Salve Regina UNIVERSITY

STAFF HANDBOOK

Revised May 15, 2017
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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 Director of 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 Director of 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 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

NOTICE OF NON-DISCRIMINATION (Policy update 12/2016)
Salve Regina University strives to provide equal opportunity in employment and education to all employees, students and applicants. No employee, student or applicant shall be discriminated against or harassed on the basis of race, color, national and ethnic origin, sex, sexual orientation, gender identity or expression, religion, disability, age, marital or parental status, military or veteran status, genetic information or any other basis protected by applicable federal or state law, in the administration of Salve Regina’s employment policies, education policies, admission policies, scholarship and loan programs, athletic and other University-administered programs. In accordance with Title IX, it does not discriminate on the basis of sex in any of its educational programs or activities. Salve Regina is also committed to making its programs and campus accessible to its visitors and compliant will all applicable non-discrimination laws.

Sexual harassment, including sexual violence, is a form of sex discrimination that is illegal under both federal and Rhode Island state law, including Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 28-51-2 of the General Laws of Rhode Island.

To review Salve Regina’s policies and procedures on unlawful discrimination and harassment (including sexual harassment and sexual misconduct), please reference the following documents:

- Employee Policy
- Student Policy

Contact Information
Salve Regina University will investigate reports of unlawful conduct prohibited under this Notice in a prompt, fair and impartial manner. Any Salve Regina student or employee that has a question about this Notice or about reporting unlawful conduct prohibited under this Notice should contact either the Office of Human Resources or the Office of the Dean of Students.

Director of Human Resources
Cynthia Donnelly
Stonor Hall
(401) 341-3160
cynthia.donnelly@salve.edu

Title IX Coordinator
Malcolm Smith, Associate Vice President and Dean of Students
Miley Hall
(401) 341-2145
malcolm.smith@salve.edu
For further information on notice of non-discrimination, contact:

Office for Civil Rights
US Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921

Telephone: 617-289-0111
FAX: 617-289-0150; TDD: 800-877-8339
Email: OCR.Boston@ed.gov

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 3160.

REASONABLE ACCOMMODATION OF PREGNANCY/CHILDBIRTH (Policy update 9/2015)
The University does not discriminate against any employee or applicant due to pregnancy, childbirth or related medical conditions. The University will reasonably accommodate an employee’s, or applicant’s, condition related to pregnancy, childbirth, or a related medical condition. The University may provide pregnant employees with longer breaks, light duty, assistance with manual labor, a temporary transfer to a less strenuous or hazardous position, or a modified work schedule as a reasonable accommodation. The University also may grant a leave of absence for a pregnant employee to recover from childbirth. The University may refuse to grant a reasonable accommodation if the accommodation would pose an undue hardship on the University. Any request for a reasonable accommodation must be made to Human Resources (HR). HR will work, on a case-by-case basis, to make reasonable accommodations to eligible employees, provided that such accommodation does not pose an undue hardship on the University. An individual who has a condition related to pregnancy, childbirth or a related medical condition 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 3160.

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, Residence 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 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, informing their Supervisor and by sending an e-mail to the Director of 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 11.)

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 Director of 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 Director of 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 Director of 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 performed, 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. In addition, the candidate must e-mail the Director of HR indicating his/her desire to apply for the position.

A position upgrade is the result of a job review by the Director of 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.

For Summer Work Schedule, see page 29.

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 behaviors 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.

CONSENSUAL AMOROUS RELATIONSHIPS
(Updated 12/2016)

Consensual Amorous Relationships with Colleagues
Because amorous relations may create the appearance of a conflict of interest, University employees are advised against participating in amorous relationships with those whom they supervise. Employees may not supervise, evaluate, or review those with whom they currently have or have had an amorous relationship. Whenever such a situation arises or is foreseen, the employee must report the situation promptly and seek advice from the appropriate administrative officer, who should take steps to ensure unbiased supervision or evaluation of the person supervised.

In the specific case of faculty members, if an amorous relationship exists and is disclosed to the Provost, suitable substitutions will be made for matters such as annual teaching evaluations, letters of support for sabbaticals, decisions regarding promotion and tenure, required letters for potential awards and promotion, and assignment of teaching responsibilities.

Consensual Amorous Relationships with Students
The University prohibits consensual romantic and/or sexual relationships between employees and undergraduate students, as well as between employees and those graduate students for whom they have a direct professional responsibility. The term “direct professional responsibility” refers to many different roles, both within and outside of the classroom, including but not limited to teaching, academic advising,
coaching (athletics, dance, etc.), and service on evaluation committees (awards, prizes, etc.), and thesis committees. In effect, “direct professional responsibility for students” includes the supervision of all college-sponsored academic, co-curricular, and extra-curricular activities.

The President or Provost may grant exemptions from this policy in exceptional circumstances.

Members of the university community who believe that violations of this policy have occurred may initiate a complaint with the appropriate administrator. A complaint alleging an administrator has violated this policy may be filed with the Provost or President. Complaints must be filed no more than two years after an alleged violation.

Violations of this policy will be considered misconduct on the part of an employee and will be subject to institutional sanctions, including possible termination. Treatment of allegations, imposition of sanctions and grounds for termination will be governed by procedures specified in the Faculty Manual and/or Staff Handbook.

Adopted from the College of William and Mary, policy on “Consensual Amorous Relationships.”

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 AND SEXUAL VIOLENCE
Sexual harassment and sexual violence are 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 SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY AND PROCEDURES IN ITS ENTIRETY.)

MANDATORY REPORTING
Salve Regina University has adopted a policy that defines all employees, including faculty and staff, as mandatory reporters under the Clery Act, Title IX, Title VII, the ADA and the ADEA. As a mandatory reporter, you must carry out your responsibilities to report all violations of discrimination and harassment, including sexual violence and child sexual abuse, and to report campus crimes. You must report incidents you personally observe as well as incidents reported to you. You must report these incidents to the designated officials on campus. By fulfilling these responsibilities, you assist the University in complying with legal requirements and help the University maintain its commitment to fostering a secure, equitable and inclusive community. (SEE APPENDIX J FOR THE MANDATORY REPORTING POLICY IN ITS ENTIRETY.)
DISCIPLINE
(updated 12/2016)
Staff who violate a university policy are discourteous or disruptive or who reflect unfavorably on co-workers or the University are subject to discipline. Disciplinary action may include, however not be limited to the following:

1. **Verbal warning** – an official verbal notice to the employee that their behavior is not acceptable and may have violated this University policy. Documentation of the delivery of a verbal warning should always be placed in the supervisors file on the employee.

2. **Written warning** – an official written notice to the employee that their behavior is not acceptable and may have violated this University policy. This written notice is signed by the employee and the employee’s supervisor and is placed in both supervisor’s file on the employee and the employee’s file in the Office of Human Resources.

3. **Developmental sanction** – an assigned task or tasks intended to involve the employee in a positive learning experience appropriate to the violation. Developmental sanctions of this could include, but are not limited to training, mediation, coaching or a performance improvement plan.

4. **Change in responsibilities or supervisory role** – a modification of the employee’s job duties or a change in a supervisory role.

5. **Suspension with pay** – a separation of the employee from the University for a definitive period of time with pay.

6. **Suspension without pay** – a separation of the employee from the University for a definitive period of time without pay.

7. **Termination** – a permanent separation of the employee from the University

The form of discipline depends upon the employee’s misconduct and disciplinary record. Suspension or termination may result from one act of serious misconduct or from repeated but less serious acts. Termination need not be preceded by other disciplinary action. The University reserves the right to dismiss employees who violate university policy and 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 termination. 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 16, DRUGS AND ALCOHOL.) When an employee is faced with possible termination, it is expected that conversations between the employee and supervisor will take place regarding the situation. Termination 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 E FOR INTERNET GUIDELINES.)

DRUGS AND ALCOHOL
(Updated 12/2016)
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 wellbeing 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 The Office of Counseling Services and the Employee Assistance Program. 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.

The University also expects all employees to adhere to its policy and guidelines on Employee Alcohol Use which addresses the following:
- **Use of alcohol by faculty and staff in their relationships with students**

- **Use of alcohol by employees at University-sponsored gatherings and social events at which no students are participants**

- **Use of alcohol by employees in the company of alumni of the university**

- **Responsibility of employees in the event of obvious abuse of alcohol by other employees**

(SEE APPENDIX L FOR THE EMPLOYEE ALCOHOL USE POLICY AND GUIDELINES)

FIREARMS AND WEAPONS (Effective 10/15/2015)
All members of the Salve Regina University community, as well as visitors, are strictly prohibited from possessing firearms, explosives or weapons (hereafter referred to as “weapons”) on the premises of the University. Possession, display, transportation, manufacture, use, sale, or distribution of these “weapons” that may endanger the welfare of individuals or the community, on University premises are prohibited other than in strict compliance with the exceptions contained below. (SEE APPENDIX K FOR THE FIREARMS AND WEAPONS POLICY IN ITS ENTIRETY.)
SMOKING

“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 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 29.

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 9.)

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 Director of 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 21 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 24.)

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, most study abroad programs, 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 or 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.

STUDY ABROAD PROGRAMS
Tuition Benefit participants may participate in a limited selection of study abroad programs at international institutions which have a formal Exchange agreement with Salve Regina University. A current list of exchange partner institution programs and locations is available on the Office of International Programs website at www.salve.edu/study-abroad/semester-and-yearlong-programs. Space is limited and acceptance is contingent on meeting eligibility requirements. If a student chooses a study abroad program that does not have a formal Exchange agreement with Salve Regina University, the student accepts responsibility for all costs associated with that program. Tuition Benefits do not apply to
short term study abroad programs offered outside the academic year or to non-exchange study abroad
semester programs.

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 or be required by Salve Regina University
   or be required to retain a current University position or compensation and
2. not be a minimum educational requirement for one’s current position and
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  
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 Associate Director of HR and Benefits.

*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**

(Policy updated 9/2014)

The University provides comprehensive fixed and variable retirement annuities and mutual funds 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 work study employees. The University has a discretionary contribution and a matching contribution. Employees working at least 1,000 hours per year are encouraged to make optional tax-deferred contributions for additional retirement security and to receive the University’s matching contribution.

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 29.

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.

