



Human Resources News

HR Updates, Initiatives, and Related Resources

Annual edHEALTH walking challenge: Weekly raffle winners and Salve’s top stepper will be announced in the upcoming August newsletter and on the HR Campus portal!

Employee Health Hub: New summer events and activities have been added for all faculty and staff! Visit [pgs. 4-5](#) to explore, engage, and embark on your health and wellness journey with us.

Performance Evaluations: All Self-evaluation forms were due Friday, June 27. If you have not already done so, please submit your completed self-evaluation forms to your supervisor. Self-evaluation forms can be found on the [HR Forms and Request Page](#) under the Performance Management Forms section. Additional information, including the performance evaluation timeline can be viewed on [pg. 2](#)

Summer Hours: Beginning **July 11 through Aug. 15**, University offices will close at noon on Fridays. For some offices there is extra work needed during the summer, particularly for grounds and capital improvements, and a few offices must remain open during the half days, such as Public Safety. Supervisors in these offices should arrange for staff members to receive an equivalent reduction in hours at a mutually convenient time. For more details, please refer to our [Staff Handbook](#).

Save the Date!

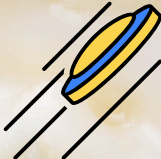
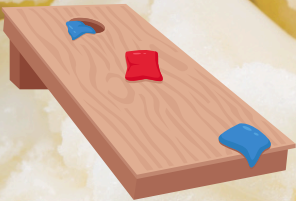
*Mark on your calendar our next
Employee Appreciation - Ice Cream Social*



*Thursday, August 7
12:30 - 2:30pm*



Ochre Court, Terrace and Lawn

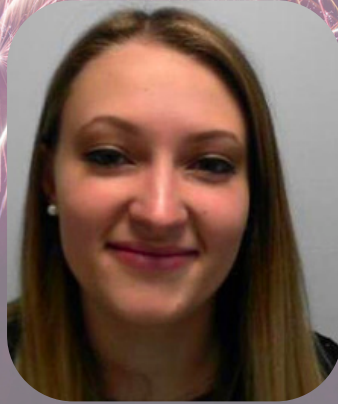


INSIDE THIS ISSUE

Welcome New Hires!	pg. 2
2025 Annual Performance Review Process	pg. 2
KnovaSolutions Program Update	pg. 3
Learning & Development Opportunities	pg. 3
Employee Health Hub	pgs. 4-5
Living the Mission Awards	pg. 6
Advisors Needed - Club Sports	pg. 6
RAD. Women’s Self-Defense Class	pg. 7
Thank You from Advancement	pg. 7
Important Dates	pg. 8



Welcome New Hires!

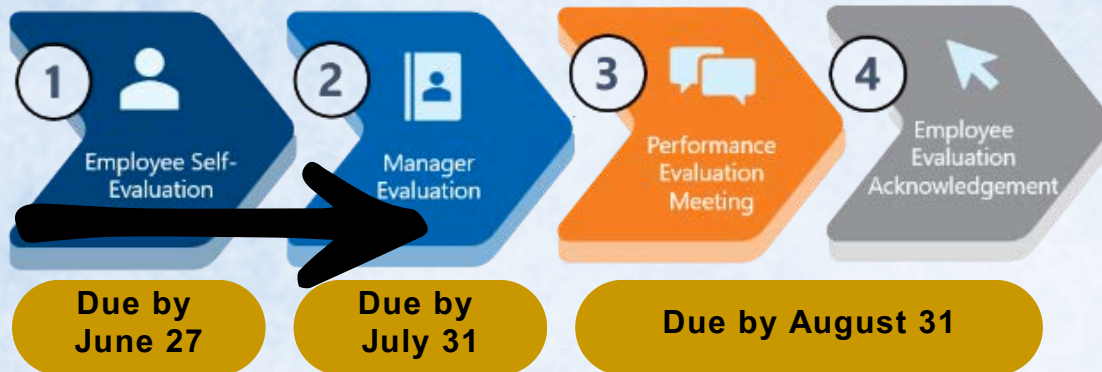


Kay Hertzwig
Associate Director of Admissions,
Recruitment Coordinator,
Office of Admissions



Christopher Jacques
Associate Director of
Enterprise Applications,
Office of Information Technology

2025 Annual Performance Review Process



Please note self-evaluations were due to supervisors by **Friday, June 27**. If you have not completed your self-evaluation please provide to your supervisor as soon as possible.

The 2025 self-evaluation, and performance evaluation forms can be completed in either PDF or Word format, based on your preference. To properly utilize the forms, choose the Self-Evaluation or Annual Performance Evaluation form from the Performance Management Forms section of the [HR Forms and Requests page](#) on the Campus portal and follow the steps below.

PDF version:

- Click on the PDF version, then select the “Download” option from the top left menu header. Open the downloaded form by clicking on the “Download” symbol in the upper right of your screen.
- Click on the “Download” symbol at the top right of the form. Save the form to a preferred location on your computer.
- Open the form using Adobe Acrobat from its saved location. Complete the form and save.

