



HR Updates, Initiatives, and Related Resources

Health and Wellness Rewards Program: Employees enrolled in the University’s medical plan who earn and log 1000 pts by December 31, 2024 will receive a \$260 payroll credit in February 2025. If 3,000 points are earned by December 31, 2024, you will be entered into a raffle. The raffle winner will be eligible to select from a variety of prizes (vouchers are worth \$300)! Visit [pgs.3](#) to access links to the portal and learn how to download the app to your phone.

NEW in 2025—Health advocate: As of January 1, 2025, the University's Employee Assistance Program (EAP) is changing to Health Advocate! By browsing their website, you will see that this is your place to find tools and resources to support your mental, emotional, physical and financial well-being. View Health Advocate’s extensive library of resources, including articles, videos, forms, locators and more by clicking [here](#). Additional information on the EAP is included on [pg. 2](#).

Employee Health Hub: Visit pgs. [3—4](#). to explore, engage, and embark on your health and wellness journey with us!

Have you gotten your flu shot yet?: The flu vaccine is the most effective way to protect yourself and others from the flu. On-campus flu clinics have ended for 2024 so check with your healthcare provider about availability or schedule an appointment with a pharmacy nearest you. Take a few minutes to [check out these tips](#) for staying healthy this flu season!

Learning and Development Opportunities: Are available through LinkedIn Learning and The Chronicle. To participate and register, please visit [pg. 6](#).



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save the date

Holiday Reception for Faculty and Staff
2—4 p.m. on Tuesday, Dec. 17
Ochre Court

Enjoy food, drinks, holiday music and a raffle. Festive attire encouraged.

Kindly [RSVP](#) by Wednesday, Dec. 11

Welcome New Hires!



Anthony Lee
Associate Director Admissions,
Recruitment Coordinator,
Admissions



Victoria Van Alstine-Tauer
Assistant Athletics Director for
Sports Medicine,
Athletics



Matthew Guerrero
Admissions Counselor,
Admissions



A Helping Hand—Health Advocate!

As of January 1, 2025, the University's Employee Assistance Program is changing to **Health Advocate!**

A helping hand when you need it.

Rely on the support, guidance and resources of your Employee Assistance Program.



There are times in life when you might need a little help coping or figuring out what to do. Take advantage of the Employee Assistance Program,¹ which includes WorkLife Services and is available to you and your family in connection with your group insurance from Standard Insurance Company (The Standard). It's confidential — information will be released only with your permission or as required by law.

Connection to Resources, Support and Guidance

You, your dependents (including children to age 26)² and all household members can contact the program's master's-level counselors 24/7. Reach out through the mobile EAP app or by phone, online, live chat, and email. You can get referrals to support groups, a network counselor, community resources or your health plan. If necessary, you'll be connected to emergency services.

Your program includes up to three counseling sessions per issue. Sessions can be done in person, on the phone or through video.

EAP services can help with:

-  Depression, grief, loss and emotional well-being
-  Family, marital and other relationship issues
-  Life improvement and goal-setting
-  Addictions such as alcohol and drug abuse
-  Stress or anxiety with work or family
-  Financial and legal concerns
-  Identity theft and fraud resolution
-  Online will preparation and other legal documents



Contact EAP

888.293.6948
(TTY Services: 711)
24 hours a day,
seven days a week

healthadvocate.com/standard3

NOTE: It's a violation of your company's contract to share this information with individuals who are not eligible for this service.

With EAP, personal assistance is immediate, confidential and available when you need it.

WorkLife Services

WorkLife Services are included with the Employee Assistance Program. Get help with referrals for important needs like education, adoption, daily living and care for your pet, child or elderly loved one.

Online Resources

Visit healthadvocate.com/standard3 to explore a wealth of information online, including videos, guides, articles, webinars, resources, self-assessments and calculators.

1 The EAP service is provided through an arrangement with Health AdvocateSM, which is not affiliated with The Standard. Health AdvocateSM is solely responsible for providing and administering the included service. EAP is not an insurance product and is provided to groups of 10–2,499 lives. This service is only available while insured under The Standard's group policy.

2 Individual EAP counseling sessions are available to eligible participants 16 years and older; family sessions are available for eligible members 12 years and older, and their parent or guardian. Children under the age of 12 will not receive individual counseling sessions.

Standard Insurance Company | 1100 SW Sixth Avenue, Portland, OR 97204 | standard.com

The Standard is a marketing name for StanCorp Financial Group, Inc. and subsidiaries. Insurance products are offered by Standard Insurance Company of Portland, Oregon in all states except New York. Product features and availability vary by state and are solely the responsibility of Standard Insurance Company.



