPT EMPLOYEES: Exempt employees are not subject to the overtime provisions of the law. They are executive, administrative and managerial employees as defined by the Fair Labor Standards Act, who by virtue of the responsibility inherent in their positions, are expected to work the hours required to complete assigned tasks.

### SALARY REVIEWS

Annual salary reviews for all staff hired before June 1 are conducted in the summer. Staff hired on or after June 1 are eligible for salary review in September of the following year.

Salary increases are not automatic. Supervisors make recommendations to the appropriate Vice President and the AVP-HR who act to coordinate equity within and between departments. Determining factors include qualifications, job performance, level of responsibility, length of service, internal equity and cost-of-living changes. All salary increases must be approved by the President.

## BENEFITS

**This section is only a guide to your benefits package - for more detailed information, consult your plan documents or call HR.**

### LIFE INSURANCE

BASIC LIFE: Life insurance coverage is provided to staff who work a minimum 30 hours per week. It becomes effective on the first day of the month following three months of employment. It is paid by the University up to the next nearest $1,000 of an employee's basic annual salary to a maximum of $50,000. Coverage is reduced to 65% of salary

at age sixty-five and to 50% at age seventy. If accidental death occurs, the normal amount of insurance coverage doubles. There is a conversion right at retirement or termination.

SUPPLEMENTAL LIFE: Staff may purchase an additional policy equal to one, two, three or four times their basic annual salary up to a maximum of $300,000. Group-rate premiums are deducted from biweekly paychecks and bonded according to age. There is a portability right at termination.

DEPENDENT LIFE: Staff may purchase life insurance coverage for dependents. Premiums are deducted biweekly from staff paychecks. Spouses can be insured for $10,000, $20,000 or $30,000 and eligible children (to age 19 or full-time students to age 23) for $5,000 each. There is a portability right at termination.

NOTE: Staff who enroll in supplemental or dependent life programs when first eligible are not asked health-related questions. Those who decide to join later must complete a certificate of insurability and possibly a physical exam.

**DEATH BENEFIT STIPEND**

Staff employees who work 20-29 hours per week are not eligible for a life insurance benefit under University policy. In the event that they die while employed by the University, their legal beneficiary will receive a death benefit stipend in the amount of $1,000 to assist with family expenses.

**HEALTH INSURANCE**

(Policy updated 07/2013)

The University provides comprehensive health care plans to staff who work a minimum of 30 hours per week. They are eligible for health benefits on the first day of the month following 30 days of employment. Staff with eligible dependents may choose individual-plus-one or family coverage.

Employees contribute towards the cost of the health insurance. Annually, the University determines the cost to employees. The amount assumed by staff is deducted biweekly from paychecks once the employee is eligible for benefits and elects coverage by completing and submitting an enrollment form to the Benefits office.

Employees who work 20–29 hours per week and who are enrolled in the health plan as of July 1, 2013 are grandfathered for coverage. The cost for coverage is 50% of the premium and deducted biweekly from paychecks. Should employment for these individuals end or coverage end for any reason, their grandfather status shall end as well for both themselves and their dependents. Employees employed for at least 30 hours per week prior to July 1, 2013, who later reduce their hours to below 30 per week, are not grandfathered for health insurance.

Just prior to age sixty-five, employees may elect to continue their regular insurance and/or apply for one of many supplemental Medicare health insurance policies.
(SEE SOCIAL SECURITY, PAGE 24 FOR MEDICARE DETAILS.)
For more information about staff health-care plans, contact HR at extension 2332.

**DENTAL INSURANCE**
(Policy updated 07/2013)

The University offers a comprehensive dental insurance policy to employees. Those who work a minimum of 30 hours per week are eligible for dental benefits on the first day of the month following 30 days of employment. Staff with eligible dependents may choose family coverage.

Employees contribute towards the cost of the dental insurance. Annually, the University determines the cost to employees. The amount assumed by staff is deducted biweekly from paychecks once the employee is eligible for benefits and elects coverage by completing and submitting an enrollment form to the Benefits office.

Employees who work 20–29 hours per week and who are enrolled in the dental plan as of July 1, 2013 are grandfathered for coverage. The cost for coverage is 50% of the premium and deducted biweekly from paychecks. Should employment for these individuals end or coverage end for any reason, their grandfather status shall end as well for both themselves and their dependents. Employees employed for at least 30 hours per week prior to July 1, 2013, who later reduce their hours to below 30 per week, are not grandfathered for dental insurance.

### COBRA

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) and Health Insurance Portability and Accountability Act of 1996 (HIPAA) provide an extended health insurance option to certain employees, including those terminated, their spouses and dependents, who otherwise would be ineligible for coverage. For an explanation of the laws in their entirety, (SEE APPENDIX G).

### WORKERS' COMPENSATION

This University-paid program covers staff who incur work-related injuries, medical expenses and lost wages. All accidents are to be reported immediately to supervisors and an accident report completed in HR. If supervisors cannot be reached, staff must promptly notify the Associate Director for HR and Benefits to ensure proper claim documentation. After normal working hours, reports may be completed in the Safety and Security Office. All workers' compensation injuries that require an absence from work will also fall under the medical leave guidelines of the Family Medical Leave Act (FMLA). (SEE PAGE 36.)

### DISABILITY INSURANCE

The University carries long-term disability insurance (LTD) for faculty and staff. After one year of employment, all staff who work a minimum of 30 hours per week are eligible for the program.

There is a 180 day waiting period before coverage begins. After meeting the total or partial disability requirement as defined in the LTD contract, eligible staff are entitled to up to 60% of their basic annual salary (not to exceed $10,000 per month). A cost-of-living adjustment is included. The maximum length of benefits depends on the staff member's age when total disability begins.

The program features a retirement security benefit, for pension plan participants of at least three months that pays into the employee's University-sponsored retirement plan. The maximum monthly retirement benefit is 12% of a staff member's basic monthly earnings (not to exceed $2,000 per month).

For more detailed information on the LTD benefit, consult the policy handbook or call Benefits at extension 2332.

### EMPLOYEE ASSISTANCE PROGRAM

The University sponsors a voluntary and confidential counseling and referral service for staff and their families that is designed to promote health and well-being. The Employee Assistance Program (EAP) is intended to identify and assist with:

- Marital or family problems (aging parents, troubled children, divorce, etc.)
- Drinking/drug abuse problems
- Legal/financial concerns
- Emotional distress (depression, job pressures, etc.)
- Relationship issues

Staff or family members with personal difficulties are encouraged to contact the EAP office at 1-800-445-1195, from anywhere in the U.S., to speak with a professional case consultant. Some problems can be quickly identified and resolved. In other situations, referral can be made to outside agencies and practitioners.

The University pays EAP program costs. Additional professional referrals that may be set up could involve fees and should be aligned with University health plans.

**SOCIAL SECURITY**

All staff pay is subject to Social Security and Medicare tax deductions according to the Federal Insurance Contributions Act (FICA). Deductions are matched by the University.

*Social Security* is a federal insurance program that provides income at retirement and during periods of total disability and survivor benefits. Employees must apply for Social Security retirement benefits three months before they intend to stop working.

*Medicare*, a federal health insurance program managed by the Health Care Financing Administration, provides hospital and medical insurance to people age 65 and older as well as to those with kidney failure and other disabilities. Hospital insurance helps to pay for inpatient care and some follow-up services. It is financed through part of Social Security (FICA) taxes. Voluntary medical insurance helps pay for doctor and medical services and other items. It is financed by monthly premiums of those enrolled and by general federal revenues. Local Social Security offices accept Medicare applications, provide claims assistance to beneficiaries and program information.

Although optional, it is important for staff to enroll in Medicare Part A when first eligible, even if they plan to retire later, since Social Security may impose penalties when enrollment is deferred.

Those who work beyond age 65 may continue their University health plan coverage and use Medicare as a secondary resource. Staff who decline University coverage will use Medicare as their primary provider.

## TUITION BENEFITS

(Policy updated 02/2014)

### EMPLOYEE ELIGIBILITY

Full-time staff who have completed their orientation period may take regular Salve Regina undergraduate and/or graduate courses for credit. Part-time staff, who have completed their orientation period and work at least twenty (20) hours per week, may receive pro-rated tuition (see next section) for regular undergraduate and/or graduate courses at the University.

### GUIDELINES

Staff may take up to two classes for credit on a non-matriculated basis. In order to take additional courses for academic credit, the employee must apply to the University, be formally accepted into a degree program and fully matriculated. For the benefits to continue, employees must remain in good academic standing, meet a minimum semester GPA (see below) and complete all prior University courses for which they have been registered.

Staff may receive tuition benefits for up to two courses each semester and for one course each summer session. The benefit extends to online interactive and hybrid courses and up to one workshop per semester on a space-available basis only. Also, on a space-available basis only and with instructor permission, an employee may audit a class (take a class for no credit). Staff auditing courses must follow all other Tuition Benefit guidelines (except matriculation).

Staff may earn up to two degrees and one certificate of graduate studies under the Tuition Benefit policy (excluding CAGS). All registration and course fees, due at registration, are the employee's responsibility to pay. This benefit is offered with the understanding that class and study hours are not to conflict with work hours. However, if courses are taken during the regular work day, supervisor approval is needed. Time missed from the regular work schedule must be made up.

### PROCESS FOR EMPLOYEES

Each semester, prior to course registration, interested staff should obtain a Tuition Benefit form from the HR Office or by downloading one from the MySalve document library. The employee then completes and submits the form to their supervisor for approval. After the appropriate signature is obtained, the employee returns the form to HR for final approval. A HOLD will be placed on the student's registration account each semester. After the tuition benefit form has been

completed and submitted to HR and after the employee has paid the registration and any course fees, the hold will be released with a future date of no more than 4 business days before the start of the semester. Once the hold is released, the employee can register online or in person at the Registrar's Office.

### EXCLUSIONS

The benefit does not apply to special programs, teachers' certificates, institutes, individual instruction, directed or independent study, study abroad, section 42 degree completion program courses, online self-paced courses, Ph.D. courses and other courses offered outside the University catalog.

### DEPENDENTS

After two years of continuous full-time employment, a 50% tuition benefit may be applied to costs of undergraduate courses for a dependent qualifying child* or for a spouse. The benefit increases to 100% after three years of full-time employment. After three years of continuous employment, part-time employees working a minimum of 20 hours per week are eligible for undergraduate tuition benefits for a spouse or a dependent qualifying child* on a pro-rated basis based on hire date and the numbers of hours worked in a week. In order for the benefit to continue, students must remain in good academic standing and meet a minimum semester GPA (see next section). The benefit is limited to one family member each semester. Dependents are allowed up to five 3- or 4-credit courses and two 1-credit courses each semester and 6 credits each summer session. Spouses or dependents who are eligible for tuition benefits may audit up to 2 undergraduate courses (or take 2 non-matriculating undergraduate courses).

To continue to be eligible for tuition benefits, dependents must formally apply to the University, be academically qualified by meeting all admissions standards, be accepted to the University and fully matriculated. Dependents are subject to and responsible for all general and course fees listed in the college catalog. A dependent may earn up to one undergraduate degree under the Tuition Benefit <u>or</u> Tuition Exchange policies.

Dependent students of full-time employees who are awarded a merit scholarship during the admission acceptance process will retain their scholar status however; the monetary value of the scholarship will be replaced by the tuition benefit.

Dependent students of part-time employees who are awarded a merit scholarship will be granted the greater of the scholarship or the tuition benefit.

### PROCESS FOR DEPENDENTS

Prior to taking a course at the University, a dependent must complete a Parental Release Form with the Office of the Registrar. Then, each semester, prior to course registration, interested dependents should obtain both a Tuition Benefit Form and an IRS Dependency Status Form from the HR Office or by downloading them from the MySalve document library. After the forms are completed, they should be returned to HR for final approval. A HOLD will be placed on the student's registration account each semester. After the tuition benefit and IRS dependency forms have been completed and submitted to HR, the hold will be released so that the student can register online or in person at the Registrar's Office. Students must pay for any fees, associated with the course, directly to the Business Office.

