



Welcome

We c e, Ye aU, e Y ae, a a ed e be fac a e c a s e a d
f de, a de ee a d e a // // a a e a f e d a d a e ac e d
We e c e ae e e a e d c a e a c e f e ce e, ce ded ca ed,
s ce a d a e a d, a d ea, f ca ee

Ye aU, e a da, e ed ca a e ec a a d a ce, e fa b
e e, ed Je a d, ad, a d ded b e e a e a e ad e de,
e e a a d fe a e f ac, be e, a O a e e, a e e e
de, a, fac, a a d f e, d e d, c ea e a b e

Y e ef e a e e, a a d e f ad, e e, e e, e YU
c a, db ade ce,

Rabb D. A. Be...
P e de, Y e aU, e

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Introduction

We are pleased to welcome you to the University of York. This handbook provides information about the University and the services available to you. It is intended to help you get the most out of your experience at York. We hope you will find it useful and enjoyable to read. If you have any questions, please contact your academic advisor or the Student Services team.

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Mission Statement

YU is a leading provider of education, research, and service to the community. We are committed to the highest quality of education, research, and service, and to the advancement of the human condition. We are committed to the highest quality of education, research, and service, and to the advancement of the human condition.

For Undergraduate Students

We are committed to providing a high-quality education that prepares students for the challenges of the 21st century. We are committed to the highest quality of education, research, and service, and to the advancement of the human condition.

For Graduate Students

We are committed to providing a high-quality education that prepares students for the challenges of the 21st century. We are committed to the highest quality of education, research, and service, and to the advancement of the human condition.

Employment-at-Will

U. e. s. e. ee. , e e. ed f c ec e ba a. , a d a e. , s. ed a c. , ac f
e e. a e e ee. a. T ea. a. e a c. , ac a , e e. ed.
e a. , e U. e. s. Me T e U. e. s. a, e. a e a. e ee e e. , . ca.
a. d . . , ce a a. ef a. ea. ,

A a U. e. s. e ee a ee. a e e. ea . s. , Ye a s. e. ed b, a. d
c. s. ed, acc da, ce , a cab efede a, Ne Y S a e a. d Ne Y C, a, a. d. c. b, a. e
a a a , a d. e. be ee. a. d Ye a. a. f , e ce, a s. ded , e e. a d
e ec, ede e. , c. ac,

Equal Employment Opportunity Statement

Equal Employment Opportunity Act of 1967, as amended, Title VII of the Civil Rights Act of 1964, and the Equal Pay Act of 1963, as amended.

YU is an Equal Opportunity Employer. We do not discriminate on the basis of race, sex, color, religion, national origin, age, or disability in our hiring, promotion, or termination decisions. We do not discriminate on the basis of sex in our hiring, promotion, or termination decisions. We do not discriminate on the basis of sex in our hiring, promotion, or termination decisions.

It is the policy of YU to provide equal employment opportunities for all individuals without regard to race, sex, color, religion, national origin, age, or disability. This policy applies to all aspects of employment, including hiring, promotion, and termination.

The Human Resources Department is responsible for ensuring that YU complies with all applicable federal, state, and local laws and regulations regarding equal employment opportunity.

All employees are encouraged to report any suspected violations of this policy to the Human Resources Department.

Non-Discrimination and Anti-Harassment Policy

Y... a U... e... ed, a... e... e... c a... d d a... e... ed... e... a d... Eac... d d a... e... a... e... a... e... e... a... e... e... a d... b... d... a... a c... c... d... a... e... T e e f e Y... a e... e... a... e... a... e... e... e... ace... be... f... a... d f... e... f... a... e... d... c... a... d... a... e...

Equal Opportunity

Y... a b... e... e... e... a... c... a... b... e... a... d... a... c... We d... d... e... a... e... e... b... a... f... a... c... e... c... e... d... a... e... a... a... c... e... a... a... a... e... e... a... c... e... a... d... a... b... e... e... a... d... a... b... e... e... a... e... e... c... e... d... e... c... a... e... a... e... a... e... a... e... de... de... a... d... e... e... c... e... a... a... c... e... a... a... a... d... e... e... d... c... e... ea... d... e... a... d... e... a... e... a... c... a... d... a... c... a... a... a... c... c... d... a... c... a... e... e... a... f... e... d... e... c... e... a... d... e... a... d... e... a... e... c... a... c... e... c... e... c... e... d... b... a... a... c... a... b... e... a... d... a... c... e... a... a...