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<th>Years of Completed Service</th>
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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 or more          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 (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:

<table>
<thead>
<tr>
<th>DATE OF HIRE</th>
<th>NUMBER OF DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1 to Oct. 31</td>
<td>2</td>
</tr>
<tr>
<td>Nov. 1 to Feb. 28</td>
<td>1</td>
</tr>
<tr>
<td>March 1 to June 30</td>
<td></td>
</tr>
</tbody>
</table>

HOLIDAYS

Federal/State Observed:

<table>
<thead>
<tr>
<th>Holiday Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>Jan 1</td>
</tr>
<tr>
<td>Martin Luther King Day*</td>
<td>Jan 17</td>
</tr>
<tr>
<td>President’s Day</td>
<td>Jan 21</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Jan 21</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Sep 3</td>
</tr>
<tr>
<td>Victory Day</td>
<td>Sep 5</td>
</tr>
</tbody>
</table>

Note: * Postponed to Christmas week

President’s Days and Early Release Days

In the event the President authorizes a summer work schedule (Friday early release at 12pm within the months of July and August), only those full time employees that are working that day are entitled to the time off benefit. Employees that have scheduled time off on the early release day, must charge the full day against their accrued leave time.

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 Page 18.)

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 Page 18.)

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.

Summer Work Schedule

In the event the President authorizes a summer work schedule (Friday early release at 12pm within the months of July and August), only those full time employees that are working on Fridays until 12pm will receive the time off benefit.

Family and Medical Leave Act (FMLA)

Policy updated 4/2014

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 24-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
Faculty/staff entitled to federal 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. Faculty/staff are entitled to Rhode Island leave benefits if they have been employed at Salve Regina for 12 consecutive months averaging at least 30 hours per week.
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 a 30 day notice is not possible, the employee must provide notice as soon as practicable. HR will furnish the appropriate 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 incapacity 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 faculty/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: Federal FMLA leave is provided 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: Federal FMLA leave is provided 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 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
Faculty/staff may have a legal right under federal 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; provided, however, that if a faculty/staff member takes leave to care for a mother-in-law or father-in-law who has a serious health condition, such leave is provided solely under Rhode Island law and will not run concurrently with federal FMLA leave or reduce the faculty/staff member’s entitled to 12 weeks of federal FMLA leave and if a faculty/staff member takes parental leave due to foster child placement, such leave is provided solely under federal FMLA and will not run concurrently with Rhode Island leave or reduce the faculty/staff members’ entitlement to 13 weeks of Rhode Island leave. The 12-month period is measured forward from the date when an employee’s FMLA leave begins.

If federal FMLA leave is to care for an injured service member or veteran, staff is entitled to take up to 26 workweeks of leave during a single 12-month period only. When both faculty/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. Faculty/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
Faculty/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 faculty/staff is on leave (or for up to 26 weeks if the leave is to care for an injured service member). 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 SICK DAYS WHILE ON FMLA LEAVE**

*Medical FMLA Leave:* Employees who are out of work for their own medical condition and are receiving temporary disability insurance (“TDI”) or workers’ compensation payments have the option of whether or not to use accrued sick time while out after satisfying the applicable waiting period.

Use of accrued sick leave is required for the waiting period. If accrued time is not used or not available for the waiting period, the leave will be unpaid.

If an employee is out on FMLA leave for their own medical condition and not eligible to receive temporary disability or workers’ compensation benefits, they must use accrued sick leave. When all accrued leave has been used, the balance of the FMLA leave will be unpaid.

If an employee is taking leave for a reason other than his or her own medical condition, they cannot use accrued sick leave. This includes, but is not limited to, an employee who is medically able to return to work and no longer receiving TDI and is taking FMLA to bond with a newborn.

FMLA leave will run concurrently with any TDI or workers’ compensation leave.

**TEMPORARY DISABILITY INSURANCE (“TDI”) AND TEMPORARY CAREGIVER INSURANCE (“TCI”)**

Rhode Island’s TDI/TCI program provides paid leave benefits to eligible RI workers. The program is financed by employee payroll deductions and is administered by the Rhode Island Department of Labor and Training. TDI provides benefit payments to injured RI workers for weeks of unemployment caused by a temporary disability or injury. If you have become ill or injured and meet all of the following requirements, you may be entitled to receive TDI benefits:
1. You are unemployed due to illness, surgery, or injury for a minimum of 7 consecutive days or more, and
2. You are under the care of an approved Qualified Health Care Provider and
3. You have a timely exam: an in-office physical exam the week within the calendar week in which the first day of unemployment due to sickness occurs or within the calendar week prior or subsequent thereto.
4. You earned enough qualifying wages during the base period to be monetarily eligible.

TCI provides benefit payments of up to four weeks per year to eligible caregivers. If you are caring for a seriously ill: child, spouse, parent, parent in-law, grandparent, domestic partner, or you are bonding with a newborn child, adopted child or foster child within the first 12 months of parenting; you may be eligible to receive TCI benefits if you meet the following requirements:
1. You are unemployed because you are caring for a seriously ill family member or bonding with a child and
2. You provide the Rhode Island Department of Labor and Training with the required medical evidence of the seriously ill family member and your need to care for him/her or the required proof of parent child relationship for bonding claims and
3. You earned enough in qualifying wages to be monetarily eligible.

Employees must provide 30-days advance written notice to the University of the need for TCI leave, unless unforeseeable circumstances make such notice impossible. During TCI leave, the University will maintain any existing health benefits of the employee, provided that the employee continues to pay any employee share of
the cost of health benefits as required prior to the commencement of TCI leave. The University will hold an employee’s position or a comparable position until the employee returns from TCI leave. Employees will be required to take TDI or TCI leave concurrently with any other Federal or State leave for which they are eligible. You can apply for TDI or TCI benefits by completing an application. The application form may be obtained from one of the following sources:
1. Visit www.dlt.ri.govtdi to file online.
2. Visit the web site to download a TDI application.
3. Call (401) 462-8420, Option #1 to request that an application be mailed to you.

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 Director of 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 29). 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 Director of 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.
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.

IN VoluntARY TERMINATION
(Updated 10/2105)
The University retains the right to dismiss employees at any time, with or without cause, at its sole discretion and option.

There are several types of involuntary termination, including, but not limited to:
1. Failure to successfully complete the probationary period
2. Discharge – Due to either
   a. Substandard job performance
   b. Failure to complete a required formal performance improvement plan
   c. Violation of the University Code of Conduct or University policies or procedures. This discharge is usually without prior notice.

An employee discharged for cause may not be eligible for rehire, however, this will be at the discretion of the University. Salve Regina University reserves the right to discipline employees on a case-by-case basis and to terminate employment without prior notice.

REDUCTION-IN-FORCE
There are two types of reduction-in-staff:
1. Job elimination
2. Layoff – Due to temporary lack of work.

Severance pay is provided to employees involved in a layoff, job elimination, or similar circumstance. In such cases, benefit eligible staff are entitled to receive severance pay and applicable benefits based on their years of completed service, as follows:

<table>
<thead>
<tr>
<th>Completed Years of Service</th>
<th>Weeks of Severance Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 3</td>
<td>2</td>
</tr>
<tr>
<td>3-5</td>
<td>3</td>
</tr>
<tr>
<td>6-9</td>
<td>4</td>
</tr>
<tr>
<td>10-14</td>
<td>6</td>
</tr>
<tr>
<td>15-19</td>
<td>8</td>
</tr>
<tr>
<td>20 and over</td>
<td>10</td>
</tr>
</tbody>
</table>

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.

Employees discharged for cause are not eligible to receive severance pay.

VOLUNTARY TERMINATION
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 Director of 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 the number of hours in employee’s established work week at the employee’s straight hourly rate or salary.

An employee who is absent from work for five (5) or more consecutive working days without notifying or receiving permission from his/her supervisor (barring any unusual circumstances that preclude timely notification) is assumed to have resigned his/her position.

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. HR also requests that the departing employee complete an Exit Interview questionnaire.

BRIDGING OF SERVICE PERIODS (Policy update 7/2016)
Former employees who leave the University in good standing may be considered for re-hire. Periods of University service may be joined together (or “bridged”) if an employee completed at least two full years of service (including periods of authorized leaves of absence) in a regular full-time or part-time (20+ hour) benefit-eligible position immediately prior to their last separation. Temporary positions are not counted when determining service for bridging purposes.

The rate of pay for the returning employee will be determined by the applicable salary administration guidelines for the current position.

Employees who return to regular full-time or part-time service will be required to complete a new ninety-day orientation/probationary period.

Employees being rehired will be subject to a background check, which may include work history, degree history, criminal background check and/or motor vehicle history report.

For re-hires within three months of separation:
Employees will retain the service date in effect during the previous employment period, and will be eligible to participate in the current benefit plans (based on plan eligibility requirements) if they left in good standing, were in a benefit-eligible position and re-hired in the same or another benefit-eligible position. These employees will maintain their original date of hire and vacation time will accrue based on the original date of hire, but is not available for use until the end of a successful orientation period. Forfeited sick time will not be restored.

For re-hires after a separation of more than three months but less than four years:
Employees must fulfill all benefit service requirements (based on plan eligibility requirements). An adjusted service date will be calculated by adding the amount of time of separation to the original service date. These employees will accrue vacation based on their newly calculated service date, but is not available for use until the end of a successful orientation period. Forfeited sick time will not be restored.

For a break in service of greater than four years:
The date of rehire will be the new service date. Employees must fulfill all benefit service requirements (based on plan eligibility requirements). Vacation accrual will be based on the new service date, and follow current policy. Forfeited sick time will not be restored.
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.

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, 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.

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.)

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.

**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 Card Office, located at User Support Services in the Garden Level of McKIllop Library. The ID cards can be used as stored-value cards for purchases on campus or at various vendors off campus. They also provide access to the RIPTA bus routes and certain buildings based on your function at the University.

**INFORMATION TECHNOLOGY**
For an overview of the Information Technology offices including Application Services, Network Services, Technical Services, Network Infrastructure, and University Computer Labs, (see Appendices F & I.)

**LIBRARY**
All staff may borrow circulating materials from McKIllop Library, as well as from any of the libraries in the HELIN consortium (https://salve.on.worldcat.org/). Materials may be borrowed in person at the library, or by placing an online request using the library catalog. Materials requested online will be delivered within two to three days. Staff have access to all of the services of McKIllop Library, as well as off-campus access to electronic resources and services via the library website. 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:* The university archives are the official repository for university records, including documents, correspondence, publications, yearbooks, dissertations, and photographs and
media. The special collections consist of items that have significance to the university but which originated outside of it, including rare books and manuscript collections and material related to Newport and the Religious Sisters of Mercy. Staff can make an appointment with the archivist 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 ___. All staff should report to work by___

*Announcement 3* - Classes scheduled after ___ 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 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.

