



Yeshiva University



## Welcome

Welcome to Yeshiva University! You are now a valued member of a community that encompasses thousands of students and employees and more than 70,000 alumni as well as friends and partners across the world. We welcome your talent in the work we are doing to cultivate a culture of excellence dedicated to improving society and wish you a rewarding and meaningful career with us.

Yeshiva University's mission is to stand at the educational, intellectual and spiritual center of a robust movement rooted in Jewish thought and tradition and guided by timeless values that lead our students to live personal and professional lives of impact to benefit humanity. Our goal is to ensure that everyone—students, staff, faculty, alumni and friends—is inspired to join us in our mission to create a brighter tomorrow.

You, therefore, are essential to our mission, and we look forward to working together to serve the YU community and broader society.

Yeshiva University is comprised of several colleges and schools providing undergraduate, graduate, professional and postdoctoral education and training. The University's undergraduate education includes Yeshiva College, Stern College for Women, Sy Syms School of Business and the Katz School of Science and Health. Graduate and professional education is provided by the Benjamin N. Cardozo School of Law, Sy Syms School of Business, Wurzweiler School of Social Work, Ferkauf Graduate School of Psychology, Azrieli Graduate School of Jewish Education and Administration, Bernard Revel Graduate School of Jewish Studies and the Katz School of Science and Health. In addition, Yeshiva University includes YU Israel, YU Global and the YU Museum, and has affiliations with Albert Einstein College of Medicine, Rabbi Isaac Elchanan Theological Seminary and two University high schools.

As an employee at Yeshiva University, we expect you to become familiar with the contents of the entire Employee Handbook, which is designed to clearly state University policies and 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 should contact the Office of Human Resources.

Again, welcome to Yeshiva University. Not only is it the world's flagship Jewish university, it is also a great place to work.

A handwritten signature in black ink, appearing to read 'A. Berman'.

Rabbi Dr. Ari Berman  
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 or partnership status, physical or mental disability, veteran or disabled veteran status, genetic predisposition/carrier status, sexual orientation, gender identity and expression, citizenship status (non-citizen or immigration status), sexual and other reproductive health decisions or decision-making, pregnancy and lactation accommodations, caregiver status, uniformed service, and height and weight or any other characteristic protected by any applicable law, ordinance or regulation.

It is the policy of Yeshiva University to provide a reasonable accommodation to qualified applicants, staff and faculty members with disabilities to enable them to participate in all aspects of the employment process which includes performing the essential functions of a job. Please review the policy and process here: <https://www.yu.edu/hr/disability>.

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 Opportunity

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 or partnership status, physical or mental disability, veteran or disabled veteran status, genetic predisposition/carrier status, sexual orientation, gender identity and expression, citizenship status (non-citizen or immigration status), sexual and other reproductive health decisions or decision-making, pregnancy and lactation accommodations, caregiver status, uniformed service, and height and weight or any other characteristic protected by any applicable law, ordinance or regulation.

Policy: [Non-Discrimination and Anti-Harassment Policy](#)

## Behavior Policy for Athletes

Behavior Policy for Athletics and Staff Boundaries: [Behavior Policy for Athletes](#)



# Disability Accommodations

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.

## Disability Accommodations Process and Procedures

<https://www.yu.edu/hr/disability>

### Reasonable Accommodation/Cooperative Dialogue Policy

### 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 Non-Discrimination & Anti-Harassment Policy, which can be found at [Complaint Procedure](#).

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. 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. 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, childcare 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.

Flexible scheduling is not possible for all work areas because of the specific requirements of that workplace. Supervisors considering flextime for department members should examine staffing needs for their area(s) 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 reviewed and approved in advance by the area Department Head, Vice President or Dean, and the Chief Human Resources Officer.

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.

## Flexible Work Arrangement Strategies

- 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 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 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.

## Remote and Hybrid Work Arrangements

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

All employees who are permitted to work remotely for any part of the week must adhere to the Remote Work Policy: [Remote Work Policy](#)

## Procedure for Approval for Flexible or Remote Work Arrangements

### Employee

- Completes the Flexible Work or Remote Work Arrangement Request Form: [Flexible Work or Remote Work Request Form](#)
- If the request is approved, receives written copy of schedule change or remote or hybrid arrangement.
- Notifies supervisor of any change in circumstances that may require a change or termination of the arrangement.

