

Salve Regina UNIVERSITY

STAFF HANDBOOK

2007

3	Organizational Chart
4	Introduction
8	Employment
13	Conduct
16	Policies
18	Compensation
20	Benefits
30	Leave (Time Off)
40	Leaving the University
41	Other Services
49	Appendices
69	Index

INTRODUCTION

This handbook reflects the collective efforts of many people at the University. Produced by Human Resources, 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 the Human Resources office.

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 Director of Human Resources. After senior administrators review them, recommendations are made 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 Director of Human Resources of the action taken.

Timely efforts are made to communicate new and revised information through office memoranda, University publications and new handbooks. Master staff handbooks, with authorized revisions, are available for review in Human Resources and the Library, as well as the HR page of the Salve Website.

ABOUT SALVE REGINA

On March 16, 1934, the State of Rhode Island granted a Charter to the Sisters of Mercy of Providence for a corporation named Salve Regina College. Beyond noting that Salve Regina was to exist “to promote virtue, and piety and learning,” there were no specific directives; the Charter left all educational options to the Sisters of Mercy. In 1947, following more than a dozen years of careful preparation, a magnificent turn-of-the-century Newport mansion was given to the college corporation. The acquisition of Ochre Court, a fifty-room French chateau enabled Salve Regina to welcome its first class of 58 students that fall.

Salve Regina is an independent, coeducational institution of higher learning that confers degrees in the arts and sciences. It teaches in the tradition of the Catholic Church and according to the mission of the Sisters of Mercy, who continue today as its sponsors. Salve’s Charter was amended in June 1991 to change the name of the Corporation to Salve Regina University.

Undergraduate academic programs include a strong liberal arts base with concentrations in the arts, sciences, business, nursing, education and social work. The University offers programs leading to the bachelor and master’s degree, the Certificate of Advanced Graduate Study, and a doctoral degree in Humanities. Currently, the curriculum provides opportunities in over fifty areas of study.

Today’s University serves approximately 2,200 men and women from 50 states and 10 foreign countries. Alumni number over 10,000. The 75-acre oceanfront campus in Newport’s historic Ochre Point section includes 41 new and adapted buildings.

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 sixty-two women in nine different groups 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 over 20,000 members worldwide. Sisters of Mercy of the Americas number 6,500 members with women serving in the United States, Argentina, Belize, Chile, Guam, Guatemala, Guyana, Honduras, Jamaica, Panama, Peru, Philippines, Bahamas, El Salvador, Haiti, Puerto Rico, Romania, Rota, and Saipan. 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.

REGIONAL COMMUNITY OF PROVIDENCE

Education has been a focus of the Regional Community of Providence with Sisters ministering in sponsored institutions and teaching in numerous other 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 a sponsored nursing home 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 a local soup kitchen and housing facility where they tend to social and educational needs. They serve in other soup kitchens and shelters, concentrate on religious education and pastoral work and offer service to orphans and emotionally needy children.

Efforts of the Regional Community of Providence 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 five Sisters of Mercy from the Regional Community of Providence 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 of between nine and thirty members 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 their own performance

EMPLOYMENT

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY

Salve Regina University does not unlawfully discriminate on the basis of age, sex, race, religion, color, national or ethnic origin, veteran status, disability or any other basis protected by applicable federal or state law, in the administration of its employment policies, educational policies, or financial aid programs.

Salve Regina University neither condones nor tolerates discriminatory conduct and expects all faculty, staff, and students to promote an environment that is free of discrimination and supportive of this policy.

AMERICANS WITH DISABILITIES ACT (ADA)

As indicated in the University's Equal Opportunity/Affirmative Action Policy, the University is very 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.

Under the ADA, a person is considered to have a disability if he or she

- has a physical or mental impairment that substantially limits one or more major life activity (such as hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself, learning or working),
- has a record of having such an impairment, or
- is regarded as having such an impairment.

Any requests for a reasonable accommodation must be made to the Human Resources Office. The Human Resources Office 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 the Human Resources Office with documentation before a reasonable accommodation can be considered.

Should you have any questions regarding this policy, contact the Director of Human Resources at extension 2135.

AT-WILL EMPLOYMENT

Most employment at Salve Regina University is not governed by any written or oral contract, and is considered an at-will arrangement. This means that an employee is free, as is the University, to end the employment relationship at any time, for any reason, so long as there is no violation of any applicable federal or state law.

EMPLOYEE CLASSIFICATIONS

Staff are all non-faculty employees of Salve Regina University and are classified as follows:

Senior Administration: President and Vice Presidents. Senior administrators 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 Officers of the Administration, is the spokesperson for the institution and has general leadership responsibility.

Exempt Staff: 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 Fair Labor Standards Act.

Non-Exempt Staff: Clerical, maintenance, grounds, security, etc. Hourly employees whose positions warrant extra pay when extended work hours are required. As support staff they are subject to the overtime provisions described in the Fair Labor Standards Act.

FULL-TIME EMPLOYEES work at least 35 hours per week.

REGULAR PART-TIME EMPLOYEES work at least 20, but less than 35, hours per week.

OTHER PART-TIME EMPLOYEES work less than 20-hours per week for either a calendar or academic year and are not eligible for any holiday/President's day pay or any other benefits.

ACADEMIC YEAR EMPLOYEES work at least 20 hours per week during the academic year (usually September through the end of May). Their work schedule usually corresponds with the school year calendar

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

ORIENTATION PERIOD EMPLOYEES are workers who are new to the institution or current Salve employees who assume a new University position. They undergo a trial period for training and evaluation that usually consists of the first ninety days on the job.

During that time, the University and the employee decide whether the work is satisfactory. During the orientation period, new employees are not eligible for any leave.

TEMPORARY EMPLOYEES are workers hired for short-term positions at the University. They are not eligible for University benefits.

ESSENTIAL PERSONNEL are members of the Security, Grounds, and Maintenance Departments. During the academic year, when students are on campus, essential personnel also include Athletics, Health Services, Library, Residence, Shuttle Driver, Switchboard Operator, Wakehurst Student Center and Computer Lab employees. These workers are required to be on campus when called during an emergency, when work and classes have been cancelled.

JOB POSTINGS

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

Current staff are apprised of promotion or transfer opportunities through written notices sent to all University offices and posted in Ochre Court. Interested staff are encouraged to contact Human Resources for further information and to apply for a position by submitting a letter of intent and current résumé. Internal applications are usually accepted for a minimum of five working days from time of posting. Additional copies of job postings are available from Human Resources or the University website. 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.*

Outside applications remain in Human Resources files for four months and are reviewed, as jobs become available. When the open application pool in Human Resources is considered to be inadequate, positions may be advertised in outside publications.

Staff referrals may be made regardless of openings. 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.

Occasionally, open positions require *an internal fill*, a transfer of a currently employed staff member. In such situations, outside applicants are not considered.

HIRING PROCEDURES

Department Directors determine needs for new or replacement staff and submit request to hire forms to vice presidents in their area along with position descriptions and their rationale. Request to hire and position description forms are available in Human Resources.

When the Director of Human Resources receives the forms with all appropriate signatures and information, the hiring process will begin. The following steps are then taken:

- A salary range is set after consultation between the Director of Human Resources and the appropriate senior administrator/department head.
- Internal postings and media advertisements are created by the Human Resources Office using approved job descriptions. Ads are priced and placed, and job information is placed on the SRU Website. Ads are also faxed to numerous minority organizations and the State Department of Employment Security.
- The Human Resources Office sends affirmative action surveys to applicants and responds to any questions they may have, and forwards all applications to the hiring office.
- The hiring supervisor reviews applications and résumés, then selects, contacts and checks references of candidates to be interviewed.
- Following interviews, the supervisor, in conjunction with the area Vice President, make a final determination.
- The hiring supervisor informs the Human Resources Director, in writing, of the chosen candidate, their hire date and agreed-upon salary. All other resumes/applications are sent back to the Human Resources Office with appropriate paperwork.
- Effective 1/1/06, the Human Resources Office will then perform a criminal, social security, educational and/or motor vehicle check on the chosen candidate. If the background check is successful, the Director writes to the candidate to confirm the position and informs other interviewed finalists that the position has been filled.
- Safety/Security officers are also required to undergo psychological and physical exams.
- Maintenance, Grounds, Information Technology and Mailroom candidates must also pass physical exams.

TEMPORARY HELP

Temporary help may be needed during unusually busy work periods, times of illness or staff departure. Requests for short-term agency support must receive prior approval from the appropriate senior administrator. The following steps are required:

- The hiring supervisor informs the senior administrator of funds available in the appropriate budget.
- A temporary help request that includes duties, work schedule and support dates is forwarded to the senior administrator.
- After approval is granted, above information is sent to the Human Resources Office and temporary assistance located.

PERFORMANCE APPRAISALS

ORIENTATION PERIOD

New and transferred employees receive formal performance appraisals 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 counsel from their supervisors. Employment may end anytime if performance is below expectations or otherwise unsatisfactory. A copy of the evaluation is given to the employee and also filed in Human Resources.

ONGOING PERFORMANCE REVIEWS

Performance reviews are meant to promote discussion between employee and supervisor. These discussions should include duties and responsibilities, problems/concerns, potential University career opportunities and other pertinent topics. Performance reviews 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 formal discussion between supervisor and staff is needed but recommends that they occur more frequently. Employees who have not received a written probationary or annual performance review should submit a written request to their supervisor.

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, experience, growth potential and affirmative action goals.

A *promotion* is a change from one position to another either in the same or another office; it is classified at a higher-grade level, has more responsibility and is usually accompanied by a salary increase.

A *transfer* is a lateral change from one position to another where the employee retains the same level, classification and salary range. It usually does not involve a salary increase.

Staff must complete at least one year of University service to be eligible for either a promotion or transfer. 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. 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. All internal transfer candidates must inform their supervisor of their intentions and must send a letter of intent and updated resume to the Human Resources Office.

A *position upgrade* is the result of a job review by the Director of Human Resources and the department's senior administrator. This higher grade-level job classification usually follows a change in staff duties due to office shifts, a decision not to replace a departing employee, or increased office responsibility. The department supervisor's request must be accompanied by an updated job description, recommendation and approval from the appropriate senior administrator.

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 nor with its services, supplies or equipment.

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 behavior that adversely affects 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.

AMOROUS RELATIONSHIPS

The mission of Salve Regina University calls its employees to accountability and promotes justice and respect in the relationships that exist between staff and students.

Romantic and sexual relationships between staff/faculty and student, or supervisor and employee, are strongly discouraged, even when such relationships appear or are believed to appear, as consensual. Where a professional power differential exists, such a relationship will be perceived as potentially detrimental to the working and learning environment.

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.

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.