The Employee Health Hub

Employee Health Hub!

Wellness encompasses several key pillars that are interconnected and contribute to overall wellness. The pillars are: **physical, intellectual, mental, emotional, social, spiritual and financial**. Taking care of each aspect helps create a balanced and fulfilling life! Check out the wellness activities related to these pillars right here in the Employee Health Hub.

Health & Wellness activities and benefits offered by Salve Regina!



Please join us for this upcoming workshop:
Mindful Moments with Christopher Carbone

Thursday, December 12 from 12pm – 1pm
Ochre Court State Dining Room

REGISTER

In this "Mindful Moments" mini-workshop, come and experience easeful techniques and gentle ways of being that can help you unwind from the day, and release stress naturally. Discover ways to explore your breath, your inner-awareness and other centering practices that can help you find clarity, lift your spirits, boost your immune system and improve your overall health and well-being. Learn how to integrate these mindfulness-based practices into your everyday life, in a revitalizing and enjoyable way.

This is an introductory level mini-class, appropriate for all levels of experience. Lunch will be provided after the session.



About the speaker:

Christopher Carbone, is known for bringing a positive and gentle spirit into his work with people of all ages in the local communities, in the fields of yoga, mindfulness and creative arts practices. Here at Salve, Christopher serves as Program Coordinator and Faculty member in our Graduate Certificate Program in the Expressive & Creative Arts, dedicated to training counselors, educators, social workers, health-care practitioners and other helping professionals in utilizing the arts and holistic practices for personal growth and well-being.

Harvard Pilgrim Living Well Health Portal



As a reminder, employees must earn and log **1,000** points by December 31, 2024, to receive a \$260 payroll credit in February 2025. If **3,000** points are earned by December 31, 2024, you will be entered into a raffle. The raffle winner will be eligible to select from a variety of prizes (vouchers are worth \$300)!

Easy access links are listed below including how to access the portal and how to download the app on your phone!

Questions related to the Harvard Pilgrim Wellness portal can be directed to Caitlin McNulty at caitlin.mcnyulty@salve.edu or ext. 2165.

Helpful Resources

[Harvard Pilgrim Living Well Health Portal](#)

[How to access Harvard Pilgrim's Living Well Portal & download the app](#)

[Wellness Reimbursement form](#)

[Newport Fitness Partnerships](#)



The Employee Health Hub Continued

Employee Health Hub!

Health and Wellness activities offered by our trusted vendors!



Harvard Pilgrim Free Webinar Series!

Harvard Pilgrim’s well-being programs are here for you when you need them the most. All sessions are now available to everyone through the [Living Well at Home](#) programs. All classes are at no cost to you and easy to access via Zoom.

Click the links below to view details on each webinar and to join!

[Wellness Wednesdays | 1:00—1:30pm](#)

- ◇ **December 4:** Healthy Happy Holidays
- ◇ **December 11:** Delicious Treats for Any Occasion
- ◇ **December 18:** Finding Meaning and Resilience During the Holidays

[Fitness Thursdays | 1:00—1:30pm](#)

December 5, 12 & 19—Resistance Bands



Free Live and On-Demand Webinars

Coastline EAP offers live weekly wellness sessions to help you boost your emotional health and wellness.

Please note, as of January 1, 2025, the University’s EAP is changing to [Health Advocate](#). For more information, visit [pg. 2](#).

[Live Wellness Sessions](#) (times may vary)

- ◇ **Dec 4:** Reset and Refresh—Mindful Movement and Breathing
- ◇ **Dec 19:** Deep Relaxation

December’s featured Webinar (Website ID: SALVEREGINA)
Please login and navigate to the Webinar Center to view the topic below!
[Strategies for Stress Relief](#)

[Coastline EAP Newsletter](#)

Short articles on a variety of work-life topics this month:

- ◇ Intervening In Parental Burnout
- ◇ Sneak Exercises Into Your Workday
- ◇ The Magic of “Me -Time”
- ◇ Recognize Your Unconscious Bias

A library of on-demand webinars are always available through the [Coastline EAP website](#).



TIAA Live Webinars

Virtual and in-person counseling appointments are now available with TIAA representative, **Timothy Nolan**! Timothy will be available to meet individually with employees, by appointment, in Stonor Hall on **Thursday, December 12**. To schedule an appointment, [click here](#) or scan the QR code.



