



Yeshiva University



# Welcome

Welcome to Yeshiva University! You are now a valued member of our family, encompassing thousands of students and employees, as well as more than 50,000 alumni. We are pleased you chose to join Yeshiva University and welcome your talent as we work together to provide an exceptional educational opportunity to our students and our extended community. We wish you a successful and rewarding career with us.

With origins dating back to 1886, Yeshiva is composed of three undergraduate schools (Yeshiva College, Stern College for Women and Sy Syms School of Business); graduate schools of medicine (Albert Einstein College of Medicine), law (Benjamin N. Cardozo School of Law), social work (Wurzweiler School of Social Work), psychology (Ferkau Graduate School of Psychology), advanced Jewish studies (Bernard Revel Graduate School of Jewish Studies), and Jewish education and administration (Azrieli Graduate School of Jewish Education and Administration). YU is also affiliated with the Rabbi Isaac Elchanan Theological Seminary – (RIETS); two Yeshiva University High Schools (for boys and girls); the YU Museum and two Israeli Amitot.

Consistently ranked among the top national research universities, we are proud to be the country's oldest and most comprehensive institution combining Jewish scholarship with academic excellence and achievement. We are even prouder of our mission: to “bring wisdom to life” through all that we teach, by all that we do and for all those we serve. Throughout the University's three Manhattan campus locations (Wilf Campus, Beren Campus and Brookdale Center), Resnick Campus in the Bronx, the Gruss Institute in Jerusalem, the Boys High School in Manhattan and the Girls High School in Queens, our focus is on our students and on empowering them, as both educated and ethical people, to utilize their special talents and wisdom for the betterment of society.

At Yeshiva University, we are dedicated to offering the world the highest levels of scholarship coupled with a deep commitment to the value of values. We draw our strength from four core ideals: [nobility](#), the advancement of the principles of Torah and Western civilization; [excellence](#), the pursuit of intellectual discovery and our standing as one of North America's premier centers of academic achievement; [Israel](#), the land and state at the heart of the Jewish people; and [community](#), our obligation to instill a sense of service in our students and contribute to society at large.

Our success is built by creative, productive employees who are encouraged to make suggestions while thinking “outside the box.” Your job, every job, is essential to fulfilling our mission every day to the people who trust and respect us. The primary goal of Yeshiva University, and yours, as one of its employees, is to live our unique mission statement and continue to be an industry leader. We achieve this through dedicated hard work and commitment from every employee. It is the desire of Yeshiva University to have every employee succeed in his or her job, and be part of achieving our goals.

As an employee at Yeshiva University, you are expected to become familiar with the contents of the entire Employee Handbook. It is designed to clearly state University policies, and to serve as a valuable reference guide. Feel free to ask your supervisor any questions you may have about Yeshiva University policies. If you need further clarification, you may contact the Human Resources' Office of Employee Relations and Talent Development.

Again, welcome to this great institution and this great place to work.

Richard M. Joel  
President, Yeshiva University



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# Introduction

Whether you are a new employee or have been with us for a while, we are delighted to have you as a member of our team. We take pride in making Yeshiva a dynamic and rewarding place to work and grow. We expect that you will take advantage of the many opportunities you find here while helping us continue to teach the knowledge and values that bring wisdom to life.

We have prepared this Handbook to ensure that your association with us is as productive as possible. We consider you our most valuable resource and will do all we can to help you enjoy a successful and rewarding career.

As you read through this Handbook, it will be helpful to keep a few things in mind. First, it contains general information of importance to you plus certain guidelines you need to know. It does not attempt to cover all aspects of your association with us. You can find more details in official documents. If you have any questions about a given guideline, policy or benefit, contact the [Human Resources Department](#). They will be more than happy to provide you with the answers you need.

Second, the procedures, practices and policies described here may be modified or discontinued at any time. If and when they are, we will make every effort to let you know.

Third, if you are a represented employee and there is any conflict between what is written here and the collective bargaining agreement that may cover you, the collective bargaining agreement always prevails.

Finally, nothing in this Handbook confers any contractual right – either expressed or implied – to an employee of the University. Nor does it guarantee any fixed terms or conditions of employment.

If you are a Non-tenured employee, your employment with us is not for any specific length of time (unless your employment is subject to the terms of an employment agreement that specifies the duration of your employment). You may be terminated at will, with or without cause and without prior notice. You may also leave on your own for any reason at any time. In addition, no supervisor or any other University representative (except the President, Provost, the Deans with regard to Faculty, and Human Resources for all staff employees) has the authority to enter into an employment agreement that specifies a specific period of employment or to make any agreement contrary to the above.



# Mission Statement

Yeshiva University is a leading global educational institution requiring competitive human resources programs to attract, develop and retain excellent employees. Yeshiva's staff serves as strategic partners in creating a positive and supportive working and learning environment that aims to sustain a high-quality experience for our constituents and embraces the University's mission to enable and ennoble the community.

## For Undergraduate Students

We bring wisdom to life by combining the finest, contemporary academic education with the timeless teachings of Torah. It is Yeshiva's unique dual curriculum, which teaches knowledge enlightened by values that helps our students gain the wisdom to make their lives both a secular and spiritual success.

## For Graduate Students

Yeshiva brings wisdom to life by not only teaching the knowledge and skills to be highly accomplished scholars and professionals, but by teaching the ethical and moral values that will make them truly admirable people. It is our dual emphasis on professional excellence and personal ethics that gives our graduate students the wisdom to succeed in both their professions and their lives.

## For Faculty

Yeshiva helps our professors bring their own wisdom to life by providing the encouragement, resources and intellectual freedom to pursue their own academic ideals. And they, in turn, share their wisdom with our students, our society and the world at large.

## For Alumni and Supporters

To bring wisdom to life is Yeshiva's service to humanity and a worthy mission shared in spirit and practice by all associated with the University.

## For the Jewish Community

In America, Israel and around the world, our mission to bring wisdom to life will foster greater understanding and appreciation of the heritage, traditions and values we all hold so dear.

## For Society and the World

Yeshiva University serves as a wellspring of wisdom.

Our students learn and go forth, as both educated and ethical people, to share their own special talents and wisdom with society.

Our faculty's research, academic work and scholarly writings help bring wisdom to many of the most pressing social, political, medical, legal and human rights issues facing the world today.

Our University serves as a platform to bring Yeshiva's collective wisdom to the world through our community outreach, publications, seminars and broad range of academic programs.

At Yeshiva University, teaching the knowledge and values that bring wisdom to life is not only our mission, it is our proud tradition.

# Employment-at-Will

University employees not represented for collective bargaining – and who have not signed a contract of employment – are “employees-at-will.” This means that no one has a contractual right, express or implied, to remain in the University’s employ. The University may terminate an employee’s employment, without cause, and with or without notice, at any time for any reason.

As a University employee you agree that your employment relationship with Yeshiva is governed by, and construed in accordance with, applicable federal, New York State and New York City law, and such substantive law shall apply to all disputes between you and Yeshiva in any forum, except as provided otherwise in a duly executed employment contract.



# Equal Employment Opportunity Statement

Equal employment opportunity has and will continue to be a fundamental principle at Yeshiva. This policy applies to recruiting, hiring, pay and benefits, terminations and all other terms of employment.

Yeshiva bases employment on personal capabilities and qualifications. We do not discriminate on the basis of race, religion, color, creed, age, national origin or ancestry, sex, marital status, physical or mental disability, veteran or disabled veteran status, genetic predisposition/carrier status, sexual orientation, gender identity, citizenship status or any other legally protected status.

In addition, Yeshiva will provide reasonable accommodations to a qualified disabled employee who has made Yeshiva aware of his or her condition. The accommodation must not impose an undue hardship on Yeshiva. If you are disabled and believe you need an accommodation to perform the essential functions of your job, please contact the [Office of the Chief Human Resources Officer \(www.yu.edu/hr/\)](#).

The Human Resources Department has overall responsibility for this policy and maintains reporting and monitoring procedures. If you have any questions, they will be glad to help you.

Appropriate disciplinary action may be taken against any employee willfully violating this policy.



# Non-Discrimination and Anti-Harassment Policy

Yeshiva University is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in an environment that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, Yeshiva expects that all relationships among persons in the workplace will be professional and free of bias, prejudice and harassment.

## Equal Employment Opportunity

It is the policy of Yeshiva University to ensure equal employment opportunity without discrimination or harassment on the basis of race, religion, color, creed, age, national origin or ancestry, sex, marital status, physical or mental disability, veteran or disabled veteran status, genetic predisposition/carrier status, sexual orientation, gender identity, citizenship status or any other characteristic protected by law. The University prohibits and will not tolerate any such discrimination or harassment.

## Definitions of Harassment

*Sexual harassment* constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature. *Sex-based harassment* — that is harassment not involving sexual activity or language (e.g., male manager yells only at female employees and not males) — may also constitute discrimination if it is severe or pervasive and directed at employees *because of their sex*.

*Harassment on the basis of any other protected characteristic* is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, sex, religion, national origin, age, disability, pregnancy, alienage or citizenship status, marital status, creed, genetic predisposition or carrier status, sexual orientation or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

## Individuals and Conduct Covered

These policies apply to all applicants and employees, and prohibit harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager, or by someone not directly connected to Yeshiva (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

## Retaliation Is Prohibited

Yeshiva prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

## Complaint Procedure

### Reporting an Incident of Harassment, Discrimination or Retaliation

Yeshiva strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is contrary to Yeshiva's policy or who have concerns about such matters should file their complaints with *their immediate supervisor, the Diversity & Affirmative Action Officer, the Chief Human Resources Officer or any member of the University's Unlawful Harassment Panel* before the conduct becomes severe or pervasive. Individuals should not feel obligated to file their complaints with their immediate supervisor before bringing the matter to the attention of one of the other Yeshiva designated representatives identified above.

### IMPORTANT NOTICE TO ALL EMPLOYEES

*Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action. Also, please note, federal, state and local discrimination laws establish specific time frames for initiating a legal proceeding pursuant to those laws.*

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, Yeshiva strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Yeshiva will make every effort to stop alleged harassment before it becomes severe or pervasive, but can only do so with the cooperation of its staff/employees.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

### **The Investigation**

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

### **Responsive Action**

Misconduct constituting harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, training, referral to counseling, monitoring of the offender and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, temporary suspension without pay, or termination, as Yeshiva believes appropriate under the circumstances.

Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and the policies of Yeshiva prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

A comprehensive copy of the University's [Unlawful Harassment Policy](#) and [Procedures](#) can be obtained at the Office of Diversity & Affirmative Action located at the Albert Einstein College of Medicine, 1300 Morris Park Avenue, 1206 Belfer, Bronx, New York 10461, (718) 430-3771. A copy of the [Unlawful Harassment Policy](#) and [Procedures](#) can also be accessed at [www.yu.edu/hr/](http://www.yu.edu/hr/).

### **Staff Policy On Protecting Athletes**

The University is committed to ensuring the well-being, safety and protection of each of its student-athletes. In light of the influence, power and position of trust wielded by coaches and other members of the athletic staff, the University believes it is important to set forth guidelines to help define appropriate behavior and conduct of its athletic staff in order to cultivate a safe and positive environment for its student-athletes. These guidelines apply to the behavior and conduct of all members of the University athletic staff, whether on-campus or off-campus.

Sexual relationships between athletic staff and student-athletes (even if consensual) are not permitted. Each member of the athletic staff should maintain professionalism and avoid any appearance of impropriety in his/her relationships with student-athletes. Relationships of a peer-to-peer nature between an athletic staff person and a student-athlete should be avoided. The athletic staff person must recognize that he/she is always the adult and refrain from getting too close to the student-athlete.

The University prohibits, and will not tolerate, any form of sexual assault or harassment. Sexual harassment is generally defined as any unwelcome sexual advance, request for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature.

Behaviors that constitute sexual harassment include, but are not limited to, the following:

- Remarks, jokes, and comments about a person's body, appearance, sex, or sexual orientation
- Inquiries or comments about a person's sexual activities
- Obscene or suggestive gestures
- Use of inappropriate or derogatory sexual language
- Inappropriate physical contact, including inappropriate touching, kissing, patting, and pinching
- Promises or threats contingent on the performance of sexual favors

Every member of the athletic staff is expected to avoid and/or report any behavior that could be considered sexual harassment, and monitor the actions of the other members of the athletic staff as well as the student-athletes. Behaviors to avoid include, but are not limited to, the following:

- Being alone with a student-athlete, especially when engaging in otherwise permitted physical contact such as when teaching a skill
- Giving a student-athlete a rubdown or massage, unless the athletic staff person is a massage or similar therapist or trainer and it is conducted in an open and public location in the presence of others
- Being in showers or locker rooms while a student-athlete is undressed
- Showering or otherwise undressing in front of a student-athlete
- Communicating with a student-athlete on any topic that is sexual or inappropriate in nature
- Engaging in horseplay, roughhousing or other inappropriate games with a student-athlete
- Giving inappropriate gifts to a student-athlete
- Providing alcohol or drugs to a student-athlete, or permitting him/her to drink alcohol or take drugs
- Promoting, providing access to and/or sharing pornographic material with a student-athlete
- Sharing a hotel room or other sleeping arrangement with a student-athlete (unless the athletic staff person is the parent, guardian, or sibling of that particular student-athlete)

The University recognizes that there may be certain circumstances where the foregoing behavior cannot be avoided, such as when the student-athlete requests privacy to discuss a confidential issue or receive medical care. In such circumstances, the athletic staff person should consult with his/her supervisor to determine the appropriate way to behave.

Every member of the athletic staff also must refrain, and prohibit others, from using audio or visual recording, including a cell phone camera, in changing areas, rest rooms or locker rooms.

Any student-athlete who believes he/she has been subject to inappropriate behavior, or others who have knowledge of or witness any possible occurrence, should report the incident immediately to the University's Office of Diversity & Affirmative Action. A report can also be made to any manager, such as a chairperson, dean, department head, supervisor or any member of the University's Unlawful

Harassment Panel. The manager should then report the incident to the Office of Diversity & Affirmative Action. The Office of Diversity & Affirmative Action is located on the Einstein Campus, 1300 Morris Park Avenue, Belfer Educational Center for Health Sciences, Room 1206, Bronx, New York 10461, phone number (718) 430-3771. In addition, the reporting person may use the University's confidential Compliance Hotline by calling the toll free hotline at 866-447-5052 or via the web at <https://www.integrity-helpline.com/yu.jsp>.

The University also urges any victim of a sexual assault to report the crime to the local police department, and University personnel will assist the victim through the reporting process. As applicable, any suspected child abuse or maltreatment should also be reported to the Child Abuse Hotline (Mandated Reporter Hotline (800) 635-1522; Public Hotline (800) 342-3720) or other appropriate authorities.

Retaliation against any individual who filed and/or participated in the investigation of a complaint in good faith, even if the complaint is unsubstantiated, is prohibited, and the University will take reasonable action to protect individuals from retaliation or reprisal.

If an athlete initiates inappropriate behavior to a member of the athletic staff, that staff person should document the incident and report it immediately to his/her supervisor. The supervisor should then promptly report the incident to the Office of Diversity & Affirmative Action.

The University expects its coaches and other members of the athletic staff to serve as role models and appropriate mentors to the student-athletes and facilitate their intellectual, athletic and personal growth. It will respond promptly to any report of sexual misconduct, threats, acts of violence, or acts of aggression against its student-athletes.

Any member of the athletic staff who is charged with a pending sexual offense by any local, state, federal or foreign entity should promptly report such charge to the Office of Diversity & Affirmative Action.

Please see the University's Unlawful Harassment Policy (available on-line at <http://yu.edu/hr/policies>) for more information on the University's harassment policy and complaint procedures. Policies regarding various other health and safety matters can also be found on such site.





# Disability Accommodations

## Policy

Yeshiva University is committed to prohibiting discrimination against qualified individuals with disabilities or perceived disabilities who can perform the essential functions of the job as mandated by the Americans with Disabilities Act, the Rehabilitation Act, as well as applicable state and local laws. This policy applies to the job application process, hiring, termination, advancement, compensation, job training, and other terms, conditions and privileges of employment.

It is the policy of Yeshiva University to provide a reasonable accommodation to qualified applicants, staff and faculty members with disabilities who have made the University aware of their disability, provided such accommodation does not constitute an undue hardship on Yeshiva.

## Scope

This policy applies to all Yeshiva employees and to individuals applying for a job at Yeshiva.

## Disability Accommodations Process and Procedures

To request a reasonable accommodation, Yeshiva employees should complete and submit a Disability Accommodations Form to their immediate supervisor, Chairperson or Dean and provide a copy to the Chief Human Resources Officer. Employees can obtain [this form](#) from the Human Resources Department or on the Human Resources Web site ([www.yu.edu/hr/](http://www.yu.edu/hr/)). If the need for a reasonable accommodation or the form of the accommodation cannot be resolved at this level, the employee should contact the Chief Human Resources Officer.

- A. An applicant who seeks a reasonable accommodation during the job application process should contact the Chief Human Resources Officer.
- B. The employee must provide medical documentation via the Disability Accommodations Health Care Provider Release Form, from a certified health care provider to the Chief Human Resources Officer (see Establishing Eligibility section.)
- C. On receipt of an accommodation request, the Chief Human Resources Officer and the employee's supervisor will meet with the employee to discuss and identify the precise limitations resulting from the disability and the potential accommodation that Yeshiva might make to help overcome those limitations.
- D. The Chief Human Resources Officer will review all accommodation requests and supporting documentation. To the extent permitted by law, the Chief Human Resources Officer may consult with the individual's health care provider, Yeshiva's own medical professionals and other University personnel, including General Counsel, to fully evaluate the accommodations request.
- E. Yeshiva will determine the feasibility of the requested accommodation by considering various factors, including, but not limited to the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, Yeshiva's overall financial resources and organization, and the accommodation's impact on the operation of the University, including its impact on the ability of other employees to perform their duties and on Yeshiva's ability to conduct business.

Once the Chief Human Resources Officer decides to provide a reasonable accommodation, the employee, applicant, appropriate supervisor, Chairperson or Dean will be notified. The designated department will implement the accommodation and handle its funding the same as any other departmental expenditure. If accommodations other than the one requested by the employee or applicant are determined by Yeshiva to be reasonable, Yeshiva will, as may be appropriate, consider the employee's or applicant's preference. The law does not require Yeshiva to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.). If it is determined that an accommodation will not be offered, the individual will receive a written explanation.

## **Confidentiality**

All information and documentation received for a reasonable accommodation will be kept confidential to the extent practical and/or required by law.

## **Complaint Procedure**

If a Yeshiva employee believes that he or she has been discriminated against on the basis of a disability, he or she should refer to the internal complaint process set forth in the [Unlawful Harassment Policy](#), which can be found at [www.yu.edu/hr/](http://www.yu.edu/hr/). If an applicant believes that he or she has been discriminated against on the basis of a disability, a complaint may be filed with the [Chief Human Resources Officer](#). At any time, an individual may pursue other remedies available under applicable federal, state or local law.

# On the Job

## Work Schedules/Flexible Arrangements

Yeshiva University requires that all departments observe and maintain adequate staffing during regular business hours. On the Manhattan campuses normal work hours are defined as Monday through Thursday, 9:00 a.m. to 5:30 p.m., and Friday 9:00 a.m. to 2:30 p.m. On the Einstein campus normal working hours are defined as Monday through Friday, 9:00 a.m. to 5:00 p.m. Some departments providing student or faculty services must also maintain extended workweeks and hours.

Yeshiva also recognizes that our employees may, from time to time, require adjustment to their normal work schedules to assist them in meeting personal responsibilities that may conflict with meeting their professional obligations to the University. Supervisors may permit reasonable adjustment (flextime) to the established normal arrival and departure times of the workplace, to accommodate individual employee needs such as education, child care commitments or, family or personal illness. Such adjustments should be considered on a short-term basis and are not intended to permanently change an employee's terms of employment or work obligations. We also recognize that flexible scheduling is not possible for all work areas because of the specific requirements of that workplace and that supervisors will not be able to approve a flexible schedule in response to an employee's request. This policy covers changes to work schedules that are regular and recurring and not sporadic or temporary which can be managed within the scope of a supervisor's discretion.

Supervisors considering flextime should examine staffing needs for their areas to determine if the workplace needs to be fully staffed for the entire period of the regularly scheduled workday. Where possible, arrival and departure times for individual employees can be staggered to meet both the needs of the employee and the department. Supervisors must assure that there is adequate staffing during normal business hours. Any variation from the employee's normal work schedule, e.g., working a 10-hour, four-day week, must be discussed in advance with the area Department Head, Vice President or Dean, and the Chief Human Resources Officer.

Flexible work schedules should be discussed in advance by the staff member and the supervisor. In order to receive approval for a flexible work arrangement, the supervisor must certify that the altered schedule is manageable within the operation and staffing of the department and will not adversely affect operations or services to clients. Both parties should have written copies of the agreed-to schedule. Supervisors should review the flextime needs, continuation of those arrangements, and their application on a regular basis.