DISCIPLINE

Staff who are discourteous, disruptive or who reflect unfavorably on co-workers or the University are subject to discipline. Supervisors may initiate correction through verbal warning, written reprimand, disciplinary time off or dismissal. The form of discipline depends upon the employee's misconduct and discipline record. Time-off or dismissal may result from one act of serious misconduct or from repeated but less serious acts. Dismissal need not be preceded by other disciplinary action. The University reserves the right to dismiss employees 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 dismissal. 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. (SEE PAGE 17, DRUGS AND ALCOHOL.)

When employee is faced with possible dismissal, it is expected that conversations between employee and supervisor will take place regarding the situation. Dismissal for misconduct is documented in employee files and neither salary continuance nor severance pay is allowed.

GRIEVANCES

Staff with personal conflicts and dissatisfactions that they are unable to solve through informal discussion and professional good sense may refer to the University Grievance Policy.

(SEE APPENDIX A, GRIEVANCE PROCEDURES.)

CONFIDENTIAL MATERIAL

Confidential information is handled by many University offices. Before it may be released to anyone, approval must be received from the appropriate supervisor. Such material is only made available on a need-to-know basis and employees are cautioned to refrain from discussing or displaying it to other staff, faculty, students or the public. For more information see Appendix H, Confidentiality and Privacy Policy.

THE WORKDAY

University offices are usually open from 8 am to 5 pm, Monday through Friday, and are to remain open throughout the day.

Offices with educational functions that require longer hours operate beyond the normal workday.

LUNCH

Lunch breaks for full-time employees are non-work periods that are usually one hour in length. They are generally taken between 11:30 am and 2 pm and do not include basic or overtime wages. Staff who work less than six hours a day do not have lunch breaks.

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.

REST BREAKS

All staff may have a fifteen-minute break during the first four hours of the workday. Those who work forty-hours a week are allowed a fifteen-minute break scheduled by supervisors during the second part of the day. Breaks do not have monetary value and *may not be saved to shorten the workday or to extend the lunch break.*

OFFICE PARTIES

Parties are not allowed in campus offices. The University encourages acknowledgement and recognition of birthdays, anniversaries, etc., but group celebrations should be planned outside office hours.

UNIVERSITY POLICIES

COMPUTERS AND THE INTERNET

The University has computer and Internet resources for faculty, staff, students and other authorized individuals to use in support of Salve's academic research and instructional and administrative objectives. Personal Internet 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. They are expected to safeguard their ID and passwords and to use them only for their intended purposes.

(SEE APPENDIX D FOR INTERNET GUIDELINES.)

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.

SEXUAL HARASSMENT

Sexual harassment is illegal under both state and federal law. Salve Regina is committed to providing an environment where men and women may coexist comfortably and productively free from such behavior. This policy applies to all University members (students, faculty, administrators and staff) and functions (recruiting, testing, hiring, upgrading, promoting, demoting, transferring, laying off, terminating, paying, benefiting and selecting for training, sports teams, travel or social events).

(SEE APPENDIX B FOR THE POLICY IN ITS ENTIRETY.)

DRUGS AND ALCOHOL

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 well being 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 University Counseling and the Employee Assistance Program.

The Director of University Health Services is responsible for the Drug-Free Awareness Program and offers all faculty, staff and students at least one drug awareness presentation a year along with numerous educational programs. 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.

SMOKING

Rhode Island's "Public Health and Workplace Safety Act" effective March 1, 2005, prohibits smoking in places of employment.

"Smoking shall be prohibited in all enclosed facilities within places of employment without exception. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, vehicles and all other enclosed facilities."

In accordance with the RI law, the University prohibits smoking inside any University owned or leased building or vehicle. Smoking outside of University owned or leased property must be within designated smoking areas. If no such area exists, smoking by law, must always be far enough away from any building so as to prevent the migration of smoke into any enclosed area.

Enforcement of this smoking policy will require everyone's cooperation. Supervisors should be cognizant of their employee's compliance with this policy and treat any non-compliance with possible disciplinary action. The Office of Safety and Security, in concert with Residence and Student Life, will enforce this policy as it would any other University policy or state law and reserves the right to impose a penalty for non-compliance.

A list of smoking cessation programs and options available to employees and students may be obtained from either University Health Services or the Office of Human Resources.

COMPENSATION

PAYROLL CHECKS

The University uses a bi-weekly pay schedule. Pay checks are usually available on alternating Fridays and may be picked up by individual

department members in the Payroll Office, mailed to a home address, or deposited directly to a savings or checking account.

PAYROLL DEDUCTIONS

Pay stubs indicate gross earnings and all deductions.

Legally required payroll deductions:

Federal Income Tax

State Income Tax

Federal Social Security Tax (FICA)

Federal Medicare Tax and

Rhode Island Temporary Disability Insurance (TDI).

Voluntary deductions:

There are a number of voluntary deductions available to staff members. For information about your options, contact the Payroll or Human Resources office.

OVERTIME

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.) *See listing on page 33.*

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

To insure continuous University coverage, it is necessary for some staff to work when others do not, or when the University is closed unexpectedly because of storm or natural disaster.

(FOR INFORMATION ON ESSENTIAL PERSONNEL, SEE PAGE 10.)

Following an official University closing, including President's holidays, employees who work during such times will receive an equal amount of time off at a later date. This covers hours worked prior to midnight following an official University closing.

When the University closes unexpectedly and non-essential personnel are told they may leave early, they are paid at their regular rate until the end of their regularly scheduled day.

Whenever (including paid holidays) service personnel are called to campus for an emergency, they are guaranteed 3 hours' regular pay regardless of actual time worked.

Employees who have arranged to use vacation, sick, or personal time on days when the University is closed due to inclement weather are charged for the time. However, vacation and personal time is not deducted for President's days or official University holidays.

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.

SALARY REVIEWS

Annual salary reviews for all staff hired before June 1st are conducted in the summer. Staff hired on or after June 1st are eligible for salary review in September of the following year.

Salary increases are not automatic. Supervisors make recommendations to the appropriate Vice President and the Director of Human Resources who act to coordinate equity within and between departments. Determining factors 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 the HR office.

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 the end of the orientation period. It is paid by the University up to the next nearest \$1,000 of an employee's basic annual salary to a maximum of \$50,000. Coverage is reduced to 65% of salary at age sixty-five and to 50% at age seventy. If accidental death occurs, the normal amount of insurance coverage doubles. There is a conversion right at retirement or termination.

SUPPLEMENTAL LIFE: Staff may purchase an additional policy equal to one or two times their basic annual salary. Group-rate premiums are deducted from biweekly paychecks and bonded according to age. There is also a conversion right at retirement or termination.

DEPENDENT LIFE: Staff may purchase life insurance coverage for dependents. Premiums are deducted biweekly from staff paychecks. Spouses are insured for \$10,000 and eligible children (to age 19 or full-time students to age 23) for \$5,000 each. There is a conversion right at retirement or 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 GRATUITY

When a staff member dies while in the active employment of the University, the legal beneficiary receives a one-time cash payment of \$1,000 to assist with family expenses and compensation for the deceased's accrued vacation time and hours worked. Staff who work a minimum of 20-hours per week are eligible for this benefit on the first day of the month that follows the end of the orientation period.

HEALTH INSURANCE

The University provides comprehensive health care plans to staff who work a minimum of 20-hours per week. They are eligible for health benefits on the first day of the month following 30 days of employment.

The following chart shows the percentage the University pays for individual health benefits based on the employee's regular work hours:

<u>Work hours per week</u>	<u>% University pays for Individual Plan</u>
20-24	50%
25-29	66%
30-34	75%
35-40	>90%

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. Full-time staff with eligible dependents may choose family coverage whereby the University assumes a portion of the cost determined annually and staff assume the balance through biweekly payroll deductions. Regular part-time staff may choose family coverage, but are required to pay for the family portion in full.

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.

(SEE SOCIAL SECURITY, PAGE 23 FOR MEDICARE DETAILS.)

For more information about staff health-care plans, contact Human Resources at ext. 2332.

DENTAL INSURANCE

The University offers a comprehensive dental insurance policy to employees. Those who work a minimum of 20-hours per week are eligible for dental benefits on the first day of the month following 30 days of employment. The following chart shows the percentage the University pays for individual dental benefits based on employee work hours:

<u>Work hours per week</u>	<u>% University pays for Individual Plan</u>
20-24	50%
25-29	66%
30-34	75%
35-40	100%

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.

The University assumes the cost of family dental coverage for full-time staff with dependents. Family coverage for part-time staff is paid by employees.

COBRA

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) and Health Insurance Portability and Accountability Act of 1996 (HIPAA) provide an extended health insurance option to certain employees, including those terminated, their spouses and dependents, who otherwise would be ineligible for coverage. For an explanation of the laws in their entirety, (SEE APPENDIX C.)

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 Human Resources. If supervisors cannot be reached, staff must promptly notify the Assistant Director for HR and Benefits to ensure proper claim documentation. After normal working hours, reports may be completed in the Safety and Security Office. 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). (SEE PAGE 34.)

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 thirty (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 \$6,500 per month). 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 \$2,500 per month).

For more detailed information on the LTD benefit, consult the policy handbook or call Benefits at ext. 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 1-800-445-1195, from anywhere in the US, 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.

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 sixty-five (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 to enroll in Medicare 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 sixty-five 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.

TUITION BENEFITS

(policy updated 5/2005)

EMPLOYEE ELIGIBILITY

Full-time staff, who have completed their orientation period, may take regular Salve Regina undergraduate and/or graduate courses for credit. Part-time staff, who have completed their orientation period and work at least twenty (20) hours per week, may receive pro-rated tuition (see next section) for regular undergraduate and/or graduate courses at the University.

GUIDELINES

Staff may take up to two classes for credit on a non-matriculated basis. In order to take additional courses for academic credit, the employee must apply to the University, be formally accepted into a degree program and fully matriculated. For the benefits to continue, employees must remain in good academic standing, meet a minimum semester GPA (see below) and complete all prior University courses for which they have been registered. Staff may receive tuition benefits for up to two courses each semester and for one course each summer session. With supervisor permission, staff may take a course at lunchtime, usually between 11 am and 2 pm. If a course is scheduled at

another time during the day, prior supervisor and senior administrator approvals are required. Time missed from the regular work schedule must be made up.

This benefit is offered with the understanding that class and study hours are not to conflict with work hours. Staff may earn up to two degrees under the Tuition Benefit policy (ex. a bachelor's degree and a master's degree or two master's degrees).

All registration and course fees, due at registration, are the employee's responsibility to pay.

PROCESS

Each semester, prior to course registration, interested staff should stop in or call Human Resources for a Tuition Benefit form. The employee then completes and submits the form to their supervisor and appropriate senior administrator for approval. After these approvals are obtained, the employee returns the form to Human Resources for final approval. The completed Tuition Benefit form is then brought to the Registrar's office with a completed course registration form. (Course schedules and course registration forms are available from the Registrar.)