### Supervisor

- Reviews workplace needs and possibilities for flexible scheduling or remote work arrangements.
- Consults with the area Department Head, Vice President or Dean, and the Chief Human Resources Officer when a change in the employee's schedule or work arrangement is proposed.
- Reviews and approves or disapproves employee request.
- Completes the Flexible Work or Remote Work Arrangement Request Form: [Flexible Work or Remote Work Request Form](#)
- Obtains approval of the Chief Human Resources Officer.
- Provides employee with written copy of schedule.
- Provides Human Resources with a written copy of schedule.
- Reviews workplace needs and flexible schedules on a regular basis.

## 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 (<https://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 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. A copy of the background 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, except for earrings. 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.

## NY HERO Act

The purpose of the NY HERO Act is to protect employees against exposure and disease during a future airborne infectious disease outbreak. You can view the University's Airborne Infectious Disease Exposure Prevention Plan [here](#) or you can view the RIETS Airborne Infectious Disease Exposure plan [here](#).

## 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 or to Yeshiva's Safety Specialist Juliet Ogbonnaya at (646) 592-4104 or via email [juliet.ogbonnaya@yu.edu](mailto:juliet.ogbonnaya@yu.edu).

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. 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: [Drug and Alcohol Policy](#)

## **Smoke-Free Workplace**

In compliance with government regulations, Yeshiva prohibits smoking throughout its workplace: [Smoke Free Workplace Policy](#)

## **Computer Systems/Network**

Use of the University Computer Systems, Network, E-mail Accounts and University Devices: [IT Policy](#)

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

Ethics and integrity are among the core values of Yeshiva University. We expect our Trustees, officers, faculty, employees, independent contractors, and volunteers to fulfill their duties and responsibilities to Yeshiva University with integrity and in full compliance with applicable laws and regulations and Yeshiva University's own operating policies and procedures. To that end, Yeshiva University has adopted this [Whistleblower Policy](#) (this "Policy") to protect Protected Persons from Retaliatory Action for engaging in Protected Activity.

## **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 [Safety & 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, non-union full-time staff employees and part time staff employees who work at least 20 hours per week will accrue vacation time on a pay period basis. 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. Non-represented employees who work full time will accrue 20 days/4 weeks per year. Employees who work less than 35 hours will accrue vacation hours on a pro-rated basis, based upon hours worked. 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 up to 10 days/2 weeks may be carried over into the following year, as long as the total vacation carried over on December 31st of each year does not exceed your annual entitlement. The maximum entitlement accrual is 20 days/4 weeks (one year of vacation earnings)/ This maximum accrual is pro-rated for employees who work less than 35 hours but will never exceed one year's worth of vacation earnings. Unused, accrued vacation time beyond your maximum annual entitlement shall be forfeited. Up to 10 days/2 weeks of accrued vacation time will be paid on separation of employment with Yeshiva (pro-rated for employees who work less than 35 hours per week). 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 following legal and Jewish holidays are observed on dates set by the University. Typically, Jewish holidays are observed, and offices will be closed, when the holiday falls on a work day.

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	Simchat Torah	1 day
Christmas Day (or 1 day during mo. of Dec.)	Passover	First 2 days & last 2 day
	Shavuot	2 days

The list of observed holiday dates will be distributed at the beginning of each year by Human Resources.

### Temporary Work Schedule Change

Yeshiva University is committed to providing employees with the right to temporarily change their work schedule, in accordance with New York City's (NYC) Temporary Schedule Change Law. Eligible employees may request to change their work schedules, for certain "personal events," for up to two occasions within a calendar year: either two (2) separate occasions, each totaling one (1) business day, or one (1) occasion for up to two (2) business days.

The following are considered qualifying "personal events:"

- The need to care for a child under the age of 18
- The need to care for a "care recipient," who is a person with a disability who is a family or household member and relies on the employee for medical care or to meet the needs of daily living.
- The need to attend a legal proceeding or hearing for public benefits to which the employee, a family member, or the employee's minor child or care recipient is a party
- Any other reason for which the employee may use leave under Yeshiva University's Sick Leave Policies or applicable Collective Bargaining Agreement.

To request a temporary schedule change, employees should submit requests to their immediate supervisor/manager.

The request must include:

1. Date of the temporary schedule change
2. That the change is due to a personal event
3. Proposed type of temporary change, such as using unpaid time off, a schedule swap, or change in work hours

Employees may request a schedule change verbally (for example, in person or by phone), but must submit a written request within two (2) business days upon their return to work, using the [Temporary Schedule Change Request Form](#).