There are occasions when it may be possible and practical for employees to accomplish some of their work while remaining at home. Supervisors who are considering permitting a staff member to do a portion of his or her work at home on a *regular* basis must discuss the proposed arrangement first with Chief Human Resources Officer.

## Procedure

### Employee

- Completes [Flexible Work Arrangement Form](#) to request alternate schedule to accommodate special needs.
- If request is approved, receives written copy of schedule change.
- Notifies supervisor of any change in circumstances that may require a change or termination of the flexible schedule.

### Supervisor

- Reviews workplace needs and possibilities for flexible scheduling.
- Consults with the area Department Head, Vice President or Dean, and the Chief Human Resources Officer when a change in the employee's schedule is proposed.
- Reviews and approves or disapproves employee request for flexible scheduling.
- Provides employee with written copy of schedule.
- Reviews workplace needs and flexible schedules on a regular basis.

## Flexible Work Arrangement Strategies

### Flextime

Flextime arrangements allow employees to start and end work during some range of hours outside of the regularly scheduled workday. Flextime arrangements do not reduce the normal workload obligation.

### Compressed Work Week

Compressed work schedules allow employees to work all their hours in fewer than five days per week. Common examples of this are schedules allowing employees to work 35 hours in four days per week for an extra day off per week, or 70 hours in nine days every two weeks for an extra day off every two weeks.

### Voluntary Reduced Time

Voluntary reduced time allows an employee to reduce the number of hours she or he works in a week in order to have extra time to take care of personal or family needs – but only with the prior approval of the department head. Employees may voluntarily reduce their work time and still maintain regular benefits accorded to full-time employees. Salary and time off benefits are pro-rated accordingly. Employees who wish to voluntarily reduce their workload will have their share of University contribution to benefits affected and should contact the University Benefits Office to determine new costs.

### Telecommuting

Telecommuting is working from a site other than the normal worksite, usually at home. If approved, the employee is usually responsible for any expenses required to maintain compatible office equipment and connections in his or her home, in accordance with the University's IT network security standards and/or applicable OSHA guidelines.

## Open Communication

This policy is designed to ensure open communication between you and University Deans/Department Heads, managers, supervisors and Human Resources.

We want communication to be open and easy. Feel free to speak with your supervisor about any workplace issues or problems. That is often the best way to resolve any difficulty. All your concerns will receive appropriate attention. If for any reason you cannot reach your supervisor, you can contact your Department Head or the [Human Resources Department \(www.yu.edu/hr/\)](http://www.yu.edu/hr/).

We want to ensure that every member of our community receives fair and equitable treatment from supervisors, peers and fellow employees. We are committed to working with all employees to resolve problems, differences or disputes that may arise in relation to the workplace. We want our employees to feel confident that complaints will be handled in a fair and equitable manner.

## Background and Credit Checks

Prior to employment, or in the case of promotion to a position of substantial responsibility, all applicants will be subject to a background check. Background checks will include, but not be limited to, a review of criminal history, verification of employment and education as well as validation of a Social Security number. Candidates applying for positions having contact with finances and/or handling money may also be subject to a credit background check. A copy of the background and credit check will be provided to the applicant and/or candidate as provided by law. This background information is collected as a means of making Yeshiva a safe work environment.

## Employment of Family Member/Members of the Household

Yeshiva considers the most qualified individuals for its available positions. Your relatives (or members of your household) may be hired by Yeshiva and can work at the same location unless any of the following apply:

- You are directly supervising a parent, spouse, child, brother, sister or other household member.
- You are ultimately responsible for a family member where the relationship could affect the immediate supervisor's ability to objectively manage, direct or evaluate the employed family member or other household member.
- Family members are employed in positions that may cause situations involving favoritism, undue influence or a breach of confidentiality.
- You are in a position to approve the appointment of a family member or other household member to a position at Yeshiva.

If any of these issues apply, Yeshiva will try to find a suitable position to which one of you can transfer. If not, one of you will be asked to resign. It is not the purpose of this policy to alter any current employment relationships that may have been officially approved in the past.

Please direct any questions about the application of this policy to your Department Head. The Chief Human Resources Officer has final authorization to interpret and implement this policy.

## Dress Code Guidelines

Yeshiva wants you to be neat, well-groomed and appropriately attired while performing your duties and interacting with members of the public and the University community. Your personal appearance should reflect the University's professionalism and dignity. Refrain from wearing clothing and accessories that detract from that image.

Use good judgment in selecting clothing that is neat and appropriate for the workplace. Additionally, clothing should cover tattoos, if possible, and there should be no visible body piercings. Please consult with your supervisor, who has the ultimate responsibility for defining the appropriate attire for your particular work environment. Some Yeshiva personnel may be required to wear a uniform and/or protective/safety clothing on the job.

## OSHA/Safety

Yeshiva is committed to providing and maintaining a safe work environment for all employees and is compliant with OSHA/governmental regulations. Employees are responsible for working safely and for reporting unsafe conditions to their supervisor, Yeshiva's Department of [Environmental Health & Safety](#) at (718) 430-4150 or to the [Human Resources Department \(www.yu.edu/hr/\)](#).

If you are injured on the job, no matter how small or insignificant the injury, you must report it to the [Security Office](#) and your immediate supervisor and/or it may be referred to the [Workers' Compensation Unit of University Benefits \(www.yu.edu/hr/contact/#benefits\)](#). Also, depending on the nature of your work and assigned duties, you may be required to attend various safety training programs and to comply with the safety procedures.

## Drug & Alcohol Use

Yeshiva prohibits the unlawful possession, use, distribution, or manufacture of illicit drugs and unauthorized use of alcohol at any University facilities or in connection with any University activities. Any student, faculty member, staff or other employee of the University found to be in violation of this policy will be subject to appropriate disciplinary action – up to and including termination. You can access the full [Drug & Alcohol Policy](#) on the Human Resources Web site ([www.yu.edu/hr/](#)).

## Smoke-Free Workplace

In compliance with government regulations, Yeshiva prohibits smoking throughout its workplace.

### I. Purpose and background

In order to provide employees, students and others with a smoke-free environment and to comply with New York State and New York City smoking regulations and statutes, it is the policy of Yeshiva to prohibit smoking in all Yeshiva owned or leased buildings, facilities, and property.

### II. Policy

- A. Smoking is prohibited in all indoor areas of Yeshiva buildings and facilities except within the privacy of residential apartments, unless otherwise prohibited.
- B. Smoking is prohibited in Yeshiva vehicles.
- C. "No-Smoking" signs are prominently and conspicuously posted in all appropriate locations of the work place in accordance with the Smoke-Free Air Act.



- D. Outdoor Smoking Locations: All campus entryways and landscaped areas have been designated as SMOKE-FREE areas and where possible, designated smoking areas have been assigned. Please contact Security to determine the outdoor smoking locations at your campus.
- E. All employees are expected to comply with this policy. The enforcement of this policy is to the responsibility of the Security Office.
- F. Inquiries, complaints or disputes about smoking in the workplace should be directed to the [Campus Security Director](#) (212) 960-5221 or (718) 430-2180, or the [Human Resources Department](#), at (212) 960-5400, ext. 6678 or (718) 430-3348.
- G. Employees and applicants for employment who exercise or attempt to exercise any rights granted under the Smoke-Free Air Act and/or the smoking policy are protected from retaliatory adverse personnel action as defined in these regulations. If employees or applicants feel any such adverse employment action has been taken against them for exercising their rights under the Smoke-Free Air Act and/or this policy, they should contact Human Resources' [Employee Relations & Talent Development](#) at (212) 960-5400, ext. 6678 or (718) 430-3348. This office will be responsible for investigating and appropriately resolving any such complaint.
- H. Yeshiva will provide a written copy of this smoking policy upon request to any employee or prospective employee.
- I. A copy of this smoking policy will be provided upon request to interested and appropriate regulatory agencies.

## **Computer Systems/Network**

### **Use Limited to Business Purposes**

Yeshiva provides computer systems to conduct University business which are to be used for Yeshiva purposes only. All communications and information transmitted by, received from, or stored in these systems are Yeshiva records and property of the University. Use of the computer systems for personal purposes other than occasional use is prohibited.

### **No Expectation of Privacy**

Employees have no reasonable expectation of personal privacy with respect to anything stored in, created, received or sent over the computer systems. Yeshiva may monitor or review any and all files, documents or other information contained or accessible through the computer systems for *any* reason without employee permission. This includes possible monitoring of Web sites visited by employees, chat and news groups, e-mail, and blogs, plus review of all electronic/deleted files, metadata and other electronic information stored on Yeshiva's central backup system or otherwise available as part of its data management. Using passwords or other security measures does not give an employee a right to privacy.

### **Professional Use of Computer Systems Required**

All Yeshiva's policies with respect to workplace conduct apply equally to its computer systems. This includes, but is by no means limited to, Yeshiva's policies against discrimination and harassment, sexual or otherwise, its non-solicitation policy, and its policies against disclosure of trade secrets or other confidential business or proprietary information. Employees may not use Yeshiva's Computer Systems to download or copy copyrighted materials or another company's trade secrets or confidential, proprietary information.

Creation, solicitation, posting or distribution of offensive e-mail messages, computer "wallpaper" and the like violate Yeshiva's policies against harassment and discrimination. Although Yeshiva may

employ filters or other screening devices to block offensive, sexually explicit or inappropriate material, it generally is not possible to block out all such offensive content. If you encounter or receive this kind of material, you should immediately report the incident to the [Diversity & Affirmative Action Officer](#) at (718) 430-3771 or the University's Compliance Hotline (866) 447-5052, and [www.yu.edu/offices-and-services/compliance/](http://www.yu.edu/offices-and-services/compliance/).

### **Be Courteous and Considerate of Others**

You are reminded to be courteous to other users of the system and always conduct yourself in a professional manner. E-mails, in particular, are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. You should write e-mail communications with no less care, judgment and responsibility than you use for letters or internal memoranda written on Yeshiva letterhead. You are not authorized to retrieve or read any e-mail messages that are not sent to you, absent prior approval from Yeshiva management. Finally, you may not send unsolicited e-mail to persons with whom you do not have a prior relationship without the express permission of your supervisor.

### **Limitations on Internet Use**

Although Yeshiva recognizes that the Internet may have useful applications to Yeshiva's business, you may not engage in random Internet use ("surfing the Net," playing games, shopping, blogging or accessing or downloading entertainment software) during work time. Management approval is required before anyone can use the Yeshiva's computer systems to post any information on commercial online systems or the Internet. Any approved posted material should contain all proper copyright and trademark notices.

