



staff handbook

PROVIDENCE COLLEGE



Providence College does not discriminate in its admission or employment policies and practices on the basis of extrinsic factors such as race, gender, age, ethnicity, religion, national origin, disability, or status as a veteran of the Vietnam War era, or as a disabled veteran. The College complies with applicable federal and state legislation and regulations regarding non-discrimination. Inquiries should be addressed to:

Department of Human Resources
Harkins Hall, Room 407
549 River Avenue
Providence, RI 02918



WELCOME LETTER FROM

Reverend Brian J. Shanley, O.P., President

Before it was a place name, *providence* was a theological term denoting God's loving plan to bring each created being into fulfillment. Thus the name *Providence College* does not merely reflect the location of the school, but rather its deepest mission: to provide an environment where each person created in the image and likeness of God comes to understand his or her identity and role in God's plan for us.

We are dedicated to providing a work environment that respects diversity in all its forms, values individuality, is free of harassment of any type, and brings personal fulfillment through each individual's work.

The administrators and staff are a group of individuals who bring their collective talent to the campus, are dedicated to the College's mission, and strive every day to ensure that the faculty and students enjoy an environment that promotes excellence in teaching and in learning.

As a Dominican institution, Providence College takes special interest in the well-being of everyone in its community. The policies, benefits, and services described in this handbook reflect that concern.

We know you will take pride in being a member of our community and in your association with the many distinguished professionals and skilled support personnel who contribute to our pursuit of excellence. We expect that your skills, enthusiasm, and team effort will make an important contribution to the advancement of our mission and the continued success of the College.

We believe that working together in the spirit of a mutual respect and goodwill will make employment with Providence College a productive and fulfilling experience for us all.

Sincerely,

Brian J. Shanley, O.P.

Reverend Brian J. Shanley, O.P.
President

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purpose

The purpose of this Handbook is to provide an outline of Providence College's general employment guidelines and staff benefits. Because this Handbook is a product of continuing development and refinement, the information contained can and may be changed, as circumstances demand, or as the College exercises its sole discretion to do so. The College reserves the right to alter, modify, or terminate these or any policies at any time without notice. The College may and will exercise its option to change, in whole or in part, any information which may be contained in this Handbook with or without notice during or after employment. In addition, not every policy or practice of the College is contained in, or referred to, in this Handbook. Should any provision of the Staff Handbook require interpretation, the College will issue the interpretation. No individual can change or make exceptions to the information in the Staff Handbook. Therefore, no one can rely on an oral statement or direction that is inconsistent with the Staff Handbook.

Unless otherwise noted, the policies and procedures in this Handbook apply to all staff of the College excluding faculty. Nothing appearing in this Handbook or in any other document constitutes any understanding or agreement, written or unwritten, regarding or relating to the employment relationship. This Handbook is not considered and is not intended to create an employment contract or any guarantee with respect to any condition of employment.

The information contained in this Handbook is designed for general guidance only. Nothing in this Handbook is intended to imply or create contractual obligations between the College and any or all of its past, present, or future employees.

Under Rhode Island law, anyone employed by the College is an at-will employee; therefore, either the employee or the College may terminate the employment, with or without notice, at any time with or without any reason or cause.

The Staff Problem Resolution Process (Appendix I) sets forth the procedures for resolving differences and for handling discipline/discharge cases. In this manner, questions can be resolved regarding the employment relationship. All employees are expected to utilize these procedures whenever a question or disagreement concerning that relationship occurs. Unionized employees are governed also by the respective collective bargaining agreements.

Questions arising from the contents and use of this Handbook should first be addressed to the Department of Human Resources, or, as necessary, to the appropriate department of the College.

This Handbook supersedes all previously published staff employment handbooks.

THE FOUNDING OF PROVIDENCE COLLEGE

Providence College was founded in 1917 through a joint effort of the Diocese of Providence and the Dominican Friars of the Province of St. Joseph, with the blessing of Pope Benedict XV and the consent of the General Assembly of the state of Rhode Island.

The driving force behind the development of the College was the late Rt. Rev. Matthew Harkins, D. D., Bishop of Providence, whose dream it was to create a center of advanced learning primarily for the Catholic youth of Rhode Island. However, the College's charter demonstrates that the founders intended PC to serve members of all religious faiths as it reads: "no person shall be refused admission . . . nor shall any person be denied any of the privileges, honors, or degrees in said college on account of the religious opinion he may entertain."

Bishop Harkins' negotiations with the Dominicans of the Province of St. Joseph and his gifts of approximately 17 acres of land and \$10,000 in scholarship funds helped make Providence College a reality. With donations coming primarily from Catholics of modest means, and a pledge from the Province of St. Joseph to provide Dominican administrators and teachers, the College broke ground for the imposing Harkins Hall in 1917. Two years later, in September 1919, it opened its doors to 71 students and nine Dominican faculty members.

THE MISSION OF PROVIDENCE COLLEGE

Providence College aims at something ambitious and critically important. It attempts to provide an education for the whole person – body, mind, and soul – that bridges the common divides between matter and spirit, God and creation, faith and reason.

In doing so, it affirms the distinctively Catholic sense of sacrament and grace, and, like the black and white Dominican habit, joins together apparent opposites in a greater unity. If successful, this means that everyone at Providence College – faculty, administrators, staff, and students – will understand that they are made in the image and likeness of God, that their work, love, and play can be replete with God's grace, and that they have a unique role in God's loving plan, that is, in his *providence*.

about the department of human resources

COLLEGE MISSION STATEMENT

Providence College is a primarily undergraduate, liberal arts, Catholic institution of higher education. Committed to fostering academic excellence through the sciences and humanities, the College provides a variety of opportunities for intellectual, social, moral, and spiritual growth in a supportive environment.

The College actively cultivates intellectual, spiritual, ethical, and aesthetic values within the context of the Judaeo-Christian heritage. These values are nurtured by the unique tradition of the Dominican Order which emphasizes quality teaching and scholarship.

Providence College recognizes the unity of the human family that proceeds from its one Creator. It therefore encourages the deepest respect for the essential dignity, freedom, and equality of every person and welcomes qualified women and men from all religious, racial, and ethnic backgrounds. Providence College prepares its students to be responsible and productive citizens to serve in their own society and the greater world community.

To learn more about Providence College as a Catholic and Dominican institution, please visit the web site at: www.providence.edu/Mission+Ministry/.

The Department of Human Resources promotes and supports respect for the individual contributions of each staff member, open communication among the community, the sharing of information and ideas, and cooperation and teamwork. Together, all at Providence College can support and advance the Mission and help to maintain the College as an outstanding institution of higher learning.

The members of the Department of Human Resources are available to counsel and advise employees and supervisors; to explain College policies and procedures; to encourage and support creativity, productivity, and career advancement; and to offer assistance in mediation of conflict resolution and/or management issues.

To learn more about the Department of Human Resources and the services and benefits available to employees of the College, please visit the web site at: www.providence.edu/Human+Resources/.



employment practices

WORKPLACE ENVIRONMENT

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

Providence College, both as an employer and as an educational institution, is committed to equal employment opportunity for all persons without regard to race, religion, age, gender, ethnicity, national origin, disability, or status as a veteran of the Vietnam era. This policy applies to all actions related, but not limited to, recruitment, application processing, employment procedures, job classification, rank, transfer, promotion, tenure, termination, training, performance evaluation, compensation, or grievance procedures.

Providence College has a strong commitment to affirmative action and to a diverse work force, and managers and supervisors share responsibility for achieving the objectives of the Affirmative Action Plan of the College.

The College's commitments to equal opportunity and to affirmative action include, but are not limited to, the requirements of Federal Executive Orders 11246 and 11375, as amended, Section 503 of the 1973 Rehabilitation Act covering Vietnam era veterans, Section 504 of the 1973 Rehabilitation Act protecting the rights of individuals with disabilities, the 1990 Americans with Disabilities Act (ADA), and all applicable statutes of the state of Rhode Island. These commitments apply throughout the College and are the responsibilities of all employees. The associate vice president for human resources is responsible for ensuring consistent efforts toward achieving the goals of equal opportunity and for maintaining records of compliance with the Affirmative Action Program of the College.

RECRUITMENT AND SELECTION

The associate vice president for human resources regularly consults with the offices of the College about available positions, ensuring that recruitment and screening procedures comply with equal

opportunity and affirmative action policies, as well as with the College's Hiring policy which includes the search committee process. This document is available from the Department of Human Resources.

RESPECT WITHIN THE COMMUNITY

Respect for the rights, dignity, and integrity of others is essential for the well-being of a community. Actions by any individual that do not reflect such respect for others are damaging to each member of the community, and hence, damaging to Providence College. Each member of the community should be free from interference, intimidation, harassment, or disparagement in the work place, the classroom, and the social, recreational, and residential environment.

EMPLOYEE CODE OF CONDUCT

Providence College is a community dedicated to the education of its students within the context of the College's Mission and its values. Individuals employed at the College have the responsibility to treat each other with dignity and respect, and to help one another while working within their respective areas. All employees are expected to exercise a high degree of integrity and sound judgment, and to behave ethically in accordance with generally accepted sound business practices and with the Mission of the College. Each employee needs to respect and adhere to the College's behavioral expectations and to conduct himself/herself professionally.

The following examples of unacceptable conduct, although not all inclusive, are meant to state what the College clearly believes is inappropriate behavior by its employees.

- Failure to support and uphold the Mission of the College
- Unwillingness or inability to work in harmony with others, discourteous conduct, or insubordination
- Dishonesty, theft, or wrongful use or possession of College property, merchandise, funds, or the property of others

- Unauthorized possession, or use, or being under the influence of alcoholic beverages on College premises or while engaged in College business
- Possessing, processing, dispensing, selling, using, or being under the influence of a controlled substance or illegal drug, or drug paraphernalia (except in accordance with physician instruction) on College premises or while engaged in College business
- Disregard for safety and security of self or others while on College property or while engaged in College business
- Use of profane or obscene language, fighting, intimidating, threatening or harassing fellow employees, supervisory personnel, students, or visitors
- Possession or use, or threat of use, of a weapon, firearm, or explosive on College property
- Misrepresentation, falsification, or alteration of any official College documents or forms including, but not limited to, timecards, time sheets, or employment applications
- Deliberate or reckless destruction of College property or equipment
- Conviction or entry of a plea of guilty or no contest to a felony or a misdemeanor in state or federal court which carries a jail term of not less than one year, or renders the employee unable to perform the duties or responsibilities specific to a position at Providence College
- Moral turpitude
- Violations of official College policy and/or procedure. College policies would include those pertaining to smoking, computer use, confidentiality, and other work-related processes

The above are examples that could result in immediate, involuntary termination. An employee discharged for cause is not eligible for rehire. Providence College reserves the right to discipline employees on a case-by-case basis and to terminate employment without prior notice.

WORKPLACE POLICIES

HARASSMENT

Providence College does not condone harassment of any kind, against any group or individual, because of race, religion, ethnic identification, age, disability, or gender. Such harassment is clearly in conflict with the Mission and interests of the College as an educational community, and in many cases, with provisions of law.

VIOLENCE IN THE WORKPLACE

All members of the College community share the responsibility to maintain a climate of behavior which does not foster acts of violence and aggression. Acts of violence and aggression include verbal or physical actions that are intended to create fear or apprehension of bodily harm, or threaten the safety of others in the workplace. This could include actions by any member of the College community as well as incidents in personal lives that could affect the workplace. Any acts of violence should be promptly reported to one's supervisor or to the Department of Human Resources. In the case of an emergency, contact the Office of Safety and Security at Ext. 2222. Incidents of violence in the workplace are considered to be serious misconduct and will not be tolerated.

SEXUAL HARASSMENT

As a Catholic institution of higher learning, Providence College continually seeks to maintain an environment in which the dignity and worth of all members of its community are respected. Discriminatory harassment of and by students, staff, and faculty is unacceptable conduct and is prohibited by federal and state law and by College policy. The College's anti-harassment policy applies to all students, faculty, and staff in both on- and off-campus College-sponsored programs and activities. The College does not tolerate such misconduct, including any associated retaliatory behavior, and anyone who engages in this behavior may be subject to disciplinary procedures.