The University will respond promptly to all requests and within fourteen (14) days of receiving a request in writing, will provide a written response that includes the following information:

1. Whether the request was granted or denied
2. How the request was accommodated (if granted), or the reason for denial (if denied). The only two lawful reasons for denying a request are:
  - a. if the employee exceeded the number of allowable requests under the law
  - b. if the employee did not have a qualifying reason for the request
3. Number of requests the employee has made for temporary schedule changes
4. How many days the employee has left in the calendar year for temporary schedule changes

For more information regarding the Temporary Work Schedule Change policy, please visit <http://www.yu.edu/hr/policies> or you can contact the Office of Human Resources.

## 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 Website ([www.yu.edu](http://www.yu.edu)).

## 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 Website.

## 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 staff employees accrue sick days at the rate of one day per month; part-time staff employees are eligible to accrue sick leave on a pro-rated basis. You can accumulate up to a maximum of 130 days and staff employees can use up to 56 hours of sick leave for family members and other provisions in accordance with New York City and New York State's regulations.

Sick days can be used only in cases of genuine illness or injury and if you are on active pay status immediately prior to the illness or injury.

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

For more information regarding the University's sick leave policy, please visit <http://www.yu.edu/hr/policies/> or you can contact Human Resources Department for additional information.



### **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 within a reasonable time of the date of the death or funeral.

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 vacation days with departmental approval. You should make your supervisor aware of your situation.

### **Pregnancy & Childbirth Leave—Staff**

**Summary:** Full time staff members, who have been employed by the University for at least one year, will receive full salary for 8 weeks of leave provided they are certified as eligible for NY State disability benefits. Additional unpaid leave is available in accordance with the Family Medical Leave Act (FMLA).

Part time staff and those with less than one year of service are eligible for accrued sick time, accrued vacation time, NY State disability benefits and unpaid FMLA leave.

All Staff must contact the Human Resources Benefits Office to obtain instructions to apply for Short Term Disability benefits.

### **Pregnancy & Childbirth Leave—Faculty**

**Summary:** Full time faculty (regardless of tenure status) who have been employed for at least one year, will receive full salary for 8 weeks of leave provided they are certified as eligible for NY State disability benefits. Additional unpaid leave is available in accordance with the Family Medical Leave Act (FMLA).

Part time faculty and those with less than one year of service are eligible only for NY State disability benefits and unpaid FMLA leave.

All Faculty must contact the Human Resources Benefits Office to obtain instructions to apply for Short Term Disability benefits.

For more information regarding the University's Pregnancy & Childbirth Leave policies, as it applies to Staff and Faculty, please visit: <http://www.yu.edu/hr/policies/> or you can contact Human Resources for additional information.

### **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**

Employees who are registered to vote may take up to two hours of leave with pay to vote in an election. In accordance with this NY Election law: [Right to Vote](#)

### **Nursing Mothers/Lactation**

Yeshiva University is committed to supporting breastfeeding mothers in the workplace, in accordance with the New York State Department of Labor Guidelines.

The Lactation Room Policy and Procedures are here: [Lactation Policy](#)

## **Unpaid Leaves**

### **Family and Medical Leave Act (“FMLA”) Policy**

All employees who would like to apply for FMLA leave, or if you have further questions concerning FMLA, please contact the [University’s Benefits Office](#) at (646) 592-4339 or (646) 592-4338.

#### **[Family and Medical Leave Act Policy](#)**

### **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 (646) 592-4339.

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.

At the end of six months, employees who cannot return to duty may apply for Long Term Disability benefits by contacting the [University’s Benefits Office](#) at (646) 592-4339. Employment will not be guaranteed after the conclusion of the approved six month medical leave of absence.

### **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 Website, [www.yu.edu/hr/](http://www.yu.edu/hr/).

## Personal Leave

Employees who have completed six months of employment may apply for a 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

For staff members who are pregnant, see Pregnancy and Childbirth Policy for Staff: <https://www.yu.edu/hr/policies>

For Staff members who adopt a child, whose spouse has given birth, and for staff members who give birth and wish to extend their leave of absence, see NY Paid Family Leave for Staff: <https://www.yu.edu/hr/policies>

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

See NY Paid Family Leave for Staff: <https://www.yu.edu/hr/policies>

# 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, or 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 personnel records 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 [Human Resources](#). 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.