LIMITATIONS

The benefit extends to Section 95 Graduate Extension Study courses, Section 85 Degree Completion courses and up to one workshop per semester on a space-available basis only (i.e. employee must wait until the first day of the semester to register). Also, on a space-available basis only and with instructor permission, an employee may audit a class (take a class for no credit). Staff auditing courses must follow all other Tuition Benefit guidelines (except matriculation).

EXCLUSIONS

The benefit does not apply to special programs, teachers' certificates, institutes, individual instruction, independent study, study abroad, Section 80 Degree Completion Program courses, Section 90 Graduate Extension Study courses, Ph.D. courses and other courses offered outside the University catalog.

DEPENDENTS

After two years of continuous full-time employment, a 50% tuition benefit may be applied to costs of undergraduate courses for a dependent qualifying child* or for a spouse. The benefit increases to 100% after three years of full-time employment. Part-time employees working a minimum of 20 hours per week are eligible for tuition benefits for a spouse or a dependent qualifying child* on a pro-rated basis (see below) after three years of employment. Before dependents

can receive tuition benefits, they must formally apply to the University, be academically qualified by meeting all admissions standards, be accepted to the University and fully matriculated.

In order for the benefit to continue, they must remain in good academic standing and meet a minimum semester GPA (see next section). The benefit is limited to one family member each semester. Dependents are allowed up to five 3- or 4-credit courses and two 1-credit courses each semester and 6 credits each summer session. Dependents are subject and responsible to pay for all general and course fees listed in the college catalog. A dependent may earn up to one undergraduate degree under the Tuition Benefit or Tuition Exchange policies.

DEATH OR INCAPACITATION OF AN EMPLOYEE

The University offers this policy to children and spouses of deceased or seriously incapacitated full-time staff who had at least five years of full-time service and were employed at Salve Regina at the time of death or disability. In such case, a dependent qualifying child* or spouse will be eligible if enrolled within three years of the employee's death or disability. The policy is limited to one child or spouse for up to one undergraduate degree.

NIECE/NEPHEW BENEFIT

During their active employment, staff who are single, and have no children, are allowed taxable undergraduate tuition benefits for nieces or nephews who are under the age of 24. The University reports the benefit amount as income on an IRS W-2 form. One niece or nephew may be enrolled at a time. The eligibility requirements and guidelines in the dependent section of this policy also apply to nieces/nephews.

STAFF WHO LEAVE THE UNIVERSITY

Staff who leave the University while receiving tuition benefits for themselves, their dependent qualifying child*, spouse or niece/nephew will have tuition costs pro-rated and must make payment arrangements with the Business Office.

PART-TIME EMPLOYEES

The pro-rated amount of benefits for eligible part-time employees is: 20-24 hours/week = 50% tuition benefit; 25-29 hours/week = 66% tuition benefit; 30-34 hours/week = 75% tuition benefit.

MINIMUM SEMESTER GPA

The minimum semester GPA that all undergraduate students must achieve in order for tuition benefits to continue is: first semester freshmen = 1.7; second semester freshmen = 1.8; first semester

sophomores = 1.9; remaining semesters = 2.0. Graduate students must maintain an average of B- or better in each course.

Students who do not meet the minimum semester requirements for two semesters will become ineligible for any future tuition benefits. Staff ineligible for tuition benefits may receive further guidance about educational expenses from the Financial Aid Office.

TAXES

The Tax Reform Act of 1986 indicates that undergraduate tuition benefits are non-taxable income when received by employees, spouses or a dependent qualifying child* and applied to their tuition bill.

Under current tax law, (effective Jan. 1, 2002), graduate tuition benefits for employees are tax free up to \$5,250 per year. Any amount over \$5,250 is generally taxable unless the course taken is job-related and meets the following requirements under IRS Section 162. A tax-free benefit must:

1. help to maintain or improve job skills
or be required by Salve Regina University
or be required to retain a current University position or compensation
and
2. not be a minimum educational requirement for one's current position
and
3. not provide preparation for a new trade or business.

*A dependent qualifying child must (1) be the natural or adopted son, daughter or stepchild of the employee, (2) have the same principal abode as the employee for over half the year, (3) be under age 19 at the end of the year, or if a full-time student, under age 24 at the end of the year, and (4) not provide more than half his or her own support. Employee's siblings, stepsiblings, grandchildren and other IRS defined qualifying relatives are not eligible to receive tuition benefits. (See IRS Publication 501 for dependency tests and further definitions.)

TUITION EXCHANGE POLICY

(policy updated 5/2005)

Salve Regina University is part of the Tuition Exchange Plan (TEP), a non-profit organization which provides a method of allowing qualified dependents of employees to participate in full scholarships at other TE institutions.

The program is based on a balanced “import/export” system, in which we must “import” as many students as we “export,” in order to continue to offer these scholarships. The number of students the University may export into the TEP each year is dictated by TEP regulations and the current import credit balance.

EXPORT GUIDELINES-EMPLOYEE ELIGIBILITY

To be eligible for the TEP, the student/applicant must be the dependent qualifying child* of a full-time employee at the University. TEP does not allow this program to be granted to nieces or nephews. The University must have employed the employee in a full-time position for at least five full years by the first of September in the year in which the dependent qualifying child* has begun receiving the TEP scholarship benefits. The President reserves the right to determine the eligibility requirements of Senior Administrators and Deans.

SCHOLARSHIP SELECTION PROCEDURE

- If the number of qualified student applicants is less than or equal to the number of scholarships available, all applicants are accepted, as long as they meet all other criteria.
- If the number of qualified student applicants exceeds the number of scholarships available, eligible Senior Administrators and/or Deans will receive the benefit first. For all other employees, seniority as members of the full-time faculty or staff (excluding leaves of absence) will be the determining factor. Seniority will be reduced by ten years for employees who wish to have a second child participate in the program.

If there is a tie in seniority, then the following will occur:

- Tie between Senior Administrator and Dean, Senior Administrator will receive the benefit first. If between two Senior Administrators or two Deans, seniority prevails;
- Tie between two faculty members, rank will prevail, then lottery;
- Tie between two staff members, lottery will be held;
- Ties between faculty and staff members, faculty members will receive the benefit first.

SCHOLARSHIPS AWARDED

Each student is limited to one four-year undergraduate degree through the Tuition Exchange or Tuition Benefit policies. The program is based on a balanced “import/ export” system, in which we must “import” as many students as we “export”, in order to continue to offer

these scholarships. The number of students the University may export into the TEP each year is dictated by TEP regulations and the current import credit balance.

The dollar amount of the scholarships at most member TEP colleges is for full tuition. However, the scholarships may be limited by the importing college to the TEP minimum (for 2005-06: \$22,000.00). It is the responsibility of the student to pay the balance of any tuition and/or room and board, and/or other fees.

Certain TEP member institutions may require some reimbursement towards tuition in addition to the scholarship amount. Financial aid awards (Pell Grants, etc.) may be included by the member institution in determining scholarship awards. Please note that even though a student may be awarded a TEP scholarship from Salve Regina University, it does not guarantee admission to the TEP college/university of their choice (due to import limits, admission standards, etc.) For better acceptance possibilities, it is suggested that the student apply to a few TEP colleges.

TERMINATION, DEATH OR INCAPACITATION OF AN EMPLOYEE

In order for a dependent student to remain eligible for a TEP scholarship, the employee must remain a full-time employee of the University. If an employee retires, or otherwise terminates employment with the University, the student may continue the scholarship only until the end of the semester in progress during which the retirement/termination occurs.

In the event of the death or serious incapacitation of an employee, the dependent student who is already enrolled in a TEP scholarship may continue to enjoy the benefit of enrollment for a total of a four-year scholarship. ("Incapacitation" is defined as a disability due to injury or illness, which prevents the employee from performing each of the material duties of his/her regular occupation. (See SRU long-term disability booklet.)

LIMITATIONS

Admissions: Students must make timely applications and meet regular admissions requirements of the institutions to which they apply.

Academic Performance: Grade reports must be submitted to the University's TEP liaison at the end of each semester as proof of continued eligibility. Students attending colleges under TEP must meet all requirements established at those institutions. All students enrolled in TEP must be recertified each year.

DEADLINES

Applications for TEP scholarships must be filed with the TEP liaison officer by no later than the October 1st immediately preceding the academic year for which the scholarship is desired. Any late applicants will be ranked by the date applications are received by the TEP liaison officer, but below any students who have applied prior to October 1st. Any student granted a TEP award must submit written acceptance of the award to the Human Resources Office no later than April 15th. The student must also submit a copy of the letter of acceptance from the participating institution. Any student not meeting this requirement will forfeit the award to an alternate. The TEP liaison officer at Salve Regina University is the Assistant Director for HR and Benefits.

*A dependent qualifying child must (1) be the natural or adopted son, daughter, stepchild of the employee, (2) have the same principal abode as the employee for over half the year, (3) be under age 19 at the end of the year, or if a full-time student, under age 24 at the end of the year, and (4) not provide more than half his or her own support. Employee's siblings, stepsiblings, grandchildren and other IRS defined qualifying relatives are not eligible to receive tuition exchange benefits. (See IRS Publication 501 for dependency tests and further definitions.)

RETIREMENT

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

Employees over 21 are eligible for participation following two years of service (minimum of 1000 hours per year) either at Salve Regina or a higher educational institution immediately prior to joining the University. The University contribution is equal to 8% of an employee's salary up to \$46,560 (indexed to inflation year to year) in July 2005 and 10% on any salary above \$46,560. Employees are encouraged to make optional tax-deferred contributions for additional retirement security.

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/CREF, VALIC, 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.

LEAVE

SICK LEAVE

Sick time is provided to eligible staff. Employees who are temporarily incapacitated are required to call in and talk directly to their supervisor.

Full-time staff are allowed one (1) sick day for each month of service.

Those who work during the academic year, but not in the summer, are allowed sick time at the same accrual rate, but only for actual months worked. Part-time staff are allowed pro-rated sick days. Sick hours are credited bi-weekly.

An employee may use up to four (4) of his/her accumulated sick days per fiscal year for a family-related illness. (Family is defined here as spouse, child or parent only.) If more than four (4) days per fiscal year are needed for a family illness, the staff member must use accumulated personal or vacation days.

Sick days are not available to staff who are in their orientation period. They start to accrue during the pay period that follows the completion of the orientation period and are not retroactive to date of hire.

Staff who take three or more consecutive sick days may, at the University's discretion, be required to furnish medical verification.

Employees hired after July 1, 1998 are limited to 120 days of accumulated sick leave. Those hired prior to that date may, as in earlier policy, accumulate unlimited sick leave.

