



# **HEBREW UNION COLLEGE-JEWISH INSTITUTE OF RELIGION**

## **PERSONNEL HANDBOOK** for all employees except Board-appointed Faculty members

**CINCINNATI, LOS ANGELES, NEW YORK**

October 1, 1999



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**SECTION ONE**

**COLLEGE INFORMATION**

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## HEBREW UNION COLLEGE-JEWISH INSTITUTE OF RELIGION

*Cincinnati ● New York ● Los Angeles ● Jerusalem*

Dear New Employee:

A very personal welcome to you as a new member of our team at the Hebrew Union College-Jewish Institute of Religion. We have prepared this Employee Handbook to help acquaint you with the College-Institute's principles, employment policies, and highlights of certain benefits.

Our long-service employees will find that this booklet will provide a description of College-Institute policies that have been updated or added in the last few years.

Please review these policies and ask whatever questions are necessary for complete understanding. As you perform your job, there are some things you should know about the College-Institute and the responsible job each of us must do to maintain the College-Institute's reputation for academic excellence and its significant role in American Jewish life.

We hope you will derive much satisfaction from your association with the College-Institute.

Sincerely,

Rabbi David Ellenson, President

## **HISTORY**

Hebrew Union College was founded in 1875 in Cincinnati by Rabbi Isaac Mayer Wise, the founder of American Reform Judaism, and is the oldest institution of Jewish higher learning in America.

In 1922, Rabbi Stephen S. Wise (not related to Isaac Mayer Wise) established the Jewish Institute of Religion in New York. The similar orientation of the two schools led to their merger in 1950.

The Los Angeles campus was opened in 1954 to serve the growing Jewish community on the West Coast. The Jerusalem campus was founded in 1963 to serve as a postdoctoral school of archaeological and biblical studies. Since 1970, it has grown to serve as the center for the College-Institute's Year-in-Israel Program and for the Israel Rabbinic Program.

## Hebrew Union College-Jewish Institute of Religion Statement of Mission and Purpose

### Mission

HUC-JIR is a religious and scholarly learning community dedicated to:

- Developing Jewish professional and lay leaders to transmit and apply to contemporary life the sustaining values, responsibilities and texts of our tradition;
- Applying the open and pluralistic spirit of the Reform movement to the study of the great issues of Jewish life and thought.
- Advancing the critical study of Jewish culture and related disciplines in accordance with the highest standards of modern academic scholarship.

### Purpose

HUC-JIR serves as:

- The educational and intellectual center of Reform Judaism:
  - Training and sustaining rabbis, cantors, communal and educational professionals throughout their careers for service to Reform Judaism and *klal Yisrael*;
  - Providing higher learning for scholars of religion of all faiths;Supporting the educational and spiritual growth of lay leadership for the Reform movement;
  - ▶ Creating and disseminating scholarly research and publication;
  - ▶ Preserving and providing access to library, archival and museum resources; Working with Jewish institutions worldwide to enhance Jewish life, learning and values and to shape the Jewish experience of the future.
- A Jewish religious community built on God, Torah, *avodah*, *mitzvot* and Tikkun Ha-olam;
  - ▶ Integrating Jewish tradition, academic knowledge and professional competence in the development of our students;
  - ▶ Creating a religious community that gives meaning to the educational experience and provides a model for students to take with them into their lives and work;
  - ▶ Instilling in its members exceptional leadership skills and spiritual growth enabling them to become catalysts of transformation in the creation of vibrant Jewish communities.
- An innovative resource and learning center working with Reform congregations and leaders, the Jewish organizational world and the religious and academic community at large:
  - ▶ Providing a forum for creative Jewish thought;
  - ▶ Acknowledging and supporting a diverse community of scholars, students and staff committed to academic freedom and rigor;
  - ▶ Contributing to the real-life decisions and growth of the Reform Jewish community worldwide;
  - ▶ Sustaining a vital relationship with the People and the Land by cultivating the growth of Reform Judaism in Israel.

Adopted by the Board of Governors, February 12, 2001



**SECTION TWO**

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## INTRODUCTION

This handbook has been prepared to publish the policies and practices of the Hebrew Union College-Jewish Institute of Religion that pertain to the administration of its non-faculty employees on its three American campuses. The objectives of these policies and practices are to assure the employee fair treatment; to assist in the accomplishment of the College-Institute's mission by providing for orderly administration of the work force; and to ensure compliance with any requirements that apply to the College-Institute. It is consistent with modern policies of organizations like ours.

This Personnel Handbook provides only an overview of the employee benefits and policies of the Hebrew Union College-Jewish Institute of Religion. For more details about various work policies and benefits, please consult with the campus Office Manager or the Administrative Director of Human Resources in Cincinnati. For more information about health and pension benefits, please read the plan description booklets. If there is any inconsistency between the information in this handbook and the plan description booklets or the plan documents, the terms of the plan description booklets and plan documents will take precedence.

While the administration expects to continue all the benefits described in this Handbook, it does reserve the right to alter or eliminate benefits and/or policies as necessary. Although the administration will strive to keep the Handbook current, the Handbook may not always reflect the College-Institute's most current rules and practices. No member of the administration has the right to make any commitments that contravene the policies in this handbook. Any additions or changes to this Handbook must be approved by the Vice-President for Administration and Finance.

The provisions of this Handbook apply to all non-faculty employees of the College-Institute and replace all prior employment policies and practices. Statements in this handbook are guidelines only and do not create an employment contract. Employees are "at will" employees, i.e., they may terminate the employment relationship at any time for any reason; the College-Institute may terminate the employment relationship at any time for any reason other than an unlawful, discriminatory one.

Policies pertaining to HUC-JIR board-appointed faculty members are contained in the Faculty Handbook. Health and pension benefits are the same for all HUC-JIR employees faculty and non-faculty.

## SUMMARY OF POLICIES

**For complete information, please read the official policy statements contained in this Handbook.**

Subject (Manual Page Reference)	College-wide Policy
Nondiscrimination in Employment (page 16)	College-Institute policy is not to discriminate against or harass any person employed by or seeking employment.
First Day of Work (page 18)	The orientation period begins.
Orientation Period (page 19)	3 months for non-exempt employees, 6 months for exempt; or by contract. May be extended if employee takes approved time off in excess of 5 workdays.
Attendance (page 20)	See section for details. If an employee will be absent or late, he/she must notify the supervisor or dean's office within 15 minutes of regular starting time. Excused and unexcused absences are defined. Excessive absenteeism or tardiness are defined and are subject to disciplinary action. Medical documentation may be required if absence exceeds 3 days. Definition of "late" is 15 minutes past scheduled start time.
Harassment (page 21)	Harassment of any nature will not be tolerated in the College community. Official Sexual Harassment policy contained in Appendix A.
Termination of Employment (pages 22-24)	Resignation, Dismissal, Retirement. See section for outline of conditions, benefits, if any, upon separation.
Job Posting (page 25)	Non-exempt positions may be posted internally for 3 workdays. Outside candidates may also be considered. To be considered for a different position, an employee must have at least 1 year's service with the College-Institute. An employee transferring into a different position must successfully complete a new orientation period.

Subject (Manual Page Reference)	College-wide Policy
Re-employment (page 26)	Any former employee (except those terminated for cause) may be considered for open positions. A former employee hired to fill an open position must successfully complete a new orientation period. See section for outline of conditions for length of service credit/benefits.
Employment of Relatives (page 27)	A relative of a current employee may be employed provided he/she meets job requirements. See section for outline of stipulations regarding supervisory restrictions and conditions.
Employee Classification (page 29)	Full-time employees' work schedule is 35 hours/week (maintenance staff's work schedule is 40 hours/week); eligible for benefits. Part-time employee's work schedule is less than 30 hours/week; may be eligible for some benefits. Exempt employees are not eligible to receive overtime pay. Non-exempt employees receive pay for overtime hours worked.
Time Recording Procedure (page 30)	<ul style="list-style-type: none"> <li>▶ Requirement for non-exempt employees to submit time sheets. If a non-exempt or hourly employee's time sheet is not received on time according to the established schedule, the employee will not receive a check until the next scheduled pay date.</li> <li>▶ Requirement for non-faculty exempt employees to submit monthly Exception Reports listing vacation, sick and personal days taken. If Exception Report not turned in, assumption is that employee has used all of his/her earned vacation days prior to separation of employment.</li> <li>▶ Falsification of time records will result in disciplinary action, including termination. .</li> </ul>
Pay Periods (page 31)	<p>See section for details.</p> <p>Exempt employees are paid once a month.</p> <ul style="list-style-type: none"> <li>▶ Maintenance staff and hourly, part-time employees are paid each Friday for hours worked during the prior week.</li> <li>▶ Non-exempt employees are paid on the Friday following the end of each two-week pay period.</li> </ul>
Salary Information (page 32)	Notification of salary changes, if any, will be made on or about July 1 of each year. Salary adjustments, if any, are not linked to job description changes.
Payroll Deductions (page 33)	Explanation of deductions which may be taken from employee's payroll check, including deductions required by law, voluntary and non-

