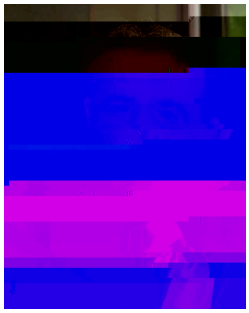

Table of Contents

Equal Employment Opportunity 11
' H Þ Q L W L R Q V R I + D U D V V P H Q W 11
Individuals and Conduct Covered 12
Retaliation Is Prohibited 12
Complaint Procedure 12
Staff Policy On Protecting Athletes 13

Policy 17
Scope 17
Disability Accommodations Process and Procedures 17
& R Q Þ G H Q W L D O L W \ 18
Complaint Procedure 18

Work Schedules / Flexible Arrangements 19
Procedure 20
Flexible Work Arrangement Strategies 20
Open Communication 21
Background and Credit Checks 21
Employment of Family Member / Members of the Household 21
Dress Code Guidelines 22
OSHA / Safety 22
Drug & Alcohol Use 22
Smoke-Free Workplace 22
Computer Systems / Network 23
Whistle-Blower / Compliance Hotline 25
, G H Q W L Þ F D W L R Q & D U G V 26

Attendance 27
Vacation 27
Holidays 28
Emergency Closing 29
Alert Find 29

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 ýnd 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 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 ýnd more details in ofýcial documents. If you have any questions about a given guideline, policy or beneýt, 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 modiýed 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 conþict 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 ï either expressed or implied ï to an employee of the University. Nor does it guarantee any ýxed terms or conditions of employment.

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

YU EMPLOYEE HANDBOOK

Mission Statement

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

We bring wisdom to life by combining the ýnest, contemporary academic education with the timeless teachings of Torah. It is Yeshivaôs 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.

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.

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.

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

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.

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.

YU EMPLOYEE HANDBOOK

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 beneýts, terminations and all other terms of employment.

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

In addition, Yeshiva will provide reasonable accommodations to a qualiýed disabled employee who has made Yeshiva aware of his or her condition. The accommodation must not impose an undue hardship on Yeshiva. If you are disabled and believe you need an accommodation to perform the essential functions of your job, please contact the 2IÞFH RI WKH &KLHI +XPDQ 5HVRX (ZZZ \X HGX KU).

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

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

YU EMPLOYEE HANDBOOK

Non-Discrimination and Anti-Harassment Policy

Yeshiva University is committed to a work environment in which all individuals are treated with respect

YU EMPLOYEE HANDBOOK

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

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

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

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

Yeshiva strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offenderôs identity or position. Individuals who believe they have experienced conduct that they believe is contrary to Yeshivaôs policy or who have concerns about such matters should ýle their complaints with WKHLU LPPHGLDWH VXSHUYLVRU WKH 'LYHUVLW\ $I¿U 5HVRXUFHV 2I¿FHU RU DQ\ PHPEHU RI WKH 8QGHUVWDQGLQJ 8QO before the conduct becomes severe or pervasive. Individuals should not feel obligated to ýle their complaints with their immediate supervisor before bringing the matter to the attention of one of the other Yeshiva designated representatives identiýed above.

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

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

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

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

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

Every member of the athletic staff also must refrain, and prohibit others, from using audio or visual

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

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

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

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

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

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

Please see the Universityôs Unlawful Harassment Policy (available on-line at KWWS \X HGX KU SRO for more information on the University's harassment policy and complaint procedures. Policies regarding various other health and safety matters can also be found on such site.

YU EMPLOYEE HANDBOOK

On the Job

Yeshiva University requires that all departments observe and maintain adequate stafýng during regular

YU EMPLOYEE HANDBOOK

- Completes Flexible Work Arrangement Form to request alternate schedule to accommodate special needs.
- If request is approved, receives written copy of schedule change.
- Notiýes supervisor of any change in circumstances that may require a change or termination of the þexible schedule.

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

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

Compressed work schedules allow employees to work all their hours in fewer than ýve 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.

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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 to

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

We want communication to be open and easy. Feel free to speak with your supervisor about any workplace issues or problems. That is often the best way to resolve any difýculty. 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 (Z Z Z \ X H G X K U).

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 conýdent that complaints will be handled in a fair and equitable manner.

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, veriýcation of employment and education as well as validation of a Social Security number. Candidates applying for positions having contact with ýnances and/or handling money may also be subject to a credit background check. A copy of the background and credit check will be provided to the applicant and/or candidate as provided by law. This background information is collected as a means of making Yesh5T003223Eto003EMQvir6yees to rD317 >ise in relat0050052ela /Span <418.91 0 0 E7 T[PrYviY160044005

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 reþect the Universityôs professionalism and dignity. Refrain from wearing clothing and accessories that detract from that image.

Use good judgment in selecting clothing that is neat and appropriate for the workplace. Additionally, clothing should cover tattoos, if possible, and there should be no visible body piercings. Please consult with your supervisor, who has the ultimate responsibility for deýning 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.

