

Salve Regina University
Staff Handbook

Revised: September 28, 2026

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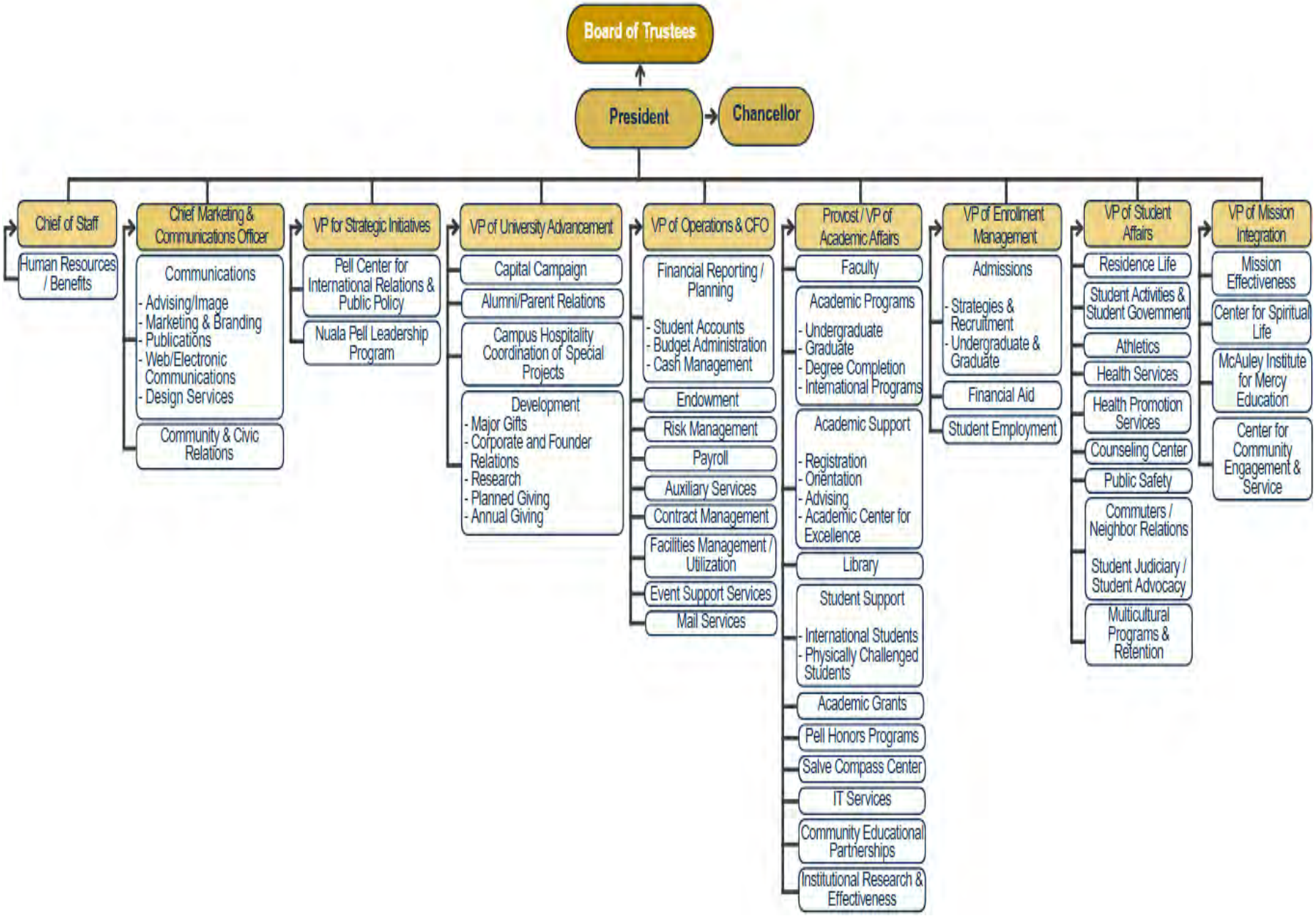
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INTRODUCTION

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 AVP/Chief Human Resources Officer who directs the President's Cabinet 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 AVP/Chief Human Resources Officer 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 Human Resources webpage and within the Salve Campus portal under *HR Policies – Handbook and Manuals*. 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 and 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

Salve Regina University does not discriminate on the basis of sex in the education program or activity that it operates, and is required by Title IX of the Education Amendments of 1972 not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admission and employment. Inquiries about the application of Title IX to the University may be referred to the Title IX Coordinator or to the Office of Civil Rights, or both.

Nondiscrimination Statement

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 with 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.

Please refer to the Notice of Non-Discrimination document for more information.

Title IX Coordinator/Anti-Discrimination Coordinator Jonathan Cook, Assistant Dean of Students Gerety Hall, (401) 341-2640 jonathan.cook@salve.edu	Nancy Escher, AVP/Chief Human Resources Officer Stonor Hall, (401) 341-2157 nancy.escher@salve.edu
Deputy Title IX Coordinator Susan Bernath, Assistant Director of Residence Life Miley Hall, (401) 341-2643 susan.bernath@salve.edu	Matthew Corcelli, Director of Public Safety Tobin Hall, (401) 341-2323 matthew.corcelli@salve.edu
Deputy Title IX Coordinator Derek Grinkin, Assistant Athletics Director, Facilities and Operations Rogers Rec. Center, (401) 341-2247 derek.grinkin@salve.edu	Jim Mournighan, Director of Residence Life Miley Hall, (401) 341-2200 jim.mournighan@salve.edu

For further information on notice of non-discrimination, contact:

U.S. Department of Education Office for Civil Rights 5 Post Office Square, 9th floor Boston, MA 02109-3921 Telephone: (617) 289-0111 FAX: (617) 289-0150; TDD: (800) 877-8339 Email: OCR.Boston@ed.gov	U.S. Department of Education Office of Civil Rights 400 Maryland Avenue, SW, Washington, D.C. 20202-1100 Telephone: (800) 421-3481 FAX: (202) 453-6012; TDD: (800) 877-8339 Email: OCR@ed.gov

EQUAL OPPORTUNITY

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 statement, 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. For ease, here is a request form that may be used and submitted 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. Contact HR at ext. 2137 with any questions.

REASONABLE ACCOMMODATION OF PREGNANCY/CHILDBIRTH (updated: 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 applicants, 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 2137.

AT-WILL EMPLOYMENT

Employment at Salve Regina University is not governed by any written or oral contract and is considered an at-will arrangement. This means employment at Salve is voluntary; employees are free, as is the University, to end the employment relationship at any time, for any reason, with or without notice, so long as there is no violation of any applicable federal or state law. Nothing in this handbook shall be interpreted to conflict with, eliminate or modify in any way the employment at-will status of employees.

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, Vice Presidents, Chief Marketing and Communications Officer, and Chief of Staff. 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 the Cabinet members, is the spokesperson for the institution and has general leadership responsibility.

Executive, administrative and managerial employees: 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. Exempt staff may hold an additional temporary exempt position at the University (ex. Adjunct, Coach).

NON-EXEMPT STAFF:
Employees who receive an hourly wage for work performed. These individuals are not exempt from the overtime provisions of the FLSA and are therefore entitled to overtime pay for all hours worked beyond 40 hours in a workweek.

EMPLOYEE WORK CLASSIFICATIONS (Updated: 5/2022)
Regular full-time employees: are classified as either a non-academic year or academic year employees, scheduled to work 35 hours or more per week on an ongoing basis for a minimum of 9 months per year.

Please reference below for leave time eligibility information for regular, full-time, non-academic year, and academic year employees.

- Non-academic year employees: are scheduled to work up to 12 months per year on a full-time or part-time basis. Non-academic year employees do not follow the academic year calendar.
- Academic year employees: are scheduled to work less than 12 months per year (typically September through May) on a full-time or part-time basis during the academic year. The schedule for academic-year employees usually corresponds with the academic year calendar (i.e. off during semester and spring breaks, etc.

Regular part-time employees: are classified as either a non-academic year or academic year employees, scheduled to work at least 20, but less than 35 hours per week on an ongoing basis for a minimum of 9 months per year.

Other part-time employees: are classified as either non-academic year or academic year employees, scheduled to work less than 20 hours per week.

See table below for the approximate number of weeks less-than 12-month employees are scheduled to work. Some employees may have customized schedules, based on their department's unique needs.

Less-than 12-month Employee Schedule	Total # of Weeks Worked Per Year
9 months, academic year	29
10 months, academic year	33
9 months, non-academic year	39
10 months, non-academic year	43
11 months, non-academic year	48

ORIENTATION PERIOD EMPLOYEES: are individuals who are new to the University or current Salve employees who assume a new University position. They undergo a review period for training and evaluation that usually consists of the first ninety days on the job or in their new role. After 90 days, your supervisor will meet with you to obtain and provide feedback through the 90-Day Review. This is an opportunity to have an open dialog with your supervisor to promote growth and success in your new position. Leave accruals (i.e., vacation, sick and safe) will begin to accrue on the employees start date, but will not be available for use until the end of the 90-day orientation period. Nothing in this handbook, including an employee's orientation period; shall

be interpreted to conflict with, eliminate or modify in any way the employment at-will status of employees. Please reference the at-will employment statement for further details.

TEMPORARY EMPLOYEES: are workers hired for short-term positions at the University. Temporary employees should work less than six months and less than 30 hours per week. These employees are not considered part of the regular staff. Temporary employees hired through the University are not eligible for any University benefits with the exception of paid sick and safe leave as required by the RI Healthy and Safe Families and Workplaces Act. If on an occasional, unique basis, a temporary employee is needed for six months or more at any number of hours per week, they will be eligible for all benefits (per the normal eligibility requirements and waiting periods) as if they were a regular employee. Temporary employees, employed through a temporary agency are not eligible for any University benefits.