Subject (Manual Page Reference)	College-wide Policy
	voluntary deductions, any moneys owed to College-Institute at time of separation of employment.
Automatic Paycheck Deposit (page 34)	To utilize this service, employee must contact the National Office of Human Resources and sign an authorization form.
Hours of Work (page 35)	35-hour work week for office employees; 40-hour work week for maintenance staff. A "work week" begins Monday at 12:01 AM and continues until 12:00 midnight the following Sunday.
Breaks and Lunches (page 36)	Employees are permitted a 15-minute break during each half of the work day. Office employees receive a one-hour unpaid lunch period; maintenance personnel receive a half-hour paid lunch period and must remain on call. Returning late consistently may result in disciplinary action, including termination.
Overtime (page 37)	Overtime is intended for emergency or unforeseen circumstances. Approval to Work Overtime form is required. Hours to be considered toward calculation of overtime are listed. Sick days are not included in calculation. Disregard of overtime policy may result in disciplinary action, including termination.
Flextime for Office Personnel (page 38) See Appendix B for Request for Flextime Schedule form.	Flextime is at supervisor's discretion and cannot be permitted for every employee. If flexible working hours are approved by department supervisor, job commitments and responsibilities must be met and 35 hours must be worked a week. Stipulations are listed.
Compensatory Time (page 39)	Compensatory time may not be "banked"; it must be used within the same work period.
Making up for Occasional Absences (page 40)	Up to 3 hours may be "made up." Absences over 3 hours require use of available personal day hours or vacation time.
Benefits Schedules (pages 42-45)	See schedules for general information.
Sick Days (page 46)	See section for details. For full-time employees, 1 sick day a month is earned. New employees may use after "orientation period." Maximum accumulation is 65 days.
Personal Days (page 47)	Up to 3 days of accumulated sick days per fiscal year may be utilized as Personal Days to care for a family member, for additional funeral leave,

Subject (Manual Page Reference)	College-wide Policy
	to observe religious holidays, or such other personal needs. These days may not be added to vacation or sick leave to extend time off. These days are deducted from accumulated sick days. Supervisor must be notified in advance.
Leaves of Absence (pages 48-51) See Appendix B for appropriate form.	<p>See section for details. .</p> <ul style="list-style-type: none"> <li>▶ <u>Jury Duty</u>: Submit Request for Leave form. Limit of 10 paid working days. Submit proof of service. Employee may retain jury duty pay. Employee should report to work when it does not conflict with court obligations.</li> <li>▶ <u>Bereavement</u>: 3 paid days off for immediate family; 1/2 to 1 full paid day off for others. All employees may take extra days as needed, with the extra days being counted as personal or vacation days or as a leave without pay.</li> <li>▶ <u>Military Leaves</u> : Unpaid. Submit Request for Leave form. Conditions set by law.</li> <li>▶ <u>Family and Medical Leave</u>: 12 unpaid weeks after eligibility requirements are met. Submit Request for Family or Medical Leave form. Runs concurrent with any vacation or sick days used during this time. See section for details.</li> <li>▶ <u>Personal Leave</u>. Unpaid. See section for details.</li> </ul>
Vacation (pages 52-54)	<p>See section for details.</p> <ul style="list-style-type: none"> <li>▶ Earned vacation is credited on each July 1.</li> <li>▶ After successful completion of the orientation period, earned vacation may either be used as it is earned before June 30 with permission, against the days that will be credited on July 1 or may be used in the following academic year.</li> <li>▶ On July 1, any days used in the prior academic year are deducted from the amount of earned vacation days credited.</li> <li>▶ The vacation year is July 1 to June 30. All vacation earned in a vacation year should be used by June 30 of the following year.</li> <li>▶ Vacation will stop accruing (being earned) if an employee reaches the maximum balance (equal to two years' accrual).</li> </ul>
Vacation Pay in Advance (page 55)	Must be requested by your supervisor at least two weeks prior to the last day to be worked before your scheduled vacation.

Subject (Manual Page Reference)	College-wide Policy
Holidays (pages 56-58)	See section for details of paid holidays and holiday policies. In order to be paid for a holiday, employees must pre-schedule time off on the day before or day following the holiday with that time off to be charged against earned personal or vacation days or taken as a leave without pay.
Election Day (page 59)	Registered voters may take 1/2 hour off at beginning or end of work day to vote if polling places are not open either 4 consecutive hours before or after the employee's scheduled work day. Supervisor must be advised 24 hours in advance.
Tuition Remission for College-Institute Courses (pages 60-62)	Available under certain circumstances for full-time employees and immediate family members. Consult dean for details.
Tuition Remission for work-related non-credit courses at other institutions (page 63)	Available to full-time employees under certain circumstances. Consult registrar for details.
Flexible Spending Account (page 64)	Option to have deduction taken from paycheck on a pre-tax basis to pay for unreimbursed medical or dependent care expenses.
Pension (page 65)	See Pension Plan Summary Plan Description for details.
Attendance at Staff Meetings/Seminars (page 67)	Attendance expected at staff meetings, etc., scheduled during regular work hours. Those not attending such meetings must continue to work; it is not "excused" time.
Performance Appraisal (page 68)	Supervisors are encouraged to regularly discuss with employees their work performance, progress toward achieving goals, expectations.
Standards of Conduct (pages 69-70)	See section for details. Outline of disciplinary steps that may be taken. List of prohibited behaviors that serve as a general guideline. These and other similar behaviors are subject to disciplinary action, including termination.
Problem Resolution (page 71)	See section for details.
Campus Closings (page 72)	See section for details. When campus opening is delayed: <ul style="list-style-type: none"> <li>▶ employees reporting to work by that time receive regular pay for all hours worked plus for time missed from start of</li> </ul>

Subject (Manual Page Reference)	College-wide Policy
	<p>the workday</p> <ul style="list-style-type: none"> <li>▶ employees reporting to work more than 1 hour past announced time will be paid for actual hours worked</li> <li>▶ employees unable to get to work will have to use vacation, personal time or leave without pay.</li> </ul>
Secondary Employment (page 73)	Employees are expected to be available for all scheduled work, including overtime as requested. Any outside work that affects job performance, etc., will not be permitted. Doing personal work during work hours may result in disciplinary action.
Health and Safety (page 74)	Employees should report unsafe working conditions. Procedures to follow if injured on the job and require medical attention.
Security (page 75)	Specifies security measures to be followed by employees.
Personnel Files and Records (page 76)	Personnel files will be kept confidential. Employee's written permission required for external disclosure of personal information. Employee responsible for notifying Business Office of status, address changes.
Personal Appearance (page 77)	Supervisors are to set appropriate dress standards for department and to inform office employees if attire is not acceptable. A reoccurrence will result in the employee's being asked to leave and return in suitable/acceptable attire. Time missed will be without pay or charged to available personal or vacation time.
Emergency Loan (Payroll Advance) (page 78)	Guidelines are available in the Dean's Office and Business Office.
Acceptable Use of Telephone, E-mail, and the Internet (WWW Browsing) (page 79)	See section for details. Excessive personal use of phones, e-mail or Internet access is prohibited. Prohibited uses are outlined. The College-Institute reserves right to monitor and to access any matter created, received, or sent from the E-mail, phone mail or Internet. Employees who violate this policy are subject to disciplinary action up to and including termination.
Non-smoking Policy (page 80)	HUC-JIR conforms to local non-smoking regulations.
Drug-free Campus (page 81)	HUC-JIR promotes a drug-free and alcohol-free workplace. See Appendix C for details.

**SECTION THREE**

**EMPLOYMENT POLICIES**

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## **NONDISCRIMINATION IN EMPLOYMENT**

Consistent with the provisions of applicable state and federal laws, it is the policy of the College-Institute not to discriminate against or harass any person employed by or seeking employment with the College-Institute because of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related), ancestry, marital status, or age. The College-Institute also prohibits unlawful discrimination on the basis of sexual orientation, status as a Vietnam-era veteran, or on the basis of citizenship.

## **IMMIGRATION RULING**

The Immigration Reform and Control Act of 1986 requires the College-Institute to employ only U.S. citizens and aliens with a permanent visa and a work permit authorizing work in the United States.

All new employees are required to complete an Employee Verification Form.

## **FIRST DAY OF WORK**

On the first day of employment, a new employee should begin orientation with his/her supervisor and also complete personnel forms. At that time he/she will receive a copy of the College-Institute's Personnel Handbook and benefits program materials and will be asked to sign a form acknowledging receipt of the Personnel Handbook.

## **ORIENTATION PERIOD FOR NON-EXEMPT AND EXEMPT EMPLOYEES**

(Please see page 4.1, " Employee Classification.")