P... c... D... a... a... d... A... H... a... s... e...

Behavior Policy for Athletes

Be a... P... c... f... A... e... c... a... d... S... a... B... d... a... e... Be a... A... e... e...

Disability Accommodations

Yes a U. e. s. e. ed, b. d. e. a. a. s. a. ed, d. d. a. s. d. ab. e. s. e. ce. ed. d. ab. e. s. ca. e. f. e. e. s. e. a. f. c. s. f. e. b. a. s. a. da. ed. b. e. A. e. ca. s. e. D. ab. e. s. Ac. c. e. Re. ab. a. a. Ac. a. s. e. a. s. a. cab. e. s. a. e. a. d. ca. a. s. T. s. c. a. e. s. e. b. a. ca. s. ce. s. e. a. a. ad. a. ce. e. c. e. s. e. b. a. s. a. d. e. e. s. c. d. s. a. d. e. e. s. fe. e. I. s. e. c. f. Ye. s. a. U. e. s. e. de. a. ea. s. ab. e. acc. da. s. a. ed. a. ca. s. a. a. d. fac. e. be. s. d. ab. e. s. a. e. ade. e. U. e. s. a. a. e. f. e. d. ab. e. s. d. ed. s. c. acc. da. s. d. e. s. c. s. e. a. d. e. a. d. s. Ye. s. a.

Disability Accommodations Process and Procedures

s. e. e. d. s. ab
ea. ab. e. A. da. C. e. a. e. D. a. e.

Confidentiality

A. f. a. a. d. d. c. e. a. e. ce. ed. f. a. ea. s. ab. e. acc. da. s. be. e. c. e. de. a. e. e. e. ac. ca. a. d. e. ed. b. a.

Complaint Procedure

If a Ye. s. a. e. ee. be. e. s. a. e. s. e. a. s. ee. d. e. s. a. ed. a. s. e. e. b. a. s. s. f. a. d. ab. e. s. e. s. d. e. f. e. e. e. a. c. a. s. ce. s. e. f. e. N. D. e. s. a. A. s. Ha. a. s. e. P. c. c. ca. be. f. da. C. a. ed. e.

If a a. ca. be. e. s. a. e. s. e. a. s. ee. d. e. s. a. ed. a. s. e. e. b. a. s. s. f. a. d. ab. e. s. ac. a. a. be. ed. e. C. ef. H. a. Re. s. ce. O. ce.

A. a. e. a. d. d. a. a. s. e. e. e. ed. e. s. a. ab. e. s. de. a. cab. e. fed. a. s. a. e. ca. a.

On the Job

Work Schedules/Flexible Arrangements

Yea U. e. e. a a de a, e. b e e a d a, a, ade a e a, d, e a
 b e e N a e de, ed a M, da, T da, // a, / /, a d F da
 // a, / / S e de a, e, d, de, fac, e ce, a a, a, e, e, ded
 e e a d

Ye a a e c, e a e e e a f, e, e e e ad e, e, e a
 e ed e a e e, e e a e, b, e a a c, c, e e, e fe e, a
 b a, e U. e S e e a e, ea, ab e ad, e, e, e, e e, ab ed
 a a a a d de a, e, e f, e ace, acc da e, d d a e e e, eed c a
 ed ca, c dca e c, e, fa e e, a, e S c ad, e, e, d be c, de ed, a
 e, e ba s a d a e, e, e, ded, e a e, c a e a e e e, e fe e, e,
 b a

Fe be e ed, e, e b e f a a ea beca e f, e ec, c e e e, f, a ace
 S e e c, de, e, ef de a, e, e be e de a, e, a, eed f, e a ea,
 de e, e f, e ace, eed, be f, a ed f, e e, e e d f, e e a e ed ed da,
 W e e e a a a d de a, e, e f, d d a e e e, ca, be, a e ed, e e b, e, eed,
 f, e e e e a d, e de a, e, S e e a e, a, e e ade a e a, d, e a
 b e e A a a f, e e e e a e ed e e, a / f, da
 e e, e be e e da, da ed, ad a, ce b, ea ea De a, e, Head, V ce P e de, De a, a, d, e
 C ef H a, Re, ce O ce,