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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 non-sanctioned 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 damage 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.

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.
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 Director of HR 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 Director of HR and the AVP for Finance and kept in a confidential file maintained by Office of Human Resources. It will be the responsibility of the Director of HR and AVP for 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 Director of HR, 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 Director of HR 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 July 15.

**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 Director of HR 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, 2016.

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 Director of 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.
SALVE REGINA UNIVERSITY’S SEXUAL HARASSMENT AND
SEXUAL VIOLENCE POLICY AND PROCEDURES

Policy Statement
Salve Regina University strives to provide an environment that is free from all forms of discrimination, harassment and other unreasonable interference. Although the University 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. The University does not condone sexual harassment or sexual violence, including dating violence, domestic violence, stalking and sexual assault, regardless of the sexual orientation or gender identity of individuals involved. The University will remedy all unwelcome conduct of a sexual nature and will impose serious sanctions on anyone who violates this policy. Any student, staff member, faculty, or administrator found to have violated this policy shall be subject to appropriate disciplinary action, up to and including expulsion or termination. Resolution by the University is intended to bring an end to harassing or discriminatory conduct, prevent its recurrence and remedy the effects on the complainant and the community.

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Purpose of Policy
This policy document informs members of the University community about sexual harassment and sexual violence, and explains what they can do if they encounter or observe it in connection with any University program or activity.

Jurisdiction
This policy applies to all University community members including faculty, adjunct faculty, staff, students, visitors, and participants in University programs and activities, both on campus and in other locations, including Study Abroad locations and at University sponsored events within and outside of the U.S.
Definitions

Complainant: The person who is alleging the occurrence of sexual harassment or sexual violence

Respondent: The person whose actions are alleged to have violated the University’s sexual harassment and sexual violence policy

Depending on the particular circumstances, sexual harassment and other policy violations may include, but are not limited to, the following:

Sexual Harassment: Defined as unwelcomed conduct of a sexual nature. Examples of sexual harassment may include but are not limited to – unwelcomed sexual advances; requests for sexual favors; verbal or physical contact of sexual nature; situations in which benefits are granted or withheld based on submission to or rejection of unwelcomed requests or conduct based on statutorily-protected characteristic, such as sex; situations in which the University environment is sexually hostile or oppressive to members of the University because of the actions of students, co-workers, supervisors or other members of the University community; written contact, such as sexually suggestive, harassing or obscene letters, texts, faxes, emails, notes, invitations, etc.; verbal contact, such sexually suggestive or obscene comments, phone calls, threats, slurs, epithets, jokes about gender-specific traits, sexual propositions; physical contact, such as intentional touching, pinching, brushing against another’s body, impeding or blocking movement, assault, coercing sexual intercourse; visual contact, such as leering or staring at another’s body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters or magazines.

Hostile Environment: Includes situations where sexual harassment is sufficiently severe, pervasive or persistent and objectively offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from the University’s academic programs, student employment program, Campus Life program or University activities. Sanctions can be imposed for the creation of a hostile environment. The determination of whether an environment is “hostile” may be based on a multitude of circumstances including, but are not limited to:

• The frequency of the speech or conduct;
• The nature and severity of the speech or conduct;
• Whether the speech or conduct was physically threatening;
• Whether the speech or conduct was humiliating;
• The effect of the speech or conduct on alleged victim’s mental and/or emotional state;
• Whether the speech or conduct arose in the context of other discriminatory conduct;
• Whether the speech or conduct unreasonably interfered with the alleged victim’s educational or work performance;
• When a statement is a mere utterance of an epithet, which engenders offense in a person or offends by mere discourtesy or rudeness.

Quid Pro Quo: Exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature where submission to, or rejection of, such conduct results in adverse educational or employment action. Quid pro quo harassment may also exist when a threat of adverse action or a promise of a benefit is explicitly conditioned on submission to, or rejection of, such requests.

Retaliation: Exists when an individual harasses, intimidates or takes other adverse action(s) against a person because of the person’s complaint of harassment, discrimination or sexual misconduct or because of the person’s participation in an investigation of harassment, discrimination or sexual misconduct or their support of someone involved in an investigation of harassment, discrimination or sexual misconduct. Retaliatory actions include, but are not limited to, threats or actual violence against the person or their
Non-consensual Sexual Intercourse (or attempts to commit the same) often referred to as rape: Any sexual intercourse (anal, oral or vaginal), however slight, with or without an object, by a person upon another person, that is without consent and/or by physical force and/or abusive.

Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

Non-consensual Sexual Contact (or attempts to commit the same) often referred to as fondling: Any intentional sexual touching, including but not limited to breast, buttocks, inner thigh, groin, genitalia or surrounding area, however slight, with or without an object, by a person upon another person, that is without consent and/or by physical force and/or abusive.

Sexual contact includes intentional contact with the breast, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breast, buttocks, groin, genitals, mouth or other orifice.

Incest: Sexual intercourse between two persons who are related to each other within the degrees wherein marriage is prohibited by law.

Non-consensual sex with a minor (often referred to as statutory rape): Sexual Intercourse with a person who is under the statutory age of consent.

Sexual Assault as legally defined in Rhode Island
Sexual assault is a felony crime in Rhode Island which we strongly encourage students to report to local police authorities. State law defines sexual assault as three degrees:

- **First degree Sexual Assault**, also called rape, has two major components: Any forced, coerced penetration of the vagina, anus or mouth by any part of another’s body or an object; and legally, lack of consent does not necessarily require physical resistance or verbal refusal. For instance, someone who is incapacitated or asleep is, by definition of the law, unable to give consent.

- **Second Degree Sexual Assault** is non-consenting sexual contact with another person. This includes any forced or coerced contact with a person’s genital area, inner thigh, buttocks, or the breast of a female.

- **Third Degree Sexual Assault** is consensual sexual penetration by a person 18 years of age or older of a person 14 years of age, but under the age of consent (16 years old).

Sexual Violence: Is divided into three categories: 1) use of physical force to compel a person to engage in a sexual act against his or her will, whether or not the act is completed; 2) attempted or completed sex act involving a person who is unable to understand the nature or condition of the act, to decline participation, or to communicate unwillingness to engage in the sexual act (e.g., because of illness, disability, or the influence of alcohol or other drugs, or because of intimidation or pressure); and 3) abusive sexual contact.

Stalking: Any behavior or activities occurring typically on more than one occasion that collectively instills fear and/or threaten a person’s safety, mental health or physical health. Stalking may occur in a range of formats including, but not limited to, in-person conduct, writings, texting, voicemail, email, social media, following someone with a global position system (GPS), and video/audio recording.

Examples of stalking behaviors include, but are not limited to:
• repeated unwanted or unsolicited contact or leaving unwanted gifts or items;
• posting disturbing messages or threats online;
• creating, attempting to create, or disseminating unauthorized recordings of another;
• gathering information about an individual from family, friends, co-workers, and/or classmates, or
  by electronic means by installing spy-ware on a computer or using GPS;
• threats in any form about an individual or their loved ones or threats to harm oneself;
• damaging, stealing, borrowing, or relocating property, trespassing and vandalism;
• pursuing, waiting, or showing up uninvited at a workplace, residence, classroom, or other
  locations frequented by an individual; and
• directing a third party to take any of the above acts.

**Sexual Exploitation:** Taking non-consensual or abusive sexual advantage of another for one’s own advantage
or benefit, or to benefit a person other than the one being exploited. Examples of sexual exploitation include,
but are not limited to:
• Prostitutiong another University community member;
• Non-consensual video or audio recording of sexual activity;
• Exceeding the boundaries of explicit consent, such as allowing friend to hide in a closet to be witness
to one’s consensual sexual activity;
• Engaging in voyeurism;
• Knowingly transmitting sexually transmitted infections or HIV to another University community
  member;
• Invasion of sexual privacy;
• Sexually-based stalking and/or bullying;
• Exposing one’s genitals in non-consensual circumstances; inducting another to expose their
  genitals; and/or
• Sexually-based stalking and/or bullying

**Dating Violence:** Is a type of intimate partner violence. Violence committed by a person who is or has
been in a social relationship of a romantic or intimate nature with the victim is dating violence. The
existence of such a relationship shall be determined based on a consideration of the following factors: the
length of the relationship, the type of relationship, and the frequency of interaction between the persons
involved in the relationship. The nature of dating violence can be physical, emotional, or sexual. It is a
pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and
control over another intimate partner.

**Domestic Violence:** Is abusive behavior in any relationship that is used by one partner to gain or maintain
power and control over another intimate partner. Domestic violence can be physical, sexual, emotional,
economic, or psychological actions or threats of actions that influence another person. This includes any
behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt,
injure, or wound someone.

**Rhode Island Definitions of Domestic Violence and Relationship Violence**
Rhode Island General Law 12-29.2 defines domestic violence as crimes when committed by one family
member or household member against another. Family or household member is defined as:
• Spouses
• Former spouses
• Adult persons related by blood or marriage and persons who have a child in common regardless of
  whether they have been married or have lived together
• Adult persons who are currently residing together or who have resided together during the past three
  years. **PLEASE NOTE: Students in the same residence hall may be considered under this
definition. In addition, this may apply to students sharing an off-campus residence.**
• Persons who have a child in common regardless of whether they have been married or have lived together
• Persons who are or have been in a substantive dating or engagement relationship within the past 6 months which shall be determined by the court’s consideration of the length of time of the relationship, the type of relationship and the frequency of the interaction between parties.

Domestic violence includes but is not limited to any of the following crimes when committed by one family or household member against another: simple and felony assaults, vandalism, disorderly conduct, trespassing, kidnapping, child snatching, sexual assault, homicide, violations of court orders, stalking, refusal to relinquish or to damage or to obstruct a telephone, burglary and unlawful entry, arson, cyberstalking and cyber harassment, and domestic assault by strangulation.

Rhode Island Law defines domestic abuse as “attempting to cause or causing physical harm, placing another person in fear of immediate physical harm, or causing another to engage involuntarily in sexual relations by force, threat, or duress, stalking via harassment or following a person, and cyberstalking.”