Word version:

- Click on the Word version, then click on the “Editing” option from the top right and select “Open in Desktop App.”
- Select “File” then “Save a Copy.” Save the form to your preferred location. Complete the form and save.

When completing the Annual Performance Evaluation form, please ensure that you are developing, documenting and communicating measurable goals for all employees as part of the performance review process. Consider how each employee can contribute effectively to the larger goals of your office and the University. Please refer to the [Guide for Development S.M.A.R.T. Goals](#) for assistance or contact the [Office of Human Resources](#) for additional information.

KnovaSolutions Program Update



The KnovaSolutions clinical care program is no longer accepting new participants and will be discontinued after current members complete their 12-month enrollment. If you or a family member is currently in the program, you may continue at no cost. The KnovaSolutions program is being discontinued due to an upcoming change in vendor contracts.

While very few employees access this program, we appreciate the additional support and guidance it provides. If you or a family member is enrolled in KnovaSolutions, your KnovaSolutions representative will work closely with you to identify other resources available through Harvard Pilgrim.

The nurse care management programs available through Harvard Pilgrim provide the added value of knowing what else may be included as part of your health plan, e.g., other services or program discounts available. They are also likely to be more familiar with in-network specialists who are best equipped to support you. Similar to the KnovaSolutions program, these programs can also connect you to the right clinician or team of clinicians, which may include certified care managers, wellness coaches, licensed social and behavioral health workers, and nurse educators specializing in various medical conditions. Hospital systems and doctors' offices also often have clinical care programs to support you or your family members.

Looking ahead, Salve and edHEALTH are committed to exploring new programs that support your health and well-being. We'll share more updates as they become available.

Learning and Development Opportunities

MOST POPULAR & *New Releases*

LinkedIn Learning provides learners with access to newly released and most popular courses, available through the links below or directly on your LinkedIn Learning home page under "this week's top courses" and "new releases".

Below we have included a sample of the new and most popular courses:

- [Demystifying ChatGPT and Generative AI: What Every Professional Needs to Know](#)
- [Nano Tips for Leading and Motivating Gen Z at Work](#)
- [Managing Your Emotional Response to Workplace Stress](#)
- [Learning Microsoft 365 Copilot for Work](#)
- [Developing Your Emotional Intelligence](#)
- [Communication Foundations](#)

THE CHRONICLE OF HIGHER EDUCATION

Join members of The Chronicle, national experts and leading practitioners on how to chart a course forward in Higher-ed by participating or watching live and/or virtual webinars offered by the Chronicle.

Virtual webinars related to leadership, teaching and learning, finance and operations, and DEI can be accessed [HERE](#).



In addition to pre-assigned training, employees can access Higher-ed specific training through United Educators. A list of trainings can be viewed [HERE](#).

To access training content, [login to UE](#). Once logged into the main page, navigate to the "User Menu" ≡ at the top left of the page. Select "Course Catalog" followed by "Higher Ed Courses".

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.

Mocktail Celebration – A Refreshing Wrap-Up to Our Walking Challenge!

Thursday, July 10 from 12—2pm
Ochre Ct. Great Hall and Terrace

Join Us!

Join the Health and Wellness Committee for a fun, laid-back celebration to toast your amazing efforts in this year's Walking Challenge! Whether you racked up the steps or cheered from the sidelines, we want YOU there to help us wrap up the challenge in style.

This event is all about celebrating community, wellness, and the little wins that keep us going. It's a chance to kick back, connect, and look ahead to next year's challenge with excitement and energy. Come thirsty and ready to celebrate!

What to Expect:

- 🍹 A vibrant mocktail bar with wellness committee members each serving up their own delicious, healthy mocktail creations
- 🍪 Light snacks to keep the energy going
- 🏆 A Mocktail basket that will be raffled off to one special attendee



Salve Regina's Bike Program!

Located behind Founders Hall, our Salve Cycle program offers a full-service bike shop that provides free rentals to Salve students, faculty and staff. They have a wide variety of bikes, from beach cruisers to road bikes. All come with a helmet and lock, and you can borrow them for the summer months*!

**Rentals are not set up for hourly or daily loans.*

Make the most of your lunch break—rent a bike and enjoy a quick ride to recharge, explore, and get your heart pumping. It's a fun, easy way to stay active, clear your mind, and return to work refreshed and energized! They will be sure to get you fitted on a bike that's right for you.

The bike shop is open Tuesdays and Thursdays from 1-3 p.m. or by appointment. For more information, please contact Paul.Cardoza@salve.edu.



WELL WITHIN REACH|||..... **Podcast Corner**



The truth behind '10,000 steps a day': Using health tech to improve your wellbeing **Mayo Clinic with Ro Huntriss**

It's common to have some sort of health tracker on your phone, wrist — or even around your finger. But is recording all activity in our diet and exercise actually necessary? And can knowing ALL our health data ever be harmful?

On this episode of On Nutrition, we talk with dietitian and nutritionist Ro Huntriss about our obsession with our own metrics, the ever-evolving world of AI, and how to properly engage with healthcare technology. Ro is a London-based consultant, dietician, and nutritionist, and currently serves as a Chief Nutrition officer for the Simple app, a weight loss and health coaching app that has millions of users worldwide. She's here to help us understand how to pull apart the data and harness the benefits of today's healthcare technology.

