



# Human Resources News

## HR Updates, Initiatives, and Related Resources

**REMINDER** **Health and Wellness Rewards Program:** Employees enrolled in the University's medical plan who earn and log 1000 pts **by December 31, 2025** will receive a \$260 payroll credit in February 2026. If 3,000 points are earned by December 31, 2025, you will be entered into a raffle. The raffle winner will be eligible to select from a variety of prizes (vouchers are worth \$300)!

**Peak Event Services :** New employee perk alert! Planning something special? Peak event services is now offering employees some fantastic discounts:

- **50% Off** Sample Orders for any appointments outside their showroom. (Tenting not included.)
- **25% Off** Friends & Family Orders—perfect for birthdays, showers, or any celebration! The event needs to be hosted and paid for by a current employee.

**Learning and Development Opportunities and Resources Available Through United Educators:** Did you know that UE provides employees with access to a wide range of courses and resource collections focused on key risk management topics affecting higher education institutions? Visit [page 3](#) to explore the courses, resources, guides, and tools UE offers. If you need assistance enrolling in a course, please contact the [Office of Human Resources](#).

**2026 Staff Holiday Schedule:** With 2026 right around the corner, the [Holiday Schedule](#) is now available! All eligible Staff Employees will also receive one Floating Holiday per calendar year (in January). Please refer to the [staff handbook](#) for further details about regular and floating holidays.



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## Save the Date

*You're Invited  
to the  
Salve Community Holiday  
Reception*

*Tuesday, December 16<sup>th</sup> from 2-4pm  
in Jehre Court*

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

Kindly, **RSVP** by Wednesday, December 10th





# Welcome New Hires!



**Chelsea Benbrook**  
Public Safety Officer/EMT,  
Public Safety Office



**Isabel Macomber**  
Administrative Assistant,  
President's Office

## Retirement Contributions

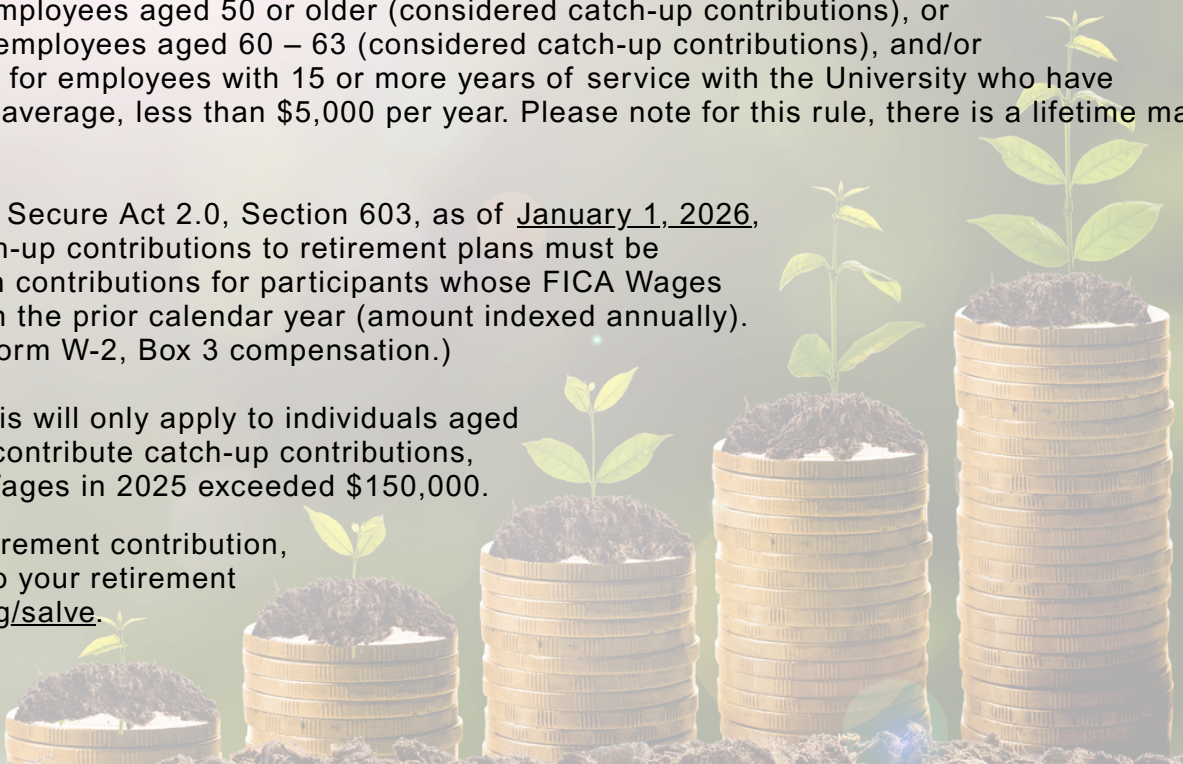
**Retirement Contributions:** The IRS has announced that the 2026 403(b) contribution limit is increasing to \$24,500. This amount may be increased:

- by \$8,000 for employees aged 50 or older (considered catch-up contributions), or
- by \$11,250 for employees aged 60 – 63 (considered catch-up contributions), and/or
- by up to \$3,000 for employees with 15 or more years of service with the University who have contributed, on average, less than \$5,000 per year. Please note for this rule, there is a lifetime maximum of \$15,000.