L de, ece e a a f a e be a a e e, e e e ce, f, a, e a, e ed
 e ed e a a e be, e e a, a, d a, f, e de a, e, a d, ad e a e c,
 e a, e ce, c e, B, a, e e d a e, e c e f, ea eed, e ed e S e e
 e d e e, e e, e eed, c, a, f, e a a, e e, a d, e a ca, a e a ba e

Flexible Work Arrangement Strategies

- Fe e a a e e, a e e e e a, a, d e d d, e a, e f, de f
 e e a e ed ed da, Fe e a a e e, d, ed ce, e, a ad
 b a
- C e e ed W e e e ed e a e e e a, e fe e, a, ed a e e
 e e, C e a e f, a e e ed e a, e e e e, f, da e e
 e e f a, e, a da e e e, / e, e da e e, e e f a, e, a da e e
 e e
- V a Red ced T ea a e e e, ed ce, e, be f e e e a e e
 de, a e e, a, e, a e ca e f e, a fa, eed b, e a a f
 e de a, e, e ad E e e a a ed ce, e e a d e a, a, e a
 be, e, e acc ded, f, e e e e S a a a d, e be, e, a e a ed acc d,
 E e e e a ed ce, e ad a e, e a e f U, e e
 c, b, e, e, a e c ed a, d, d c, ac, e U, e e Be, e, O ce, de e, e, e
 c

Remote and Hybrid Work Arrangements

The purpose of this policy is to provide a clear and consistent framework for the use of Remote and Hybrid Work Arrangements. This policy applies to all full-time employees. The purpose of this policy is to provide a clear and consistent framework for the use of Remote and Hybrid Work Arrangements. This policy applies to all full-time employees.

Approved by the Board of Directors on 10/1/2020. Effective Date: 10/1/2020. Revised: 10/1/2020.

Procedure for Approval for Flexible or Remote Work Arrangements

Employee

- 1. Complete the Flexible Work Arrangement Request Form ([Flexible Work Arrangement Request Form](#)).
- 2. If the employee is a manager, complete the Flexible Work Arrangement Request Form ([Flexible Work Arrangement Request Form](#)).
- 3. Notify the supervisor of the request.

Supervisor

- 1. Review the request and determine if it meets the criteria for approval.
- 2. Complete the Flexible Work Arrangement Request Form ([Flexible Work Arrangement Request Form](#)).
- 3. Obtain approval from the Department Head, Vice President, or Dean, and the Chief Human Resources Officer.
- 4. Review the request and determine if it meets the criteria for approval.
- 5. Complete the Flexible Work Arrangement Request Form ([Flexible Work Arrangement Request Form](#)).
- 6. Obtain approval from the Department Head, Vice President, or Dean, and the Chief Human Resources Officer.
- 7. Provide the employee with the approved Flexible Work Arrangement Request Form.
- 8. Provide the Human Resources Office with the approved Flexible Work Arrangement Request Form.
- 9. Review the request and determine if it meets the criteria for approval.

Open Communication

The purpose of this policy is to provide a clear and consistent framework for the use of Remote and Hybrid Work Arrangements. This policy applies to all full-time employees. The purpose of this policy is to provide a clear and consistent framework for the use of Remote and Hybrid Work Arrangements. This policy applies to all full-time employees.

Background Checks

P... e... e... eca e f... a... f... b... a... a... b... a... a... ca... be
b ec... a bac... d c ec... Bac... d c ec... c de b... be... ed... a e e f c... a
... e... ca... fe... e... a... ded... ca... a... e... a... a... da... faS... ca... Sec... be... Ac... f... e

If a... ed... e b... a... ca... e... e Sec...
O ce a d... ed a e... e a d... a be efe ed... e W... C... U... f...
U... Be... A... de e d... e a... e f... a d a... ed d... a be e... ed...
a... e d a... a... a... a d... c... e... e... ced... e...