There are many forms of physical, verbal, emotional, and sexual abuse that may be used between roommates, friends or couples.

Examples of verbal and emotional abuse include using threatening gestures or language, stalking or harassing, shouting, swearing, blocking the doorway or using body size to intimidate, claiming to be the authority, blaming or accusing, insulting, mocking, driving recklessly to scare the victim, isolating the victim from friends or family, or refusing to listen or respond. All forms of domestic violence, domestic abuse and relationship violence are in violation of the sexual misconduct policy.

These crimes carry sentences up to one year in prison and may result in the serving of a restraining order against the assailant and the requiring of the assailant to attend a recognized treatment program for batterers.

A person who commits sexual harassment or sexual violence in violation of this policy will be subject to disciplinary action, up to and including expulsion and termination.

Other Definitions

Consent is defined as words or actions that show an informed and voluntary agreement to engage in mutually agreed upon sexual activity. Consent cannot be gained by force, by ignoring or acting in spite of the objections of another or by taking advantage of the incapacitation of another, where the other person(s) knows or reasonably should have known of such incapacitation. Sexual activity with someone whom one should know to be – or based on the circumstances should reasonably have known to be – mentally or physically incapacitated (by alcohol or other drug use, unconsciousness), constitutes a violation of the sexual misconduct policy. Consent is also absent when the activity in question exceeds the scope of consent previously given.

What is consent? Consent, as noted above, means words or actions that show an informed and voluntary agreement to engage in mutually agreed-upon sexual activity. Consent to one form of sexual activity should not, and cannot, be taken as consent to any other sexual activity. Under this policy, “No” always means “No” and “Yes” may not always mean “Yes.” For example, when alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of the sexual interaction (who, what, where, when, why, or how) because they lack the capacity to reasonably understand what they are doing. Consent cannot be given by an individual who is incapacitated or asleep. In addition, silence – without clear actions demonstrating permission – cannot be
assumed to indicate consent. Anything but a clear, informed and voluntary consent to any sexual activity is equivalent to a “no.”

Consent:

- Requires Communication
- Words or actions must be used to establish consent. The absence of “no” does not equal “yes.”
- Must entail an uninfluenced “yes”
- Consent cannot be established if one person is pressuring the other – this can be physical or emotional. Pressuring another person by saying things like “If you love me you’ll do this” or “I’ll find it elsewhere if I don’t get it from you” does not lead to consent and is not respectful of the other person’s wishes.
- Happens one step at a time, every time. Just because your partner agrees to one thing that does not mean they agree to everything. Oral sex does not give consent for intercourse and vice versa. Also, hooking up one time, does not give permission for every other time – even if you are in a relationship, even if it has happened many times before.
- Is free to be taken back at any time. At any point during a sexual encounter each partner should feel free to change his or her mind and the other partner must respect that person’s decision.
- In order to give consent, one must be of legal age.

Force: The use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent for example, “Have sex with me or I’ll hit you.” “Okay, don’t hit me, I’ll do what you want”.

Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

NOTE: There is no requirement that a party resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual activity is not by definition forced.

Intimidation: Defined as implied threats or acts that cause a reasonable fear of harm in another.

Incapacitation: A state where an individual is temporarily or permanently impaired to the extent they do not have command over their own decisions. Incapacitation may be caused by mental or physical disability, illness, sleep or when a person has used alcohol or other drugs, including prescribed medication, to an extent where that person can no longer make rational, informed decisions. A person who does not comprehend the “who, what, when, where, why or how” of a sexual interaction may be incapacitated. Sign of incapacitation includes, but are not limited to:

- Amount of alcohol/drugs consumed
- Stumbling or shaky equilibrium
- Vomiting
- Slurred speech
- Bloodshot eyes
- Smell of alcohol
- Outrageous or unusual behavior
- Unconsciousness (short of long periods of time)
If a person may be incapacitated then all potential sexual activity should cease until consent can be clearly given. If a person knows or should reasonably know that someone is incapacitated, then all potential sexual activity must cease until consent can again be freely given.

Remember, a person being intoxicated or impaired by drugs or alcohol is NEVER an excuse for sexual misconduct, stalking, dating or domestic violence, and does not diminish that person’s responsibility to obtain consent or recognize incapacitation.

Other guidance on consent and assessing incapacitation:

A person who wants to engage in a specific sexual activity is responsible for obtaining consent for that activity. The lack of negative response or protest does not constitute consent. Lack of resistance does not constitute consent. Silence and/or passivity does not constitute consent. Relying solely on non-verbal communication before or during sexual activity can lead to misunderstanding and may result in a violation of this Policy. It is important not to make assumptions about whether a potential partner is consenting. In order to avoid confusion or ambiguity, participants are encouraged to talk with one another before engaging in sexual activity. If confusion or ambiguity arises during sexual activity, participants are encouraged to stop and clarify a mutual willingness to continue that activity.

Consent to one form of sexual activity does not, by itself, constitute consent to another form of sexual activity. For example, one should not presume that consent to oral-genital contact constitutes consent to vaginal or anal penetration. Consent to sexual activity on a prior occasion does not, by itself, constitute consent to future sexual activity. In case of prior relationships, the manner and nature of prior communications (verbal and/or non-verbal) confirming consent between the parties and the context of the relationship may have bearing on the presence of consent at the time of the reported incident. Once consent has been given, it may be withdrawn at any time. Once consent is withdrawn, the sexual activity must cease immediately.

In evaluating consent in cases of alleged incapacitation, the University asks two questions: (1) Did the person initiating sexual activity know the other person was incapacitated? And if not, (2) should a sober, reasonable person in the same situation have known the other party was incapacitated? If the answer to either of these questions is “YES”, then consent was absent and the conduct is likely a violation of our policy(s).

**Sexual penetration:** Any contact, however slight, between the sex organ or anus of one person by an object, mouth or anus of another person, or any intrusion, however slight, of any part of the body of one person or of any animal or object into the sex organ or anus of another person, including but not limited to cunnilingus, fellatio or anal penetration. Evidence of emission of semen is not required to prove sexual penetration.

**Preponderance of the evidence:** This standard of proof refers to the criteria or measure of proof that is used to assess when finding a respondent responsible for violating the Sexual Harassment and Sexual Violence Policy. The Preponderance of evidence standard is defined as the greater weight of the evidence/information or ‘more likely than not’ that the violation has occurred. Salve Regina University strives to assure fairness to all parties in the adjudication of all cases. However, University investigation procedures are not identical to a civil or criminal proceeding; therefore a lower standard of proof is required to reach a conclusion than in a criminal proceeding. Investigation procedures will be adhered to as faithfully as possible, but variation dictated by circumstances may occur and will not invalidate the process.

**Days:** For this document, is defined as business days during which the University is open. This does not include weekends or holidays.
Mandatory Reporting
Salve Regina University has decided to adopt a policy that defines all employees as mandatory reporters. If you learn about sexual harassment, discrimination or sexual violence, you are expected to promptly contact the campus Title IX Coordinator, (Malcolm Smith, Associate VP and Dean of Students, 401-341-2145) or the Deputy Title IX Coordinator for Employees, (Nancy Escher, HR Generalist, 401-341-2157). The Title IX Coordinator or Deputy Title IX Coordinator will take responsibility for prompt notification to Campus Safety and Security and other appropriate University officials. The University will promptly and effectively remedy all reported incidents by providing resources to the victim and addressing the effects on the victim and the community. Failure to report an allegation of sexual harassment, discrimination or sexual violence may result in disciplinary action, up to and including termination.

For additional details on the University’s Mandatory Reporting policy, refer to Appendix J in the University’s Staff Handbook.

Reporting Incidents of Sexual Violence, Domestic Violence, Dating Violence and Stalking
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and the Violence Against Women Act prohibit sexual harassment, including sexual violence, domestic violence, dating violence and stalking and require a prompt and equitable resolution of complaints. Acts of sexual violence, domestic violence, dating violence or stalking should be referred the Title IX Coordinator or Deputy Title IX Coordinator. If an act of sexual violence is in progress or imminent on campus, dial 911.

Incidents of sexual violence may be criminal in nature, and members of the University community who have been subjected to it may, if they wish, file reports with local law enforcement authorities. If a member of the University community wishes to notify law enforcement, he or she may obtain assistance from the Office of Campus Safety and Security. Victims of sexual violence may also decline to notify law enforcement authorities if they so choose.

Regardless of whether a report is filed with local law enforcement, individuals should preserve all evidence that could be relevant to any criminal charges that may be brought or that might be needed to obtain a protection order. Individuals who have been subjected to sexual violence are encouraged to obtain physical examination by a Sexual Assault Nurse Examiner (SANE). This exam may be obtained at Newport Hospital (401)846-6400. Before obtaining a SANE exam, individuals should avoid showering, washing, changing clothes, combing hair, drinking, eating or altering their physical appearance. Even if a SANE exam is not sought, all victims of violence should consider obtaining medical attention so that any issues relating to possible injury or disease from the incident may be addressed.

Confidentiality
Confidential versus Formal Reporting - Know the Options
The University encourages victims of sexual violence to talk to somebody about what happened – so they can get the support they need, and so the University can respond appropriately. Different employees on campus have different responsibilities. Some are required to maintain near complete confidentiality (counseling services, health services, and University chaplains). They can talk with a victim in confidence and generally only report to the University that an incident occurred without revealing any personally identifiable information. Disclosures to these employees will not trigger a University investigation into an incident against the victim’s wishes.

All other employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX Coordinator. A report to these employees (called “responsible
employees’) constitutes a report to the University – and generally obligates the University to investigate the incident and take appropriate steps to address the situation.

The following describes more about the two reporting options at Salve Regina University:

Confidentially Reporting Sexual Harassment or Sexual Violence
University officials, depending on their roles at the University, have varying reporting responsibilities and abilities to maintain confidentiality. In order to make informed choices, one should be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources (counseling services, health services, and University chaplains) may maintain confidentiality, offering options and advice without any obligation to inform an outside agency or individual unless the reporting party has requested information to be shared. These offices will submit an anonymous report regarding the incident for purposes of the Clery Act and Title IX reporting, but this anonymous report does not include any personally identifiable information.

