



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 Yeshiva 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 other 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, and Deans with regard to Faculty, and the Human Resources Department 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.

Nothing in this Handbook should be construed to limit employees' rights to discuss their wages, hours or working conditions, engage in union activity or otherwise engage in protected concerted activity under Section 7 of the National Labor Relations Act.

Further, nothing in this Handbook prohibits an employee from reporting concerns, making lawful disclosures or communicating with any governmental authority about conduct the employee believes violates any laws or regulations.

This Handbook applies to all employees. However, please see the Addendums for specific details pertaining to the state of your employment. If a state or local law requires the University to provide different benefits, the University will administer the policies contained in this Handbook in accordance with those laws.

This Handbook and the Addendums are subject to change from time to time due to changes in applicable law or otherwise.

Last updated: []

Mission Statement

Yeshiva University is a leading global educational institution requiring competitive human resources programs to attract, develop and retain excellent employees. Yeshiva's employees serve 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 by 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. At will employment also means that the University may make unilateral decisions regarding other terms of employment, including but not limited to, demotion, promotion, transfer, compensation, benefits, duties, work schedule, reporting structure, and location of work at any time, with or without cause or advance notice.

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, faculty and staff 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 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](#)

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. The University also provides reasonable accommodations to qualified applicants, faculty and staff for their pregnancy, childbirth or related medical condition, for religious observance, and to qualified applicants, faculty and staff who are victims of domestic violence, sex offense, or stalking. 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, faculty and staff who have made the University aware of their need for an accommodation, 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, religion, pregnancy, or status as a victim of domestic violence, sex offense, or stalking, 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 related to the need for an accommodation or otherwise, he or she may file a complaint 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 WorkWeek 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 area 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 the University contribution to benefits affected and should contact the University's 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 an employee 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 a 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.
- See also Temporary Work Schedule Change

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 an 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 a written copy of schedule.
- Provides the Human Resources Department 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, and supervisors and the Human Resources Department. 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, and verification of employment and education, as well as validation of a Social Security number. A copy of the background check report 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 (so long as not excessive). 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 at 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. You (and the Security Office and your immediate supervisor) should also report it to the Workers' Compensation Unit of University Benefits. In addition, depending on the nature of your work and assigned duties, you may be required to attend various safety training programs and to comply with certain 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 faculty member, staff, student 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 / Tobacco Free Workplace

In compliance with government regulations, Yeshiva prohibits smoking and the use of tobacco products throughout its workplace: [Smoke Free - Tobacco Free Workplace and Campus Policy 4892-1002-7700 v.3.pdf](#)

Computer Systems /Network

Use of the University Computer Systems, Network, E-mail Accounts and University Devices is governed by applicable policies: <https://yuad.sharepoint.com/sites/ITSPortal/SitePages/Home.aspx>

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 identification card provides access to:

- University buildings and resources (including printers),
- Library services and resources—print and electronic, and
- University events.

Lost or damaged identification 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.

Intellectual Property

Works created, in whole or in part, with University resources (including, without limitation, University equipment, services and infrastructure), whether or not made or conceived during normal working hours or on the premises of the University, shall constitute "works made for hire" within the meaning of the Copyright Act of 1976, as amended (17 U.S.C. §101) (the "Act"), and shall be the sole and exclusive property of the University, and the University is to be the "author" within the meaning of the Act.

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 an authorized 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 should 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, unless otherwise required by law. 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), unless otherwise required by law. 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
Dr. Martin Luther King Jr. Day	Yom Kippur	1 day
Memorial Day	Sukkot	2 days
Independence Day	Shemini Atzeret	1 day
Labor Day	Simchat Torah	1 day
Thanksgiving Day	Passover	First 2 days & last 2 days
Two additional Floating Holidays described on the University's Website or in the Collective Bargaining Agreement – as appropriate	Shavuot	2 days

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

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 Human Resources Department.

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).

YU Alert

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 \(www.yu.edu/yualert\)](#). To receive these alerts, you must register in advance for this service on the University's Website.

Paid Leaves

Safe and Sick Leave

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 unable to work because of injury, illness, safety issues related to domestic violence or other abuse, or for other reasons as provided by state or local safe and sick leave laws. Safe and sick leave is designed to protect you against loss of income during these absences.