All new full-time non-exempt employees are considered to be in an orientation period during the first three months of employment.

The orientation period for all new full-time exempt employees is normally six months. In some positions, the orientation period may be one year.

If an employee takes approved time off in excess of 5 workdays during the orientation period, the orientation period may be extended by that length of time.

At some time during an employee's orientation period, his/her supervisor will complete a performance evaluation form and review it with the employee. The employee is entitled to ask for clarification and assistance in areas that may need improvement.

The College-Institute reserves the right to terminate employees during the "orientation period" or at any subsequent time for any reason other than an unlawful, discriminatory one.

For information on specific benefits during this period, the employee should consult his/her supervisor.

## **ATTENDANCE POLICY**

It is the employee's responsibility to report to work as scheduled. Punctuality and regular attendance are essential elements of satisfactory job performance, and it is each employee's responsibility to adhere to these standards.

In the event of absence or tardiness from an assigned work schedule, the employee is required to report absence to the College-Institute. When reporting absence, the employee must telephone his/her supervisor personally. The employee must call within 15 minutes of scheduled start time. Only in the event that the employee is hospitalized or seriously incapacitated may someone other than the employee notify the supervisor of the absence, tardy or early leave.

An employee's absence may be considered excused if covered by policy and the employee provides proper and timely notification deemed satisfactory to the supervisor. The following are counted as excused absences: absence due to illness or injury, absence that qualifies under the Family and Medical Leave Act, approved personal leaves, pre-approved doctor/dentist appointments, bereavement leave, court appearance, jury duty, pre-scheduled vacation.

An employee's absence may be deemed unexcused when an employee fails to call in, gives late notice, fails to give advance notice for an absence which could be anticipated, exceeds the number or length of absences as defined by policy or authorized in advance by the supervisor.

If a distinct pattern of absences occurs, the supervisor will counsel the employee. If the pattern continues, the employee can be required to provide a physician's certification of illness or verification of the personal emergency for all subsequent unplanned absences for the next 30 days. A supervisor may also require certification or verification of absences due to personal emergencies when such appear to be suspicious or a pattern is demonstrated. The supervisor may require proper medical documentation for absences in excess of 3 days.

Excessive absenteeism is defined as 2 or more instances of unexcused absence in a calendar month. Any 8 instances of unexcused absenteeism in a calendar year may result in disciplinary action, up to and including termination.

Employees are considered late if they arrive more than 15 minutes after their regular starting time or return late from lunch or breaks. Excessive lateness (3 or more instances in a calendar month) may result in disciplinary action, including termination.

## **HARASSMENT**

The College-Institute is committed to creating and maintaining a community in which all persons who participate in College-Institute programs and activities can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation, including sexual. Specifically, every member of the College-Institute community should be aware that the College-Institute is strongly opposed to sexual harassment and that such behavior is prohibited both by law and by College-Institute policy. It is the intention of the College-Institute to take whatever action may be needed to prevent, correct and, if necessary, discipline behavior which violates this policy.

Please consult Appendix A for the complete text of the College-Institute's official "Sexual Harassment Policy."

## **TERMINATION OF EMPLOYMENT**

The College-Institute realizes that there are situations which may compel separation of employment and wants its employees to realize that the employment relationship may be terminated at any time at will, for any reason or no reason, by the employee or by the College-Institute.

The College-Institute reserves the right to deduct from an employee's final check any moneys owed to the College-Institute by the employee in accordance with the employee's signed agreement(s) with the College-Institute, including but not limited to salary paid in advance, outstanding loans, and amounts paid to the employee for sick days which were used but had not yet been earned.

Employees are expected to return all College-Institute property upon separation of employment, including this Handbook.

All of the following provisions are subject to revision and/or elimination at the sole discretion of the College-Institute if consistent with applicable law.

### **Resignation**

Resignation means termination of employment on the initiative of the employee. The College-Institute encourages employees to submit a letter of resignation no less than 2 weeks (non-exempt employees) or 4 weeks (exempt employees) prior to the effective date of resignation.

The following may also be considered resignation:

- (a) if an employee is absent for 3 consecutive days without notifying his/her supervisor,
- (b) if an employee fails to return to work following the end of an approved leave of absence.

If vacation benefits have been earned, the employee will receive pay for the days not taken, but no payment will be made for vacation in the process of being earned if the employee leaves before the end of his/her orientation period.

Unused sick leave is not paid at the time of termination. Health insurance will remain in effect through the last day of the month in which the resignation occurs.

### **Dismissal**

When situations warrant, the College-Institute may decide to exercise its unrestricted right to dismiss an employee with or without notice.

A. For Reorganization or Retrenchment

Severance Pay. Employees dismissed solely because of retrenchment or reorganization shall receive 2 weeks pay for the first year of service and 1 weeks pay for each subsequent year or each fraction thereof calculated to the month up to a maximum of 18 weeks pay.

Vacation Pay. If vacation benefits have been earned, the employee will receive pay for the days not taken.

Sick Leave. Unused sick leave is not paid at the time of termination.

Unemployment Insurance. Employees in Ohio and California are not covered by Unemployment Insurance. New York state law requires that all employees in New York be covered by Unemployment Insurance.

Employees who are being terminated through no fault of their own may be allowed a reasonable number of hours of free time before their termination date to seek other employment.

B. At Will

Severance Pay. Except in the case of serious misconduct, the following notice of dismissal or pay in lieu of notice may be given:

Employment of less than 1 year: 1 week  
Employment of 1 year to 4 years: 2 weeks  
Employment over 4 years: 4 weeks

Vacation Pay. If vacation benefits have been earned, the employee will receive pay for the days not taken.

Sick Leave. Unused sick leave is not paid at the time of termination.

Unemployment Insurance. Employees in Ohio and California are not covered by Unemployment Insurance. New York state law requires that all employees in New York be covered by Unemployment Insurance.

Retirement

Retirement is an action initiated by the employee when he/she decides that he/she wishes to retire.

When an employee is thinking of retiring, it is important for him/her to contact the Administrative Director of Human Resources in Cincinnati at least 90 days in advance of the contemplated retirement date so that the Administrative Director has time to receive specific pension information from the pension consultant. The Administrative Director can provide general information regarding post-retirement benefits.

## **JOB POSTING**

All non-exempt (positions paying overtime) job vacancies (other than entry level) may be posted internally for three workdays. If an employee feels that he/she is qualified to perform a job and has at least one year's experience in his/her current position, he/she is encouraged to speak to the hiring supervisor. The hiring process may include consideration of outside candidates after the posting process has been completed.

An employee changing to a new position with the College-Institute shall satisfactorily complete a new orientation period before the position becomes permanent. Leave and other benefits are not affected in this instance, and seniority continues from the date of employment.

## **RE-EMPLOYMENT**

Any former employee (except those terminated for cause) who seeks reemployment may be considered with other applicants for open positions. A former employee hired to fill a new position with the College-Institute shall satisfactorily complete a new orientation period before the position becomes permanent. If an employee is rehired within ninety days of separation of employment, his/her length of service with the College-Institute will not be affected, that is, service to the College-Institute will be counted as continuous from the original date of hire for pension benefits. Vacation and sick leave benefits will be pro-rated for the first year of reemployment. An employee who is rehired after ninety days should consult the Administrative Director of Human Resources in Cincinnati.

## **EMPLOYMENT OF RELATIVES**

Persons related by family, marriage, or adoption may be employed by the College-Institute, provided such individuals meet the College-Institute job requirements. However, an employee is not permitted to work in a position where his or her supervisor, or a supervisor's supervisor, is a relative.

Faculty or staff shall not initiate, participate in, or exercise any influence over departmental or institutional decisions involving a direct benefit to a member related by family, marriage, or adoption. Such benefits include, but are not limited to, initial appointment, retention, promotion, salary, leave of absence. In situations where a conflict of interest might occur, the responsibility for the hiring decision will pass to the Dean.

## **SECTION FOUR**

### **COMPENSATION**

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## **EMPLOYEE CLASSIFICATION**

Employees may be categorized as full-time or part-time according to their schedules and positions.

Full-time: Regular work schedule of 30-35 hours a week; 40 hours for maintenance personnel; eligible for all benefits.

Part-time: Regular work schedule of less than 30 hours a week; may be eligible for some benefits (see page 42).

All employees are classified as either exempt or non-exempt employees:

Exempt: Primarily management, professional, and administrative with major responsibilities whose work schedules vary with department needs and may exceed the 35-hour work week and do not receive overtime pay.

Non-exempt: Clerical and nonprofessional (support staff) employees and maintenance employees who are eligible to receive overtime pay. See also "Overtime," page 37.

Note: These definitions are illustrative in nature and are not intended as a statement of the Fair Labor Standards Act. If an employee is uncertain as to his/her status, please ask the supervisor.