Staff are not compensated for unused sick days when they leave the University. However, for employees hired prior to July 1, 1998, a benefit was established to enable those who retire at 55 or over and who have ten years of service to redeem up to 60 unused sick days. Days must be used immediately before retirement and in the same fiscal year. During retirement sick leave, staff retain full benefits.

<u>Years of Service</u>	<u>Sick Days Available for Retirement</u>
10	30
11	33
12	36
13	39
14	42
15	45
16	48
17	51
18	54

19	57
20	60
20+	60

Staff 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.

During such 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 accrued University sick, vacation, or personal leave being used.

For additional information on leave for medical reasons, (see Family and Medical Leave Act (FMLA) on page 34.)

VACATIONS

Vacations provide 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 time is accrued bi-weekly with the amount determined by an employee's date of hire as follows:

NONEXEMPT:

YEARS OF SERVICE	VACATION DAYS PER YEAR
Less than 5	10
5 through 9	15
10 +	20

EXEMPT:

YEARS OF SERVICE	VACATION DAYS PER YEAR
Less than 5	15
More than 5	20

Part-time staff, who work at least 20 hours per week, and those who work less than five days per week, receive prorated vacation time. All accruals are based on regular weekly hours.

Staff request vacation and sick leave on the Request for Vacation/Sick Day's Form, which is forwarded to the Payroll Office after approval by the supervisor. Employees must schedule vacation time in advance, and all time requested must be approved by supervisors, who will work with employees to provide the vacation time requested but, who have the right to disallow time off if the time is deemed to be detrimental to the department or University functioning. Staff must use all accumulated vacation and personal time before requesting time off without pay.

Staff who work during the academic year, but not in the summer, accrue vacation time for the months they actually work. It is to be used during the school year when the University is not in session (i.e. Thanksgiving, Christmas, and semester break).

Staff with schedules that correspond with the school calendar (i.e. no work during spring or intersession break, etc.) do not accrue vacation days.

Vacation days are not accrued by new staff during their orientation period nor are they retroactive to the date of hire. Terminating staff are paid for unused vacation days which may not exceed twice the year's accrual.

Vacation time is to be used each year by June 30th. However, when necessary, on July 1 staff may carry forward vacation days equivalent to the number they earn each year and forfeit the excess. (Ex: Employees who earn 10 days a year may carry 10 days into the new fiscal year.)

PERSONAL DAYS

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

New staff earn personal days as follows:

DATE OF HIRE	NUMBER OF DAYS
July 1 to October 31	Two
November 1 to February 28	One
March 1 to June 30	—

HOLIDAYS

Federal/State Observed:

New Year's Day	Labor Day
Martin Luther King Day*	Columbus Day
Presidents' Day	Veterans Day*
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day
Victory Day	* Postponed to Christmas week

President's Days:

Good Friday and Thanksgiving Friday
 Designated days during December Break
 Closed Christmas Eve through New Year's Day

Full-time staff members receive compensation for these official University holidays and President's days. To receive holiday pay, staff members must either work one day before and after a holiday, or be on authorized paid leave. (FOR INFORMATION ON COMPENSATION FOR WORKING ON THESE DAYS, SEE PAGE 19.)

If the academic schedule requires that the University be open on an official holiday, Salve Regina reserves the right to give employees a replacement day off instead of the actual holiday.

Regular part-time staff members are paid only for holidays that fall on their regular workday. Other part-time staff members working less than 20 hours per week are not eligible for paid holidays or President's holidays. (FOR FURTHER INFORMATION ABOUT HOLIDAYS AND PAYMENT, SEE SECTION ON OVERTIME ON PAGE 19.)

CHRISTMAS BREAK

Postponement of staff observance of the Martin Luther King and Veterans Day holidays, coupled with the Christmas and New Year's holidays and "President's Days," will enable the University offices to be closed each year from Christmas Eve through New Year's Day.

FAMILY AND MEDICAL LEAVE ACT

(policy updated 11/2005)

The federal Family and Medical Leave Act of 1993 (FMLA) was passed on February 5th and became effective on August 5th of that year. In addition, Rhode Island state law supports the unpaid leave for up to thirteen weeks in a twelve-month period measured forward from the date when an employee's FMLA leave begins.

ELIGIBILITY

Staff entitled to FMLA benefits must be employed at Salve Regina for at least 12 months and work a minimum of 1,250 hours during the prior 12-month period. Staff and spouses who work at the University are entitled to a combined total of thirteen workweeks of family leave. Employees must submit a written request for FMLA benefits to supervisors with a copy to the Human Resources Office. Human Resources will furnish appropriate US Department of Labor FMLA forms and complete the Response to Employee Request form for Family or Medical Leave Form available in Human Resources.

TYPES OF COVERAGE

Parental Leave: For birth, adoption or foster child placement. For care of a child under 18 and children over 18 who are incapable of self-care.

Leave for birth or adoptive placement must conclude within twelve months.

Family Leave: For assistance with the medical care of the following immediate family members:

- Spouse: a legal husband or wife (an unmarried domestic partner is not a spouse).
- Child: a biological child, a stepchild, a legally-adopted child, a foster child (pursuant to agreement with state), a legal ward or a child for whom you retain legal day-to-day responsibility.
- Parent: a biological parent, a person who was your legal guardian when you were a child, a parent-in-law.

Medical Leave: For a serious health condition that renders an employee unable to work. It must include at least one of the following:

- An overnight hospital stay
- A work absence longer than three days and continuing treatment* or supervision by a health-care provider
- Continuing treatment* or supervision by a health-care provider for a chronic or long-term condition that is either incurable or likely to result in incapacitation for more than three days.
- Treated prenatal care.

School Leave: Under Rhode Island law, amended in June 1999, a total of ten (10) hours of unpaid leave within a twelve-month period, may be used to attend school conferences or other school-related activities for a child of whom the employee is a parent, foster parent or guardian.

Health conditions, not covered by FMLA, include typical cold and influenza, (even if staff are absent from work for more than three days) except when the condition warrants a doctor, clinic, or emergency room visit and follow-up. Non-incapacitating chronic conditions, such as minor dermatological, orthopedic, or dental problems, do not qualify for FMLA coverage.

*Continuing treatment, except with chronic illness, generally requires at least one visit to a health-care provider followed by a prescribed

treatment program. (Medication over a period of time is considered to be a treatment program as are two separate visits to a health-care provider.)

LENGTH OF LEAVE

Staff may have a legal right under FMLA to twelve (12) weeks leave in a 12-month period. Under RI state law, staff may take thirteen (13) weeks within a two-year period. For the purpose of this policy these entitlements are concurrent. When both staff and spouse are employed at Salve, they are entitled to a combined total of thirteen workweeks of leave for parental or family leave in a twelve-month period. The twelve-month period is measured forward from the date when an employee's FMLA leave begins.

INTERMITTENT LEAVE

When an employee or family member is seriously ill, FMLA leave for one illness is sometimes taken in separate blocks of time, generally for doctor appointments or periodic treatment such as physical therapy or chemotherapy. Reduced-schedule leaves are requested by health-care providers and involve fewer daily or weekly work hours. Staff may require a temporary transfer to another position with equal pay and benefits. The leave is prorated toward statutory entitlement and is not available for birth, adoption or foster care.

LEAVE AFTER FMLA EXPIRES

Staff, who want to extend FMLA leave beyond what is permitted, may apply for Personal Leave by submitting a written request to the Human Resources Office at least two weeks before the FMLA leave expires. The request, which must include the reason for extension and a specific return date, requires both supervisor and senior administrator approval. Granted leave does not guarantee employees positions when they are ready to return to work, although the University will make an effort to place them in the same or similar positions. Personal Leave is unpaid unless it is a result of medical disabilities and accrued benefits are still available. Health and/or dental insurance may be continued while on personal leave, at the employee's expense for a period of up to 18 months, through the COBRA law.

BENEFITS WHILE ON FMLA LEAVE

The University pays its share of health insurance premiums up to thirteen (13) weeks per the 12-month period while staff is on leave.

The University retains the right to deduct the employee's share of health insurance premiums from paychecks during, or at the end of, FMLA leave. It may, with a thirty-day notice, cancel the insurance of

employees on leave who do not pay their share of premiums. (When this occurs, staff retain insurance rights under COBRA.)

Employees, who do not return to work at the end of authorized leave, are liable for all University health-premiums paid on their behalf during leave unless failure to return is due to:

- a continuing recurrence
- another serious health condition (whereby employees are entitled to FMLA leave) *or*
- circumstances beyond their control.

The University may make deductions from paychecks and/or pursue collection.

USING PAID VACATION, SICK OR PERSONAL DAYS WHILE ON FMLA LEAVE

Parental FMLA Leave: When a female employee takes parental leave to deliver a baby, using the RI TDI Guidelines, she may use up to six (6) weeks of accrued sick time. After the first six weeks, vacation and personal time must be used, after which time the leave will be unpaid.

The other parent taking parental leave must use accrued vacation and personal time while out and may not use sick leave. If vacation and personal time is not available or after it has been used, the balance of the FMLA leave will be unpaid.

Family FMLA Leave: If available, four (4) accrued sick days may be used. Thereafter, employees must use all accrued vacation and personal time during leave, after which time the balance of the leave will be unpaid.

Medical FMLA Leave: Employees who are out of work for their own medical condition and are receiving temporary disability or workers' compensation payments have the option of whether or not to use accrued sick, vacation and/or personal time while out after satisfying the applicable waiting period. Use of accrued sick leave (or, if not available, then accrued vacation and/or personal leave) is required for the waiting period (5 working days for TDI; 3 days for WC). If accrued time is not available for the waiting period, the leave will be unpaid.

If an employee is out on Medical FMLA leave and not eligible to receive temporary disability or workers' compensation benefits, they must use accrued sick leave. After sick leave is exhausted, vacation and personal time must be used. When all accrued leave has been used, the balance of the FMLA leave will be unpaid.

FUNERAL LEAVE

The University grants all staff up to three (3) days of paid leave upon the death of a parent, guardian, sibling, spouse, child, parent-in-law, daughter-in-law, son-in-law, or grandchild. One (1) day leave is granted to attend the funeral of an aunt, uncle, grandparent, niece, nephew or brother/sister-in-law.

Staff are expected to arrange funeral leave directly with supervisors and may, with permission, augment it with accrued vacation or personal days.

MILITARY RESERVE LEAVE

Employees required to participate in military training, as members of the Armed Forces Reserve or National Guard, must notify supervisors at least thirty (30) days prior to that leave. Supervisors then inform the Director of Human Resources. Staff receive regular paychecks for up to two (2) weeks of leave each calendar year. The absence is noted on their pay stub as "Vacation Leave," however; vacation hours and other staff benefits actually remain unaffected.