### DEATH OR INCAPACITATION OF AN EMPLOYEE

The University offers this policy to children and spouses of deceased or seriously incapacitated full-time staff who had at least five years of full-time service and were employed at Salve Regina at the time of death or disability. In such case, a dependent qualifying child* or spouse will be eligible if enrolled within three years of the employee's death or disability. The policy is limited to one child or spouse for up to one undergraduate degree.

### NIECE/NEPHEW BENEFIT

During their active employment, staff who are single and have no children, are allowed taxable undergraduate tuition benefits for nieces or nephews who are under the age of 24. The employee is taxed on the full amount and the University reports the benefit amount as income on an IRS W-2 form. One niece or nephew may be enrolled at a time. The eligibility requirements and guidelines in the dependent section of this policy also apply to nieces/nephews.

### STAFF WHO LEAVE THE UNIVERSITY

For those staff who leave the University while receiving tuition benefits for themselves, their dependent qualifying child*, spouse or niece/nephew, the tuition costs will be pro-rated and employees must make payment arrangements with the Business Office for the remainder of the bill.

PART-TIME EMPLOYEES

The pro-rated amount of benefits for eligible part-time employees is: 20-24 hours/week = 50% tuition benefit; 25-29 hours/week = 66% tuition benefit; 30-34 hours/week = 75% tuition benefit.

MINIMUM SEMESTER GPA

The minimum semester GPA that all undergraduate students must achieve in order for tuition benefits to continue is 2.0. Graduate students must maintain an average of B- or better in each course.

Students who do not meet the minimum semester requirements for two semesters will become ineligible for any future tuition benefits. Staff ineligible for tuition benefits may receive further guidance about educational expenses from the Financial Aid Office.

TAXES

The Tax Reform Act of 1986, IRS sections 117 and 127 allow undergraduate tuition benefits to be non-taxable income when received by employees, spouses or a dependent qualifying child* and applied to their tuition bill.

Under current tax law, IRS section 117, graduate tuition benefits for employees are tax free up to $5,250 per year. Any amount over $5,250 is generally taxable unless the course taken is job-related and meets the following requirements under IRS Section 132. A tax-free benefit must:

1. help to maintain or improve job skills
   <u>or</u> be required by Salve Regina University
   <u>or</u> be required to retain a current University position or compensation
   <u>and</u>
2. not be a minimum educational requirement for one's current position
   <u>and</u>
3. not provide preparation for a new trade or business.

*****A dependent qualifying child must (1) be the natural or adopted son, daughter or stepchild of the employee, (2) have the same principal abode as the employee for over half the year, (3) be under age 19 at the end of the year, or if a full-time student, under age 24 at the end of the year, and (4) not provide more than half his or her own support. Employee's siblings, stepsiblings, grandchildren and other IRS defined qualifying relatives are not eligible to

receive tuition benefits. (See IRS Publication 501 for dependency tests and further definitions.)

## TUITION EXCHANGE POLICY

(Policy updated 07/2013)

Salve Regina University is part of the Tuition Exchange Program (TEP), a non-profit organization which provides a method of allowing qualified dependents of employees to participate in full scholarships at other TE institutions.

The program is based on a balanced "import/export" system, in which we must "import" as many students as we "export," in order to continue to offer these scholarships. The number of students the University may export into the TEP each year is dictated by TEP regulations and the current import credit balance.

### EXPORT GUIDELINES-EMPLOYEE ELIGIBILITY

To be eligible for the TEP, the student/applicant must be the dependent qualifying child* of a full-time employee at the University. TEP does not allow this program to be granted to nieces or nephews. The University must have employed the employee in a full-time position for at least five full years by the first of September in the year in which the dependent qualifying child* has begun receiving the TEP scholarship benefits. Within TEP guidelines, the President reserves the right to determine the eligibility requirements of Senior Administrators, Deans and Directors.

### SCHOLARSHIP SELECTION PROCEDURE

- If the number of qualified student applicants is less than or equal to the number of scholarships available, all applicants are accepted, as long as they meet all other criteria.
- If the number of qualified student applicants exceeds the number of scholarships available, eligible Senior Administrators and/or Deans will receive the benefit first. For all other employees, seniority as members of the full-time faculty or staff (excluding leaves of absence) will be the determining factor. Seniority will be reduced by ten years for employees who wish to have a second child participate in the program.

If there is a tie in seniority, then the following will occur:

- Tie between Senior Administrator and Dean, Senior Administrator will receive the benefit first. If between two Senior Administrators or two Deans, seniority prevails;
- Tie between two faculty members, rank will prevail, then lottery;

- Tie between two staff members, lottery will be held
- Ties between faculty and staff members, faculty members will receive the benefit first.

### SCHOLARSHIPS AWARDED

Each student is limited to one four-year undergraduate degree through the Tuition Exchange or Tuition Benefit policies. The program is based on a balanced "import/export" system, in which we must "import" as many students as we "export", in order to continue to offer these scholarships. The number of students the University may export into the TEP each year is dictated by TEP regulations and the current import credit balance.

The dollar amount of the scholarships at most member TEP colleges is for full tuition. However, the scholarships may be limited by the importing college to the TEP minimum (for 2012-13: $31,000.00). It is the responsibility of the student to pay the balance of any tuition and/or room and board, and/or other fees.

Certain TEP member institutions may require some reimbursement towards tuition in addition to the scholarship amount. Financial aid awards (Pell Grants, etc.) may be included by the member institution in determining scholarship awards. Please note that even though a student may be awarded a TEP scholarship from Salve Regina University, it does not guarantee admission to the TEP college/university of their choice (due to import limits, admission standards, etc.). For better acceptance possibilities, it is suggested that the student apply to a few TEP colleges. Employees will be required to pay the annual participation fee for each dependent participating in the program ($35 in 2013).

### TERMINATION, DEATH OR INCAPACITATION OF AN EMPLOYEE

In order for a dependent student to remain eligible for a TEP scholarship, the employee must remain a full-time employee of the University. If an employee retires, or otherwise terminates employment with the University, the student may continue the scholarship only until the end of the semester in progress during which the retirement/termination occurs.

In the event of the death or serious incapacitation of an employee, the dependent student who is already enrolled in a TEP scholarship may continue to enjoy the benefit of enrollment for a total of a four-year scholarship. "Incapacitation" is defined as a disability due to injury or illness, which prevents the employee from performing each of

the material duties of his/her regular occupation. (See SRU long-term disability booklet.)

### LIMITATIONS

*Admissions*: Students must make timely applications and meet regular admissions requirements of the institutions to which they apply.
*Academic Performance*: Students attending colleges under TEP must meet all requirements established at those institutions. All students enrolled in TEP must be recertified each year.

### DEADLINES

Applications for TEP scholarships must be filed with the TEP liaison officer by no later than the October 1st immediately preceding the academic year for which the scholarship is desired. Any late applicants will be ranked by the date applications are received by the TEP liaison officer, but below any students who have applied prior to October 1st. Any student granted a TEP award must submit written acceptance of the award to the Office of Human Resources no later than May 1st. The student must also submit a copy of the letter of acceptance from the participating institution. Any student not meeting this requirement will forfeit the award to an alternate. The TEP liaison officer at Salve Regina University is the HR Recruitment and Data Specialist.

*****A dependent qualifying child must (1) be the natural or adopted son, daughter, stepchild of the employee, (2) have the same principal abode as the employee for over half the year, (3) be under age 19 at the end of the year, or if a full-time student, under age 24 at the end of the year, and (4) not provide more than half his or her own support. Employee's siblings, stepsiblings, grandchildren and other IRS defined qualifying relatives are not eligible to receive tuition exchange benefits. (See IRS Publication 501 for dependency tests and further definitions.)

## RETIREMENT

The University provides comprehensive fixed and variable retirement annuity programs to employees through TIAA/CREF as well as additional benefits through the Social Security program.

Employees over age 21 are eligible for participation following one year of benefit eligible service (minimum of 1000 hours per year) either at Salve Regina or a higher educational institution immediately prior to joining the University. This benefit does not apply to workstudy employees. The University's contribution is discretionary. Employees working at least 1,000 hours per year are encouraged to make optional tax-deferred contributions for additional retirement security.

Contributions may be divided among investment funds by percentages or, if desired, allocated in their entirety to one fund. Retirement plans are transferable when employees leave the University. Eligible employees who are members of a religious order, may enroll in TIAA/CREF or have an amount paid to a religious community retirement fund that is equivalent to what the University pays its lay employees. Although there is no longer a mandatory retirement age, the University's plan was established for retirement at age 65. Some employees retire earlier and others work beyond age 70.

## LEAVE

### SICK LEAVE

Sick time is provided to eligible staff. Employees who are temporarily incapacitated are required to call in and talk directly to their supervisor.

Full-time staff are allowed one sick day for each month of service. Sick hours are credited bi-weekly. Those who work during the academic year, but not in the summer, are allowed sick time at the same accrual rate, but only for actual months worked. Part-time staff are allowed pro-rated sick days.

Sick days are not available to staff who are in their orientation period. They start to accrue at the date of hire but are not available for use until the end of the orientation period. Staff who take three or more consecutive sick days may, at the University's discretion, be required to furnish medical verification.

Employees hired after July 1, 1998 are limited to 120 days of accumulated sick leave. Those hired prior to that date may, as in earlier policy, accumulate unlimited sick leave.

Staff who do not use any sick time during a fiscal year (July 1 - June 30) are granted one additional personal day for the following fiscal year.

#### SICK LEAVE WITH TDI AND/OR FMLA:

During absences due to illness, staff may receive payment under Workers' Compensation or Rhode Island Temporary Disability Insurance (TDI). These payments are in addition to any accrued University sick, vacation, or personal leave being used.

For additional information on medical leave for more than one week, or intermittent leave for medical reasons, see Family and Medical Leave Act (FMLA) on page 36.

USE OF SICK TIME FOR FAMILY:
An employee may use up to four of his/her accumulated sick days per fiscal year for a family-related illness. (Family is defined here as spouse, child or parent only.) If more than four days per fiscal year are needed for a family illness, the staff member must use accumulated personal or vacation days.

GRANDFATHERED SICK TIME:
Staff are not compensated for unused sick days when they leave the University. However, for staff members hired prior to July 1, 1998, a benefit was established to enable those who retire at age 55 or over and who have at least 10 years of service as a staff member to redeem up to 60 unused sick days. Days must be used immediately before retirement and in the same fiscal year. During retirement sick leave, staff retain full benefits.

| *Years of Completed Service* | *Sick Days Available for Retirement* |
|---|---|
| 10 | 30 |
| 11 | 33 |
| 12 | 36 |
| 13 | 39 |
| 14 | 42 |
| 15 | 45 |
| 16 | 48 |
| 17 | 51 |
| 18 | 54 |
| 19 | 57 |
| 20 | 60 |
| 20+ | 60 |

## VACATIONS
Vacations provide paid time away from work for recreation, rest and relaxation. Staff are encouraged to take time off to avoid job burnout and health-related absences. Vacation time is accrued bi-weekly with the amount determined by an employee's date of hire as follows:

**NONEXEMPT:**

| YEARS OF SERVICE | VACATION DAYS PER YEAR |
|---|---|
| Less than 5 | 10 |
| 5 through 9 | 15 |
| 10 + | 20 |

**EXEMPT:**

| YEARS OF SERVICE | VACATION DAYS PER YEAR |
|---|---|
| Less than 5 | 15 |
| More than 5 | 20 |

Part-time staff who work at least 20 hours per week, and those who work less than five days per week, receive prorated vacation time. All accruals are based on regular weekly hours.

Vacation days are not available to staff who are in their orientation period. They start to accrue at the date of hire but are not available for use until the end of a successful orientation period.

