



Welcome to Yeshiva University



Yeshiva University



## Welcome to Yeshiva University

Welcome to the YU Community. This Guide will provide you with an overview of YU including our Mission Statement and Organizational Structure.

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## Yeshiva University

With origins dating back to 1886, Yeshiva University consistently ranks among the top national research universities. As the country's oldest and most comprehensive institution combining Jewish scholarship with academic excellence, Yeshiva University champions the idea of ideals and the value of values.

With thousands of students, alumni and over 4,500 professional, managerial and support staff across our four campuses, Yeshiva's growing family subscribes to the cause of mattering in this world. These campuses are home to Undergraduate, Graduate and Professional Schools, Affiliates, Libraries, Cultural Resources, University Academic Centers and Institutes, all dedicated to the pursuit of wisdom and the search for meaning.

The primary goal of Yeshiva University, and yours, as one of its employees, is to live our unique mission and continue as an industry leader. We achieve this through dedicated hard work and commitment from every employee.

Welcome to Yeshiva University. I know that you will find your time here worthwhile and rewarding.



Richard M. Joel  
[president@yu.edu](mailto:president@yu.edu)  
[Office of the President](#)



## Yeshiva University Mission Statement

At Yeshiva University, our mission, Torah Umadda, is to bring wisdom to life through all that we teach, by all that we do and for all those we serve.

- 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.

### 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 give 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.

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



## Yeshiva University Academic Organizational Structure

<p><b>Undergraduate</b></p> <ul style="list-style-type: none"> <li>▪ <a href="#">Yeshiva College</a></li> <li>▪ <a href="#">Stern College for Women</a></li> <li>▪ <a href="#">Sy Syms School of Business</a></li> <li>▪ <a href="#">Undergraduate Jewish Studies Programs</a></li> <li>▪ <a href="#">S. Daniel Abraham Israel Program</a></li> </ul>	<p><b>Graduate and Professional Schools</b></p> <div data-bbox="906 422 1166 478" data-label="Image"></div> <ul style="list-style-type: none"> <li>▪ Albert Einstein College of Medicine OF YESHIVA UNIVERSITY</li> <li>▪ <a href="#">Azrieli Graduate School of Jewish Education &amp; Administration</a></li> </ul>
<p><b>Libraries &amp; Museums</b></p> <ul style="list-style-type: none"> <li>▪ <a href="#">General &amp; Jewish Studies Libraries</a></li> <li>▪ <a href="#">Dr. Lillian &amp; Dr. Rebecca Chutick Law Library</a></li> <li>▪ <a href="#">D. Samuel Gottesman Library</a></li> <li>▪ <a href="#">Yeshiva University Museum</a></li> <li>▪ <a href="#">Yeshiva University Center for the Jewish Future</a></li> <li>▪ <a href="#">Yeshiva University in Israel</a></li> </ul>	<div data-bbox="906 600 1149 680" data-label="Image"></div> <ul style="list-style-type: none"> <li>▪ <a href="#">Bernard Revel Graduate School of Jewish Studies</a></li> <li>▪ <a href="#">Ferkauf Graduate School of Psychology</a></li> <li>▪ <a href="#">Sue Golding Division of Einstein Graduate Programs in the Biomedical Sciences</a></li> <li>▪ <a href="#">Wurzweiler School of Social Work</a></li> </ul> <p><b>Graduate Program</b></p> <ul style="list-style-type: none"> <li>▪ <a href="#">Graduate Program for Women in Advanced Talmudic Studies</a></li> </ul>
<p><b>Affiliates</b></p> <ul style="list-style-type: none"> <li>▪ <a href="#">Rabbi Isaac Elchanan Theological Seminary</a></li> <li>▪ <a href="#">Philip and Sarah Belz School of Jewish Music</a></li> <li>▪ <a href="#">Yeshiva University High School for Boys/Marcha Stern Talmudical Academy</a></li> <li>▪ <a href="#">Samuel H. Wang Yeshiva University High School for Girls</a></li> </ul>	<p><b>Major Affiliated Hospitals and Health Care Institutions</b></p> <ul style="list-style-type: none"> <li>▪ Montefiore Medical Center <ul style="list-style-type: none"> <li>– Moses Division</li> <li>– Weiler Division</li> </ul> </li> <li>▪ North Bronx Healthcare Network <ul style="list-style-type: none"> <li>– <i>Jacobi Medical Center</i></li> <li>– <i>North Central Bronx Hospital</i></li> </ul> </li> </ul>
<p><b>University Academic Centers/Institutes</b></p> <ul style="list-style-type: none"> <li>▪ <a href="#">The Center for Ethics at Yeshiva University</a></li> <li>▪ <a href="#">Center for Jewish Law and Contemporary Civilization</a></li> <li>▪ <a href="#">Center for Israel Studies at Yeshiva University</a></li> <li>▪ <a href="#">Institute for University-School Partnership</a></li> </ul>	<ul style="list-style-type: none"> <li>▪ Beth Israel Medical Center</li> <li>▪ Bronx Lebanon Hospital</li> <li>▪ Bronx Psychiatric Center</li> <li>▪ North Shore- Long Island Jewish Health System</li> </ul>