Common types of harassment are based on a person's race, color, national origin, gender, religion, age or disability. This includes harassment of an individual in terms of a stereotyped group characteristic, or because of that person's identification with a particular group. This behavior can be exhibited in visual, physical, verbal, and/or written form. Sexual harassment is unwelcome behavior of a sexual nature, or gender-based, that is severe or pervasive, and that creates a hostile or abusive learning, working, or living environment, thereby unreasonably interfering with a person's ability to learn or work. This type of behavior may occur between/among co-workers, and may be directed to persons of the opposite or same sex as that of the harasser.

Depending on the circumstances, such behavior may not be severe or pervasive enough to create a hostile environment; however, it can make co-workers or students uncomfortable. Accordingly, the College considers such behavior to be inappropriate, and it therefore may result in disciplinary action regardless of whether it is unlawful.

Anyone who believes he/she has been subjected to sexual harassment, or another form of discriminatory harassment, is encouraged to contact the associate general counsel and Title IX coordinator and/or the Department of Human Resources for assistance. A copy of the Harassment Prevention Policy and Grievance Procedures may be obtained from the Department of Human Resources or the Office of General Counsel. It is also posted on the College's web site: www.providence.edu/General+Counsel/Policies/.

WHISTLE BLOWER PROVISION (SARBANES-OXLEY ACT)

The Sarbanes-Oxley Act of 2002 was brought into effect to address certain illegal and unethical behaviors exhibited in corporations. Some provisions of the act affect both for-profit and not-for-profit organizations.

The Whistleblower Provision of the act, to which Providence College must comply, requires that individuals wishing to report concerns dealing with alleged unethical or illegal behavior, have a method to report anonymously and confidentially, and be assured of protection from any retaliation.

To comply with the Whistleblower provision, the College has contracted with EthicsPoint, a comprehensive and anonymous internet and telephone based reporting tool that assists management and employees in working together to address fraud, misconduct, and other violations in the workplace, while helping to cultivate a positive work environment.

To report via the toll free phone number, call 1.800.523.5145. To make a report via the internet, go directly to www.ethicspoint.com and follow the links under “File a Report...” or visit the Providence College homepage, click on Faculty/Staff, click on Human Resources, and click on Ethics. This will connect directly to the EthicsPoint link.

AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act of 1990, as amended, is a federal law that prohibits discrimination in employment on the basis of disability. To be protected by the ADA, a job applicant or an employee must have a documented disability. The ADA states that any person who has a physical or mental impairment that substantially limits one or more major life activities, any person who has a history or record of such impairment, or a person who is perceived by others as having such impairment, is considered to be a person with a disability.

In accordance with Title I of the ADA, Providence College is obligated to provide qualified individuals with disabilities an equal opportunity to benefit from the full range of employment-related opportunities available to others. Therefore, qualified applicants and employees with disabilities are protected from discrimination on the basis of disability in the areas of hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The College will make reasonable accommodations that do not create an undue hardship or burden on the College with respect to the known physical or mental limitations of otherwise qualified individuals with disabilities.

The Department of Human Resources will work closely with persons who have documented disabilities, or assert to have such disabilities, so that they may adequately fulfill their job-related duties and responsibilities.

RELIGIOUS HOLIDAYS

Providence College respects the rights of all members of the community to observe religious holidays. The College expects employees to be willing to use available paid (vacation) or unpaid time, whenever possible, when requesting time to observe religious holidays. All employees are encouraged to find ways of achieving this goal, while at the same time minimizing interruption to the business of the College.

WORK/FAMILY COMMITMENT

Providence College believes the well-being of employees is tied to a careful balance of work and family responsibilities. Therefore, the College strives to provide a work environment which enables employees to be supportive family members and parents.

FLEXTIME

In order to recognize the varied and changing personal needs of staff members and to support staff as they encounter work/family concerns, the College provides flextime. Flextime may be utilized by staff, as deemed appropriate by the supervisor, in concert with the Department of Human Resources. Flextime recognizes employees' obligations to respond to personal needs, such as taking children to and from day care, helping elderly parents, short-term family needs, and so forth. Flextime enables an employee to adjust daily work schedules to meet his/her special needs while still fulfilling the requirements of his/her position at the College.

An employee is able to apply to his/her supervisor for flextime scheduling. Approval depends upon many factors including, but not limited to, the demands placed on the employee, assurance of sufficient coverage in his/her department during the hours when the College is open, having appropriate resources available during off-hours (i.e. computers, copying machine, etc.), having sufficient assigned work which can be completed beyond normal hours, being able to work without supervision, and other factors.

Any approval of flextime is subject to the support of the employee's supervisor, the divisional vice president, and the human resources department. Granting flextime to any employee does not insure an indefinite arrangement. Requests should be renewed annually and should include a start and end date. However, any arrangement may be modified or revoked at any time as the needs of the College, the office, or the employee change.

NEPOTISM

The College permits individuals from the same family to work at Providence College simultaneously. However, individuals from the same family are not permitted to supervise one another, either directly or indirectly, or to work directly with one another. For further information, visit the College's web site at: www.providence.edu/General+Counsel/Policies/.

DRUG-FREE WORKPLACE POLICY

Under the Drug-Free Workplace Act of 1988, Providence College is required, and is committed, to maintaining a drug-free environment for its employees and its students. This environment is guaranteed to be free from the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances on Providence College property or during the course of College business.

SMOKE-FREE CAMPUS

Providence College is a smoke-free campus. Smoking is prohibited inside all College-owned or operated buildings. Smoking is allowed outside campus buildings only in designated smoking areas. However, no outside smoking area is within 50 feet of a building pursuant to Rhode Island law. For a list and map of designated smoking areas, please inquire at the Office of the General Counsel or the Department of Human Resources.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Education Rights and Privacy Act (FERPA) prohibits the College or its employees from disclosing personally identifiable information from student education records – even to parents – without prior written consent of the student. These records include transcripts, grade reports, exams and papers, class schedules, financial aid information, and disciplinary records. Personally identifiable student records whether maintained electronically, on paper, or in email form, are protected from improper disclosures. Such disclosures would include written and verbal communications. Rhode Island law also protects the confidentiality of these records.

Providence College is committed to complying with FERPA regulations. All employees are required to report suspected problems, breaches, or inadvertent disclosures to the Office of the General Counsel. Contact the Office of Academic Records for FERPA-related policies and procedures.

GRAMM LEACH BLILEY ACT (GLBA)

Under the Gramm Leach Bliley Act (GLBA), Providence College is required to safeguard nonpublic personally identifiable financial information that it obtains from a student, student's parent or spouse, employee, alumnus, or other third party, in the process of offering a financial product or service.

In order to continue to protect critical information, Providence College has adopted the Information Security Program. This program is designed to protect against unauthorized access to confidential information that could result in substantial harm or inconvenience to our students, alumni, or employees. All employees are required to report suspected problems, breaches, or inadvertent disclosures to the GLBA Program Coordinator. For more details, visit the web site at: www.providence.edu/General+Counsel/Policies/.

PRIVACY OF HEALTH-RELATED INFORMATION

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is the first-ever federal privacy law to establish standards for the protection of medical information and records. HIPAA's goals are to assure that individuals have access to their health records and that information in those records is not made available to unauthorized persons, especially during the electronic transmission of information. Under HIPAA, protected health information (PHI) may be shared without patient authorization only by a "covered entity" to another "covered entity" when the information is needed to provide treatment or to bill for treatment; otherwise, patient authorization is needed. The law defines a covered entity as a "health care provider that conducts certain transactions (administrative or financial) in electronic form, a health care clearinghouse, or a health plan." Health plans, pharmacies, doctors, hospitals, and other health care providers are all covered entities. The HIPAA privacy rule establishes strict guidelines that covered entities must follow to protect the confidentiality of PHI.

Although the College is not a covered entity, and thus not subject to HIPAA regulations, the College realizes that its records may contain confidential health information. Therefore, the College is guided by HIPAA's high standards for preserving privacy and will permit access to and disclose PHI only when properly authorized to do so.

EMPLOYMENT INFORMATION

REGULAR EMPLOYMENT

An employee is considered to have regular employment if (1) the individual holds a position which is part of the regular staff of the department (sometimes referred to as holding a “regular budgeted position within the department”) and (2) at the time of hire, there is no specific ending date to the employee’s tenure in that position.

Staff occupying regular budgeted positions may be entitled to benefits. This definition is not intended to be a commitment of continuous employment.

REGULAR PART-TIME EMPLOYMENT

An employee is considered to have regular part-time employment if (1) the individual occupies a regular budgeted position but has been hired for not less than 17.5 hours and not more than 34 hours per week; and (2) at the time of hire, there is no specific ending date to the employee’s tenure in that position. This definition is not intended to be a commitment of continuous employment. The individual who occupies a regular budgeted part-time position is not eligible for benefits except for participation in a Group Supplemental Retirement Agreement (GSRA).

TEMPORARY EMPLOYMENT

An employee is considered to have temporary employment if the individual occupies a regular position but has been hired only for a defined period of time. Temporary positions are defined as those which, at the time they are established, are not expected to be part of the regular budgeted staff of the department. Any position which is not expected to exceed one year in duration is generally considered to be a temporary position.

Temporary employees on the College payroll usually are not entitled to fringe benefits. Typically, temporary employees substitute for employees on extended leave, to assist in the completion of a special project, or when there are delays in filling vacancies. If through the position posting process, an in-house temporary employee is hired as a regular budgeted employee, he/she will become eligible for benefits as of the first of the month following the official hire date. When determining pension eligibility, an employee’s temporary service will be considered provided there has been no break in service.

JOB POSTING AND CAREER OPPORTUNITIES

The College encourages and supports the professional advancement of employees through internal promotion and transfer opportunities. All full-time and part-time open positions can be accessed through the Department of Human Resources internal web site. Positions are also posted on centrally located bulletin boards.

Employees who are interested in a posted position must have been in his/her current position for a minimum of twelve months. To apply for a posted position, the employee needs to complete a Job Posting Application form which can be accessed through the Department of Human Resources web site at: www.providence.edu/Human+Resources/Forms.

FAIR LABOR STANDARDS ACT (FLSA)

The Fair Labor Standards Act (FLSA) is a federal law that regulates how positions are determined to be eligible or not eligible for overtime earnings.

ADMINISTRATIVE STAFF (EXEMPT)

These employees are determined to be exempt (not eligible for overtime) under the provisions of the Fair Labor Standards Act. Employees in this classification are paid monthly and are not eligible for payment of overtime.

SUPPORT STAFF (NON-EXEMPT)

These employees are determined to be non-exempt (eligible for overtime) under the provisions of the Fair Labor Standards Act. They are required to complete weekly time reporting documents. Employees in this classification are paid bi-weekly and are eligible for overtime pay at straight time between 35 and 40 hours and at time and one-half for hours actually worked in excess of 40 hours during the College-defined work week.

Within the major employment categories defined above, employees are further designated as having either a regular or temporary appointment.

EMPLOYMENT TESTING

Full or part time regular employment in Physical Plant is contingent upon the results of a medical examination performed by an outside service. All physical examinations are given in compliance with ADA regulations. Full-time or part-time regular employment in the Office of Safety and Security is contingent upon the results of a medical examination, a psychological exam, and a criminal background check performed by outside services. The College reserves the right to test applicants in other work areas as required by law.

PROOF OF RIGHT TO WORK

All newly hired regular or temporary employees are required to present proof of identity and employment eligibility (Form I-9) to the Department of Human Resources within three days after commencement of employment to satisfy the requirements of the Wage and Hour Administration, and Immigration. Failure to do so can result in loss of one's position.

EMPLOYEE ORIENTATION

It is the College's policy to acquaint new employees with their duties and to make them feel a part of the College as quickly as possible.

It is the responsibility of the Department of Human Resources to provide a review of the Mission Statement, salary, and benefit policies to new employees. New employees should contact the Department of Human Resources during their first three (3) days of employment to complete all forms and arrange for an employment orientation. Commencement of computer, email, and benefit coverage begins once all appropriate paperwork has been completed. It is the responsibility of the immediate supervisor and department head to acquaint each employee with department policies and procedures and to train new employees as necessary.

PROBATIONARY PERIOD

All new regular exempt employees are considered to be on probationary status for the first six (6) months of employment. For the first three months of employment, regular exempt employees may take vacation only with the prior approval of the supervisor.

All new regular hourly employees are considered to be on probationary status for the first three (3) months. The supervisor, with the approval of the associate vice president for human resources, may provide an extension to allow an employee and the department time to address performance issues.

Hourly, non-union employees on probation accrue vacation, holidays, and sick days from the beginning of employment, but are not allowed use of vacation time during the first three (3) months of employment unless special permission is obtained from their supervisors. Employees covered by a collective bargaining agreement are governed by the terms of the agreement. If an employee is terminated during the probationary period, vacation benefits are not paid.