Full-time employees accrue safe and sick leave at the rate of one day per month (based on their regular weekly schedule); part-time employees are eligible to accrue safe and sick leave on a pro-rated basis. Employees can accumulate up to a maximum of 130 days of safe and sick leave. Employees can use up to 56 hours of safe and sick leave per calendar year to care for family members who are ill or injured and other reasons covered by the New York City and New York State safe and sick leave laws. Any remaining accrued safe and sick leave may be used by employees for their own mental or physical illness, injury or health condition.

Student employees, temporary and casual employees and adjunct faculty will accrue safe and sick leave at the rate of one hour for every 30 hours worked, up to a maximum of 56 hours per year, unless otherwise required by law.

Safe and sick leave can be used only for safe and sick leave reasons or as otherwise required by law. You must be on active pay status immediately prior to your absence to use safe and sick leave.

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

For more information regarding the University's safe and 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.

Employees in California and Illinois may be entitled to additional unpaid bereavement leave in accordance with state law. Please see the applicable state addenda for more information.

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 pregnancy and childbirth leave provided they are certified as eligible by the University's disability carrier. 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 University's 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 pregnancy and childbirth leave provided they are certified as eligible for NY State disability benefits by the University's disability carrier. Additional unpaid leave is available in accordance with the Family Medical Leave Act (FMLA).

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

All Faculty must contact the University's Benefits Office to obtain instructions to apply for Short Term Disability benefits, or equivalent.

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 the Human Resources Department for additional information.

Paid Prenatal Leave

Employees will be provided with 20 hours of Paid Prenatal Leave in any 52 week period. For information regarding this policy, please visit: <https://www.yu.edu/hr/benefits/plans>

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 (or part of the 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, unless otherwise required by state law. Additional information about the NY Election law can be found at: [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, or other applicable state or local law.

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

Yeshiva University 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's Benefits Office](#) at (646) 592-4339.

Leave because of a pregnancy-related medical condition or to recover from childbirth is considered a disability for purposes of this policy. You will be asked to submit medical reports as needed.

Employees on leave to recover from childbirth must provide medical documentation of their fitness for duty to return to work if they return immediately following the disability period. If an employee's leave continues past the disability period for bonding purposes, then no fitness for duty certification is required.

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.

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 your 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 faculty members who are pregnant, see Pregnancy and Childbirth Policy for Faculty: <https://www.yu.edu/hr/policies>

For Staff members who adopt a child, whose spouse has given birth, or 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. See also [Political Participation Rules.pdf](#)

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 maintain 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 or as otherwise required by law, by submitting a written request to the [Human Resources](#) Department. Nothing can be removed from your file.

Health Information

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. See FERPA policy: <https://www.yu.edu/ferpa>

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, students, 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 or distribute literature for any non-University purpose during working time. Working time means the periods of time scheduled for the performance of job duties by either the employee doing the soliciting or distributing and the employee to whom the soliciting or distributing is being directed. It does not include meal periods, scheduled breaks, times before or after scheduled work hours, sending of email while not on duty, or other times when employees are properly not performing job duties.

Distribution of hard copy literature for any non-University purpose in work areas is prohibited at all times. Work areas refers to any areas of University property where employees normally perform work or where work is in fact being performed. In addition, you may not disturb the work of others.

Solicitation and/or distribution of literature by individuals who are not employed by Yeshiva is prohibited at all times on University property.

See the Email Policy on the ITS Portal.

Bulletin Boards

University bulletin boards are for posting or distributing by authorized University personnel of 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

Yeshiva 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, after consultation with the Chief Human Resources Officer.

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 Yeshiva to do so.

The University 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 Yeshiva. 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 or threats of violence will not be tolerated. In keeping with this commitment, we have established a strict policy that prohibits any employee from threatening or committing any act of violence in the workplace, while on duty, while on University-related business, or while operating any vehicle or equipment owned or leased by the University. This policy applies to all employees, including managers, supervisors, faculty, and non-supervisory employees.

Any instances of violence or threats of violence must be immediately reported to the Security Office, your supervisor or Dean 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 dismissal.

If employees become aware of any workplace security hazards or identify methods of increasing security in the workplace, they should report that information to their supervisor, the Security Office, or the Human Resources Department immediately. Employees are required to report violations of this policy, including any incidents involving actual or threatened violence. The University will not tolerate retaliation against any employee who reports workplace violence (or threats of violence) or security hazards.

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 anytime.

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/.

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 the Human Resources Department for specifics concerning overtime pay.