### **Online Representations with Respect to the University and Its Information**

You need approval from Yeshiva to act as an official representative. If you make reference, on the Internet (including on a blog) to Yeshiva, its employees or customers, you *must* include a disclaimer indicating that the opinions expressed are yours and not necessarily those of Yeshiva.

You may not disclose trade secrets, confidential business information (e.g., business plans, strategies, customer information, etc.) or other proprietary information of Yeshiva or its customers through blogs and other Internet postings. In addition, you must not disclose certain University financial information in violation of securities laws or regulations.

Violation of any these provisions regarding online representations (even if posted by the employee outside of work hours and through non-Yeshiva computer systems) is grounds for disciplinary action, up to and including termination.

### **Maintaining and Securing the Systems**

Users should routinely delete outdated or otherwise unnecessary e-mails, voice mails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

To ensure security and to avoid the spread of viruses, accessing the Internet through a computer attached to Yeshiva's network must be done through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to the Yeshiva network.

In addition, files obtained from sources outside Yeshiva, including disks brought from home; files downloaded from the Internet, news groups, bulletin boards or other online services; files attached to e-mail; and files provided by customers or vendors may contain dangerous computer viruses that may damage Yeshiva's computer network. You may not download or use these disks or files on the computer systems without first scanning the material with University-approved virus-checking software.



If you suspect that a virus has been introduced into the University's network, notify the ITS Help Desk immediately at (212) 960-5294 or [helpdesk@yu.edu](mailto:helpdesk@yu.edu).

### **Violations of Policy**

Any employee who discovers misuse of any of the computer systems should immediately contact [Information Security](#) at (718) 430-8957. Violations of the University's [Technology Resource Use policy](#) may result in disciplinary action up to and including termination.

## **Whistle-Blower/Compliance Hotline**

### **Introduction**

Ethics and integrity are among the core values of Yeshiva University. We expect our faculty and staff to fulfill their duties with integrity and in full compliance with existing law, regulations and the University's own operating policies and procedures. To that end, the University is introducing a compliance hotline as an additional method for reporting violations of policy, improper conduct and compliance concerns.

### **Reporting Responsibility**

It is the ethical responsibility of all faculty and staff to report violations or suspected violations.

### **No Retaliation**

No faculty or staff member who in good faith reports a violation of policy, improper conduct or compliance concerns shall suffer harassment, retaliation or adverse employment consequence as a result of having made such report. An employee who retaliates against someone because such person has reported a violation in good faith is subject to discipline up to and including termination of employment. This policy is intended to encourage and enable employees and others to raise legitimate concerns.

### **Reporting Violations**

This policy recommends that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak with someone in the Human Resources Department or anyone in management whom you are comfortable in approaching. Supervisors and managers are expected to report suspected improper conduct to Human Resources or to the University's Compliance Hotline. An employee may submit a report to the Hotline by calling toll free at (866) 447-5052 or via the Web at [www.yu.edu/offices-and-services/compliance/](http://www.yu.edu/offices-and-services/compliance/).

### **Hotline Committee**

The Hotline will be managed by an independent third party, Global Compliance, and reports will be forwarded to the University's Director of Internal Audit. The Director of Internal Audit shall refer all complaints to the University's Hotline Committee. The Hotline Committee is responsible for investigating and resolving all reported complaints and allegations and, upon completion of the investigation, the results will be forwarded to the University's Audit Committee.

### **Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation of policy, improper conduct or compliance concerns must be acting in good faith and have reasonable grounds for believing the information disclosed indicates that a violation exists. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense leading to disciplinary action up to and including termination of employment.

## **Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

## **Handling of Reported Violations**

All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

## **Identification Cards**

To maintain the safety and security of Yeshiva, you are required to carry a valid Yeshiva photo identification card. You can obtain a card through the campus [Security Office](#) when you are hired after authorization by the Human Resources Department. You may be asked to display your identification card at any time when entering a Yeshiva Facility.

The Yeshiva University official identification card provides access to:

- University buildings
- Library services and resources – print and electronic, and
- University events.

Lost or damaged cards may be replaced for a fee, which you must pay. Your identification card must be returned to your supervisor or the Human Resources Department when you leave Yeshiva's employment.

# Time Off and Leaves of Absence

## Attendance

Yeshiva depends on its employees to report to work on all scheduled workdays and during all scheduled work hours and to report to work on time. Excessive or patterned absenteeism will impact the productivity of the workplace and your performance.

You must notify your supervisor as far in advance as possible, but no later than one hour before your scheduled starting time if you expect to be late or absent. You must call your supervisor for each day of your absence, unless you are directed otherwise by your supervisor.

## Vacation

### Vacation Eligibility

As part of Yeshiva's generous time-off policy, all employees are eligible for vacation days and will accrue vacation time on a pay period basis. Please refer to the Human Resources Web site ([www.yu.edu/hr/](http://www.yu.edu/hr/)) for a vacation accrual schedule.

You become eligible to take your accrued vacation time after completing your first six months of employment. You may, under special circumstances, with your supervisor's approval, borrow additional time in excess of your accrued time up to the amount which you would accrue for the calendar year. If your employment terminates before the end of the calendar year, you must repay any days borrowed but not earned.

You do not accrue vacation when on an unpaid leave of absence.

If a Yeshiva-observed holiday falls during a scheduled vacation, the day will be charged to holiday pay. If a serious illness or death in the family occurs during an authorized vacation, sick time or bereavement time can be charged in lieu of vacation time with your supervisor's approval.

### Scheduling Vacation

To maintain appropriate staffing levels, your supervisor will coordinate, schedule and approve your requested vacation dates. You should make your vacation request well in advance to allow time for your supervisor to accommodate all requests and adequately staff the department. Since all vacation requests must be approved in advance, we strongly recommend that you receive final vacation approval before making financial commitments.

You should take all of your earned vacation time each year. All vacation time must be approved in advance by your Department Head and scheduled in accordance with operational needs. Vacation should be used on a current basis but may be carried over into another year with departmental approval so long as the total vacation carried over on December 31st of each year does not exceed your annual entitlement. Unused, accrued vacation time beyond your maximum annual entitlement shall be forfeited. All unused accrued vacation time will be paid on separation of employment with Yeshiva. However, an employee who does not provide adequate notice of at least two weeks upon resignation forfeits any rights to unused accrued vacation pay.

## Holidays

The University provides you with paid holidays each year. The holidays celebrated depend on your work location, as described below.

### Albert Einstein College of Medicine (Einstein)

The following legal and Jewish holidays are observed on dates set by Einstein:

LEGAL HOLIDAYS	JEWISH HOLIDAYS*
New Year's Day	Rosh Hashanah (2 days)
Dr. Martin Luther King's Birthday	Yom Kippur (1 day)
Presidents Day	Sukkot (2 days)
Memorial Day	Shemini Atzeret (1 day)
Independence Day	Simhat Torah (1 day)
Labor Day	Passover (first 2 and last 2 days)
Thanksgiving Day	Shavuot (2 days)
Christmas Day	

*\* Employees in Central Administration departments also receive paid time off for those religious holidays observed by Einstein without regard to the number of such days that fall on workdays. A [schedule](#) is published each year and may be found on the Human Resources Web site ([www.yu.edu/hrf](http://www.yu.edu/hrf)). Employees in departments other than Central Administration (academic departments) receive seven personal days each year to use for any reason. However, these days should be scheduled in accordance with departmental operational needs.*

### Manhattan Campuses

The following legal and Jewish holidays are observed on dates set by the University:

LEGAL HOLIDAYS	JEWISH HOLIDAYS
New Year's Day	Rosh Hashanah (2 days)
Memorial Day	Yom Kippur (1 day)
Independence Day	Sukkot (2 days)
Labor Day	Shemini Atzeret (1 day)
Thanksgiving Day	Simhat Torah (1 day)
Christmas Day, or 1 day during the month of December	Passover (first 2 and last 2 days)
	Shavuot (2 days)

## Emergency Closing

Yeshiva will make every effort to remain open for business on scheduled workdays. However, there may be instances where conditions make it impossible to do so. These include, but are not limited to, severe weather, declared state of emergency, utility disruptions, natural disasters and terrorist actions. In all cases, employee safety will be the primary consideration. To find out the status of Campus Operations in the event of natural and civil emergencies, please refer to Yeshiva's Web site ([www.yu.edu](http://www.yu.edu)). You can also call the Yeshiva University Hotline, (877) YU-2-2222, or Einstein's Hotline, (718) 430-2400, for updates and other emergency information.

## Alert Find

In the event of issues presenting a threat to campus safety or situations that require time-sensitive distribution of information, we will post the relevant information on Yeshiva's text- and voice-messaging emergency alert system, **Alert Find** ([www.yu.edu/yualert](http://www.yu.edu/yualert)). To receive these alerts, you must register in advance for this service at the Web site.

## Paid Leaves

### Absence Due to Illness

To keep each department running smoothly and efficiently, it is important that every employee report to work regularly and on time. For this reason, careful attention is given to promptness, absence record and overall dependability, as noted earlier.

Yeshiva recognizes, however, that an employee may occasionally be disabled by injury or illness. As a result, sick days are designed to provide protection to you against loss of income during unavoidable illness or injury.

### Sick Days

Full-time employees accrue sick days at the rate of one day per month; part-time employees who are eligible to accrue sick leave will do so on a pro-rated basis. Please contact the Human Resources Department for additional information. You can accumulate up to a maximum of 130 days. You can use sick days only in cases of genuine illness or injury, if you are on active pay status immediately prior to the illness or injury. Accrual begins when you complete six months of active employment and is retroactive to your date of hire.

If you use all of your available sick days, you can use accrued vacation time. Unused sick days are not paid when you leave Yeshiva.

### Bereavement/Condolence Leave

If a member of your immediate family dies, you will receive a paid leave of absence for up to five days. These days are to be taken consecutively within a reasonable time of the date of the death or funeral, and may not be split or postponed.

Immediate family includes your spouse, child, stepchild, parents, step-parents, siblings, step-siblings (brothers and sisters), grandparents, grandchildren (or members of your household), father-in-law, mother-in-law, grandparent-in-law, son-in-law or daughter-in-law.

One day of paid leave is provided for the death of your aunt, uncle, first cousin, niece or nephew. If you need more time for funeral or other arrangements, it may be charged to accrued personal or vacation days with departmental approval.

You should make your supervisor aware of your situation.