Probationary employees are paid for official College holidays which occur during the probationary period.

SENIORITY AND SERVICE DATES

A regular employee's seniority date is based on the length of continuous full-time service with the College since the most recent date of hire. A regular employee's service date is based on total length of regular service with the College and may be adjusted to reflect interruptions of service. For seniority purposes, regular part-time service, which is continuous from the most recent date of hire, is computed on the basis of full-time service, i.e., two years of half-time service is equal to one year's seniority.

Employees who enter military service and have reemployment rights within applicable federal law maintain their seniority and service dates.

Temporary employees do not have service or seniority dates.

ANNUAL WORK SCHEDULES

The operation of the College requires different annual work schedules based on the needs of each department. The following describes the usual annual work schedules:

FISCAL YEAR SCHEDULE

Employees in this category are expected to work twelve (12) months. The College's fiscal year is July 1 through June 30.

ACADEMIC YEAR SCHEDULE

Employees on an academic year schedule work fewer than twelve (12) months during a fiscal year, generally while the College is in session. The academic year is defined as beginning prior to the first day of classes in the fall and ending after commencement.

REGULAR FULL-TIME SCHEDULE

Most clerical, office support, and some technical positions have a regular schedule of at least 35 hours per week. However, some positions in these categories call for schedules up to 40 hours per week. The Department of Physical Plant, the Office of Safety and Security, and Schneider Arena personnel have a regular schedule of 40 hours per week. Full-time employees work a minimum of 35 hours per week.

REGULAR PART-TIME SCHEDULE

Employees in this category work regular schedules of not less than 17.5 hours nor more than 34 hours in a work week.

HOURS OF WORK

The standard work week for most administrative and staff employees consists of seven (7) hours per day, five (5) days per week, or thirty-five (35) hours. Most administrative offices of the College conduct business between 8:30 a.m. and 4:30 p.m., Monday through Friday, during the academic year. The Department of Physical Plant and the Office of Safety and Security usually have a standard work week of 40 hours. Their work may include weekdays and weekends either on a regular, seasonal or alternating basis.

Variations of work hours exist in some departments and some employees have work schedules of less than 35 or 40 hours per week. During the summer months official business hours may be altered by the College.

ATTENDANCE AND TIMELINESS

Employees who are unable to report for work, or who will be delayed in getting to work, are responsible for notifying their immediate supervisor well in advance of the regularly scheduled starting time or, in an emergency situation, as soon as is practical. Each department head is given the discretion to set minimal notice requirements based on operational needs or departmental requirements. An employee who is absent due to illness for three or more consecutive work days is required to submit a physician's note of explanation to his/her supervisor. An employee who is absent due to illness for five or more consecutive work days is required to apply for Family Medical Leave.

In cases of continued, undocumented employee absence or tardiness, the immediate supervisor will issue a written warning to the employee and send a copy to the Department of Human Resources. Further incidents of lateness or absence will be grounds for disciplinary action, up to, and including, termination.

LUNCH PERIODS

The College provides a daily, unpaid lunch period scheduled by the supervisor and determined by the needs of that office or department. Lunch periods are staggered to provide continuous coverage in offices that need to remain open throughout the day. Lunch periods are either one half hour or one hour depending on normal scheduled workweek hours.

REST OR BREAK PERIODS

It is general practice for the College to allow two 15-minute, on-campus, rest or break periods (usually mid-morning and mid-afternoon) in the course of a work day, if work permits. By Rhode Island law an employee must take a minimum break of twenty (20) minutes if they are working over six (6) hours per day. Rest periods are paid time and are scheduled by the supervisor in accordance with the needs of each department or office. Time allowed for rest and break periods is neither cumulative nor compensatory. Other than during luncheon periods, employees are requested not to leave campus unless it is in conjunction with a work assignment. If the need arises for an employee to be away from the premises, the supervisor should be consulted before the employee leaves campus.

PERSONNEL RECORDS

Providence College protects the privacy of its employees by restricting personnel data to those needed for business, legal, or contractual purposes; by limiting internal access to personnel data to those with a need to know; and by releasing information from the personnel files externally only with the employee's consent or to meet legal or contractual requirements. An employee may have access to, and include comments on, information in his/her own personnel file folder. If any employee wishes to see his/her personnel file, an appointment should be made with the Department of Human Resources.

For purposes of payroll, insurance deductions, mailings, and emergency contacts, all changes in name, address, telephone, dependents, marital status, etc., should be reported to the Department of Human Resources as soon as possible.

REFERENCES

Only the Department of Human Resources is authorized to officially respond on behalf of the College to reference requests. On occasion current College employees may be contacted and asked to provide employment reference information concerning a former or current employee. If an employee is asked to provide a reference, the request should be referred to the Department of Human Resources.

VOLUNTARY TERMINATIONS

An employee who voluntarily resigns his/her position is expected to provide two weeks notice to the College. A written resignation must be submitted to the supervisor, with a copy sent to the associate vice president for human resources. The employee is requested to state the reason for the resignation. The Department of Human Resources will

contact the employee who resigns to schedule an exit interview to discuss the transition from College employment. If necessary, the employee's supervisor will assist the employee in setting up an exit interview.

An employee who is absent from work for five (5) consecutive work days without notifying and receiving permission from his/her immediate supervisor (barring any unusual circumstances that preclude timely notification) is assumed to have resigned his/her position at the College.

INVOLUNTARY TERMINATIONS

The College strives to minimize the impact of work force reductions on its full-time employees by giving prompt notice, by reassigning to other duties where practical, and/or by providing severance payments where reduction-in-staff is necessary.

There are several types of involuntary termination:

1. Discharge – Due to either
 - (a) substandard job performance or
 - (b) violation of Providence College policies or procedures. This discharge is usually without prior notice.
2. Layoff – Due to temporary lack of work.
3. Reduction-in-Staff – Due to job elimination.
4. Performance – Due to non-performance of a job after prior review has been provided. Discharge for non-performance without notice can occur during the probationary period, or in the case of serious violation of College policies and procedures.

Every reasonable effort is made to give employees as much advance notice as possible of pending layoff or reduction-in-staff.

Severance pay is provided to employees involved in a layoff, reduction-in-staff, or similar circumstance, but is not offered to an individual who is discharged or unable to perform his/her job responsibilities.

REDUCTION-IN-STAFF

Should circumstances occur that require a reduction-in-staff, seniority and demonstrated ability are the criteria used to determine which employees are retained. Seniority governs except where the College determines that the more senior individual does not demonstrate the ability to do the required tasks. The determination of qualifications and ability is made by the College.

Employees subject to reduction-in-staff are given consideration in filling open positions for which they are qualified, at the sole determination of the College.

If employees are to be recalled from a reduction-in-staff, the recall is in accordance with seniority and demonstrated ability to meet the requirements of available positions. The determination of qualifications is made by the College.

Employee rights to recall from reduction-in-staff are limited to six (6) months after the day of the reduction.

RETURN OF COLLEGE PROPERTY

When an employee transitions from Providence College for any reason, he/she must return any College property in his/her possession such as College Identification, office and desk keys, library books, computers, portable phones, credit cards, parking tags, leased automobiles, etc. The human resources representative and the supervisor will assist the employee in making sure all property is returned.



pay policies

PAY PERIODS/COMPENSATION

The Providence College work week begins on Sunday and ends on Saturday. Hourly employees are paid bi-weekly, generally on Fridays, for work performed during the two previous weeks. Exempt employees generally are paid monthly on the last business day of the month.

Federal and state laws require that time records be maintained for hourly employees. Actual hours worked are recorded by the employee on timecards and are certified by the immediate supervisor. Individual departments will maintain records on such matters as attendance, vacation eligibility/usage, and sick time. Administrative employees complete monthly timesheets recording used vacation and sick time. Falsification of time records is cause for disciplinary action, which may include suspension and/or termination of employment.

PAYROLL DEDUCTIONS

The following are required federal and state payroll deductions:

FEDERAL WITHHOLDING TAX

This deduction is computed from Internal Revenue Tax Tables, based on marital status and the number of exemptions claimed on Form W-4. If an employee wishes to change the number of exemptions, Form W-4 is available in the payroll office.

SOCIAL SECURITY TAX (FICA)

This deduction is computed at the rate prescribed by law and is matched by the College.

RHODE ISLAND STATE TAX

This deduction is computed from state Tax Tables using information from the employee's W-4 form.

TEMPORARY DISABILITY INSURANCE

The cost of the state Temporary Disability Insurance is established by the state of Rhode Island. This rate is subject to change on an annual basis.

MEDICAL INSURANCE

A pretax deduction is made for an employee's share of the cost of health care and is subject to change.

DENTAL INSURANCE

A pretax deduction is made for an employee's share of the cost of dental care and is subject to change.

GROUP SUPPLEMENTAL RETIREMENT ANNUITY

Upon hire, employees may choose to participate in a GSRA and invest the funds in either TIAA-CREF or T. Rowe Price.

OPTIONAL SUPPLEMENTAL LIFE INSURANCE

An employee is eligible to purchase optional supplemental life insurance on the first of the month following the date of hire.

STATE TAXES OTHER THAN RHODE ISLAND

If you live in a state other than Rhode Island, you may request the payroll office to deduct additional taxes for that state.

DIRECT DEPOSIT BANKING

Regular employees generally have pay checks automatically deposited in a bank of his/her choice. The check can be deposited into two accounts and may be split between a checking and savings account.

EARLY PAY CHECK FOR VACATION

An hourly employee may ask for his/her pay check in advance, payable on the bi-weekly payroll occurring before the vacation begins. Timecards must be completed and given to the payroll department at least three (3) weeks in advance of the vacation to insure that the check is processed on time.

SALARY ADVANCE

An employee may request a salary advance once every twelve months. The request must be in writing and approved by the immediate supervisor and the associate vice president for human resources.

OVERTIME (HOURLY EMPLOYEES)

It is sometimes necessary for the College to require an hourly employee to work in excess of forty (40) hours per week. Under federal guidelines, when this happens, time and one-half the regular hourly rate is paid to hourly employees for actual hours worked over forty (40). Time and one-half also is paid for overtime hours worked on a Sunday, holiday, or non-scheduled workday (if not part of the regularly scheduled work week). All overtime hours must be approved by the supervisor and the Department of Human Resources prior to being worked.

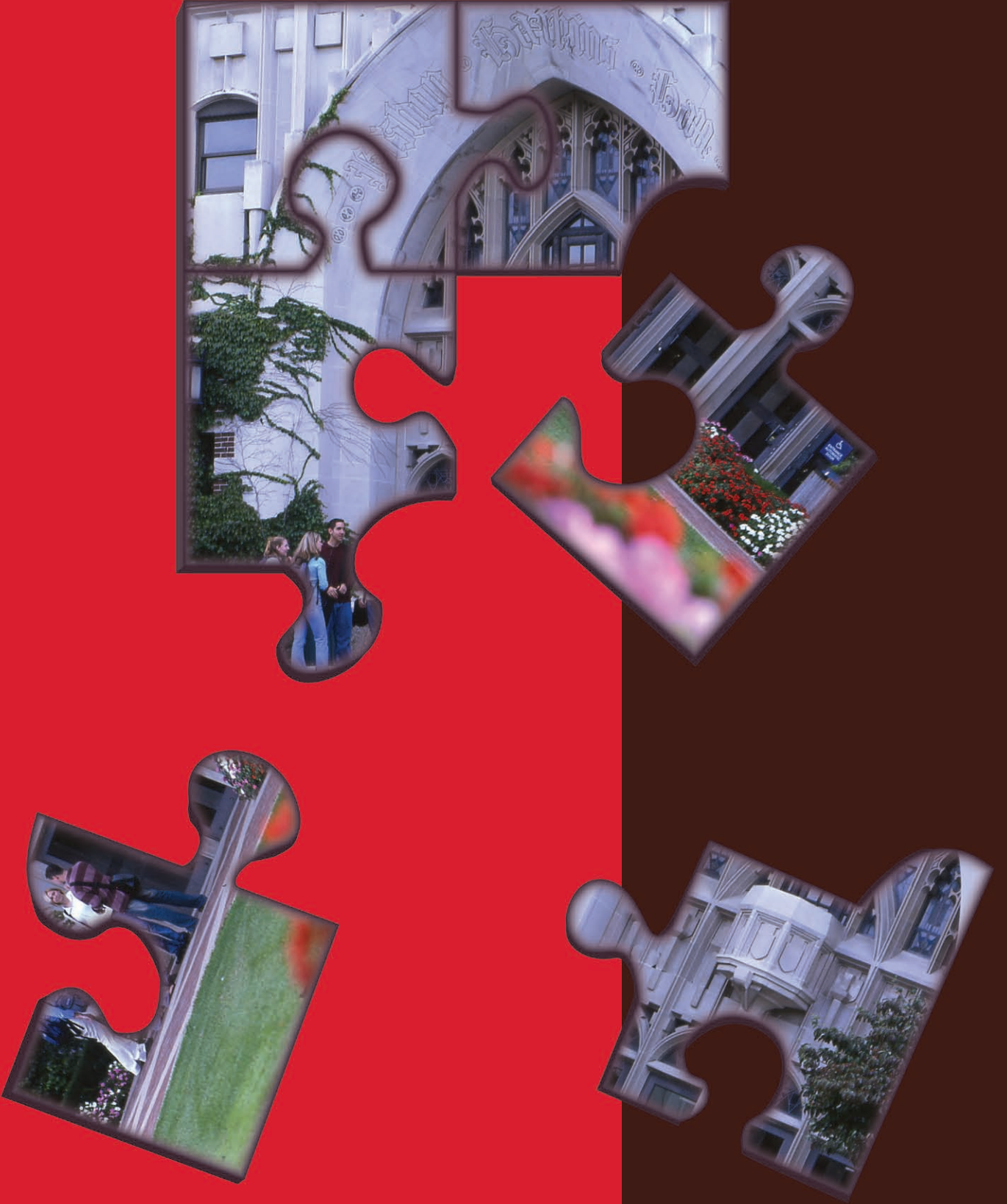
Each supervisor is responsible for assessing the need for overtime. If possible, the supervisor will attempt to accommodate employees who, for personal reasons, have difficulty complying with an overtime request. Accommodation is subject to the minimum operating requirements of the department.