In accordance with Secure Act 2.0, Section 603, as of January 1, 2026, all age-based catch-up contributions to retirement plans must be designated as Roth contributions for participants whose FICA Wages exceed \$150,000 in the prior calendar year (amount indexed annually). (FICA wages are Form W-2, Box 3 compensation.)

Please note that this will only apply to individuals aged 50 and older, who contribute catch-up contributions, and whose FICA Wages in 2025 exceeded \$150,000.

To change your retirement contribution, at any time, log into your retirement account at [TIAA.org/salve](https://TIAA.org/salve).





# 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:

- [Managing Small Stresses Before They Create Big Problems](#)
- [Tips for Leading Yourself](#)
- [OneDrive Quick Tips](#)
- [Lead with Vulnerability without Sacrificing Leadership Effectiveness](#)
- [How to Collaborate with Your Colleagues to Build Psychological Safety Together](#)
- [What is Generative AI?](#)
- [Introduction to Artificial Intelligence](#)
- [Master of Change - How to Thrive in Unstable Times](#)

### 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.

Live virtual and on-demand 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 platform, navigate to the “User Menu” at the top left hand side of the page. From there, select “Course Catalog” followed by “Higher Ed Courses”.

## United Educators

## DID YOU KNOW?

**United Educators** offers employees access to “**course collections**”. These collections consist of curated online courses that address specific risk management topics for high education institutions.

Below, we have included a list of the course collections that are available through the UE platform. Follow the instructions included in the “Learning and Development” section to access a comprehensive list of available courses. Utilize the search feature to locate specific courses that interest you!

- [Accommodating Student Disabilities](#)
- [Alcohol and Substance Misuse](#)
- [Athletics](#)
- [Data Security](#)
- [HIPPA Protecting Patient Privacy](#)
- [Non-discrimination and Accessibility](#)
- [Protecting Children](#)
- [Recognizing and Preventing Hazing](#)
- [Slips, Trips and Falls](#)
- [Student Activities](#)
- [Student Mental Health](#)
- [Student Travel](#)
- [Title IX and VAWA - Campus SAVE Act](#)
- [Transportation](#)
- [Transportation Safety](#)
- [Workforce Management](#)
- [Workplace Harassment Prevention](#)

**United Educators** also offers employees access to “**resource collections**”. These collections are curated libraries of risk management materials for higher education institutions. These collections offer guidance, tools, and insights on specific topics to help organizations reduce liability. Resources are provided in a variety of formats, including online training, tabletop exercises, checklist and policy revision resources.

Below we have included a list of “**resources collections**” that are available through UE. To access courses, please follow the instructions above.

- [Alcohol and Substance Misuse](#)
- [Athletics](#)
- [Contracts and Waivers](#)
- [Non-Discrimination and Accessibility](#)
- [Slips and Falls](#)
- [Student Activities](#)
- [Student Mental health](#)
- [Student Travel](#)
- [Title IX and VAWA - Campus SAVE Act](#)
- [Transportation](#)
- [Workforce Management](#)
- [Workplace Harassment](#)
- [Youth Protection in Higher Ed](#)

# 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.

## Mindful MOMENTS




**Please join us for this upcoming Lunch and Learn workshop:**

### **Mindful Moments: Warming up for Winter**

Presenter: Christopher Carbone

Thursday, December 11

12 - 1pm in the Ochre Ct. Dining Room

 worth: 200 pts.

 **REGISTER NOW**

In this "Mindful Moments" mini-workshop, as we move towards the winter-time, come and experience easeful techniques and gentle ways of being that can help you warm up inside, reset during one's busy 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 session will also focus on themes for the holidays and qualities / practices attuned to this season. This is an introductory level mini-class, appropriate for all levels of experience. Light refreshments / lunch will be served after the session.



### **Fitness Classes for Faculty and Staff**

#### **Yoga with Michael Dotolo**

 **CONTINUING IN DECEMBER**

Wednesday, December 10 & 17

12:30pm - 1:15pm in Antone 126



Please bring your own mat.  
Used/previously worn shoes  
are not allowed in the studio.