In some instances, an existing part-time University employee may serve in an additional temporary part-time role/appointment. Before an employee assumes an additional part-time role/appointment, the supervisor must submit a "Request to Hire Temp Assistance/Additional Appointment" requisition and obtain the required approval.

Supervisors in each affected area must coordinate and agree upon a work schedule that enables the employee to successfully fulfill the responsibilities and requirements of both positions.

ESSENTIAL PERSONNEL: are members of Public Safety, Facilities, Grounds and Maintenance Departments as well as Dining and Housekeeping Services. These essential personnel are required to be on campus during an emergency, when work and/or classes have been cancelled. Exceptions may apply and will be determined by the department/office supervisor on a case-by-case basis.

During the academic year, when students are on campus, the definition of essential personnel is expanded to also include Athletics, Counseling Services, Health Promotion and Prevention and Recreation areas within the Dean of Students office, Health Services, Library, Residence Life, Shuttle Services, Student Engagement and Technology Services Center employees. This expanded group of essential personnel will be notified by their supervisor if they are required to be on campus during an emergency, when work and/or classes have been cancelled.

Other Classifications:

Intern: students who participate in an internship program to gain valuable hands-on experience in their field of study and/or career field of interest. Interns are not eligible for any Salve benefits. For more information on internship procedures please refer to the section titled "use of interns"

Volunteers: donate their time on a part-time basis without receiving financial or material gain. Volunteers are not eligible for any Salve benefits. For more information on the volunteer procedures please refer to the section titled "use of volunteer".

JOB POSTINGS

Job vacancies are not filled automatically. Rather, the University evaluates and justifies the need for each position through the requisitioning process.

Current employees can preview all open positions through the HR Employment Opportunities page. Interested staff who meet the qualifications of a position are encouraged to apply for the position by submitting a copy of their current resume through the job posting on the HR Employment Opportunities page, and informing their Supervisor. 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".

HIRING PROCEDURES AND EMPLOYEE CHANGE REQUESTS

Supervisors who wish to fill a vacated position, create a new position, hire a candidate(s) or make changes (temporary or permanent) to a current employee must complete and submit the respective requisition through Interview Exchange. The stakeholders, include but are not limited to: VP, President, VP Operations and CFO, Payroll and HR, will review and approve or decline the requisition. Approved positions will be posted by the Office of Human Resources and will appear on the Salve Employment Opportunities page, HigherEdjobs.com, ChronicleVitae.com, and others. Additional advertising requests can be sent to the Office of HR.

Below we have included a list of applicable requisition templates and their purpose. Instructions on how to complete each requisition can be found on the HR Campus Supervisors page, under the resources tab – Supervisors Toolkit.

1. Request to fill a vacated position: request an already existing position be posted for applicants to apply.

2. Request to create a new position:
   - Request a new position be posted for applicants to apply.
   - Request a current employee fill a newly created position (only if you plan to *backfill* the employee's current position). If you are *replacing* their current position with a newly created position, you can utilize the "Request to make a change to a current employee" requisition.

3. Request for volunteer/intern: request to recruit and/or hire an intern or volunteer.

4. Request to hire temp. assistance/additional appointment:
   - Request to hire a temporary employee.
   - Request to add an additional appointment to an employee *outside* of their primary position department.
   - Request to add additional responsibilities to an employee *within* their primary position department.

5. Request to make a change to a current employee:
   - Request changes that effect a current employee's position title, department, direct reports, supervisor change, compensation, hours or schedule.
   - Request a promotion for a current employee.

6. Recommend for hire:
   - Request an applicant be hired for a position that is currently open.
   - Request to transfer an employee who applied for a position that is currently open.

USE OF VOLUNTEERS (Updated: 8/2026)

Purpose
Salve Regina University values the contributions and services of volunteers and seeks to provide unique opportunities for volunteers to gain and develop professional and practical skills. In an effort to maximize the benefits of the volunteer experience and to ensure compliance with University policies and federal and state employment laws, the University has developed the following policy, guidelines and requirements with respect to volunteer opportunities at Salve Regina University.

Statement of Policy
Salve Regina University is committed to providing a safe environment for work, study and outreach and to upholding the reputation and integrity of the University. To that end, volunteers for all University departments will be required to complete a volunteer Agreement and be subject to a background screening that will include, at minimum, a Sex and Violent Offender Registry Check. Any individual listed on a registry that is part of the University's Sex and Violent Offender Registry Check or who has been convicted of an offense for which the individual must register as a sex or violent offender may not serve as a volunteer. No department may discriminate in selecting volunteers based on race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.

Requesting a Volunteer
Volunteers must be formally requested and processed through the HR requisition system before they are authorized to perform any volunteer duties at Salve. The Volunteer/Intern Requisition must be completed and submitted through Interview Exchange. Upon receipt of the requisition, Human Resources will conduct the required background screening for the prospective volunteer. The requisition will then be routed to the applicable reviewers for approval. Once all required approvals have been obtained, Human Resources will notify the supervisor that the volunteer has been authorized to perform volunteer duties at Salve. Volunteers may not begin their service until this authorization has been received.

Guidelines and Requirements
Supervisors of volunteers and volunteers must adhere to the specifications outlined in the University's Use of Volunteers – Guidelines and Requirements document located on the HR Policies Campus page.

Volunteer Agreement
In addition to completing the required onboarding packet, which includes a brief training video, all University volunteers must complete and sign a Volunteer Agreement prior to beginning their volunteer assignment.

Exclusions
The following categories of individuals are not subject to the guidelines and requirements of this policy.

- Current faculty and staff, including adjunct faculty members, affiliate staff appointees and visiting scholar appointees
- Currently enrolled students
- Requests for other exclusion(s) must be submitted for approval in writing to the AVP/Chief Human Resources Officer.

These exclusions do not limit the University's right to conduct Sex and Violent Offender Registry Checks on individuals in these categories or its right to prohibit an individual who is listed on a registry that is part of the University's Sex and Violent Offender Registry Check or who has been convicted of an offense for which the individual must register as a sex or violent offender from serving as a volunteer.

Employee Volunteers

If any employee wishes to volunteer for another Salve Regina University department or function during their normal working hours, they must obtain their supervisor's approval. Participation must be voluntary and must not otherwise constitute compensable work under applicable wage and hour requirements.

USE OF INTERNS

Purpose

Salve Regina University values the contributions and services of interns and seeks to provide unique opportunities for interns to gain valuable applied learning experiences and make connections in professional fields they are considering for career paths. In an effort to maximize the benefits of the internship experience and to ensure compliance with University policies and federal and state employment laws, the University has developed the following guidelines with respect to internship opportunities at Salve Regina University.

Statement of Policy

Internships are designed to be short-term opportunities for students to gain valuable hands-on experience in their field of study and/or career field of interest. An internship has many valuable benefits for students, while also enhancing academic programs and satisfying the needs of employers. Students are able to identify career fields that would be a suitable fit for their future career. Internships also allow students to gain valuable employability skills such as teamwork, problem-solving, and effective communication within the workplace. In addition, interns have the opportunity to meet and network with professionals in their potential field of work, which can significantly improve their chances of securing permanent employment upon graduation.

Guidelines and Requirements

Interns and their supervisor must adhere to the specifications outlined in the University's Hiring Interns – Guidelines and Requirements document.

Intern Agreement

All University interns must complete and sign an Intern Agreement prior to commencing assignment.

For more information please refer to the Internship Guidelines and Requirements form.

PERFORMANCE EVALUATIONS

ORIENTATION PERIOD

New and transferred employees receive a formal performance evaluation 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 90-Day Review is discussed with the employee and a copy of the review is given to the employee and also filed in HR. Nothing in this handbook, including an employee's orientation period; shall be interpreted to conflict with, eliminate or modify in any way the employment at-will status of employees. Please reference the at-will employment statement for further details.

ONGOING PERFORMANCE EVALUATIONS

Performance evaluations are meant to promote ongoing discussions between employee and supervisor. These discussions should include a review of duties and responsibilities personal, departmental, and Salve goals, advancement opportunities and development needs. Performance evaluations 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 written performance evaluation and formal discussion between supervisor and staff is needed; but recommends that performance conversations occur more frequently. The annual, formal evaluation cycle typically 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, and growth potential.

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 University sponsored supervisory training through United Educators.

A *transfer* is often a lateral change from one position to another either in the same or another office, where the employee may retain the same salary 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.

Depending on the circumstance, the employee and new supervisor will be provided with a transfer/promotion checklist from the Office of Human Resources, to assist in the transition process.

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. Employees interested in applying for a position transfer must inform their supervisor of their intentions to apply for a position. In addition, the employee 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 AVP/Chief Human Resources Officer and the department's senior administrator. This higher-grade level job classification usually follows an increase in staff duties, a decision not to replace a departing employee or increased department responsibility. The department supervisor's request must be submitted through Interview Exchange and accompanied by an updated job description, recommendation, and approval from the appropriate senior administrator. Nothing in this handbook, including an employee's position upgrade; shall be interpreted to conflict with, eliminate or modify in any way the employment at-will status of employees. Please reference the at-will employment statement for further details.

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

Only exempt staff members may teach, up to a maximum of four credit hours per semester. Cabinet level leaders 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 Cabinet level leaders only.

For more information on FLSA classifications please refer to the section titled "Fair Labor Standards Act (FLSA) Classifications".

THE WORKDAY (Updated: 7/2013)

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 or student service functions that require longer hours operate beyond the normal workday.

For Summer Work Schedule please refer to the section titled "Summer Work Schedule".

LUNCH (Updated: 1/2026)

Lunch breaks for full-time employees are unpaid, non-working periods typically lasting one hour and generally taken between 11:30 a.m. and 2:00 p.m. Lunch breaks do not count toward regular or overtime wages. Non-exempt (hourly) employees scheduled to work fewer than six hours in a day may not be eligible for a lunch break. In accordance with Rhode Island state law, non-exempt (hourly) employees scheduled to work six hours are required to take a minimum 20-minute lunch break, while those scheduled to work eight hours are required to take a minimum 30-minute lunch break. The specific timing and length of an employee's lunch break are determined by the employee's supervisor, provided the break meets or exceeds the minimum requirements established by Rhode Island law.