Compensatory time off, in lieu of pay for overtime, is not permitted under Rhode Island state law.

Holidays, vacation days, and bereavement days are considered days worked for the purpose of calculating overtime. Sick leave, whether regular sick time or worker's compensation time, and all other leaves used during the work week, are not included as hours worked for the purpose of overtime calculation. Employees covered by a collective bargaining agreement are governed by the terms of the agreement.

SHIFT DIFFERENTIALS

Hourly employees, governed by a collective bargaining agreement and assigned to night-shift hours, are entitled to a premium above the normal pay rate.



salary administration program

COMPENSATION AND CLASSIFICATION

The compensation and classification plan at Providence College is designed to achieve the following objectives:

- Provide for the continued retention and attraction of competent, quality employees
- Compensate based on the contributions, content, and complexity of the work
- Recognize and reward exceptional contributions
- Provide salaries that are commensurate with the defined market
- Ensure equitable salary administration throughout the College
- Provide guidelines for salary recommendations
- Establish a salary grade schedule tailored to the needs and organization of the College
- Make transparent to the internal community all policies, procedures, and guidelines related to the compensation program
- Assist in compliance with federal regulations and affirmative action goals

Every staff position has a description which communicates information about the duties, responsibilities and minimum qualifications for the position upon being hired. Each employee is given a copy of his/her position description to ensure that he/she understands the responsibilities involved.

POSITION CLASSIFICATION

Each administrative and support staff position is assigned a grade utilizing a point factor evaluation method which consistently applies ten to twelve well-defined factors to many disparate positions. Factors include, but are not limited to, competencies such as Required Knowledge, Accountability, Problem Solving, Job-Related Demands, and Responsibility. The classification system may be reviewed and changed periodically. Each position receives a grade assignment within a salary grade structure. Grade structures are reviewed annually utilizing local, regional, and national survey data.

The Department of Human Resources reviews survey data for all benchmark positions annually. A benchmark position is a position with standardized characteristics so detailed that other positions can be compared to the benchmark position as being above, below, or comparable to it. Benchmark positions are used for making pay comparisons both within and outside the College. Employees covered by a collective bargaining agreement are governed by the terms of the agreement.

REVIEW OF POSITION DESCRIPTIONS AND/OR GRADE CLASSIFICATION

When an employee or a supervisor believes that changes in the responsibilities of a position are significant enough to warrant a review of the position description, he/she completes a Position Description Questionnaire (PDQ), signs the PDQ, and has the divisional vice president approve the request. The supervisor then contacts the compensation analyst to initiate the review. A review of a particular position can be requested once per year.

When a position becomes vacant, the supervisor is expected to review the current description before recruitment begins. In cases of significant changes in job content, a Position Description Questionnaire must be completed. If there are minor changes in job content, adjustments to the current position description may be made by the supervisor and returned to the compensation analyst. The compensation analyst will provide guidance and assistance on which process to use.

SALARY RANGES

Each grade has a salary range with a minimum, midpoint, and maximum dollar value. Salary ranges are adjusted annually, subject to approval by the executive vice president and the associate vice president for human resources.

SALARY ADMINISTRATION AND SALARY INCREASES

Employees are normally hired between the minimum and the midpoint of the position's grade range to which a position has been assigned, depending on experience and qualifications. Exceptional qualifications or experience, internal salary equity within a grade, or external prevailing wage level consideration, may warrant a higher salary in some cases with the prior written approval by the direct supervisor, the divisional vice president, and the associate vice president for human resources.

Movement through the range is achieved through merit increases, which are contingent upon performance, and are available annually on July 1. The maximum percentage allowed for merit increases is approved each year by the President and the Cabinet.

**PERFORMANCE
EVALUATION PROGRAM**

A formal annual performance appraisal program helps to promote better communication between an employee and his/her supervisor, allows employee input, and facilitates job performance standards based on established goals and objectives pertinent to the position description. A performance review is prepared by the supervisor and communicated to the employee so that the employee understands performance expectations. A performance plan is communicated to a new employee prior to the end of the probationary period.

All employees receive an annual performance review which is effective on July 1. Review forms are available under Forms at the human resources web site at: www.providence.edu/Human+Resources/Forms/. Managerial/supervisory employees must complete a self-evaluation prior to the performance review. The self-evaluation form is also on the human resources web site. Employee feedback concerning job satisfaction, career goals, and position responsibility is encouraged during the appraisal, as well as at any time during the year.

A review of performance is initiated by the supervisor using the position description as criteria as well as previously agreed upon goals and objectives. The supervisor designates one of the following five defined levels of performance to the appraisal:

Level	Definition
(E) Exceptional	Individual consistently makes unique and substantial contributions to the department. Individual works at a more superior, creative, and productive level than the position requires. Performance continuously approaches the highest level of achievement.
(C) Commendable	Individual regularly exceeds the competencies and requirements of the position.
(FC) Fully Competent	Individual consistently fulfills the requirements of the position.
(NI) Needs Improvement	Individual fulfills some requirements of the position, but must demonstrate improvement.
(U) Unacceptable	Individual does not fulfill basic requirements of the position and as a result, employment may be affected.

A rating of E, C, FC, or, NI may result in a merit increase based on a combination of the rating and an employee's place in his/her grade range. The increase is added to the employee's current base salary. The amount of the merit increase is determined annually, based on budgeting consideration and approval by the President and the Cabinet.

Individuals joining the College between January 1 and March 31 of each fiscal year are eligible for one-half of the full merit award based on the performance review. Individuals joining the College after April 1 are not eligible for any merit award. Temporary employees, as well as employees in grant-funded positions, are exempt from this program.

Details of this program can be obtained from the human resources department.

TRANSFER

A lateral transfer is a move to another position within the same salary grade. It may be temporary or regular, and does not carry a salary adjustment. A new employee may apply for a posted position one year after the date of hire.

An administrator who is temporarily transferred to a higher graded position for a specified period of time of three months or more will carry an appropriate stipend to be determined by the divisional vice president and the associate vice president for human resources. A bi-weekly staff member who is requested to do work above his/her assigned grade level will be compensated through payment of overtime for hours worked over forty (40) in fulfilling the additional responsibilities. An employee transferred for a period of time to a lower rated position will be paid at a rate mutually agreed upon by the supervisor and the associate vice president for human resources.

PROMOTION

A promotion occurs when an employee moves to a position with greater or substantially different responsibilities which has a higher grade level and new title.

A salary increase will be affected to at least the minimum of the new grade. The salary adjustment will be made in consideration of the employee's length of service and internal salary equity within the grade.

To help foster employee success in the new position, the supervisor will provide performance feedback after three months.

In cases of transfer and/or promotion where two or more employees are of equal ability, as determined by the supervisor and the human resources department, seniority of an employee governs, except when one of the employees currently is in the department in which the vacancy exists. In such cases, given equal abilities, preference is given to the employee who is currently in the department. Since Providence College is an equal opportunity employer, and since positions may require specialized training and experience, nothing stated herein prevents the College from filling any vacancy by hire, by transfer, or by any other means.

Whenever possible, vacancies offering more opportunity and responsibility are filled from within the College on the basis of ability, competency, and seniority of the employee. All vacancies are posted and announced in appropriate publications. An employee interested in an available position at the College should contact the human resources department for more information about the position and a preliminary evaluation of his/her qualifications. After this discussion, if the employee wishes to be considered formally for the position, the human resources representative will refer the application for consideration. In the spirit of open communication, when and if serious consideration is being given to an applicant/employee, the employee should notify his/her supervisor of the possibility of a transfer.



staff benefits

Following is an overview of Providence College's benefit program components. Please contact the Department of Human Resources for details of all staff benefits.

RETIREMENT INCOME

An employee's retirement income is derived from at least three sources:

- Pension benefits received under the terms of the College retirement plan;
- Pension benefits received through individual Social Security contributions; and
- Income derived from personal planning and investment.

PROVIDENCE COLLEGE PENSION PLAN

The Providence College Pension Plan is a defined contribution plan (403b) designed to provide monthly income at retirement. All regular employees of the College participate in the plan after two years of service, working a minimum of 1,000 hours per year for two consecutive years, and attaining the age of 21. TIAA/CREF and T. Rowe Price are available to the employee for investment of funds. The entire cost of this plan is paid by the College to TIAA/CREF or T. Rowe Price. The plan for both investment companies is administered by TIAA/CREF.

In each pay period the College contributes at a rate of 4.5% of the employee's gross salary during the first year of participation, 7% in the second year, and 10% in the third year and each year thereafter. An employee can place the College's contributions in percentage increments into TIAA's annuity vehicle, one or more of CREF's investment accounts, or T. Rowe Price investment accounts.

Retirement benefits are payable as early as age 55, but would be subject to additional tax consequences. Retirement at age 59 1/2 or older avoids tax penalties. Full benefits under the plan are available at age 65. An employee retiring at or after age 65 is entitled to collect from his/her pension plan and should contact TIAA/CREF directly. Further information is available on the web site at: www.tiaacref.org or www.troweprice.com.

GROUP SUPPLEMENTAL RETIREMENT ANNUITY (GSRA)

A group supplemental retirement annuity (GSRA), administered by TIAA/CREF, is a tax deferred annuity to help an employee begin putting aside extra funds for the future in addition to the College's retirement contribution. Participants determine (within prescribed federal tax shelter limitations) the amount to be deducted from their paychecks. An annual recalculation of the employee's contribution is suggested. Initial enrollment, change to deducted amounts, or termination of plan participation may be made once per month. An employee may begin contributions to a GSRA or discontinue a GSRA at any time during the year. A GSRA offers a loan feature.

The College provides information on TIAA/CREF and T. Rowe Price's GSRA funds. Contact the human resources department for more information.

SOCIAL SECURITY

Employees and the College participate equally in the Social Security program. Benefits are payable upon death, disability, and retirement under Social Security. These payments are separate from income received from Providence College's retirement plan.

An employee should, on or about his/her annual birthday, receive a statement of earnings on record from the Social Security Administration. Social Security benefits are not payable automatically. Application for benefits should be made a minimum of three (3) months prior to the desired retirement start date. Further information is available on the web site at: www.ssa.gov.

HEALTH INSURANCE

All regular, full-time employees are eligible for health insurance offered by the College. An employee may select individual or family coverage. Specific plan details, current rate information, and enrollment forms are available in the Department of Human Resources. The insurance carrier, the contents of the plan, and the employee contribution may be subject to change at the sole discretion of the College.