One of Salve's very own employee's, Michael Dotolo, is a certified yoga teacher with deep experience in traditional Hatha yoga. His classes focus on breath, alignment, and mindfulness—perfect for anyone looking to slow down, stretch, and reset.

To participate in a fitness class, employees are required to [complete a waiver](#). If you have participated in Yoga this year and already completed a waiver, a new waiver will not need to be completed!

## WELL WITHIN REACH

### Podcast Corner

#### [How to Stop Negative Thoughts & Reset Your Mind for Positive Thinking](#)

**Mel Robbins with Dr. Ethan Kross**

December brings a lot with it: holiday expectations, year-end stress, and the emotional toll of seasonal depression. If you're feeling the weight of it all and catching yourself being overly self-critical, there's a way forward. What if the voice in your head — the one that judges, spirals, and doubts — could become your greatest strength? In this powerful episode, Dr. Ethan Kross shares the science-backed tools that will help you stop negative self-talk and reset your mind.

You'll learn:

- Why you talk to yourself
- How mental time travel gives you peace
- The 3 toxic forms of self talk
- The #1 way to ease anxious thoughts

It's time to stop overthinking and Dr. Kross will show you how!





# 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](#)

- **Dec 3:** Eat with the Seasons: Holiday Mocktails
- **Dec 10:** From the Heart: Homemade & Sustainable Gifts
- **Dec 17:** Holiday Bites with Cultural Roots



### Fitness & physical activity

If you're looking to add physical activity — like Zumba®, yoga and strength training — into your daily routine, check out their Living Well at Home [virtual fitness classes](#).

And remember, whether you prefer going to the gym or practicing yoga, Harvard Pilgrim will [reimburse you](#) for fees you pay toward a fitness facility or other qualified membership.

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

#### [Family Ties](#)

In this day and age when everyone is plugged in - what affect is that taking on the members of the family especially the children. Connecting as a family on all levels is key to how children behave in social settings and later in life. Communication skills, dealing with life issues and how they conduct themselves is a learned behavior from parents and other family members.



#### [How to be Merry and Mindful](#)

The end of the year can feel hectic, but mindfulness helps you slow down, reduce stress, and appreciate what matters the most. Mindfulness boosts mood, sharpens focus, and supports meaningful connections. To help you stay mindful, you should set daily intentions, practice gratitude, connect deeply, move joyfully, celebrate small wins, check in with your feelings, and treat yourself with kindness. It can make a busy season feel calmer, brighter, and more joyful. Check out this article for simple ways to stay grounded during a busy season.

## TIAA Live Webinars

Virtual & in-person counseling appointments are available to current employees. To schedule a future in-person or virtual 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](mailto:caitlin.ferreira@salve.edu) or ext. 2165

## Nativities of the World Display

December 1 - December 9  
Our Lady of Mercy Chapel

# Nativities of the World Display

Faculty & staff are invited to share their nativities. Nativities will be displayed in the Chapel Dec. 1-9. Nativities may be dropped off in the Mercy Commons by Mon., Nov. 24. Nativities should be picked up after Dec. 9.

## Festival of Lights

# FESTIVAL *of Lights*

December 2 • 6:30 pm • Ochre Court  
Free • Open to the Public • Reception to follow

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# Luminaria

December 2, 2025

Be a 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](https://salve.edu/give-light)

**SALVE**  
GIVING TUESDAY

## Angel Tree Holiday Drive



SALVE REGINA  
UNIVERSITY

# 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 15TH AT NOON TO THE  
MERCY COMMONS



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



## Blood Drive



# Blood Drive

## Team up to give

Just 5 more donors could  
save 15 more lives.



### Salve Regina University

**Wednesday, December 3**  
**9:00am - 3:00pm**

Gerety Hall  
100 Ochre Point Ave, Newport

Come celebrate 12 Days of Cheer **December 1-12!**  
Join us to give and you could win one of our daily prizes, like a Nintendo Switch 2.

#### Prepare to donate



Eat well  
and hydrate



Bring a  
photo ID



Feel good and  
symptom free



Must be 17+ or  
16 with parental  
consent form



Meet minimum  
weight requirements

For full eligibility requirements  
and COVID-19 information, visit  
[ribc.org/eligibility](https://ribc.org/eligibility).



Sign up at  
[ribc.org/drives](https://ribc.org/drives)  
and use code 0199



800.283.8385 • [ribc.org](https://ribc.org)

## McKillop Library Events

# McKillop Library

### Student Education Association Holiday Read-Aloud

Join us for a festive holiday read aloud, brought to you by McKillop Library and the Student Education Association. Our Elementary Education majors will be taking turns reading to the kids in front of a (digital) crackling fireplace!