Time Records

For non-exempt employees (who are paid hourly on the bi-weekly payroll), attendance is recorded in the Time Entry System and is submitted to the Payroll Department by the deadline for the bi-weekly payroll. Attendance records are University records, and care must be exercised by employees and their supervisors in recording and approving the regular hours worked, overtime hours worked, paid time off and other absences.

All non-exempt employees must record their work time exactly as that time is worked—without exception. If an employee forgets to record their time, or makes an error, a time entry correction must be submitted and the change must be authorized by both the employee and the supervisor. Any employee who fails to follow these timekeeping policies may be subject to disciplinary action. The supervisor will review and approve all correct time entered in the Time Entry System.

Altering, falsifying or tampering with timekeeping records, recording work-hours not worked, working hours not recorded on your time sheet (i.e., working "off the clock"), having someone else record your time or recording another employee's time, clocking or signing in or out for another employee or having someone clock or sign in or out for you, and performing overtime work not specifically authorized in advance are all serious violations of Yeshiva policy which may result in 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 submit hours worked, but must record all paid time off (PTO) in the Time Entry System. PTO must be approved by the employee's designated supervisor or manager.

Benefits

Benefit Plans

Yeshiva University provides generous and comprehensive benefits, including:

- Medical Insurance
- Dental Insurance
- Long-Term Disability
- Life Insurance
- Flexible Spending Account Reimbursement
- Mass Transit and Parking Reimbursement
- Employee Assistance Program
- Retirement Plans
- Tuition Support
- Medicare Transition Services
- Legal Services

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 on the University's Website (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, unless otherwise required by law. If, as sometimes happens, your supervisor prefers that you leave prior to the end of your notice period, 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 or applicable law.

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 entry 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 workhours
- Sleeping on duty.

This list is only 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 whose employment is terminating. The Human Resources Department 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:

- 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

Unless otherwise required by law, to receive your final paycheck, you must return all Yeshiva property. This final paycheck will be made available during the next normal pay period.

STATE ADDENDUMS

California Addendum to the Employee Handbook

This Addendum contains additions and changes to the Yeshiva University Employee Handbook that apply to all California employees. Except as noted below, nothing in this Addendum changes or modifies any of the policies or procedures set forth in the Employee Handbook.

EQUAL EMPLOYMENT OPPORTUNITY AND DISCRIMINATION AND HARASSMENT

In addition to the protected classes described in the Handbook, the University recruits, hires, trains, promotes, pays, and administers all personnel actions without regard to race (including traits associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), pregnancy (including pregnancy, childbirth, breastfeeding and related medical conditions), sex stereotyping (including assumptions about a person's appearance or behavior, gender roles, gender expression, or gender identity), medical condition, genetic information, or any combination of any status protected by applicable law. We interpret these protected statuses broadly to include both the actual status and also any perceptions and assumptions made regarding these statuses.

This policy applies to all areas of employment, including recruitment, testing, screening, hiring, selection for training, upgrading, transfer, demotion, layoff, discipline, termination, compensation, benefits, and all other privileges, terms, and conditions of employment. This policy and the law prohibit employment discrimination against any employee or applicant on the basis of any legally protected status outlined above or those included in the Handbook.

The University prohibits discrimination and harassment based on an employee requesting or taking any type of leave from work that is protected by law, such as family and medical leave, pregnancy disability leave, reproductive loss leave, bereavement leave, time for jury duty or to appear in court as a witness, time off for a victim of a qualifying act of violence to obtain specified relief, or another other leave taken or requested pursuant to applicable state or federal law.

Contact the Human Resources Department if you have any questions.

POLICY AGAINST SEXUAL HARASSMENT AND OTHER WORKPLACE HARASSMENT

In addition to the protected classes described in the Handbook and Yeshiva University's Non-Discrimination and Anti-Harassment Policy & Complaint Procedures, the University forbids any unwelcome conduct that is based on an individual's race (including traits associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), pregnancy (including pregnancy, childbirth, breastfeeding and related medical conditions), sex stereotyping (including assumptions about a person's appearance or behavior, gender roles, gender expression, or gender identity), medical condition, genetic information, or combination of protected statuses of an individual or that individual's associates or relatives. We interpret these protected statuses broadly to include both the actual status and also any perceptions and assumptions made regarding these statuses.

In addition to the reporting procedures described in Yeshiva University's Non-Discrimination and Anti-Harassment Policy & Complaint Procedures, employees working in California may also file a complaint with the California Civil Rights Department or federal Equal Employment Opportunity Commission (EEOC).