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.

ALTERNATIVE WORK ARRANGEMENTS POLICY (Policy effective: 2/2023)

This policy was designed to provide staff with voluntary alternative work arrangement options to allow employees to balance work and personal commitments, while ensuring the operational/business needs of the office are met. Alternative work arrangements are based on the specific position, employee, office and/or University needs. They may include modifications to work schedules (flextime) and work locations that differ from the University's standard business practices (remote work). Supervisor approval is required before implementation of any alternative work arrangements. (TO ACCESS THE FULL POLICY PLEASE REFER TO THE ALTERNATIVE WORK ARRANGEMENT POLICY LOCATED ON THE SALVE CAMPUS WEBSITE).

CONFLICT OF INTEREST (Policy updated: 7/2025)

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. 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. (TO ACCESS THE FULL POLICY PLEASE REFER TO THE CONFLICT OF INTEREST POLICY AND DISCLOSURE STATEMENT LOCATED ON THE SALVE CAMPUS WEBSITE).

CONFIDENTIALITY AND PRIVACY LAWS (Policy updated: 4/2019)
Confidentiality and privacy laws are designed to protect student, employee or other person's identifiable information from being shared with anyone whom does not have a legitimate business reason for accessing such information. Salve Regina University has implemented various safeguards to ensure such information is handled with the utmost discretion. (TO ACCESS THE FULL POLICY PLEAES REFER TO THE CONFIDENTIALITY AND PRIVACY LAWS POLICY LOCATED ON THE SALVE CAMPUS WEBSITE).

DRUGS AND ALCOHOL (Policy updated: 8/2025)
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

(TO ACCESS THE FULL POLICY PLEASE REFER TO THE EMPLOYEE ALCOHOL USE POLICY LOCATED ON THE SALVE CAMPUS WEBSITE).

EMPLOYEE COMPLAINT AND GRIEVANCE RESOLUTION (Policy effective: 9/2026)
Salve Regina University has implemented an employee complaint and grievance resolution policy to provide employees with a formalized process for resolving complaints and grievances arising from personal conflicts and dissatisfactions or the interpretation, implementation and alleged violations of University policies, procedures and practices. (TO ACCESS THE FULL POLICY PLEASE REFER TO THE EMPLOYEE COMPLAINT AND GRIEVANCE RESOLUTION POLICY LOCATED ON THE SALVE CAMPUS WEBSITE).

SEXUAL HARASSMENT AND ANTI-DISCRIMINATION POLICIES (Policies updated 9/2026 and 7/2026)
It is the policy of Salve Regina to prohibit all forms of discrimination and harassment on the basis of an individual's actual or perceived membership in a protected class. Salve Regina prohibits all forms of

discrimination on the basis of sex in the education program and activity that it operates and is required by Title IX of the Education Amendments of 1972 ("Title IX") and it's implementing regulations not to discriminate in such a manner. (TO ACCESS THE FULL POLICY PLEASE REFER TO THE TITLE IX SEX DISCRIMINATION AND SEXUAL HARASSMENT POLICY AND GRIEVANCE PROCEDURES AND THE ANTI-DISCRIMINATION POLICY AND PROCEDURES LOCATED ON THE SALVE CAMPUS WEBSITE).

SMOKE AND VAPE-FREE WORKPLACE (Policy updated: 5/2019)

Salve Regina University is committed to providing a safe and healthy workplace/environment and to promote the health and well-being of its employees, students, visitors and vendors. As such the following Smoke and Vape-Free Workplace Policy has been adopted and applies to:

- All faculty, staff, students, visitors and vendors,
- All University-owned and -leased property and facilities including, but not limited to, common work areas, classrooms, conference and meeting rooms, private offices, elevators, hallways, stairs, restrooms, employee lounges, cafeterias, vehicles and all other enclosed facilities;
- All University grounds including, but not limited to, parking areas, loading docks of University facilities, athletic and recreational facilities,
- All University lectures, conferences, meetings and social events held on University property.

In accordance with the Rhode Island's "Public Health and Workplace Safety Act", effective March 5, 2005 and modified July 1, 2018 smoking, including the use of vaporizers, e-cigarettes similar products designed for electronic, vapor or aerosol delivery of nicotine is strictly prohibited in places of employment. To ensure we remain compliant with the RI State Law Salve Regina University strictly prohibits smoking or vaping in all enclosed facilities within places of employment without exception. (TO ACCESS THE FULL POLICY PLEASE REFER TO THE SMOKE AND VAPE-FREE WORKPLACE POLICY LOCATED ON THE SALVE CAMPUS WEBSITE).

WHISTLEBLOWER POLICY (Policy updated: 1/2023)

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.
(TO ACCESS THE FULL POLICY PLEASE REFER TO THE WHISTLEBLOWER POLICY LOCATED ON THE SALVE CAMPUS WEBSITE)

WORKPLACE ACCIDENT AND INJURY REPORTING POLICY (Policy effective: 6/2019)

Salve Regina University is committed to providing a safe working and learning environment, and to supporting any individual who may incur a workplace injury. Utilization of the Workplace Accident and Injury reporting process will ensure we are able to provide proper care and medical attention to those in need. This Policy is not intended to supplant, but rather to complement and supplement, existing University policies. (TO ACCESS THE FULL POLICY PLEASE REFER TO THE WORKPLACE ACCIDENT AND INJURY REPORTING POLICY LOCATED ON THE SALVE CAMPUS WEBSITE)

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.

Please note: Faculty and regular full-time and part-time staff, who leave, resign or retire from the University, cannot be re-hired into a part-time position or change to part-time status until the following calendar year (of their leave date) with at least a six-month (minimum) break in service.

INVOLUNTARY TERMINATION (Updated: 10/2015)

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. 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 asked to submit written notice of the decision to supervisors and the AVP and Chief HR Officer as soon as possible. Employees are expected to be at work, for at least a partial day, on their last day of employment (i.e. an employee cannot use accrued leave time for their entire last day of work).

These employees are entitled to all earned pay (prorated based on date of leave), 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 their supervisor (barring any unusual circumstances that preclude timely notification) is assumed to have resigned from their position.

USE OF PAID TIME-OFF DURING NOTICE PERIOD

To promote minimal disruption of business operations, the University requests employees work their regularly scheduled workdays during their notice period. In certain circumstances, the University may require reasonable documentation for an employee's request to use sick and safe leave within two weeks prior to the employee's final scheduled day of work before voluntary or involuntary termination of employment.

Employees are expected to be at work, for at least a partial day, on their last day of employment (i.e. an employee cannot use accrued leave time for their entire last day of work).

COMPENSATION FOR ACCRUED LEAVE UPON SEPARATION

Eligible Staff who leave the University after completing their 90-day orientation period will be compensated for unused accrued vacation leave hours. All other accrued but unused time off will not be compensated upon separation.

Staff members hired prior to July 1, 1998, that are retiring may qualify for grandfathered sick and safe leave, please refer to the "Leave – Time Off" section for more information.

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 University materials and to try to respond to any questions the employee may have. HR also requests that the departing employee complete an Exit Interview survey.

YEARS OF SERVICE

Is based on original date of hire (including authorized leave of absence – FMLA, Military Leave) less any breaks in service for regular full-time or part-time employees working 20 hours or more per week.

BRIDGING OF SERVICE PERIODS (Updated: 4/2020)

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 FMLA and military leave of absence) in a regular full-time or part time (20+ hour) benefit-eligible position immediately prior to their last separation. Temporary and less than 20-hour 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 period. In most circumstances employees being rehired after 1-year of separation will be subject to a background check, which may include work history, degree history, criminal background check and/or motor vehicle history report. Employees being rehired after 3 years of separation or more may be subject to reference checks in additional to a background check.

Please note: Faculty and regular full-time and part-time staff, who leave, resign or retire from the University, cannot be re-hired into a part-time position or change to part-time status until the following calendar year (of their leave date) with at least a six-month (minimum) break in service.

For re-hires within three months of separation: Employees will retain their original date of hire and anniversary 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 were in a benefit-eligible position and re-hired into a benefit-eligible position. Vacation time accrual rate will be based on the original date of hire, for use at the re-commencement of employment. Regular full-time and part-time employees will have their forfeited accrued sick and safe leave and personal leave balances reinstated and available for use at the re-commencement of employment. Other part-time employees will be credited with leave in accordance with the Sick and Safe Leave policy.

Example: John Michael worked from 1/1/2016 through 6/1/2020, left and returned on 7/1/2020 John's original Anniversary date would be the original hire date of 1/1/2016.

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). Employees will retain their original date of hire; however, their anniversary date will be adjusted by adding the amount of time of separation to the original anniversary date. These employees will accrue vacation based on their newly calculated anniversary date, but is not available for use until the end of a successful orientation period. Regular full-time and part-time employees rehired within 135 calendar days will have their forfeited accrued sick and safe leave reinstated, but not available for use until the end of a successful orientation period. Other part-time employees will be credited with leave in accordance with the Sick and Safe Leave policy. When the rehire takes place more than 135 calendar days after separation, forfeited sick and safe leave time will not be reinstated.

Example: John Michaels worked from 1/1/2016 through 6/1/2020, left and returned on 10/1/2020. The total break in service was 121 days. The original Anniversary date changes from 1/1/2016 to 5/1/2016.

For a break in service of greater than four years: Your original date of hire will remain; however, your anniversary date will reflect your rehire date. Employees must fulfill all benefit service requirements (based on plan eligibility requirements). Vacation accrual will be based on the rehire date, and follow current policy. Forfeited sick and safe leave time will not be reinstated.