## **Jury Duty**

If you are a full-time or part-time employee and are required to serve on a jury, Yeshiva will grant you a paid leave of absence. You will be paid your normal, scheduled work hours while serving on jury duty; therefore, you are responsible for informing the courts of that fact. You are only eligible to receive travel expenses from the courts for their jury service. While on jury duty, you are expected to report to work any day you are excused.

If you receive a jury duty notice, you should immediately notify your supervisor. Additionally, a copy of the notice to serve jury duty and completion of duty served should be submitted to your supervisor.

If jury duty falls when you cannot be away from work, Yeshiva may request the court to allow you to choose a more convenient time to serve. You must cooperate with Yeshiva's request and ask for the postponement in accordance with the court's procedures.

## **Time Off to Vote**

The scheduling of time off to vote is based on operating needs and is at the discretion of supervisory staff within each department. Schedules will be changed if an employee has less than four hours between the opening of the polls and the start of the shift or the end of the shift and the closing of the polls. Such changes may be up to two hours' leave with pay.

If you live outside of the New York metropolitan area, you should let your supervisor know, at least two days in advance, if you anticipate a conflict between your work schedule and the opportunity to vote.

No employee will be penalized or retaliated against for requesting time off to vote.

## **Nursing Mothers**

Nursing mothers will be accommodated with reasonable break time (up to 20-30 minutes each break at least once every three hours), and a private place to express milk in the workplace. Employees are expected to take such breaks at a time that does not interfere with their duties. Such breaks are unpaid for non-exempt employees, except to the extent the employee uses a regular paid break. The employee may also utilize her meal period for this purpose, if she wishes. Employees who anticipate the need to arrange for such breaks should contact the [Chief Human Resources Officer](#) as far as possible in advance of the employee's return to work after childbirth, so that appropriate arrangements can be made.

# **Unpaid Leaves**

## **Family and Medical Leave Act ("FMLA") Policy**

Federal law provides employees with job-protected leave under certain circumstances. University policy as well as applicable collective bargaining agreements may provide even greater benefits. Please consult with Human Resources or your applicable collective bargaining agreement to determine what other benefits you may be entitled to under University policy.

### **Events that May Entitle an Employee to FMLA Leave**

Eligible employees of Yeshiva University (the University) are entitled to take up to 12 work weeks of job-protected unpaid Family and Medical Leave Act (FMLA) leave during any rolling 12-month period for one or more of the following reasons:

1. The employee's own serious health condition;
2. To care for a child, spouse or parent who has a serious health condition;
3. The birth of a child or placement of a child for foster care or adoption; and/or

4. A “qualifying exigency” arising out of the fact that the employee’s spouse, son, daughter or parent is a “covered military member” on “covered active duty” or has been notified of an impending call or order to covered active duty in the Armed Forces. Leave for “qualifying exigency” includes the need to take time off due to:
- the short-notice deployment of a covered family member (i.e. within seven or less calendar days prior to the date of deployment);
  - attendance at military events and related activities, such as pre-deployment briefings and family support sessions;
  - time needed to provide or arrange for child care or participate in school-related activities with respect to a child or ward of the covered family member;
  - time needed to make or update financial and legal arrangements relating to the covered family member or act as the covered family member’s representative with respect to military service benefits;
  - time needed to participate in counseling, where the need for counseling arises from the covered member’s active duty or call to active duty;
  - to spend up to five days with a covered family member on short-term rest and recuperation leave during the period of deployment;
  - post-deployment activities, including any official ceremony sponsored by the military, as well as exigencies arising from the death of a covered family member while on active duty status;
  - other activities provided that the University and the employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of the leave.

Eligible University employees are entitled to take up to 26 work weeks of job protected FMLA leave during a 12-month period to care for an employee’s spouse, child, parent or next-of-kin, who is also a “covered service member” of the United States Armed Forces (including a member of the National Guard or Reserves) with a “serious injury or illness” (a/k/a “military caregiver leave”).

For purposes of this policy, phrases such as “serious health condition”, “next of kin”, “covered active duty”, “covered military member”, “eligible family members of covered service members and covered military members”, “covered service member”, and “serious injury or illness” are terms defined by governmental regulations. If you have any questions as to what these terms mean and/or whether they apply in your circumstances, please contact the Human Resources Department.

### **Eligibility**

University employees are eligible for FMLA leave if they:

- Have been employed by Yeshiva University for at least 12 months; and
- Have completed 1,250 hours of service during the 12-month period prior to the commencement of a leave.

### **Spousal Coverage**

In the event both spouses are University employees, they are entitled to a combined total of 12 weeks of FMLA leave for a single qualifying event or condition, except that they are entitled to a combined total of 26 weeks of leave to care for a covered service member.



### **Amount of Leave that May Be Taken**

An eligible employee is entitled to take up to 12 workweeks of unpaid FMLA leave during a 12-month rolling period for any FMLA-qualifying reason. A rolling 12-month period means that the University will measure backward 12 months from the date that an employee seeks to use FMLA leave to determine whether that employee has exhausted his/her 12-week entitlement in that 12-month period.

Leave to care for a newborn or newly placed child must conclude within 12 months after the birth or placement of the child.

An eligible employee is entitled to take up to 26 workweeks of unpaid leave in a single 12-month period for the military caregiver FMLA leave. During that single 12-month period, the employee may not take more than a combined maximum of 26 workweeks of FMLA leave for all purposes, and may not take more than 12 weeks of FMLA leave for any purpose other than to care for a covered service member. The 12-month period in which an eligible employee may take the FMLA military caregiver leave is calculated on a going forward basis starting with the first day the leave is taken.

Military caregiver leave is to be applied on a per-covered service member, per-injury basis. During a single 12-month period, the employee may not take more than a maximum combined total of 26 workweeks of FMLA leave for all purposes. Except for military caregiver leave, FMLA leave is still limited to 12 workweeks within a 12-month period for all other qualifying reasons.

### **FMLA Leave Runs Simultaneously with All Other Unpaid Leaves**

An employee's 12- or 26-week FMLA entitlement runs concurrently with all other applicable unpaid leaves including, but not limited to, short-term and long-term disability, Workers' Compensation. Employees may substitute accrued paid leave for unpaid FMLA leave as discussed below.

### **Substitution of Paid Leave**

An employee must use available paid sick leave where an FMLA leave is taken for his or her own serious health condition (including childbirth). Employees will not be required to use accrued vacation or personal leave unless such leave otherwise would be forfeited under the University's personnel policies or the applicable labor agreement. However, an employee may elect to substitute earned vacation or personal time for otherwise unpaid FMLA leave, if he or she does so prior to taking FMLA leave. An employee who elects to take paid leave must follow all applicable University policies with respect to the use of that leave.

The University will count applicable paid leave taken for a FMLA-qualifying reason toward an employee's 12- or 26-week FMLA entitlement. This applicable leave will run *concurrently* with and count toward an employee's 12- or 26-week FMLA entitlement. Once such accrued benefits are exhausted, the balance of the FMLA leave will be without pay, unless the employee is eligible for short-term disability benefits in accordance with applicable state law.

### **Intermittent or Reduced Schedule FMLA Leave**

Intermittent leave is Family or Medical leave taken in separate blocks of time due to a single qualifying reason. A reduced schedule is a leave schedule that reduces an employee's usual number of working hours per workweek, or hours per workday.

Employees may take intermittent or reduced schedule Family or Medical leave for their own serious health condition, to care for a child, spouse or parent who has a serious health condition or to care for an injured service member where such leave is medically necessary for planned or unanticipated medical treatment of a serious health condition or for recovery from treatment or recovery from a serious health condition. Leave taken for qualifying exigencies may also be taken on an intermittent basis.



Intermittent or reduced-schedule leave should be scheduled to the extent possible to minimally disrupt business operations.

When an employee takes intermittent or reduced-schedule leave, the University may temporarily transfer the employee to an alternative position with equivalent pay and benefits for which the employee is qualified and which better accommodates a reduced-schedule or intermittent leave schedule.

### Notice

Where reasonable and practicable, the employee must give at least thirty (30) days' advance notice prior to the commencement of a FMLA leave. If proper notice is not given, leave may be denied unless there is a reasonable excuse for the delay. If the need for family or medical leave is not foreseeable, notice must be given by the employee as soon as possible and practicable. Except in cases of extreme medical emergencies, employees are expected to advise their supervisor as soon as they know the need for and expected duration of the leave, and generally within two business days of the time they know of the need for leave. Notice may be given by telephone, e-mail, fax, or other similar methods. In all cases, whether leave is taken intermittently or continuously, the employee, where practicable, must make a reasonable effort to schedule his/her leave so as not to interrupt University operations unduly.

The University will notify the employee requesting leave whether s/he is eligible for FMLA. If the employee is eligible, the notice will indicate any additional information required and describe the employee's rights and responsibilities. If the employee is not eligible, the University will provide a reason for the ineligibility.

Upon the provision of sufficient information, the University will notify the employee that leave has been designated as FMLA leave and the amount of leave to be counted towards the employee's leave entitlement. The University will also notify the employee if the leave is not designated as FMLA leave due to insufficient information or a non-qualifying reason. The University *may* provisionally designate the employee's leave, at the outset, as FMLA leave, subject to submission of sufficient information.

### Certification

The employee must provide medical certification from a health care provider to confirm that the employee or employee's child, spouse or parent has a serious health condition or that service member leave is required. For the purposes of a FMLA leave, a serious health condition is an illness, injury, impairment, or a physical or mental condition that involves:

- any period of incapacity or treatment in connection with, or following, inpatient care in a hospital, hospice or residential medical care facility ;
- any period of incapacity requiring absence from work, school, or other regular daily activities for more than three calendar days that also involves continuing treatment by a health care provider; or
- continuing treatment by, or under the supervision of, a health care provider for prenatal care, or for a chronic or long-term health condition that is so serious that if not treated would likely result in a period of incapacity for more than three calendar days.

***Note that ALL Non-Faculty employees are required to submit documentation substantiating sick leave absences (including those not covered by the FMLA).***

An employee requesting leave for a qualifying exigency should provide documentation pertaining to the exigency, including a copy of his or her family member's military orders, except where military necessity or other circumstances make it impossible or unreasonable to do so.

Medical certification by a health care provider or certification of a qualifying exigency must be provided within 15 days of the leave request unless it is not possible to do so. Failure to provide the required certification on time may impact the employee's ability to take the leave as requested.

The University may seek clarification or authentication of information provided on a medical certification form, and may require an opinion from a second health care provider at its expense to verify any information in the medical certification.