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, Yeshivaôs Department of (Q Y L U R Q P H Q W D O + H D O W K at (718) 430-4150 or to the Human Resources Department (Z Z Z \ X H G X K U).

If you are injured on the job, no matter how small or insigniýcant the injury, you must report it to the 6 H F X U L W \ 2 I Þ F H and your immediate supervisor and/or it may be referred to the - R H U N H U V p & R P S H Q V D W 8 Q L W R I 8 Q L Y H U V L W \ % H Q H Þ W V Z Z Z \ X H G X K U E R Q W D F W E H Q H Also, depending on the nature of your work and assigned duties, you may be required to attend various safety training programs and to comply with the safety procedures.

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.
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If you suspect that a virus has been introduced into the Universityôs network, notify the ITS Help Desk immediately at (212) 960-5294 or helpdesk@yu.edu.

Any employee who discovers misuse of any of the computer systems should immediately contact , Q I R U P D W L R Q (7 H K L F V 3 R O L F \ Violations of the Universityôs 7 H F K Q R O R J \ 5 H V R X U F H policy may result in disciplinary action up to and including termination.

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

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

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

This policy recommends that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employeeôs supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisýed with your supervisorôs response, you are encouraged to speak with someone in the Human Resources Department or anyone in management whom you are comfortable in approaching. Supervisors and managers are expected to report suspected improper conduct to Human Resources or to the Universityôs Compliance Hotline. An employee may submit a report to the Hotline by calling toll free at (866) 447-5052 or via the Web at Z Z Z \X H G X R IÞ F H V D Q G V H U Y L F H V F R P S O L D

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

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

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

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To maintain the safety and security of Yeshiva, you are required to carry a valid Yeshiva photo identiýcation card. You can obtain a card through the campus 6 H F X U L W \ 2 Ý F H when you are hired after authorization by the Human Resources Department. You may be asked to display your identiýcation card at any time when entering a Yeshiva Facility.

Time Off and Leaves of Absence

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

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 ýnd out the status of Campus Operations

4. A ñqualifying exigencyò arising out of the fact that the employeeôs spouse, son, daughter or parent is a ñcovered military memberò on ñcovered active dutyò or has been notiýed of an impending call or order to covered active duty in the Armed Forces. Leave for ñqualifying exigency" includes the need to take time off due to:

   - the short-notice deployment of a covered family member (i.e. within seven or less calendar days prior to the date of deployment);
   - attendance at military events and related activities, such as pre-deployment brieýngs and family support sessions;
   - time needed to provide or arrange for child care or participate in school-related activities with respect to a child or ward of the covered family member;
   - time needed to make or update ýnancial and legal arrangements relating to the covered family member or act as the covered family member's representative with respect to military service beneýts;
   - time needed to participate in counseling, where the need for counseling arises from the covered member's active duty or call to active duty;
   - to spend up to ýve days with a covered family member on short-term rest and recuperation leave during the period of deployment;
   - post-deployment activities, including any ofýcial ceremony sponsored by the military, as well as exigencies arising from the death of a covered family member while on active duty status;
   - other activities provided that the University and the employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of the leave.

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

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

University employees are eligible for FMLA leave if they:

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

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

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

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

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

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

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

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

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

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

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

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

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

Where reasonable and practicable, the employee must give at least thirty (30) daysô advance notice prior to the commencement of a FMLA leave. If proper notice is not given, leave may be denied unless there

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

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

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

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

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During FMLA leave that runs concurrentlywith paid leave, all of an employeeôs beneýts will continue as elected prior to the commencement of the leave. During FMLA leave that is unpaid, all University beneýts that operate on an accrual basis, such as sick, personal and vacation days, will cease to accrue.

All group health beneýts will continue during the leave provided that the employee continues all required regular employee contributions to these plans. (P S O R \ H H V H Q U R O O H G L Q 8 Q L Y H U V L S O D Q V V K R X O G F R Q W D F W W K H 8 Q L Y H U V L W \ % H Q H ¿ W V 2 I ¿ F H W 8 Q L R Q U H S U H V H Q W H G H P S O R \ H H V V K R X O G F R Q W D F W W K H L U % H U H T X L U H P H Q W V R I All other beneýts will be governed in accordance with the terms of each beneýt plan.

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

You are required to return to work upon the expiration of your leave. If you fail to return to work at

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

YU EMPLOYEE HANDBOOK

Professional Conduct

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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 conþict of interest or the appearance of one. You must not use Yeshivaôs position to inþuence outside organizations or individuals for your direct ýnancial, personal, or professional beneýt or that of family members or friends.

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

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

You are not permitted to solicit or receive any gifts or gratuities of any nature that would, or reasonably could, be expected to inþuence 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 Ofýcer.

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 inþuence 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.

As a not-for-proýt 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.

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

YU EMPLOYEE HANDBOOK

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.