## Yeshiva University Timeline

- 1886 – Yeshiva University was founded
- 1928 – Yeshiva College – undergraduate school was established
- 1937 – Bernard Revel Graduate School of Jewish Studies was opened
- 1954 – Stern College for Women began
- 1955 – Albert Einstein College of Medicine established with 53 men and 3 women
- 1957 – Ferkauf Graduate School of Psychology, Wurzweiler School of Social Work and Sue Golding Graduate Division of Medical Services were founded
- 1964 – Einstein became the first US medical school to establish a Department of Genetics and the Ullmann Research Center for Health Sciences was completed
- 1970 – The Rose F. Kennedy Center for Research in Mental Retardation and Human Development on the campus of the Bronx Municipal Hospital Center was launched
- 1973 – Yeshiva University Museum opened its doors
- 1974 – Einstein's Liver Research Center (Marion Bessin Liver Research Center) was the first institute in the nation devoted to the study of liver disease and injury
- 1976 – Benjamin Cardozo Law School was established
- 1978 – Belfer Institute for Advanced Biomedical Studies and the Irwin B. and Sylvia Chanin Institute for Cancer Research was opened
- 1983 – Azrieli Graduate School of Jewish Education and Administration began
- 1986 – Sy Syms School of Business was founded
- 1988 – Einstein had the first Center for AIDS Research funded by NIH
- 1994 – Einstein becomes the only NYC medical school selected by NIH to participate in the largest research study of women's health – the Women's Health Initiative
- 1996 – The Samuel H. and Rachel Golding biomedical research facility opened its doors
- 2000 – Graduate Program in Advanced Talmudic Studies at Stern College was launched
- 2006 – Einstein becomes the only medical institution in NYC, New York State and the Northeast to serve as a research site for the Hispanic Community Health Study
- 2008 – The Price Center for Genetic and Translational Medicine was opened
- 2009 – The Glueck Center for Jewish Studies was dedicated
- 2010 – The Stem Cell Institute was founded – \$10MM grant awarded



## Working at YU - FAQs

### JEWISH HOLIDAYS\*\*

#### FALL HOLIDAYS

**High Holidays (usually falls in September or October):**

**Rosh Hashanah:** Jewish New Year

**Yom Kippur:** Day of Atonement

**Sukkot (usually falls in September or October):** An eight day harvest festival. Part of the celebration includes building 3-sided huts (*sukkah*), a temporary structure covered with branches and sticks and decorated with fruits and vegetables. The last two days of this fall festival are:

**Shemini Atzeret:** A day to highlight the relationship between God and the Jewish people.

**Simhat Torah:** A celebration of the completion of the annual cycle of the reading of the Five Books of Moses.

**Hanukkah (usually in December):** Festival of lights commemorating the victory of the Maccabees over the Syrians in 165 BC and rededication of the Temple of Jerusalem. This is one of the few holidays where there is no formal prohibition against doing work, allowing classes to remain in session & facilities to remain open.