Additional materials, including training, on this subject can be found on the California Civil Rights Department website: <https://calcivilrights.ca.gov/shpt/>.

OVERTIME

California non-exempt employees will be paid one and one-half times their regular rate of pay for hours worked in excess of eight hours in a work day or 40 hours in a workweek and for the first eight hours worked on the seventh consecutive day worked in a workweek. California non-exempt employees will be paid two times their regular rate of pay for all hours worked in excess of 12 hours in a workday and in excess of eight hours worked on the seventh consecutive day worked in a workweek.

VACATION

California non-union, full-time staff employees and part-time staff employees who work at least 20 hours per week will begin accruing paid vacation upon hire at the annual accurate rates set forth in the University's Vacation Policy in the Employee Handbook.

Vacation earned each year accrues on a daily basis. Employees continue to accrue vacation until they reach their maximum accrual amount, which is 1.5 times their annual accrual amount. For eligible employees who work full-time, the maximum accrual cap is 30 days per year. Eligible part-time employees' maximum accrual amount is pro-rated based on their hours worked. If an employee's accrued but unused vacation reaches the maximum cap, then the employee will not accrue any additional vacation until some of the employee's accrued vacation is used. Once the employee uses some of the accrued vacation, they will again resume earning vacation from that date forward, up to the maximum accrual amount. No vacation will be earned for the period in which the accrual was at the maximum level. All earned and unused vacation will carry over to the following year.

Vacation time is paid at the employee's base pay rate at the time the vacation is taken. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials. **Vacation** pay will not be advanced before it is earned or otherwise provided in advance of an employee's scheduled time off.

Employees who leave the University will be paid for all accrued unused vacation hours.

LACTATION ACCOMMODATION

The University promotes and supports breastfeeding, and an employee's right to express breast milk while at work. Management and employees shall work together to find mutually agreeable hours of work and breaks which support lactation accommodation. This shall be done within the policies of the University, as well as applicable law.

The employee's manager and Human Resources should be informed if an employee perceives harassment or retaliation with respect to lactation.

Employees who are expressing breast milk will be accommodated in accordance with governing legislation and the University's reasonable accommodation policies. Employees have the right to request lactation accommodation, either verbally or in writing to Human Resources and the University will respond to the employee within five days. If the University is unable to provide the requested accommodation, the University shall respond to the employee in writing.

The University will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's child. Whenever possible, lactation breaks will run concurrently with existing meal or rest break time. If it is not possible for the lactation break to run concurrently with existing break time, an unpaid lactation break will be provided to the employee. Any additional time needed to accommodate an employee desiring to express breast milk for the employee's child will be provided unpaid, and will not subject the employee to disciplinary action.

For purposes of expressing breast milk, the University will strive to, and where required by law will provide, a private, safe and sanitary place, other than a restroom, in close proximity to the employee's workplace, which is shielded from view and free from intrusion and toxic and hazardous materials ("Lactation Location"). The Lactation Location will include an electrical outlet, a chair or other suitable place to sit, a surface on which to place a breast pump and other personal items, and nearby access to running water. The Lactation Location may vary according to available, empty rooms at each location. Handwashing facilities and a refrigerator will be available at all sites. The Human Resources Manager will also provide appropriate signage for privacy, where requested. Employees are not required to use the Lactation Location when expressing breast milk.

Employees will be responsible for the storage of the expressed milk. The milk may be stored in the refrigerator provided. To ensure the safety of stored breast milk, it is recommended that the container used to store the milk be sealed in a plastic bag to protect the milk from contamination.

Employees have the right to file a complaint with the Labor Commissioner for any violation of a right under California's lactation accommodation laws (Ch. 720, SB 142, Cal. Lab. Code §§ 1030, 1031, 1033 and 1034).

Colorado Addendum to the Employee Handbook

This Addendum contains additions and changes to the Yeshiva University Employee Handbook that apply to all Colorado employees. Except as noted below, nothing in this Addendum changes or modifies any of the policies or procedures set forth in the Employee Handbook.

OVERTIME

Non-exempt employees working in Colorado receive overtime pay of one-and-one-half of their regular rate of pay for all hours worked in excess of 40 hours per workweek, 12 hours per workday, and 12 consecutive hours without regard to the starting and ending time of the workday (excluding uninterrupted meal periods), whichever calculation results in the greater payment of wages.