## **TIME RECORDING PROCEDURE**

The Fair Labor Standards Act requires the College-Institute to keep a record of all hours worked by each non-exempt employee. All maintenance, grounds, housekeeping, security, and other designated employees must sign in and out when beginning and completing work. Non-exempt office employees must record their hours worked on the time sheets supplied by their supervisor. The reason for any absences is to be indicated on the time sheet. The time sheets must not be erased or defaced, altered or removed. The supervisors will review the time sheets; monitor absences, lateness and overtime work; and submit the approved time sheets to the Business Office. Any employee who falsifies his/her own time record or helps others falsify their records will be subject to disciplinary action, including termination.

If an employee's time sheet is not received on time, the employee will not receive a check until the next scheduled pay date.

In addition, the College-Institute also keeps monthly records of days worked by non-faculty exempt employees. Non-faculty exempt employees are to submit to the Business Office a monthly "Exception Report," indicating vacation, sick or personal days taken during that month. In the absence of such documentation, it will be assumed that an exempt employee has used all of his/her earned vacation days prior to separation of employment; that is, the onus of documentation lies with the employee.

## **PAY PERIODS**

The College-Institute's paydays are as follows:

Maintenance and part-time (hourly) employees will be paid on Friday of each week for hours worked during the prior week (Monday through Sunday).

Exempt employees will be paid once a month on the 25th for the entire month. For paydays that fall during the weekend or on a holiday, checks will be distributed on the preceding day.

Non-exempt (support staff) employees will be paid on the Friday following the end of each 2-week work period. If a holiday falls on a Friday, those employees will receive their payroll check on the preceding Thursday.

If a non-exempt or maintenance or hourly employee's time sheet is not received on time, the employee will not receive a check until the next scheduled pay date.

## **SALARY INFORMATION**

All personnel will receive written notification of salary change, if any, for the next fiscal year on or about July 1 of each year.

Salary adjustments will not be linked to changes in or additions to job descriptions, unless the change/addition is a significant one. Employees are expected to perform whatever job-related tasks are assigned by his/her supervisor.

## **PAYROLL DEDUCTIONS**

Payroll check stubs show deductions required by law, such as income tax and Social Security withholdings. It will also show voluntary deductions such as charitable contributions and optional benefits (i.e., flexible benefits deductions).

The College-Institute may also be required by law to take non-voluntary deductions such as legal assessments and garnishment payments (i.e., for court-ordered child support or credit payments) out of an employee's paychecks. Attachments of a portion of an employee's salary after deductions must be executed upon receipt of judgment for a debt. In these circumstances, the employee will receive notice of the amount of the legal assignment and to whom the payments will be remitted. The College-Institute cannot discontinue these types of deductions until the amount is paid in full and/or written notification from the appropriate court is received in the Cincinnati Business Office.

The College-Institute reserves the right to deduct from an employee's final check any moneys owed to the College-Institute by the employee in accordance with the employee's signed agreement with the College-Institute, including salary paid in advance, outstanding loans, and amounts paid to the employee for sick days which were used but had not yet been earned.

## **AUTOMATIC PAYCHECK DEPOSIT**

The College-Institute has an automatic paycheck deposit program. This includes most full-service banks, savings and loan companies, and credit unions in most communities. The Payroll Department will automatically deposit the paychecks of those employees who elect the program. Employees receive a voucher certifying the amount deposited to their accounts. The voucher includes the usual check stub information on earnings and deductions.

Employees who wish to sign authorization forms or who want more information about the automatic paycheck deposit program should check with the Cincinnati Business Office.

## **HOURS OF WORK**

The 35-hour workweek (5 seven-hour days) for office employees will begin on Monday at 12:01 a.m. and continue until 12 midnight the following Sunday. The 40-hour work week (5 eight-hour days) for maintenance personnel will begin at 12:01 a.m. on Monday and continue until 12 midnight the following Sunday. From time to time there may be exceptions due to the requirements of specific projects. Employees will be advised as far in advance as is practical if there are any changes in their work hours.

## **BREAKS AND LUNCHES**

Full-time employees are permitted a 15-minute break period during each half of the work day, and a one-hour unpaid lunch hour (paid half-hour for maintenance personnel, since they are required to remain on call.) These periods are intended to be preceded and followed by an extended work period; thus, if not taken, they may not be used to cover late arrival to or early departure from work, nor can they be "saved up" for future use. Consistently returning late from breaks or lunch periods may result in disciplinary action, including termination.

## **OVERTIME**

As a general policy, it is expected that the College-Institute's various work loads should be accomplished within the regular work week. Emergencies or unforeseen circumstances, however, may create a necessity for employees to work extra hours. Non-exempt office employees receive overtime pay for hours worked over 35 in a work week; maintenance staff receive overtime pay for hours worked over 40 in a work week. However, overtime is never at the non-exempt employee's discretion, including voluntarily beginning work "early" or staying "late" to earn overtime. An employee's supervisor must previously have authorized extra work hours for non-exempt personnel. An "Approval to Work Overtime" Form must be signed by the supervisor and filed with the Business Office to ensure that the overtime has been approved in advance for payment. Disregard of this policy will result in disciplinary action, including termination.

Non-exempt employees will be paid at their regular rate for overtime hours worked up to 40 hours and at the rate of one and one-half times their regular rate of pay for hours worked in excess of 40 in a single workweek.

All other hours within that workweek will be paid at straight time.

Time lost as a result of the following absences is considered time worked for purposes of determining weekly hours for overtime eligibility: regularly scheduled and paid holiday, campus closings, regularly scheduled vacation, jury duty, or bereavement leave. Sick days are not considered for the purpose of determining overtime.

Regardless of the basis for paying an employee, the pay rate will be converted to an hourly figure.

## **FLEXTIME FOR OFFICE PERSONNEL**

The College-Institute supports the principle of flextime. However, flexible work arrangements are at the supervisor's discretion and cannot be permitted for every employee.

Individual departments may use a flexible work schedule provided there is adequate staff coverage to meet the operational requirements of the department within the College-Institute's regular operating hours. The employee on a flextime schedule is expected to continue to meet job commitments and responsibilities and to meet his/her full complement of 35 work hours per week within the approved flextime schedule.

Requests for flextime will be evaluated on a case-by-case basis. Employee requests will be considered for the following reasons: ongoing medical needs, ongoing care giving responsibilities, to permit an employee to attend school for professional purposes, to allow departments to be staffed at times necessary for that particular department.

A Request for Flextime Schedule form (see Appendix B: Forms) must be submitted to the supervisor. The supervisor will determine whether or not ample coverage exists before forwarding the request to the Dean for his/her approval. Once a flextime workday schedule has been approved, the schedule becomes "fixed" and is to be adhered to without deviation.

Approved flextime arrangements may be subject to review on a month-to-month basis to allow for the changing needs of the employee or the department.

This flextime policy can be granted or revoked at administration's discretion.

## **COMPENSATORY TIME**

Non-exempt employees may not voluntarily work extra hours to accumulate and "bank" compensatory time to be used in the future (e.g., as extra "vacation" time off). Any extra hours worked must have prior supervisory approval and must be recorded on the time sheet for that week. In accordance with the Fair Labor Standards Act, non-exempt employees who wish to use compensatory time must do so within that same work period and must record that time off on the appropriate time sheet. If it is not possible for the compensatory time to be used within the same work period, the supervisor's written agreement to carry over that time into the following work period must be sent to the Payroll Department.

## **MAKING UP FOR OCCASIONAL ABSENCES**

Full-time non-exempt employees may be provided with time off for short periods of absence (up to 3 hours) because of pressing responsibilities or for necessary medical appointments unavoidably scheduled during working hours. Such appointments during the weekday should be scheduled as early or as late as possible. In all cases, employees are expected to give the supervisor as much advance notice as possible, preferably a minimum of 24 hours.

Employees will be allowed to make up the time missed (up to 3 hours) for such necessary short periods of absences. With the agreement of the supervisor, and in accordance with the Fair Labor Standards Act, time being made up for such absences must be accomplished within the same work period. If it is not possible for the time to be made up within the same work period, the supervisor's written agreement that the time will be made up in the following work period must be sent to the Payroll Department.

For absences of more than 3 hours, the employee must use available personal or vacation time and mark his/her time sheet accordingly.

## SECTION FIVE

### BENEFITS

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**BENEFITS SCHEDULE** – Revised effective May 1,2005

Employee benefits are based upon employee status and length of service with the College-Institute. An overall schedule of benefits is described below. Please consult the health and pension summary plan descriptions, the appropriate group policy booklets, or the appropriate section in this Handbook for more information. The provisions of the applicable policies shall have priority if there is any inconsistency between them and this handbook.