If the reporting party would like the details of an incident to be kept confidential, you may speak with a member of Salve Regina’s Health Services office, Counseling Services office, the University Chaplain or an off campus rape crisis center counselor who will maintain confidentiality. Members of Salve Regina’s health and counseling services will only submit the anonymous report, which does not include any personally identifiable information. The purpose of an anonymous report is to maintain the victim’s confidentiality while taking steps to ensure future safety of the campus community. With this information, the University can maintain accurate records about the number of assaults within the University’s jurisdiction; determine whether there is a pattern of assaults with regard to particular location, method, or assailant; and alert the campus community to potential danger.

Formal Reporting and Responsible Employees
A “responsible employee” is a University employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other policy violations, or who a student or employee could reasonably believe has this authority or duty. All University employees – including Resident Assistants (RAs), faculty, student organization advisors, and staff members, are the University’s “responsible employees,” with the following exceptions:

• Food Service staff
• Cleaning/Housekeeping staff
• University Chaplain, Counseling and Health Services staff, who will maintain confidentiality

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee’s reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources (counseling services, health services, University Chaplain).

When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the University to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX Coordinator or Deputy IX Coordinator all relevant details about the alleged sexual violence or sexual harassment shared by the victim. The University will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the University’s response to the report. A responsible employee should not share
information with law enforcement without the victim’s consent or unless the victim has also reported the incident to law enforcement.

If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the victim should understand that the University may consider the request, but cannot guarantee that the University will be able to honor it. In reporting the details of the incident to the Title IX Coordinator or Deputy Coordinator, the responsible employee will also inform the Coordinator of the victim’s request for confidentiality.

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the University must weigh that request against the University’s obligation to provide a safe, non-discriminatory environment for all students and employees, including the victim. If the University determines that an investigation and disciplinary proceedings will be taken, the University will inform the victim prior to the start of investigations and will, to the extent possible, only share information with people responsible for handling the University’s response. The University will remain mindful of the victim’s well-being and take steps necessary to protect and assist the victim. The University may not require a victim to participate in any investigation or disciplinary proceeding.

Formal Reporting of incidents of sexual harassment and sexual violence is encouraged by the University. A complainant has the right to, and can expect to have complaints of policy violation taken seriously by the University when formally reported, and to have those incidents investigated and properly resolved through adjudication procedures. Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigators, witnesses, and the responding party. The circle of people with this knowledge will be kept as limited as possible to preserve the complainant’s rights and privacy. It is also encouraged that incidents be reported to local law enforcement. Formal reporting options include contacting the local police department in which the incident occurred.

**Federal Timely Warning Obligations**
Victims of sexual violence, domestic violence, dating violence and stalking should be aware that University administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The University will make every effort to ensure that a victim’s name and other personally identifiable information are not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

**Assistance For Victims of Sexual Violence**
Victims of sexual violence may obtain confidential counseling from the Office of Counseling Services. Counselors can be reached during office hours from 9am-5pm Monday through Friday and are on call 24 hours a day/7 days a week by contacting the Office of Safety and Security.

Members of the University community may obtain further information about resources relating to sexual violence from the University’s Title IX Coordinator, Malcolm Smith (Associate VP for Student Affairs and Dean of Students) and Deputy Coordinators, Nancy Escher (HR Generalist) or Emily Diomandes (Assistant Dean of Students).

The University will provide victims of sexual violence with written notice about existing counseling, health, mental health, victim advocacy, legal assistance and other services, as well as options for changing academic and working situations, if requested, if reasonably available, and regardless of whether reports are made to local law enforcement.
On campus resources for victims:
- Office of Safety & Security, 401-341-2325, Tobin Hall, 24 hours a day, 7 days a week
- Title IX Coordinator, Malcolm Smith, 401-341-2145, Miley Hall, 8:30am – 4:30pm
- Deputy Title IX Coord. for Students, Emily Diomandes, 401-341-2640, Miley Hall, 8:30am -4:30pm
- Deputy Title IX Coord. for Employees, Nancy Escher, 401-341-2157, Stonor Hall, 8:30am-4:30pm
- Health Services, 401-341-2904, Miley Hall, Garden level, 9am-5pm
- Office of Counseling Services, 401-341-2919, Miley Hall, Garden level, 9am – 5pm
- Mercy Center for Spiritual Life, Mercy Chapel, 401-341-2326, 8:30am – 4:30pm
- Office of the Dean of Students, 401-341-2145, Miley Hall, Rm 118, 8:30am – 4:30pm
- Office of Residence Life, 401-341-2210, Walgreen Hall, Admin. Wing, 9am – 5pm

Off campus resources for victims:
- Day One The Sexual Assault & Trauma Resource Center, 100 Medway, Providence, RI, 401-421-4100
- Women’s Resource Center, 114 Touro St., Newport, RI, 401-846-5263
- Newport Police Department, 120 Broadway, Newport, RI, 911 or 401-847-1306 (non-emergency)
- Newport Hospital, 11 Friendship St., Newport, 401-846-6400

Interim Actions and Accommodations
The University may take interim actions, as appropriate, while incidents involving allegations of sexual violence are investigated and resolved. Interim action may be taken regardless of whether an individual chooses to report an incident to local law enforcement and may include interim suspension, removal from University housing, “no contact” orders, and/or changing academic, living, transportation or working arrangements for one or more parties.

Complaint Procedures

Formal Procedures for Complaints

This section provides the procedure for an employee to file a formal complaint against another employee, student, contractor or vendor.

Please note: Retaliation against any individual who reports sexual harassment, sexual discrimination, or sexual violence or who cooperates in an investigation of a sexual harassment, sexual discrimination, or sexual violence complaint will not be tolerated and will result in disciplinary action. It shall be a violation of this policy for anyone to willfully make false allegations of harassment or sexual harassment.

An employee may file a formal complaint by making a report to either Malcolm Smith, Associate VP for Student Affairs, Dean of Students and Title IX Coordinator or Nancy Escher, HR Generalist/Deputy Title IX Coordinator.

During any in person meeting to report or discuss the allegations, the complainant may be accompanied by an advisor or support person of their choice. The complainant and the respondent are entitled to the same opportunity to have an advisor of their choice from within the University community present during any investigation related meeting. Advisors may not speak for or on behalf of any student or employee during the adjudication process. While an advisor cannot speak on behalf of student or employee, they can confer with the student or employee as necessary. If deemed appropriate, by the investigator, a recess can be granted for the advisor and student or employee to confer. Complainants and respondents are not required to use advisors.
The role of the advisor will be restricted to advising the respective parties. No advisor may speak at any time in place of the complainant or respondent. The responsible investigator(s) reserves the right to exclude an advisor from the proceedings for failure to abide by these guidelines.

The Title IX Coordinator will provide information to the complainant for possible informal resolution of the complaint after securing details of the allegations from the complainant. This will occur only if it is determined that exploring informal resolution is appropriate after evaluating the complaint. An informal resolution may include the possibility of a meeting between the complainant and respondent to discuss an informal resolution of the matter. Importantly, if the matter is resolved informally, an investigation will not be conducted. **Note: Allegations of sexual violence cannot be handled through any informal resolution process.**

Any complaint that cannot or should not be resolved informally will be considered for an investigation by the Title IX Coordinator and/or designee. If it is determined that an investigation must take place, the case will be assigned to an investigator(s). Investigations shall generally be completed within sixty (60) calendar days unless circumstances prevent the completion of an investigation or disposition.

**Procedures for a student to file a formal complaint related to sexual harassment, sexual discrimination or sexual violence can be found in the Student Sexual Misconduct Policy within the Student Code of Conduct.**

**Investigation and Adjudication Process**

Both the complainant and respondent have the right to be interviewed separately and to present any information relevant to the charge and to provide names of witnesses and/or evidence helpful to them. When an investigation to determine policy violation has been approved, the assigned investigator(s) will move forward with an investigation, which may include, however, not be limited to the following:

- Notifying all parties in writing when the investigation and adjudication processes have been initiated
- In coordination with the Title IX Coordinator or a Deputy Title IX Coordinator, initiate any necessary corrective actions, which are non-punitive measures that may include, without limitation, training, guidance, adjustment of supervisory or evaluative responsibilities and measures to protect health and safety.
- Determine the identity and contact information of the complainant (whether that be the initiator, the alleged victim, or a University proxy or representative);
- Identify the correct policies allegedly violated;
- Conduct an immediate initial investigation to determine if there is reasonable cause to charge the respondent, and what policy violations should be alleged as part of the complaint;
- If there is insufficient evidence to support reasonable cause, the investigation should be closed with no further action;
- Meet with the complainant to finalize the complaint and prepare the notice of charges on the basis of the initial investigation;
- Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe and order of interviews for all witnesses and the respondent, who may be given notice prior to or at the time of the interview;
- Complete the investigation promptly, and without unreasonable deviation from the intended timeline;
- Determine, based on the preponderance of the evidence standard, if a violation of the Sexual Harassment and Sexual Violence Policy and Procedures has occurred;
- The investigative report and the findings will be given to the Director of Human Resources or designee who, within 10 business days of its receipt, will confer with appropriate members of the Cabinet and define the corrective and/or disciplinary action to be taken and will inform both the complainant and the respondent, simultaneously, of the outcome in writing. The University will not
require the respondent or complainant to abide by a nondisclosure agreement that would prevent them from sharing information related to the outcome.

- Where the respondent is found not responsible for the alleged violation(s), the investigation should be closed.

The Director of Human Resources or designee will notify the President of the corrective and/or disciplinary action to be taken before it is communicated to the Complainant and Respondent. The University will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the University community.

In the event that the respondent rejects the findings in part or entirely, the respondent may have the right to an appeal. All complaints shall be handled as confidentially as possible, with disclosure of allegations provided only to those with a need to know.

**Appeal Procedures**

Both the complainant and the respondent have the right to appeal the outcome. Upon receiving an appeal, the Title IX Coordinator or designee will let the other party know, provide them with the opportunity to review the appeal and allow them to submit a written response.

To initiate an appeal, the party requesting the appeal must write and submit, on his or her own behalf, a request to the Title IX Coordinator within five business days after receiving (written) notification of the initial decision. The request for an appeal must be accompanied by all relevant supporting information and documentation and the desired outcome of the appeal request.

The grounds for an appeal must be based upon one of the following:

1. **Procedural Error:** A procedural error(s) occurred during the original conduct process that significantly impacted the outcome.
2. **New Information:** Specification of new information, unavailable at the time of the investigation, that if introduced would have significantly affected the outcome. A detailed account of the new information must be clearly specified. Information is not considered new if the student/employee was given an opportunity to present it during the original investigation or voluntarily withheld the information during the original investigation.