VACATION

Employees who earn vacation in Colorado can only accrue up to 1 time their annual entitlement (“Maximum Annual Accrual Cap”). For regular, full-time employees, the Maximum Annual Accrual Cap is 20 days. If an employee’s accrued but unused vacation reaches the Maximum Annual Accrual Cap, then the employee will not accrue any additional vacation until some of the employee’s accrued vacation is used. Once employees use some of the accrued vacation, they will again resume earning vacation from that date forward, up to the Annual Maximum Accrual Cap. No vacation will be earned for the period in which the accrual was at the maximum level.

All accrued, unused vacation carries over from one year to the next, subject to the Maximum Annual Accrual Cap. Employees in Colorado will be paid out for any accrued, unused vacation time upon separation of employment.

COLORADO OVERTIME & MINIMUM PAY STANDARDS (COMPS ORDER)

Below is a copy of the 2025 Colorado COMPS Order. This document can also be found at: [CO Wage & Hour Rights & Responsibilities - 2025 COMPS Order](#).

**COLORADO**
Department of
Labor and Employment

COLORADO WAGE & HOUR RIGHTS & RESPONSIBILITIES:
The COMPS Order (Colorado Overtime & Minimum Pay Standards) Poster & Notice

Effective 1/1/2025
Use new version released by each December

Colorado Minimum Wage: \$14.81 per hour in 2025, updated yearly (COMPS Rule 3)

- Must pay at least minimum wage for all time worked, whether by hour, salary, commission, piece rate, etc.
- Use the highest minimum wage applicable; [Colorado Labor Law.gov](#) lists all local minimum wages
- 15% lower is allowed for unemancipated minors — but not for some local minimum wages

Overtime: 1½ regular rate after 40 weekly hours, or 12 daily or consecutive (Rule 4)

- Can't give time off instead of overtime pay; can't average overtime and non-overtime weeks (or days)
- Agriculture: Overtime after 48 hours (56 at some highly seasonal sites); extra breaks and pay on long days
- Some (not all) jobs in health, ski, and heavy vehicles are partly or fully exempt (Rules 2.3-2.4)

Meal Periods: 30 minutes uninterrupted & duty-free, in shifts over 5 hours (Rule 5.1)

- Can be unpaid only for employees completely relieved of duty, and allowed to do personal activities
- If work doesn't allow uninterrupted meal periods: must allow eating on duty, on paid time
- As much as practical, meal periods must be at least 1 hour after starting shifts, and 1 hour before ending

Rest Periods: 10 minutes, paid, every 4 hours (Rule 5.2)

# Work Hours:	Up to 2	>2, up to 6	>6, up to 10	>10, up to 14	>14, up to 18	>18, up to 22	>22
# Rest Periods:	0	1	2	3	4	5	6

- Need not be off-site, but must not include work, and should be in the middle of the 4 hours if practical
- Rest periods count as time worked, including for minimum wage and overtime
- Extra pay is owed for rest period time not authorized or permitted, including for employees not paid hourly
- Break rules differ for some agricultural work (Rule 2.3, & the Agricultural Labor Conditions Rules)

Deductions, Credits, Charges, & Withheld Pay (Rule 6, & Colorado Wage Act)

- Final pay: Owed promptly (if a termination by employer) or at next pay date (if employee resigned)
- Unused vacation: Must pay to departing employees, even if fired for cause or resigned without notice
- Tip credit: Can lower hourly pay up to \$3.02 if tips (not service charges) aren't diverted to untipped staff
- Meals: Can charge cost or value (without profit) of voluntarily accepted meals
- Lodging: Can charge \$25-\$100 weekly (by housing type) if voluntary and primarily for employee benefit
- Uniforms: Can't charge or require deposits for special uniforms, special cleaning, or ordinary wear and tear
- Other deductions: Only for items in CRS 8-4-105; not for poor work, breakage, quitting without notice, etc.

Time Worked: All on-duty or on-premises time that must be paid (Rule 1.9)

- Cleanup or setup (examples: put on or remove clothes, or gear, worn only at work)
- Checking in or out (timeclock, security or safety screening, etc.), or waiting to do so
- Receiving or sharing work information, or wait for tasks – but not just off-duty time on premises
- Travel for employer benefit – but not normal commuting (Rule 1.9.2)
- Sleep time required to be on-site – but not if lengthy and uninterrupted (Rule 1.9.3)

Exemptions from COMPS (Rule 2.2 lists all; highlights below)