The University requires that the serious medical condition be recertified every 30 days except for leave related to pregnancy or childbirth or where the minimum duration of the serious health condition at issue is more than 30 days. For employees requesting intermittent or reduced leave for periods in excess of six months, the University requires recertification every six months. In addition, employees are required to report periodically on their status and intent to return to work. If the circumstances of an employee's leave change and the employee is able to return to work earlier than originally indicated, the employee should notify the University at least two days prior to the date that he or she intends to return to work.

An employee returning from FMLA leave taken for his/her own serious health condition must provide certification from a health care provider that he/she is medically able to resume work. An employee failing to complete the return-to-work medical certification form will not be permitted to resume work until the completed form is provided.

### **Benefits**

During FMLA leave that runs *concurrently* with paid leave, all of an employee's benefits will continue as elected prior to the commencement of the leave. During FMLA leave that is unpaid, all University benefits that operate on an accrual basis, such as sick, personal and vacation days, will cease to accrue.

All group health benefits will continue during the leave provided that the employee continues *all required* regular employee contributions to these plans. *Employees enrolled in University sponsored benefit plans should contact the University Benefits Office to make arrangements for employee contributions. Union-represented employees should contact their Benefit Fund Office so that they can comply with the requirements of their Benefit Fund.* All other benefits will be governed in accordance with the terms of each benefit plan.

### **Job Reinstatement/Return to Work**

Eligible employees taking leave under this policy will be reinstated to their former position or to an equivalent position with equivalent benefits and other terms and conditions of employment. However, no employee is entitled under this policy to any right, benefit or position other than that to which the employee would have been entitled had he or she not taken leave. Thus, for example, if a layoff or some other extenuating circumstance or business condition arises that affects the employee's position, reinstatement may not be possible. An employee who does not return to work after exhausting available FMLA leave will not be reinstated to employment, except as provided by an applicable collective bargaining agreement.

The University reserves the right to deny reinstatement to certain key employees, where such denial is necessary to prevent substantial and grievous economic injury to the University's operations. Key employees will be notified of the University's intention in this regard as soon as a determination is made that such injury would occur. In the event such notice is given to a key employee already on leave, the employee will be offered the opportunity to terminate his or her leave and immediately return to work.

### **No Work During Leave**

*The taking of another job while on FMLA leave may lead to disciplinary action, up to and including discharge.*

## Applying for a Leave

All employees wishing to apply for an FMLA leave or having any further questions concerning an FMLA leave should contact the [University's Benefits Office](#) at (718) 430-2547 or (718) 430-2566.

## Medical or Disability Leave

Employees who have completed at least six months of active employment and become disabled will be eligible for an unpaid medical leave of absence for up to six months. (Some or all of this time may be covered by accrued sick pay, if eligible under the University's sick or unpaid leave guidelines.)

All University employees who are absent from work due to illness or injury for more than seven consecutive calendar days are required to submit documentation substantiating their absence and apply immediately for medical or disability leave by contacting the [University Benefits Office](#) at (718) 430-2566.

Maternity leave is considered a disability under New York State Law. You will be asked to submit follow-up medical reports as needed.

Upon your return to duty, you must provide medical documentation of your fitness for duty.

## Military Leave

If you serve in the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves or Public Health Service, you will receive an unpaid leave of absence for your service in accordance with applicable law. While on military leave, you may substitute your accrued paid leave time for unpaid leave. If you satisfy certain conditions, at the end of your leave you generally have a right to return to your prior position or to a position that you would have obtained had you not gone on military leave.

During a military leave of less than 31 days, your group health plan coverage continues. For military leaves of more than 30 days, you may elect to continue your health coverage for up to 24 months. You may be required to pay all or part of the premium for the continuation of coverage.

You can access the full Military Leave Policy on the Human Resources Web site, [www.yu.edu/hr/](http://www.yu.edu/hr/).

## Personal Leave

Employees who have completed six months of employment may apply for an unpaid personal leave of absence of up to six months. The request is subject to the approval of the Department Head, Dean and the Chief Human Resources Officer. Any exceptions to this policy must be approved by the Chief Human Resources Officer.

During an unpaid leave of absence, you do not accrue sick, vacation or personal time (except as provided by law, i.e., military leave). You do not receive pay for holidays that fall during an unpaid leave.

## Parental Leave

Yeshiva University is committed to supporting employees who have additions to their immediate families or challenges caring for a spouse, child or elder parent with an extended illness or incapacitation with the option to participate in an extended leave of absence program.

## Leave for Birth or Adoption of a Child

An unpaid leave of absence of up to 12 months in a single continuous period *may be granted at the discretion of your supervisor or Department Chair*. To be eligible for the leave, you must have at least three years of continuous service, and your employment may not be subject to a collective bargaining agreement. Your leave must begin following the birth of a child, the adoption of a child, or the placement

of a foster child into your care. The leave will run concurrently with any other applicable leaves of absence (e.g., FMLA, Disability Leave, etc.) and is available to both eligible female and male employees. In the event both parents are employed by Yeshiva University, only one parental leave will be granted for each newly acquired child.

You are required to return to work upon the expiration of your leave. If you fail to return to work at the University upon the expiration of the Parental Leave, you will be considered to have resigned your employment with the University, effective immediately. Upon request, you may be reinstated to your position before the scheduled expiration of the leave. However, in certain situations, you may not be permitted to return from such leave until the expiration of the period that your leave was requested and was granted. Generally, such restrictions on early return are limited to situations where such return would be disruptive to a project or where the termination of a replacement would occur.

### **Leave for Care of an Older Child, Member of Your Household, or Parent**

You may request a Parental Leave under this policy to care for an older child, a spouse or other individual who resides in your household or an elder parent for periods of extended illness or incapacitation. In those cases, a leave can be granted for up to three months, *at the discretion of your supervisor or Department Chair*, if you have expended all of your accumulated paid time off and FMLA and you provide documentation acceptable to the University that substantiates eligibility under this policy and the need for the leave.

During a period of leave granted under this policy, you remain subject to the general terms and conditions of employment applicable to your employment classification. In the case of leave without pay once FMLA has been exhausted, you are responsible for the cost of benefits continued during the leave and must contact the University Benefits Office to make appropriate arrangements.

If you wish to request a leave of absence under this policy, you may find the form and directions for submission on the Human Resources Department Web site ([www.yu.edu/hr/](http://www.yu.edu/hr/)). Please note that permission must be granted by your Chairperson and Dean, in the case of faculty, or your Senior Administrator and the Dean or Vice President, in the case of staff, before the leave may begin.

The University reserves the right not to approve a leave under this policy when it deems the employee cannot be easily replaced or the extended absence of an employee may be disruptive to its operations. Yeshiva University is committed to supporting employees who have additions to their immediate families with the option to participate in an extended leave of absence program.

A leave of absence, without pay and for a period of up to 12 months in a single continuous period, may be granted to a full-time employee who (i) is the full-time primary care parent during the period of the leave; (ii) has completed at least three years of continuous service; and (iii) is not subject to a collective bargaining agreement; following the birth of an employee's child, the adoption of a child, or the placement of a foster child into the employee's care. The period of Child Care Leave will begin on the date of birth, adoption or foster care placement of the child and may extend up to 12 months following the start date of the leave. This leave will run concurrently with any other applicable leaves of absence (e.g., FMLA, Disability Leave, etc.) and is available to both eligible female and male employees. In the event both parents are employed by Yeshiva University, only one child care leave will be granted for each child.

Employees are required to return to work upon the expiration of their leave. If an employee fails to return to work at the University upon the expiration of the Child Care Leave, the employee will be considered as having resigned his or her employment with the University, effective immediately. Upon request, an employee may be reinstated to his or her position before the scheduled expiration of the leave. However, in certain situations, an employee may not be permitted to return from such leave until the expiration of the period that such employee requested and was granted. Generally, such restrictions on early return

are limited to situations where such return would be disruptive to a project or where the termination of a replacement would occur.

**Leave other than for birth or adoption:** You may request a child care leave under this policy for an older child (less than 18 years of age on the day the leave is granted) if a dependent child or child who resides in the household has an extended illness or period of incapacitation. In those cases, an unpaid leave can be granted for three months if the faculty or staff member has expended all of his or her accumulated paid time off and FMLA, and provides documentation acceptable to the University that substantiates eligibility under this policy and the need for the leave.

During a period of leave granted under this policy, the employee remains an employee at-will and subject to the general terms and conditions of employment applicable to his/her employment classification.

An employee who wishes to request a leave of absence under this policy may find the form and directions for submission on the Human Resources Department Web site ([www.yu.edu/hr/](http://www.yu.edu/hr/)). Please note that permission must be granted by your Dean, in the case of faculty, or your Senior Department Head such as Dean or Vice President, in the case of staff, before the leave may begin.



# Professional Conduct

## Conflict of Interest

The purpose of this policy is to set standards for the highest ethical conduct with respect to the actions and business relationships of all employees.

You have an obligation to avoid activities or situations that may result in a conflict of interest or the appearance of one. You must not use Yeshiva's position to influence outside organizations or individuals for your direct financial, personal, or professional benefit or that of family members or friends.

You are responsible for recognizing the possibility of a conflict of interest. If you are not certain that a conflict exists, you must err on the side of disclosure. In addition, you must identify and disclose any new potential conflicts as they occur or present themselves.

It is not possible to describe every instance in which a conflict of interest might arise. However, take care if you (or a family member) have a direct or indirect financial or other interest in a business transaction involving Yeshiva, coupled with some degree of influence or control over the outcome. If so, you are vulnerable to the charge that your influence within Yeshiva might advance this private interest or benefit.

## Gifts/Gratuities

You are not permitted to solicit or receive any gifts or gratuities of any nature that would, or reasonably could, be expected to influence your responsibilities to the University. Thus, all gifts or gratuities of more than de minimis value (\$25 or less) from companies or individuals doing business or seeking to do business with Yeshiva are prohibited. Obviously, any attempt to offer a bribe should be reported immediately to your supervisor and to the Chief Human Resources Officer.

## Personal Purchases

Except where employee discount programs exist, you are prohibited from purchasing personal items from vendors who transact business with the University unless the vendor has a retail operation normally open to the public. Even so, you may not use your employment with the University to influence the vendor in any way. (You must use caution in invoicing personal purchases. To avoid the possibility of error, the invoice should be billed and shipped to your home address.) If you have any questions, contact your supervisor or manager.

## Prohibition on Political Contributions

As a not-for-profit organization, Yeshiva funds may not be used for contributions to political candidates or parties. While staff members are free to make such contributions on their own, no reimbursement from the University budget will be provided for such contributions, and no check requests for such purposes will be approved.