REQUESTING LEAVE TIME:

Staff request vacation and sick leave through the University's online request system. The information is forwarded to the Payroll Office after approval by the supervisor. Only earned leave time may be taken. Employees must schedule vacation time in advance, and all time requested must be approved by supervisors, who will work with employees to provide the vacation time requested but, who have the right to disallow time off if the time is deemed to be detrimental to the department or University functioning.

The University does not advance vacation time nor put an employee's leave account in the "negative." If an employee has no appropriate leave time available, time off will be considered unpaid. Staff must use all accumulated vacation and personal time before requesting time off without pay.

Vacation time is to be used each year by June 30. However, when necessary, on July 1 staff may carry forward vacation days equivalent to the number they earn each year and forfeit the excess.
(Ex: Employees who earn 10 days a year may carry 10 days into the new fiscal year.)

LESS THAN 12 MONTH STAFF:

Staff who normally work less than 12 months of the year, accrue vacation time for the months they actually work.

Staff with schedules that correspond with the school calendar (i.e., no work during spring or intersession break, etc.) do not accrue vacation days.

Terminating staff are paid for unused accrued vacation days which may not exceed twice the year's accrual.

## PERSONAL LEAVE DAYS

Staff receive personal leave days each year based on years of service:

| YEARS OF SERVICE | NUMBER OF DAYS |
|---|---|
| • less than 20 | 2 |
| • 20 or more | 4 |

They are to be scheduled with supervisors, in advance, and should not interfere with departmental operations. They may not be used during an employee's orientation period and may not accumulate from one fiscal year to the next. Staff are not compensated for unused personal days when they leave the University.

*New staff earn personal days as follows:*

| DATE OF HIRE | NUMBER OF DAYS |
|---|---|
| July 1 to Oct. 31 | 2 |
| Nov. 1 to Feb. 28 | 1 |
| March 1 to June 30 | _ |

## HOLIDAYS

*Federal/State Observed:*

| | |
|---|---|
| New Year's Day | Labor Day |
| Martin Luther King Day* | Columbus Day |
| President's Day | Veterans Day* |
| Memorial Day | Thanksgiving Day |
| Independence Day | Christmas Day |
| Victory Day | * Postponed to Christmas week |

*President's Days*: Good Friday and Thanksgiving Friday
Designated days during December Break
Closed Christmas Eve through New Year's Day

Full-time staff members receive compensation for these official University holidays and President's Days. To receive holiday pay, staff members must either work one day before and after a holiday, or be on authorized paid leave. (FOR INFORMATION ON COMPENSATION FOR WORKING ON THESE DAYS, SEE PAGES 19 and 20.)

If the academic schedule requires that the University be open on an official holiday, Salve Regina reserves the right to give employees a replacement day off instead of the actual holiday.

Regular part-time staff members are paid only for holidays that fall on their regular workday. Other part-time staff members working less

than 20 hours per week are not eligible for paid holidays or President's holidays. (FOR FURTHER INFORMATION ABOUT HOLIDAYS AND PAYMENT, SEE SECTION ON OVERTIME ON PAGES 19 AND 20.)

### CHRISTMAS BREAK

Postponement of staff observance of the Martin Luther King and Veterans Day holidays, coupled with the Christmas and New Year's holidays and "President's Days," will enable the University offices to be closed each year from Christmas Eve through New Year's Day.

## FAMILY AND MEDICAL LEAVE ACT

(Policy updated 02/2013)

The federal Family and Medical Leave Act of 1993 (FMLA) was passed on February 5 and became effective on August 5 of that year. Rhode Island state law supports unpaid leave for up to 13 weeks in 12-month period measured forward from the date when an employee's FMLA leave begins. In addition, on January 28, 2008, President Bush signed into law the National Defense Authorization Act for Fiscal Year 2008 and on Oct. 28, 2009, President Obama signed into law the National Defense Authorization Act for Fiscal Year 2010 which, in part, both amended the Family and Medical Leave Act of 1993.

### ELIGIBILITY

Staff entitled to FMLA benefits must be employed at Salve Regina for at least 12 months and work a minimum of 1,250 hours during the prior 12-month period. Staff and spouses who work at the University are entitled to a combined total of 13 workweeks of family leave.

Employees must submit a written request for FMLA benefits to supervisors with a copy to HR 30 days in advance of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable. HR will furnish appropriate US Department of Labor FMLA forms.

### TYPES OF COVERAGE

*Parental Leave*: For birth, adoption or foster child placement. Leave cannot be taken intermittently and leave must begin and conclude within 12 months of birth or placement.

*Family Leave*: To assist one of the following immediate family members who has a serious health condition and who needs medical care as a result:

- Spouse: a legal husband or wife (an unmarried domestic partner is not a spouse).
- Child under the age of 18: a biological child, a stepchild, a legally-adopted child, a foster child (pursuant to agreement with state), a legal ward or a child for whom you retain legal day-to-day responsibility. In order to take leave for a child 18 or older, in addition to having a serious health condition and in need of care, the adult son or daughter must also have an ADA-defined disability and be incapable of self-care due to that disability.
- Parent: a biological parent, a person who was your legal guardian when you were a child, a parent-in-law.

*Medical Leave*: For a serious health condition that renders an employee unable to work. It must include at least one of the following:

- An overnight stay in a hospital or medical care facility
- A work absence longer than three days and continuing treatment* or supervision by a health-care provider
- Continuing treatment* or supervision by a health-care provider for a chronic or long-term condition that is either incurable or likely to result in incapacitation for more than three days.
- Treated prenatal care.

*Continuing treatment, except with chronic illness, generally requires at least one visit to a health-care provider followed by a prescribed treatment program. (Medication over a period of time is considered to be a treatment program as are two separate visits to a health-care provider. The two visits must occur within 30 days of the beginning of the period of incapacity and the first visit to the health care provider must take place within seven days of the first day of incapacity.) Continuing treatment for chronic conditions requires at least two visits to a health care provider per year.

Health conditions, not covered by FMLA, include typical cold and influenza, (even if staff are absent from work for more than three days) except when the condition warrants a doctor, clinic, or emergency room visit and follow-up. Non-incapacitating chronic conditions, such as minor dermatological, orthopedic, or dental problems, do not qualify for FMLA coverage.

*Military Caregiver Leave:* To care for a "covered servicemember" (a current member of the Armed Forces, including a member of the National Guard or Reserves), who is undergoing medical treatment,

recuperation, or therapy, is an outpatient, or is on the temporary disability retired list, for a serious injury or illness that incurred, or for a previous injury that was aggravated, in the line of active duty. Also, to care for a veteran undergoing medical treatment, recuperation, or therapy provided the veteran was a member of the Armed Forces, National Guard or Reserves and is receiving care within five years of their date of discharge. Benefit provides leave to a spouse, child, parent (as defined above), or next of kin.

*Qualifying Exigency Leave* For a "qualifying exigency" arising out of a servicemember's current tour of active duty to a foreign country or because the servicemember is notified of an impending call to duty in support of a contingency operation in a foreign country. Qualifying exigencies may include short-notice deployment, attending certain military events, childcare and school activities, addressing financial and legal arrangements, attending counseling sessions, rest and recuperation, post-deployment activities, and additional activities, approved by the employer, which arise out of active duty to a foreign country. Benefit provides leave to a spouse, child or parent (as defined above) of the servicemember.

*School Leave*: Under Rhode Island law, amended in June 1999, a total of 10 hours of unpaid leave within a 12-month period may be used to attend school conferences or other school-related activities for a child of whom the employee is a parent, foster parent or guardian.

LENGTH OF LEAVE

Staff may have a legal right under FMLA to 12 weeks leave in a 12-month period. Under RI state law, staff may take 13 weeks within a two-year period. For the purpose of this policy these entitlements are concurrent. When both staff and spouse are employed at Salve, they are entitled to a combined total of 13 workweeks of leave for parental or family leave in a 12-month period. The 12-month period is measured forward from the date when an employee's FMLA leave begins.

If FMLA leave is to care for an injured servicemember or veteran, staff is entitled to take up to 26 workweeks of leave during a single 12-month period only. When both staff and spouse are employed at Salve, they are entitled to a combined total of 26 workweeks of leave. If additional leave is needed, staff may be eligible for an additional 13 weeks of FMLA family leave in the following FMLA leave period.

### INTERMITTENT LEAVE

When an employee, family member or servicemember is seriously ill or injured, FMLA leave for one illness/injury is sometimes taken in separate blocks of time, generally for doctor appointments or periodic treatment such as physical therapy or chemotherapy. Reduced-schedule leaves are requested by health-care providers and involve fewer daily or weekly work hours. Staff may require a temporary transfer to another position with equal pay and benefits. The leave is prorated toward statutory entitlement and is not available for birth, adoption or foster care.

### LEAVE AFTER FMLA EXPIRES

Staff who want to extend FMLA leave beyond what is permitted may apply for Personal Leave by submitting a written request to HR at least two weeks before the FMLA leave expires. The request, which must include the reason for extension and a specific return date, requires both supervisor and senior administrator approval. Granted leave does not guarantee employees positions when they are ready to return to work, although the University will make an effort to place them in the same or similar positions. Personal Leave is unpaid unless it is a result of medical disabilities and accrued benefits are still available. Health and/or dental insurance may be continued while on personal leave, at the employee's expense for a period of up to 18 months, through the COBRA law.

### BENEFITS WHILE ON FMLA LEAVE

The University pays its share of health insurance premiums up to 13 weeks per the 12-month period while staff is on leave (or for up to 26 weeks if the leave is to care for an injured servicemember).

The University retains the right to deduct the employee's share of health insurance premiums from paychecks during, or at the end of, FMLA leave. It may, with a 30-day notice, cancel the insurance of employees on leave who do not pay their share of premiums. (When this occurs, staff retain insurance rights under COBRA.)

Employees who do not return to work at the end of authorized leave are liable for all University health-premiums paid on their behalf during leave, unless failure to return is due to:

- a continuing recurrence
- another serious health condition (whereby employees are entitled to FMLA leave) *or*
- circumstances beyond their control

The University may make deductions from paychecks and/or pursue collection.

### USING PAID VACATION, SICK OR PERSONAL DAYS WHILE ON FMLA LEAVE

*Parental FMLA Leave:* When a female employee takes parental leave to deliver a baby, using the RI TDI Guidelines, she may use up to six weeks of accrued sick time. After the first six weeks, vacation and personal time must be used, after which time the leave will be unpaid.

The other parent taking parental leave must use accrued vacation and personal time while out and may not use sick leave. If vacation and personal time is not available or after it has been used, the balance of the FMLA leave will be unpaid.

*Family and Military Caregiver FMLA Leave:* If available, four accrued sick days may be used. Thereafter, employees must use all accrued vacation and personal time during leave, after which time the balance of the leave will be unpaid.

*Medical FMLA Leave:* Employees who are out of work for their own medical condition and are receiving temporary disability or workers' compensation payments have the option of whether or not to use accrued sick, vacation and/or personal time while out after satisfying the applicable waiting period. Use of accrued sick leave (or, if not available, then accrued vacation and/or personal leave) is required for the waiting period (three days for Workers' Compensation). Due to a RI legislative law change July 2012, employees receiving TDI are not required to use any accrued leave. If accrued time is not used or not available for the waiting period, the leave will be unpaid.

If an employee is out on Medical FMLA leave and not eligible to receive temporary disability or workers' compensation benefits, they must use accrued sick leave. After sick leave is exhausted, vacation and personal time must be used. When all accrued leave has been used, the balance of the FMLA leave will be unpaid.

*Qualifying Exigency Leave:* Employees must use all accrued vacation and/or personal time during leave, after which time the balance of the leave will be unpaid.

## BEREAVEMENT LEAVE

The University grants all staff up to three days of paid leave upon the death of a parent, guardian, sibling, spouse, child, parent-in-law, daughter-in-law, son-in-law, or grandchild. One day leave is granted to

attend the funeral of an aunt, uncle, grandparent, niece, nephew or brother/sister-in-law.

