



HR Updates, Initiatives, and Related Resources

Annual edHEALTH walking challenge: Weekly raffle winners and Salve’s top stepper will be announced in the upcoming August newsletter!

New Employee Health Hub: Welcome to Salve’s Employee Health Hub, your go-to destination for all things wellness! On these two pages, you’ll discover a wealth of information on current and upcoming activities and events, both hosted by Salve and offered from our trusted vendors. Visit pgs. [4–5](#) to explore, engage, and embark on your health and wellness journey with us!

Employee Appreciation Social: Please join us for summer fun at Gerety Lawn on Thursday, August 15, 2024. For more information, see [pg 2](#).

Summer Hours: Beginning **July 12 through Aug. 16**, University offices will **close at noon on Fridays**. Since some departments have extra work during the summer, particularly for grounds and capital improvements, and a few offices must remain open during the half days such as Safety and Security. Supervisors in these departments should arrange for staff members to receive an equivalent reduction in hours at a mutually convenient time. Please refer to the [Staff Handbook](#) for further details about summer hours, holidays and University President’s Days. Enjoy the summer and some much-deserved time for rest and renewal. Thank you for all you have done and continue to do for Salve!

Staff and Faculty Positions Available: For a list of positions that are currently open, please visit the [Salve Regina employment page](#) or contact [Stephanie Beachem](#).


Rhode Island Firework Schedule: Please click the image below to see all scheduled firework shows around Rhode Island for the 4th of July celebration. Please click [here](#) for more information about the Bristol’ Fourth of July Parade and additional events.




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Welcome New Hires!



Alissa Travers
Safety and Security Officer/EMT
Office of Safety and Security



Mary McDonagh
Director of Project Management Office
Information Technology, Project Management Office

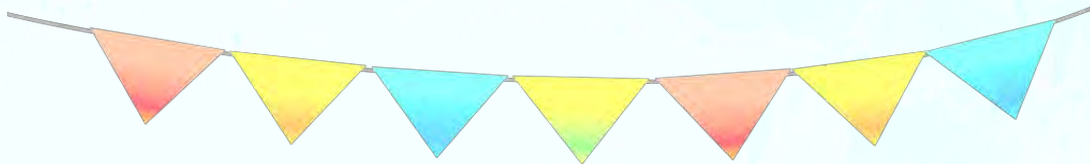


Marybeth Campellone
Senior Director of Development
Office of University Advancement



Employee Appreciation Social for Faculty and Staff

Please join us this summer at the
**Employee Appreciation
Social!**



When: Thursday, August 15
at 12:30–2:30 pm

Where: Gerety Hall Lawn

Join us for:

Lawn Games 

 Lemonade

Ice Cream 

 Popcorn

Music 





2024 Performance Evaluations

Employee self-evaluation forms are due by June 28, 2024. If you have not already submitted your completed self-evaluation form to your supervisor, please do so as soon as possible. Supervisors will use the information submitted to help complete each team member's Annual Performance Evaluation form.

Supervisors should complete the written portion of the Annual Performance Evaluation forms by July 31, 2024 to prepare for conversations with employees in August.

Supervisors should plan to submit all completed and signed Annual Performance Evaluations (including Self-Evaluation) forms to the Office of Human Resources via email: humanresources@salve.edu by **August 31, 2024**

Employees who need assistance developing SMART goals and objectives, professional development plans or have any other questions related to the performance management process, are encouraged to call [Tasha Estrella](#), Assistant Human Resources Director, at extension 2119.

New—Supervisor Insights!

Guidance for Supervisors on Pregnancy Laws and Policies

*The final regulation of the **Pregnant Workers Fairness Act** went into effect on June 18, 2024. This Act requires employers to grant reasonable accommodations for known limitations related to pregnancy, childbirth or related medical conditions unless the accommodation would cause the employer an undue hardship. [Click Here](#) for additional guidance and information.*

Salve Regina University—Lactation Accommodation Policy

In accordance with applicable federal and state laws, Salve will reasonably accommodate nursing employees' needs to express breast milk for nursing children, by, among other things, providing a private and sanitary space for nursing employees to express breastmilk while at work, on campus. [Click here](#) for additional information.