Upon return to the University, employees submit a copy of the military payment voucher to the Payroll Office and receive the difference between military and University pay. Adjustments are made to paychecks and vacation hours are reimbursed on the next pay date.

LEAVE OF ABSENCE

A *leave of absence* at Salve Regina is an unpaid period of time away from the University for professional growth, personal needs or enrichment, or academic study that leads to a terminal degree. (For leaves due to medical reasons, refer to Family and Medical Leave Act, page 34). It is usually granted for up to three (3) months. In unusual circumstances, however, it may be approved for up to one (1) year.

Staff may participate, at their own expense, in University Group Health and Dental insurance plans for up to eighteen (18) months through COBRA and may be covered on the University's Long-Term Disability plan until the end of the month following the month in which the leave of absence begins. Group Life Insurance ends when leave begins. Special retirement program arrangements may be made by the employee.

Leaves of absence do not count toward years of service or accrual of either Vacation or Sick Leaves.

All full-time staff are eligible, at the University's discretion, except for leaves provided under applicable state or federal law. Length and

quality of service, attendance, likelihood of continued University employment, reason for the leave, and departmental needs are considered when deciding whether it will be granted. A written request to the supervisor must include:

1. Evidence of eligibility
2. Evidence that leave will increase individual effectiveness, produce academically or socially useful results or meet personnel needs. (A detailed rationale to justify the request.)
3. If leave is for study, a full description of the program
4. Statement of intent about returning to the University.

Requests must precede proposed leave by the following number of days: 90, for professional, 30, for personal and 14, for FMLA. Supervisors, Directors/Deans/Vice-Presidents coordinate the procedure by sending the request and recommendations to the Director of Human Resources who forwards it to the President for a final decision. Staff receive written notification of the decision.

If the leave is granted, both employee and an administrative officer sign a mutually agreed-upon statement that details the employee's plan to return to the institution or to follow another arrangement. All proceedings are confidential.

LEAVE FOR PRIVATE REASONS

Unpaid leaves of absence for private reasons/good cause are granted directly by the President. For guidelines regarding an unpaid Leave of Absence for less confidential reasons, see the previously stated policy.

When personal leave is granted, it is understood that staff use all of their vacation days at the beginning and that at the end of the leave there is no guarantee they will be returned to the same position. Those who do not return by the agreed-upon date are considered to have voluntarily resigned.

LEAVE FOR JURY AND WITNESS DUTY

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 the Department Director 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 pm, 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.

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.

INVOLUNTARY TERMINATION

The University retains the right to dismiss employees at any time, with or without cause, at its sole discretion and option. Ordinarily, termination without cause occurs when there is a reduction of the work force or elimination of a position.

In such cases, staff are entitled to two weeks severance pay and continuation, at their own expense, of University health and dental plans under COBRA provisions.

RESIGNATION

Resignation refers to a staff member’s voluntary decision to end University employment. Employees are required to submit written notice of the decision to supervisors and the Director of Human Resources as soon as possible but no later than two weeks or ten working days before leaving.

These employees are entitled to all earned pay, including accrued vacation pay. When possible, Deans, Directors and supervisors are asked to provide 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 a forty-hour work week at the employee’s straight time rate or salary.

EXIT INTERVIEW

The Human Resources Office 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 college

materials and to try to respond to any questions the employee may have.

OTHER SERVICES

AFTER HOURS BUILDING ACCESS

Senior administrators may provide the Security Office with a list of staff and faculty who are authorized to enter their office/Ochre Court after normal building hours. Those who authorize after-hours use should notify Security by telephone and state individual names, positions and times in specific buildings. Student permission should be restricted to specific dates and times.

Those who enter secured buildings may need to show University identification. Those permitted after-hours use must secure exterior doors upon arrival and notify Safety and Security at ext. 5500 to indicate where they will be. When leaving, notify Security; turn off lights and equipment, close windows and lock doors.

AFTER HOURS BUILDING USE

To protect Salve's community and property, the Office of Safety and Security monitors buildings after hours and logs pertinent information.

Normal building hours:

Monday through Friday

Ochre Court 7:30 am - 5 pm

All other buildings 7:30 am - until scheduled closing

Saturday and Sunday

Library See current schedule

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 administrators, 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.

BUILDING USE

Staff who want to reserve specific University facilities may direct their requests as follows:

Classrooms: For credit-bearing classes, Registrar Office, ext. 2335

Internal requests: Conference & Events Office, ext. 2460

External requests: Conference & Events Office, ext. 2460

Outside agencies and individuals, or staff acting on their behalf, are to direct written requests for facilities use, including weddings at Salve to the Conferences & Event Office, in Ochre Court, at ext. 2460. Events that require University facilities use are listed on the Resource25 event scheduler. Salve events take precedence when events are scheduled.

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 Business and Financial Affairs.

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 Wakehurst's Global Café, O'Hare's Jazzman Cafe and in Miley Hall Cafeteria. Food may be purchased with either cash or a prepaid Salve Regina University ID card.

CAREER DEVELOPMENT

Career Development Office services are available to staff and their families.

DESIGN SERVICES

For an overview of the University publishing process.

(SEE APPENDIX E.)

EXTERNAL QUESTIONNAIRES

The Director of Institutional Research has overall responsibility for prompt and consistent handling of external questionnaires. Offices that receive questionnaires are asked to send them to Institutional Research for completion, supervision and mailing.

When applicable, the President will review the completed report no later than one (1) week prior to the deadline. Informational copies of all questionnaires are filed in the Office of Institutional Research.

FACILITIES MANAGEMENT

The Office of Facilities Management coordinates and is responsible for plant maintenance and development and grounds. Staff are asked to cooperate with the department by:

- reporting directly when academic facilities need emergency repair.
- 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 a Financial Aid Office 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.

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.

FUNDRAISING

Any group or individual fundraising project that uses the University name must receive prior written approval from Salve Regina's President. All staff requests should be submitted to the VP for Institutional 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.

GENERAL OFFICE

Salve Regina's Xerox Copy Center, located on the lower level of McKillop Library, is open and staffed from 7:30 am to 4:30 pm Monday through Friday. It provides copying, duplicating, laminating, cutting, folding, GBC binding services and University office supplies.

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. (See Appendix E for more information.)

HEALTH SERVICES

Established primarily for students, the Health Services Office, 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 and physicians 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 Security Office, located in Tobin Hall.

Cards are updated periodically. The ID cards can also be used as stored-value cards for purchases on campus. They also provide access to certain buildings.

INFORMATION TECHNOLOGY

For an overview of the Information Technologies office including Information Systems, Network Services, Telecommunications, Network Computing and University Computer Labs, (SEE APPENDICES D & F.)

LIBRARY

Staff with a valid Salve ID may borrow materials from the McKillop Library.

Interlibrary loan: Books and periodicals unavailable in the Library may be requested through interlibrary loan. Borrowers should allow at least two weeks for delivery.

Archives: Salve Regina's archives on the Library's third floor are the official repository for University historical materials. The archives contain documents, correspondence, publications, yearbooks, Report from Newport, programs from student and alumni activities and background on campus buildings.

LITURGIES

Staff and their families are welcome to attend liturgies throughout the year in the Ochre Court Chapel. Please contact the Campus Ministry Office at extension 2326 for the Mass schedule.

MAIL SERVICES

The Mailroom, on the lower level of McKillop Library, is open 8 am to 5 pm Monday through Friday. To avoid unnecessary delays, outgoing mail should be received by 4 pm daily, conform to University standards and include zip codes, sender's name and the Salve return address. Outgoing mail should be designated first class, educational materials, library rate, etc. A content list and the package value should accompany international mail.

OFF-CAMPUS FACILITIES

When necessary, the University leases outside facilities, such as satellite campus locations, for instruction. Undergraduate Department Chairs and Graduate Directors submit requests (and information about places that may have facilities) to the Academic Vice President. Approved requests are handled by the Vice President for Business and Financial Affairs who works with the provider and the Department Chair.

PARKING AND REGISTRATION

Staff who want to use on-campus parking facilities, must register their vehicles with the Office of Safety and Security. A \$5 fee is charged for one car. Annual re-registration is at University expense. A decal is provided for the left inside corner of the car rear window. If a different vehicle is brought to campus during the calendar year, a \$2 processing fee is charged.

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 Safety and Security is authorized to tow cars, at owner's expense, that are on University property and in violation of posted parking signs and these regulations.

PUBLICITY/ADVERTISING

Publicity about University people and programs is generated through the Office of Public Affairs. News and features about administrators, staff, faculty and students are regularly sent to area print and broadcast media. Media advertising that promotes courses, cultural events, public programs, undergraduate and graduate recruitment is also provided by the staff. The office schedules photographers to cover University events. Departments with specific ideas and requests are encouraged to contact the Director of Communications.

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 2950.

SAFETY AND SECURITY

The Office of Safety and Security, located in Tobin Hall, (ext.5500) operates 24 hours a day, seven (7) days a week to protect the University community. The Director and staff safeguard all campus buildings and monitor parking facilities.

TELEPHONE SERVICE

All campus offices may be direct-dialed. Campus directories are produced and distributed annually to all departments.

(SEE APPENDIX G, UNIVERSITY-GENERATED TELEPHONE BILLS)

UNIVERSITY CANCELLATIONS

University Closing/Class Cancellations or Delays/Office Closings

In emergencies, the Academic Vice President announces cancellations or delays using one of the following messages:

Announcement 1

Classes are cancelled. Offices are open. All staff report to work.

Announcement 2

Classes are delayed. Classes will begin at ___ am. All staff should report to work by ___ am.

Announcement 3

Classes scheduled after ___ pm are cancelled. Staff at work will be notified internally by telephone about early office closings.

Announcement 4

The University is closed. Only essential personnel need to report to work. (This announcement is only made when road conditions are so hazardous that the general public is advised not to drive.)

Staff are asked to call the University for announcements. In addition, authorized announcements are usually broadcast over the following stations and channels. Updated lists may be found in current Fall and Spring registration booklets.

<i>Radio</i>	Newport	WADK AM 1540 WOTB FM 99.3
	New Bedford	WCTK FM 98.1 WNBH AM 1340
	Providence	WPRO AM 630 WHJJ AM 920 WLKW AM 790 WPRO FM 92.3 WWLI FM 105
	Westerly	WERI FM 98.3 WWRX 103.7 WHIM AM 1520
<i>Television Providence</i>		<i>WPRI-TV CH 12</i> <i>WJAR-TV CH10</i> <i>WLNE-TV CH 6</i>

UNIVERSITY-SPONSORED TRIPS

University-sponsored student, faculty or staff trips are announced in official Salve Regina publications and sanctioned by senior administrators 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 nonsanctioned 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.