Benefit	Full-Time	Part-Time	When Eligible
Accidental Death & Dismemberment Insurance	x	no	First of month following 30 days' continuous full-time employment (Benefit Effective Date)
Basic Long Term Disability	x <sup>1</sup>	no	First of month following 30 days' continuous full-time employment (Benefit Effective Date)
Bereavement Leave	x	x	Immediately
Family Medical Leave of Absence (FMLA)	x	x	After 12 months of employment and 1,250 worked hours. Unpaid.
Flexible Spending Account (pre-tax payroll deduction for benefit alternatives)	voluntary	no	First of month following 30 days' continuous full-time employment (Benefit Effective Date)
Group Health Insurance	x	no	First of month following 30 days' continuous full-time employment (Benefit Effective Date)
Group Long-Term Care Insurance	x	no	First of month following 30 days' continuous full-time employment (Benefit Effective Date)
Group Term Life Insurance	x	no	First of month following 30 days' continuous full-time employment (Benefit Effective Date)
Holiday Pay	x	no	Immediately

Jury Duty/Witness Pay	x	no	Immediately
Pension	see note below	see note below	July 1 after date of hire
Personal Leave of Absence (other than Family Medical Leave)	x	no	After 1 year of employment. Unpaid.
Personal Days (Paid) (deducted from earned Sick Days)	x	no	May use after orientation period. Maximum 3/year
Sick Days (Paid)	x	no	First of month following 30 days' continuous full-time employment (Benefit Effective Date)
Tax Sheltered Annuity Savings Program (403b)	voluntary	voluntary	Immediately
Tuition Remission for College-Institute courses	x	no	After one year of employment
Tuition Remission for non-credit courses at other institutions	x	no	After one year of employment
Vacation	x	no	First of month following 30 days' continuous full-time employment (Benefit Effective Date) May use after orientation period.

Note: The Summary Plan Description of the Employees Pension Plan, dated July 1995, states the following:

If you were a member of this plan prior to July 1, 1995, you will continue to participate in it after that date.

If you were not already a plan participant on July 1, 1995, you will begin to participate in this plan on the July 1 that you first meet the following requirements:

- you are hired on a salaried basis;
- you are expected to complete at least 1,000 hours of service during a 12-month period;
- you are a U. S. employee of the College-Institute; and
- you are not covered under the pension plan of another employer.

<sup>1</sup> Although there are many interpretations of IRS code 151, for the purposes of this policy, a child is eligible to be claimed as a dependent for federal tax purposes if it is determined that the child meets all of the following requirements:

- a) The child is a US citizen or resident, or a resident of Canada or Mexico for any part of the tax year, and
- b) The child did not file a joint tax return for the year, and
- c) The employee provided more than 50% of the financial support for the child for the year,  
AND
- d) The gross income of the child will be less than the exemption amount (\$3100 for 2004)  
UNLESS one of the following is true:
  - 1. the taxpayer's child has not attained the age of 19 by December 31 of the tax year under consideration: OR
  - 2. the child is full-time student who has not attained the age of 24 at the close of such calendar year.

## **BENEFITS REQUIRED BY LAW**

The following is an outline of the benefits for which the College-Institute contributes on behalf of all eligible employees pursuant to state and/or federal law. Conditions governing such contribution are defined by the state and/or federal law and the provisions of such law, as existing or as the law may be changed, and have priority over any provision of this Handbook.

Benefit	Purpose	Description
Social Security	Retirement	Monthly benefit paid to individual and qualifying family members.
	Death	Monthly benefit paid to surviving spouse until children are 18.
	Total Disability	Disability must prevent individual from doing any gainful employment and be expected to last at least 12 months. Monthly benefit paid to individual and additional benefits paid while his/her children are under 18.
Medicare	Medical care for persons over 65	Hospital insurance which helps to pay hospital care and certain follow-up services; voluntary medical insurance which helps pay doctor and other medical bills.
Workers' Compensation	Income when worker is unable to work because of occupational injury or illness. Also provides payment of medical expenses.	State laws determine eligibility, conditions and weekly payment.
Short-term Disability (New York School only)	Income when worker is unable to work because of illness of more than 4 weeks' duration	Employees in Ohio and California are not covered by short-term disability insurance. New York state law requires that all employees in New York be covered.
Unemployment Insurance (New York School only)	Income when worker is unable to find employment.	Employees in Ohio and California are not covered by Unemployment Insurance. New York state law requires that all employees in New York be covered by Unemployment Insurance.
COBRA	Provides employees the	For a defined period of time, employee may

Benefit	Purpose	Description
(Continuation of group insurance coverage)	option to purchase medical coverage	continue group insurance upon termination, retirement, etc. Employee will be charged an insurance premium which shall not exceed 102% of the applicable premium for such period of coverage.

**SICK DAYS** – Revised effective May 1, 2005

Paid sick leave is available to full-time employees and is granted for two purposes: so that the employee does not suffer financial loss when absent because of illness which would interfere with his/her effectiveness as a worker or which might constitute a health nuisance for other workers; and so that the employee may accumulate a maximum of sick leave time in order to protect him/herself against serious financial loss in the event of extended illness or injury.

Beginning with the first of the month following 30 days' continuous full-time employment (Benefit Effective Date),

- 1) full-time (non-maintenance) employees will begin accruing 7 hours (1 day) of paid sick leave per full month of employment (84 hours [12 days] a year);
- 2) full-time maintenance employees will begin accruing 8 hours (1 day) of paid sick leave per full month of employment (96 hours [12 days] a year).

Sick leave days will accumulate to a maximum of 65 days. Part-time employees are not eligible for sick leave.

During the "orientation period," any sick leave taken will be unpaid. An employee is eligible to take paid sick leave up to the accumulated days earned upon successful completion of the "orientation period."

In order to utilize sick leave, an employee must notify the supervisor as early as possible on the day of absence. Exceptions to this include a serious accidental injury, hospitalization, or when it is known in advance that the employee will be absent for a certain period of time. The employee may be required to submit a proper medical documentation when an absence exceeds 3 days.

Paid sick leave may also be used in half-day increments for absences of more than 3 hours due to outpatient procedures or sudden onset of illness while at work. Employees who have exhausted sick leave days and accrued vacation time will not receive further compensation until they return to work. Unused sick leave is not paid at the time of termination for any reason.

If the College-Institute closes for an unscheduled reason (e.g., inclement weather) while an employee is on leave (vacation, sick, FMLA, personal), the employee's leave will not be extended by that time.

**PERSONAL DAYS** - Revised effective May 1, 2005

Paid sick leave may also be used in half-day increments for absences of more than 3 hours due to outpatient procedures or sudden onset of illness while at work. Employees who have exhausted sick leave days and accrued vacation time will not receive further compensation until they return to work. Unused sick leave is not paid at the time of termination for any reason.

If the College-Institute closes for an unscheduled reason (e.g., inclement weather) while an employee is on leave (vacation, sick, FMLA, personal), the employee's leave will not be extended by that time.

## **LEAVES OF ABSENCE**

The College-Institute understands there are a variety of reasons employees may need to take time off and has developed the following policies to address these types of situations. Employees who wish to take a leave should consult with their supervisor to determine eligibility for, conditions of, and continuation of benefits during a leave. A Request for Leave of Absence form must be completed and approved in advance. (See Appendix B: Forms).

**If the College-Institute closes for an unscheduled reason (e.g., inclement weather) while an employee is on leave (vacation, sick, FMLA, personal, etc.), the employee's leave will not be extended by that time.**

The different types of leaves are as follows:

### **Jury Duty/Witness Leave**

Regardless of an employee's length of service, the College-Institute will grant up to 10 working days off with pay if a full-time employee is called for jury duty that falls on his/her regularly scheduled workdays. An employee who receives a juror summons should notify his/her supervisor. After the jury duty is completed, the employee should provide a juror's pay warrant to the Payroll Department as proof of jury service. The staff member will be permitted to retain his/her jury duty compensation so as to help defray his/her expenses while serving on a jury or as a court witness when subpoenaed.

Employees are expected to report for work when it does not conflict with court obligations.

### **Bereavement Leave**

Regardless of an employee's length of service, if there is a death of an immediate family member (spouse, mother, father, parents-in-law, grandparents, child, brother, sister) or other person living in the same household, the employee will be granted up to 3 regularly scheduled days off with pay to attend the funeral and to attend to family needs.

Should more than 3 days be needed, they may be taken as accrued personal or vacation days or they may be taken without pay, subject to the discretion of the supervisor.

Leave with pay for a maximum of 1 day may be granted to attend the funeral of a relative outside the immediate family or household. Leave with pay not to exceed 1/2 day may be granted at the discretion of the supervisor to attend the funeral service of a close friend.

### **Military Training Leave (Paid)**

If an employee is a member of a military reserve or National Guard unit and is called to serve a 2-week tour of active duty, he/she will be granted military leave of absence with pay, reduced by the reserve pay for up to a maximum of 2 weeks. Such leaves will not affect the employee's vacation. The employee should give the supervisor a copy of the military orders as soon as possible.