Staff are expected to arrange bereavement leave directly with supervisors and may, with permission, augment it with accrued vacation or personal days.

### MILITARY RESERVE LEAVE

Employees required to participate in military training, as members of the Armed Forces Reserve or National Guard, must notify supervisors at least 30) days prior to that leave. Supervisors then inform the AVP-HR. Staff receive regular paychecks for up to two weeks of leave each calendar year. The absence is noted on their pay stub as "Vacation Leave," however; vacation hours and other staff benefits actually remain unaffected.

Upon return to the University, employees submit a copy of the military payment voucher to the Payroll Office and receive the difference between military and University pay. Adjustments are made to paychecks and vacation hours are reimbursed on the next pay date.

### LEAVE OF ABSENCE

A *leave of absence* at Salve Regina is an unpaid period of time away from the University for professional growth, personal needs or enrichment, or academic study that leads to a terminal degree. (For leaves due to medical reasons, refer to Family and Medical Leave Act, page 37). It is usually granted for up to three months. In unusual circumstances, however, it may be approved for up to one year.

Staff may participate, at their own expense, in University Group Health and Dental insurance plans for up to 18 months through COBRA and may be covered on the University's Group Life and Long-Term Disability plans until the end of the month in which the leave of absence begins.

Leaves of absence do not count toward years of service or accrual of either Vacation or Sick Leaves.

All full-time staff are eligible, at the University's discretion, except for leaves provided under applicable state or federal law. Length and quality of service, attendance, likelihood of continued University employment, reason for the leave, and departmental needs are considered when deciding whether it will be granted. A written request to the supervisor must include:

- Evidence of eligibility
- Evidence that leave will increase individual effectiveness, produce academically or socially useful results or meet personnel

needs. (A detailed rationale is required to justify the request.)

- If leave is for study, a full description of the program
- Statement of intent about returning to the University

Requests must precede proposed leave by the following number of days: 90 for professional, 30 for personal and 14 for FMLA. Supervisors, Directors/Deans/Vice-Presidents coordinate the procedure by sending the request and recommendations to the Associate Vice President for HR who forwards it to the President for a final decision. Staff receive written notification of the decision.

It is understood that staff will use all of their available vacation and personal time prior to or concurrent with this leave. All proceedings are confidential. Those who do not return by the agreed-upon date are considered to have voluntarily resigned.

**LEAVE FOR PRIVATE REASONS**

Unpaid leaves of absence for private reasons/good cause are granted directly by the President. For guidelines regarding an unpaid Leave of Absence for less confidential reasons, see the previously stated policy.

When personal leave is granted, it is understood that staff use all of their vacation days at the beginning and that at the end of the leave there is no guarantee they will be returned to the same position. Those who do not return by the agreed-upon date are considered to have voluntarily resigned.

**LEAVE FOR JURY AND WITNESS DUTY**

The University recognizes that staff have civic duties as jurors or witnesses and grants temporary leave to workers summoned or subpoenaed to appear in state or federal court during regular working hours. When subpoenaed, staff must immediately notify the Department Director and the Payroll Office in writing. While on leave, staff receive their regular University paychecks and their benefits remain unaffected. Any remuneration from the courts may be retained by the employee. When staff are discharged from jury duty before 2 p.m., they are to report to work for the remainder of the workday. This policy does not apply to staff who appear in court on their own behalf.

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## LEAVING THE UNIVERSITY

### TERMINATION

Consistent with an "employment-at-will" relationship, the University or the employee may terminate employment, with or without cause, at any time unless the relationship is governed by written contract.

Although the University intends to follow its guidelines for discipline and termination, nothing contained in this section alters the "at-will" employment status.

#### INVOLUNTARY TERMINATION

The University retains the right to dismiss employees at any time, with or without cause, at its sole discretion and option. In most cases, termination without cause occurs when there is a reduction of the work force or reorganization or elimination of a position.

In such cases, benefit eligible staff are entitled to receive severance pay and applicable benefits based on their years of completed service, as follows:

| Completed Years of Service | Weeks of Severance Pay |
|---|---|
| Less than 3 | 2 |
| 3-5 | 3 |
| 6-9 | 4 |
| 10-14 | 6 |
| 15-19 | 8 |
| 20 and over | 10 |

This is in addition to any other accrued vacation pay or eligible sick leave payout to which the employee may be entitled by policy. If eligible, staff may continue, at their own expense, University health and dental plans under COBRA provisions after severance ends.

### RESIGNATION

Resignation refers to a staff member's voluntary decision to end University employment. Employees are required to submit written notice of the decision to supervisors and the AVP-HR as soon as possible but no later than two weeks or ten working days before leaving.

These employees are entitled to all earned pay, including accrued vacation pay. Deans, Directors and supervisors are asked to provide at least one month's notice. If the supervisor considers immediate termination to be in the University's best interest, an employee may be required to leave immediately rather than continue to work during the

notice period. When this occurs, the employee receives pay in lieu of notice; the maximum amount being for two weeks based on a 40 hour work week at the employee's straight time rate or salary.

EXIT INTERVIEW

HR attempts to meet with departing staff during the last two weeks of employment to discuss reasons for leaving, review benefits,verify key return, credit cards or other college materials and to try to respond to any questions the employee may have.

## OTHER SERVICES

### AFTER HOURS BUILDING USE

To protect Salve's community and property, the Office of Safety and Security monitors buildings after hours and logs pertinent information.

Normal building hours:

| | |
|---|---|
| *Monday through Friday* | |
| Ochre Court | 7:30 a.m. - 5 p.m. |
| All other buildings | 7:30 a.m. - until scheduled closing |
| *Saturday and Sunday* | |
| Library | See current schedule |

### AFTER HOURS BUILDING ACCESS

The President's Cabinet may provide the Security Office with a list of staff and faculty who are authorized to enter their office/Ochre Court after normal building hours. Security will activate the Salve Regina I.D. card for access after normal business hours. All access via I.D. cards is turned off from midnight until 6:00 a.m.

Those who enter secured buildings may need to show University identification. Those permitted after-hours use must secure exterior doors upon arrival and notify Safety and Security at extension 5500 from University phones and 401-341-2325 from cell phones to indicate where they will be. When leaving, notify Security; turn off lights and equipment, close windows and lock doors.

### BOOKSTORE

Salve Regina's Bookstore, located on the ground level of Miley Hall, supplies textbooks, reference books, stationery supplies, campus novelties, and clothing to the University community. All purchases, other than textbooks, are available to Salve Regina staff at a 10% discount. It is leased and operated by Follett Bookstores.

## BUDGET

The University uses integrated financial planning and management control systems to support quality education at reasonable cost. The systems are the result of cooperative efforts by administrators, department heads and staff who strive to control costs and improve methods. The budget establishes standards against which actual performance is measured and reported and facilitates ways to identify financial variances so that action may be taken as needed. The budget:

- identifies contributions to the University from government loans, private grants, gifts and student tuition;
- reports departmental and line-item financial and statistical information;
- enables management to fix responsibility, performance and/or non-performance; indicates, in advance, the impact of capital expenditures on the University's long-range plans.

## USE OF SPACE ON CAMPUS

Salve Regina University staff who want to reserve University facilities need to fill out a Resource 25 online request form that gets submitted to the Office of Conferences & Events. Any questions from Salve Regina University staff regarding use of space on campus should be directed to the office at 401-341-2197.

Outside agencies and individuals, or a Salve Regina University staff member acting on their behalf, need to submit a written request to the Office of Conferences & Events to use University facilities. Any questions from outside agencies and individuals should be directed to the same office at 401-341-2460.

## BUSINESS OFFICE

The Business Office maintains the University's financial and budgetary records. It is responsible for all incoming and outgoing University funds and is supervised by the Vice President for Administration/CFO.

All student bills and fees are paid to this office and all student program and residency changes are to be reported here as well.
To be fully registered, students must comply with Business Office regulations. Staff are expected to support these procedures.

## CAMPUS DINING

Dining facilities, operated by Sodexo Services, are available to staff in Wakehurst's Global Café, O'Hare's Jazzman Café, Miley's Original Burger and in the Miley Hall Cafeteria. Food may be purchased with either cash or a prepaid Salve Regina University ID card.

## CAREER DEVELOPMENT

The Office of Career Development provides services to Salve Regina staff and their families, offering assistance with resume development, interview preparation, and general job search strategies. Please call the office for additional information and to schedule an appointment with one of our Advisors.

## CENTER FOR ADULT EDUCATION
**(Added 2/27/2014)**

In September 2013 the University opened its Center for Adult Education at 144 Metro Center Blvd. in Warwick, Rhode Island. The Center houses continuing education programs at the undergraduate level, graduate courses, certificate programs, and other University-related functions. On a space-available basis it may be rented to outside groups and organizations.

## DESIGN SERVICES

(For an overview of the University publishing process, SEE APPENDIX H.)

## EXTERNAL QUESTIONNAIRES

The Director of Institutional Research has overall responsibility for prompt and consistent handling of external questionnaires. Offices that receive questionnaires are asked to send them to Institutional Research for completion, supervision and mailing.

When applicable, the President will review the completed report no later than one week prior to the deadline. Informational copies of all questionnaires are filed in the Office of Institutional Research.

## FACILITIES MANAGEMENT

The Office of Facilities Management coordinates and is responsible for maintenance, repair and construction of campus buildings, utilities and grounds. Staff are asked to cooperate with the department by:

- Reporting facilities problems and concerns.
- Being good stewards of the environment by being mindful of utility usage.
- Recognizing that staff are held personally responsible for University keys and must see that they are not used by unauthorized persons.
- Returning all Salve Regina keys and property to the appropriate Director/Dean/Vice President upon leaving the University. (Master key control is a critical responsibility. Copying is grounds for dismissal.)

## FINANCIAL AID QUESTIONS

Financial aid awards are predetermined by federal and state government formulas. Reconsideration requests are first examined in the University's Office of Financial Aid. Those who want to appeal an Office of Financial Aid reconsideration decision should send complete written information to the Director of Financial Aid for review by the Appeals Committee. The person making the appeal will receive written notification of the action following the review. More complete financial aid information is available in the Admission and Aid section of the Salve Regina website.

## FIRE PREVENTION AND DRILLS

Fire prevention measures involve the entire University community. Fire drills are held periodically. Although staff are responsible for their own safety, protection is improved when they understand that:

- Fire doors are to be kept closed at all times.
- Direct means of egress (exits) should be located.
- Buildings, in which they work, should be familiar to them.
- When a fire alarm sounds, staff must leave the building quickly and quietly and move at least 100 ft. away.
- Staff should assist in evacuation of students if it is safe to do so.

## FUNDRAISING

Individuals or groups are not permitted to initiate or engage in any form of fundraising on University property or on behalf of the University or any of its constituencies without prior written approval from the President of the University. Student requests are to be made via the Vice President for Student Affairs. All other requests are to be made to the Vice President for University Relations & Advancement.

## FUNDS FROM UNIVERSITY EVENTS

Funds from University-sponsored activities are to be deposited in the Business Office on the first business day following receipt of the funds. A detailed account of the funds' sources is to be included.

## COPY CENTER

Salve Regina's Copy Center, located on the Garden Level of McKillop Library, is open and staffed from 8 a.m. to 5 p.m. Monday through Friday. It provides copying, duplicating, laminating, cutting, folding and GBC binding services.

Faculty and staff are asked to use the Copy Center for their printed materials. One or two originals to be reproduced 10-20 times may be

copied within departments. It is requested, however, that larger jobs be sent to the Copy Center. (See Appendix H for more information.)

### HEALTH SERVICES

Established primarily for students, the Office of Health Services, located in Miley Hall, assists the entire University community directly and through professional referral. It is staffed Monday through Friday, during the academic year, by nurse practitioners when classes are in session.