If the Title IX Coordinator determines that the request satisfies one or more of the aforementioned grounds, he/she will provide the appeal documentation to the President or designee for review. The purpose of the appeal is not to provide a second hearing of the case. The President or designee will not meet with the student/employee or re-hear the case.

Copies of all pertinent documentation will be made available to the President or designee at the time of the review. The President or designee shall have the power to uphold, reverse or modify the original disciplinary action within ten University business days of the procedure being initiated. When there is an appeal on the grounds of new information and the President or designee finds that the new information may have significantly affected the finding of the investigation, then the Title IX Coordinator will provide it to the Investigators and/or the Director of Human Resources for consideration.

The complainant and the respondent will be notified in writing, simultaneously, of the outcome of the appeal.
Disciplinary Actions - A violation of the Sexual Harassment and Sexual Violence Policy and Procedures is a serious offense and will be subject to any combination of disciplinary actions as described in the Staff Handbook under Discipline.

Contacts

Title IX Coordinator
Malcolm Smith, Associate Vice President and Dean of Students
Miley Hall, 8:30 a.m. to 4:30 p.m.
Phone 401-341-2145
Email malcolm.smith@salve.edu

Deputy Title IX Coordinator for Students
Emily Diomandes, Assistant Dean of Students
Center for Student Development, Miley Hall, 8:30 a.m. to 4:30 p.m.
Phone 401-341-2640
Email emily.diomande@salve.edu

Deputy Title IX Coordinator for Employees
Nancy Escher, HR Generalist
Stonor Hall, 8:30 a.m. to 4:30 p.m.
Phone 401-341-2157
Email nancy.escher@salve.edu

Individuals with complaints of this nature also always have the right to file a formal complaint with the United States Department Education:

Office for Civil Rights (Boston office)
U.S. Department of Education
5 Post Office Square, eighth floor
Boston, MA 02109-3921
Phone: (617) 289-0111
Fax: (617) 289-0150
ocr.boston@ed.gov
Victim’s Bill of Rights
The University will take interim steps to protect victims of sex based discrimination and sexual misconduct and maintain a positive learning environment by minimizing or eliminating contact with the accused student or employee and providing reasonable academic and administrative accommodations in accordance with the Clery Act and Title IX.

- The victim has the right to have any and all incidents of sexual harassment and sexual violence treated seriously and the right to be treated with dignity.
- The victim will be informed in a timely manner of available options including the necessary steps and potential consequences of each option.
- The victim has the right to be free from undue coercion from any member of the University community to pursue or not pursue any course of action.
- The victim has the right to be notified of her/his option to notify appropriate law enforcement authorities, including local police and to be informed about how to notify the appropriate law enforcement agency and receive assistance from University personnel in notifying these authorities, if requested.
- The victim will receive information on how to make a confidential report for the purposes of tracking campus crime.
- The victim has the right to be informed of the investigation process and procedures.
- The victim has the same right as the accused to have others present throughout the investigation process.
- The victim has the right to be informed of the outcome, in writing, of any Salve Regina student or employee conduct proceeding involving an alleged sexual misconduct offense and the right to appeal the outcome.
- The victim has the right to request a change in academic, working and living situations after an alleged sexual harassment or sexual violence offense and be informed of the reasonably available options for those changes.
- The victim will be informed about campus and community resources for counseling, medical services, advocacy, and other services for victims of sexual harassment or sexual violence.

Risk Reduction Tips
Based on research, one in five women is sexually assaulted while in college. In the great majority of cases (75-80%), she knows her attacker, whether as an acquaintance, classmate, friend or (ex) boyfriend. Many are victims of what is called “incapacitated assault:” they are sexually abused while drugged, drunk, passed out, or otherwise incapacitated. Men are also victims of sexual assault. Review the tips below to reduce your risk of sexual assault.

Tips like these may make victims feel blamed if a sexual assault occurs. Salve Regina University believes it is never the victim’s fault and these tips are offered in the hope that recognizing patterns can help men and women reduce the risk of victimization. That said, an empowered bystander can intervene to prevent a rape or assault. Generally, an assault by a known offender will follow a four-step pattern:

- An individual’s personal space is violated in some way. For example, the perpetrator may touch the victim in a way that does not feel comfortable.
- If the victim does not express discomfort, the perpetrator may begin to view the victim as an easy target because she/he is not acting assertively.
- The perpetrator may take the victim to a location that is secluded and where the victim is vulnerable.
- The victim feels trapped or unable to be assertive and is raped or assaulted.

Decisive action early in an encounter may be the key to avoiding an assault. An individual who can combine assertiveness and self-defense skills, and who is self-confident and definite in his/her interactions with others, is less likely to become a victim of assault. If the individual can assertively defend his/her rights
initially, he/she has a better chance of avoiding being assaulted than does a person who resorts to techniques such as pleading or trying to talk the perpetrator out of it. If you find yourself in an uncomfortable sexual situation, these suggestions may help you to reduce your risk:

- If you have limits, make them known before things go too far.
- Give clear messages. Tell a sexual aggressor “NO” clearly and loudly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Be responsible for your alcohol intake/drug use and realize that alcohol/drugs lower your sexual inhibitions and may make you more vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask them to take care of you.
- Trust your feelings or instincts. If a situation does not feel comfortable to you or you feel anxious about the way your date is acting, you need to respond. Leave immediately if necessary.

If you find yourself in a position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you reduce your risk of being accused of sexual misconduct. Do not make assumptions about:

- Consent;
- Someone’s sexual availability;
- Whether a person is attracted to you;
- How far you can go; or
- Whether a person is physically or mentally able to consent to you. (If there are any questions or ambiguity then you DO NOT have consent.)
- Clearly communicate your intentions to your sexual partner and give him/her a chance to clearly relate his/her intentions to you.
- Mixed messages from your partner should be a clear indication that you should step back, defuse the sexual tension, and communicate better. Perhaps you are misreading your partner. Perhaps your partner has not figured out how far he/she wants to go with you, yet. You need to respect the time-line with which your partner is comfortable.
- Do not take advantage of someone’s drunkenness or drugged state, even if he/she did it to him/herself.
- Realize that your potential partner could be intimidated by you or fearful. You may have a power advantage simply because of your gender or size. Do not abuse that power.
- Understand that consent to some forms of sexual behavior does not necessarily imply consent to other forms of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.
- Do not force someone to have sex with you, or have sex with a partner who has not clearly consented to you by words or actions unmistakable in their meaning.
Frequently Asked Questions
The following are some of the most commonly asked questions regarding the University’s Sexual Harassment and Sexual Violence Policy and Procedures.

Does a report remain confidential or private?
Reports made to clinical counselors, health service providers and University chaplains will be kept confidential. All other reports are considered private. The privacy of all parties with regard to a complaint of sexual misconduct will be maintained, except insofar as it interferes with the University’s obligation to fully investigate allegations of sexual misconduct. Where information is shared, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted.

In all complaints of sexual misconduct, the complainant will be informed of the outcome. Certain University administrators are informed privately (e.g. University President, Title IX Coordinator, etc.) of the outcome and any change to an employee’s status, as necessary. The University must statistically report the occurrence of major violent crimes on and adjacent to campus, including certain sex offenses, and hate crimes in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

Do I have to name the responding party?
Yes, if you want formal conduct action to be taken against the responding party. No, if you choose not to file a formal complaint, (but you should consult the complete confidentiality and reporting procedures policy above to better understand the university’s obligations depending on what information you share with different university officials). You can report the incident without the identity of the responding party, but doing so may limit the institution’s ability to respond comprehensively. You may also make an anonymous report of the incident using this anonymous reporting form which can be found here: http://www.salve.edu/sexual-misconduct-anonymous-reporting-form

Will the responding party know my identity?
Yes, if the university determines there is reasonable cause to believe a violation has occurred and investigates the matter. Sexual misconduct is a serious offense and the responding party has the right to know the identity of the complainant.

Will I have to confront the alleged perpetrator?
No (refer to the Investigation and Adjudication procedures described within this document)

What should I do if I am accused of sexual misconduct?
First, do not contact the reporting party. You may want to contact the Title IX Coordinator or a Deputy Title IX Coordinator who can explain the University’s procedures for dealing with sexual misconduct complaints. You may also want to contact the Title IX Coordinator for resources including counseling services and other outside resources.

Will the use of drugs or alcohol affect the outcome of a sexual misconduct complaint?
The use of alcohol and/or drugs by either party will not diminish the responding party’s responsibility. On the other hand, alcohol and/or drug use is likely to affect the complainant’s memory and, therefore, may affect the outcome of the complaint. A person bringing a complaint of sexual misconduct must either remember the alleged incident or have sufficient circumstantial evidence, physical evidence and/or witnesses to prove that the policy was violated. If the complainant does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the respondent without further corroborating information. Use of alcohol and/or other drugs will never excuse a violation by the respondent.
Will either party’s prior use of drugs and/or alcohol be considered when reporting sexual misconduct?

Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.

What should I do if I am uncertain about what happened?

If you believe that you have experienced sexual misconduct, but are unsure of whether it was a violation of the University’s Sexual Harassment and Sexual Violence Policy and Procedures, you should contact the Title IX Coordinator, a Deputy Title IX or the Office of Safety & Security. You could also meet with a member of the Counseling Services office who can help to define and clarify the event(s), and advise you of your options.

What should I do to preserve evidence of a sexual assault?

Police are in the best position to secure evidence of a crime. Physical evidence of a sexual assault must be collected from the alleged victim’s person within about 96 hours of the assault, though evidence can be often obtained from towels, sheets, clothes, etc. for much longer periods of time. If you believe you have been a victim of a sexual assault, you should go to a hospital emergency room before washing yourself or your clothing. The Office of Safety & Security can provide you with transportation. Typically, a sexual assault health professional (a specifically trained nurse called a SANE) at the hospital is on call and will counsel you. If you go to the hospital, local police will be called at your request. The hospital staff will collect information, check for injuries and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet. (Plastic containers do not breathe, and may render forensic information useless.) If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you were wearing as evidence. You can take a support person with you to the hospital, and they can accompany you through the exam, if you want. Do not disturb the crime scene – leave all sheets, towels, etc. that may bear information for the police to collect. If a person believes they have been drugged, then they have 12-24 hours for medical professionals to determine if drugs are still present in the body.