## Confidentiality Commitment

As an employee of Yeshiva, you may encounter a variety of confidential matters regarding other employees, faculty, staff, students, clients, donors and research. When doing so, it is your responsibility to maintain the highest level of privacy and protection of confidential information for your fellow employees and other members of the Yeshiva community.



Nothing herein shall be deemed to limit an individual's right under the law including, without limitation, an individual's right to discuss the terms and conditions of his or her employment with colleagues or management or to provide information to any government agency in accordance with law.

## Personnel Records and Privacy

The Human Resources Department and/or your department maintains a personnel record for all employees. This record contains all documentation related to your association with us – i.e., your employment application, resume, payroll information, performance evaluations, letters of commendations, disciplinary actions, if applicable, etc.

These records are the property of Yeshiva. They are *confidential and can be viewed only* by members of the Human Resources Department or other authorized management staff and appropriate outside agencies. You may review your record at Yeshiva's discretion, by submitting a written request to the [Employee Relations & Talent Development](#). Nothing can be removed from your file.

## Health Information

Yeshiva University is a covered entity within the meaning of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) [45 CFR Parts 160 and 164].

No member of the Yeshiva staff shall disclose any individually identifiable protected health information concerning any patient, research participant, student or staff member without prior authorization from the protected individual.

Access to protected health information in the custody of the University shall be restricted to those who need such access as part of their employment, and said access shall be the minimum necessary to perform legitimate University functions.

## Educational Records

Yeshiva University is committed to maintaining student educational records in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). The definition of educational records under the law is quite broad and not limited to academic records.

FERPA gives students the right of access to their educational records, while limiting the disclosure of those records. In general, personally identifiable information derived from educational records may be disclosed only with the students' consent, unless it is directory information (e.g., name, Yeshiva e-mail address, dates of attendance at Yeshiva and school, department or division attended, degrees and awards received, etc.), or unless the law provides an exception that permits disclosure without consent.

One exception allows campus personnel to share information from educational records with other school officials who have a legitimate educational interest. Another exception covers information that is necessary to protect the health or safety of the student or others.

Please note that FERPA's restrictions apply only to information from student educational records that are maintained by the school. They do not apply to personal knowledge derived from direct, personal experience with a student.

Any questions regarding the maintenance of student records or their disclosure should be directed to the [Office of General Counsel](#) (212) 960-0051, or [GC@yu.edu](mailto:GC@yu.edu).



## Personally Identifying Information

In the ordinary course of operating its business, Yeshiva obtains tax identification numbers (including Social Security numbers in the U.S.), passport information, driver's license data, residential addresses, personal birth dates, health status information, bank/brokerage account details, tax returns, photos and other personal information about its employees, clients and others who provide goods and services to Yeshiva and its clients. This is usually private and sensitive information that requires confidential treatment and is referred to as "Personally Identifying Information."

### General Policy

It is the policy of Yeshiva to comply with all laws and regulations governing the use and disclosure of Personally Identifying Information and to protect the confidentiality of Personally Identifying Information. Yeshiva will protect from improper disclosure all Personally Identifying Information about any individual gathered and stored by Yeshiva.

This policy applies to everyone at Yeshiva: employees, temporary employees, interns, independent contractors, and those employed by our contractors.

### Specific Restrictions

While Yeshiva may share Personally Identifying Information internally for administrative purposes and disclose it as required by law, such information:

- Should not be disclosed to third parties
- Should be kept within Yeshiva's secured Technology Resources or its secured office premises, or its authorized off-site storage facilities, except during travel when off-site possession is necessary
- Should not be accessed in the absence of a legitimate business need or objective
- Should be protected by device passwords, encryption, locked carrying cases and the like during travel or when a legitimate business need or objective requires transfer of such information outside of Yeshiva's secured Technology Resources or office premises
- Should not be discarded while still in a readable form; and
- Should be protected by confidentiality and non-disclosure agreements when third party disclosure is required to serve a client or further another University objective.

### A Special Note on Social Security Numbers

Social Security numbers are Personally Identifying Information. There are specific laws and regulations restricting the use and disclosure of Social Security numbers, protecting confidentiality of them, and limiting access to them. Therefore, as general rules: do not ask any individual for his or her Social Security number (except to comply with lawful requirements of government agencies or as permitted by law, for example, for credit checks); do not use any individual's Social Security number as an ID number, password, account number or other purpose; and if you obtain an individual's Social Security number, do not disclose it to any third party (except as required or permitted by law) or store or transmit it in a manner which is not secure and confidential.

### Notice of Breaches

In the event of a breach of the data security imposed by this policy or any law, regulation or directive, immediate notice should be given to the [Chief Human Resources Officer](#) at (718) 430-2541.

## **Solicitations, Distributions and Use of Bulletin Boards**

You may not solicit another employee during working hours or distribute literature in work areas. In addition, you may not disturb the work of others. Persons not employed by Yeshiva may not solicit either.

### **Bulletin Boards**

University bulletin boards are for posting or distributing the following:

- Notices containing matters directly concerning Yeshiva business
- Business announcements that also apply and are of interest to you.

You should check the bulletin boards periodically for new and/or updated information. You should also follow the rules set forth in posted materials and never remove anything from the board itself.

## **Outside Employment**

You may not accept outside employment if it may potentially interfere with your employment at Yeshiva or affect your job performance. In addition, the activity or the outside position must not subject the University to criticism, unfavorable publicity or conflict of interest. All outside employment must be disclosed to your supervisor, who has a right to prohibit such employment.

## **Violence in the Workplace**

Yeshiva strongly believes that all employees should be treated with dignity and respect. Acts of violence will not be tolerated. Any instances of violence must be immediately reported to Security, your supervisor and/or the Human Resources Department. All complaints will be fully investigated. Yeshiva will promptly respond to any incident or suggestion of violence. Violation of this policy will result in disciplinary action, up to and including immediate discharge.

## **Meeting Performance Standards**

All employees are expected to meet Yeshiva's standards of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with Yeshiva's policies and procedures.

If you fail to meet these standards, Yeshiva may, under appropriate circumstances, take corrective action. The intent of this process is to document performance issues while providing a reasonable time within which to improve performance. The process is designed to encourage development by providing guidance in areas that need improvement, such as poor work performance, attendance problems, personal conduct, general compliance with Yeshiva's policies and procedures, and/or other disciplinary problems. Yeshiva may give you the opportunity to improve your performance. However, since your employment is at-will, Yeshiva reserves the right to dismiss you at any time.

# Compensation

## Payment of Salary

Yeshiva's pay schedule can differ depending on position. Generally, most staff are paid on a bi-weekly schedule. Faculty and certain senior administrative staff are paid monthly.

If the normal payday falls on a Yeshiva-recognized holiday, compensation will be distributed one workday prior to the normal schedule. Under no circumstances will Yeshiva release any paychecks prior to the announced schedule.

You will receive a statement of earnings each pay period indicating gross pay and applicable deductions.

The amount of federal withholding is affected by the number of exemptions you claim on your Form W-4, Employee's Withholding Allowance Certificate. If your marital status changes or the number of exemptions previously claimed increases or decreases, you must submit a new Form W-4 to the Payroll Department.

## Overtime Pay – Non-Exempt Employees

At times the workload in your department may require your supervisor to request that you work longer hours than your regular schedule. If you are an employee who holds an exempt position, you are expected to work the hours necessary to complete your assigned tasks and projects. Employees in exempt positions do not receive overtime pay. Non-exempt employees are eligible to receive overtime pay. However, a supervisor's prior approval is required before non-exempt employees can work overtime. Failure to receive your supervisor's approval before beginning the overtime work may result in disciplinary action.

Each day, you must record the time you start and finish work on a time record. Your supervisor must approve your hours worked at the end of each pay period. All additional overtime worked must be approved by a supervisor in advance each day.

Employees represented for collective bargaining purposes should refer to the collective bargaining agreement for details outlining overtime pay. All other overtime-eligible employees should consult Human Resources for specifics concerning overtime pay.

## Time Records

Attendance is recorded daily by each department and is submitted to the Payroll Department bi-weekly. Our attendance records are University records, and care must be exercised by overtime-eligible employees in recording the hours worked, overtime hours, and absences. You are not to clock or sign in or out for other employees: If you do so, you may be subject to disciplinary action. Please refer to your department's administrator or your immediate supervisor for specifics on time-recording procedures.

Exempt employees are not required to sign in or out. However, business trips, vacation, sick and personal days must be recorded on the attendance sheet by the employee designated to monitor attendance.



# Benefits

## Benefit Plans

Yeshiva University provides generous and comprehensive benefits, including:

- Health
- Dental
- Long-Term Disability
- Life
- Flexible Spending Account Reimbursement
- Mass Transit and Parking Reimbursement
- Long-Term Care
- Employee Assistance Program
- Retirement Plans
- Tuition Support.

You are generally eligible to participate in these University programs if you are a regular, full-time or regular, part-time employee scheduled to work 20 or more hours per week. In most cases, benefits are described in more detail in the contracts, insurance certificates or plan documents, which are the legal documents that govern the administration and benefit provisions of each program. You can find these documents by clicking here ([www.yu.edu/hr/benefits](http://www.yu.edu/hr/benefits)).



# Leaving Yeshiva University

## Resignation

A resignation is a voluntary termination of employment initiated by an employee. If you decide to resign for any reason, your supervisor and the Human Resources Department would like the opportunity to discuss the resignation before final action is taken. We request that you provide Yeshiva with a written two-week advance notice period. Bear in mind that vacation days or personal days (if applicable) may not be included in the notice period. Yeshiva will only compensate you for accrued unused vacation if you work throughout the notice period. If, as sometimes happens, your supervisor prefers that you leave prior to the end of your notice, you may be paid for the remainder of that period at the discretion of Yeshiva.

## Dismissals/Termination

Yeshiva employees not represented for collective bargaining – and who have not signed a contract of employment – are “employees-at-will.” This means that no one has a contractual right, express or implied, to remain in Yeshiva’s employ. Yeshiva may terminate an employee’s employment, without cause, and with or without notice, at any time for any reason.

In the event of your termination, you are not entitled to any severance or payments whatsoever, aside from any compensation or monies that may be due and/or payable to you under the express terms of this Handbook.

In the absence of a written release from the former employee and a written request from the prospective employer, the University will only provide dates of employment, job title and salary for all employment references or employment verification requests.

## Misconduct

The following guidelines may be applied at the discretion of Yeshiva.

Any employee whose conduct, actions or performance violates or conflicts with Yeshiva’s policies may be terminated immediately and without warning.