VEHICLES USED FOR BUSINESS

Salve carries \$1M in auto liability insurance for University-owned or rented and employee vehicles, when used for Salve Regina business.

Staff involved in accidents, when on University business, must use their own insurance for repairs since personal or commercial collision and comprehensive coverage remain with the vehicle. Staff who loan personal vehicles to other employees or students must use their own insurance if there is a claim.

APPENDIX A

GRIEVANCES

DEFINITIONS

Grievance: A cause for complaint that arises from a disagreement that may include, but not be limited to, contracts, staff disputes with faculty, administrators, other staff or students.

Complainant: Person requesting a hearing from the Grievance Committee.

Grievance Committee: Three-full-time employees, not members of the complainant's department, who will hear the grievance and make recommendations. One person is chosen by the complainant, one by the defendant, and one is mutually agreed upon by both.

PROCEDURES

A written petition for a formal hearing is to be submitted to the Director of Human Resources no later than thirty days after the alleged injustice is known by the complainant. It shall describe the nature of the grievance, state against whom it is directed and describe the informal attempts that have been made to resolve the problem.

The defendant selects one staff member and the complainant a second from a list of current staff. A third member mutually chosen by complainant and defendant is accepted by both parties. The Director of Human Resources notifies those selected for the Committee in writing. The chair is mutually chosen by the members. After the Committee is formed, there should not be any communication about the grievance among the Committee, complainant or defendant except at the hearing.

Complainant, defendant and/or their representatives may be present during the oral testimony of witnesses. They may address the Chair for clarification but may neither address the committee nor vote. The complainant may identify all witnesses who support the grievance and the defendant may present witnesses who defend it. The Committee listens to arguments, testimony, reviews issues and may call additional witnesses as needed. After concluding written and oral testimony, the Committee goes into deliberations and makes nonbinding recommendations.

A hearing summary that includes committee recommendations is sent as a memorandum to the Director of Human Resources for final acceptance, modification or rejection. If the Director is party to the grievance, the sealed summary is directed to the President for final action. A copy is made available to both complainant and defendant upon request.

APPENDIX B

SEXUAL HARASSMENT POLICY

Salve Regina University is an independent institution of higher learning, in the Catholic tradition, which has a zero-tolerance policy towards sexual harassment. Salve Regina University is committed to providing a learning and work environment where women and men coexist comfortably and productively, free from sexual harassment. Such behavior is illegal under both state and federal law – and will not be tolerated at this University.

This policy applies to all members and phases of the Salve Regina University community – including students, faculty, administration and staff, recruiting, testing, hiring, upgrading, promotion or demotion, transfer, layoff, termination, rates of pay, benefits and selection for training, sports teams, travel or social events.

PROHIBITED BEHAVIOR AT SALVE REGINA UNIVERSITY

Prohibited sexual harassment includes unsolicited and unwelcome contact that has sexual overtones. This includes:

1. Unwelcome sexual advances,
2. Requests for sexual favors,
3. Other verbal or physical conduct of a sexual nature,
4. Situations in which benefits are granted or withheld based on submission to or rejection of unwelcome requests or conduct, based on a statutorily protected characteristic, such as sex.
5. Situations in which the University environment is sexually hostile or oppressive to members of the University because of the actions of co-workers, supervisors, students or other members of the Salve Regina University community.
6. Written contact, such as sexually suggestive or obscene letters, faxes, E-mail, notes, invitations, etc.,
7. Verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits, sexual propositions,
8. Physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, coercing sexual intercourse, and
9. Visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters or magazines.

Sexual harassment also includes continuing to express sexual or social interest after being informed that the interest is unwelcome and using sexual behavior to control, influence or affect the studies, career, salary or University environment of another member of the Salve community.

It is impermissible to suggest, threaten or imply that failure to accept a request for a date or sexual intimacy will affect one's prospects for advancement. For example, it is forbidden either to imply or actually withhold support for an appointment, promotion, or change of assignment, or suggest that a poor performance report or grade will be given because an employee or student has declined a personal proposition.

Also, offering benefits, such as promotions, favorable performance evaluations, better grades, favorable assigned duties or shifts, recommendations or reclassification in exchange for sexual favors is forbidden.

HARASSMENT BY NON-EMPLOYEES

In addition, Salve Regina University will take all reasonable steps to prevent or eliminate sexual harassment by non-University community members who are likely to have contact with members of the Salve Regina University community within the workplace.

MONITORING

Salve Regina University shall take all reasonable steps to see that this policy prohibiting sexual harassment is followed by all students, employees, supervisors and others who have contact with our University community members. This prevention plan will include training sessions, ongoing monitoring of the University, and a confidential survey to be conducted and evaluated at least annually.

DISCIPLINE

Any student, staff member, faculty, administrator or employee found to have violated this policy shall be subject to appropriate disciplinary action, including warnings, reprimand, suspension, expulsion or discharge, according to the findings of the complaint investigation.

If an investigation reveals that sexual harassment has occurred, the harasser may also be held legally liable for his or her actions under state or federal anti-discrimination laws, or in separate legal actions. Salve Regina University reserves the right to pursue all indemnity claims against the harasser for damages suffered by the University because of the harasser's proven conduct.

RETALIATION

Any member of Salve Regina University bringing a sexual harassment complaint or assisting in investigating such a complaint will not be adversely affected in terms and conditions of education or employment, or discriminated against or discharged because of the complaint. Complaints of such retaliation will be promptly investigated and punished.

COMPLAINT PROCEDURE AND INVESTIGATION

The Director of Human Resources is designated as the contact person for faculty/staff sexual harassment complaints. You may call 341-2135. All complaints of sexual harassment and retaliation for reporting or participating in an investigation shall be referred to the Director of Human Resources, or to a supervisor of your choice, either in writing, by completing the attached Complaint Form, or by requesting an individual interview. All complaints shall be handled as confidentially as possible. The sexual harassment contact person will fairly and promptly investigate and resolve all formal complaints involving violations of this policy and recommend to the Administration the finding and appropriate sanctions to be imposed against proven violators. False complaints intentionally or maliciously brought shall be considered as a policy violation and shall be resolved accordingly. The University's legal counsel may be consulted to further assure that all parties' rights are respected.

TRAINING

Salve Regina University will establish ongoing training sessions for all community members concerning their right to be free from sexual harassment and the procedures available if they are harassed.

A copy of this policy will be distributed to all University community members and posted in areas where all members will have an opportunity to review it. Salve Regina University welcomes suggestions for improvement to this policy.

The above policy is within compliance of the following agencies:

Rhode Island Commission on Human Rights
10 Abbott Park Place
Providence, RI 02903
(401) 277-2661

Equal Employment Opportunity Commission
1 Congress Street, 10th Floor
Boston, MA 02114
(617) 565-3200

These agencies can also be consulted if you require any further information.

APPENDIX C

COBRA: EXTENDED HEALTH INSURANCE OPTION

A federal law called the Consolidated Omnibus Budget Reconciliation Act (COBRA) requires the University to offer covered employees and their covered family members the opportunity to temporarily extend their health coverage at group rates when coverage under the plan would otherwise end due to certain qualifying events.

In addition, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) provides other changes to the COBRA law, which are incorporated herein.

INDIVIDUALS ELIGIBLE FOR CONTINUATION COVERAGE

Employees – Employees covered by the University’s group health plan who lose their coverage because of reduction in hours or the termination of employment (for reasons other than gross misconduct) may have the option to elect continuation coverage.

Spouses and Dependents – Employees’ spouses and dependents who are covered by the University’s group health plan and lose coverage due to any of the following qualifying events, may have the option to elect continuation coverage:

- Employee’s reduction in hours or termination of employment (for reasons other than gross misconduct)
- Death of the employee
- Divorce or legal separation
- Employee’s entitlement to Medicare
- Dependent child ceasing to be a dependent under the terms of the plan

IMPORTANT EMPLOYEE NOTIFICATION REQUIREMENTS AND RESPONSIBILITIES

Under the law, qualified beneficiaries (covered individuals) have the responsibility to notify the Assistant Director for HR and Benefits, in writing, of a divorce, legal separation, entitlement to social security benefits, and/or a child losing dependent status under the terms of the University’s group health plan. This notification must be made within 60 days from whichever date is later, the date of the event or the date coverage would be lost on account of the event. The written notice must identify the qualifying event, the date the qualifying event occurred and the names of the qualified beneficiaries impacted by the qualifying event. If a qualified beneficiary does not notify the

Assistant Director of HR and Benefits within the 60-day period, rights to elect continuation coverage will be forfeited.

Employees should also notify the Assistant Director of HR and Benefits of any changes in their or their qualified beneficiary's legal address.

EMPLOYER NOTIFICATION/ELECTION PERIOD/COVERAGE

Within 14 days after the Assistant Director for HR and Benefits is properly informed of a qualifying event, she will notify all qualified beneficiaries of their right to elect continuation coverage.

Each qualified beneficiary has independent election rights and has 60 days from the later of the loss of coverage date or from the date of notification to elect continuation coverage. If a qualified beneficiary does not elect continuation coverage within the election period allowed, then rights to continue health coverage will end and they will cease to be a qualified beneficiary.

Qualified beneficiaries are offered the same coverage they had on the day before the qualifying event. However, if coverage should change or be modified for non-COBRA participants, then the change and/or modification will be made to COBRA participants as well. Covered employees may elect COBRA continuation coverage on behalf of their covered spouse and covered children.

LENGTH OF COVERAGE

Covered employees, covered spouses and/or covered dependents are eligible for continuation coverage for up to a period of 18 months if any of the following qualifying events occur:

- Termination of employment (for reasons other than gross misconduct)
- Reduction in hours

However, when one of the directly above qualifying events occurs, and the employee became entitled to Medicare benefits less than 18 months before the event, COBRA continuation coverage for qualified beneficiaries other than the employee may last until up to 36 months after the date of Medicare entitlement.

Also, the 18 months of continuation coverage may be extended to a maximum of 29 months if the Social Security Administration determines a qualified beneficiary was disabled according to Title II or XVI of the Social Security Act. The disability would have to have started on the date of the qualifying event or at any time during the first 60 days of continuation coverage and must last at least until the end of the 18-month period of continuation coverage. It is the qualified beneficiaries responsibility to obtain this disability determination from

the Social Security Administration and to provide a copy of the determination to the Assistant Director for HR and Benefits before the original 18 months of COBRA continuation coverage expire and within 60 days of the later of (1) the date of the Social Security Administration determination, (2) the date on which the qualifying event occurs, or (3) the date on which the qualified beneficiary loses coverage. It is also the qualified beneficiaries responsibility to notify the Assistant Director for HR and Benefits within 30 days if a final determination has been made that they are no longer disabled.