Drug & Alcohol Use

Ye... a... b... e... a f... d... b... a... fac... e f... c... d... a... d... a... ed...
e fac... a... U... e... fac... e... c... ec... a... U... e... ac... e... A... de... fac...
e be... a... e... ee f... e U... e... f... d... be... a... f... c... be... b... ec...
a... a... ed... e... a... ac... a... d... c... d... e... a... Y... ca... acce... ef... D... A... c... P... c...
D... a... d... A...

Smoke-Free Workplace

L... c... a... ce... e... e... e... a... Ye... a... b... ce... a... ce... e... F... ee...
a... e...

Computer Systems/Network

U... e... f... e... U... e... C... e... S... e... Ne... E... a... Acc... a... d... U... e... De... ce... I...

Whistle-Blower/Compliance Hotline

E... c... a... d... e... a... e... a... e... f... Ye... a... U... e... We... e... ec... T... ee... ce... fac...
e... ee... de... e... de... c... ac... a... d... ee... f... e... d... e... a... d... e... b... e... Ye... a...
U... e... a... d... f... c... a... ce... a... cab... e... a... d... e... a... a... d... Ye... a... U... e... s... eb... e...
e... a... ce... a... d... ced... e... T... a... e... d... Ye... a... U... e... a... ad... ed... s... eb... e...
P... c... ec... P... ec... ed... Pe... Re... a... a... Ac... f... e... a... P... ec... ed... Ac...

Identification Cards

T... a... a... e... a... d... ec... f... Ye... a... a... e... e... ed... ca... a... a... d... Ye... a... de... ca...
ca... d... Y... ca... b... a... a... ca... d... e... ca... a... e... e... O... e... e... a... e... ed... a... e... a...
b... e... H... a... Re... ce... De... a... e... Y... a... be... a... sed... d... a... de... ca... ca... d... a... e... e...
e... e... a... Ye... a... Fac...

T... e... Ye... a... U... e... c... a... de... ca... ca... d... de... acce...

- U... e... b... d...
- L... b... a... ce... a... d... e... ce... a... de... ec... c... a... d...
- U... e... e... e...

L... da... a... ed... ca... d... a... be... e... aced... f... a... fee... c... a... Y... de... ca... ca... d... be... e... ed...
e... e... H... a... Re... ce... De... a... e... e... ea... e... Ye... a... e... e...

Time Off and Leaves of Absence

Attendance

Ye... a de e, d... e... ee... e... a... ed ed... da... a... d... a... ed ed...
... a... d... e... e... E... ce... e... a... e... ed ab... e... ee... ac... e... d... c... f... e...
... ace a... d... e... f... a... ce...

Y... f... e... a... fa... ad a... ce... a... b... e... b... a... e... a... e... bef... e... ed ed...
... a... f... e... ec... be... a... e... ab... Y... ca... e... f... eac... da... f... ab... ce... e...
... a... ed... ec... ed... e... b... e... e... e...

Vacation

Vacation Eligibility

A... a... f... Ye... a... e... e... e... c... f... e... sa... e... ee... a... d... a... e... sa... e... ee...
... a... ea... /... e... ee... acc... e... aca... e... a... a... e... dba... Y... bec... ee... be... a... e...
... acc... ed... aca... e... a... f... e... c... e... e... e... e... fe... e... Y... a... de... se... ca...
c... c... sa... ce... e... e... a... a... b... add... a... e... e... ce... f... acc... ed... e... e... e...
a... c... d... acc... ef... e... ca... e... da... ea... If... e... e... e... a... e... bef... e... e... d... f... e...
ca... e... da... ea... e... e... a... a... da... b... ed... b... ea... ed... Y... d... acc... e... aca... e... a... a... d...
ea... e... f... ab... e... ce... If... a... Ye... a... b... e... ed... da... fa... d... a... e... ed... ed... aca... e... da... be... c... a... ed...
da... a... If... a... e... e... dea... e... fa... cc... ed... a... a... ed... aca... e... ce... e...
be... ea... e... e... e... ca... bec... a... ed... e... f... aca... e... e... e... a... a...