The Employee Health Hub

Employee Health Hub!

Wellness encompasses several key pillars that are interconnected and contribute to overall wellness. The pillars are: physical, intellectual, mental, emotional, social, spiritual and financial. Taking care of each aspect helps create a balanced and fulfilling life! Check out the wellness activities related to these pillars right here in the Employee Health Hub.

Health and Wellness activities offered by Salve Regina!



Join Gregory Angel for FREE* summer Yoga classes !

Every Wednesday from 12:00—12:50pm
June 12— August 28 in Rodgers 039
*No Registration or payment Required

If this will be your first time participating in yoga classes with Greg, a waiver must be signed and submitted at or before your first class. Waivers can be downloaded and signed by clicking HERE.



The Summer Unwind: Relax, Refresh, Reconnect



Every Thursday this summer on Gerety porch from 12-1pm

Are you looking for a relaxing place to unwind, delve into your favorite book, or engage in a quiet activity during your break?

Whether you're an avid reader or simply seeking a peaceful space for your lunch break, this reading group offers a welcoming space for everyone. Bring along your favorite book, magazine, or any quiet activity, and immerse yourself in a calm atmosphere away from the hustle and bustle of the workday. It's also a great opportunity to connect with colleagues who share similar interests, discover new literary treasures, and foster a culture of relaxation and personal enrichment within our workplace.



Join your colleagues at the Aquidneck Growers Market in Newport, RI

July 24, August 21, September 25, & October 23

The market is held every Wednesday on Memorial Blvd. between Chapel St. & Edgar Ct. from 2—6pm through October 30. Gather with coworkers outside Miley at 4:45pm once a month on the specified dates above for a group walk, or feel free to drive! For a list of summer market vendors, click here.

Stay Tuned!

- ⇒ Many thanks to all who joined this year's edHEALTH walking challenge! We experienced one of our largest turnouts ever with participation. Stay tuned for the announcement of winners in the August HR newsletter.
⇒ Salve's Wellness Rewards Program milestone raffle winner will also be announced in the August HR newsletter.

Helpful Resources

Table with 4 columns: Harvard Pilgrim Living Well Health Portal, How to access Harvard Pilgrim's Living Well Portal, Wellness Reimbursement form, Newport Fitness Partnerships

Questions? Please contact Caitlin McNulty at caitlin.mcnulty@salve.edu or ext. 2165



The Employee Health Hub Continued

Employee Health Hub!

Health and Wellness activities offered by our trusted vendors!



Harvard Pilgrim Health Care

Harvard Pilgrim Free Webinar Series!

Harvard Pilgrim’s well-being programs are here for you when you need them the most. All sessions are now available to everyone through the Living Well at Home programs. All classes are at no cost to you and easy to access via Zoom.

Click the links below to view details on each webinar and to join!

Wellness Wednesdays | 1:00—1:30pm

- July 10: Summertime Fun in the Sun
July 17: Refreshing Smoothies
July 24: Explore New Foods
July 31: Summertime Grilling

Fitness Thursdays | 1:00—1:30pm

July 11, 18 & 25—Core and more



For a full list of July events and to download a printable calendar, click here.



Free Live and On-Demand Webinars

Coastline EAP offers live weekly wellness sessions to help you boost your emotional health and wellness. All classes are evidence-based and designed to help you engage your body’s natural relaxation response.

Live Wellness Sessions (times may vary)

- July 2: Intro to the EAP
July 11: Chair Yoga
July 16: Reset & Refresh: Mindful Movement & Breathing
July 25: Exploring Energy Medicine

July’s featured Webinar— Household and Individual Budgeting

Coastline EAP Newsletter

Short articles on a variety of work-life topics this month:

- Stay calm under pressure
Be a better listener at work
Life-Saving Health Tests Men Often Ignore
PTSD Affects Millions

A library of on-demand webinars are always available through the NEW Coastline EAP website. For further understanding of the EAP benefit and its their services view the Coastline EAP Video.