#### SPRING HOLIDAYS

**Purim (usually falls in February or March):** This is a joyful holiday that celebrates the savings of the lives of the Jews in ancient Persia. During this holiday there are exchanges of gifts of food and other treats, and families enjoy a special banquet.

**Passover (usually falls in March or April):** This holiday is a remembrance of Moses leading the Jews out of slavery and Egypt. On each of the first two nights is a Seder, a ritual recounting of the exodus from Egypt accompanied by a festive meal.

**Shavuot (usually falls in May or June):** Feast of Weeks commemorates the given of the Torah at Mt. Sinai.



**What is the Jewish calendar, and why do the Jewish holidays fall on different days every year?** The Jewish calendar is based on the lunar cycle. All Jewish holidays and the Sabbath start and end at sundown. The academic calendar is scheduled around Jewish holidays. For example, spring vacation corresponds to the dates of Passover. Many of the Jewish holidays, including Yom Kippur (Day of Atonement) and Rosh Hashanah (New Year) are in the fall. In some years, these and other holidays fall on weekdays requiring the school's various facilities to close, thus leading to calendar adjustments.

**Why do some of the Manhattan facilities close at 2:30 pm?** Judaism celebrates the Sabbath (*Shabbat*) from sundown on Friday to sundown on Saturday and closes some of its facilities accordingly. Since the holiday begins at sundown you will notice the closing time change with the seasons. Therefore, in the summer, facilities are open later on Friday than they are in the winter.

\*\*Employee closings can be found on the Human Resources website: <http://www.yu.edu/hr/>.

**What is Kosher Food?** People who “keep kosher” do not eat pork, shellfish or any meat or chicken unless it has been slaughtered or prepared as per kosher regulations. There is no mixing of dairy and meat at the same meal, on the same plate or with the same utensils.

**What are the policies about kosher food in the school?** According to Kosher food law (*Kashrut*), all food served in the cafeteria and at catered events is kosher. Individuals may bring non-kosher food into the building for personal consumption. Non-kosher food (even sandwiches) cannot be used in areas where non-disposable equipment is used. At catered events you may notice one table with a silver bowl, water, towels, and bread. These items are used by observant Jews for the “washing of the hands,” and for pronouncing a blessing over the bread. This custom is comparable to saying “grace” before the meal.

**Why do some of the cafeterias have multiple microwaves for kosher food?** Since dairy and meat cannot be mixed, where microwaves are provided, there are separate microwaves. One microwave is for meat only; the other is strictly for dairy. There is also a microwave for non-kosher food.

**Should you offer to shake hands?** Some Orthodox Jews will refrain from all physical contact with members of the opposite sex. Therefore, since some Orthodox Jews are very comfortable shaking hands and others are not, wait for the other person to extend his/her hand to you.

**What is a Mezuzah and why is there one on every door in the school?** Mezuzah, literally translated, is “doorpost”. It is a small box holding an important Jewish prayer. The mezuzah is placed at an angle on the right side of the doorframe. As a sign of love and respect for God, some observant Jews kiss their fingers and touch a mezuzah when they pass through a doorway.





## Performance Management Program (PMP)

The Performance Management Program focuses on the role each employee has in the continued success of Yeshiva University. It establishes a year-round partnership between you and your supervisor built upon a shared understanding of the work and objectives to be accomplished. The end result is that the program aligns achievements and personal growth with the University's vision, mission, and strategic goals.

The PMP process provides a valuable opportunity for you and your supervisor to work together and focus on planning for the future, setting goals, defining core competencies for your position and clarifying consistent rating criteria. This collaborative process applies to everyone.

### Setting Goals

A goal is a statement that describes an intended outcome which directs your activities. It includes an action plan, an outline of the specific steps necessary to achieve your goal(s), specific and measurable criteria for success, and a time frame in which these activities will be accomplished.

Identify your goals by focusing on activities that:

- Embody our values of customer service, accountability, ownership, effective collaboration and supportive caring
- Ensure you understand the vision and mission of your department and work area
- Directly link to your team goals and mission
- Have the greatest impact on the community that you serve
- Demonstrate significant support to your work area's operation.

