

Policy Changes Effective July 1, 2009

Vacation, page 27

Basic vacation for administrative and support staff has been changed as follows:

**Administrative Staff
Full-Time/Full-Year**

Years of Service as of July 1	Maximum Vacation Days Accrued Each Fiscal Year
Less than 1 Year	1.67 days per month to a maximum of 20
1 Year to Less than 5 Years	20 Days
5 Years to Less than 10 Years	22 Days
10 Years to Less than 15 Years	24 Days
15 Years or More	25 Days

Upon hire, administrative employees are granted twenty-five (25) days for grade 26 or above.

**Administrative Staff
Full-Time/Academic-Year**

Years of Service as of July 1	Maximum Vacation Days Accrued Each Fiscal Year/9-month	Maximum Vacation Days Accrued Each Fiscal Year/10-month
Less than 1 Year	1.67 days per month to a maximum of 15	1.67 days per month to a maximum of 17
1 Year to Less than 5 Years	15 Days	17 Days
5 Years to Less than 10 Years	17 Days	19 Days
10 Years to Less than 15 Years	18 Days	20 Days
15 Years or More	19 Days	21 Days

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

Administrative employees may carry over a maximum of five (5) unused vacation days into the next fiscal year. Carry-over days must be taken within the subsequent 12-month period. Access to the carry-over provision begins on July 1 following the date of hire.

**Support Staff
Full-Time/Full-Year**

Years of Service as of July 1	Maximum Vacation Days Accrued Each Fiscal Year
Less than 1 Year	.83 days per month to a maximum of 10
1 Year to Less than 3 Years	10 Days
3 Years to Less than 5 Years	12 Days
5 Years to Less than 7 Years	15 Days
7 Years to Less than 10 Years	18 Days
10 Years or More	20 Days

**Support Staff
Full-Time/Academic-Year**

Years of Service as of July 1	Maximum Vacation Days Accrued Each Fiscal Year/9-month	Maximum Vacation Days Accrued Each Fiscal Year/10-month
Less than 1 Year	.83 days per month to a maximum of 7	.83 days per month to a maximum of 8
1 Year to Less than 3 Years	7 Days	8 Days
3 Years to Less than 5 Years	9 Days	10 Days
5 Years to Less than 7 Years	11 Days	12 Days
7 Years to Less than 10 Years	13 Days	15 Days
10 Years or More	15 Days	16 Days

Sick Time – page 28

The sick time policy has changed to the following:

Administrative Staff

Full-time/full-year and full-time/academic-year administrative employees hired on/after July 1, 2009, may earn one and one-quarter (1.25) sick days per month worked, to a maximum of fifteen (15) work days per year. Total accumulation allowed is 130 work days. Full-time/full-year and full-time/academic-year administrative employees hired prior to July 1, 2009, may earn two and one-half (2.5) sick days per month worked, to a maximum of thirty (30) work days per year. Total accumulation allowed is 130 work days. Full-time academic year administrators yearly accruals will be prorated based on the number of months worked.

Support Staff

Full-time/full-year or full-time/academic-year support staff employees earn one (1) sick day per month worked, to a maximum of twelve (12) work days per year. Total accumulation allowed is up to 130 work days. Full-time academic year support staff yearly accruals will be pro-rated based on the number of months worked.

Employees are encouraged to accumulate paid sick time to be used in the event of long-term illnesses.

*The remainder of the sick leave provisions remains as stated.

Federal Family Medical Leave Act – page 29

Two categories of qualified “family medical leave” have been added as dictated by federal regulations. These 2 categories of leave are as follows:

5) to care for a family member who is a covered service member with a serious illness or injury incurred in the line of duty on active duty that renders the service member medically unable to perform the duties of his/her position (not to exceed 26 weeks of leave in a single 12-month period); or 6) to use for a “qualified exigency” as a result of a covered service member on, or called to, active duty in support of a contingency operation.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing

treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Rhode Island Parental and Family Medical Leave – page 30

The following provisions are in addition to the current handbook language:

Under RIPFMLA, an eligible employee may be granted 10 hours of leave per 12 month period to attend school conferences or other school related activities for a child for whom the employee is the parent, foster parent, or legal guardian.

Rhode Island Military Relief Act – page 30

Under the act, spouses or parents of individuals who are called to military service lasting longer than 30 days, may request no more than 30 days of leave, during the time the service member's orders are in effect. Eligibility requirements for leave are described under the Family Medical Leave Act provision of the handbook.

Policy Clarifications Effective July 1, 2009

Replace the current language with the following:

State Taxes Other Than Rhode Island, page 15

If you live in a state other than Rhode Island, you may request the payroll office to deduct additional Rhode Island taxes to offset the taxes in your state of residence.

Direct Deposit, page 15

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

New Policies Effective July 1, 2009

The following policies are added to the Handbook under “General”:

Employee Recognition

The College believes that employees should be recognized for contributions made in support of the mission of the College, the high quality performance of individual job responsibilities and in service to the campus community.

The College has two established recognition programs.

TORCHBEARER AWARD

This award recognizes one administrator and one support staff each fiscal year for outstanding service to Providence College. Nominations are solicited each spring from the administrative and support staff of the College. Consideration is based on recognizing those individuals who live the mission of the College in their daily work environment, go above and beyond the call of duty with their current position, and add value to areas outside of their division (work collaboratively with other departments).

All full-time employees who hold full-year, 10-month, or 9-month positions and who have been employed by the College for a minimum of three years are eligible to receive this recognition. Members of senior level management (vice presidents, associate/assistant vice presidents, and select deans), all members of the selection committee, and former recipients of the award, are not eligible.

Each recipient receives a cash gift plus other rewards that can be enjoyed on a daily basis.

For details on the program, please visit:

<http://www.providence.edu/Human+Resources/Guidelines/Policies+and+Procedures.htm>

SPOTLIGHT AWARD PROGRAM

The “Spotlight Award” is a recognition program whereby a supervisor can instantly recognize and reward an individual or group for specific achievements. All full-time full-year, full-time academic year and part-time full-year employees are eligible to receive the spotlight award. Each recipient may choose his/her award from a list of gift options with a maximum value of \$50.00. A maximum of two awards may be given to a single individual each fiscal year.

The following criteria provide guidelines to recognize and reward individuals:

- 1) Implementing a new or modified business project that improves the productivity of a department.
- 2) Exhibiting special care or concern for other members of the College community.
- 3) Guiding or assisting students in service-related projects.
- 4) Performing job-related duties outside of the employee’s job description.
- 5) Organizing and implementing a department-wide program or activity.
- 6) Completing a special task or project outside of the range of normal job duties.
- 7) Displaying a positive attitude and continually building morale and team spirit.

For details on the program, please visit:

<http://www.providence.edu/HR/forms-policies/Pages/policies.aspx>