TIAA Live Webinars

Virtual counseling appointments are available to current employees. To schedule an appointment virtually, click here or scan the QR code.



All Salve employees are invited to attend webinars offered through TIAA’s virtual environment. Explore TIAA’s new Webinar Lounge featuring monthly webinars, both pre-recorded and live! These informative, interactive workshops will give you strategies and tactics to help you achieve your financial and retirement goals.

TIAA webinars and virtual 1-on-1 meetings can be logged as 200 points on the Harvard Pilgrim Living Well portal.

Questions? Please contact Caitlin McNulty at caitlin.mcnulty@salve.edu or ext. 2165



Coming Soon: New United Educators Platform for Required Training

Over the next few weeks Salve will be transitioning to an updated learning management platform through United Educators, our vendor for online required training. Employees will see an improved user interface along with updated course content. Until the transition is complete, required training through United Educators will be unavailable. Additional communications are planned and will be issued once new learning plans are created and all employees are effectively moved to the new platform. In the meantime, if you have any questions, please contact [Sarah Trefethen](#) or call direct extension. 2154.



Welcome to the Learning Portal

Delivering Solutions for Safe and Thriving Academic Communities

The Chronicles of Higher Education

Live and On-Demand Webinars
Click on the webinar title below to register



[The Hidden Cyber Vulnerabilities on Campus](#)

Virtual, On-Demand

Cybersecurity experts explore a new generation of threats beyond ransomware and phishing scams. With Support From HP.



[Artificial Intelligence and Research Ethics](#)

Virtual, On-Demand

What ethical risks are associated with artificial-intelligence research? Join us to hear from experts on how your institution can foresee those risks and develop strategies to navigate them. With Support From UF.



[The Strategic Value of Libraries](#)

Virtual, On-Demand

As higher ed faces more challenges, how can libraries play a greater role in student success and in other strategic goals? With Support From the University of South Florida.

Additional on-demand webinars can be accessed by clicking on a topic below:

[Leadership](#)

[Teaching and Learning](#)

[Finance and Operations](#)

[Diversity and Inclusion](#)



Living the Mission Awards Nomination!

Make your nomination today!



3rd Annual Living the Mission Awards

Nominate Staff, Faculty, Student, and Community Members by August 1st

Recipients awarded at Convocation!



MISSION INTEGRATION

Staff Advisory Council



STAFF ADVISORY COUNCIL



Coffee with the Council

The Staff Advisory Council will be hosting free coffee gatherings the first Tuesday of each month this summer at 11 a.m. - 1 p.m. Join members of SAC to say hello, ask questions and have a free cup of coffee!

Tuesdays July 2 and August 6 11 a.m. - 1 p.m. McKillop Cafe



Join the Staff Advisory Council

Interested in getting more involved with the Staff Advisory Council?

Email staffadvisory@salve.edu or utilize our other outlets below.

[SAC Linktree Page](#)

[SAC Campus Portal Page](#)

[SAC Anonymous Feedback Form](#)



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Important Dates

- June 28 (Friday) **Self-Evaluations are due.**
- July 2 (Tuesday 11am—2pm) **Coffee with the Council, McKillop Cafe.**
- July 4 (Thursday) **Independence Day—Holiday, University offices are closed.**
- July 5 (Friday) **University President's Day, University offices are closed.**
- July 12 (Friday) **Summer hours begin.**
- August 1 (Thursday) **Living Mission Awards nominees due.**
- August 12 (Monday) **Remembrance Day, University offices are closed.**
- August 15 (Thursday 12:30—2:30pm) **Employee Appreciation Social, Gerety Hall Lawn.**
- August 31 (Saturday) **Performance Evaluations due.**