Another extension of the 18- or above-mentioned 29-month continuation period can occur if during the 18 or 29 months of continuation coverage a second qualifying event occurs. If a second qualifying event occurs, coverage may be extended to 36 months from the date of the original qualifying event date for eligible dependent qualified beneficiaries. If a second qualifying event occurs, it is the qualified beneficiary's responsibility to notify the Assistant Director for HR and Benefits, in writing, within 60 days of the second event and within the original 18 or 29 months of continuation coverage. In no case, however, will continuation coverage extend beyond three (3) years from the original qualifying event date.

Covered spouses and dependents are eligible for continuation coverage for up to a period of 36 months if any of the following qualifying events occur:

- Death of the employee
- Divorce or legal separation
- Employee's entitlement to Medicare
- Dependent child ceasing to be a dependent under the terms of the plan

ELIGIBILITY, PREMIUMS AND CONVERSION RIGHTS

A qualified beneficiary does not have to show that he/she is insurable to elect continuation coverage. However, they must have been actually covered by the plan on the day before the qualifying event date in order to be eligible for continuation coverage.

The monthly cost for continuation coverage is equal to the conventional insurance premium plus an additional 2% administrative charge may be added. These premiums will be adjusted during the continuation period if the applicable premium amount changes. In addition, if continuation coverage is extended from 18 to 29 months due to a Social Security disability, the University can charge up to 150% of the applicable premium during months 19 through, and including, month 29.

Once a qualified beneficiary has elected continuation coverage, he/she has 45 days from the date of election to pay the initial premium. Thereafter, premiums are due on the first of each month. Conversion to an individual plan through the University's group health plan at the end of the 18, 29 or 36 months of continuation coverage is currently not available.

TERMINATING EVENTS FOR CONTINUATION COVERAGE

The law provides that continuation coverage will end on the earliest of any of the following dates:

- If the University ceases to provide any group health plan to any of its employees.
- If the required monthly premium is not paid within the time period allowed.
- On the date a qualified beneficiary becomes covered under another group health plan that does not contain any exclusion or limitation with respect to any preexisting condition of such beneficiary other than such an exclusion or limitation which does not apply to, or is satisfied by, such beneficiary by reason of the Health Insurance Portability and Accountability Act (HIPAA).
- The date, after electing continuation coverage, the qualified beneficiary becomes entitled to Medicare.
- A qualified beneficiary extended continuation coverage to 29 months due to a Social Security disability and a final determination has been made that the qualified beneficiary is no longer disabled.
- A qualified beneficiary notifies the Assistant Director for HR and Benefits, in writing, that he/she wishes to cancel continuation coverage.
- The date a qualified beneficiary reaches the maximum allowed period to be covered under the COBRA law.

CONTACT INFORMATION

Written notices and questions concerning COBRA continuation rights should be addressed to the Assistant Director for HR and Benefits in the University's Office of Human Resources.

Additional information about employee rights and obligations under ERISA, including COBRA, the Health Insurance Portability and Accountability Act (HIPAA), and other laws affecting group health plans may be found at www.dol.gov/ebsa.

APPENDIX D

COMPUTER AND NETWORK USE POLICY

Introduction

Salve Regina University is dedicated to the mission of “seeking wisdom, promoting universal justice and through teaching, research and community service to work for a world that is harmonious, just and merciful.” In support of this mission, the university provides access to information technology resources (including computer networks and computer equipment) to its faculty, student, staff and other members of the university community. 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.

GENERAL PRINCIPLES

The information technology resources are to be used exclusively to further the mission of the University. All members of the university community have the obligation to use these resources in a manner consistent with this goal.

The University’s information technology resource is a finite, shared resource of its community worthy of respect. As such, the University expects each member of the community to use these resources responsibly, ethically and to comply with the Policy, relevant laws and contractual obligations to other parties.

The use of these resources is a privilege. If a member of the community fails to comply with the Policy or relevant laws or contractual obligations, that member’s privilege may be revoked.

Members of the University community should seriously bear in mind that their use of the University’s resources contributes to the perception that the public at large has of the University. In addition, each time a member of the University community uses these resources (such as sending email) in relation to non-University persons or entities that member is identified as belonging to the University community. As such, everyone should use these resources consistent with the freedom of expression but without compromising the integrity and the well-being of the University.

COMPUTER ACCOUNT AND REVOCATION PROCEDURES

All members of the University community are provided with a network username and password upon their enrollment in a course or the start of their employment. Access to the University’s network system may be revoked temporarily or permanently if one’s information technology related behavior or use of one’s network account falls within one or more of the following circumstances:

1. Behavior that constitutes a violation of a University policy or code, including this Policy;
2. The use of the Internet or the University’s computer network and associated resources for one’s own commercial gain, or for commercial purposes not officially sanctioned by the University. Your use of your account constitutes acknowledgement and acceptance of all published rules and regulations regarding the network, including this Policy.

3. In relation to protecting students' financial information it is unlawful to share your User ID on the U.S. Department of Education's National Student Loan Data System (NSLDS). Data maintained in NSLDS is confidential and protected by the Privacy Act of 1974, as amended. Sharing your NSLDS User ID on the U.S. Department of Education's NSLDS System is a *serious system security violation*.

The sharing of NSLDS User IDs and passwords is a violation of the Rules of Behavior and will result in the individual, and potentially the school and/or servicer, permanently losing access to NSLDS. Only the individual to whom the User ID and password are assigned can use the User ID to access NSLDS on-line. Each individual is responsible for protecting his or her access and the data in NSLDS.

At no time should an individual be asked to provide their NSLDS User ID and/or password to anyone. This includes the employee's supervisor or management. Individuals who are asked to provide their NSLDS User ID and/or password to anyone should contact the NSLDS Customer Service Center immediately.

System Security Violations of this type can cause a permanent user revocation on the NSLDS System.

4. Involvement in violation of federal or state law or criminal activity

Your use of your account constitutes acknowledgement and acceptance of all published rules and regulations regarding the network, including this Policy.

Freedom of expression and an open environment within which to pursue scholarly inquiry and to share information are encouraged and supported at the University.

While the University rejects censorship, behavior that constitutes misconduct will not be protected. Such behavior includes, but is not limited to use of, the University's information technology resources in connection with child pornography, harassment of any kind, copyright infringement, theft, unauthorized access and other violations of the law.

PRIVACY

Members of the University community are entitled to privacy in their use of information resources. Each user number, login name, account name, or any other username and associated password belongs to an individual or a department. No one should use a user number, login name, any username or account name and password without explicit permission from the owner. No one should use aliases, nicknames, pointers, or other electronic means to attempt to impersonate, redirect, or confuse those who use the information resources. Each member of the University community shall accept the burden for the responsible use and dissemination of his or her user number, login name, username and account name and password and is further responsible for any authorized use of one's account.

The University, to fulfill its responsibility to the academic community, reserves the right to monitor periodically the activities on its network system. Further, the University may be subject to subpoena or other lawfully mandated legal process related to unlawful use or other violations which will subject the entire network or individual accounts to outside monitoring.

INTELLECTUAL PROPERTY

The University expects all members of its community to respect the property of others and to be aware of how intellectual laws, regulations and policies that apply to the electronic environment. In this regard, all personnel should be familiar with the University's copyright policy, the Faculty Manual and the Student's Handbook.

No member of the University community shall use another's material or property in a way that violates copyright law or infringes on the rights held by others. In particular, the unauthorized duplication or use of software that is licensed or protected by copyright is theft.

Members of the University community should recognize that placing their work in the electronic public domain may result in widespread distribution of their work and could jeopardize their rights to that work. One should assume that works communicated through the network are subject to copyright unless there is a specific disclaimer to the contrary.

PLAGIARISM

Plagiarism basically occurs when a person uses someone else's creative work but fails to give that person credit. It also occurs even when a person credits the author but uses his exact words without so indicating with quotation marks or block indentations. It even occurs when a person uses words so close to those in the source, that if the person placed his/her work next to the source, you would see that it could not have been written without the source 'at the elbow.' "Plagiarism constitutes intellectual theft [emphasis added]. Strictly speaking, it is a moral and ethical offense rather than a legal one, since most instances of plagiarism fall outside the scope of copyright infringement, a legal offense. Nevertheless, plagiarism often carries severe penalties, ranging from failure in a course to expulsion from school" (Joseph Gibaldi, *MLA Handbook for Writers of Research Papers*, 5th ed. [New York: The Modern Language Association of America, 1999]: 30).

Given the increasingly widespread use in academia of computer technology and online sources of information, 'plagiarism and the Web' assumes a particularly important moment today. Where plagiarism and the Web runs anywhere from unreferenced electronic sources through e-commerce companies that prepare student papers (even in their own style!) to other companies which can scan papers for possible plagiarism, the task of cultivating *ethical scholars* faces serious challenges. In this respect, every person should consult those sources that devote particular attention to the method of properly referencing electronic sources. In this regard, two sources are currently

in widespread use: Kate L. Turabian, *A Manual ...*, 158-64 and especially Joseph Gibaldi, *MLA Handbook ...*, 158-201.

By adopting this Policy the University recognizes that all its faculty, students, staff and other members of the University community are bound not only by the Policy but also by local state and federal laws related to electronic media, copyrights, privacy and security. Each member of the University community is expected to be familiar with the foregoing laws.

APPENDIX E

UNIVERSITY DESIGN SERVICES

Design Services, on the garden level of McKillop Library, provides graphic design services to the University community. The Office strives to cost-effectively and consistently create, produce and approve all University publications that include posters, brochures, newsletters, flyers, invitations, booklets, programs, tickets, advertisements, forms, applications, manuals and catalogs.

Any printed material sent off-campus must be reviewed by Design Services.

EXTERNAL PRINT NEEDS

Design Services is the central distributing facility for all outside print work, including requests such as business reply and special address envelopes, forms and business cards. The University will not pay for jobs taken off-campus without Design Services approval.

Work that requires outside printing must have a purchase order number and completed requisition to ensure that costs are appropriately charged and departmental funds are available. Requisition questions should be directed to Purchasing. Design Services will make printing recommendations and obtain estimates.

COPY SERVICES

The University Copy Center, on the garden level of McKillop Library, works in conjunction with Design Services to provide reproduction services to the Salve Regina community. This walk-in print facility is available to the entire University community with services that include printing, laminating, signmaking and finishing.

DEPARTMENTAL PROCEDURES

1. Please call the Office Coordinator in Design Services at ext. 2246 to set up an intake meeting for every project.

Designers will meet with clients to discuss job requirements, budget, deadline, purpose of piece, audience, quantity, stock, ink, images, size, printer, etc. Before the job is started, the client must email (Microsoft Word text file) a final and approved document to Design Services for typesetting and/or design. Design Services requires a minimum of ten business days for jobs from initial meeting to final delivery. If the work is to be printed off-site, additional time is needed. PLEASE PLAN ACCORDINGLY.