Example: John Michaels worked from 1/1/2016 through 6/1/2020, left and returned on 9/10/2026; the new Anniversary date would reflect John's rehire date of 9/10/2026.

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.

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.

CONFIDENTIALITY AND PRIVACY LAWS (Policy updated: 4/2019)

Confidentiality and privacy laws are designed to protect student, employee or other person's identifiable information from being shared with anyone whom does not have a legitimate business reason for accessing such information. Salve Regina University has implemented various safeguards to ensure such information is handled with the utmost discretion. (TO ACCESS THE FULL POLICY PLEAES REFER TO THE CONFIDENTIALITY AND PRIVACY LAWS POLICY LOCATED ON THE SALVE CAMPUS WEBSITE).

CONFLICT OF INTEREST POLICY (Policy updated: 7/2025)

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. 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. (TO ACCESS THE FULL POLICY PLEASE REFER TO THE CONFLICT OF INTEREST POLICY AND DISCLOSURE STATEMENT LOCATED ON THE SALVE CAMPUS WEBSITE).

CONSENSUAL AMOROUS RELATIONSHIPS POLICY (Policy updated: 12/2016)

University strives to provide all faculty, staff and students with an environment that is safe and free from possible conflicts of interests. As such, participation in consensual amorous relations between colleagues is advised against. Consensual amorous relationships between employees and students for whom they have a "direct professional responsibility" for are prohibited unless an exemption to the policy is approved by the President or Provost. (TO ACCESS THE FULL POLICY PLEASE REFER TO THE CONSENSUAL AMOROUS RELATIONSHIPS POLICY LOCATED ON THE SALVE CAMPUS WEBSITE.)

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 (refer to the DRUGS AND ALCOHOL section). 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.

EMPLOYEE COMPLAINT AND GRIEVANCE RESOLUTION (Policy updated: 9/2026)
Salve Regina University has implemented an employee complaint and grievance resolution policy to provide employees with a formalized process for resolving complaints and grievances arising from personal conflicts and dissatisfactions or the interpretation, implementation and alleged violations of University policies, procedures and practices. (TO ACCESS THE FULL POLICY PLEASE REFER TO THE EMPLOYEE COMPLAINT AND GRIEVANCE RESOLUTION POLICY LOCATED ON THE SALVE CAMPUS WEBSITE.)

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.

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.

SEXUAL HARASSMENT AND ANTI-DISCRIMINATION POLICIES (Policies updated 9/2026 and 7/2026)
It is the policy of Salve Regina to prohibit all forms of discrimination and harassment on the basis of an individual's actual or perceived membership in a protected class. Salve Regina prohibits all forms of

discrimination on the basis of sex in the education program and activity that it operates and is required by Title IX of the Education Amendments of 1972 ("Title IX") and it's implementing regulations not to discriminate in such a manner. (TO ACCESS THE FULL POLICY PLEASE REFER TO THE TITLE IX SEX DISCRIMINATION AND SEXUAL HARASSMENT POLICY AND GRIEVANCE PROCEDURES AND THE ANTI-DISCRIMINATION POLICY AND PROCEDURES LOCATED ON THE SALVE CAMPUS WEBSITE).

WHISTLEBLOWER POLICY (Policy updated: 1/2023)

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. (TO ACCESS THE FULL POLICY PLEASE REFER TO THE WHISTLEBLOWER POLICY LOCATED ON THE SALVE CAMPUS WEBSITE)

GENERAL UNIVERSITY POLICIES

ANIMALS ON CAMPUS POLICY AND REQUEST FORM (Policy updated: 10/2021)
Salve Regina seeks to focus on providing an environment that is aimed at accomplishing the work of the University. Frequent or extended presence of animals in the workplace during work hours generally is inappropriate due to the potential for decreased employee productivity and increased liability to the University. (TO ACCESS THE FULL POLICY PLEASE REFER TO THE ANIMALS ON CAMPUS POLICY LOCATED ON THE SALVE CAMPUS WEBSITE).

AOD (ALCOHOL AND OTHER DRUGS) (Policy updated: 8/2025)
This report is distributed annually in compliance with The Drug-Free Schools and Campuses Act of 1989. Part 86, the Drug-Free Schools and Campuses Regulations, requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, an Institution of Higher Education (IHE) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

Salve Regina University, as an institution of higher learning, exists to enhance the mental, physical, and spiritual development of each and every member of its community. Substance abuse is at odds with the basic purposes of any learning environment. The University remains dedicated to the reduction and elimination of substance abuse within the University community. (TO ACCESS THE FULL POLICY PLEASE REFER TO THE AOD POLICY LOCATED ON THE SALVE CAMPUS WEBSITE).

ARTIFICIAL INTELLIGENCE (AI) USAGE POLICY (Policy effective: 2/2026)
This policy is to provide direction on the use of Generative AI tools and the data that is permitted to be processed by them. Though these tools promise increase productivity, it is vital that we continue to protect university data. (TO ACCESS SALVE'S POLICIES RELATED TO ARTIFICIAL INTELLIGENCE (AI) PLEASE REFER TO THE INFORMATION TECHNOLOGY POLICIES LOCATED ON THE SALVE WEBSITE).

CHILDREN AND VISITORS IN THE WORKPLACE POLICY (Policy effective: 1/2019)
Salve Regina University desires to provide a safe and welcoming environment that is committed to developing student excellence and promoting an educational atmosphere conducive to learning. To achieve these objectives and minimize disruption, frequent or extended presence of children and visitors should be limited. While we understand emergency situation arise and accommodations can be made, it is ultimately the sole responsibility of the employee to make proper arrangements for the care of their children while at work. (TO ACCESS THE FULL POLICY PLEASE REFER TO THE CHILDREN AND VISITORS IN THE WORKPLACE POLICY LOCATED ON THE SALVE CAMPUS WEBSITE).

CREATING/RENAMING UNIVERSITY DEPARTMENTS POLICY (Policy effective: 5/2025)
The source of truth for university departments and offices, both academic and administrative, is the Colleague ERP. Departments/offices and related codes are tied to a number of functional areas of the institution and enterprise systems. The purpose of a department/office name and related code is to classify academic and administrative units and employees into groups to support business rules, security, and reporting. Creating or renaming of a university department or office has enterprise-wide implications that require planning, approvals, and communication. For purposes of this policy, department is inclusive of both a department and an office. (TO ACCESS THE FULL POLICY PLEASE REFER TO THE CREATING/RENAMING UNIVERSITY DEPARTMENTS POLICY LOCATED ON THE SALVE CAMPUS WEBSITE).

FIREARMS AND WEAPONS (Policy updated: 8/2025)
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 within the policy. (TO ACCESS THE FULL POLICY PLEASE REFER TO THE FIREARMS AND WEAPONS POLICY LOCATED ON THE SALVE CAMPUS WEBSITE).

INFORMATION TECHNOLOGY - CYBERSECURITY, COMPUTER AND NETWORK USE (Policy updated: 9/2025)
The University 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. The cybersecurity incident response policy contains the University's requirements governing faculty, students, staff and other members of the community in their use of the University's information technology resources as it related to reporting and managing cyber security incidents which may arise. 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. 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. (TO ACCESS THE FULL POLICY PLEASE REFER TO THE IT POLICIES AND PROCEDURES PAGE LOCATED ON THE SALVE WEBSITE).

INFORMATION TECHNOLOGY - GRAMM-LEACH BLILEY ACT (Policy updated: 5/2024)
In order to protect confidential information and data, and to comply with federal laws, this document summarizes the University's comprehensive written Information Security Program (the "Program"). The Gramm-Leach Bliley Act of 2000 (the "GLBA") mandates that financial institutions must take steps to safeguard the security and confidentiality of customer information. Compliance with the GLBA involves compliance with 1) the privacy provisions of the GLBA and 2) provisions regarding the safeguarding of customer information. The GLBA mandates that the University appoint an Information Security Program Coordinator, conduct a risk assessment of likely security and privacy risks, institute a training program for all employees who have access to covered data and information, oversee service providers and contracts, and evaluate and adjust the Program periodically. (TO ACCESS THE FULL POLICY PLEAES REFER TO THE INFORMATION TECHNOLOGY POLICY – GRAMM-LEACH BLILEY ACT LOCATED ON THE SALVE CAMPUS WEBSITE).

INTELLECTUAL PROPERTY: INVENTIONS AND PATENTS POLICY (Policy updated: 11/2020)
Salve Regina University, subject to the rights of government and other sponsors as well as any exceptions contained in this policy, owns all intellectual property arising from the work of the University. Any member of the faculty or staff, or any Covered Students of the University resources, must promptly disclose the Covered Intention to the Provost and must also disclose the circumstances under which the Covered Intention was conceived. (TO ACCESS THE FULL POLICY PLEASE REFER TO INTELLECTUAL PROPERTY: INVENTIONS AND PATENTS LOCATED ON THE SALVE CAMPUS WEBSITE)

LEGAL NAME CHANGE
Employees who change their legal name must ensure the change is legally recognized, such as through a court order, marriage certificate, or divorce decree, and must update their name with the Social Security Administration. After completing these steps, employees are required to notify the Office of Human Resources by submitting a "Employee Personal Information Change Form" and providing appropriate legal documentation to support the change. Supporting documentation will be used to update payroll, tax reporting, benefits, and internal systems accurately and in compliance with applicable federal and state laws. Please contact the Office of Human Resources if you have any questions.