The following are some examples of grounds for immediate dismissal:

- Breach of trust or dishonesty
- Conviction of a felony
- Willful violation of an established policy or rule
- Falsification of University records
- Gross negligence
- Insubordination
- Violation of the Anti-Harassment and/or Equal Employment Opportunity Policies
- Time card or sign-in book violations
- Undue and unauthorized absences or lateness from duty during regularly scheduled work hours



- Deliberate non-performance of work
- Larceny or unauthorized possession of, or the use of, property belonging to any co-worker, visitor or student of Yeshiva
- Possession of dangerous weapons on the premises
- Unauthorized possession, use or copying of any records that are the property of Yeshiva
- Unauthorized posting or removal of notices from bulletin boards
- Marring, defacing or other willful destruction of any supplies, equipment or property of Yeshiva
- Failure to call or directly contact your supervisor when you will be late or absent from work
- Fighting or serious breach of acceptable behavior
- Violation of the Alcohol or Drug Policy
- Theft
- Leaving the work premises without authorization during work hours
- Sleeping on duty.

This list is intended to be representative of the types of activities that may result in disciplinary action. It is not exhaustive, is not intended to be comprehensive and does not change the employment-at-will relationship between the employee and Yeshiva.

## **Post-Resignation/Termination Procedures**

### **Exit Interview**

An exit interview is scheduled for all employees who are terminating employment. Human Resources is responsible for scheduling an exit interview before the employee's last day of employment and for arranging the return of all Yeshiva-owned or -issued property, including:

- Photo Identification Card
- Office keys
- University manuals
- Any additional University-owned or -issued property.

### **Benefits**

Benefits (life, medical and dental) end on your last day of employment. An employee, unless dismissed for gross misconduct, has the option to convert to individual life insurance, and/or to continue medical/dental benefits in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA) regulations. Specific information will be provided at the exit interview.

### **Final Paycheck**

To receive your final paycheck, you must return all Yeshiva property. This final paycheck will be made available during the next normal pay period.

# Addendum

## **Applicable to California Employees**

The provisions in the Yeshiva University Employee Handbook are modified as described below for employees employed in California. In all instances, should the Handbook or this Addendum conflict with applicable laws, such laws will apply.

### **Time Off & Leaves of Absence**

The “Time Off and Leaves of Absence” provision of the Handbook shall apply to California employees with the following exceptions:

In no instance will California employees forfeit vacation. California employees, however, may not earn more than 20 days of vacation at any time. Employees who have earned their maximum vacation entitlement do not earn additional vacation days until vacation days are used. Subject to the forgoing cap on vacation, California employees may carry over vacation from one year to the next.

### **Personnel Records & Privacy**

Employees and former employees may have access to their personnel files and records that relate to the employee’s performance or to any grievance concerning the employee. Yeshiva reserves the right to limit inspections to reasonable times and intervals.

### **Final Paycheck**

Your final paycheck will be provided to you in a manner consistent with California Law.

## **Applicable to New Jersey Employees**

The provisions in the Yeshiva University Employee Handbook are modified as described below for employees employed in New Jersey. In all instances, should the Handbook or this Addendum conflict with applicable laws, such laws will apply.

### **Leaves of Absence**

In addition to, or at times concurrent with, leave provided under the federal FMLA, qualified employees employed in New Jersey may be entitled to additional leave benefits. Please contact Human Resources should you have any questions regarding your leave benefits, or the interplay between New Jersey law and the federal FMLA.

### **The New Jersey Family Leave Act**

The New Jersey Family Leave Act (“FLA”), allows employees to take time off of work to upon the birth of a child or to care for a sick family member.

To be qualified for leave under the FLA, an employee must have worked for the University for 12 months or more and have worked at least 1,000 hours over the previous 12 months.

Employees may take leave under the FLA on two occasions: after the birth or adoption of a child, or to care for a family member with a serious health condition. If the leave is related to the birth or adoption of a child, the FLA requires the employee to take leave time within one year of birth or adoption placement.

The FLA allows leave to care for a family member with a serious health condition, which is one that requires continuing medical treatment. Employees may take leave to care for a child, parent, spouse, or

partner who has a serious health condition. The FLA does not entitle employees to take leave for their own personal illness or serious health condition.

Eligible employees may take up to 12 weeks of leave time within any 24 month period under the FLA. Employees may take leave on a continuous or intermittent basis. However, employees may not take intermittent leave upon the birth or adoption of a healthy child. Employees must make an effort to schedule leave time so as to not disrupt the University's operations.

Employees who wish to take time off under the FLA must notify Human Resources of their intent to take leave. Employees must notify Human Resources at least 30 days in advance or as soon as is practicable if the leave is to bond with a newborn or newly adopted child. Employees requesting leave to care for a family member with a serious health condition must notify Human Resources 15 days in advance or as soon as is practicable.

The University has the right to require that employees requesting leave sign a document certifying that the leave is for a purpose covered by the FLA. If the leave is for a family member's serious health condition, the University may also request medical certification from a healthcare provider.

While an employee takes leave under the FLA, the employee is prohibited from working for another employer on a full time basis. The employee may work part time so long as the total hours worked are less than half the weekly hours the employee typically works for the University.

### **Paid Leave**

The New Jersey Family Leave Insurance Law (also known as the Paid Family Leave Law, "PFL"), provides a wage supplement for employees who take family leave.

To be eligible for PFL benefits, an employee must have worked at least 20 calendar weeks in New Jersey. The employee must also have earned at least 1,000 times the New Jersey Minimum Wage during the 52 weeks preceding leave. Currently, the New Jersey minimum wage is \$7.25/hour. Accordingly, any employee who earned at least \$7,250 in the last 52 weeks and worked at least 20 weeks in New Jersey will be entitled to PFL benefits.

Employees are eligible for PFL benefits if they take leave from work for the occasions covered by FLA: the birth or adoption of a child or to care for a family member with a serious health condition.

During this leave time, employees are entitled to 2/3 of the average weekly rate of pay. This amount is capped at a rate adjusted each year; the current maximum amount paid during leave time is \$524 per week. Employees are entitled to PFL benefits for a total of 6 weeks in any 12 month period. PFL benefits, like FLA leave, can be taken on a continuous or intermittent basis.

The University may require an employee to use other paid time off from work before using the PFL program. The University may require that the employee first use paid sick leave, paid vacation time, or other leave at full pay before receiving PFL benefits.

Employees who intend to file for PFL benefits must provide notification to Human Resources. The notification requirements under the PFL are the same as under the FLA: employees must provide 30 days' notice if the leave is to bond with a newborn child, and employees must provide 15 days' notice if the leave is to care for a family member. Employees who fail to provide adequate notice will have their total paid leave entitlement reduced by 2 weeks (14 days) for any 12 month period.

Employees also must file a PFL claim with Human Resources within 30 days after beginning their period of family leave. To file a PFL claim when the employee is taking leave to care for a sick family member, the employee must provide medical certification from a healthcare provider. This certification must include the probable duration of the condition and an estimate of the amount of time needed to care for the family member.

# Contact Information

DEPARTMENT	CONTACT INFORMATION	
Human Resources Department	Yvonne Ramirez Chief Human Resources Officer (718) 430-2541	yvonne.ramirez@einstein.yu.edu www.yu.edu/hr/
Human Resources Services	Tracey Wilmot (718) 430-2556 Lauren Rubitz (212) 960-5400 ext355	tracey.wilmot@einstein.yu.edu rubitz@yu.edu careers@yu.edu
Diversity and Affirmative Action	Renee Coker (718) 430-3771	renee.coker@einstein.yu.edu
Employee Relations and Talent Development	Michael Sica (212) 960-5400 ext6678 Natasha Reid (718) 430-3348 Michael Sperling (212) 960-5295	sica@yu.edu ertdinfo@yu.edu sperlin@yu.edu
University Benefits	Michael Bloom (718) 430-2554	michael.bloom@einstein.yu.edu
Payroll Department	Maria Lombardoizzi (718) 430-2207 (212) 960-5466	maria.lombardoizzi@einstein.yu.edu
Safety Department	Anthony Chibbaro (718) 430-4150	anthony.chibbaro@einstein.yu.edu
Legal Department	Andrew J. Lauer (212) 960-0051	GC@yu.edu
Employee Assistance Program	(888) 293-6949	www.horizoneap.com
Security	Don Sommers (212) 960-5200 Fred Roche (718) 430-2180	security@yu.edu fred.roche@einstein.yu.edu
Internal Audit	Amanda Grace (212) 960-5456	grace@yu.edu
Global Compliance Hotline	(866) 447-5052	https://www.integrity-helpline.com/yu.jsp
ITS Department	Help Desk (212) 960-5294	helpdesk@yu.edu

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# Disclosure Form

## PURSUANT TO THE POLICY REGARDING CONFLICT OF INTEREST FOR EMPLOYEES OF YESHIVA UNIVERSITY

I hereby disclose the following activities, interests or relationships in which I am, or may become, involved to determine if they violate the University's policy regarding Conflict of Interest.  
*(Adequate detail must be provided; if necessary, additional sheets should be attached.)*

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Extension

This form is to be submitted to:

Chief Human Resources Officer  
Yeshiva University  
Jack & Pearl Resnick Campus  
1300 Morris Park Avenue  
Belfer Educational Center, 1209  
Bronx, New York 10461





# Receipt for Employee Handbook

I acknowledge that I have received a copy of Yeshiva University's ("the University") Employee Handbook. I plan to read it thoroughly. If there is any policy, provision or benefit that I do not understand, I will ask the Human Resources Department to clarify it.

I also understand that unless there is an exception, the University is an at-will employer, which means that employment is not for any fixed period of time. In that case, either the University or I can terminate employment at any time and for any reason without prior notice. I also understand that no supervisor or other representative of the University has the authority to enter into an agreement for employment for a specific period of time, or to make any agreement contrary to the above (except for the President, Provost or Human Resources).

In addition, I understand that the Handbook describes the University's policies and practices in effect on the date of publication and that nothing written here creates a promise or binding contract of future benefits. I also understand that these policies and procedures are continually evaluated and may change or end at any time with or without notice in the sole discretion of the University.

I acknowledge that I am responsible for knowing all policies and abiding by them. I further acknowledge that this Handbook may be updated and that I am responsible for knowing these updates by periodically checking Yeshiva's Web site ([www.yu.edu](http://www.yu.edu)).

*Please sign and date this receipt and return it to the Human Resources Department.*

---

Date

---

Name (print)

---

Signature

# Notes

# Notes