2. Design Services will typeset and design the piece according to established University standards. The designer obtains images, establishes color and stock, creates a mockup, contacts printers, obtains bids, awards printing, etc.
3. After all information is gathered and a mock-up has been prepared, Design Services contacts the client to set up a second meeting.
4. Designer and clients review the mock-up and job's specifications. If work is satisfactory, it is prepared for in-house or off-site printing. If unsatisfactory, additional work is done.
5. When final client approval is received, pre-press production begins.
6. Work is either taken to an off-site printer or to the Copy Center.

GRAPHIC DESIGN STANDARDS

To help Salve Regina University achieve a cohesive visual identity, Malcolm Grear Designers, created a design system in 1997. The identity program reflects the University's character and strives to assert to all audiences the quality for which Salve Regina University is known.

University members are asked to work with Design Services and to follow the University's established design standards. Existing printed materials with the Salve Regina logotype as well as pieces currently being developed are to be reviewed and approved by Design Services. Logotypes should be obtained from that office and they should not be photocopied, cut or pasted. Questions may be directed to Design Services at ext. 2246.

APPENDIX F

INFORMATION SYSTEMS

Scanware, Salve Regina's main on-campus application system in Munroe Center runs on a midrange computer-an IBM i5 Series model 520. Obtained from Scan Business Systems of Needham, MA, it has departmental modules that include Admissions, Accounting, the Registrar and Alumni among others and operates on an integrated relational database. The University currently has over one hundred fifty Scanware client users many of whom are proficient in using its accompanying query and reporting tools; in addition, all students and faculty have access to pertinent web applications of the Scanware system.

University members interested in learning more about Scanware for their job are encouraged to contact Information Systems staff at ext. 2191 or 2179. Community members with other individual or departmental application needs may also contact Information Systems staff. Timely and cost-effective collaboration with outside contractors for such requests may be considered.

NETWORK SERVICES

The Network Services group focuses on the network infrastructure, various Local Area Networks (LANs), Internet use and the Help Desk. The infrastructure area supports an on-campus digital data network that currently consists of routers, switches, hubs, fiber optic cabling and patch panels in over forty administrative, academic and residence campus buildings with plans. For desktop computers to access the network, internal building cabling, connectors, patch cords, and adapters are required. Appropriate connections are established for PCs and Macs using Ethernet network topology.

Several on-campus LANs require Network Services support. In addition to four undergraduate computer lab classrooms, departmental LANs in Human Resources/Payroll and Financial Aid and several on-campus users rely on LAN support for file sharing and print services.

There are over 1500 on-campus Internet Users. Depending on University member requirements, they may obtain access to the campus network and the Internet using their ID through office computers, publicly available stations or a dial-up procedure.

University members who require Network Services group support may contact the Office of Information Technologies Help Desk at ext. 7777.

TELECOMMUNICATION

The Telecommunications Department provides several kinds of University support, primarily ensuring the proper functioning of the University's internal and external telephone calling systems. It sees that each University member has at least one telephone number and accompanying mailbox in the Meridian Mail system. Those who require telephone-related assistance may contact Telecommunications at ext. 2328. The department provides modem and fax machine line support as well as switchboard coverage that includes directory assistance.

NETWORK COMPUTING

The University has over 600 supported computers, 85% are PCs and the rest are Apple Macintoshes or Sun stations with users mostly sharing office printers or working with desktop printers. The Network Computing group assists with ordering, configuration, installation and computer and peripheral equipment maintenance. Although the Office of Information Technologies advocates a standard computer configuration, it will consider special requests. Staff requiring computer or peripheral equipment assistance are encouraged to contact the Information Technologies Help Desk at ext. 7777.

UNIVERSITY COMPUTER LABS

University Computer Labs (UCL) contain four computer classrooms (3 PC labs and one MAC lab) and multimedia services located on the garden level of the McKillop Library. The Audio-Visual support area is located in O'Hare 225. All areas are monitored by professional and work-study staff. Hours for the UCL generally coincide with those of the McKillop Library. Three PC labs have Windows XP, and the MAC lab has OS X. Standard software assistance is available throughout the year, particularly in Microsoft Office and Outlook. Schedules indicating availability will be posted outside each lab. Questions relating to the schedules are to be addressed to lab staff in room 002 or at ext. 2985.

Technology classrooms, located throughout campus are supported by the UCL staff. Individuals who wish to utilize these classrooms may contact the UCL for assistance with the equipment after scheduling the room's use through the Registrar's Office.

Multimedia Department staff are involved in internal and University-affiliated projects. They lend campus support to those seeking to develop a combination of audio, video, graphic, and text presentations either for work or class. Presentations are usually developed with Apple or PC equipment and associated software. Those who would like information about multimedia presentations may contact the Multimedia Department at ext. 2167.

The Audio-Visual area provides projection units, screens, VCRs, other audio-visual equipment and support to those in need of taping or dubbing for special programs, conferences or events. The A-V area supports the equipment located in O'Hare Lecture Room 160. Anyone interested in Audio-Visual support is encouraged to call ext. 2221.

APPENDIX G

TELEPHONE BILLS – UNIVERSITY-GENERATED

University telephone service is to be used for University business with each administrative area assuming responsibility for its use. Employees who make personal telephone calls are financially responsible for them.

PROCEDURES

1. Bills are viewed monthly online (www.campuslink.com) by the department chairs and staff managers as well as faculty and staff.
2. The summary page should be reviewed for inappropriate use-- calls longer than 15 minutes or more than \$5. (It may be valid for some business calls to extend beyond these parameters.)
3. If inappropriate use has occurred, chairs and supervisors discuss it with the caller and determine ways to stop it.
4. Staff review bill, note personal calls and return it with payment (a check) to the Business Office. Checks are to be made payable to *Salve Regina University* within five days of the bill's receipt.
5. It is suggested that, to facilitate verification and aid in identifying fraudulent calls, staff maintain a telephone log against which they may reconcile the bill. If fraudulent calls are identified, staff are to contact Telecommunications and note the calls in question. Telecommunications will then attempt to locate the problem's source.

APPENDIX H

Confidentiality and Privacy Policy

Salve Regina University makes every effort to abide by all applicable Federal and State regulations, guidelines, statutes and procedures pertaining to confidentiality and privacy, specifically:

- The Family Educational Rights and Privacy Act of 1974, as Amended (FERPA);
- The Health Information Portability and Accountability Act (HIPAA); and
- The Gramm-Leach-Bliley Act (GLB).

FERPA protects the privacy of student education records. HIPAA controls the release of Protected Health Information (PHI) dealing primarily with patient information. GLB safeguards customer financial information.

As an employee of Salve Regina University, you may have access to student, employee or other person's academic, personnel, health and financial records that may contain individually identifiable information and that this information is considered confidential. Examples of private, confidential information include, but are not limited to: student academic information (grades, courses taken, schedules, test scores, advising records), educational services received, social security numbers, gender, ethnicity, citizenship, veteran and disability status, health records, financial information, financial aid applications, copies of tax returns and passwords.

It is important to handle all confidential information with discretion and it should only be disclosed to others who have a need to know for legitimate business reasons. In most cases, data of an individually identifiable nature shall remain secure from public disclosure (release to third parties) without specific permission from the individual to whom the data applies, unless law allows disclosure without consent. Improper disclosure of this information to any unauthorized person is prohibited under Federal law and could subject you to criminal and civil penalties imposed by law. Any such willful or unauthorized disclosure also violates university policy and it will be cause for disciplinary action, up to and including termination from employment regardless of whether criminal or civil penalties are imposed.

Student and administrative data originated or stored on university computer systems is university property. Only data that is required for one's job should be accessed. To safeguard computer data, employees should not share computer login information or leave their computer signed on when away from their desk for extended periods. Computer passwords should be changed regularly. Employees should refer to the University Computer and Network Use Policy for further guidance.

Employees should handle all confidential information with discretion, safeguarding it when in use, filing it in locked file cabinets when not in use, disposing of it properly (i.e. shredding) when no longer needed and not disclosing or discussing it with any unauthorized person while working for Salve Regina University, or after employment at the University.

INDEX

- About Salve Regina 5
- After Hours Building Access 41
- After Hours Building Use 41
- Alcohol Policy 17
- Appropriate Attire 14
- Amorous Relationships 14
- Benefits 20
- Benefits while on FMLA 36
- Bookstore 41
- Budget 41
- Business Office 42
- Campus Dining 22
- Cancellations 46
- Career Development 42
- Christmas Break 34
- COBRA 22
- Community Resource 7
- Compensation 18
- Computers and the Internet 16
- Conduct 13
- Confidential Material 15
- Death Gratuity 21
- Dental Insurance 21
- Design Services 42
- Disability Insurance 22
- Discipline 14
- Drug Policy 17
- Employee Assistance Program 23
- Employee Classifications 9
- Employment 8
 - Americans with Disabilities (ADA) 8
 - Equal Opportunity/Affirmative Action Policy 8
 - Outside Employment 13
 - Performance Appraisals 12
 - Promotions, Transfers, Upgrades 13
- Essential Personnel 10
- Exit Interview 40
- External Questionnaires 42
- Facilities Management 43
- Family & Medical Leave Act (FMLA) 34
- Financial Aid Questions 43
- Fire Prevention and Drills 43
- Fundraising 43
- Funds from University Events 43
- Funeral Leave 38
- General Office 44
- Governance 7
- Grievances 15
- Harassment 16
- Hiring Procedures 11
 - Temporary Help 12
- Health Insurance 21
- Health Services 44
- Holidays 33
- Identification Cards 44
- Identification with the University 14
- Information Technology 44
- Introduction 4
- Job Postings 10
- Jury and Witness Duty 39
- Leave (Sick, Vacation, Personal) 30
- Leave of Absence 38
- Leave for Private Reasons 39
- Library 44
- Life Insurance 20
- Liturgies 45
- Mail Services 45
- Military Reserve Leave 38
- Mission Statement 5
- Off-campus Facilities 45
- Office Parties 16
- Organizational Chart 3
- Overtime 19
- Parking and Registration 45
- Payroll 18
- Personal Days 33
- Personal Leave (FMLA) 34
- President's Days 33
- Publicity/Advertising 46
- Purchasing 46
- Resignation 40
- Retirement 30
- Safety and Security 46
- Salary Reviews 20
- Sexual Harassment 16
- Sick Leave 30
- Sisters of Mercy 6
- Smoking 17
- Social Security 23
- Telephone Service 46
- Termination 40
- Tuition Benefits 24
- Tuition Exchange Policy 27
- University Policies 16
- University Sponsored Trips 47
- Vacations 32
- Vehicles Used For Business 48
- Workday 15
 - Lunch 15
 - Rest Breaks 16
- Workers' Compensation 22