**Sunday, December 7, 1pm-3pm | McKillop Library Atrium**

### Library Stressbuster: Christmas Tree Decorating

Make an ornament for our tree, have a hot chocolate and take a minute to de-stress. Hot chocolate will be served from 5:30-7pm!

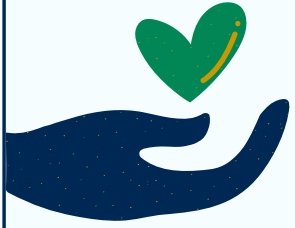
**Sunday, December 7, 4pm-7pm | McKillop Library Atrium**

### Extended Hours

McKillop Library will be offering extended hours during the last week of classes and the week of exams! We will stay open until 2am Sunday-Thursday both weeks, and until 10pm the Friday and Saturday before exams.



## IDENTIFY. UNDERSTAND. RESPOND. BECOME A CERTIFIED MENTAL HEALTH FIRST AIDER!



Students across the country are facing increasing mental health challenges, and faculty and staff are often the first to notice when a student is struggling. Mental Health First Aid (MHFA) training provides you with the skills to recognize signs of distress, offer initial support, and connect students to appropriate resources.

Join us in fostering a supportive campus community by becoming MHFA-certified!

For more information or to schedule a training  
please contact:

Tracy Hauver, MPH MHFA Instructor  
[tracy.hauver@salve.edu](mailto:tracy.hauver@salve.edu)



# Mental Health FIRST AID

from NATIONAL COUNCIL FOR MENTAL WELLBEING



Get certified in Mental Health First Aid! Learn how to support others and develop skills to help someone experiencing a mental health crisis.

Hosted by Public Safety and  
Health Promotion & Prevention

**Jan. 14 & 15, 9am-1pm. Scan QR to register. Limited spaces.**



## Calling for Volunteers

# CALL FOR VOLUNTEERS!

## SOPHOMORE STUDIO

# 1/31 - 2/1



CENTER FOR ADVISING,  
CAREER AND LIFE DESIGN

Roles include being a panelist, helping students practice networking, and more!  
You may choose to volunteer for one or both days of the studio.  
If you are interested, please reach out to Dominique Gagnier at  
[dominique.gagnier@salve.edu](mailto:dominique.gagnier@salve.edu) for more information.

## Open Safe Zone Training

**February 9<sup>th</sup> at 1 PM or  
March 26<sup>th</sup> at 3 PM**

### **Open Safe Zone Training For Faculty and Staff**

#### **~2-3 hour Safe Zone Certification**

Strict curriculum including discussion and activities on advocacy- ending with a certification that identifies participants as safe people for LGBTQ+ individuals to seek support from.

The LGBTQ+ Resource Coordinator is also available to provide a community perspective to the topics being covered in your classes!  
Feel free to reach out to [SalvePride@Salve.edu](mailto:SalvePride@Salve.edu) to discuss your needs.



RSVP on Seahawk  
Connections -  
February



RSVP on Seahawk  
Connections -  
March



**More dates may be added  
based on interest.  
Email [salvepride@salve.edu](mailto:salvepride@salve.edu)  
with any questions**





# Important Dates

## December 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](mailto:sarah.trefethen@salve.edu)



- December 1 - 9 (Monday - Tuesday) **Nativities of the World Display**, Our Lady of Mercy Chapel
- December 2 (Tuesday 6:30pm) **Festival of Lights**, Ochre Court
- December 2 (Tuesday 4:30pm or after dark) **Luminaria**, Near McAuley Hall and Our Lady of Mercy Chapel
- December 3 (Wednesday 9am - 3pm) **Blood Drive**, Gerety Hall
- December 4 (Thursday 4 - 5pm) **Reflection a Day Book Club**, Mercy Commons
- December 4 - 5 (Thursday - Friday 7:30 - 9:30pm) **Holiday Choral Concert**, Ochre Court, Great Hall
- December 6 (Saturday 7:30pm) **Holiday Symphonic Band Concert**, Casino Theatre
- December 7 (Sunday 3 - 5pm) **Holiday Orchestra Concert**, Casino Theatre
- December 11 (Thursday 12 - 1pm) **Mindful Moment: Warming up for Winter**, Ochre Court, Dining Room
- December 15 (Monday 12pm) **Angel Tree Holiday Drive - Donations are Due**, Mercy Commons
- December 16 (Tuesday 2 - 4pm) **Salve Community Holiday Reception**, Ochre Court
- December 24 - January 2 (Wednesday - Friday) **University Offices will be for Holiday Break and will reopen on Monday, January 5, 2026**
- December 31 (Wednesday) **Health and Wellness Rewards Program Points Due**
- January 14 - 15 (Wednesday - Thursday 9am - 1pm) **Mental Health First Aid**, O'Hare room 160