Training and Prevention

The University recognizes the importance of providing education and training on the subject of sexual violence and sexual harassment, dating violence, domestic violence and stalking. All employees are required to complete annual training on the following topics:

- Workplace Harassment Prevention
- The Campus SaVE Act
- Mandatory Reporting

The University shall take all reasonable steps to see that this policy prohibiting sexual violence and sexual harassment is followed by all students, employees, supervisors and others who have contact with our University community members. This prevention plan will include online and in-service training sessions, ongoing monitoring of the University, and annual distribution of the Sexual Harassment and Sexual Violence Policy and Procedures to employees.

Rev. 12-21-16
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 Director 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 Director of 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 Director of HR for final acceptance, modification or rejection. If the Director of 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.

1. 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.

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

3. 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.

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

5. 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
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.
**APPENDIX J**

(Policy update 12/2016)

Mandatory Reporting: A policy for Salve Regina University Faculty and Staff *

Purpose: The purpose of this document is to outline the University’s policy mandating that employees report concerning behaviors, harassment, discrimination and crimes. It explains briefly the meaning and purpose of mandatory reporting, outlines the legal context, and articulates a straightforward set of guidelines for all employees to follow.

Effective Date: September 18, 2015

**Mandatory Reporter: Why and What?**

There are two federal laws that establish responsibilities for employees of colleges and universities to report sexual discrimination, sexual harassment, sexual violence, and certain types of campus crimes and incidents relating to employees and students: the Jeanne Clery Act (Clery Act) and Title IX.

There are additional federal laws that establish responsibilities for employees of colleges and universities to report incidents relating to employment discrimination and harassment based on an employee’s sex, national origin, race, color or religion (Title VII of the Civil Rights Act of 1964); an employee’s age (the Age Discrimination in Employment Act); or an employee’s disability (the Americans with Disabilities Act).

Each of these areas of federal law has a different purpose, but generally the laws are intended to protect members of the campus community, visitors and guests from criminal, harassing, and discriminatory behavior. The responsibilities established by these laws give rise to the term “mandatory reporter.” Reporting of concerning and disruptive behavior is not legally mandated, but is a policy mandate to assist the Behavioral Intervention Team in early identification and detection of at-risk situations.

**The Legal Context**

The Clery Act requires educational institutions to report certain campus crimes, which are listed on pages 3-4 below. Campus crimes include incidents which occur on campus, adjacent to campus, or on non-campus buildings or property. It is the University that has the duty to report these crimes, and failure to do so can result in substantial fines being imposed on the institution by the Department of Education. Guided by the language of the Clery Act and subsequent amendments, the University is required to define which employees must report crime information they receive.

The Clery Act would allow the University to exclude some faculty some of the time and many professional staff from obligation to report. Such an approach, however, risks creating confusion for faculty and staff, takes a minimalist approach to the ethical obligation to inform our community about serious crimes, and makes the institution more vulnerable to enforcement action.

Title IX prohibits discrimination on the basis of sex in education programs and applies to all participants of such programs, including students, parents and faculty/staff members. Title IX creates obligations for the University to investigate and to provide a prompt and effective remedy for incidents of sex-based discrimination and sexual harassment, including sexual violence, relationship violence and abuse.
If the victim is a student, Title IX means among other things that the University must provide a safe environment that does not interfere with the victim’s right to pursue an education. The University incurs this obligation when a victim has given notice of gender discrimination, sexual harassment or sexual violence to a “responsible employee,” or when the University, in the exercise of reasonable care, should have known about the violation. As with the other laws, the definition of “responsible employee” under Title IX would allow the University to treat only some faculty and staff as mandated reporters but with the same possibility of confusion and risk of institutional exposure.

Title VII, the Age Discrimination in Employment Act (ADEA) and the Americans with Disabilities Act (ADA) focus on discrimination and harassment in the workplace based on an employee’s membership in a protected category (sex, race, color, religion, national origin, disability or age) and failure to take appropriate action can lead to financial liability for the University. In this case, the law creates a duty to report for employees who supervise other employees, including students being paid by the University. As with the Clery Act and Title IX, this language means that some faculty and staff would be expected to report while others might be exempted. Once again, however, this selective approach may create confusion and risk; and it fails to ask all of us to share the responsibility to create a workplace free of harassment and discrimination.

**Mandatory Reporting: Guidelines for Employees of Salve Regina University**

Salve Regina University has decided to adopt a policy that defines all employees, including faculty and staff, as mandatory reporters under the Clery Act, Title IX, Title VII, the ADA and the ADEA. As a mandatory reporter, you must carry out your responsibilities to report all violations of discrimination and harassment, including sexual violence and child sexual abuse, and to report all campus crimes listed on pages 3-5. You must report incidents you personally observe as well as incidents reported to you. You must report these incidents to the designated officials on campus, described below. By fulfilling these responsibilities, you assist the University in complying with legal requirements and help the University maintain its commitment to fostering a secure, equitable and inclusive community.

Reporting procedures for the various laws are described in detail below. For incidents of sexual harassment or sexual violence, please also refer to the more detailed Sexual Harassment and Sexual Violence Policy and Procedures, available at [http://www.salve.edu/title-ix](http://www.salve.edu/title-ix). In some cases, you may be required to report an incident multiple times if it falls under Title IX, Child Abuse/Neglect, and/or the Clery Act.

**Reporting Procedure: Title IX, Title VII, ADEA, ADA**

If you learn about harassment or discrimination against any student or employee based on that student’s or employee’s membership in a protected category, or if you learn about an incident of sexual violence (including sexual assault, relationship violence, sexual exploitation, stalking, or other unwelcome sexual conduct) against an employee or student, you are expected to promptly contact the Title IX Coordinator, (Malcolm Smith, Associate Vice President for Student Affairs and Dean of Students, 401-341-2206) or the Deputy Title IX Coordinator for employees, (Nancy Escher, HR Generalist, 401-341-2157). The Title IX Coordinator or Deputy Title IX Coordinator may notify Campus Safety and Security (CSS) and other appropriate University officials. The employee should use the Incident Report included in this policy. Alternatively, the employee may call the Title IX Coordinator and then follow up by completing the form.

Do **not** promise confidentiality. When reporting harassment or discrimination or sexual violence, a University employee may initially be able to omit personally identifiable information (the name of the complainant, the name of the respondent, and other identifying details about witnesses, location, etc.). The Title IX Coordinator, Deputy Title IX Coordinator or Campus Safety and Security will guide you with regard to how much detail is needed in an initial report. Subsequent to an initial report, campus officials may need additional information in order to fulfill the University’s obligations. In taking these subsequent actions, the University will always be guided by the goals of empowering the complainant and allowing the complainant to retain as much control over the process as possible, but no employee
(other than counselors, health care providers or university chaplains) can or should promise confidentiality. Counselors, health care providers and university chaplains are voluntary reporters, not mandated by law, but University policy creates an expectation to report non-personally identifiable information.

When an employee thinks that a student may be about to report an act of sexual harassment, discrimination or assault, the employee should, if at all possible, tell the student that the University will maintain the privacy of the information, but if the student wishes to proceed with the report, the implications of sharing names of the parties involved is that the employee cannot maintain complete confidentiality and is required to report the act and may be required to reveal the names of the parties involved.

If the student wishes to report the incident while maintaining complete confidentiality, rather than speaking to the student about confidential information, the employee should offer to refer or accompany the student to Counseling Services, Health Services or the University Chaplain at the Mercy Center during the hours that those office are open. Do not attempt resolution on your own.

**Reporting Procedure – Child Abuse/Neglect**

Additionally, Rhode Island law requires that all persons report known or suspected cases of child abuse and/or neglect, meaning the physical or mental injury, sexual abuse or exploitation, negligent treatment or maltreatment of a child under the age of eighteen (18). If an employee (faculty or staff member) suspects or witnesses child sexual and/or neglect abuse on campus, the employee must report it to the Rhode Island Department of Children, Youth, and Families within 24 hours of becoming aware of such abuse/neglect. Call the DCYF hotline at 1-800-RI-CHILD (1-800-742-4453). In emergency situations, call 911 first.

**Reporting Procedure – The Clery Act**

If you learn about any crime listed as a reportable crime under the Clery Act (see below), including sexual assault, you must promptly report the crime to Campus Safety and Security (CSS), 401-341-2325. In emergency situations, call 911 first.

The Clery Act does not establish an obligation for CSS to conduct an investigation of the reported crime, only to report the crime as a statistic following Clery Act guidelines. In some case, CSS may also be required to release a timely warning to the community about an ongoing threat to the campus community. In such cases, an initial investigation or determination of the nature of the threat may be conducted, after which a warning will be issued immediately.

Under the Clery Act, University employees are mandatory reporters for campus crimes which include any of the following:

1) **Murder & Non-Negligent Manslaughter** – The willful killing of one human being by another.
2) **Negligent Manslaughter** – The killing of another person through gross negligence.
3) **Sex Offenses**
   a. **Forcible** – Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.
   b. **Nonforcible** – Unlawful, nonforcible sexual intercourse.
      i. **Incest** – Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
      ii. **Statutory Rape** – Nonforcible sexual intercourse with a person who is under the statutory age of consent.
4) **Robbery** – The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or putting the victim in fear.

5) **Aggravated Assault** – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

6) **Burglary** – The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit the same.

7) **Motor Vehicle Theft** – The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by person not having lawful access even if the vehicles are later abandoned, including joyriding.)

8) **Arson** – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

9) **Hate Crimes** – for Clery Act purposes include any crime listed in points (1) through (8) above and, as of 2008, larceny-theft; simple assault; intimidation; and destruction, damage, or vandalism of property in which the victim is intentionally selected because of his or her actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

10) **Domestic Violence, including Dating Violence** – Rhode Island General Statutes define domestic violence as any of the following crimes when committed by one family member or household member against another or by people who are in a substantive dating relationship.
   a. Physical assault
   b. Sexual assault
   c. Trespass
   d. Kidnapping
   e. Vandalism
   f. Stalking
   g. Violation of a protective order
   h. Homicide

11) **Stalking** - Any behavior or activities occurring typically on more than one occasion that collectively instill fear and/or threaten a person’s safety, mental health or physical health.

12) **Arrests for Weapon Law Violations** – The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; and all attempts to commit any of the aforementioned.