### Core Competencies

Each area of competency has a set of behaviors specific to your position. Your performance will be assessed in the following areas:

- Communications
- Collaboration
- Accountability
- Caring and Commitment to Service
- Judgment/Decision Making
- Planning and Organizing
- Technology.



## Rating Criteria

Rating criteria are used to evaluate each employee's performance in core competencies and accomplished goals. The rating criteria are described below.

Outstanding	<ul style="list-style-type: none"> <li>Designates a select group of exceptional and outstanding performers and indicates special or distinguished achievement</li> <li>Continually goes beyond the requirements as defined by the competency model or results-based goals (e.g., significantly surpasses the target goals in quantity and quality; achieves additional goals beyond those established)</li> <li>Employee is performing exceptionally well. Should be considered for accelerated career opportunities (progression/promotion) and/or significant assignments</li> </ul>
Exceeds	<ul style="list-style-type: none"> <li>Designates those employees who perform high quality work, exceeding standards/ expectations</li> <li>Exceeds the requirements as defined by the competency model or results-based goals (e.g., substantially exceeds the target goals in quantity and quality)</li> <li>Employee is performing very well. Should be considered for accelerated career opportunities (progression/promotion) and/or significant assignments</li> </ul>
Effective	<ul style="list-style-type: none"> <li>Designates employees who effectively meet all standards/expectations</li> <li>Fully meets all requirements as defined by the competency model or results-based goals (e.g., achieves target goals in quantity and quality)</li> <li>Employee is performing well. Should be considered for career opportunities (progression) and/or other assignments</li> </ul>
Needs Improvement	<ul style="list-style-type: none"> <li>Designates employees who meet many, but not all standards/expectations</li> <li>Meets a majority of the requirements as defined by the competency model or results-based goals but needs improvement in certain areas (e.g., does not achieve all target goals in quantity and quality)</li> <li>Employee has an ability to progress. Should be placed on a performance plan that is focused on defined development areas.</li> </ul>



## PMP Online System

The PMP online system facilitates the Performance Management process:

- Go to <http://yeshiva.softscape.com> to log into the system
- Your login name is your Yeshiva or Einstein e-mail address
- Your initial password is the first initial of your last name followed by your date of birth in the following format, mmddyyyy. Example: R10251955
- You will be prompted to change your password (at least 8 alpha or numeric characters).

The online PMP system currently applies to exempt and management level employees.



## Important Policies and Procedures

### Environmental Health & Safety

YU 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, the [Department of Environmental Health & Safety](#) at 718.430.4150 or to the [Human Resources Department](#).

If you are injured on the job, no matter how small or insignificant the injury, you must report it to the [Security Office](#) at 718.430.2180 and your immediate supervisor and/or it may be referred to the Workers' Compensation Unit of University 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.

### Health and Safety Training

The diversity of operations of the University requires a health and safety program that can manage a wide range of occupational and environmental concerns. Our EH&S program is based on the Industrial Hygiene principles of identification, evaluation, and control and/or elimination of hazards in the workplace. These principles are the basis of our worker training and awareness programs. They strive to foster the attitude that the University Community can take action to eliminate hazards from the workplace and promote a healthful and safe work environment.

The Department of EH&S offers a variety of training programs to assist in promoting a safe and healthful work environment. A number of these training programs are mandated by law.

Our training programs include:

- Hazard Communication/Right-To-Know
- Laboratory Safety
- Infection Control
- Fire Safety
- Radiation Safety
- Asbestos Awareness
- and*
- General Health and Safety Training.

Check the [Safety Training Schedule](#) for specific programs and dates.



## **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, YU expects that all relationships among persons in the workplace will be professional and free of bias, prejudice and harassment.

The University has adopted a policy of zero tolerance with respect to unlawful harassment as being antithetical both to the academic values of the University and the need for a work environment that is free from even the appearance of unlawful harassment or coercion.

Unlawful harassment includes harassment based on race, religion, color, creed, age, national origin or ancestry, sex, marital status, physical or mental disability, sexual orientation, or any other basis made unlawful by any applicable law, ordinance, or regulation.

**Discrimination, harassment or retaliation in any form  
is a violation of [University Policy](#).**

### **Complaint Procedure**

Yeshiva University 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 YU 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.