All Salve employees are invited to attend webinars offered through [TIAA’s virtual environment](#). Explore TIAA’s new Webinar Lounge featuring monthly webinars, both pre-recorded and live! These informative, interactive workshops will give you strategies and tactics to help you achieve your financial and retirement goals.

TIAA webinars and virtual 1-on-1 meetings can be logged as 200 points on the [Harvard Pilgrim Living Well portal](#).

Questions? Please contact Caitlin McNulty at caitlin.mcnulty@salve.edu or ext. 2165



Verizon Discount

Your exclusive employee offer: Save \$10/mo on Verizon Home Internet*

Plus, choose 12 months of Netflix & Max^ or the Xbox Gaming Bundle,** on us.

With select Verizon Home Internet plans. For your first 12 months of the Netflix & Max perk, then \$10/mo after. Xbox Gaming Bundle includes Xbox Wireless Controller, Xbox Stereo Headset and a \$50 Xbox Gift Card.

Tell me more



Got questions? I'm right here:

Peter Jarrett
M 845 762 6884
peter.jarrett@verizon.com

Full house. Fully covered.

Switch to Fios 1 Gig Home Internet and your holiday crew can enjoy coverage in every room with Whole-Home Wi-Fi* on our ultrafast, reliable 100% fiber-optic network. Plus, there are no hidden fees, equipment charges or unexpected price hikes.

1 Gig \$54.99/mo

\$89.99/mo

With Auto Pay and any Verizon mobile plan. \$79.99/mo with Auto Pay & without any Verizon mobile plan.^^ Promotional price includes exclusive \$10/mo employee discount.*

- Speeds up to 940/880 Mbps
Whole-Home Wi-Fi with router and extender rental included†
4-year price guarantee on base rate

Someone on your list is going to love these



Netflix & Max, on us^
For your first 12 months of the perk with any Gig plan. Then \$10/mo after. (Retail value \$203/year)

or



Xbox Gaming Bundle, on us**
(Retail value \$169)



verizon.com/dealsatwork

*Verizon Deals at Work: Discounts on qualifying home internet services available to active employees of participating organizations; approved verification documents req'd. New Fios 1 Gig customers receive a \$10/mo. (\$120/yr.) discount. Eligibility restrictions and additional terms apply. Discounts vary and may not be combined with other discount programs. Terms are subject to change and may be discontinued at any time. Limit of one Deals at Work discount per account.

^Netflix & Max (With Ads) perk requires an eligible Verizon Home Internet (VHI) plan. Must install and maintain Fios 1 Gig service and enroll in perk w/in 60 days after, or by no later than 3.2.25, whichever is first, and then register the perks with Netflix and Max w/in 90 days of enrollment. \$10/mo. perk credit ends after 12 mos. or if perk is canceled or VHI plan changes during the promo period. After 12 mos., perk bills at the then-current price for the Netflix/Max bundle (currently \$10/mo.) unless perk is canceled. Must be 18 years of age or older to enroll. Value based on current \$6.99/mo. for Netflix Standard (With Ads) and \$9.99/mo. for Max (With Ads) over 12-month promo period. One offer per eligible VHI plan. Limited-time offer.

**Xbox Gaming Bundle: Offer includes one Xbox Stereo Headset (\$59.99 value), one Xbox Wireless Controller (\$59.99 value) - Robot White (colors may vary) and a \$50 Xbox Gift Card and is valid through 1.2.25. Must install and maintain Fios 1 Gig service in good standing for 14 days and redeem w/in 60 days thereafter, or by no later than 4.16.25, whichever is first. Xbox Gift Card emailed within 48 hours of registration. Verizon reserves the right to charge back the value of the Xbox bundle if eligible service is canceled w/in 180 days. One bundle per order, while supplies last. Model colors may vary. One offer per eligible Verizon account.

^^Fios: For existing postpaid mobile customers with a Verizon mobile plan (excludes prepaid, business and data-only plans) who then add and maintain a Fios 1 Gig plan. Auto Pay & paper-free billing req'd. Mobile + Home Discount enrollment req'd. \$99 setup and other terms may apply. Availability varies. Subj. to credit approval & may require a deposit. Wired and wireless speeds vary due to device limits, multiple users, network & other factors. See verizon.com/yourspeed for more info. Gigabit network connection to your home. Wired speeds up to 940/880 Mbps with avg. speeds between 750-940 Mbps download / 750-880 Mbps upload. 4-Year Price Guarantee: For new Verizon Home Internet ("VHI") households that have not subscribed to a VHI service within the last 90 days. Applies only to the then-current base monthly rate exclusive of any other setup and additional equipment charges, discounts or promotions, plan perk and any other third-party services.