### IDENTIFICATION CARDS

IDs are required in various on-and off-campus situations. Upon employment, all staff receive an identification card free-of-charge at the Security Office, located in Tobin Hall. Cards are updated periodically. The ID cards can also be used as stored-value cards for purchases on campus. They also provide access to certain buildings.

### INFORMATION TECHNOLOGY

For an overview of the Information Technology offices including Application Services, Network Services, Technical Services, Network Infrastructure, and University Computer Labs.
(SEE APPENDICIES F & I.)

### LIBRARY

All staff may borrow circulating materials from the McKillop Library, as well as from any of the libraries in the HELIN consortium (http://library.uri.edu/). Materials may be borrowed in person at the library, or by placing an online request using the HELIN catalog. Materials requested online will be delivered to the requestor usually within two days. Staff also have access to all of the services of the McKillop Library, as well as off-campus access to electronic resources and services via the library website at http://library.salve.edu/. Staff may also visit other HELIN libraries and may borrow materials onsite by presenting a valid Salve Regina ID card.

*Interlibrary loan*: Materials not available at any of the HELIN libraries may be requested through interlibrary loan. Borrowers should allow up to two weeks for delivery of some of these items.

*University Archives and Special Collections*: Salve Regina's archives and special collections are housed in room 023 on the Garden Level of the McKillop Library. The University archives are the official repository for University historical materials. The archives include

documents, correspondence, publications, yearbooks, dissertations, Report from Newport, programs from student and alumni activities and background on campus buildings. The Special Collections consist of items that have significance to the university, its individuals, and its programs, including material related to Newport and our gilded age mansions, and books related to the Religious Sisters of Mercy. It is recommended that staff make an appointment in advance to view any of these items, which do not circulate. Additional information may be found at http://library.salve.edu/archives/.

## LITURGIES

(Policy updated 6/4/2013)

Catholic Mass schedule:

Staff and their families are welcome to attend Mass throughout the year at Our Lady of Mercy Chapel. Regular Sunday Masses are at 11 a.m. and 7 p.m. Weekday Masses are celebrated Monday through Thursday at 12:15 p.m.. In general, there is no 7 p.m. Mass on Sunday when the students are on vacation. Please contact the Mercy Center for Spiritual Life at extension 2326 regarding the schedule for holy days, Christmas, Easter and the spring and summer breaks.

## MAIL SERVICES

Mail Services, located on the Garden Level of McKillop Library, is open Monday through Friday 8:30 a.m. to 4:30 p.m. All outgoing mail must be received before 4 p.m. for same day processing. The UPS and Federal Express pick up time is also 4 p.m. All outgoing mail must have a return address and a zip code. Zip codes for domestic mail can be obtained at www.usps.com. International mail must have the country name written in full on the last line of the address. International packages and large envelopes must be accompanied by a content list, value and phone number of the recipient. They sell books of stamps as well as postage for packages, UPS and Federal Express. They stock Priority Mail supplies, padded envelopes and recycled packing materials for your convenience.

## PARKING AND REGISTRATION

Staff who want to use on-campus parking facilities must register their vehicles with the Office of Safety and Security. A decal is provided for the left inside corner of the vehicle front window

Specific parking spaces are not guaranteed. However, some

employees do have designated spots because of their job responsibilities. Courtesy parking permits, issued to employees for temporary vehicle use, are to be returned when no longer needed.

The Office of Safety and Security is authorized to tow cars, at owner's expense, that are on University property and in violation of posted parking signs and University Parking regulations.

### PUBLICITY/ADVERTISING

Publicity about University people and programs is generated through the Office of University Relations. News and features about administrators, staff, faculty and students are regularly sent to area print and broadcast media. Media advertising that promotes courses, cultural events, public programs, undergraduate and graduate recruitment must be approved through the Office of University Relations. Photographers for University events are scheduled upon request. Departments with specific ideas and requests are encouraged to contact the Office of University Relations at extension 2183 or via SRUnews@salve.edu.

### PURCHASING

The Purchasing Department is dedicated to assisting the community with the timely and cost effective procurement of good and services. Purchasing endeavors to maximize the University's purchasing power through competitive bidding and the negotiation of special pricing agreements and contracts. Through the process, the University is successful in obtaining maximum value for the monies expended and establishing standards of vendor performance, which benefit the University. For specific information on purchases, purchase orders and procurement cards, contact the Purchasing Office at extension 2950.

### SAFETY AND SECURITY

The Office of Safety and Security, located in Tobin Hall, operates 24 hours a day, seven days a week to protect the University community. The office can be reached using extension 5500 from University phones and 401-341-2325 from cell phones. The Director and staff safeguard all campus buildings and monitor parking facilities.

### TELEPHONE SERVICE

All campus offices may be direct dialed. Campus directories are available online through MySalve or through the directories button on all campus phone sets.

**UNIVERSITY CANCELLATIONS**

University Closing/Class Cancellations or Delays/Office Closings

In emergencies, the Academic Vice President announces cancellations or delays using one of the following messages:

*Announcement 1*

Classes are cancelled. Offices are open. All staff report to work.

*Announcement 2*

Classes are delayed. Classes will begin at ___a.m. All staff should report to work by__a.m.

*Announcement 3*

Classes scheduled after ___ p.m. are cancelled. Staff at work will be notified internally by telephone about early office closings.

*Announcement 4*

The University is closed. Only essential personnel need to report to work. (This announcement is only made when road conditions are so hazardous that the general public is advised not to drive.)

Staff are asked to call the University for announcements. In addition, authorized announcements are usually broadcast over the following stations and channels. Updated lists may be found in current fall and spring registration booklets.

| | | |
|---|---|---|
| *Radio* | Newport | WADK AM 1540 |
| | | WOTB FM 99.3 |
| | New Bedford | WCTK FM 98.1 |
| | | WNBH AM 1340 |
| | Providence | WPRO AM 630 |
| | | WHJJ AM 920 |
| | | WLKW AM 790 |
| | | WPRO FM 92.3 |
| | | WWLI FM 105 |
| | Westerly | WERI FM 98.3 |
| | | WWRX 103.7 |
| | | WHIM AM 1520 |
| *Television* | Providence | WPRI-TV CH 12 |
| | | WJAR-TV CH10 |
| | | WLNE-TV CH 6 |

An Emergency Notification System, called SRU-ALERT, is also used to send text and phone messages during severe weather. It is designed to reach all students, faculty and staff using voice, e-mail and text messaging. Salve Regina administration and security personnel will use the system to broadcast vital information in the case of an

emergency situation or for severe weather-related advisories. In order to provide this service, employees must submit their current mobile number using a form provided. The number provided by the employee will be used solely for emergency and severe weather-related communication. The safety of the Salve Regina community is always our first priority.

### UNIVERSITY COMMUNICATIONS PROTOCOLS

The Office of University Relations periodically sends reminders to faculty and staff regarding current University communication protocols related to University communications, media, broadcast e-mail, event promotion and scheduling and print materials. This information, posted in the document library of MySalve under University Relations, is designed to help you share the good work being done at Salve Regina so that we, in turn, may share it with others.

### UNIVERSITY-SPONSORED TRIPS

University-sponsored student, faculty or staff trips are announced in official Salve Regina publications and sanctioned by senior administrators either individually or as part of the academic planning process.

Faculty, staff and students - as groups or individuals - who sponsor trips independently or in conjunction with a travel agency may not use the University's stationery, logo, on-campus bulletin boards, class discussions, interoffice mail, or University phone numbers for their purposes. Such actions could place the University in a position of unwarranted liability.

Travel agencies working with University groups or individuals must not indicate a University affiliation with nonsanctioned trips. Misuse of Salve Regina's copyrighted name and logotype is subject to legal action. Sketches of faculty, staff or students appearing in advertisements and identifying their Salve Regina position should clarify that the University is not sponsoring the activity or trip.

### USE OF PERSONALLY OWNED VEHICLES FOR BUSINESS PURPOSE

When a privately owned vehicle is used for Salve business purposes, the motor vehicle **operator's** personal auto insurance will be considered the primary coverage and the University's automobile insurance coverage will be secondary. The motor vehicle operator's personal auto insurance will remain the ONLY source of insurance relief for <u>damage</u> to the motor vehicle operator's personal auto. The

University holds liability insurance that extends to employees driving vehicles for work related business on approved work time. This coverage is provided for liability related to auto accidents, but does not cover collision or physical damage to property.

It is recommended that employees using personal vehicles for work related business carry collision including business use, on personal auto insurance, as well as bodily injury as indicated. Please note that lending your personal vehicle to a fellow employee or student does not qualify as a University business purpose.

## CLAIM REPORTING

If Staff are involved in automobile accidents while on University business that involves any type of bodily injury or third party property damage, they must complete a University accident form immediately.

## APPENDIX A

### STAFF CONFLICT OF INTEREST POLICY

***Statement of Policy:***

Associate Vice Presidents, Deans, Directors and others who have direct access to financial resources of Salve Regina University (the "University") shall avoid placing themselves in positions in which there may be a conflict between their personal interest and their duties to the University. It is not practical to attempt to define every instance that may give rise to a conflict of interest. In general, staff members should not participate directly, or indirectly, in any transaction involving the University which would result in personal benefit at the expense of the interests of the University, nor should any staff member, or any member of their families accept gifts, services or other favors under circumstances from which it might be inferred that such actions were intended to influence the performance of duties for, or on behalf of, the University.

It is recognized that the aforementioned persons serve a public interest role on behalf of a non-profit institution and, thus, have an obligation to conduct all affairs of the University in a manner consistent with this policy. Therefore, all decisions of staff members of the University are to be made on the sole basis of a desire to promote the best interest of the University, as well as the public good. This policy is also intended to guide all persons employed by the University, regardless of position.

***Disclosure:***

It is recognized that there may be transactions with the University in which staff members have personal interests, but which are, nevertheless, beneficial to the University. To place the responsibility for determining whether or not the University should enter into a transaction in which a conflict of interest may exist, each proposed transaction in which it is known to the Administration of the University that a staff member may have a conflicting interest shall be submitted to the Associate Vice President for Human Resources to be reviewed with the Associate Vice President for Finance for approval or for such action as may be determined.

In furtherance of such disclosure, certain staff members of the University shall be required to submit annual reports in accordance with the appended form. These reports shall be reviewed by the Associate Vice Presidents for Human Resources and Finance and kept in a confidential file maintained by Office of Human Resources. It will be the responsibility of the Associate Vice Presidents for Human Resources and Finance, after reviewing the reports, to: ***(1)*** call for additional information as deemed necessary; ***(2)*** attempt to resolve any conflict(s) with individual(s) concerned; and ***(3)*** determine whether a conflict of interest is present in any particular case (including, if deemed necessary, referral to University counsel) and report it to the President for appropriate action.

If a potential conflicting interest of a staff member involving the University is not known to the Associate Vice President for Human Resources, it shall be the responsibility of such staff member to make it known to her.

***Exceptions:***

While the requirement for reporting the following transactions is still mandatory, they are nevertheless considered ***not*** to be conflicts of interest:

1. Maintenance of bank accounts or other business relationships by the University in and with banks in which staff members of the University are directors, officers or employees.

2. Transactions between the University and public utilities in which staff members of the University hold positions as directors, officers or employees.

3. Transactions involving payment of fees for professional services performed by staff members of the University who are lawyers or public accountants (with the exception of annual audits) or who perform other professional services, provided such persons have been engaged in the ordinary course of business in a transaction at arm's length.

***Definitions:***

"Transactions" shall include arrangements, agreements, purchases, sales and other business in which the University is involved. In addition to a direct personal interest, a person shall be considered as having a personal interest if a member of one's family will benefit, if any business enterprise in which one has ***a substantial*** financial interest may benefit, or if any business enterprise in which any member of one's family has a substantial financial interest will benefit. Any such transactions must be submitted to the Associate Vice President for Human Resources for review with the Associate Vice President for Finance for approval or for such other action as may be deemed necessary. "Family" shall include a spouse and child (whether dependent or emancipated), as well as any other person who is related by blood or adoption as any of the following: father, mother, brother, sister, grandfather, grandmother and grandchild.