Coverage begins the first of the month following the date of hire, i.e., for employees who join the College on June 15, coverage becomes effective on July 1. Family coverage may include a spouse and/or unmarried children. Unmarried children listed on the employee's insurance plan will be covered until January 1 after their 19th birthday, or, if full-time or part-time students, until January 1 following their 25th birthday. Students are responsible for completing an annual student certification form distributed by the health plan. To avoid loss of coverage, the student must complete and return the form to the appropriate health plan. Information on the current carrier is available at the Department of Human Resources.

A contribution is required toward the plan premium by each employee. The current contribution is 20% of the full premium. Employees covered by a collective bargaining agreement are governed by the terms of the agreement.

Changes in plan participation, other than as a result of a qualifying event, i.e., marriage, childbirth or adoption, death, divorce, or loss of coverage, etc., may be made only during the annual open enrollment period. If a qualifying event occurs outside of the open enrollment period, an employee must notify the Department of Human Resources within thirty (30) days of the occurrence.

Health insurance for active employees over age 65 and their spouses remains the same as it was prior to age 65. The College recommends that employees contact the Social Security Administration three months before turning 65.

In certain instances, federal law requires availability of continued coverage where coverage under the group health plans would otherwise end. In compliance with the federal COBRA program, the College offers employees and their families the opportunity for a temporary extension of health coverage at group rates with the employee paying the full cost of coverage plus a 2% administrative fee. Further information about continuation of coverage (COBRA) is available in the Department of Human Resources.

DENTAL INSURANCE

All regular employees are eligible to choose dental insurance offered by the College. Employees may select individual or family coverage. The College requires a contribution toward the premium from each employee. The contribution rate is 20%. The insurance carrier, the contents of the plan, and the employee contribution may be subject to change at the sole discretion of the College. Employees covered by a collective bargaining agreement are governed by the terms of the agreement.

Coverage with Delta Dental begins the first of the month following the date of hire; i.e., if hired on June 15, coverage is effective July 1. Family coverage may include a spouse and/or unmarried children. Any unmarried children listed on one's insurance plan will be covered until January 1 after their 19th birthday, or, if full-time students, until January 1 after their 26th birthday. Students are responsible for completing an annual student certification form distributed by the dental plan annually. To avoid loss of coverage, the student must complete and return the form to the appropriate dental plan.

Changes in plan participation, other than as a result of a qualifying event, i.e., marriage, childbirth or adoption, death, divorce, or loss of coverage, etc., may be made only during the annual open enrollment period. If a qualifying event occurs outside of the open enrollment period, an employee must notify the Department of Human Resources within thirty (30) days of the occurrence. Further information is available at: www.deltadental.com.

In certain instances, federal law requires availability of continued coverage where coverage under the group dental plan would otherwise end. In compliance with the federal COBRA program, the College offers employees and their families the opportunity for a temporary extension of dental coverage at group rates with the employee paying the full cost of coverage plus a 2% administrative fee. Further information about continuation of coverage (COBRA) is available in the Department of Human Resources.

PREMIUM CONVERSION

Providence College offers a Premium Conversion Account which allows employees to pay for their share of medical and/or dental premiums with pre-tax dollars.

HEALTH/DENTAL BUYOUT PLAN

The College also offers a health insurance buyout program available and renewable during each annual open enrollment period. Currently, an eligible employee who elects to waive coverage under the College's medical/dental insurance plan receives a medical/dental buyout refund of \$1,400 and/or \$165 respectively for each year that participation is waived (proof of health insurance coverage is required). The buyout amount(s) are processed through the payroll system on either a monthly or a bi-weekly basis and are subject to federal and state withholding taxes. The amount of the refund for the buyout may be changed at the College's discretion.

LIFE INSURANCE

On the first of the month following initial employment, regular full-time employees are eligible for College paid group life insurance coverage through CIGNA. The insurance coverage is equal to the full amount of the annual salary plus \$5,000 to a maximum of \$300,000. The insurance carrier and the contents of the plan may be subject to change at the sole discretion of the College. Employees covered by a collective bargaining agreement are governed by the terms of the agreement.

In all cases, if the amount of insurance is not an even multiple of \$1,000, it is raised to the next higher \$1,000 multiple. For example, if the salary is \$21,500, the policy coverage amount is \$27,000.

An employee leaving the College may convert this insurance to a private plan and continue it at his/her own expense. To do so, he/she should complete and submit a life insurance conversion form available through the human resources department. Further detailed information is available in the human resources department or general information is available at: www.cigna.com.

OPTIONAL SUPPLEMENTAL LIFE INSURANCE

For greater financial protection, an employee may choose to elect supplemental life insurance coverage above the basic life insurance provided by the College. This insurance is available to employees at low group rates based upon the employee's age and salary and is effective the first of the month following employment.

Employees can choose from one to three times their annual salary, to a maximum of \$500,000 including College-provided basic life insurance.

No Evidence of Insurance (EOI) is required for the optional insurance in excess of one times an employee's annual salary, or \$300,000, whichever is greater, as long as it is purchased during the first 31 days of initial eligibility or during the first 31 days after marriage, or the birth/adoption of a child. For optional employee insurance purchased at other times, and for optional insurance in excess of one times annual salary or \$300,000 and/or amounts greater than \$300,000, EOI is required.

LONG-TERM DISABILITY INSURANCE

On the first of the month following employment, the College provides all regular full-time employees with long-term disability insurance coverage through CIGNA. The cost of this coverage is paid by the College. The service provider may be subject to change at the sole discretion of the College. Employees covered by a collective bargaining agreement are governed by the terms of the agreement.

Under the plan, employees are assured of replacement of a substantial portion of income when faced with long-term illness or injury. After certification of the disability by the insurance carrier, the plan provides the following benefits beginning the first of the month following six consecutive months of disability:

- A monthly income, inclusive of any income from Social Security and Workers' Compensation, of 66 2/3% of an individual's basic annual salary as of the date of disability, to a maximum benefit of \$6,000 per month.
- Where applicable, contributions to the TIAA/CREF pension plan will continue in accordance with the terms of the retirement plan.
- Where applicable, continuation of College-provided life insurance benefits at the level of coverage at the time of disability until age 65.

The above group disability benefits continue during the period of a disability until age 65. If the disability occurs on or after age 63, benefits will continue for a period of no more than 36 months or for a period of 12 to 36 months, depending on age, at the time of total disability.

An employee receiving benefits from the plan due to a non-occupational accident or injury is considered separated from the College at the time total disability is granted. Extended absence due to injury on the job prompts the College to request disability insurance benefits for the employee while determination of a workers' compensation case is pending.

Specific plan details are available in the human resources department. This plan is subject to change. For further information, visit the web site at: www.cigna.com.

FLEXIBLE SPENDING ACCOUNTS

Providence College offers Flexible Spending Accounts (FSA) to allow employees to use pre-tax monies to pay for qualifying non-reimbursable healthcare and/or dependent care expenses. Participation in the Flexible Spending Accounts is optional. The service provider may be subject to change at the sole discretion of the College.

Employees become eligible to participate in the Flexible Spending Accounts on the same effective date of eligibility as health-care benefits. The maximum amount an employee can contribute to either the Healthcare and/or Dependent Care FSA in a Plan Year is \$5,000 per account. The annual amount that an employee elects to contribute before taxes to the FSA is divided into equal installments and taken from his/her paycheck during the year.

An election to contribute to the FSA remains in effect through the Plan Year. Changes to the deduction amount may be allowed only if the employee has a "qualifying event" such as a change in family status. The IRS requires that an employee use all the money in his/her FSA(s) each Plan Year for eligible expenses incurred during that same plan year. Money remaining in the account(s) after the grace period will be forfeited. Further information is available at: www.avantserve.com/Login.aspx.

TEMPORARY DISABILITY INSURANCE (TDI)

Under the provisions of the Rhode Island Temporary Disability Act, if an employee is away from work for more than one week because of illness, the employee is entitled to a percentage of his/her average weekly wage, the percentage being determined and payable by the state.

Should an employee need to file for TDI benefits, information can be found on the web site at www.dlt.ri.gov/tdi/.

WORKERS' COMPENSATION INSURANCE AND BENEFITS

In accordance with state law, the College carries Workers' Compensation Insurance for each individual on Providence College's payroll. It is important that any injury, however slight, incurred by an employee while on the job, be reported immediately to the supervisor, the Office of Safety and Security, and the human resources department in order to comply with the provisions of the law.

Compensation payments are made directly to the employee by the insurance company. Absence due to a certified work-related injury is not charged to sick leave with the exception of the first three (3) days.

An expected extended absence of more than six months due to injury on the job allows an employee to request group disability insurance benefits through Cigna if the employee carries this insurance.

If an employee is absent on Workers' Compensation, the following applies:

- Vacation and sick time continues to be earned.
- Benefits are maintained by the College.
- Workers' Compensation is applied concomitant with the provisions of the Family Leave Act.
- If the injury recovery lasts more than six months, the College cannot guarantee that the employee's position will remain open. If the College fills or eliminates the position, the employee will be placed in a comparable position, if one is available.

Further information can be found at: www.beaconmutual.com.

UNEMPLOYMENT COMPENSATION

All employees of Providence College are covered by the provisions of the Rhode Island Employment Security Law (commonly referred to as "Unemployment Compensation") and, therefore, are entitled to applicable benefits under the Act. This program provides weekly income benefits to all eligible individuals during periods of full or partial unemployment. Employees on approved leaves of absence, or academic-year employees, are not eligible for unemployment compensation.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Employee Assistance Program (EAP) is a benefit and a resource. It is private, confidential, and free of charge. Staff members may use a referral service to an off-campus counseling group, Sobel and Raciti. The plan provider may be subject to change at the sole discretion of the College.

The EAP and Work-Family consultation services are staffed by licensed psychologists and are open to all concerns, including social, family, psychological, alcohol, drug, job, health, legal, stress, parenting, or financial issues. Their licensed professionals will help employees evaluate their situation, designate an appropriate course of action, and then provide assistance for resolution of the problem or concern. Employees or their immediate families can utilize this free, private, and confidential service. Contact LifeScope EAP at 1.800.227.2195 or www.lifescopееap.com.

TUITION

The College supports and encourages employees and their families to invest in higher education programs. The College offers the following programs:

TUITION REMISSION POLICY

Tuition benefits may be subject to federal taxes where applicable.

Undergraduate School: All members of the regular full-time staff are eligible for a waiver of tuition for taking courses in the undergraduate program immediately upon full-time employment. Classes are available outside of normal working hours.

After one year of full-time employment (as of the start of the academic year), members of an employee's immediate family (spouse, sons, daughters) are eligible for tuition remission at the discount rate of 15% per year of service up to full remission after seven (7) completed and consecutive years of service.

Academic-year employees are eligible for tuition remission at the discount rate of 12% per year of service up to full remission after nine (9) completed and consecutive years of service. Students must apply through the normal admission process and be accepted at the College. The cost of books, lab fees, registration fees, supplies, or other non-tuition expenses, is not included.

Tuition Exchange: After seven (7) years of continuous service for full-time employees or after nine (9) years of continuous service for academic-year employees, the children of regular staff are eligible for tuition remission exchange at participating institutions. Students must apply through the normal admission process and be accepted at the participating College. A list of participating schools is available at: www.tuitionexchange.org.

Graduate School: All members of the regular staff are eligible for a waiver of tuition for taking courses in the graduate program immediately upon full-time employment. Members of an employee's immediate family (spouse, sons, and daughters) are eligible for one-half remission of the tuition charges. After seven (7) years of continuous service, members of an employee's immediate family are eligible for full remission of tuition.

Family members of regular academic-year employees are eligible for one-half remission of the tuition charges. After seven (7) years of continuous service, members of an academic-year employee's immediate family are eligible for full remission of tuition. The cost of books, lab fees, registration fees, supplies, and other non-tuition expenses is not reimbursable.

School of Continuing Education (SCE) and Summer School: All members of the faculty and regular full-time staff and members of their immediate families (spouse, sons, and daughters) are eligible for full remission of tuition for taking courses in the School of Continuing Education and Summer School immediately upon full-time employment. The cost of books, lab fees, registration fees, supplies, etc., is not reimbursable. Part-time employees are eligible for a limited benefit. For further information, part-time employees should contact the Department of Human Resources.

TUITION ASSISTANCE

Providence College provides an additional education benefit for regular employees in the form of tuition assistance. An employee may enroll in job-related undergraduate degree programs not offered at Providence College. The program must directly improve the employee's ability to contribute to Providence College in his/her current position. The College reserves its right to reevaluate, modify, or rescind this program at any time, with or without notifications.