SAFETY OF MINORS (Policy effective: 6/2020)
Salve Regina University is committed to creating a safe and welcoming environment for all members of the community, including Minors. This statement sets forth Salve Regina University's policy regarding children under the age of 18 (Minors) who participate in events, activities, or programs (collectively, programs) on campus, or off-campus but under the authority and direction of Salve Regina faculty, staff, students, volunteers, vendors, third-party organizations or contractors. Salve Regina expects all members of the University community to adhere to and act in accordance with this policy. Failure to comply with the requirements set forth in this policy may lead to disciplinary action and/or revocation of the opportunity to use Salve Regina's facilities and/or run Salve Regina-affiliated Programs. (TO ACCESS THE FULL POLICY PLEASE REFER TO THE SAFETY OF MINORS POLICY LOCATED ON THE SALVE CAMPUS WEBSITE)

SALVE USER ACCOUNTS AND EMAIL RETENTION POLICY (Policy updated: 8/2026)
The purpose of the Salve User Account and Email Policy is to identify who receives Salve credentials, which may include a user account, email, and/or access to MS Office apps; and when access/credentials are activated and deactivated. (TO ACCESS THE FULL POLICY PLEASE REFER TO SALVE USER ACCOUNTS AND EMAIL RETENTION POLICY LOCATED ON THE SALVE WEBSITE).

SEVERE WEATHER POLICY (Policy updated: 9/2026)
As a residential institution, we carefully balance the essential services we provide with the need for altered schedules during severe weather conditions. Our general practice is to keep the University open unless local conditions and overall safety are a concern, at which time we may delay opening, close on-campus offices and/or cancel classes. Staff working in essential service areas may be required to work on-campus during limited and/or suspended operations. In general, staff working in non-essential service areas are expected to work remotely to the best of their ability during limited and/or suspended operations. (TO ACCESS THE FULL POLICY PLEASE REFER TO THE SEVERE WEATHER POLICY LOCATED ON THE SALVE CAMPUS WEBSITE).

UNIVERSITY COPYRIGHT POLICY (Policy updated: 11/2020)
Legitimate concerns about liability and uncertainty about copyright rules can adversely affect teaching, learning, and publication and may even result in a decrease in the use of appropriate materials by faculty and staff, including those delivered electronically, it is thus important to clarify copyright rules and reassure faculty and staff about what should and should and should not be done in some common situations. (TO ACCESS THE FULL POLICY PLEASE REFER TO UNIVERSITY COPYRIGHT POLICY LOCATED ON THE SALVE CAMPUS WEBSITE)

UNMANNED AERIAL SYSTEMS (UAS) OR DRONE (Policy effective: 6/2016)
The use of Unmanned Ariel Systems (UAS), commonly referred to as Drones, has increased in popularity during the past 5 years. Although most often associated with military operations, drones have numerous law enforcement and civilian applications, including reconnaissance and land surveillance, wildlife tracking, search and rescue operations, disaster response, border patrol and firefighting and in higher education. Unless used responsibly and safely the use of drones can be dangerous to the public. These dangers include operation near airports and over large crowds. Privacy issues are also a concern. With that said all members of the Salve Regina University community, as well as visitors, are prohibited from operating a UAS or drone on the premises of the University. Operation of a drone may endanger the welfare of individuals or the community, on University premises and are prohibited other than in strict compliance with the exceptions contained in this policy. (TO ACCESS THE FULL POLICY PLEASE REFER TO THE UNMANNED AERIAL SYSTEMS POLICY LOCATED ON THE SALVE CAMPUS WEBSITE).

WORKPLACE ACCIDENT AND INJURY REPORTING POLICY (Policy effective: 6/2019)

Salve Regina University is committed to providing a safe working and learning environment, and to supporting any individual who may incur a workplace injury. Utilization of the Workplace Accident and Injury reporting process will ensure we are able to provide proper care and medical attention to those in need. This Policy is not intended to supplant, but rather to complement and supplement, existing University policies. (TO ACCESS THE FULL POLICY PLEASE REFER TO THE WORKPLACE ACCIDENT AND INJURY REPORTING POLICY LOCATED ON THE SALVE CAMPUS WEBSITE)

COMPENSATION

PAYROLL CHECKS

The University uses a bi-weekly pay schedule. Electronic timesheets are completed and approved by supervisors weekly with a pay schedule of every other Friday. The University encourages direct deposit of pay and provides online access of employee's pay information, direct deposit, W-2, 1095-C, and 1098-T forms (if applicable).

OVERTIME (Updated: 1/2026)

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 or Floating Holiday's.) For more information, please visit section titled "University President's Days" and "Floating Holiday".

Eligible hours used to calculate overtime are actual hours worked, plus approved vacation and personal leave, but excludes all other earnings. Staff who frequently refuse over-time work may be disciplined.

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.

COMPENSATORY TIME OFF

Salve Regina University's current policy on Compensatory Time Off is as follows:

1. For non-exempt staff:
    a. Compensatory time off, in lieu of overtime pay for hours worked over 40 in one week, is not allowed by the FLSA or the University.
    b. Compensatory time off, in lieu of pay for time worked over 35 hours up to and including (but not over) 40 hours in a given work week, may be granted within the same week. Otherwise, those hours worked will be paid at the regular rate.

2. Compensatory time off for exempt staff who work excessive hours is a prerogative of the supervisor. Exempt staff generally set their own professional pace and are expected to work beyond scheduled work hours, as necessary, to accomplish their responsibilities.

SALARY REVIEWS

Annual salary reviews for all staff hired before June 1 are conducted in the summer. Staff hired, promoted or that received a salary adjustment on or after June 1 are not eligible for a salary increase in September of the same year. Salary increases are not automatic. Supervisors make recommendations to the appropriate Cabinet level leader and the AVP/Chief Human Resources Officer who act to coordinate equity within and between departments. Determining factors may 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 2137.

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 equal to $50,000 (reduced to 65% at age 65; 50% at age 70). If accidental death occurs, the normal amount of insurance coverage doubles. There is a conversion right at retirement or termination.

SUPPLEMENTAL LIFE: Staff who work a minimum of 30 hours per week may purchase an additional policy equal to one, two, three or four times their basic annual salary up to a maximum of $300,000 (reduced to 65% at age 65; 50% at age 70). Group-rate premiums are deducted from biweekly paychecks and bonded according to age. There is a portability right at termination.

DEPENDENT LIFE: Staff who work a minimum of 30 hours per week 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 (Updated: 1/2022)

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 date of hire. 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 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. (PLEASE REFERENCE THE SECTION TITLED "SOCIAL SECURITY" FOR MEDICARE DETAILS.)

For more information about staff health-care plans, contact HR at extension 2332.

DENTAL INSURANCE (Updated: 1/2022)
The University offers comprehensive dental insurance plans 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 date of hire. Staff with eligible dependents may choose individual-plus one or 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 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.

VOLUNTARY VISION INSURANCE
Staff working a minimum of 20 hours per week are eligible for vision benefits on the first of the month following their date of hire. Faculty with eligible dependents may choose individual-plus-one or family coverage. The cost for the insurance is assumed by the employee and deducted biweekly from paychecks once the employee is eligible for benefits and elects coverage by completing and submitting an enrollment form to the Office of Human Resources.

VOLUNTARY FLEXIBLE SPENDING ACCOUNTS
Staff working a minimum of 30 hours per week are eligible for a voluntary Healthcare Account on the first of the month following their date of hire. Faculty working a minimum of 20 hours per week are eligible for a voluntary Dependent Day Care Account on the first of the month following their date of hire.

Both accounts allow staff to put aside funds each pay period on a pre-tax basis to pay for eligible medical, dental and vision expenses and/or for dependent day care expenses. Contributions must be estimated carefully as they cannot be changed during the plan year and any funds left over at the end of the plan year may be forfeited.

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 who determines benefits and eligibility.

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, you may be entitled to receive TDI benefits.

TCI provides benefit payments for up to eight weeks per year to eligible caregivers. If you are caring for a seriously ill child, spouse, parent, parent-in-law, grandparent, domestic partner, or if you are bonding with your newborn child, adopted child or foster child within the first 12 months of parenting, you may be entitled to receive TCI benefits. (TO ACCESS THE FULL POLICY, PLEASE CONTACT THE STATE OF RI – DEPT. OF LABOR AND TRAINING AND/OR REFER TO THE FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY LOCATED ON THE SALVE CAMPUS WEBSITE).

COBRA (Policy updated: 4/2019)
Salve Regina University complies with all applicable laws, including COBRA, regarding eligibility for continuation of coverage under Salve's applicable benefits plans. Per COBRA requirements an employee who has a "qualifying event" including separation of employment, an extended leave of absence or a reduction in work hours, such that the employee is no longer eligible to participate in the University applicable benefit plans will be provided the opportunity to elect and receive continued coverage of applicable benefits, subject to certain conditions and payment contributions. (TO ACCESS THE FULL POLICY PLEASE REFER TO THE COBRA POLICY LOCATED ON THE SALVE CAMPUS WEBSITE).

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 of HR and Benefits to ensure proper claim documentation. After normal working hours, reports may be completed in the Office of Public Safety. 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).

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) offset by any other income. 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 the Associate Director of HR and 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 1-888-293-6948, 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. Additional information can be found at http://www.healthadvocate.com/standard3.

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, who are not enrolled in a Health Savings Plan, 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.

Please note there are special IRS rules with Medicare and Health Savings Plans. Individuals should refer to IRS Publication 969 for important information.

SELF-SERVICE RELOCATION ASSISTANCE

A self-service relocation portal is available to newly hired employees to assist with relocation. Features and benefits include, but are not limited to: scheduling a free virtual move survey, pricing quotes from various moving companies, move checklist and helpful tips and recommendations. For more information, contact HR at 2137.

RELOCATION EXPENSE REIMBURSEMENT POLICY (Policy updated: 4/2024)

Salve Regina University provides relocation expense reimbursement to eligible newly hired, executive staff relocating their residence by at least 100 miles. Under IRS Regulations the reimbursement of all approved expenses including those expenses billed by a third party are considered taxable wages and will be reported in the employee's paycheck and are subject to all income and employment taxes. Know that these taxable wages will be reported on the employee's W-2. The employee will be solely responsible for the payment of all income and employment taxes. (TO ACCESS THE FULL POLICY PLEASE REFER TO THE RELOCATION EXPENSE REIMBURSEMENT POLICY LOCATED ON THE SALVE CAMPUS WEBSITE.)