Scheduling Vacation

T... a... a... a... a... e... sa... e... e... e... c... d... a... e... ed... ea... da... e... e... e... ed...
aca... da... e... Y... d... da... e... aca... e... e... e... ad... a... ce... a... ef... e... e...
acc... da... ea... e... e... da... de... a... e... sa... ed... e... a... e... S... ce... a... aca... e... e... e... be... a... ed...
ad... a... ce... e... ec... e... d... a... e... ce... e... a... aca... a... a... bef... e... a... a... ca... c... e... e...
Y... d... a... ea... f... ea... ed... aca... ee... ac... ea... N... e... e... ed... ee... f... e...
acc... e... /... da... ee... e... ea... E... ee... e... e... a... a... acc... e... aca... e... a...
a... ed... ba... ba... ed... ed... A... aca... e... be... a... ed... ad... a... ce... b... De... a... e...
Head... a... d... e... ed... ed... acc... da... ce... e... a... a... eed... Vaca... d... be... ed... a... c... e... ba... b...
/... da... ee... sa... be... ca... ed... e... ef... ea... a... a... e... a... aca... ca... ed... e...
Dece... be... feac... ea... d... e... e... ceed... a... a... e... e... e... Te... a... e... e... e... acc... a... /...
da... ee... e... ea... f... aca... ea... T... a... acc... a... a... ed... f... e... ee... e... e...
a... b... e... e... e... ceed... e... ea... f... aca... ea... U... ed... acc... ed... aca... e...
be... d... a... a... a... e... e... e... sa... bef... fe... ed... U... /... da... ee... f... acc... ed... aca... e...
D... ed... e...

LEGAL HOLIDAYS	JEWISH HOLIDAYS
e e a s Da	s Ha a a _ das
e a Da	da
I de e de eDa	

The University of the State of New York State Office of the State Comptroller
Department of Education, Office of the State Comptroller

- We are currently reviewing the information provided to us regarding the
• Health Care Reform Act of 2010, which will affect the way that health care
• is provided to employees of the State of New York. We are currently reviewing
• the information provided to us regarding the impact of the Act on the State's
• budget and the way that health care is provided to employees of the State.
• We are currently reviewing the information provided to us regarding the impact
• of the Act on the State's budget and the way that health care is provided to
• employees of the State.

For more information, please contact the Office of the State Comptroller at
1-800-354-6343 or visit our website at www.osc.state.ny.us

Emergency Closing

Yes, we are currently reviewing the information provided to us regarding the
• impact of the Act on the State's budget and the way that health care is
• provided to employees of the State. We are currently reviewing the
• information provided to us regarding the impact of the Act on the State's
• budget and the way that health care is provided to employees of the State.
• We are currently reviewing the information provided to us regarding the
• impact of the Act on the State's budget and the way that health care is
• provided to employees of the State.

Alert Find

Let us know if you find any information that you believe may be
• a security risk to the State of New York. We are currently reviewing
• the information provided to us regarding the impact of the Act on the
• State's budget and the way that health care is provided to employees
• of the State.

Paid Leaves

Absence Due to Illness

The University of the State of New York State Office of the State Comptroller
Department of Education, Office of the State Comptroller

Yes, we are currently reviewing the information provided to us regarding the
• impact of the Act on the State's budget and the way that health care is
• provided to employees of the State.

Sick Days

For more information, please contact the Office of the State Comptroller at
• 1-800-354-6343 or visit our website at www.osc.state.ny.us

See the State Comptroller's website for more information regarding the
• impact of the Act on the State's budget and the way that health care is
• provided to employees of the State.

If you find any information that you believe may be a security risk to the
• State of New York, please contact the Office of the State Comptroller at
• 1-800-354-6343 or visit our website at www.osc.state.ny.us

For more information, please contact the Office of the State Comptroller at
• 1-800-354-6343 or visit our website at www.osc.state.ny.us

Bereavement/Condolence Leave

If a family member dies, you may be eligible for bereavement leave. If you are a full-time employee, you are eligible for up to three (3) days of bereavement leave. If you are a part-time employee, you are eligible for up to one (1) day of bereavement leave.

For more information regarding bereavement leave, please contact your supervisor or the Human Resources Department. For more information regarding bereavement leave, please contact your supervisor or the Human Resources Department.