13) **Arrests for Drug Abuse Violations** – Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).
14) **Arrests for Liquor Law Violations** – The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor, maintaining unlawful drinking places, bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all other attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

15) **Disciplinary referrals, for Weapons Law Violations, Drug Abuse Violations and Liquor Law Violations**

*This policy has been drafted with the help of the Association of Title IX Administrators (ATIXA).*

Rev. 11-4-2016
DISCRIMINATION/HARASSMENT/SEXUAL VIOLENCE
COMPLAINT/INCIDENT REPORT FORM

Name: ____________________________________________________________

Your Role at Salve Regina: ☐ Student ☐ Faculty ☐ Staff ☐ Other:
________

Your relationship to incident: ☐ Victim/Complainant ☐ Other:
________________________

Contact information of complainant:

Name (if different from above): ______________________________________

Telephone: ______________________________________________________

E-mail address: ____________________________________________________

Employees (other than counselors, health care providers or university chaplains) must report all details of incidents of discrimination/harassment/sexual violence/retaliation, including personally identifiable information. Others are empowered to make an initial “Jane Doe” or “John Doe” report, but may be required to disclose the parties’ identities at the Title IX Coordinator’s discretion. If you are unsure how much information you must disclose, contact the Title IX Coordinator (info below) immediately.

Type of incident: ☐ Harassment based on (circle relevant category or categories)

Sex National Origin Race Color Religion Age Disability

☐ Discrimination based on (circle relevant category or categories)

   Sex National Origin Race Color Religion Age Disability

☐ Sexual violence

☐ Retaliation for filing a complaint or asserting rights
Please describe the basis for your complaint/report. Please include the date(s) that the incident(s) occurred and the name(s) of each person(s) involved. Please also provide the names of any person(s) who was present and witnessed the incident(s). Use separate sheets if necessary.

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APPENDIX K
(Policy added 10/2015)

Firearms and Weapons Policy

Policy Statement:

All members of the Salve Regina University community, as well as visitors, are strictly prohibited from possessing firearms, explosives or weapons (hereafter referred to as “weapons”) on the premises of the University. Possession, display, transportation, manufacture, use, sale, or distribution of these “weapons” that may endanger the welfare of individuals or the community, on University premises are prohibited other than in strict compliance with the exceptions contained below.

Policy:

Salve Regina University is committed to maintaining a safe and secure environment to conduct educational and research activities. This policy is a proactive step towards reducing the risk of injury or death associated with intentional or accidental use of weapons.

All faculty, staff, students and visitors to the University are strictly prohibited from possessing firearms, ammunition for any caliber of firearm, explosives or weapons (hereafter referred to as “weapons”) on the premises of the University without the explicit advance authorization of the university through the Director of Safety and Security or his designee, regardless of whether a federal or state license to possess the same has been issued to the possessor. The only exceptions to this policy are as follows:

EXCEPTIONS:

1. Sworn - Federal, State and Local law enforcement officers to the extent they are legally permitted to possess weapons in the jurisdiction in which the University premises are located may do so on the premises of the University in such jurisdiction.

2. Persons authorized by their employer, and duly licensed and legally permitted under the laws of the jurisdiction in which they are located to possess weapons, (such as employees of armored car services that collect or transport cash, checks, valuables, etc.) may do so on the premises of the University in such jurisdiction while performing their duties with respect to the University in an official capacity. Such persons performing these duties will be identified by the University as vendors and a list of those vendors will be provided to the Director of Safety and Security.

3. Persons in the military while in performance of their official duties to the extent they are legally permitted to possess weapons in the jurisdiction in which they are located may do so on the premises of the University in such jurisdiction. Written notification must be made by the individual carrying the firearm to the Director of Safety and Security or his designee in a timely manner.

4. Faculty or staff legally permitted to possess weapons in the jurisdiction in which they are located may do so on the premises of the University in such jurisdiction if they are part of an approved academic or research activity only. Persons subject to this exemption must obtain the explicit advance authorization of the University by making written notification to the Director of Safety and Security or his designee in a timely manner and in advance of the activity.
5. University sanctioned groups or events where a particular weapon(s) is a required part of the curriculum or activity, for example, martial arts classes/clubs; fencing classes/clubs; theatrical events, etc. Persons subject to this exemption must obtain the explicit advance authorization of the University by making written notification to the Director of Safety and Security or his designee in a timely manner prior to the event, which authorization may be denied or approval may be subject to conditions.

**Definitions:**

**Firearm:** Any device that shoots a bullet, pellet, flare, tranquilizer, spear dart, or other projectile, whether loaded or unloaded, including those powered by CO2 or other gases. This includes, but is not limited to, guns, air guns, dart guns, pistols, revolvers, rifles, shot guns, cannons, and plastic firearms made with 3-D printers and copying technology, and any ammunition for any such device.

**Weapon:** Any device that is designed to or traditionally used to inflict harm. This includes, but is not limited to: 1) firearms, slingshots, switchblades, daggers, blackjacks, brass knuckles, bows and arrows, hand grenades, hunting knives, nun-chucks, throwing stars, etc.; 2) any object that could be reasonably construed as a weapon; or 3) any object legally controlled as a weapon or treated as a weapon under the laws of the jurisdiction in which the University premises is located.

**Explosives:** Any chemical compound or mechanical mixture that contains any oxidizing and combustible units, or other ingredients, in such proportion, quantities or packing that an ignition or detonation by fire, friction, concussion, percussion, static, RF (radio frequency) Energy or detonator, or any part of the compound or mixture, may cause a sudden generation of highly heated gases that results in gaseous pressures capable of producing destructive efforts on contiguous objects or of destroying life or limb. This includes, but is not limited to, firecrackers, black powder, dynamite, plastic explosive, or any improvised compound with the same properties etc. as well as detonating devices such as detonators, blasting caps, timers, incendiary wire and the like.

**Security Contact Information:**

Office of Safety and Security
1. 401-341-2325
2. Safety.security@salve.edu

Director, Safety and Security – Michael Caruolo
1. 401-341-2334
2. Michael.caruolo@salve.edu

Assistant Director, Safety and Security – Richard Piaseczynski
1. 401-341-2323
2. Richard.piaseczynski@salve.edu
APPENDIX L
(Policy issued December 2016)

Employee Alcohol Use: A policy and guideline for Salve Regina University Faculty and Staff

Purpose: The purpose of this document is to outline the University’s policy related to alcohol use by faculty and staff and to offer guidance on expected behavior and best practices.

Effective Date: December 1, 2016

1. Use of alcohol by faculty and staff in their relationships with students

The guiding principle is that all University employees must model to students how responsible, mature members of society can either abstain from the use of alcohol or use alcohol in ways that contribute to the quality of their lives without falling into the trap of excess or addiction.

The following guidelines and policies apply to all University faculty and staff:

A. Employees may not use personal funds to purchase alcohol for students.

B. Employees may not promote or condone, either directly or indirectly, the excessive use of alcohol by students.

C. When inviting students to their homes, employees are engaging in a University related event. Therefore, when inviting students to their homes, employees must not offer alcoholic beverages to undergraduate students without prior approval of the appropriate supervising vice president or provost. Employees may serve students (undergraduate and graduate) and recently graduated students who are of age but will see to it that these students are served an appropriate amount of food and drink moderately, just as they observe host(ess) doing (see 1D).

D. Employees should not accompany students to restaurants, bars, lounges, private residences, etc., where the purpose, or perceived purpose, of social activity is focused on drinking.

E. Faculty and staff advisers of student organizations must encourage their student groups to be faithful to University policy and civil law concerning the use of alcohol, and should help them to understand how to use alcohol in a responsible manner.

F. During University related events, University funds should not be used to purchase alcohol for students, except in pre-approved events on campus or in the official program itinerary such as a vineyard wine tasting or group cultural dinner where purchased alcohol is provided in limited quantities and served with an appropriate amount of food and only to students who are of legal drinking age.

G. During University related trips (e.g., study abroad, service trips, conferences) employees should keep their own alcohol consumption to a minimum, even during what is considered free time, so that their judgment is neither compromised nor impaired.
2. **Use of alcohol by employees at University-sponsored gatherings and social events at which no students are participants**

The guiding principle here is that everything about such gatherings, whether held on or off campus, should evoke a spirit of moderation and social enjoyment rather than an immature atmosphere of “wild partying.” Faculty and staff gatherings should comply with the following:

A. Because the University, or one of its divisions such as a department, is the host, the following conditions must be followed whether the event is held on or off campus.
   i. All participants are of legal age;
   ii. An appropriate amount of food must be provided;
   iii. Those who are hosting will also provide nonalcoholic beverages as an alternative to alcohol.

B. At University-sponsored off-campus gatherings, the sponsors of employee events should make an effort to create awareness that all present represent the University and its ideals and should, therefore, conduct themselves according to these ideals.

3. **Use of alcohol by employees in the company of alumni of the University**

At Salve Regina University faculty and staff are encouraged to establish long-term mentoring relationships with students beyond graduation and therefore the spirit of the policies above extend beyond undergraduates to graduate and recent post-graduates. Faculty and staff are often in the position of providing recommendations and career advice to post graduates and in some cases have the ability to impact career advancement. Abiding by the above policies is in the best interest of all parties in the University community.

4. **Responsibility of employees in the event of obvious abuse of alcohol by other employees**

The guiding principle in this third area is that employees who are committed to the ideal of a Catholic University should accept responsibility for supporting and aiding one another, and the rest of the community, in times of need. They should recognize that alcoholism is a disease and should encourage colleagues to recognize that getting help is a sign of strength, not weakness. The appropriate way to express concern for one another and to accept responsibility for the well-being of the community will depend upon the severity of the drinking problem and its impact upon others. Possible appropriate responses include:

A. Speaking to the colleague about the perceived problem and suggesting that the colleague contact Coastline EAP at 800-445-1195 or coastlineap.com for assessment and, if appropriate, follow-up care and counseling by other agencies. The University contracts with Coastline EAP for assessment and referral. The services provided by Coastline EAP are confidential and the University is not informed of the names of any who voluntarily seek their services. Coastline EAP is aware of the University’s benefit packages and attempts to make referrals that are covered by the benefit package.

B. Bringing concerns about a colleague with an apparent alcohol problem to the attention of Human Resources or the relevant administrator, either the Academic Dean, or the designated person in the Provost’s Office.

Policy adapted largely from the University of Notre Dame Alcohol Policy
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