TUITION BENEFITS POLICY (Policy updated: 5/2026)

Salve Regina University promotes a continuous learning environment. Eligible staff may receive tuition benefits earning up to two degrees and one certificate of graduate studies from the University. Eligible dependents may earn up to one undergraduate degree. Staff and dependents must meet all eligibility and waiting period requirements and must remain in good academic standing to continue receiving tuition benefits. (TO ACCESS THE FULL POLICY, PLEASE REFER TO THE TUITION BENEFITS POLICY LOCATED ON THE SALVE CAMPUS WEBSITE.)

TUITION EXCHANGE POLICY (Policy updated:5/2026)

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 apply for scholarships at other TE institutions. (TO ACCESS THE FULL POLICY, PLEASE REFER TO THE TUITION EXCHANGE POLICY LOCATED ON THE SALVE CAMPUS WEBSITE.)

RETIREMENT (Updated: 1/2024)

The University provides comprehensive fixed and variable retirement annuities programs to employees through TIAA as well as additional benefits through the Social Security program.

Employees over age 21 are eligible for the University's retirement contribution following one year of benefit eligible service (minimum of 1000 hours per year) either at Salve Regina or one year of 1,000 hours, benefit eligible service obtained from working at a higher educational institution **immediately** prior to joining the University. (Please note that employees coming directly from a higher educational institution must have at least one year of service, at 1,000 hours minimum, in order to have time credited; no partial, less than one-year time is credited.) This benefit does not apply to work study employees. The University has a discretionary contribution and matching contribution. Employees working at least 1,000 hours per year are encouraged to make optional pre-tax and/or Roth employee contributions for additional retirement security and to receive the University's matching contribution.

New employees who are hired on or after January 1, 2024, and who are expected to work at least 1,000 hours per year, will be automatically enrolled in a supplemental retirement plan at 3% of their salary as of the first of the month following or coinciding with 90 days of employment. Employees have 90 days from their date of hire to enroll themselves at another percentage or to opt out. Employees who are automatically enrolled will have their contributions invested in a target date fund closest to their projected date of retirement and their contributions will increase by 1% each February until a maximum contribution rate of 10% is reached.

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 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.

ADOPTION ASSISTANCE POLICY (Policy effective 8/2024)

Salve Regina University recognizes that employees build their families in many ways. This policy was created to support employees who are adoptive parents through reimbursement of a portion of their expenses resulting from the adoption of an eligible child. (TO ACCESS THE FULL POLICY, PLEASE REFER TO THE ADOPTION ASSISTANCE POLICY LOCATED ON THE SALVE CAMPUS WEBSITE.)

LACTATION ACCOMMODATION POLICY (Policy effective: 10/2023)

In accordance with applicable federal and state laws, Salve will reasonably accommodate nursing employees' needs to express breast milk for nursing children, by, among other things, providing a private and sanitary space for nursing employees to express breastmilk while at work, on campus. Salve's designated Privacy/Lactation Accommodation room is located on the second floor of Ochre Court, in room 205A (adjacent to the Payroll Offices). (TO ACCESS THE FULL POLICY PLEASE REFER TO LACTATION ACCOMMODATION POLICY LOCATED ON THE SALVE CAMPUS WEBSITE)

PAID PARENTAL LEAVE POLICY (Policy effective: 8/2024)

Salve Regina University wholeheartedly supports employees that are growing their families. Paid Parental Leave is designed to give parents additional flexibility and time to bond with their new child, adjust to their new family dynamic, and balance their professional obligations. This policy describes the circumstances in which Paid Parental Leave may be taken, notice provisions, documentation requirements, coordination with other types of leave, reinstatement, and other matters related to Paid Parental Leave. (TO ACCESS THE FULL POLICY, PLEASE REFER TO THE PAID PARENTAL LEAVE POLICY LOCATED ON THE SALVE CAMPUS WEBSITE.)

LEAVE (TIME OFF)

PAID TIME-OFF ELIGIBILITY MATRIX: Provides an overview paid time off eligibility for academic year and non-academic year employees.

Please note: Vacation, sick and personal time is not available for use by newly hired employees until successful completion of a 90-day orientation period. Rehired employees should refer to the bridging of service policy for eligibility and waiting period requirements. Employees are not permitted to have negative leave balances at any time. Employees on an unpaid leave of absence do not accrue sick and safe leave or vacation time during the duration of their absence.

Academic year vs. non-academic year	**Paid Time-off Eligibility**		
	Regular full-time	Regular part-time > 20	Other part-time < 20 & temp. < 6 months
9–10 month academic year employees	• RI Sick and Safe Leave • Holidays • University President's Days • Early Release Days • Bereavement and Jury/Witness duty • Personal days	• RI Sick and Safe Leave • Holidays • University President's Days • Bereavement and Jury/Witness duty • Personal days	• RI Sick and Safe Leave
9–12 month non-academic year employees	• RI Sick and Safe Leave • Holidays • Vacation • Personal days • University President's Days • Early Release Days • Bereavement and Jury/Witness duty	• RI Sick and Safe Leave • Holidays • Vacation • Personal days • University President's Days • Bereavement and Jury/Witness duty	• RI Sick and Safe Leave

Employees are only eligible for paid holidays and University President's Days if they are scheduled to work on that day. Non-exempt academic-year employees do not receive pay during student breaks. Please refer to the information below for further eligibility details.

SICK AND SAFE LEAVE (Updated: 7/2018)

In accordance with the RI Healthy and Safe Families and Workplaces Act, effective July 1, 2018, all Salve Regina University employees, other than Federal Work Study students and Temporary Agency employees, are eligible for paid sick and safe leave by the University. Staff will begin accruing sick and safe leave time immediately upon hire, however sick and safe leave time is not available for use until the end of a successful 90-day orientation period. The University does not advance sick and safe leave time nor allow an employee's leave account to have a negative balance. Employees are only allowed to utilize earned leave time.

The benefit of paid sick and safe leave is provided to prevent a financial loss to the employee who is occasionally absent due to the following reasons:

- The employee's or family member's mental or physical illness, injury, or health condition, or need for preventive medical care
- The closure of the employee's workplace or a child's school or place of care due to a public health emergency
- Reasons relating to domestic violence, sexual assault, or stalking

ACCRUAL OF SICK AND SAFE LEAVE

Regular full-time staff accrue one day of sick and safe leave for each month of service. Hours are credited bi-weekly.

Regular part-time staff working at least 20 but less than 35 hours per week accrue sick and safe leave hours on a pro-rated basis, which is credited bi-weekly.

Other part-time employees working less than 20 hours per week including staff, adjunct faculty, and coaches will have up to 40 hours of sick and safe leave available for use after their 90-day orientation period. Unused sick and safe leave time available to other part-time employees is not carried over from year to year or paid out at the end of the fiscal year.

Temporary employees hired through Salve are eligible for sick and safe leave based on their status as either full-time staff, part-time staff, or other part-time and may be used after a 90-day waiting period. Temporary employees employed through a temporary agency may be eligible for sick and safe leave from the temporary agency.

Unused sick and safe leave for regular full-time and regular part-time employees will be carried over to the next fiscal year. Regular full-time and regular part-time staff hired after July 1, 1998, are limited to 120 days of accrued sick and safe leave. Those hired prior to that date may, as established in an earlier policy, accumulate unlimited sick leave. Regular full-time and regular part-time staff members 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. Unused sick and safe leave time provided to other part-time employees at the beginning of each fiscal year (or immediately following their orientation period) cannot be carried over from year to year or paid out at the end of the fiscal year.

USE OF ACCRUED SICK AND SAFE LEAVE

Orientation Period – Paid sick and safe leave is not available to new employees who are in their 90-day orientation period. For regular full-time and regular part-time employees, accruals begin at the date of hire, however, they are not available for use until the end of the orientation period. Other part-time employees, receive a lump sum of sick and safe leave (lump sum will be prorated if hired after July 1) which becomes available immediately after their orientation period.

Notification – Accrued paid sick and safe leave may be used upon the request of the employee. It is expected that the employee will notify their supervisor of the inability to work either orally, in writing, via email or any other means acceptable or requested by the supervisor, as soon as reasonably possible. When the use of sick and safe leave time is foreseeable, employees must provide notice of the need for such time to their supervisor in advance of the use the time and shall make a reasonable effort to schedule the use of sick and

safe leave time in a manner that does not unduly disrupt the operations of the employer. Paid sick and safe leave cannot be used as an excuse to be late for work without an authorized purpose.

Documentation – Employees that request to use sick and safe leave time of more than three consecutive days may be required to furnish reasonable documentation signed by a health care professional to confirm that the leave time was used for a covered reason as described above. The University may also require reasonable documentation for an employee's request to use sick and safe leave within two weeks prior to the employee's final scheduled day of work before voluntary or involuntary termination of employment. If an employee is exhibiting a clear pattern of taking leave on days just before or after a weekend, vacation or holiday, reasonable documentation may also be requested.

Exceptions – If an employee is absent from work for any covered reason, and by mutual consent of the supervisor and employee, the employee works an equivalent number of additional hours or shifts during the same pay period as the hours or shifts not worked due to covered reason, an employee shall not be required to use accrued sick and safe leave time for the employee's absence during that time period and the University shall not be required to pay for time taken during that time period.

USE OF SICK AND SAFE LEAVE TIME FOR FAMILY MEMBERS:
An employee may use their accrued sick and safe leave to care for a family member. Per the RI Healthy and Safe Families and Workplaces Act, family member is defined as child, parent, spouse, mother-in-law, father-in-law, grandparents, grandchildren, domestic partner, sibling, care recipient, or member of the employee's household. Please note that the definition of family member here differs with other University policies.