†Whole-Home Wi-Fi: Whole-Home Wi-Fi includes one router and Wi-Fi extender rental. Wi-Fi extender provided during or after installation if recommended after Wi-Fi performance analysis by Fios tech or upon customer request. Self-install includes one router, and if requested by customer, one extender. Additional extenders are available to rent or purchase. Whole-Home Wi-Fi is available at no extra charge with a 1 Gig or 2 Gig plan and for \$10/mo. with all other Fios Internet plans.

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Learning & Development Opportunities— LinkedIn Learning & The Chronicle

DID YOU KNOW—LinkedIn Learning offers training courses on trending topics to keep your skills razor sharp. New courses are added regularly on topics that matter most to today’s leaders and managers: hybrid/remote work, communication effectiveness, diversity-equity– inclusion and belonging, leading through change and more.



December’s feature courses will focus on diversity, equity, inclusion and belonging. We have included a short list of courses below; however LinkedIn Learning offers many more. To register click on the course title below OR login to LinkedIn Learning and click the “leadership and management” tab. Under the “Topics for today’s managers and leaders” section, click the diversity, equity, inclusion and belonging button. You will be able to view all available DEIB courses and select which course best fits your training needs.



Diversity, equity, inclusion, and belonging courses
Accountability for Leaders: Navigating Diversity, Equity, and Belonging
Bridging the Gap: Your Guide to Equity-Based Leadership
Understanding Intersectionality
Driving Organizational Accountability for Diversity, Equity, Inclusion and Belonging

Live Virtual Webinar



The Student Success Journey: Making the Final Steps Towards Graduation December 10, 2PM—REGISTER HERE

Student success requires a multifaceted approach, as various issues such as parking fines and course selection can affect a student making it to graduation day. Hear from experts and see how other colleges are tackling student success.

On-demand webinars

How AI May Change Student Engagement—How is AI transforming higher-ed practices? Watch a virtual panel of experts who discuss concerns about the fast evolving technologies and findings.

“Pick Us”: Enrollment and Recruitment Strategies to Set Your Institution Apart—With the enrollment cliff already affecting higher ed, what can colleges do today to deal with further challenges in attracting students?

Microcredentials’ Macro-Potential—Programs benefit students by offering higher-education on-ramps, power boosts to non-terminal degrees, mid-career tune-ups, and opportunities for shifts in professional direction. Learn how to create a successful microcredential program.

Additional on-demand webinars can be accessed by clicking on a topic below:

Leadership	Teaching and Learning	Finance and Operations	Diversity and Inclusion
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Angel Tree Holiday Drive and Donations!



ANGEL TREE

Holiday Drive

TAKE A TAG OFF ONE OF THE TREES
AROUND CAMPUS FOR THE
FAMILIES OF NEWPORT COUNTY

Deliver UNWRAPPED GIFTS BEFORE
DECEMBER 16TH AT NOON TO THE
MERCY COMMONS




Center for Community Engagement and Service
Email: Community.Services@Salve.edu
Phone: 401-341-2440
Facebook.com/SalveCommunityService
Instagram: @SalveService



Winter Hat and Mittens Donation Drive

NOVEMBER 1- DEC 16

Gently used or new winter hats, gloves, and mittens
are needed for the Newport Housing Hotline.



Sock Drive

NOVEMBER 1- DEC 16

New socks of any size, material, or color needed for the
Martin Luther King Jr. Center
Donation box located in McKillop
Library near the Mail Room





Commemorative Gift

SPREAD HOLIDAY CHEER



Shop for commemorative gifts to get the perfect stocking stuffer for your loved ones, or a little something under the tree for you!

Get 10% off until Christmas (12/25) with code SALVE24

salve.edu/commemorative-gifts



Nativities of the World Display

December 1 - December 8
Our Lady of Mercy Chapel

Nativities of the World Display



Faculty and staff are invited to share their nativities. Nativities will be displayed in the Chapel from Dec. 1 - 8. Please drop off nativities in the Mercy Commons before Thanksgiving. Nativities may be retrieved on December 10.



Luminaria

Luminaria
 December 3, 2024
 Be part of this beautiful display of lights by making a gift and sharing a tribute in honor or memory of someone special.

salve.edu/give-light

SALVE
 GIVINGTUESDAY

Festival of Lights

FESTIVAL of Lights

December 4, 2024 • 7p.m. • Ochre Court
 Free • Open to the Public • Reception to follow

Coeurist



Winter Holiday Read Aloud

JOIN US FOR A
WINTER HOLIDAY READ ALOUD
SUNDAY, DECEMBER 8
2-3:30PM
AGES 0-8
SALVE REGINA UNIVERSITY
MCKILLOP LIBRARY
25 OCHRE POINT AVE

BRING YOUR KIDS TO HEAR STORIES AND DRINK COCOA

MAKE A BOOK MARK TO TAKE HOME!