### **Reminder**

As a condition of your employment, stated in your offer letter, each employee must complete the Preventing Unlawful Harassment Training Program and submit a Certificate of Completion.



## Yeshiva University Compliance Hotline

Yeshiva University is committed to the highest levels of ethical standards. We expect our staff and faculty to fulfill their duties with integrity and operate in full compliance with regulations, legislation, and the University's own operating policies and procedures. With this in mind, the University has established a Compliance Hotline as an additional method of reporting violations of policy, improper conduct or compliance concerns.

This supplementary reporting program may be used to report a variety of ethics, integrity and compliance issues. Your input may provide the information necessary to investigate and remedy a potentially damaging situation to the University. Such situations may pertain to:

- Diversity, Equal Opportunity, or Respect in the Workplace
- Environment, Health or Safety
- Financial and Business Integrity
- Misuse or Misappropriation of University Assets or Information
- Academic Issues
- The Welfare of our Students
- Medical and Health Violations

Established venues, which include speaking directly to your supervisor or to a member of our Human Resources Department, should remain the primary avenue for issue resolution. Yeshiva University's Compliance Hotline is an additional option for individuals unable to use the established venues, including cases where he or she wishes to remain anonymous. When submitting a report, you may remain anonymous or you may identify yourself and provide information as to how Yeshiva University can contact you if additional details are desired. In either case, your information will be treated confidentially.

All reports submitted in good faith will be handled promptly and confidentially and we will take every step necessary to protect against retaliatory action.

Yeshiva University strives to operate with the highest ethical standards of our tradition and with the utmost integrity. We thank you for coming forth to help protect our University.

Click here to submit a [report](#), or call the Compliance Line at: 866.447.5052.



## YU Policies

You can view comprehensive versions of the following Yeshiva University policies by clicking on the appropriate link below.

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>▪ <a href="#">Commitments Requiring Prior Institutional Authorization</a></li><li>▪ <a href="#">Conflict of Interest Policy</a></li><li>▪ <a href="#">Computer Policy</a></li><li>▪ <a href="#">Disability Accommodations in Employment</a></li><li>▪ <a href="#">Drug Policy</a></li><li>▪ <a href="#">Employee Referral Program</a></li><li>▪ <a href="#">Employment Advertising and Use of Web Sites</a></li><li>▪ <a href="#">Facilities &amp; Administrative (indirect) Cost Rates for Grants and Contracts</a></li><li>▪ <a href="#">Family Medical Leave Act (FMLA) Policy and Procedures</a></li><li>▪ <a href="#">Guidelines for Social Media</a></li><li>▪ <a href="#">Guidelines for Use of the College Name</a></li><li>▪ <a href="#">Holiday Closings</a></li></ul> | <ul style="list-style-type: none"><li>▪ <a href="#">Military Leave Policy</a></li><li>▪ <a href="#">Non-Discrimination, Affirmative Action &amp; Unlawful Harassment</a></li><li>▪ <a href="#">Patents and Licensing Agreements</a></li><li>▪ <a href="#">Procedures Regarding Complaints of Unlawful Harassment</a></li><li>▪ <a href="#">Records Retention Policy</a></li><li>▪ <a href="#">Relocation Policy</a></li><li>▪ <a href="#">Research Misconduct</a></li><li>▪ <a href="#">Salary Information</a></li><li>▪ <a href="#">Smoking</a></li><li>▪ <a href="#">Travel</a></li><li>▪ <a href="#">Unlawful Harassment Procedures</a></li><li>▪ <a href="#">Use of Copyrighted Material</a></li><li>▪ <a href="#">Use of Outside Consultants</a></li><li>▪ <a href="#">Whistle Blower Policy/Compliance Hotline</a></li></ul> |
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## Human Resource Vision and Mission Statement

Yeshiva University is a leading global educational institution requiring competitive human resources programs to attract, develop and retain an excellent staff and faculty. The Human Resources staff serves YU 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.