- Executive/supervisor, administrator, or professional: \$56,485 (updated yearly) in salary (not hourly pay)
- Other high-level work: non-manual jobs paid 2¼ times the above salary; ¼ owners who actively manage
- Some (not all) salespeople, computer professionals, drivers, camp/outdoor ed staff, or property managers
- Duties to pay wages, including most limits on deductions, still apply if exempt from COMPS

Employer Responsibilities (Rule 7)

- Give employees pay statements (total pay, rate, tips, credits, and time worked), and keep for 3 years
- Display this poster/notice where easily seen (or give to employees); also include in any handbook/manual
- Use translations (available from this Division) of this poster/notice for employees with limited English
- Not giving (or undercutting) posters or notices may disallow employer credits, deductions, or exemptions
- Individuals with control over work may be liable for wages and violations, even at incorporated employers

Complaint & Anti-Retaliation Rights (Rule 8)

- File complaints in the Division or Court, or send the Division confidential tips
- Retaliation, or actions interfering with rights, may yield fines or other consequences
- Immigration status is irrelevant to these rights, and can't be used to interfere with rights

Contact Us:

DIVISION OF LABOR STANDARDS & STATISTICS
303-318-8441 / 888-390-7936 / cdle_labor_standards@state.co.us (English or Spanish)



*For all laws,
guidance, &
complaints:*
[ColoradoLaborLaw.gov](#)



*Spanish
guidance &
complaints:*
[LeyesLaboralesDeColorado.gov](#)



*This notice
in other
languages:*
[cdle.colorado.gov/LaborStandardsPosters](#)

31 YU EMPLOYEE HANDBOOK

Connecticut Addendum to the Employee Handbook

This Addendum contains additions and changes to the Yeshiva University Employee Handbook that apply to all Connecticut employees. Except as noted below, nothing in this Addendum changes or modifies any of the policies or procedures set forth in the Employee Handbook.

Discrimination and Harassment

The Connecticut Commission on Human Rights and Opportunities provides employees with information concerning the illegality of sexual harassment and the remedies available to victims of sexual harassment which can be accessed here: [CHRO Sexual Harassment Notice](#)

ELECTRONIC MONITORING

By way of this policy, the University is notifying employees that it may electronically monitor employee's activities or communication. Electronic monitoring means the collection of information on the University's premises concerning employee's activities or communications by any means other than direct observation, including the use of a computer, telephone, wire, radio, camera, electromagnetic, photoelectronic or photo-optical systems.

Notice is not required if the University uses the information for security purposes in common areas of the University's facilities that are open to the public.

The University will not provide notice if it has reasonable grounds to believe that (a) employees are engaged in conduct which (i) violates the law, (ii) violates the legal rights of the University or other employees, or (iii) creates a hostile workplace environment and (b) electronic monitoring may produce evidence of this conduct.

Protection of Social Security Numbers and Personal Information

The University takes privacy seriously. To the extent possible, the University intends to ensure the confidentiality of employees' Social Security numbers. The University prohibits the unlawful disclosure of the Social Security numbers of its employees.

Access to information or documents that contain employee Social Security numbers is limited to those who have a right/need to know. Generally, those who have a right/need to know include employees in Human Resources, Payroll, and Finance, although there may be individual circumstances where other individuals or departments have a right/need to know.

Prior to the disposal of any document, employees must first inspect it to determine whether it contains employee Social Security numbers. If any document intended for disposal is found to contain employee Social Security numbers, you must forward that document to Human Resources which will be in charge of its proper disposal. The University has determined that shredding is the only currently acceptable method of disposing of documents containing employee Social Security numbers.

Any employee that violates this policy may be subject to discipline, up to and including immediate discharge.

Illinois Addendum to the Employee Handbook

This Addendum contains additions and changes to the Yeshiva University Employee Handbook that apply to all Illinois employees. Except as noted below, nothing in this Addendum changes or modifies any of the policies or procedures set forth in the Employee Handbook.

DISCRIMINATION AND HARASSMENT

In addition to the reporting procedures outlined in the University's general Employee Handbook and Non-Discrimination and Anti-Harassment Policy, any employee who feels they have been subjected to unlawful discrimination or harassment, including sexual harassment, may also file a charge of discrimination with the Illinois Department of Human Rights within two years from the date of the violation. That charge will be investigated and, if there is substantial evidence that discrimination or harassment has occurred, a complaint may be filed with the Illinois Human Rights Commission, or employees may file a complaint in Illinois state court on their own behalf.