For more information regarding bereavement leave, please contact your supervisor or the Human Resources Department. For more information regarding bereavement leave, please contact your supervisor or the Human Resources Department.

Pregnancy & Childbirth Leave—Staff

Full-time employees are eligible for up to 12 weeks of pregnancy and childbirth leave. Part-time employees are eligible for up to 6 weeks of pregnancy and childbirth leave. This leave is in addition to any other leave you may be entitled to. For more information, please contact your supervisor or the Human Resources Department.

For more information regarding pregnancy and childbirth leave, please contact your supervisor or the Human Resources Department. For more information regarding pregnancy and childbirth leave, please contact your supervisor or the Human Resources Department.

For more information regarding pregnancy and childbirth leave, please contact your supervisor or the Human Resources Department. For more information regarding pregnancy and childbirth leave, please contact your supervisor or the Human Resources Department.

Pregnancy & Childbirth Leave—Faculty

Full-time faculty members are eligible for up to 12 weeks of pregnancy and childbirth leave. Part-time faculty members are eligible for up to 6 weeks of pregnancy and childbirth leave. This leave is in addition to any other leave you may be entitled to. For more information, please contact your supervisor or the Human Resources Department.

For more information regarding pregnancy and childbirth leave, please contact your supervisor or the Human Resources Department. For more information regarding pregnancy and childbirth leave, please contact your supervisor or the Human Resources Department.

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Jury Duty

If you are summoned for jury duty, you may be eligible for jury duty leave. You may be eligible for up to five (5) days of jury duty leave. For more information, please contact your supervisor or the Human Resources Department.

For more information regarding jury duty leave, please contact your supervisor or the Human Resources Department. For more information regarding jury duty leave, please contact your supervisor or the Human Resources Department.

Personal Leave

Employees are entitled to 12 days of personal leave per year. Personal leave is available for the following purposes: illness, family care, bereavement, and other personal needs. Personal leave is accrued on a calendar year basis. Employees are not required to use personal leave for any specific purpose. Personal leave is not accrued for employees on a leave of absence.

Personal leave is accrued on a calendar year basis. Employees are not required to use personal leave for any specific purpose. Personal leave is not accrued for employees on a leave of absence.

Parental Leave

Employees are eligible for parental leave upon the birth or adoption of a child. Parental leave is available for up to 12 weeks of leave. Parental leave is accrued on a calendar year basis. Employees are not required to use parental leave for any specific purpose. Parental leave is not accrued for employees on a leave of absence.

Leave for Birth or Adoption of a Child

Employees are eligible for leave for the birth or adoption of a child. See [NY Paid Family Leave](#) for more information.

See [NY Paid Family Leave](#) for more information.

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

See [NY Paid Family Leave](#) for more information.

Professional Conduct

Conflict of Interest

The following sections describe the standards of professional conduct that are expected of all employees of the University of the South Florida.

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... a ca, e ... a, ... fe ... a be, e, ... a ffa ... e be ... f e, d

General Policy

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, ec f e d e e a Pe a Ide, f , I f a , ab , a , d d a a e da d, ed
b Ye a

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a d, e e ed b , c , a ç

Specific Restrictions

W e Ye a a a e Pe a Ide, f , I f a , , e, a f ad , a e , e a d

Outside Employment

YU employees are advised to disclose any outside employment to their supervisor. This includes part-time, seasonal, or temporary work, as well as consulting or freelance work. Employees should also disclose any outside employment that may conflict with their duties at YU or create a conflict of interest. The University reserves the right to require disclosure of outside employment at any time.

Employees should also disclose any outside employment that may create a conflict of interest. This includes any outside employment that may involve the use of YU resources, such as equipment, facilities, or confidential information. Employees should also disclose any outside employment that may create a conflict of interest with their duties at YU. The University reserves the right to require disclosure of outside employment at any time.

YU employees are advised to disclose any outside employment to their supervisor. This includes part-time, seasonal, or temporary work, as well as consulting or freelance work. Employees should also disclose any outside employment that may conflict with their duties at YU or create a conflict of interest. The University reserves the right to require disclosure of outside employment at any time.

