

Policies and Procedures

Title

General Conditions of Employment

HR Policy No: 10.000

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Revised: March 1, 2019

Purpose

To offer guidance on the general work expectations, hours, and document requirements expected as a condition of initial and/or continued employment at the College.

Applicability

All Employees

Policy

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. Unionized members of the Physical Plant department and the Office of Public Safety have a 40-hour work week with scheduled hours of work defined per their respective collective bargaining agreements. Schneider arena employees 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 among some employees, including part time, temporary, and on-call employees, who 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.

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:

- Full Year Schedule – Employees on a full year schedule, the majority of administrative and support staff employees on campus, are required to work twelve (12) months of the year.
- Academic Year Schedule – Employees on an academic year schedule work fewer than twelve (12) months during a fiscal year, either in a 9 or 10-month position, 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 Part-Time Schedule – Employee's in this category work a regular schedule of not less than 17.5 hours and not more than 34 hours in a work week.

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 work week hours.

Rest or Break Periods: It is general practice for the College to allow two fifteen (15) minute, on-campus, rest or break periods (usually mid-morning and mid-afternoon) in the course of a work day, if work permits. 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.

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.

Documents/Actions Required as a Condition of Employment

All new employees are required to contact the Office of Human Resources during their first day of employment to complete all forms, arrange for an employment orientation, and complete training related to compliance with the Gramm Leach Bliley Act (GLBA). Commencement of computer, email, and benefit coverage begins once all appropriate paperwork has been completed. Following is a list of forms that are required:

Form I-9 – This form verifies the staff member’s right to work in the United States. Form I-9 must be completed in full within three business days of starting employment.

Confidentiality Agreement – 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.

Faculty/Staff Information Technology Resources Usage Agreement – An employee’s daily responsibilities may include the use of College technology. Proper use of these tools will be strictly monitored.

Bar of Claims – The College is required by the RI Workers’ Compensation Act, RI Gen. Law 28-37-1, to ask about Workers’ Compensation claims you have made in the past.

Employee ID Cards – The PC Card is a photo identification card and a financial transaction card, which provides access to a host of services across the campus. The PC card is the property of Providence College. Employees are expected to carry the identification card with them while on campus. This card should be used for College-related purposes only.

Valid Driver's License – A valid driver's license is required for certain employees, including Physical Plant and Public Safety.

Work Behavior

The College expects employees to use good judgment to maintain a satisfactory employee/employer relationship. This includes, but is not limited to:

- Compliance with Employee Code of Conduct (See HR Policy 10.004)
- Acting professionally at all times and dressing appropriately for the work environment.
- Maintaining the confidentiality of College business, records, and information. In addition, all passwords and restricted access to College computer systems must be protected.
- Using the College's mail and email systems and official bulletin boards only for College business.
- Minimizing personal telephone calls in order to keep the lines open and provide prompt service.
- Complying with all College policies and procedures as may be in effect or implemented during employment.
- Ensuring that the workplace is free from violence and harassment of any form.
- Restricting animals in the workplace to those essential for assisting employees with disabilities.
- Ensuring that College equipment and/or property, or that of other employees, is not removed from the workplace without permission of the department supervisor, and such property must be returned along with the employee's keys, laptop, IPAD, College-issued credit or purchasing card, cell phone (if applicable), and any other College property prior to separation from employment.

Responsibility

The associate vice president for human resources, or his/her designee, is responsible for the overall administration of this policy.