Employees must be full-time/full-year or full-time/academic-year, and must have completed a minimum of 12 months of continuous service. Employees must be employed at Providence College on the first day of classes and, upon completion of the course, must be considered in good standing. All courses must be taken during non-work hours. The cost of books, lab fees, registration fees, supplies, etc., is not reimbursable.

A maximum of five courses per calendar year (generally not to exceed 15 credits) may be taken. Tuition assistance amounts are as follows:

- 100% tuition reimbursement for an earned grade categorized as an "A" or "B".
- 75% tuition reimbursement for an earned grade categorized as a "C".
- Any grade categorized as a "D" or below will not qualify for reimbursement.



leave provisions

VACATION

All regular full-time employees are entitled to vacation leave. Regular nine-month and ten-month employees are eligible for vacation leave on a prorated basis. Vacation is granted on a fiscal year basis each July 1.

Vacation time begins to be earned during the first month of employment. No paid vacation time may be taken in the first three (3) months without permission of the immediate supervisor and the Department of Human Resources if extenuating circumstances occur. All vacation time must be taken during the fiscal year in which it is earned, provided the probationary period has been completed, or it will be forfeited. Vacation time may not be carried forward to, nor advanced from, the next year.

All vacation requests must be approved in advance by the department supervisor. This will assist in the proper planning of vacation to maintain the necessary coverage within each department. The College reserves the right to approve or deny the request for vacation based on operational and staffing requirements.

If an employee uses vacation and leaves the College prior to earning the amount of used vacation, he/she will owe the College a portion of the used, but unearned, vacation time. If an employee has earned more vacation than used, he/she will be paid the prorated earned, but unused portion upon separation.

Employees are encouraged to cooperate with each other in arranging for vacation leave requests, recognizing that there may be administrative or minimum coverage requirements necessitating the scheduling of vacation leave at certain periods of time. Employees on unpaid leaves of absence do not earn credit for vacation time except if on approved family medical leave. Employees covered by a collective bargaining agreement are governed by the terms of the agreement.

The monthly vacation earn rate for full-time/full-year administrative, professional, and support staff is calculated by dividing the maximum annual allowance by twelve.

Basic vacation for administrative and support staff is as follows:

Administrative Staff — Full-Time/Full-Year

Years of Service as of July 1	Maximum Vacation Days Accrued Each Fiscal Year
1 Year to Less than 5 Years	15 Days*
5 Years to Less than 10 Years	18 Days
10 Years to Less than 15 Years	21 Days
15 Years or More	24 Days

*Upon hire, administrative employees are granted fifteen (15) days of vacation for grades 18 – 21, twenty (20) days for grades 22 – 25, and twenty-five (25) days for grade 26 or above.

Support Staff — Full-Time/Full-Year

Years of Service as of July 1	Maximum Vacation Days Accrued Each Fiscal Year
1 Year to Less than 5 Years	10 Days
5 Years to Less than 10 Years	15 Days
10 Years or More	20 Days

Administrative Staff — Full-Time/Academic-Year

Years of Service as of July 1	Maximum Vacation Days Accrued Each Fiscal	Maximum Vacation Days Accrued Each Fiscal
	Year/9-month	Year/10-month
Less than 1 Year	5 Days	5 Days
1 Year to Less than 5 Years	11 Days	12 Days
5 Years to Less than 10 Years	13 Days	15 Days
10 Years to Less than 15 Years	16 Days	18 Days
15 Years or More	18 Days	20 Days

Support Staff — Full-Time/Academic-Year

Years of Service as of July 1	Maximum Vacation Days Accrued Each Fiscal	Maximum Vacation Days Accrued Each Fiscal
	Year/9-month	Year/10-month
Less than 1 Year	3 Days	3 Days
1 Year to Less than 5 Years	7 Days	8 Days
5 Years to Less than 10 Years	11 Days	12 Days
10 Years or More	15 Days	16 Days

If an administrative or support staff employee is hired after July 1, vacation is prorated on a monthly basis. Administrative and support staff employees hired after March 16 are not eligible to earn or use vacation within the remaining fiscal year.

PAID HOLIDAYS

Providence College officially observes a number of holidays throughout the year. A regular full-time employee, including anyone on probationary status, is entitled to holiday pay based on his/her straight-time hourly rate times the employee's standard work day.

Providence College recognizes the following days as paid holidays:

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Good Friday	Friday preceding Easter
Memorial Day	Last Monday in May
Independence Day	July 4
Victory Day	Second Monday in August
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Day before Thanksgiving	Fourth Wednesday in November
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Day	December 25

Holiday observance may be changed at the sole discretion of the College.

Holidays falling on Sunday will be observed on the following Monday. If the holiday falls on Saturday, the preceding Friday will be observed.

An hourly employee who, for business reasons, is required to work on an observed College holiday, will be paid time and one-half (1.5) his/her hourly rate in addition to holiday pay at the regular hourly rate. An administrative employee who is required to work on a holiday may be eligible for compensatory time at the discretion of his/her supervisor. Employees covered by a collective bargaining agreement are governed by the terms of the agreement.

SICK TIME

Full-time/full-year and full-time/academic-year administrative employees, may earn two and one-half (2.5) sick days per month worked, to a maximum of thirty (30) days per year. Total accumulation allowed is 180 days. Full-time/full-year or full-time/academic-year support staff employees earn .8333 sick days per month worked, to a maximum of ten (10) days per year. Total accumulation allowed is up to sixty (60) days. Employees are encouraged to accumulate paid sick time to be used in the event of long-term illness.

Supervisors are responsible for the administration of the sick time policy. Employees who are absent due to illness for three or more consecutive work days are required to submit a physician's note of explanation. Patterns of absence that indicate abuse of the policy may require submission of a medical certification for each absence, and may lead to disciplinary action.

If an employee's absence from work due to illness exceeds five consecutive days, the employee is required to apply for a leave of absence under the Family and Medical Leave Act. A doctor's note may be required at any time during an approved absence. To return to work, the employee must obtain a doctor's statement certifying the ability to resume work responsibilities. Extended absence due to illness, and/or inability to meet the requirements of the job, can be reason to initiate total disability insurance benefits, if eligible, and prompt replacement by the supervisor and/or the College as deemed necessary.

Paid sick time is not an accrued benefit payable upon separation of employment.

MEDICAL LEAVE

An employee is entitled to take a disability leave, using earned sick time, to cover the period of time he/she is physically unable to be at work. During this time, if eligible, an employee may receive TDI benefits from the state.

If an employee is on leave due to a qualified disability, employee benefits are provided under Rhode Island's Parental and Family Medical Leave Law and the federal Family Medical Leave Act. These regulations are applied separately, as well as in conjunction with one another. The individual's position remains open pending his/her return.

A doctor's note is required from the employee stating the start date of the medical leave, the reason for the leave, and an approximation of the duration of the leave. This note must be sent to the Department of Human Resources prior to the beginning of the leave. Once the medical leave has ended, and before an employee can return to work, the employee must provide a doctor's note to the Department of Human Resources that releases the employee to return.

A request for an unpaid leave due to childbirth beyond the period of certified medical disability (after the doctor approves a return to work) should be made to the department supervisor. An extended leave (including the original medical absence) of a maximum of six (6) months may be approved. Reasonable advance notice is important so that arrangements can be made to provide coverage during the period of absence. The employee is responsible for all benefit premiums after the medical leave has been completed and the unpaid leave begins.

Upon return to the College the employee will be reinstated in his/her former position unless the former position has been filled or eliminated by the College. If the former position is unavailable, the affected employee will be placed in a comparable position if one is available.

If an employee is absent on a paid or unpaid medical leave due to illness or hospitalization (other than coverage under RIFFML or FMLA), the following applies:

1. Vacation and sick time continue to be earned.
2. Benefits are maintained by the College. To maintain insurance coverage, the employee continues to be responsible for the employee premium contribution.
3. For illness lasting more than three (3) months, the College cannot guarantee that the job will remain open. If the position has been filled or eliminated, the College will place the affected employee in a comparable position if one is available.

If an employee chooses to separate from the College due to a qualified disability, and is rehired within six (6) months following the termination, the employee will be reinstated with credit for the length of the prior continuous year of service. For more complete information about legislated guidelines, contact the Department of Human Resources.

FEDERAL FAMILY MEDICAL LEAVE ACT

Every employee, male or female, who has been employed by Providence College for at least twelve (12) months before the request for a leave, and for at least 1,250 hours during that twelve (12) month period, is entitled to twelve (12) weeks of unpaid family medical leave in any twelve (12) month period. Federal "family medical leave" is defined as leave by reason of (1) the birth and care of a new born child; (2) the adoption or foster care of a child by the employee; (3) the care of a spouse, parent, or child having a serious health condition; or (4) serious personal health conditions that prevent an employee from performing his/her job.

Employment service and health insurance benefits continue while an employee is on leave. The employee is responsible for payment of applicable insurance contributions as if he/she were at work.

The employee is required to give thirty (30) days notice of the date on which the FMLA leave will start and end, and the reason for the leave. This requirement will be waived if the employee is prevented by a medical emergency from giving such notice.

At the end of the leave period, the College is required to restore the employee to the same position held when the leave began, or to a comparable position with equivalent seniority, status, benefits, pay, and other terms and conditions of employment, if available. However, if an employee has used all available time under FMLA, and the employee does not return to work at the end of the FMLA leave, the College is not required, at the time of the employee's return to work, to return the employee to the original position held prior to the leave, and may post the position. Upon availability for work, the employee may apply for any position that is posted and for which he/she is qualified.

RHODE ISLAND PARENTAL AND FAMILY MEDICAL LEAVE

The Rhode Island PFML applies to employees who work an average of thirty (30) or more hours per week and who have worked for twelve (12) consecutive months. If these requirements are met, each employee is entitled to thirteen (13) consecutive weeks of unpaid parental and family leave during any two (2) benefit years. Rhode Island “parental and family medical leave” is defined as leave by reason of (1) the birth of a child; (2) the placement of a child – less than 17 years old – in connection with the adoption of such child by the employee; or (3) the serious illness of a child, one’s self, parent, spouse, mother-in-law, or father-in-law.

Employment service and health insurance benefits continue while an employee is on leave. The employee is responsible for payment of applicable insurance contributions as if he/she were at work.

An employee is required to give thirty (30) days notice of the date on which the leave will start and end, except if prevented from doing so due to a medical emergency. The College is required to maintain the employee’s health benefits during the leave period.

At the end of the leave, the College is required to restore the employee to the same or an equivalent position to the one held prior to the leave, if one is available, with equivalent seniority, status, benefits, pay, and other terms and conditions of employment. However, if an employee has used all available time under RIPFML, and the employee does not return to work at the end of the RIPFML leave, the College is not required, at the time of the employee’s return to work, to return the employee to the original position held prior to the leave, and may post the position. Upon availability for work, the employee may apply for any position that is posted and for which he/she is qualified.

BEREAVEMENT LEAVE

In the event of the death of a member of the immediate family, the employee is permitted five (5) working days off with pay per occurrence. The definition of immediate family includes husband, wife, children, parents, brothers, or sisters.

A maximum of three (3) work days with pay is allowed in the event of the death of a brother-in-law, sister-in-law, mother-in-law, father-in-law, grandparents, guardian or member of the same household. Additional time off, due to required extended travel or similar complications, may be granted without pay at the discretion of the department supervisor and the human resources representative. Except in very unusual circumstances, bereavement leave must be utilized within seven (7) days of the date of death. Bereavement time must be recorded on the employee’s timecards.

Subject to a supervisor’s prior approval, one day may be granted to attend the funeral of a close relative or friend.

JURY DUTY OR COURT APPEARANCES

Providence College acknowledges the importance of participating in civic affairs and grants time off without loss of pay or benefits. Employees are asked to notify their supervisor immediately, if required to participate in jury duty, and forward a copy of the court’s notification to the human resources department. The College offsets earnings with remunerations received from the court. Therefore, paid stipends for jury service must be signed over to the College.

Time off for jury duty covers only the time an employee actually serves. Whenever attendance is not required, the employee is expected to report to work.

If an employee must appear in court for a personal matter unrelated to College business, time away from work will be unpaid or may be charged to vacation.

MILITARY RESERVE LEAVE

Providence College complies with the Uniform Services Employment and Reemployment Rights Act (USERRA).