Violence in the Workplace

YU is committed to providing a safe and healthy work environment for all employees. Any form of violence or harassment in the workplace is strictly prohibited. This includes physical assault, sexual harassment, and verbal abuse. Employees who experience or witness any form of violence or harassment should report it immediately to their supervisor or the University's Human Resources Department. The University will take appropriate action to address any reported incidents.

Meeting Performance Standards

All YU employees are expected to meet the following performance standards in all meetings. Employees should arrive on time, be prepared to discuss their work, and actively participate in the meeting. Employees should also be respectful and professional in all interactions. The University reserves the right to take appropriate action to address any performance issues.

If an employee fails to meet these performance standards, their supervisor may take appropriate action. This may include verbal counseling, written warnings, or other disciplinary measures. Employees who consistently fail to meet these standards may be subject to termination. The University reserves the right to take appropriate action to address any performance issues.

Benefits

Benefit Plans

YU offers a variety of benefit plans to help you and your family thrive.

- Health Insurance
- Dental Insurance
- Life Insurance
- Flexible Spending Account (FSA)
- Health Savings Account (HSA)
- Retirement Savings (401(k))
- Paid Time Off (PTO)
- Tuition Reimbursement

YU offers a variety of benefit plans to help you and your family thrive. These plans include health insurance, dental insurance, life insurance, flexible spending accounts (FSA), health savings accounts (HSA), retirement savings (401(k)), paid time off (PTO), and tuition reimbursement. For more information, please contact your HR representative.

Leaving Yeshiva University

Resignation

A resignation letter should be submitted to your supervisor. If you decide to resign, please provide a written notice to your supervisor. We are a part of Yeshiva University, a place where we all strive to be the best. We are glad to have you as a part of our team and we wish you the best in your future endeavors.

La ce, a, ed e, f, e, f, e, be, a, c, e, f, de, fYe a

P e, fda, e ea, e e e

U, a, ed e, c, fa, ec d, a a e, e e, fYe a

U, a, ed e, a f, ce, b, e, b a d

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V a, f, eD, a, dAc, P c

T ef

Lea, e e, a, a, d

See, d

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Addendum

Applicable to California Employees

The University of York is a U.S. Equal Opportunity Employer. The Handbook is intended to provide information to employees of the University of York in California. This Addendum contains information applicable to California employees.

Time Off & Leaves of Absence

The Time Off & Leaves of Absence section of the Handbook is applicable to California employees. For more information, please refer to the relevant sections of the Handbook.

The University of York is committed to providing a safe and healthy work environment for all employees. California employees are encouraged to report any safety concerns to their supervisor or the University's Safety Department. The University will take appropriate action to address any safety concerns.

Personnel Records & Privacy

Employees have the right to access and review their personnel records. Employees may request access to their records by contacting the University's Human Resources Department. The University will provide access to records in accordance with applicable laws and regulations.

Contact Information

DEPARTMENT	CONTACT INFORMATION	
Human Resources Department	Jane Adams Chief HR Officer 300 (477) 3000	jas@yupia.edu
Administrative Services	Rebecca Jones S.D. eq 300 (477) 3000 Kara Roberts D. eq 300 (477) 3000	rebecca@yupia.edu kara@yupia.edu
IT Department	Rebecca Jones 300 (477) 3000	rebecca@yupia.edu
Head of the Center for...	Faye Williams D. eq 300 (477) 3000	faye@yupia.edu
Business	Jane Adams 300 (477) 3000	jane@yupia.edu
...	Jane Adams D. eq 300 (477) 3000	jane@yupia.edu
...	Jane Adams Safety Security 300 (477) 3000	jane@yupia.edu
...	Adeline Adams General Counsel 300 (477) 3000	adeline@yupia.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, Title

Date

Address

Signature

Employee ID

This form is to be submitted,

Confidential Resource Office

Yeshiva University

Washington

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Receipt for Employee Handbook

I hereby acknowledge that I have received a copy of the YU Employee Handbook. I understand the contents and agree to abide by the policies and procedures contained therein. I have read and understand the handbook and agree to follow the policies and procedures contained therein.

I have read and understand the handbook and agree to follow the policies and procedures contained therein. I have read and understand the handbook and agree to follow the policies and procedures contained therein.

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