Advent Prayer Service


SALVE REGINA UNIVERSITY

ADVENT PRAYER SERVICE

DECEMBER 10
5:00 - 5:30 PM

OUR LADY OF MERCY CHAPEL

EXPERIENCE THE SACRED **MYSTERY** OF ADVENT
THROUGH **SONG** AND **SILENCE**
IN THE SPIRIT OF **TAIZÉ**



Sabbath Time

Sabbath Time
 Thursdays • 1:45pm-2:15pm
 The Grove at Misto Gatehouse
 (in cold or inclement weather, join us in the Chapel Prayer Room)



All Are
 Welcome!
 Open to students,
 faculty & staff




Mental Health First Aid Training & Certification

Open to all Staff & Faculty – Mental Health First Aid Training & Certification, December 13, 2024
 8:30am–4:30pm in Gerety Hall. Please click [here](#) to register.

Please join us for an evidence-based training program from the National Council for Mental Wellbeing that will teach you how to identify, understand, and respond to signs of mental health and substance use challenges in others. Mental Health First Aid (MHFA) will help you to develop and apply interpersonal skills and action-steps that provide initial help and support to individuals who may be developing a mental health or substance use challenge or experiencing a mental health crisis.



Please contact [Tracy Hauver](#), Mental Health Coordinator for any questions.



MLK Week!



IMMERSE YOURSELF IN THE LIFE AND LEGACY OF:

REV. DR. MARTIN LUTHER KING, JR.

MLK WEEK

January 26-31, 2025

SALVE.EDU/MLK-WEEK



2025 Staff Holiday Schedule

Please refer to the [staff handbook](#) for further details about regular and floating holidays.

Salve Regina University 2025 Staff Holiday Schedule

New Year's Day	Wednesday, January 1
Martin Luther King Jr. Day	Monday, January 20
President's Day	Monday, February 17
Good Friday	Friday, April 18 (University President's Day)
Memorial Day	Monday, May 26
Juneteenth	Thursday, June 19
Independence Day	Friday, July 4
Remembrance Day	Monday, August 11
Labor Day	Monday, September 1
Indigenous Peoples Day	Monday, October 13
Thanksgiving Day	Thursday, November 27
Thanksgiving Friday	Friday, November 28 (University President's Day)
Christmas Day	Thursday, December 25 *



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E-mail:
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Important Dates

- December 1—8 (Sunday) **Nativities of the World Display**, *Our Lady of Mercy Chapel*
- December 3 (Tuesday) **Luminaria**, *Our Lady of Mercy Chapel*
- December 4 (Wednesday 7pm) **Festival of Lights**, *Ochre Court*
- December 5-6 (Thursday and Friday 7:30– 9:30pm) **Holiday Choral Concert**, *Ochre Court Great Hall*
- December 7 (Saturday 3pm) **Symphonic Band and Jazz Ensemble Present a Holiday Concert**, *Casino Theatre*
- December 8 (Sunday 3—5pm) **Christmas at Ochre Court**, *Ochre Court*
- December 8 (Sunday 3—5pm) **The Newport County Orchestra at Salve Regina**, *Casino Theatre*
- December 8 (Sunday 3—5pm) **Winter Holiday Read Aloud**, *McKillop Library*
- December 10 (Tuesday 5:00—5:30pm) **Advent Prayer Service**, *Our Lady of Mercy Chapel*
- December 11 (Wednesday 7:30—10:30pm) **The Rhythm of Life: Jazz Lounge at Ochre Court**, *Ochre Court*
- December 12 (Thursday 12pm—1pm) **Mindful Moments with Christopher Carbone**, *Ochre Court State Dining Room*
- December 13 (Friday 8:30am—4:30pm) **Mental Health First Aid Training & Certification**, *Gerety Hall*
- December 17 (Tuesday 2—4pm) **Salve Community Holiday Reception**, *Ochre Court*
- December 23—January 1 (Monday—Wednesday) **Offices will be closed due to Holiday Break and will reopen on Thursday January 2, 2025.**



The Office of Human Resources wishes you and your family a safe and happy holiday season.

- Nancy Escher, Claudia Cavallaro, Tasha Estrella, Stephanie Beachem,
Caitlin McNulty, and Sarah Trefethen