The Department of Human Rights can be contacted at:

State of Illinois
Department of Human Rights
555 W. Monroe St., Suite 700
Chicago, Illinois 60661
(312) 814-6200

Employees who believe they have experienced sexual harassment may also contact the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703.

Chicago Employees

Sexual harassment is illegal in Chicago. Sexual harassment includes sexual misconduct, which means any behavior of a sexual nature which also involves coercion, abuse of authority, or misuse of an individual's employment position.

Employees in Chicago may also report discrimination and harassment, including sexual harassment, to the Chicago Commission on Human Relations (312-744-4111) within 365 days of the discrimination or harassment. Retaliation for reporting sexual harassment is prohibited in Chicago.

All employees working in Chicago will be required to participate in annual sexual harassment prevention training and bystander training in accordance with Chicago and Illinois law.

This Addendum contains additions and changes to the Yeshiva University Employee Handbook that apply to all Illinois employees. Except as noted below, nothing in this Addendum changes or modifies any of the policies or procedures set forth in the Employee Handbook.

DISCRIMINATION AND HARASSMENT

In addition to the reporting procedures outlined in the University's general Employee Handbook and Non-Discrimination and Anti-Harassment Policy, any employee who feels they have been subjected to unlawful discrimination or harassment, including sexual harassment, may also file a charge of discrimination with the Illinois Department of Human Rights within two years from the date of the violation. That charge will be investigated and, if there is substantial evidence that discrimination or harassment has occurred, a complaint may be filed with the Illinois Human Rights Commission, or employees may file a complaint in Illinois state court on their own behalf.

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All employees working in Chicago will be required to participate in annual sexual harassment prevention training and bystander training in accordance with Chicago and Illinois law.

Massachusetts Addendum to Employee Handbook

This Addendum contains additions and changes to the Yeshiva University Employee Handbook that apply to all Massachusetts employees. Except as noted below, nothing in this Addendum changes or modifies any of the policies or procedures set forth in the Employee Handbook.

DISCRIMINATION AND HARASSMENT

If you believe that you are being harassed in violation of the University's discrimination and harassment policies, you should immediately report such conduct to:

Yeshiva University Human Resources Office
500 W 185th St, New York, NY 10033
646.592.4336
renee.coker@yu.edu
alana.merly@yu.edu

In addition to the internal complaint procedures, employees who believe they have been subjected to harassment may file a complaint with either or both government agencies listed below. Using the University's complaint process does not prohibit an employee from filing a complaint with these agencies. Both agencies require employees to file a claim within 300 days.

The United States Equal Employment Opportunity Commission (EEOC):
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
(800) 669-4000

The Massachusetts Commission Against Discrimination (MCAD):

Boston Office

One Ashburton Place - Rm 601
Boston, MA 02108
(617) 994-6000

Springfield Office

436 Dwight Street, Rm 220
Springfield, MA 01103
(413) 739-2145

Worcester Office

18 Chestnut Street, Room 520
Worcester, MA 01608
(508) 453-9630

MASSACHUSETTS PREGNANT WORKERS FAIRNESS ACT

The Massachusetts Pregnant Workers Fairness Act (MA-PWFA) expressly prohibits employment discrimination based on pregnancy and pregnancy-related conditions, such as lactation or the need to express breast milk for a nursing child. It also describes the University's obligations to our employees who are pregnant or lactating and the protections these employees are entitled to receive. This policy informs employees of their rights and the University's obligations under the MA-PWFA, so that the University can ensure that employees' needs with respect to pregnancy and any pregnancy-related conditions are reasonably accommodated.

If an employee needs or would benefit from an accommodation because of pregnancy or a pregnancy-related condition, the employee should bring that request to the attention of her supervisor or Human Resources. The University will then engage with the employee in a good faith interactive process to determine a reasonable accommodation for the pregnancy or pregnancy-related condition. A reasonable accommodation is a modification or adjustment that allows an

employee to perform the essential functions of her job while pregnant or experiencing a pregnancy-related condition, without undue hardship to the University.

The University will reasonably accommodate conditions related to pregnancy, including post-pregnancy conditions such as the need to express breast milk for a nursing child, unless doing so would pose an undue hardship. “Undue hardship” means that providing the accommodation would cause the University significant difficulty or expense.