SICK AND SAFE LEAVE TIME 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 University sick and safe, vacation, or personal leave being used. For additional information on medical leave for more than one week, or intermittent leave for medical reasons, see details within the Family and Medical Leave Act (FMLA).

GRANDFATHERED SICK AND SAFE LEAVE TIME:
Staff are not compensated for unused sick and safe leave time 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 be paid out for up to 60 unused sick and safe days. Days must be redeemed immediately before retirement. While sick and safe leave days are redeemed, staff retain full benefits.

VACATION LEAVE

Vacation leave provides 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 leave is accrued bi-weekly with the amount determined by an employee's anniversary date, service years, and employment classification. Staff will begin accruing vacation immediately upon hire, however vacation leave is not available for use until the end of a successful 90-day orientation period.

VACATION LEAVE ELIGIBILITY AND ALLOCATION DETAILS

	Years of Service	
Employee Classification	Less than 5 years	More than 5 years
Regular full-time non-academic year employees	15	20
Regular part-time non-academic year employees	15	20

All accruals are based on regularly scheduled weekly hours and months worked. Newly hired employees will receive a pro-rated amount during the first year. Regular part-time staff, who work at least 20 hours per week, receive pro-rated vacation leave. Academic year staff with schedules that correspond with the academic calendar and other part-time staff are not eligible for vacation leave. Staff who separate from the University after their 90-day orientation period are paid for unused accrued vacation leave.

VACATION LEAVE ACCRUALS

Eligible employees may accrue up to a maximum amount of one year's worth of accruals. Once an employee's maximum accrual limit is reached, they must use vacation leave in order to continue accruing.

REQUESTING VACATION LEAVE TIME:

Employees must schedule vacation leave in advance, and all time requested must be approved by supervisors, who will work with employees to provide the vacation leave requested but, who have the right to disallow requested time off if the time is deemed to be detrimental to the department or University functioning.

The University does not advance vacation leave nor allow an employee's leave account to have a negative balance. Employees are only allowed to utilize earned leave time. 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.

PERSONAL LEAVE DAYS

Regular full-time and regular part-time employees receive personal leave days each year based on employment classification, start date and/or anniversary date and service years. Personal leave days will not be available for use until the end of a successful 90-day orientation period. The University does not advance personal leave days nor allow an employee's leave account to have a negative balance. Employees are only allowed to utilize earned leave time.

PERSONAL LEAVE ELIGIBILITY AND ALLOCATION DETAILS

Employee Classification	Years of Service	Personal Leave Days
Regular full-time employees	Less than 20	2 days
	20 or more	4 days

Regular part-time staff who work at least 20-hours per week, and those who work less than 5-days per week, receive a prorated personal leave allocation. Other part-time employees are not currently eligible for personal leave days.

Employees Hired Between:	Allocation	Personal Leave Days
July 1 and October 31	Full Annual Allocation	2 days
November 1 and February 28	50% of Annual Allocation	1 day
March 1 and June 30	0% of Annual Allocation	0 days

Personal leave days must be scheduled with supervisors, in advance, and should not interfere with departmental operations. Personal leave days may not be used during an employee's orientation period and may not carry over from one fiscal year to the next. Staff are not compensated for unused personal leave days when they leave the University.

UNIVERSITY HOLIDAYS

University Holidays	
New Year's Day	Remembrance Day
Martin Luther King Jr. Day	Labor Day
President's Day	Indigenous Peoples Day
Good Friday (University President's Day)	Veterans Day*
Memorial Day	Thanksgiving Day
Juneteenth	Thanksgiving Friday (University President's Day)
Independence Day	Christmas Day
floating holiday	

* Veterans Day has been postponed to Christmas break.

Regular full-time staff members receive compensation for these official University holidays. To receive holiday pay, staff members must either work one scheduled day before and after a holiday, or be on authorized paid leave. (FOR INFORMATION ON COMPENSATION FOR WORKING ON THESE DAYS, PLEASE REFER TO THE SECTION TITLED "COMPENSATION".)

If the academic schedule requires that the University be open on an official University holiday, Salve Regina reserves the right to grant exempt employees a replacement day off instead of the actual holiday. Replacement time off is managed by the supervisor and should be used within the same pay period. Non-exempt employees who work on the holiday are paid at 1½ times their hourly rate plus the holiday, with no replacement time off.

Regular part-time staff who work at-least 20 hours per week are paid only for University holidays that fall on their regular workday.

Other part-time staff members working less than 20 hours per week are not eligible for paid University holidays, however they can make up time during the week OR take the hours or day unpaid. For further information about holidays and payments, refer to the sections on overtime and/or compensation.

CHRISTMAS BREAK

The University anticipates closing from Christmas Eve through New Year's Day. This time off would be a combination of the postponement of Veterans Day, coupled with Christmas and New Year's holidays, and University President's Days. An announcement will be made when this information is confirmed each year.

Employees are only eligible for paid holidays, including Christmas break, if they meet the eligibility requirements listed above and they are scheduled to work on that day. Non-exempt academic-year employees who do not work during student breaks, do not receive pay and do not receive pay for holidays.

FLOATING HOLIDAY

Regular full-time and regular part-time non-academic year and academic year employees will receive a floating holiday each year, based on employment classification, start date and/or anniversary date. Beginning in 2024, a floating holiday will be provided to eligible employees in January of each year for use through the calendar year. New employees will be provided floating holiday hours based on their month of hire as indicated in the table below.

The floating holiday may be used for religious or cultural holidays, employee birthdays, or other state or federal holidays during which the University remains open. Requests to use a floating holiday must be scheduled and approved in advance by the employee's immediate supervisor.

The floating holiday may not be used during an employee's orientation period and may not carry over from one calendar year to the next. Floating holiday hours are not counted towards overtime calculations and staff are not compensated for unused floating holiday hours when they leave the University.

Additionally, the University does not advance floating holidays nor allow an employee's leave account to have a negative balance. Employees are only allowed to utilize earned leave time.

FLOATING HOLIDAY ELIGIBILITY AND ALLOCATION DETAILS

Employee Classification	Length of Service	Floating holiday
Regular full-time employees	More than 90 days	1 day

Regular part-time staff who work at least 20-hours per week, and those who work less than 5-days per week, receive a prorated floating holiday hours allocation. Prorated leave allocation is calculated by the number of hours an employee is scheduled to work per week, as defined in their offer letter, divided by 5 days per week. Other part-time employees are not currently eligible for floating holiday hours.

Example: An employee works 25 hours per week; Monday and Tuesday they work 9 hours per day, Thursday, they work 7 hours, totaling 25 hours per week. 25 hours/5 days per week = 5 hours of floating holiday time.

New Employees Hired Between:	Floating Holiday Allocation
January 1 and April 30	Full Annual Allocation
May 1 and August 31	50% of Annual Allocation
September 1 and December 31	0% of Annual Allocation

UNIVERSITY PRESIDENT'S DAYS

Good Friday and Thanksgiving Friday are considered University President's Days and the University will be closed. Only those regular full-time and part-time non-academic year employees who are scheduled to work 20-hours or more per week are entitled to receive pay for University President's Days. Other part-time and academic year employees are not eligible for paid University President's days; however, they can make up time during the week or take the hours or day unpaid. Employees who work during University President's Days will receive an equal amount of time off (for their scheduled hours up to a maximum of 8 hours) at a later date.

EARLY RELEASE DAYS

In the event the President authorizes an early release day, only those regular full-time employees who are scheduled and work that day are entitled to be paid for the time off benefit. Regular part-time and other part-time employees are not eligible for paid early release days; however, they can make up time during the week or take the hours or day unpaid. Employees that have scheduled time off on the early release day, must charge the full day against their accrued leave time.

SUMMER WORK SCHEDULE

In the event the President authorizes a modified summer work schedule (i.e. Friday early release within the months of July and August), only those regular full-time employees that are working on early release Fridays will receive the paid time off benefit. If an employee previously scheduled a vacation, personal, or sick day they are charged the full amount of leave time for that day (i.e. 7 or 8 hours).

FAMILY AND MEDICAL LEAVE ACT (FMLA) (Policy updated: 1/2026)
University employees meeting Federal and/or RI State FMLA eligibility requirements are permitted to utilize job-protected leave time for up to 13 weeks in a 12-month period. FMLA was designed to help employees balance their work and family responsibilities by allowing them to take reasonable leave for certain family members and medical conditions. (TO ACCESS THE FULL POLICY PLEASE REFER TO THE FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY LOCATED ON THE SALVE CAMPUS WEBSITE).

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 who determines benefits and eligibility. 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, you may be entitled to receive TDI benefits.

TCI provides benefit payments for up to eight weeks per year to eligible caregivers. If you are caring for a seriously ill child, spouse, parent, parent-in-law, grandparent, domestic partner, or if you are bonding with your newborn child, adopted child or foster child within the first 12 months of parenting, you may be entitled to receive TCI benefits. (TO ACCESS THE FULL POLICY, PLEASE CONTACT THE STATE OF RI – DEPT. OF LABOR AND TRAINING AND/OR REFER TO THE FAMILY AND MEDICAL LEAVE ACT (FMLA) POLICY LOCATED ON THE SALVE CAMPUS WEBSITE).

PAID PARENTAL LEAVE POLICY (Policy effective: 8/2024)
Salve Regina University wholeheartedly supports employees that are growing their families. Paid Parental Leave is designed to give parents additional flexibility and time to bond with their new child, adjust to their new family dynamic, and balance their professional obligations. This policy describes the circumstances in which Paid Parental Leave may be taken, notice provisions, documentation requirements, coordination with other types of leave, reinstatement, and other matters related to Paid Parental Leave. (TO ACCESS THE FULL POLICY, PLEASE REFER TO THE PAID PARENTAL LEAVE POLICY LOCATED ON THE SALVE CAMPUS WEBSITE.)