### **Military Service Leave (Unpaid)**

Employees may be released, without pay, for extended military obligations. Full time and regular part-time employees entering the U. S. Armed Forces receive certain job protections under federal law. Before the employee leaves to serve in the military, he/she should contact the Administrative Director of Human Resources in Cincinnati to discuss benefits and obligations to maintain his/her employment status with the College-Institute.

### **Family and Medical Leave (Unpaid)** (under the Family Medical Leave Act of 1993)

The College-Institute recognizes that family obligations and medical conditions may occasionally cause absence from work. In such cases, an eligible employee may request an unpaid leave of absence under our Family and Medical Leave of Absence Policy. Employees with 12 months<sup>□</sup> continuous service and 1,250 hours worked are eligible for leave under this policy.

Employees failing to meet eligibility requirements are not entitled to leave under this policy.

An employee may need to take time off for one of the following reasons: birth or adoption of a child, a personal serious medical condition that exceeds 3 days, or the serious medical condition of a family member that requires family help. Under certain conditions, employees may take FMLA leave intermittently to reduce their normal weekly or daily work schedule. These requests will be reviewed by the supervisor. To apply for a leave, the employee should submit a Request for Family or Medical Leave request form (see Appendix B: Forms) to his/her supervisor 30 days prior to any leave that can be anticipated, or as soon as possible prior to start of leave if the absence cannot be anticipated.

If the request is for a serious medical condition, the employee must also submit a physician's certification describing the nature of the medical condition and anticipated duration of absence. If for a personal illness, the employee will be asked to submit a physician's certification of his/her ability to return to work. Copies of adoption papers should be provided if the leave is due to child adoption.

In general, the following conditions apply:

1. A family and medical leave is unpaid and is limited to a maximum of 12 weeks in a 12-month period. In the event that both an employee and his/her spouse are employed at the College-Institute, the two would be limited to a total of 12 weeks of leave in any one year.
2. Paid vacation and sick days run concurrently with the leave and do not extend the period of the actual leave.
3. The leave will be calculated from the last day actually worked.
4. An employee's seniority continues to accrue during a leave of absence. Vacation and sick days are not accrued during a leave of more than 30 calendar days.
5. The College-Institute will maintain the employee's group health plan coverage during the leave, that is, the College will pay the premium as if leave had not been taken, and the employee must pay his or her usual share of the premium.
6. If an employee returns at the expiration date of the leave but does not then work for at least the period of time comparable to the period of leave, he/she will be required to repay the portion of the insurance premiums paid by the College-Institute on his/her behalf during the leave. If an employees fails to return to work after a leave, he/she will be required to repay the portion of the insurance premiums paid by the College-Institute on his/her behalf during the leave.
7. Whenever the circumstances under which a leave is granted are altered, the leave is immediately canceled and the employee must return to work.
8. Failure to return at the expiration of the leave may be considered as resignation.
9. Upon return from FMLA leave, an employee will be restored to his/her original position or to an essentially equivalent position.
10. The above provisions regarding benefits, length of service, and reinstatement of employment are limited to a period not to exceed 12 weeks. After 12 weeks, approval of further leave, provision of continued benefits, and re-employment are at the discretion of administration, considering staffing needs and the circumstances of the case.

### **Personal Leave (Unpaid)**

Full-time or regular part-time employees may need to take time off for a personal reason that does not fall under the FMLA. In these cases, the College-Institute can grant an unpaid personal leave if the employee has 12 months of eligible service. The amount of leave that can be approved will depend on the employee's needs and those of the department. Each request for leave will be handled on an individual basis, in writing, and approval is at management discretion, subject to the needs of the College-Institute. Personal leaves of absence are not intended for employees who are leaving their employment and do not intend to return to work.

In determining eligibility for leaves of absence without pay in excess of 2 weeks, the following will be considered: the supervisor's recommendation, the employee's work record, the employee's length of service, leave previously granted, the reason the leave is being requested, duration of the leave requested, the department's ability to complete the employee's work during the leave period.

An employee's seniority continues to accrue during a leave of absence. Vacation and sick days are not accrued during a leave of more than 30 calendar days. The College-Institute will maintain the employee's group health plan coverage during the leave, that is, the College will pay the premium as if leave had not been taken, and the employee must pay his or her usual share of the premium. If an employee returns at the expiration date of the leave but does not then work for at least the period of time comparable to the period of leave, he/she will be required to repay the portion of the insurance premiums paid by the College-Institute on his/her behalf during the leave. If an employee fails to return to work after a leave, he/she will be required to repay the portion of the insurance premiums paid by the College-Institute on his/her behalf during the leave.

For leaves of more than 4 weeks, the College-Institute shall make every reasonable effort to hold open the employee's job. However, during any period of leave, the College-Institute reserves the right to fill, change, or eliminate a vacant position if required by the needs of the College-Institute. In such cases an employee returning from leave may apply for consideration for a similar position if any such position is available or be terminated.

## **VACATION** – Revised effective May 1, 2005

It is the policy of the College-Institute to grant vacation with pay to all regular, full-time employees who have successfully completed the initial orientation period. Vacation provides the opportunity for rest, recreation, and relaxation necessary to the maintenance of effective work performance, and all eligible employees are expected to take their vacation leaves regularly.

Vacation leave begins to accrue (be earned) with the first of the month following 30 days' continuous employment (Benefit Effective Date). Paid vacation leave may not be taken prior to successful completion of the initial orientation period.

Vacation will stop accruing (being earned) if an employee reaches the maximum balance (equal to two years' accrual), that is, no further vacation will accrue until the month after the employee's vacation balance is reduced.

Supervisors are expected to track their own and their staff's vacation accrual and monthly vacation usage monthly (based on non-exempt time sheets and Exempt Exception sheets) so that each individual employee is aware of the number of days that must be used in order to permit vacation accrual to continue. In accordance with pages 7-8 of this Handbook, if an exempt employee does not submit Exempt Exception Reports, it will be assumed that he/she has used all of his/her earned vacation days. Employee recordkeeping calendars are available through the Office of Human Resources.

All vacations must be scheduled in advance with the supervisor. Vacation may be taken in whole and/or half days, not hours.

May 1, 2005

Vacation is not earned while an employee is on leave of absence.

If a paid holiday falls during an employee's vacation, the employee is entitled to an additional day off with pay, at a time mutually agreeable to the College and the employee.

If an employee becomes ill while on a scheduled vacation, those days will be counted as vacation days unless a written request to convert those days into sick leave is accompanied by proper medical documentation through the supervisor.

If the College-Institute closes for an unscheduled reason (e.g., inclement weather) while an employee is on leave (vacation, sick, FMLA, personal), the employee's leave will not be extended by that time.

Monthly accrual rates are determined by the employee's Benefit Effective Date, according to the schedules below.

Non-Exempt Employees (Non-Maintenance)

Vacation time accrues each month (pro-rated, based on a 35-hour work week) of full-time service as follows:

<u>Years Completed from Benefit Effective Date</u>	<u>Hours Accrued per</u>		<u>Yearly Total (Days)</u>
	<u>Month</u>	<u>Year</u>	
Through 5 years	5.83	70	10
Beginning of 6 <sup>th</sup> year - 8 years	8.75	105	15
Beginning of 9 <sup>th</sup> year and over	11.66	140	20

Vacation will stop accruing (being earned) if an employee reaches the maximum balance (equal to two years' accrual), that is, no further vacation will accrue until the month after the employee's vacation balance is reduced.

Exempt Employees

Vacation time accrues each month (pro-rated, based on a 35-hour work week) of full-time service, as follows:

<u>Years Completed at Benefit Effective Date</u>	<u>Hours Accrued per</u>		<u>Yearly Total (Days)</u>
	<u>Month</u>	<u>Year</u>	
1 and over	11.66	139.92	20

Vacation will stop accruing (being earned) if an employee reaches the maximum balance (equal to two years' accrual), that is, no further vacation will accrue until the month after the employee's vacation balance is reduced.

May 1, 2005

Maintenance Employees

Vacation time accrues month (pro-rated, based on a 40-hour work week) of full-time service, as follows:

<u>Years Completed from Benefit Effective Date</u>	<u>Hours Accrued per</u>		<u>Yearly Total (Days)</u>
	<u>Month</u>	<u>Year</u>	
Through 5 years	6.67	80	10
Beginning of 6 <sup>th</sup> year - 8 years	10.00	120	15
Beginning of 9 <sup>th</sup> year and over	13.34	160	20

Section Five



## **VACATION PAY IN ADVANCE**

To receive earned vacation pay in advance, an employee may submit a request form to his/her supervisor at least 2 weeks prior to the last day to be worked before the scheduled vacation.

## **HOLIDAYS**

Employees must work the last scheduled day before a holiday and the first scheduled working day following the holiday to be eligible for holiday pay, unless that time off has been pre-scheduled.