Under the MA-PWFA, the University cannot:

- Require a qualifying employee to accept a particular accommodation that the employee chooses not to accept if the accommodation is unnecessary to enable the employee to perform the essential functions of the job
- Require a qualifying employee to begin disability or parental leave if another reasonable accommodation may be provided without undue hardship
- Deny an employment opportunity or take adverse action against an employee because of a request for or use of a reasonable accommodation for a pregnancy or pregnancy-related condition
- Request medical documentation about the need for an accommodation if the accommodation request is for: (i) more frequent restroom, food, or water breaks; (ii) seating; (iii) limits on lifting no more than 20 pounds; and (iv) private, non-bathroom space for expressing breast milk. The University may, however, request medical documentation for other accommodations.
- Refuse to hire a pregnant applicant or applicant with a pregnancy-related condition because of her pregnancy or a pregnancy-related condition if the applicant is capable of performing the essential functions of the position with or without a reasonable accommodation.

This policy serves as notice to new employees of their rights under the MA-PWFA. When an employee notifies the University of a pregnancy or pregnancy-related condition, the University will provide an additional MA-PWFA notice no later than 10 days after such notification.

If an employee believes that they have been discriminated against based on pregnancy or a pregnancy-related condition, the employee may file a formal complaint with the Massachusetts Commission Against Discrimination. Employees may also have the right to file a complaint with the Equal Employment Opportunity Commission if the conduct violates federal law. Both agencies require a complaint to be filed within 300 days of the discriminatory act.

Maryland Addendum to Employee Handbook

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

PREGNANCY ACCOMMODATION

Yeshiva provides reasonable accommodations to pregnant employees who provide notice of a temporary disability caused or contributed to by pregnancy, provided that such accommodations do not create an undue hardship. Yeshiva will explore with the employee all possible means of providing the reasonable accommodation, including changing the employee's job duties, changing the employee's work hours, relocating the employee's work area, providing mechanical or electrical aids, transferring the employee to a less strenuous or less hazardous position, or providing leave.

Except as prohibited by applicable law, pregnant employees seeking an accommodation must identify the requested accommodation and submit a medical certification that includes the date the reasonable accommodation became medically advisable, the probable duration of the accommodation, and an explanatory statement as to the medical advisability of the accommodation. Yeshiva may request relevant information, including medical information and documentation in the case of a request for accommodation of a disability. Yeshiva will keep all medical-related information confidential in accordance with the requirements of applicable laws and will retain such information in separate confidential files.

Yeshiva prohibits retaliation against employees for making a request for reasonable accommodations under this policy.

Maine Addendum to the Employee Handbook

This Addendum contains additions and changes to the Yeshiva University Employee Handbook that apply to all Maine employees. Except as noted below, nothing in this Addendum changes or modifies any of the policies or procedures set forth in the Employee Handbook.

DISCRIMINATION AND HARASSMENT

Employees who believe they have been subjected to unlawful harassment may file a charge with the Maine Human Rights Commission or the United States Equal Employment Commission (EEOC). Using the University's complaint process does not prohibit an employee from filing a charge with these agencies. Both agencies have time limits for filing a charge. These agencies can be contacted at the address and phone numbers below.

Maine Human Rights Commission
51 State House Station
Augusta, ME 04333-0051
Telephone: 207-624-6050
www.state.me.us/mhrc/

EEOC
Boston Area Office
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
Telephone: 1-800-669-4000
Fax: 617-565-3196

Contact Information

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

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, 814
New York, New York 10033

Receipt for Employee Handbook

I acknowledge that I have received a copy of Yeshiva University's (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 the President, Provost, and Deans with regard to Faculty, and the Human Resources Department for all staff employees.

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, that with the exception of the University's at-will employment policy, 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).

In addition, I hereby assign to the University all of my right, title and interest in all "works made for hire" (as defined in the Handbook), in whatever medium fixed or embodied, and in all writing relating thereto in my possession or control, and hereby expressly waive any moral rights or similar rights or rights to compensation in any such work made for hire. I will not file any patent, copyright or trademark applications relating to any such work made for hire, and I further agree to assist the University (whether during or after my employment) in perfecting, registering, maintaining and enforcing, in any jurisdiction, the University's rights in any such work made for hire by promptly performing all acts and executing all documents deemed necessary or convenient by the University. If the University is unable to secure my signature on any required document, I hereby irrevocably designate and appoint the University and its officers and agents as my duly authorized agents and attorneys-in-fact, to do all lawfully permitted acts (including, but not limited to, the execution, verification and filing of applicable documents) with the same legal force and effect as if performed by me.

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

Date _____

Name (print) _____

Signature _____

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