



Salve Regina University's Employment Policies and Procedures

It is important to have a thorough understanding of Salve Regina's employment policies and procedures. Should you have any questions or concerns, please do not hesitate to contact the Office of Human Resources at (401) 341-2137.

Employment Policies

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, call (401) 341-3160.

Reasonable Accommodation of Pregnancy/Childbirth

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 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



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before a reasonable accommodation can be considered. Should you have any questions regarding this policy, call (401) 341-3160.

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) Classification

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 FLSA.

Employee Work Classifications

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



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the school year calendar (off during semester and spring breaks, etc.). These employees are only paid for holidays that do not fall in the academic breaks or intercessions (spring break, Thanksgiving and Easter breaks, etc.).

Orientation period employees are individuals who are new to the institution or current Salve Regina employees who assume a new University position. They undergo a trial period for training and evaluation that usually consists of the first 90 days on the job. During that time, the University and the employee decide whether the work is satisfactory. Leave accruals (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 drivers, Wakehurst 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 email 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:

- Informing their supervisor of intentions to apply
- Sending an email to the director of HR indicating his/her desire to apply for the position
- Submitting a cover letter and resume through the applicant tracking system Interview Exchange

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 "Promotions, Transfers and Upgrades" on page 13 of the Staff Handbook.)