Any questions regarding the maintenance of student records or their disclosure should be directed to the [Office of General Counsel](#) (646) 592-4400, or [GC@yu.edu](mailto:GC@yu.edu).

## Personal 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 or otherwise transact with 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 Personal 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, employees must comply with the IT Policies and handbooks regarding all disclosures, available here:

### [IT Policies and Handbooks](#)

## A Special Note on Social Security Numbers

Social Security numbers are Personal 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 (646) 592-4333.

## 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

YU Employees are representatives of the University and are expected to help achieve its mission and to devote their attention to fulfilling their job responsibilities. Consequently, outside employment is not permitted if it could interfere with the employee's job performance or subject the University to criticism, unfavorable publicity or conflict of interest. Please refer to the university's Conflict of Interest Policy discussed above. If a full time employee wishes or finds it necessary to consider outside employment activity, such arrangement must be approved in writing by the employee's supervisor.

It is every employee's responsibility to disclose outside employment to their supervisor. Final judgment as to the compatibility of such activity with proper performance of duties for the University or any conflict of interest will rest with the supervisor, after consultation with the Chief Human Resources Officer, who has the right to prohibit such activity at any time during employment at Yeshiva. Approval for outside employment may be withdrawn at any time if the University determines that such employment no longer meets the above requirements or it is not in the best interest of YU to do so.

YU encourages outside volunteer involvement in community, industry and charitable activities, as long as the involvement does not cause a conflict of interest with the University or diminish an employee's ability to satisfactorily perform the demands of his or her position with YU. See the Faculty Handbook for the Faculty Outside Employment Policy.

## 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, unless there are grounds for immediate dismissal. In any case, 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. All non-exempt employees are paid biweekly and all salaried employees are paid on a semi-monthly basis.

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.

All statement of earnings for each pay period is available on-line via [insidetrack.yu.edu/](https://insidetrack.yu.edu/).

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, exempt employees 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 and sick 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 Drug and Alcohol 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 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	
<b>Human Resources Department</b>	Julie Auster Chief HR Officer (646) 592-4333	<a href="mailto:julie.auster@yu.edu">julie.auster@yu.edu</a>
<b>Talent Management/HR Partners</b>	Renee Coker Sr. Director (646) 592-4336	<a href="mailto:renee.coker@yu.edu">renee.coker@yu.edu</a>
	Karin Rosenthal Director (646) 592-4557	<a href="mailto:karin.rosenthal@yu.edu">karin.rosenthal@yu.edu</a>
<b>Title IX Deputy</b>	Renee Coker (646) 592-4336	<a href="mailto:renee.coker@yu.edu">renee.coker@yu.edu</a>
<b>HR Shared Services &amp; Compensation</b>	Faye Wu Director (646) 592-4548	<a href="mailto:fawu@yu.edu">fawu@yu.edu</a>
<b>University Benefits</b>	Jane Gonzalez (646) 592-4337	<a href="mailto:jane.gonzalez@yu.edu">jane.gonzalez@yu.edu</a>
<b>Payroll Services</b>	Joy Musngi Director (646) 592-4317	<a href="mailto:joy.musngi@yu.edu">joy.musngi@yu.edu</a>
<b>Safety</b>	Juliet Ogonnaya Safety Specialist (646) 592-4104	<a href="mailto:juliet.ogbonnaya@yu.edu">juliet.ogbonnaya@yu.edu</a>
<b>Legal Department</b>	Andrew J. Lauer General Counsel	<a href="mailto:gc@yu.edu">gc@yu.edu</a>
<b>Employee Assistance Program</b>	Health Advocate (866) 799-2691	<a href="mailto:answers@healthadvocate.com">answers@healthadvocate.com</a>
<b>Security</b>	Paul Murtha Director (646) 592-4565	
<b>Internal Audit</b>	Veronica Nazginova (646) 592-4565	<a href="mailto:nazginov@yu.edu">nazginov@yu.edu</a>
<b>ITS Department</b>	Help Desk (646) 592-4357	<a href="mailto:helpdesk@yu.edu">helpdesk@yu.edu</a>

# 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  
Wilf Campus  
2945 Amsterdam Avenue  
Belfer Hall, 204  
New York, New York 10033

# Receipt for Employee Handbook

I acknowledge that I have received a copy of Yeshiva University's 9"the University") Employee Handbook. I have 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 Website ([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 \_\_\_\_\_



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