The Human Resources Department and/or your department maintains a personnel record for all employees. This record contains all documentation related to your association with us ï 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 FRQ¿GHQWLDO DQG FDQ EH YLHZH of the Human Resources Department or other authorized management staff and appropriate outside agencies. You may review your record at Yeshivaôs discretion, by submitting a written request to the (PSOR\HH 5HODWLRQV 7DOHQW 'HYHORSPHQW. Nothing can be removed from

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

No member of the Yeshiva staff shall disclose any individually identiýable 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.

Yeshiva University is committed to maintaining student educational records in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). The deýnition 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 identiýable information derived from educational records may be disclosed only with the studentsô 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 ofýcials who have a legitimate educational interest. Another exception covers information that is necessary to protect the health or safety of the student or others.

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

Any questions regarding the maintenance of student records or their disclosure should be directed to the 2IÞFH RI *HQHUDO &RXQVHO (212) 960-0051, or *&#\X HGX.

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

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 conýdentiality of Personally Identifying Information. Yeshiva will protect from improper disclosure all Personally Identifying Information about any individual gathered and stored by Yeshiva.

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

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

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

Social Security numbers are Personally Identifying Information. There are speciýc laws and regulations restricting the use and disclosure of Social Security numbers, protecting conýdentiality 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 individualôs 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 conýdential.

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 &KLHI +XPDQ 5HVRXUFHV 2IÞFHU at (718) 430-2541

Compensation

YU EMPLOYEE HANDBOOK

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Yeshiva University provides generous and comprehensive beneýts, including:

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

You are generally eligible to participate in these University programs if you are a regular, full-time or regular, part-time employee scheduled to work 20 or more hours per week. In most cases, beneýts are described in more detail in the contracts, insurance certiýcates or plan documents, which are the legal documents that govern the administration and beneýt provisions of each program. You can ýnd these documents by clicking here (Z Z Z \ X H G X K U E H Q H Þ W V).

YU EMPLOYEE HANDBOOK

Leaving Yeshiva University

YU EMPLOYEE HANDBOOK

- Deliberate non-performance of work
- Larceny or unauthorized possession of, or the use of, property belonging to any co-worker, visitor or student of Yeshiva
- Possession of dangerous weapons on the premises
- Unauthorized possession, use or copying of any records that are the property of Yeshiva
- Unauthorized posting or removal of notices from bulletin boards
- Marring, defacing or other willful destruction of any supplies, equipment or property of Yeshiva
- Failure to call or directly contact your supervisor when you will be late or absent from work
- Fighting or serious breach of acceptable behavior
- Violation of the Alcohol or Drug Policy
- Theft
-

Addendum

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

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

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

Employees who wish to take time off under the FLA must notify Human Resources of their intent to take leave. Employees must notify Human Resources at least 30 days in advance or as soon as is practicable if the leave is to bond with a newborn or newly adopted child. Ĩ ċ Ĩ † ċ ʻ d the

Contact Information

DEPARTMENT	CONTACT INFORMATION	
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Index

A

Absence Due To Illness · 29
Addendum
  California · 49
  New Jersey Employees · 50
Alert Find · 29
Attendance · 27
Athletics Policy · 13

B

Background and Credit Checks · 21
 % H Q H Þ W V ” 45
Bereavement/Condolence Leave · 29
Bulletin Boards · 42

C

Compensation · 43
Complaints Procedure
  Unlawful Harassment · 12
  Disability ·

M

Medical or Disability Leave · 35
Meeting Performance Standards · 42
Military Leave · 35
Misconduct · 47
Mission Statement · 7

N

Non-Discrimination and
Anti-Harassment Policy · 11
Notice of Breaches · 41
Nursing Mothers · 30

O

On the Job · 19
Open Communication · 21
OSHA/Safety · 22
Outside Employment · 42
Overtime Pay –
Non-Exempt Employees · 43

P

Paid Leaves · 29
Parental Leave · 35
Payment of Salary · 43
Personal Leave · 35
Personal Purchases · 39
Personally Identifying Information · 41
Personnel Records and Privacy · 40
Post Resignation/Termination Procedures · 48
Professional Conduct · 39
Prohibition on Political Contributions · 39

R

Resignation · 47
Reporting an Incident of Harassment,
Discrimination or Retaliation · 12

S

Sick Days · 29
Smoke-Free Workplace · 22
Solicitations, Distributions
and Use of Bulletin Boards · 42

T

Telecommuting · 20
Time off and Leaves of Absence · 27
Time Off to Vote · 30
Time Records · 43

U

Unpaid Leaves · 30

V

Vacation · 27
Violence in the Workplace · 42
Voluntary Reduced Time · 20

W

Whistle Blower/Compliance Hotline · 25
Work Schedules/Flexible Arrangements · 19

Disclosure Form

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

1 D P H S U L Q W ' D W H

Address

6 L J Q D W X U H ([W H Q V L R Q

This form is to be submitted to:

Chief Human Resources Ofýcer

YU EMPLOYEE HANDBOOK

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