Employees wishing to observe religious holidays when the College-Institute is not closed may take that time off to be charged against their personal or vacation days. Employees may take 1 hour in addition to the lunch hour on Ash Wednesday and Good Friday to enable them to attend church services. This time must be made up with their supervisor's agreement within the same week. Time off in excess of the one hour may be charged against personal or vacation days, or may be taken as a leave without pay.

If a designated holiday falls within an employee's vacation period, the holiday is not considered a vacation day.

## **HOLIDAYS**

### **National Holidays**

The College-Institute provides 9 paid national holidays each year. The College-Institute is officially closed on these days:

New Year's Day\*  
Martin Luther King Day  
President's Day  
Memorial Day  
Independence Day\*  
Labor Day  
Thanksgiving  
Day after Thanksgiving  
Christmas\*

- \* If these holidays fall on a Thursday, the College-Institute will also be closed on Friday.
  - \* If these holidays fall on a Saturday, the College-Institute will be closed on Friday.
  - \* If these holidays fall on a Sunday, the College-Institute will be closed on Monday.
- In other cases, the College-Institute will be closed on the actual date.

When Christmas Day and New Year's Day fall on a weekday, the College-Institute will close at 12:30 p.m. on the preceding weekday.

**Jewish Religious Holidays**

Employees wishing to observe a Jewish religious holiday or the second day of any Jewish religious holiday when the College-Institute is not closed must pre-schedule that time off to be charged against their earned personal or vacation days, or that time may be taken as a leave without pay.

The College-Institute observes the following Jewish religious holidays:

	College-Institute closed at 12:30 p.m.	College-Institute closed at 3 p.m.	College-Institute closed all day
Day preceding Rosh Hashanah	x		
First day of Rosh Hashanah			x
Day preceding Yom Kippur	x		
Yom Kippur			x
Day preceding Sukkot		x	
First day of Sukkot			x
Day preceding Shemini Atzeret—Simchat Torah (Day preceding Eighth day of Sukkot)		x	
Shemini Atzeret—Simchat Torah (Eighth day of Sukkot)			x
Day preceding Passover	x		
First day of Passover			x
Second Day of Passover			Only if second day is on Friday
Day preceding Seventh day of Passover		x	
Seventh day of Passover			x
Day preceding Shavuot		x	
First day of Shavuot			x

## **ELECTION DAY**

Employees who are registered voters may take 1/2 hour off with pay from work at the beginning or the end of their work day in order to vote if polling places are not open either 4 consecutive hours before or after the employee's scheduled workday. The employee must advise his/her supervisor at least 24 hours in advance of the time off needed for voting.

## **TUITION REMISSION POLICY**

Hebrew Union College-Jewish Institute of Religion (HUC-JIR) is pleased to provide HUC-JIR tuition remission as a benefit to eligible employees and emeriti professors. This benefit is offered to encourage HUC-JIR employees, emeriti professors, their spouses or domestic partners, and children to take advantage of our academic programs and to provide meaningful financial assistance to defray the cost of these programs.

### General Information

This policy covers only HUC-JIR graduate courses leading to a HUC-JIR degree taken by eligible HUC-JIR employees, emeriti professors, and their spouses or domestic partners and children. Undergraduate and graduate courses taken at other institutions are subject to different policies as established by agreement between HUC-JIR and those other institutions.

The availability of the Tuition Remission Plan does not guarantee that an applicant for admission will be accepted by an academic division of HUC-JIR.

### Eligibility and Participants

HUC-JIR benefits-eligible faculty and staff, as well as emeriti professors, are eligible for HUC-JIR tuition remission for themselves, their spouses, and children at the beginning of the first academic year following employment or retirement from the faculty. Domestic partners (as defined for participation in HUC-JIR benefits) and their children are also eligible to participate in the Plan. The employee must be in good standing in order to qualify for the benefit.

Although most HUC-JIR programs require full-time commitment as a student, situations may arise in which a benefits-eligible employee is permitted to enroll in a degree-granting HUC-JIR program on an extended schedule of studies.

The term “children” for the purposes of this policy means the natural, adopted, or stepchildren of the employee, or his/her domestic partner. The term “dependent children” for the purposes of this policy means children who are eligible to be claimed as a dependent for federal tax purposes for at least one parent. Employees may be required to provide proof of eligibility (birth certificate, tax forms, etc.). A child who is not considered a dependent under IRS guidelines<sup>1</sup> may also be eligible for the tuition remission.

### Application Process and Deadline

An Application for Tuition Remission must be completed by full-time students for each academic year or by part-time students for each semester, quadmester or session.

The employee or emeritus professor must submit the Tuition Remission Application to the Administrative Director of Human Resources thirty days prior to the beginning of the academic year,

semester, quadmester or session to which it will apply.

The Office of Human Resources will verify the applicant's eligibility and, if a returning student, confirm with the campus registrar the student's good standing/status. The approved form will then be forwarded to the campus financial aid officer, who will determine the amount of the student's award and send that information to Student Billing Records.

#### Determination of Tuition Remission Award Amount

All matriculated HUC students that apply for tuition remission will be required to complete the Free Application for Federal Student Aid (FAFSA) form to determine eligibility for federal, state or institutional aid. HUC-JIR will then determine the amount of scholarships or need-based aid that it will award to the student. The amount of the tuition remission benefit will be the difference between the student's scholarship/financial aid award and the amount of the billed tuition.

Tuition Remission covers only tuition—not registration fees, service fees or any incidental expenses. The student is responsible for payment of all fees.

#### Taxation of Tuition Remission Benefits

- Tuition remission granted to an employee for graduate level courses is considered a benefit exempt from taxation up to a maximum of \$5250 per calendar year. However, if the employee's supervisor provides written certification to the Administrative Director of Human Resources that the courses taken will directly benefit the College, is a job requirement for continued employment, or will improve the operations of the department, the entire tuition remission is not taxable income.
- The full amount of tuition remission for graduate courses taken by an employee's or emeritus professor's spouse, domestic partner, or their dependent children is taxable income.
- The full amount of tuition remission for graduate courses taken by an employee's or emeritus professor's non-dependent children is taxable income.
- The employee or emeritus professor will not be reimbursed by HUC-JIR for any taxes owed.

At the beginning of each semester, the Student Billing Coordinator will send the Payroll Office a list of employees and emeriti professors that receive a taxable educational benefit and the amount of that benefit. This list will include any additions or changes in registration status. Payroll will make necessary adjustments to the employee's tax withholding in equal installments throughout the semester. In the case of an emeritus professor, a 1099 tax form will be issued. A letter will be sent to notify the employee or the emeritus professor of the amount of the taxable benefit and the taxation period.

### Tuition Remission and Termination of Employment

If, for any reason, a recipient of the tuition remission benefit leaves the employment of HUC-JIR, he or she will become immediately ineligible for continuation of the benefit. The student will be billed a pro-rated amount for any tuition due as a result of this cessation of benefit. The same is true if an employee loses eligibility.

### Tuition Remission Death Benefit

The spouse/domestic partner and eligible children of a full-time employee who dies while employed by the College and while the spouse/domestic partner/children is/are attending HUC-JIR will be granted tuition remission benefits until the end of their degree program. The spouse and eligible children of an emeritus professor who dies while the spouse/domestic partner/children is/are attending HUC-JIR will be granted tuition remission benefits until the end of their degree program.

Students eligible for continued tuition remission under this death benefit provision are responsible for submitting their application for tuition remission in accordance with the application procedure stated above.

**TUITION REMISSION FOR WORK-RELATED NON-CREDIT COURSES AT AFFILIATED INSTITUTIONS**

Full-time employees should consult the campus registrar for information.

Attending such courses must not interfere with the employee's regular work hours, that is, courses may not be taken during the employee's regular workday.

## **FLEXIBLE SPENDING ACCOUNT**

The College-Institute's Flexible Spending Account offers employees the option to have deductions taken from their paycheck on a pre-tax basis and held in an account for the employee to pay for unreimbursed medical or dependent care expenses. Please consult the plan booklet for details.

## **PENSION**

The College-Institute pays the full cost of the plan. An employee's benefit is vested after 2 years of service. If employment permanently ends before an employee becomes vested, he/she will lose all rights to pension benefits. Please consult the Pension Plan Summary Plan Description for details.

January 2, 2001



## **SECTION SIX**

### **WORKPLACE POLICIES**

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## **ATTENDANCE AT STAFF MEETINGS/SEMINARS**

All employees on campus are expected to attend those meetings/seminars/campus-wide functions which are held on campus during regularly scheduled work hours and to which they have been asked to attend. The convening of a special meeting before the end of the workday does not constitute "early closing" for employees.

## **PERFORMANCE APPRAISAL**

Performance appraisals are intended to be used in a positive way to identify employee strengths and identify areas that require improvement. The College-Institute encourages supervisors to regularly discuss with their staff progress toward achieving individual goals and, at the same time, to resolve any misunderstandings about work performance or expectations. Employees may also initiate the performance appraisal process.