"Substantial Financial Interest" shall mean a 10% or greater equity interest, or $5,000 or greater cash value interest; or with respect to remuneration or income, a sum exceeding $2,500.
*"Direct access to financial resources" shall include staff members in the Business, Payroll and Purchasing Offices.*

***Record keeping:***

The Office of Human Resources shall maintain a confidential file of information disclosed by staff members. Not less frequently than annually or as herein otherwise required, the staff members, upon request by Human Resources, shall file disclosure statements reporting any transactions, actual or proposed, which may give rise to possible conflicts of interest. Such statements shall include any transaction of which the staff member has actual knowledge, without duty of inquiry. All such statements shall cover a 12-month period ending June 30; and shall be filed not later than July15.

***Resolution:***

Any issue arising under the application of this policy shall be resolved by the President.

***Confidentiality:*** All disclosure statements shall be maintained in a confidential file by the Associate Vice President for Human Resources

and be subject to review only by said Associate VP or by the Associate VP for Finance, the President, the Chairperson of the Board of Trustees, and when necessary, by the University's legal counsel, outside auditors and governmental or accrediting agencies having the appropriate authority.

## ***Salve Regina University Staff***

## ***Conflict of Interest Disclosure Statement***

Name: _____

Position: _____

1. Are you an officer, director, partner or member of any business enterprise with which Salve Regina University has business dealings?

   □ Yes □ No

   If yes, please list the names of such business enterprise(s), the position held by you, and the approximate dollar amount of business with the University during the 12-month reporting period ending June 30, 20___:

   _____
   _____
   _____
   _____
   _____

2. Do you, or does any member of your family (as defined in the University's Conflict of Interest Policy) have any financial interest in, or receive any remuneration or income from, any business enterprise with which the University has business dealings?

   □ Yes □ No

   If yes, please name the business enterprise(s) in which the interest is held and/or from which such remuneration or

income is received and the person(s) holding such interest or receiving remuneration or income:

_____
_____
_____
_____

Nature and amount of each financial interest, remuneration or income:

_____
_____
_____
_____

3. Are you aware of any other relationship(s) with the University between yourself, or a member of your family, as defined by the letter or spirit of this policy that may represent a conflict of interest?

□ Yes □ No

If yes, please list or elaborate such relationship(s) and the details of annual or potential financial benefit as you can best estimate them:

_____
_____
_____
_____

I certify that the foregoing information is true and complete to the best of my knowledge:

Signature: _____

Date: _____

## APPENDIX B

### WHISTLEBLOWER POLICY

This Policy is intended to address issues related to the reporting and investigation of suspected violations of law, external regulations or University policy of a financial nature or misuse of University resources and is not intended and may not be used for personal or employment grievances, general compensation or benefits complaints or opinions or questions on policy.

Salve Regina University expects its employees to perform their duties in accordance with applicable laws and regulations, University policy and procedures, and high ethical standards. The University is committed to compliance with the laws and regulations to which it is subject. Its internal controls and operating procedures are intended to detect and prevent or deter improper activities. However, even the best systems of control cannot provide absolute safeguards against irregularities.

An employee who has a question about the propriety of any practice under University policies or procedures should ordinarily seek guidance from his or her supervisor or a University official with compliance oversight for the particular policy or procedure. An employee may also seek guidance from the Office of Human Resources or the Office of the Associate VP for Finance.

There are times when an employee may feel it is necessary to report a concern of financial wrongdoing outside of the traditional reporting procedures. The University provides various mechanisms to assist and encourage employees to come forward in good faith with reports or concerns about suspected compliance issues.

This policy covers only the reporting and investigation of suspected violations of law, external regulations or University policy of a financial nature or misuse of University resources. Such violations may include, but are not limited to, theft or inappropriate use of cash or other University property, falsification of hours worked for payroll purposes and inappropriate spending of cash through the accounts payable process or inappropriate expenditures of University funds outside of accounts payable.

Individuals wishing to report violations or suspected violations may do so by sending a notice in any of the following ways:

- A visit, call, letter or e-mail to the University's Office of the Associate VP for Finance
- A visit, call, letter or e-mail to the University's Office of the Associate VP for Human Resources
- A visit, call, letter or e-mail to the University's Office of the President

If an employee believes the violation or suspected violation involves the President or a trustee of the University, or any report concerning accounting practices, finances, internal controls, inappropriately managed conflicts of interest and/or auditing may be submitted in writing, marked confidential, to the Chair of the Audit Committee of Salve Regina University's Board of Trustees, at 100 Ochre Point Avenue, Newport, RI, 02840.

No individual who in good faith reports a violation or suspected violation shall suffer harassment, retaliation or adverse employment consequence. Anonymity of the reporter will be maintained to the extent practicable within the limitations of the law, SRU policy and needs of the investigation. Any employee who intentionally files a false report will be subject to disciplinary action.

## APPENDIX C

### HARASSMENT PREVENTION

This policy applies to all members of the Salve Regina University community - including students, faculty, administration and staff in relation to recruiting, testing, hiring, grading, promotion or demotion, transfer, layoff, termination, rates of pay, benefits and selection for training, sports teams, travel or social events.

The University strives to provide an environment that is free of harassment and other unreasonable interference. Although Salve Regina promotes freedom of expression, this freedom implies a responsibility to observe the rights of others. Conduct that diminishes, exploits or abuses another's position or personal worth is not acceptable, and harassment in any form is not tolerated.

### SEXUAL HARASSMENT

Salve Regina University is committed to providing a learning and work environment where women and men coexist comfortably and productively, free from sexual harassment. Such behavior is illegal under both state and federal law - and will not be tolerated at this University.

### PROHIBITED BEHAVIORS AT SALVE REGINA UNIVERSITY

Prohibited sexual harassment includes unsolicited and unwelcome contact that has sexual overtones. While this is not an exhaustive list, it may include:

1. Unwelcome sexual advances,
2. Requests for sexual favors,
3. Other verbal or physical conduct of a sexual nature,
4. Situations in which benefits are granted or withheld based on submission to or rejection of unwelcome requests or conduct, based on a statutorily protected characteristic, such as sex.
5. Situations in which the University environment is sexually hostile or oppressive to members of the University because of the actions of co-workers, supervisors, students or other members of the Salve Regina University community.
6. Written contact, such as sexually suggestive or obscene letters, faxes, e-mail, notes, invitations, etc.,
7. Verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits, sexual propositions,

8. Physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, coercing sexual intercourse, and
9. Visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters or magazines.

Sexual harassment also includes continuing to express sexual or social interest after being informed that the interest is unwelcome - and using sexual behavior to control, influence or affect the studies, career, salary or University environment of another member of the Salve community.

It is impermissible to suggest, threaten or imply that failure to accept a request for a date or sexual intimacy will affect one's prospects for advancement. For example, it is forbidden either to imply or actually withhold support for an appointment, promotion, or change of assignment, or suggest that a poor performance report or grade will be given because an employee or student has declined a personal proposition.

Also, offering benefits, such as promotions, favorable performance evaluations, better grades, favorable assigned duties or shifts, recommendations or reclassification in exchange for sexual favors is forbidden.

### HARASSMENT BY NON-EMPLOYEES

In addition, Salve Regina University will take all reasonable steps to prevent or eliminate sexual harassment by non-University community members who are likely to have contact with members of the Salve Regina University community within the workplace.

### PREVENTION PLAN

Salve Regina University shall take all reasonable steps to see that this policy prohibiting sexual harassment is followed by all students, employees, supervisors and others who have contact with our University community members. This prevention plan will include training sessions, ongoing monitoring of the University, and annual distribution of policy to employees.

### DISCIPLINE

Any student, staff member, faculty, or administrator found to have violated this policy shall be subject to appropriate disciplinary action, including warnings, reprimand, suspension, expulsion or discharge, according to the findings of the complaint investigation.

If an investigation reveals that sexual harassment has occurred, the harasser may also be held legally liable for his or her actions under state or federal anti-discrimination laws, or in separate legal actions. Salve Regina University reserves the right to pursue all indemnity claims against the harasser for damages suffered by the University because of the harasser's proven conduct.

### RETALIATION

Any member of Salve Regina University bringing a sexual harassment complaint or assisting in investigating such a complaint will not be adversely affected in terms and conditions of education or employment, or discriminated against or discharged because of the complaint. Complaints of such retaliation will be promptly investigated and punished.

### COMPLAINT PROCEDURE AND INVESTIGATION

The AVP-HR is designated as the contact person for sexual harassment complaints. You may call 401-341-2135. All complaints of sexual harassment and retaliation for reporting or participating in an investigation shall be referred to the AVP-HR, or to a supervisor of your choice, either in writing, by filling out the attached Complaint Form, or by requesting an individual interview. All complaints shall be handled as confidentially as possible. The sexual harassment contact person will fairly and promptly investigate and resolve all formal complaints involving violations of this policy and recommend to the Administration the finding and appropriate sanctions to be imposed against proven violators. False complaints intentionally or maliciously brought shall be considered as a policy violation and shall be resolved accordingly. The University's legal counsel may be consulted to further assure that all parties' rights are respected.

### TRAINING

Salve Regina University will establish ongoing training sessions for all community members concerning their right to be free from harassment, including sexual harassment, and the procedures available if they are harassed.

A copy of this policy will be distributed to all University community members and posted in areas where all members will have the opportunity to freely review it. Salve Regina University welcomes your suggestions for improvements to this policy.

The above policy is within compliance of the following agencies:

Rhode Island Commission for Human Rights
180 Westminster Street, 3RD Floor
Providence, RI 02903-1918
(401) 222-2661
http://www.richr.ri.gov

And

Equal Employment Opportunity Commission
475 Government Center
Boston, MA 02203
(800) 669-4000

These agencies can also be consulted if you require any further information.

# APPENDIX D

## GRIEVANCES

### DEFINITIONS

*Grievance*: A cause for complaint that arises from a disagreement that may include, but not be limited to, contracts, staff disputes with faculty, administrators, other staff or students.
*Complainant*: Person requesting a hearing from the Grievance Committee.
*Grievance Committee*: Three-full-time employees, not members of the complainant's department, who will hear the grievance and make recommendations. One person is chosen by the complainant, one by the defendant, and one is mutually agreed upon by both.

### PROCEDURES

A written petition for a formal hearing is to be submitted to the Associate Vice President of HR no later than thirty days after the alleged injustice is known by the complainant. It shall describe the nature of the grievance, state against whom it is directed and describe the informal attempts that have been made to resolve the problem.

The defendant selects one staff member and the complainant a second from a list of current staff. A third member mutually chosen by complainant and defendant is accepted by both parties. The Associate Vice President of HR (AVP-HR) notifies those selected for the Committee in writing. The chair is mutually chosen by the members. After the Committee is formed, there should not be any communication about the grievance among the Committee, complainant or defendant except at the hearing.

Complainant, defendant and/or their representatives may be present during the oral testimony of witnesses. They may address the Chair for clarification but may neither address the committee nor vote. The complainant may identify all witnesses who support the grievance and the defendant may present witnesses who defend it. The Committee listens to arguments, testimony, reviews issues and may call additional witnesses as needed. After concluding written and oral testimony, the Committee goes into deliberations and makes nonbinding recommendations.

A hearing summary that includes committee recommendations is sent as a memorandum to the Associate Vice President for Human Resources (AVP-HR) for final acceptance, modification or rejection. If the AVP-HR is party to the grievance, the sealed summary is directed

to the President for final action. A copy is made available to both complainant and defendant upon request.