Employee Health Hub !

Health and Wellness activities offered by our trusted vendors!



Harvard Pilgrim
HealthCare

Free Webinar Series!

Whether you are looking to shake it up, stretch it out, or get centered, we've got you covered with Zumba®, yoga, guided mindfulness, wellness sessions, which 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 explore each webinar's details and join in!

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

- **July 2:** Eat with the Seasons: Packing a Picnic
- **July 9:** Art and Science of Awareness with Amishi Jha
- **July 16:** Cultural Cuisines: Hot Dogs from Around the World
- **July 23:** Atomic Habits: Hydration

[Fitness Thursdays | 1:00—1:30pm](#)

Please note that there will be no at-home virtual fitness classes scheduled from 1:00 to 1:30 pm during the month of July. However, we encourage you to explore the variety of other engaging and energizing classes available throughout the month on Thursday's. Click the link above to check them out!

Access past well-being webinars any time by visiting the [Living Well YouTube Channel](#).



Life & Work Resources

Each month, Health Advocate highlights a new wellness topic and provides additional resources, including webinars, for your benefit! Go to [Health Advocate](#) and navigate to the **Welcome** banner. Select "Quick Start" and then "Search all life & work resources." Once in the site, you will be able to access the monthly webinar below!

Monthly On-Demand Webinar

[Social Media for Parents](#)

How can parents make sure kids are using social media safely and appropriately? Not every parent is involved in social media. If your child is using social media, that is a good reason why you should be too. Learn how to keep an open line of communication regarding your child's activity online, establish privacy, proper boundaries, and monitoring healthy usage.



[July: Soak Up the Summer—Safely & Smartly!](#)

July is UV Safety and National Park & Recreation Month—perfect opportunities to enjoy the outdoors safely and make the most of summer. Check out the latest [Healthy Resource Roundup](#) and explore expert tips on sun protection, fun ways to get active in nature, and Health Advocate's favorite blog posts filled with ideas for summer self-care, fitness, travel safety, and better-for-you seasonal snacks. Whether you're planning a staycation, hitting the road, or just soaking up some sun, they've got you covered!

TIAA Live Webinars

Virtual & in-person counseling appointments are available to current employees. 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 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 Ferreira at caitlin.ferreira@salve.edu or ext. 2165

Living the Mission Awards



MISSION
INTEGRATION

Living the Mission Awards

Nominate staff, faculty, students, and community partners
by August 1st
Recipients awarded at Convocation!



Advisors Needed - Club Sports



ADVISORS NEEDED

**BADMINTON CLUB
HISTORICAL MARTIAL ARTS CLUB
NIGHTCRAWLERS WALKING CLUB
SURF CLUB**

PLEASE CONSIDER SUPPORTING THESE EMERGING
STUDENT GROUPS. NO SPORT SPECIFIC EXPERIENCE
NECESSARY, JUST A DESIRE TO MENTOR OUR
STUDENT'S LEADERSHIP SKILLS.

**email Pam Heroux (pam.heroux@salve.edu), Director
of Recreation, for more information.**

NIGHTCRAWLERS



WALKING CLUB

R.A.D Women's Self-Defense Class

TUES. & THURS. JULY 22 & 24

4:30-9PM, RODGERS

RAPE AGGRESSION DEFENSE

R.A.D. WOMEN'S SELF-DEFENSE

Bring your family & friends!



Please be able to attend both classes



ALL WOMEN WELCOME!

Thank You from Advancement!

THANK YOU!

Thank you to all the **faculty** and **staff** who, through their combined efforts, helped Salve achieve a successful fundraising year.

We received over **5,000** gifts in support of **scholarships, athletics, student groups, the arts, experiential learning opportunities** and **faculty-student research partnerships**.

Thank you to everyone who made this possible!



OUR MISSION. OUR MOMENT.

The Campaign for Salve Regina University



Important Dates

July 2025

Office of Human Resources
Stonor Hall
Salve Regina University
100 Ochre Point Avenue,
Newport RI 02840

For any questions, please contact
Sarah Trefethen
Phone: 401-341-2137
Email: sarah.trefethen@salve.edu



- July 3 (Thursday) **University President's Day**, University offices are closed
- July 4 (Friday) **Independence Day**, University offices are closed
- July 10 (Thursday 12 - 2pm) **Faculty and Staff - Mocktail Celebration**, Ochre Court, Great Hall and Terrace
- July 11 - August 15 (Fridays) **Half-Day Fridays start!**
- July 22 & 24 (Tuesday and Thursday 4:30 - 9pm) **R.A.D Women's Self-Defense Class**, Rodgers Recreation Center
- August 1 (Friday) **Nominees for Living the Missions Awards are due**
- August 7 (Thursday 12:30 - 2:30pm) **Employee Appreciation - Ice Cream Social**, Ochre Court, Terrace and Lawn
- August 11 (Monday) **Remembrance Day**, University offices are closed

HAPPY
4th of
July