BEREAVEMENT LEAVE
In the event of the death of an immediate family member, employees are permitted up to five workdays off with pay per occurrence. The definition, here, of immediate family member includes spouse, domestic partner, children, parents, and siblings, as well as step relationships in these categories. A maximum of three workdays off with pay is allowed in the event of the death of a parent-in-law, brother-in-law, sister-in-law, grandparent, grandchild, guardian, or other family member of the same household. One day is allowed to attend the funeral of another close relative. When using bereavement leave, it must be used within six months of the death.

Staff are expected to arrange bereavement leave directly with supervisors and may, with permission, augment it with accrued vacation or personal days. Bereavement time must be recorded on the employee's timecard.

MILITARY RESERVE LEAVE (Policy updated: 6/2026)
Salve Regina University is committed to protecting the job rights of employees absence from work due to military leave. In accordance with the Federal Uniformed Services Employment and Reemployment Rights Act (USERRA) and state laws, it is the University's policy not to discriminate against individuals due to that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no individual will be denied employment, reemployment, promotion, or other benefit of employment based on such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised their rights under applicable law or this policy. (TO ACCESS THE FULL POLICY PLEASE REFER TO THE MILITARY LEAVE OF ABSENCE POLICY LOCATED ON THE SALVE CAMPUS WEBSITE).

PERSONAL LEAVE OF ABSENCE (LOA) (updated: 8/2024)

A personal leave of absence at Salve Regina is an unpaid period of time away from the University for personal reasons and/or for employees not eligible for Family and Medical Leave or who have exhausted Family and Medical Leave. (Employees who have been employed for at least one year and who have worked 1,250 hours in the prior 12 months who need leave due to medical reasons, please refer to the Family and Medical Leave Act Policy.)

It is usually granted for up to three months. In unusual circumstances, however, it may be approved for up to six months. Personal leaves of absence are unpaid and positions are not held. However, if the leave is four weeks or less, the University will attempt to hold an employee's position for them. It is understood that employees will use all of their available, applicable leave time prior to their unpaid leave of absence. Unpaid leaves of absence do not count toward years of service and employees do not accrue leave time while on unpaid leave.

All employees are eligible to apply in writing for a personal leave of absence. Employees should obtain a LOA Request Form from Human Resources to complete and submit to their supervisor. Requests should be made 30 days in advance. Supervisors, Directors/Deans/Vice-Presidents coordinate the procedure by sending the request and recommendations to the AVP and Chief HR Officer for a final decision. Employees receive written notification of the decision. Length and quality of service, attendance, likelihood of continued University employment, reason for the leave, and departmental needs are considered when deciding whether the LOA will be granted. All proceedings are confidential.

Employees may participate, at their own expense, in University Group Health, Dental and/or Vision insurance plans for up to 18 months through COBRA. The employee cost for the first three months of COBRA, while on an approved leave of absence, will be equal to active, employee biweekly contribution rates. Employees who elect to remain on COBRA beyond three months, even those employees who have their LOA extended to six months, will be charged the "full" COBRA monthly rates for COBRA continuation coverage after the first three months. All other employee benefits end as of the employee's last day actively at work or last day of paid leave.

An employee who has been granted an unpaid personal leave of absence must confirm/give their supervisor and Human Resources at least one-week advance notice of their intent to return to work. If the employee's previous position is still available, the employee will be reinstated to it. If the employee's previous position is no longer available, the employee may apply for other open positions which the employee is qualified for as they become available. If no positions exist, the employee will remain on unpaid leave status. If such a successful opening/hiring does not occur within a 60-day period, any obligation to reinstate the employee is discontinued and the employee's leave status is changed to a voluntary resignation as of their last day worked/last day of paid leave.

Employees who do not return at the end of their approved personal leave of absence are considered to have voluntarily resigned.

LEAVE FOR JURY AND WITNESS DUTY (Updated: 5/2022)

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 their supervisor 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.

OTHER SERVICES

AFTER HOURS BUILDING USE

To protect Salve's community and property, the Office of Public Safety 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 Office of Public Safety with a list of staff and faculty who are authorized to enter their office/Ochre Court after normal building hours. Public Safety 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 the Office of Public Safety at extension 5500 from University phones and 401-341-2325 from cell phones to indicate where they will be. When leaving, notify Public Safety; 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 the President's Cabinet, 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 CARDS (Policy updated: 9/2026)

Upon request, Salve Regina University will provide personalized business cards to certain exempt level employees. Please reference the Business Card Policy and Request Form for further information.

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 Operations/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 O'Hare's Jazzman Café and Sandella's, McKillop Library Café, Miley Mart, and in the Miley Hall Cafeteria. Food may be purchased with either cash or a prepaid Salve Regina University ID card. All faculty and staff who add money to their Salve IDs will receive a 10% discount off of the Salve Community Door price at the Miley Hall main dining facility. The Business Office (Ochre Court – second floor) can assist you with this transaction.

COMPASS CENTER FOR ADVISING, CAREER, AND LIFE DESIGN

The Compass Center provides proactive, holistic, and student-centered services that prepares Salve Regina students for purpose driven lives and meaningful careers. Through a collaborative team of advising and career development specialists, the Center provides programs and services focused on academic navigation and career design, including first year advising, major exploration, career planning, student-alumni-career connections, and related areas.

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.

MARKETING AND COMMUNICATIONS

The Office of Marketing and Communications oversees the University's internal and external communications and marketing efforts. The team is responsible for sharing the Salve Regina story through digital content, print design, marketing campaigns, social media, videography and photography, media relations and the magazine Report from Newport.

Members of the University community may use the marketing request form to:

- Request publicity, marketing and print materials
- Submit story ideas for SALVEtoday and the media
- Provide website updates
- Share student, faculty and alumni success stories and accomplishments
- Submit photos and videos for posting to the University's social media channels
- Request photography and videography

Marketing and communications staff will review all submissions to determine which types of digital and print materials will best meet your needs. Examples include digital signage, calendar of events, SALVEtoday, press releases, photography, videography, social media, website updates and print pieces. For larger events, programs and requests, you may be contacted to schedule an additional intake meeting or further discuss your submission.

All print materials being purchased with University funds must be coordinated and approved by Design Services to ensure standards for quality, mailing and University imagery as well as for proper processing and payment. Turnaround times for both internal and external print projects vary greatly. Please allow a minimum of 15 working days for completion.

EXTERNAL REPORTING

Offices that receive requests for institutional data should consult the Office of Institutional Research and Effectiveness to discuss appropriate response.

FACILITIES MANAGEMENT

The Office of Facilities Management is responsible for coordination, 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 VP for University 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 the Technology Services Center 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 - CYBERSECURITY, COMPUTER AND NETWORK USE (Policy effective: 8/2025)
The University 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. The cybersecurity incident response policy contains the University's requirements governing faculty, students, staff and other members of the community in their use of the University's information technology resources as it relates to reporting and managing cyber security incidents which may arise. 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. 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. (TO ACCESS THE FULL POLICY PLEASE REFER TO THE IT POLICIES AND PROCEDURES PAGE LOCATED ON THE SALVE WEBSITE).

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 (https://library.salve.edu). 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 (Updated: 5/2023)
Catholic Mass schedule:
Staff and their families are welcome to attend Mass throughout the year at Our Lady of Mercy Chapel. Sunday Mass is at 5 pm. During the week there is Mass on Tuesdays at 12:15 pm and a student mass on Wednesdays at 7:30 pm. In general, there are no masses when the students are on vacation. Please contact the Center for Spiritual Life at extension 2208 regarding the schedule for holy days or any other special events.

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 Public Safety. A decal is provided for the outside of the rear windshield. The decal must be placed in the bottom left corner on the outside of the rear windshield. 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 Public Safety 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.

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 2954.

OFFICE OF PUBLIC SAFETY

The Office of Public Safety, 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

As a residential institution, we carefully balance the essential services we provide with the need for altered schedules during severe weather conditions. Our general practice is to keep the University open unless local conditions and overall safety are a concern, at which time we may delay opening, close on-campus offices and/or cancel classes. Staff working in essential service areas may be required to work on-campus during limited and/or suspended operations. In general, staff working in non-essential service areas are expected to work remotely to the best of their ability during limited and/or suspended operations. (TO ACCESS THE FULL POLICY PLEASE REFER TO THE SEVERE WEATHER POLICY LOCATED ON THE SALVE CAMPUS WEBSITE)

UNIVERSITY-SPONSORED TRIPS

University-sponsored student, faculty or staff trips are announced in official Salve Regina publications and sanctioned by the President's Cabinet 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 and send it to Human Resources, Public Safety and their immediate supervisor.

USE OF SPACE ON CAMPUS

Salve Regina University staff/faculty who want to reserve University facilities need to fill out a 25 Live online request form that gets submitted to the Office of University Events and Conference Services. Any questions from Salve Regina University staff regarding use of space on campus should be directed to the Office of University Events and Conference Services at (401) 341-2445. Questions and concerns regarding classroom space for credit-bearing classes should be directed to the Office of the Registrar at 401-341-2996.

Outside agencies and individuals, or a Salve Regina University staff / faculty member acting on their behalf, need to submit a written request to the Office of University Events and Conference Services to use University facilities. Any questions from outside agencies and individuals should be directed to the same office at 401-341-2445.

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Business Cards
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Campus Dining
Compass Center for Advising, Career and Life Design
Center for Spiritual Life
Claim Reporting
Copy Center
Cybersecurity
Computer and Network Use
External Reporting
Facilities Management
Financial Aid Questions
Fire Prevention and Drills
Fundraising
Funds From University Events
Health Services
Identification Cards
Library
Liturgies
Mail Services
Marketing and Communications
Office of Public Safety
Parking and Registration
Protocols
Purchasing
University Cancellations
University Sponsored Trips
Use of Personally Owned Vehicles
Use of Space on Campus