# APPENDIX E

## CONFIDENTIALITY AND PRIVACY LAWS

Salve Regina University makes every effort to abide by all applicable Federal and State regulations, guidelines, statutes and procedures pertaining to confidentiality and privacy, specifically:

- The Family Educational Rights and Privacy Act of 1974, as Amended (FERPA);
- The Health Information Portability and Accountability Act (HIPAA); and
- The Gramm-Leach-Bliley Act (GLB).

FERPA protects the privacy of student education records. HIPAA controls the release of Protected Health Information (PHI) dealing primarily with patient information. GLB safeguards customer financial information.

As an employee of Salve Regina University, you may have access to student, employee or other person's academic, personnel, health and financial records that may contain individually identifiable information and that this information is considered confidential. Examples of private, confidential information include, but are not limited to: student academic information (grades, courses taken, schedules, test scores, advising records), educational services received, social security numbers, gender, ethnicity, citizenship, veteran and disability status, health records, financial information, financial aid applications, copies of tax returns and passwords.

It is important to handle all confidential information with discretion and it should only be disclosed to others who have a need to know for legitimate business reasons. In most cases, data of an individually identifiable nature shall remain secure from public disclosure (release to third parties) without specific permission from the individual to whom the data applies, unless law allows disclosure without consent. Improper disclosure of this information to any unauthorized person is prohibited under Federal law and could subject you to criminal and civil penalties imposed by law. Any such willful or unauthorized disclosure also violates University policy and it will be cause for disciplinary action, up to and including termination from employment regardless of whether criminal or civil penalties are imposed.

Student and administrative data originated or stored on University computer systems is University property. Only data that is required for one's job should be accessed. To safeguard computer data, employees should not share computer login information or leave their computer signed on when away from their desk for extended periods. Computer passwords should be changed regularly. Employees should refer to the University Computer and Network Use Policy for further guidance.

Employees should handle all confidential information with discretion, safeguarding it when in use, filing it in locked file cabinets when not in use, disposing of it properly (i.e. shredding) when no longer needed and not disclosing or discussing it with any unauthorized person while working for Salve Regina University, or after employment at the University.

# APPENDIX F

## COMPUTER AND NETWORK USE POLICY

### INTRODUCTION

Salve Regina University is dedicated to the mission of "seeking wisdom, promoting universal justice and through teaching, research and community service to work for a world that is harmonious, just and merciful." In support of this mission, the university provides access to information technology resources (including computer networks and computer equipment) to its faculty, student, staff and other members of the University community. The *Computer and Network Use Policy (Policy)* contains the University's philosophy and requirements governing faculty, students, staff and other members of the community in their use of the University's information technology resources.

### GENERAL PRINCIPLES

The information technology resources are to be used exclusively to further the mission of the University. All members of the university community have the obligation to use these resources in a manner consistent with this goal.

The University's information technology resource is a finite, shared resource of its community worthy of respect. As such, the University expects each member of the community to use these resources responsibly, ethically and to comply with the Policy, relevant laws and contractual obligations to other parties.

The use of these resources is a privilege. If a member of the community fails to comply with the Policy or relevant laws or contractual obligations, that member's privilege may be revoked.

Members of the University community should seriously bear in mind that their use of the University's resources contributes to the perception that the public at large has of the University. In addition, each time a member of the University community uses these resources (such as sending e-mail) in relation to non-University persons or entities that member is identified as belonging to the University community. As such, everyone should use these resources consistent with the freedom of expression but without compromising the integrity and the well being of the University.

### COMPUTER ACCOUNT AND REVOCATION PROCEDURES

All members of the University community are provided with a network username and password upon their enrollment in a course or the start of

their employment. Access to the University's network system may be revoked temporarily or permanently if one's information technology related behavior or use of one's network account falls within one or more of the following circumstances:

- Involvement in violation of federal or state law or criminal activity
- Behavior that constitutes a violation of a University policy or code, including this Policy;
- The use of the Internet or the University's computer network and associated resources for one's own commercial gain, or for commercial purposes not officially sanctioned by the University.

Your use of your account constitutes acknowledgement and acceptance of all published rules and regulations regarding the network, including this Policy.

Freedom of expression and an open environment within which to pursue scholarly inquiry and to share information are encouraged and supported at the University. While the University rejects censorship, behavior that constitutes misconduct will not be protected. Such behavior includes, but is not limited to use of, the University's information technology resources in connection with child pornography, harassment of any kind, copyright infringement, theft, unauthorized access and other violations of the law.

**PRIVACY**

Members of the University community are entitled to privacy in their use of information resources. Each user number, log-in name, account name, or any other username and associated password belongs to an individual or a department. No one should use a user number, log-in name, any username or account name and password without explicit permission from the owner. No one should use aliases, nicknames, pointers, or other electronic means to attempt to impersonate, redirect, or confuse those who use the information resources. Each member of the University community shall accept the burden for the responsible use and dissemination of his or her user number, log-in name, username and account name and password and is further responsible for any authorized use of one's account.

The University, to fulfill its responsibility to the academic community, reserves the right to monitor periodically the activities on its network system. Further, the University may be subject to subpoena or other lawfully mandated legal process related to unlawful use or other violations which will subject the entire network or individual accounts to outside monitoring.

## INTELLECTUAL PROPERTY

The University expects all members of its community to respect the property of others and to be aware of how intellectual laws, regulations and policies that apply to the electronic environment. In this regard, all personnel should be familiar with the University's copyright policy, the Faculty Manual and the Student's Handbook.

No member of the University community shall use another's material or property in a way that violates copyright law or infringes on the rights held by others. In particular, the unauthorized duplication or use of software that is licensed or protected by copyright is theft.

Members of the University community should recognize that placing their work in the electronic public domain may result in widespread distribution of their work and could jeopardize their rights to that work. One should assume that works communicated through the network are subject to copyright unless there is a specific disclaimer to the contrary.

## PLAGIARISM

Plagiarism basically occurs when a person uses someone else's creative work but fails to give that person credit. It also occurs even when a person credits the author but uses his exact words without so indicating with quotation marks or block indentations. It even occurs when a person uses words so close to those in the source, that if the person placed his/her work next to the source, you would see that it could not have been written without the source 'at the elbow.' "Plagiarism constitutes intellectual theft [emphasis added]. Strictly speaking, it is a moral and ethical offense rather than a legal one, since most instances of plagiarism fall outside the scope of copyright infringement, a legal offense. Nevertheless, plagiarism often carries severe penalties, ranging from failure in a course to expulsion from school" (Joseph Gibaldi, *MLA Handbook for Writers of Research Papers, 5th* ed. [New York: The Modern Language Association of America, 1999]: 30).

Given the increasingly widespread use in academia of computer technology and online sources of information, 'plagiarism and the Web' assumes a particularly important moment today. Where plagiarism and the Web runs anywhere from unreferenced electronic sources through e-commerce companies that prepare student papers (even in their own style!) to other companies which can scan papers for possible plagiarism, the task of cultivating *ethical scholars* faces serious challenges. In this respect, every person should consult those sources that devote particular attention to the method of properly referencing electronic sources. In this regard, two sources are currently

in widespread use: Kate L. Turabian, *A Manual* ..., 158-64 and especially Joseph Gibaldi, *MLA Handbook* ..., 158-201.

By adopting this Policy the University recognizes that all its faculty, students, staff and other members of the University community are bound not only by the Policy but also by local state and federal laws related to electronic media, copyrights, privacy and security. Each member of the University community is expected to be familiar with the foregoing laws.

# APPENDIX G

## COBRA: EXTENDED HEALTH INSURANCE OPTION

A federal law called the Consolidated Omnibus Budget Reconciliation Act (COBRA) requires the University to offer covered employees and their covered family members the opportunity to temporarily extend their health coverage at group rates when coverage under the plan would otherwise end due to certain qualifying events.

In addition, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) provides other changes to the COBRA law, which are incorporated herein.

## INDIVIDUALS ELIGIBLE FOR CONTINUATION COVERAGE

Employees – Employees covered by the University's group health plan who lose their coverage because of reduction in hours or the termination of employment (for reasons other than gross misconduct) may have the option to elect continuation coverage.

Spouses and Dependents – Employees' spouses and dependents who are covered by the University's group health plan and lose coverage due to any of the following qualifying events, may have the option to elect continuation coverage:

- Employee's reduction in hours or termination of employment (for reasons other than gross misconduct)
- Death of the employee
- Divorce or legal separation
- Employee's entitlement to Medicare
- Dependent child ceasing to be a dependent under the terms of the plan

## IMPORTANT EMPLOYEE NOTIFICATION REQUIREMENTS AND RESPONSIBILITIES

Under the law, qualified beneficiaries (covered individuals) have the responsibility to notify the Associate Director for HR and Benefits, in writing, of a divorce, legal separation, entitlement to social security benefits, and/or a child losing dependent status under the terms of the University's group health plan. This notification must be made within 60 days from whichever date is later; the date of the event or the date coverage would be lost on account of the event. The written notice must identify the qualifying event, the date the qualifying event occurred and the names of the qualified beneficiaries impacted by the qualifying event. If a qualified beneficiary does not notify the Associate

Director of HR and Benefits within the 60-day period, rights to elect continuation coverage will be forfeited.

Employees should also notify the Associate Director of HR and Benefits of any changes in their or their qualified beneficiary's legal address.

### EMPLOYER NOTIFICATION/ELECTION PERIOD/COVERAGE

Within 14 days after the Associate Director for HR and Benefits is properly informed of a qualifying event, she will notify all qualified beneficiaries of their right to elect continuation coverage.

Each qualified beneficiary has independent election rights and has 60 days from the later of the loss of coverage date or from the date of notification to elect continuation coverage. If a qualified beneficiary does not elect continuation coverage within the election period allowed, then rights to continue health coverage will end and they will cease to be a qualified beneficiary.

Qualified beneficiaries are offered the same coverage they had on the day before the qualifying event. However, if coverage should change or be modified for non-COBRA participants, then the change and/or modification will be made to COBRA participants as well. Covered employees may elect COBRA continuation coverage on behalf of their covered spouse and covered children.

### LENGTH OF COVERAGE

Covered employees, covered spouses and/or covered dependents are eligible for continuation coverage for up to a period of 18 months if any of the following qualifying events occur:

- Termination of employment (for reasons other than gross misconduct)
- Reduction in hours

However, when one of the directly above qualifying events occurs, and the employee became entitled to Medicare benefits less than 18 months before the event, COBRA continuation coverage for qualified beneficiaries other than the employee may last until up to 36 months after the date of Medicare entitlement.

Also, the 18 months of continuation coverage may be extended to a maximum of 29 months if the Social Security Administration determines a qualified beneficiary was disabled according to Title II or XVI of the Social Security Act. The disability would have to have started on the date of the qualifying event or at any time during the first 60 days of continuation coverage and must last at least until the end of the 18-month period of continuation coverage. It is the qualified

beneficiaries responsibility to obtain this disability determination from the Social Security Administration and to provide a copy of the determination to the Associate Director for HR and Benefits before the original 18 months of COBRA continuation coverage expire and within 60 days of the later of (1) the date of the Social Security Administration determination, (2) the date on which the qualifying event occurs, or (3) the date on which the qualified beneficiary loses coverage. It is also the qualified beneficiary's responsibility to notify the Associate Director for HR and Benefits within 30 days if a final determination has been made that they are no longer disabled.

Another Extension of the 18- or above-mentioned 29-month continuation period can occur if during the 18 or 29 months of continuation coverage a second qualifying event occurs. If a second qualifying event occurs, coverage may be extended to 36 months from the date of the original qualifying event date for eligible dependent qualified beneficiaries. If a second qualifying event occurs, it is the qualified beneficiary's responsibility to notify the Associate Director for HR and Benefits, in writing, within 60 days of the second event and within the original 18 or 29 months of continuation coverage.
In no case, however, will continuation coverage extend beyond three (3) years from the original qualifying event date.