As a supporting partner and leader, our Yeshiva University Human Resources team is committed to:

1. Enhancing our workplace and experience by recruiting and retaining outstanding candidates through a well articulated system of competitive compensation, benefits, and rewards.
2. Creating a diverse work environment that is caring, respectful, and values quality.
3. Fostering a high performing workplace based on accountability, collaboration and teamwork.
4. Identifying and empowering staff to pursue opportunities for career and personal growth and continuous learning.
5. Being a role model for change and continuous improvement.
6. Demonstrating a service ethic that is proactive, responsive and effective.
7. Employing channels that provide for access of information and transparency in all our communications.

To learn more about the HR team and available programs and services, visit the [HR Organizational Structure](#).



## Important Programs

### Alert Find – Campus Emergency Notification System

In the event of a severe emergency, Alert Find will notify you via email. Sign up at <http://yu.edu/safety-security/yu-alerts/alert-support/>. To [log in](#), enter your email address and click on “Forgot Password” and a temporary password will be emailed to you.

### Computing HELP

Information Technology Services operates the ITS Help Desk to assist administrative staff and faculty on all campuses. Contact the Help Desk for any service request, support questions, trouble calls, or to obtain general information about ITS services.

You can send an email to [helpdesk@yu.edu](mailto:helpdesk@yu.edu) or call the Help Desk at #6123 or 212.960.5294 any time during regular business hours, 8:00am - 6:00pm, Monday through Thursdays; 9 - 5 PM on Fridays. At all other times, leave a voice mail with your full name, call-back number, and a detailed description of your request and someone will get back to you on the next business day.

### Employee Assistance Program (EAP)

The Employee Assistance Program (EAP), through an arrangement with Horizon Health EAP, offers support, guidance and resources to help you and your family resolve personal issues. Services include three face-to-face assessment and counseling sessions per issue, telephone consultation and online access to EAP services available 24/7, 365 days a year.

- Call 888.293.6948
- Log on to [www.horizoncarelink.com](http://www.horizoncarelink.com)
  - Login ID is: standard
  - Password: eap4u

### Employee Referral Bonus Program

YU recognizes that its employees are a highly valued resource. The Employee Referral Bonus Program encourages current employees with an incentive to refer qualified applicants for consideration for all open staff positions. If you refer a candidate who is subsequently selected and successfully employed for more than 180 days, the referral bonus is \$500 for a full-time SAM position and \$150 for a full-time non-SAM staff position.

### Relocation Services

The Talbot Group provides no-cost relocation consulting services to assist new faculty and staff with their relocation to Yeshiva University. Services include estimating moving costs, marketing to help you sell your existing home, finding a new home and coordinating all facets of your move. For information contact The Talbot Group at [yeshiva@thetalbotgroup.com](mailto:yeshiva@thetalbotgroup.com) or 866.404.0234.





## Working Advantage Discount Program

Through the Working Advantage Discount Program you can save up to 40% on entertainment, travel and shopping. Discounts apply to movie theatres, theme parks, hotels, ski resorts, Broadway theatres, sporting events, family events, online shopping and much more.

To start saving:

1. Go to [www.workingadvantage.com](http://www.workingadvantage.com).
2. Click on "Register" in the orange box at the top of the page.
3. Click on "Employees Click Here"

Enter Member ID Number (email [askhr@einstein.yu.edu](mailto:askhr@einstein.yu.edu) for your member ID number) and create your account with your email address and a password of your choice.

## The Work Number<sup>®</sup>

The Work Number<sup>®</sup> is an automated employment verification service that allows you to have your employment and income verified within a matter of minutes! This fast, secure service is used for mortgage applications, reference checks, loan applications and apartment leases. (Anything you need that requires proof of employment or income!) It is quick, accurate, and easy!

- **Secure** – You control who has access to your employment and income information.
- **Fast** – Employment verifications are processed in a matter of minutes, instead of days or even weeks.
- **Smart** – Verifiers don't have to know where you work in the University.
- **Accurate** – Information is provided directly from University payroll records.

This service is available 7 days a week, 24 hours a day at [www.theworknumber.com/employee](http://www.theworknumber.com/employee) – under the Employee Log-in Section enter 13598 when it asks for your employer name or code.