Regular employees who are members of the National Guard or organized Reserves are paid the difference between their military duty training pay and their regular compensation, excluding military travel allowance, not to exceed fifteen (15) calendar days each year. Advance written notice requesting the leave, along with a copy of the military orders, must be submitted to the human resources department. Any military duty must be recorded on the employee's time records. Voluntary military duty is not covered under this requirement.

Upon returning to work from duty, the employee should forward a statement of military pay to the Department of Human Resources and the payroll office so that an adjustment in earnings can be arranged. This time off will not affect the use of vacation time. If the employee chooses to take this time as vacation, no differential pay will be paid.

In the event of a war or other national, state, or local emergency, military leave will be granted for up to a maximum of one year. Military orders must be submitted, in advance, to the human resources department. During approved and extended military leave, an employee is eligible to receive all employee benefits and reemployment is guaranteed. Extended military leave is unpaid, but an employee may use the vacation allotment.

UNPAID LEAVE

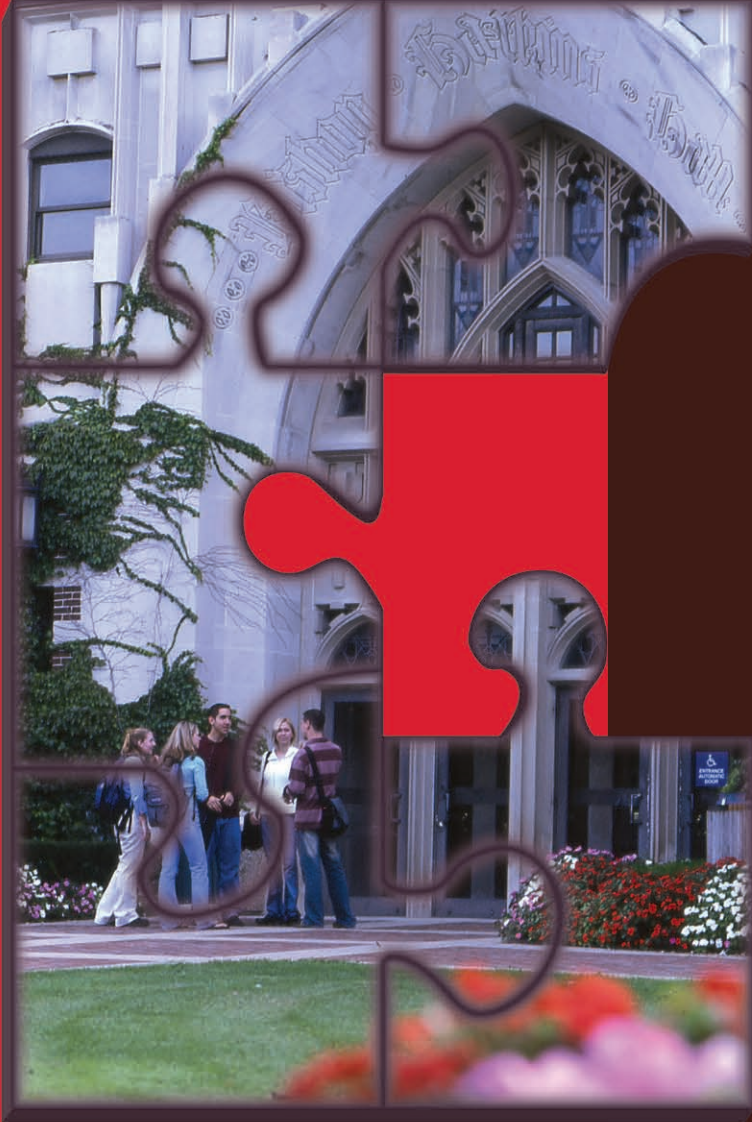
An employee may request an unpaid leave of absence, not to exceed six (6) months between paid and unpaid time, with the approval of his/her supervisor, the divisional vice president, and the associate vice president for human resources. Each request should be in writing and will be considered in view of urgency, type of leave, length of employment, and the effect an absence will have on a department's and the College's operations. Reasonable advance notice is important so that arrangements can be made to cover the duties of the employee during the leave. When an employee requests leave, he/she must also state when he/she intends to return to work.

Unpaid leaves of absence may be approved for reasonable periods of time. An extension of an unpaid leave may be granted in certain cases, depending on individual circumstances. An extension must be requested in writing and approved by the direct supervisor, the next level of supervision, and the associate vice president for human resources.

Employees covered by a collective bargaining agreement are subject to the terms of the agreement.

If a request for an unpaid leave is approved, the following applies:

1. During the absence, vacation and sick time do not continue to be earned. The employee is not eligible for holiday pay for those holidays that fall during the unpaid leave.
2. If an employee wants to maintain benefits, he/she will be responsible for paying the full cost of the monthly premiums. COBRA premiums may be applicable.
3. If an unpaid leave of absence lasts more than thirteen (13) weeks, the College cannot guarantee that the employee's job will remain open. If the College fills or eliminates the position, the College will place the individual in a comparable position if one is available.
4. If an employee engages in other employment during the unpaid leave without the consent of the College, he/she may be subject to termination.
5. If an employee fails to report for work at the beginning of the first regular day of employment after unpaid leave, without first obtaining the permission of his/her supervisor, the individual may be subject to termination.



general information/college facilities/services

IDENTIFICATION CARD

The PC Card is a photo identification card and a financial transaction card, which provides access to a host of services across the campus. This card is used for identification purposes, access to some campus buildings, and allows employees to obtain discounts at the Providence College bookstore (textbooks excluded), at the cafeterias, and for other campus privileges. Value Transfer Stations (VTS) are used for adding money to your ID card. VTS machines are located in lower Slavin Center, the Phillips Memorial Library, and Davis Hall.

The PC Card is the property of Providence College. Employees are expected to carry the identification card with them while on campus. The card should be used for College-related purposes only.

The photo identification cards are available at the Campus ID office located in Harkins Hall, 4th floor Room 400 between 8:30 a.m. and 4:30 p.m. Monday through Friday. Cards are valid during the period of employment. Any questions concerning ID cards should be directed to 865-CARD, the Campus ID office. Further information can be found at: www.providence.edu/pccard.

PHILLIPS MEMORIAL LIBRARY

Employees may use the Phillips Memorial Library and check out books upon presentation of a Providence College ID, or through the on-line library service. Use and check-out of books and materials is subject to the Library's rules and regulations. Loan privileges for books may be obtained at the Library.

PROVIDENCE COLLEGE BOOKSTORE

The bookstore is located on the lower level of Slavin Center. Faculty and staff are entitled to a 10% discount on selected items with one dollar minimum purchase and display of their Providence College ID card. Discounts are not applicable on textbooks.

ALUMNI HALL ATHLETIC COMPLEX/PETERSON RECREATION CENTER/ CONCANNON FITNESS CENTER

The Alumni Hall Athletic complex, the Peterson Recreation Center, and the Concannon Fitness Center are available for use by full-time employees. Racquetball courts, the gymnasium, exercise room, pool, indoor track, and showers are available during specified times. Schedule information may be obtained by calling Ext. 2253. Outdoor tennis courts are available on a limited basis throughout the year.

Presentation of an employee's Providence College identification card/membership ID will gain admission to specified facilities and programs during the year. Employees and their dependents using the facilities are subject to all applicable rules, regulations, membership fees, and time schedules established by the College. The College, at its sole discretion, may change or modify access or membership guidelines without prior notice.

DINING FACILITIES

There are two (2) dining facilities, a coffee shop, and a convenience store on campus. Raymond Dining Hall is the primary dining facility for students. Alumni Hall Food Court is the primary dining facility for staff. Jazzman's Café is available for coffee, pastries, take-out, and other light refreshments and is located on the lower level of Davis Hall on the East Campus. The convenience store is located next to Jazzman's. All employees are invited to use the Alumni Hall Food Court and the Raymond Dining Hall facilities. Prices and hours vary for each facility. The College offers a 10% discount on purchases made by the employee with his/her Providence College ID card if the employee puts money on his/her ID card. Otherwise, the employee will pay full price. Vending machines are located throughout the major buildings on the campus and accept employee ID cards for purchases.

CAMPUS PUBLICATIONS

The College advises its employees of campus activities through several publications: *The Spectrum*, *The Cowl*, *Providence Digest*, and *Providence* magazine. All of the publications are available without charge and are distributed on campus.

ATM SERVICES

For the convenience of the College community, two automated bank teller machines (ATM) are located on the lower level of the Slavin Center.

CULTURAL, SOCIAL, AND ATHLETIC EVENTS

Providence College offers a wide variety of events that are available to employees free-of-charge or at reduced rates. These events include athletic events, concerts, guest speakers, exhibits, films, and plays performed on campus. Athletic event schedules may be obtained by going to the Providence College web site or by contacting the Department of Athletics.

USE OF MAILING LISTS

College mail and/or mailing lists may be used only for official College business or for mailings sponsored or endorsed by the College.

OFFICE ATTIRE

During the academic year, employees are expected to wear professional business attire both on and off campus. During the summer business casual dress is allowed to be worn on campus. When representing the College off campus, regular business attire must be worn.

PERSONAL PHONE CALLS

The operations of the College require a heavy usage of the telephone service. In order to keep the lines clear and to provide prompt service, personal calls, both incoming and outgoing, are expected to be limited to those of absolute necessity.

SOLICITATIONS

During working hours and within official College buildings, soliciting, distributing of handbills, or scheduling of meetings are not allowed at Providence College unless they are for officially sponsored College events or have been approved by the human resources department or other appropriate office.

NOTARY SERVICES

A notary service is available on campus. Check with the human resources department for a list of authorized notaries.

SUGGESTIONS

The communication of ideas is encouraged. More efficient ways of accomplishing a task, or more cost-effective procedures should be discussed with department supervisors.

ENVIRONMENTAL HEALTH AND SAFETY

Providence College is committed to providing a safe and healthy working environment for all employees.

The human resources department maintains the records and reports of accidents, insurance company reports, and activities relative to the safety program. The director of environmental health and safety is responsible for assuring compliance with the Rhode Island Right-to-Know law and OSHA Hazardous Communication Standard which provides training and information regarding hazardous substances that may be found in some work areas. Copies of Material Safety Data Sheets, which provide information on compounds or chemicals classified as hazardous, are accessible to employees and may be obtained through the department supervisors.

Blood-Borne Pathogens and Hepatitis B

The Occupational Safety and Health Administration (OSHA) has prescribed safeguards to protect workers against the health hazards related to blood-borne pathogens in the workplace. The intent of this OSHA standard is to eliminate or minimize occupational exposure to the human immune deficiency virus (HIV) and the hepatitis B virus (HBV).

Most occupations at the College present a low risk of exposure to blood or other potentially infectious materials. However, there are some employees who may, because of their occupational duties, be at risk of exposure on a routine basis. Therefore, employees hired in the Office of Safety and Security, the Office of Health Services, coaches/trainers in the Department of Athletics, and other identified departments who may have the potential to be in contact with blood-borne pathogens as a result of work activity, are required to receive the special training within the first fifteen days of employment on possible exposure to blood-borne pathogens. This is a federal requirement.

Continued employment depends upon attendance at this training session. Following these precautions and exercising caution to minimize accidents in the workplace, will help to ensure the safety of all College employees. For further information, contact the Office of Environmental Health and Safety.

THE OFFICE OF SAFETY AND SECURITY

The Office of Safety and Security is responsible for safeguarding members of the College community, keeping peaceful conditions, protecting private and institutional property, and enforcing the public law and College regulations, including the registration of cars on campus.

Safety and security officers have responsibility for the safety and security of all properties owned and used by the College. They are in direct contact with the Providence Police and Fire departments.

The Office of Safety and Security provides nighttime, on-campus escort services, if needed. Employees should report any suspicious activity to the Office of Safety and Security immediately. Inquiries regarding lost and found articles may also be made to the Office of Safety and Security by calling Ext. 2391.

EMERGENCIES

In the event of a serious injury or medical emergency on campus, employees should contact the Office of Safety and Security at Ext. 2222. Officers are equipped to render emergency first aid, and will arrange transportation to an appropriate medical facility.

Accidents that occur on campus are to be reported immediately to the Office of Safety and Security and to the department supervisor. First Report of Injury forms must be filed with the Office of Safety and Security and then forwarded to the human resources department.