Covered spouses and dependents are eligible for continuation coverage for up to a period of 36 months if any of the following qualifying events occur:

- Death of the employee
- Divorce or legal separation
- Employee's entitlement to Medicare
- Dependent child ceasing to be a dependent under the terms of the plan

**ELIGIBILITY, PREMIUMS AND CONVERSION RIGHTS**

A qualified beneficiary does not have to show that he/she is insurable to elect continuation coverage. However, they must have been actually covered by the plan on the day before the qualifying event date in order to be eligible for continuation coverage.

The monthly cost for continuation coverage is equal to the conventional insurance premium plus an additional 2% administrative charge may be added. These premiums will be adjusted during the continuation period if the applicable premium amount changes. In addition, if continuation coverage is extended from 18 to 29 months due to a Social Security disability, the University can charge up to

150% of the applicable premium during months 19 through, and including, month 29.

Once a qualified beneficiary has elected continuation coverage, he/she has 45 days from the date of election to pay the initial premium. Thereafter, premiums are due on the first of each month. Conversion to an individual plan through the University's group health plan at the end of the 18, 29 or 36 months of continuation coverage is currently not available.

### TERMINATING EVENTS FOR CONTINUATION COVERAGE

The law provides that continuation coverage will end on the earliest of any of the following dates:

- If the University ceases to provide any group health plan to any of its employees.
- If the required monthly premium is not paid within the time period allowed.
- On the date a qualified beneficiary becomes covered under another group health plan that does not contain any exclusion or limitation with respect to any preexisting condition of such beneficiary other than such an exclusion or limitation which does not apply to, or is satisfied by, such Beneficiary by reason of the Health Insurance Portability and Accountability Act (HIPAA).
- The date, after electing continuation coverage, the qualified beneficiary becomes entitled to Medicare.
- A qualified beneficiary extended continuation coverage to 29 months due to a Social Security disability and a final determination has been made that the qualified beneficiary is no longer disabled.
- A qualified beneficiary notifies the Associate Director for HR and Benefits, in writing, that he/she wishes to cancel continuation coverage.
- The date a qualified beneficiary reaches the maximum allowed period to be covered under the COBRA law.

### CONTACT INFORMATION

Written notices and questions concerning COBRA continuation rights should be addressed to the Associate Director for HR and Benefits in the University's Office of Human Resources.

Additional information about employee rights and obligations under ERISA, including COBRA, the Health Insurance Portability and Accountability Act (HIPAA), and other laws affecting group health plans may be found at www.dol.gov/ebsa.

# APPENDIX H

## UNIVERSITY DESIGN SERVICES

Design Services, on the Garden Level of McKillop Library, provides graphic design services to the University community. The Office strives to cost-effectively and consistently create, produce and approve all University publications that include posters, brochures, newsletters, flyers, invitations, booklets, programs, tickets, advertisements, forms, applications, manuals and catalogs.

Any official University communication to students, faculty, staff, alumni or parents and any printed material sent off-campus must be reviewed by Design Services with approval by the Office of University Relations.

## EXTERNAL PRINT NEEDS

Design Services is the central distributing facility for all outside print work, including requests such as business reply and special address envelopes, forms and business cards. The University will not pay for jobs taken off-campus without Design Services approval.

Work that requires outside printing must have a purchase order number and completed requisition to ensure that costs are appropriately charged and departmental funds are available. Requisition questions should be directed to Purchasing. Design Services will make printing recommendations and obtain estimates.

## COPY SERVICES

The University Copy Center, on the garden level of McKillop Library, works in conjunction with Design Services to provide reproduction services to the Salve Regina community. This walk-in print facility is available to the entire University community with services that include printing, laminating, sign making and finishing.

## DEPARTMENTAL PROCEDURES

1. Please call the Office Coordinator in Design Services at Extension 2246 to set up an intake meeting for every project.

Designers will meet with clients to discuss job requirements, budget, deadline, purpose of piece, audience, quantity, stock, ink, images, size, printer, etc. Before the job is started, the client must e-mail (**Microsoft Word text file**) a final and approved document to Design Services for typesetting and/or design. Design Services requires a minimum of 15

business days for jobs from initial meeting to final delivery. If the work is to be printed off-site, additional time is needed. PLEASE PLAN ACCORDINGLY.

2. Design Services will typeset and design the piece according to established University standards. The designer obtains images, establishes color and stock, creates a layout, contacts printers, obtains bids, awards printing, etc.

3. After all information is gathered and a layout has been prepared, Design Services contacts the client to set up a second meeting.

4. Designer and clients review the layout and job's specifications. If work is satisfactory, it is prepared for in-house or off-site printing. If unsatisfactory, additional work is done.

5. When final client approval is received, pre-press production begins.

6. Work is either taken to an off-site printer or to the Copy Center.

**GRAPHIC DESIGN AND WRITING STANDARDS**

To help Salve Regina University achieve a cohesive visual identity, Malcolm Grear Designers, created a design system in 1997 and updated the system in 2009. The University also has a Writing Style Guide located in MySalve to assist with copywriting and style. The identity program reflects the University's character and strives to assert to all audiences the quality for which Salve Regina University is known.

University members are asked to work with Design Services and to follow the University's established design and writing standards. Existing printed materials with the Salve Regina logotype as well as pieces currently being developed are to be reviewed and approved by Design Services. Logotypes should be obtained from that office and they should not be photocopied, cut or pasted. Questions may be directed to Design Services at Extension 2246.

## APPENDIX I

(Policy updated 03/2014)

### INFORMATION TECHNOLOGIES

The Office of Information Technologies consists of three departments; they are Administrative (Information) Systems (Department 50103), IT (Department 50115 – including Network Infrastructure, Technical Services, IT Help Desk, and Network Services), and the User Support Services (Department 20102 – including University Computer Lab Classrooms (in McKillop and in Antone), Teacher Station classrooms, Technology Training Workshops, Multimedia Support and Media Services). The major responsibilities of these three departments and their respective groups are as follows:

**Administrative (Information) Systems**: Department 50103

- Administrative Systems: Staff is fully involved with the support and enhancements of the Ellucian (Datatel) Administrative Information System with *Colleague*, *Web Advisor*, *Ellucian Portal* and *Ellucian Recruiter* as well as SAP's Business Objects reporting system. Further, in-house staff is available for implementation and technical support for personal computer applications, local network applications and web applications used to satisfy individual, departmental, interdepartmental, and campus wide requirements; included in this set of applications are *Resource 25* (Event Scheduling), *Impact* (Security), *Virtual Ticket* (Design Services), Salve ID Card system (*Odyssey PCS* (Finance's Privilege Control System), *WaPac* (Security's Door Access System) and *Val-ID* (ID Card generation system)), *ImageNow/WebNow* (Admissions and Academic Affairs), *Odyssey HMS* (Residential Life's Housing Management System), and *PowerFaids* (Financial Aid), among others.

  Working in collaboration with the Web Communications area in the University Relations division, staff provides software development and technical support for web-based applications. These services are provided across user department areas particularly with applications integrated with the *My Salve* (*Ellucian Portal*), which uses *Sharepoint* technology, and the university's enhanced web site which currently uses the Ellucian *Active Campus* Content Management System (CMS) but is being redeveloped on the open-source *Drupal* platform.

**IT**: Department 50115

- Network Services: staff provides in-house support for all data communication connection points, wired and wireless networks on the Admin network (and collaborates with Cox Business Services on the "Res Hall" network), data switches and hubs, and network traffic management for the "Admin" network; in addition, staff provides enhancements and support of Cisco's Unified Communications Manager (CUCM) Voice over IP system; further, staff designs, supports and installs network solutions for intradepartmental, interdepartmental and Internet data communication requirements such as security, anti-virus protection, file storage and sharing, database systems, Ricoh Multi-Function Devices (MFD) for printing, Pharos Print Management system, email and web browsing. Staff also supports the network requirements at the Center for Adult Education site in Warwick.
- Technical Services: staff provides in-house support for all faculty, staff, and administrative microcomputers (over 800 administrative PCs, MACs and laptops as well as over 500 student HP and Apple recommended laptop program users and printers on campus; further, staff is responsible for obtaining, configuring, installing, and keeping an accurate inventory of all new university computers, printers, and standard software licenses. Staff also supports the computer and printer requirements at the Center for Adult Education site in Warwick.
  - Student Technology Services Center: Located in the garden level of the McKillop Library, the Center provides assistance and guidance for any Salve Regina student who has a technology request, particularly related to their recommended laptop device, wired and wireless networks on campus, network credential and access control information and general application software usage;
  - Apple Computers: In addition to MAC computer labs, staff currently provides in-house primary support for all faculty and staff Apple devices and Apple related printers on campus;
  - Library Support: Staff assists in the configuration and support of the Library's general use computers (PCs and MACs); staff also provides escalated support for the technical operational requirements of the expanded Library Commons in McKillop Library.
  - Center for Adult Education site in Warwick: staff currently provides support for computer classroom, office staff

computers and laptop cart at the Center for Adult Education site in Warwick.

- IT Help Desk: staff serves as primary contact for university's technology Help Request system (*Service Desk Express* (SDE)), records and tracks pertinent technology-related entries, provides level one support, escalates and dispatches, if necessary; Help Desk extension is (401-341)-7777 and email address is helpdesk@salve.edu.
- Network Infrastructure: staff supports physical cabling projects (for voice, video and data) particularly related to building space renovations and building facilities construction; staff also supports Cisco Voice over IP requests for voice system and the voice messaging system assistance by campus community, switchboard operation and serves as vendor and association liaison with communications-related vendors.

**User Support Services (USS)**: Department 20102

- University Computer Lab Classrooms: USS staff serves and supports patrons in their use of the eight computer classroom areas; staff also coordinates the software imaging requirements for the computers in these areas. In the garden level of McKillop Library, there are three classrooms that have PC (*Windows 7/XP*) computers open for class and general use; there is also a Microsoft Certification computer area in this location (room 004) that is supported by the USS. In the Antone Center, there are two classrooms that have MAC (*OS/X*) computers as well as a digital photo lab which has MAC (*OS/X*) computers. In the O'Hare Academic Center there is a 7 unit PC (*Windows/XP*) classroom (O'Hare 262). Support activities of selected lab software also extend to the MAC and PC computers located in the McKillop Library Learning Commons and specially designated computer and study rooms.
- Technology Training: USS staff provides technology training on standard personal computer usage, Microsoft *Office 2010* applications, Microsoft *Outlook 2010* and *Outlook Web Access* (*OWA*), and *My Data* web file storage among other topics; this training is available to parties, both internal and external to the university, on a small group or larger workshop basis. In this past year, the technology training workshops have been extended to include the Ellucian (Datatel) system use of the *Retention Alert* application, the *My Salve* Portal department users application and the new *Canvas* Learning Management System.

- Teacher Station Classrooms: staff provides training and support for faculty and students who use the thirty-nine (39) general use technology enhanced (teacher station configuration) classrooms and the thirty-eight (38) discipline-specific or special use areas on campus (Newport and Center for Adult Education site in Warwick); the teacher station configuration typically contains a computer, VCR/DVD, internet connection, wall-mounted speakers, a ceiling suspended projection unit and, in some cases, a presentation document camera and a SmartBoard.
- Media Services: staff is responsible for audiovisual needs at events involving our faculty, students and staff as well as our numerous conference workshops; support consists of setup, proper maintenance, and inventory control of audio visual equipment (TVs, DVDs, VCRs, screens, projectors, sound systems, etc.), university wide. Staff also supports the use of O'Hare 160 (Bazarsky Auditorium), O'Hare 260 (including the video telecommunications technology) as well as Antone 128 (DiStefano Lecture Hall). Further, staff frequently leads efforts in planning, designing, installing and supporting audio visual requirements with vendors for new / renovated university building facilities projects.
- Multimedia: staff provides multimedia development, training and support for individuals as well as small groups (both internal and external to the University); this includes video capture, video editing, video storage and video distribution services. Training is available in the MAC Lab classrooms, the UCL PC classrooms and the AV office in the O'Hare Academic Center for groups of various sizes.

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