The College provides comprehensive emergency response training for faculty, staff, and students. An emergency procedures quick reference guide, which includes all emergency telephone and rally point locations for specific buildings, will be located in every campus classroom and office. Maps with exit routes and the designated rally point for that building are posted in all campus buildings. Annual emergency response drills for faculty, staff, and students are scheduled throughout the year.

Special “blue light” emergency telephones are located throughout campus and can be utilized for on-campus calls (non-emergency) and for emergency purposes. A number of the emergency phones are fitted with a special “red light” that can be activated to alert faculty, staff, and students of a campus-wide emergency and send an audible message with instructions reflecting what immediate actions individuals need to take.

ON-CAMPUS PARKING

The College provides several parking facilities on campus for cars only. Upon being hired, an employee will be assigned to a specific parking area. A parking permit must be obtained from the Office of Safety and Security in order to park in the assigned parking area. Parking in assigned areas is on a first-come, first-served basis.

The College assumes no responsibility for theft or damage to an employee’s vehicle while on campus. Employees parking on campus must have minimum auto liability insurance of \$10,000.

Employees are not permitted to park, even on a temporary basis, in designated fire lanes or designated handicap spaces. In consideration of campus members, vehicles must not block the flow of traffic. Parking and driving on campus is a privilege which can be rescinded for frequent violations or nonpayment of fines, which are payable within seven (7) working days to the Office of Safety and Security. Employees receiving four (4) or more parking violations are subject to having their cars towed at their own expense.

INCLEMENT WEATHER PROCEDURE

On occasion, adverse weather conditions may cause an employee to be concerned about his/her safety in traveling to or from work, depending on the distance of travel, the hazards of driving, the availability of public transportation, or a number of other subjective factors. In the above circumstances, hours missed are charged against an employee’s vacation time.

On rare occasions, when weather conditions are especially severe, the Administration may decide to cancel office operations on such days earlier than the normal close of business. For early cancellation, the vice president for academic affairs informs the College community of the time of closing through internal voicemail, as well as through the College’s Weather Advisory Line. When inclement weather necessitates cancellation of work for an entire day, or prior to the commencement of the workday, or necessitates a delayed start to the workday, an announcement will be made on the Weather Advisory Line. Employees may reach the Weather Advisory Line by dialing 865.1012 to determine the College’s operating status during weather-related emergencies. In the above circumstances, hours missed are not charged against an employee’s vacation time.

The Weather Advisory Line is the primary source of information regarding early closings or cancellation of work due to inclement weather. The cancellation of classes does not constitute an announcement of no work. As a secondary source of information regarding closings or cancellations, employees may refer to local radio and television broadcasts.

Employees providing essential services are required to report to work, or remain on duty, even though the College is closed. Employees covered by a collective bargaining agreement are governed by the terms of the agreement.

TECHNOLOGY USAGE

The information technology resources of the College are maintained and owned by Providence College. Hence the use of this technology is a privilege, not a right. Recognizing the benefits to the members of the College community, the College provides, or is in the process of providing, the following: computer labs, electronic mail, voice mail, Internet access, multimedia-equipped classrooms, cable television, and other technological resources and services. All hardware, software, and content is owned by the College.

The privilege to use the College's information technology resources is given with the understanding that its use will be in conformity with the mission, educational goals, and values of Providence College. The use of the College's technology, therefore, should be supportive of its educational and research role along with its values and standards. With this privilege comes responsibility. Misuse of technological resources may be cause for dismissal. Further information is available in the Acceptable Usage Policy for Information Technology or on the web site at: <http://itweb.providence.edu/helpdesk/aup.html>.

COPYRIGHT POLICY AND GUIDELINES

The federal Copyright Law (Title 17, United States Code, Section 101 and following) requires all members of the Providence College community to respect the proprietary rights of owners of copyrights and to refrain from actions that constitute an infringement of copyright or other proprietary rights. Copyright guidelines have been developed to assist members of the community to comply with federal copyright law. Members of the Providence College community are expected to become familiar with these copyright guidelines, to act with careful consideration of their requirements, and to seek assistance whenever necessary and as directed.

Willful disregard of Providence College's Copyright Policy by members of the community may result in personal liability in the event that legal action is taken against them.

The Copyright Law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies of differing media. For example, unauthorized software may affect the operation of the College's computer system, subjecting it to viruses and possible work product destruction. If an employee learns of any misuse of the Copyright Law within the College, he/she must notify his/her supervisor, the information security officer in the Department of Information Technology, or the Office of the General Counsel. The policy references the federal Copyright Law and helps navigate the law. The College's guidelines are available at the Phillips Memorial Library web site at: www.providence.edu/academics/phillips+memorial+library/copyright.htm.

CONFIDENTIALITY

An employee's daily responsibilities may include the handling of, or exposure to, confidential information. Information resources are vital College assets; therefore, all employees are responsible for maintaining and safeguarding these assets. Due to the confidential nature of information received, accessed, processed, and maintained, every employee is responsible for protecting information about the College's current and former students, staff, and faculty, and about its general operations. This responsibility continues after leaving the employ of the College. An employee may not seek to access confidential information unless access is necessary in the performance of assigned duties. An employee must limit access to confidential information to those with a legitimate reason for the information. The unauthorized use of another employee's computer identification or password is strictly prohibited. The employee's supervisor will review with all new employees specific safeguarding mandates and procedures in effect for all those employed within the department.

OUTSIDE EMPLOYMENT

A regular staff member has a primary obligation to the College. As such, each staff member has the responsibility to devote his/her primary effort to assigned responsibilities and other duties related to his/her department, program, division, and the College. Outside activities, whether gainful or not, are not to interfere with or infringe upon these responsibilities. The purpose of this statement is to avoid the likelihood that other outside activities will detract from the staff member's primary commitment to Providence College.

Under no circumstances should a staff member become involved in outside activities that would tend to create conflicts of interest with his/her position within the College or adversely affect the College or its mission.

Providence College employees may not use any College property or resources for personal or non-College business purposes.



staff problem resolution process

The College encourages an employee and supervisor to resolve any employment-related issues, concerns, or grievances between themselves on an informal basis. The employee should expect and should receive fair and courteous consideration and a prompt reply.

Whenever an issue, concern, or grievance cannot be resolved informally, the College will arrange for a formal review and will seek a fair and timely resolution of the problem. The employee should discuss his/her concerns or issues with his/her immediate supervisor. The College believes that any employee having a complaint or grievance should have an opportunity to be heard and to resolve the issue without fear of discrimination, recrimination, or penalty. No employee will be retaliated against because he or she has sought resolution of a problem through the Staff Problem Resolution process.

The Staff Problem Resolution process covers the following types of issues:

- Alleged violation, misinterpretation, or inappropriate application of a personnel policy or procedure affecting an individual
- Disciplinary action
- Alleged discrimination or discriminatory harassment
- A matter relating to environmental and safety conditions

This process does not cover the following types of issues:

- Terminations related to: just cause; reduction-in-staff (unless the terminations are alleged to be discriminatory in intent or effect); expiration of temporary assignment; or completion of an externally funded grant or contract
- Challenges to, or the content of, published personnel policies and procedures (unless the policies or procedures are alleged to affect an identifiable class of employees in a discriminatory manner)

NOTE: If the employee believes any issue(s) involves discrimination or discriminatory harassment, he/she may bypass the first step and discuss the matter with the associate vice president for human resources or the associate general counsel. If sexual harassment is determined to have taken place, the matter will be investigated by the associate general counsel.

PROBLEM RESOLUTION PROCESS OUTLINE

Although most issues can be resolved on an informal basis with a supervisor, more formal provisions have been established to resolve difficult problems.

Any decision made as a result of a complaint or grievance will apply only to the employee who submitted the complaint or grievance and will not serve as a precedent for establishing or changing any College policy or procedure.

An employee is expected to comply with, and will be bound by, the time limits specified in the procedures unless extensions have been formally requested and granted based on extraordinary circumstances.

An employee is expected to provide the College with an opportunity to address his/her problem by exhausting the College's Staff Problem Resolution process before pursuing his/her complaint in any state or federal court or agency.

If the employee alleges violations of both employment practices and equal opportunity and affirmative action guidelines, the associate vice president for human resources will coordinate efforts to resolve the issues.

The associate vice president for human resources has primary responsibility for implementation and enforcement of these problem resolution procedures.

The procedure for presenting a problem for resolution is as follows:

step 1

The employee should first bring his/her concern to the immediate supervisor's attention. Within five (5) business* days, the supervisor should arrange a private and confidential problem-resolution meeting with the employee to discuss the concern. As soon as is possible and, within ten (10) business days of the problem-resolution meeting between the employee and supervisor, the supervisor will provide the employee with a written response that attempts to resolve the problem satisfactorily.

If circumstances are such that the employee believes that it would not be appropriate to bring his/her concern first to the attention of the immediate supervisor, the employee should inform the Department of Human Resources of the circumstances and then proceed directly to Step 2.

If the employee's concern relates to an allegation of discriminatory harassment, the employee has the right to bring his/her complaint directly to the associate general counsel and Title IX coordinator. The employee may decide to provide notification of the discriminatory harassment complaint to his/her supervisor, but is not obliged to do so. Under circumstances addressed in this paragraph, the grievance procedures outlined in the Harassment Prevention Policy will be followed to resolve the matter.

step 2

If the employee is not satisfied with the Step 1 outcome, the employee may, within five (5) business days of receiving a response pursuant to Step 1, ask the supervisor to involve the supervisor's next level of supervision, i.e., the "next-level supervisor." The employee must present his/her complaint or grievance in writing utilizing the Problem Resolution Process form. The form is available on the human resources department web site under Forms.

In the absence of a next-level supervisor, the associate vice president for human resources or his/her designee will become involved (please proceed to Step 3).

As soon as possible, and within seven (7) business days of the request to involve the next-level supervisor, the next-level supervisor will arrange a problem-resolution meeting with the employee. As soon as possible, and within ten (10) business days of the meeting, the next-level supervisor will provide the employee with a written response that attempts to resolve the problem satisfactorily.

step 3

If the employee is not satisfied with the Step 2 outcome, the employee may, within five (5) business days of receiving a response pursuant to Step 2, submit his/her complaint in writing, along with any related correspondence and supporting documentation, to the associate vice president for human resources.

As soon as is possible and within seven (7) business days of receipt of the written complaint, the associate vice president for human resources or his/her designee will commence an investigation of the complaint, beginning with a problem-resolution meeting with the employee. The investigative process may include interviews with other employees as deemed necessary, and every reasonable effort will be made to preserve confidentiality to the extent the investigative process allows. Employee-witnesses who are asked to provide information pursuant to an investigation are mandated to cooperate with the investigation. The College will not retaliate, or permit retaliation, against an employee who complains in good faith, or who cooperates with an investigation. Within fifteen (15) business days of the problem-resolution meeting, the associate vice president for human resources or his/her designee will provide the employee with a written response that attempts to resolve the problem satisfactorily.

step 4

If the employee is not satisfied with the Step 3 outcome, the employee may, within five (5) business days of the response of the associate vice president for human resources' response (or the response of his/her designee), request a hearing by the Employee Problem Review Committee. Such a request should be submitted in writing to the associate vice president for human resources.

The Employee Problem Review Committee will consist of five members: one member will be chosen by the employee; three members will be chosen by the associate vice president for human resources; and the fifth member will be the associate vice president for human resources. The three members chosen by the associate vice president for human resources will represent the following groups: one administrator; one staff employee who is assigned to the employee's general work area or department, and one member of the Ordinary Faculty.

Within ten (10) business days of receipt of the request for a hearing, the Employee Problem Review Committee will convene. The hearing will be closed to persons other than those participating as noted in the previous paragraph. The Committee will provide the employee with an opportunity to present his/her complaint. The Committee will review written submissions. The Committee may interview other employees as deemed necessary, and every reasonable effort will be made to preserve confidentiality to the extent possible. Employee-witnesses who are asked to provide information are mandated to cooperate with the Committee. The College will not retaliate, or permit retaliation, against an employee who complains in good faith or who cooperates with the Committee. Within ten (10) business days of the conclusion of the hearing, the Committee will submit in writing its recommendation to the executive vice president of the College.

Within fifteen (15) business days of receipt of the recommendation, the executive vice president, who is not required to conduct a hearing and who may consider the matter on written submission, will issue a decision to the employee and provide a copy of the decision to the associate vice president for human resources. The decision of the executive vice president is final.

*The phrase "business days" will exclude Saturdays, Sundays and holidays.

NOTE: This procedure does not apply to employees governed by a collective bargaining agreement.



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