## **STANDARDS OF CONDUCT**

Every organization has standards and rules of conduct to govern its activities. The College-Institute expects that employees will meet their obligation as employees by complying with the College-Institute's common sense rules. In turn, as an employer, the College-Institute will treat its employees honestly, fairly, and with individual consideration. All cases involving disciplinary action are treated seriously.

Naturally, infractions of certain work rules and regulations are more serious than others. Because situations must be weighted individually, no specific disciplinary action is mandatory. The College-Institute reserves the right to administer disciplinary rules and procedures based on its interpretation of the facts of the incident(s) and to adapt discipline procedures or use immediate termination when such actions may be in the best interest of the College-Institute. Guidelines have been established, however, and the normal (although not obligatory) steps in the disciplinary process are as follows:

1. Verbal warning.
2. Written warning.
3. Suspension without pay.
4. Termination.

The following is not intended to be a complete list of prohibited behaviors but is intended to serve as a general guideline. Other similar behaviors may be subject to disciplinary action, including termination.

- Pattern of excessive absenteeism or tardiness (four or more instances of absenteeism or tardiness within five months).
- Disregard for time reporting procedures.
- Returning late from lunch or break periods.
- Failure to follow College-Institute policies or procedures.
- Disorderly conduct on College-Institute property including fighting or attempting bodily injury, or the use of obscene, abusive, or threatening language toward others.
- Unlawful discrimination or harassment.
- Absence from work without justifiable reason or without reporting off.
- Use of discriminatory, hostile, suggestive, or otherwise inappropriate language conveyed by telephone, voice mail systems, or computers, including electronic mail systems (e-mail).

- Insubordination, including refusal or intentional failure to perform assigned work.
- Purposeful damage to College-Institute property.
- Unauthorized removal or use of any property of the College-Institute or that of another employee.
- Falsifying College-Institute records, reports or statistics, including personnel and/or employment records.
- Falsifying personal time records or helping others falsify their records.
- Divulging College-Institute information of a confidential nature to unauthorized persons.
- Reporting to work under the influence of illegal drugs or liquor. Possessing or bringing intoxicating beverages or illegal drugs on College-Institute premises.
- Carrying any weapon while on College-Institute property.
- Conviction of a criminal offense.

## **PROBLEM RESOLUTION**

The College-Institute defines a problem as anything in an employee's work or work relationships that is a cause for distress, a reason for complaint or resistance, or feelings of unfair treatment. Any specific complaint about working conditions, supervision, co-workers or other related problems can be the subject of a problem.

The College-Institute may use informal and formal procedures in resolving a problem. An employee should first discuss the problem with his/her supervisor or department head. If this does not solve the problem, then a formal complaint procedure is available. The employee may ask the Dean to appoint a 3-person committee to attempt to resolve the problem. If the problem persists after these procedures, the employee may appeal to the Dean. If no resolution is then reached, a last appeal may be made to the vice-president for administration and finance, whose decision will be final and binding.

The College-Institute established this procedure to provide both the employee and the College-Institute an opportunity to resolve problems. It is the sole and exclusive remedy for resolution of these problems.

This policy does not apply to harassment complaints. (See page 21 and Appendix A.)

## **CAMPUS CLOSINGS**

The College-Institute recognizes that circumstances beyond its control, such as inclement weather, natural disaster, national crisis, or other emergency, do occur. On such occasions, the College-Institute may open late or close for all or part of a regularly scheduled workday. In such event, the Dean's Office will endeavor to notify all supervisory personnel to contact their employees as early as possible.

If the College-Institute elects to not open a campus or to close before the normally scheduled closing time because of weather conditions or other emergency situations beyond its control, full-time employees will be paid for the entire scheduled workday. **If the College-Institute closes for an unscheduled reason (e.g., inclement weather) while an employee is on leave (vacation, sick, FMLA, personal), the employee's leave will not be extended by that time.**

On a day when the College-Institute's opening time has been postponed, office employees reporting to work by the announced opening time will be paid for the entire scheduled workday.

Office employees reporting to work more than 1 hour past the announced opening time will be paid only for actual hours worked.

Those employees unable to get to work will be allowed to charge such an absence to an earned vacation or personal day, or the time will be considered a leave without pay.

If for some reason an employee feels that he/she must leave because of poor weather, even though the campus is not officially closing, that employee must have the approval of his/her supervisor to take the rest of the day off. In this instance, the employee will be paid only for hours worked and may charge unworked hours to vacation or personal time, or the time will be considered a leave without pay.

Maintenance personnel will adhere to their campus's plan for staffing during emergency conditions.

## **SECONDARY EMPLOYMENT**

The College-Institute recognizes that an employee may accept secondary employment or participate in other activities or organizations. However, College-Institute employees are expected to be available for all scheduled work, including overtime work as requested. Any outside interests or employment that affect job performance or result in conflict of interest or competition will not be permitted. Doing personal work during working hours or conducting outside business on College-Institute time may result in disciplinary action. The employee should speak to his/her supervisor if he/she encounters a situation that appears to be in violation of this policy.

## **HEALTH AND SAFETY**

It is the policy of the College-Institute to follow operating practices that will safeguard all employees and result in safe and healthful working conditions and efficient operation.

Before starting work under conditions which an employee believes are unsafe, he/she must call these conditions to the attention of the person in charge. The employee is expected to report to his/her immediate supervisor any unsafe conditions.

Employee suggestions and ideas toward improving methods and making conditions safer are earnestly sought. If an employee has any ideas or suggestions regarding safety, he/she should report them to the supervisor immediately.

If an employee is injured on the job and requires medical attention, the following steps should be taken:

1. Notify the employee's supervisor immediately.
2. If the injury requires immediate medical attention, the employee should first be transported to the nearest emergency room.
3. The employee and his/her supervisor should complete the "Employee Injury Report Form" attaching any other relevant documentation and, depending on the campus, give it to the Administrative Director of Human Resources in Cincinnati or to the campus Office Manager, who will forward a copy to Cincinnati.
4. The employee should follow the claim process instructions provided by the Administrative Director of Human Resources or the campus Office Manager. Since each state may have different reporting requirements, please consult the Administrative Director of Human Resources in Cincinnati or the campus Office Manager for specific information.

## **SECURITY**

Employees should observe the following security measures:

1. Observe all regulations regarding closing or locking of doors or safekeeping enclosures.
2. An employee should immediately report to his/her supervisor any suspicious security irregularities and acts of theft, sabotage, vandalism or damage of College-Institute property.
3. Employees will be responsible for safeguarding their own personal property.
4. All College-Institute keys, records, documents and other College-Institute property must be turned in at separation of employment.

Under no circumstances will the College-Institute be responsible for any loss to an employee caused by theft, sabotage, vandalism, fire or any natural disaster.

## **PERSONNEL FILES AND RECORDS**

Personnel files and other sensitive records will be kept confidential. Access to these files will only be given to individuals who have both a need and a right to view them. Upon written request of the employee, personnel files relating solely to that employee will be made available to that individual, in the presence of the Administrative Director of Human Resources or Office Manager. The employee will be permitted to make notes concerning any such information; however, no photocopies will be allowed. Employees must give their written permission before there will be external disclosure of their personal information (including salary), with the exception of the following information:

- a. Verification of dates of employment, positions held.
- b. Personal information which the College-Institute is legally required to reveal by court order or subpoena. In the latter case, the employee will be informed prior to the disclosure if reasonably possible.

An employee is to notify the Administrative Director of Human resources whenever there is a change in address, name, telephone number, marital status, person to notify in case of accident or illness, number of dependents, or insurance beneficiary.

## **PERSONAL APPEARANCE**

In order to present a professional College-Institute image and working atmosphere, employees are expected to dress appropriately for their job responsibilities. For office employees, dress attire such as slacks, suit, and tie for men, or dresses, suits, skirts or slacks for women are deemed appropriate. Casual garments such as shorts, jeans, imprinted t-shirts, or sweat suits are not appropriate. Employees reporting to work wearing unacceptable attire will be advised of that by their supervisor; should there be another occurrence, the employee will be asked to leave and return in suitable/acceptable attire. The time missed by such an absence will be considered time off without pay or may be charged against accumulated personal or vacation time.

### **EMERGENCY LOAN (PAYROLL ADVANCE)**

Under certain circumstances, full-time employees may be eligible for an emergency loan from the College-Institute. Specific guidelines for such loans are available in the Dean's Office and the Business Office. In general, (1) the employee must have six months' service with the College-Institute; (2) a loan may not exceed one month's regular salary; (3) repayment must be made within 6 months; (4) the employee will sign a promissory note; (5) a loan will be given only for unforeseen and unexpected emergency needs; (6) the employee's supervisor and the campus dean must recommend approval.

## **ACCEPTABLE USE OF TELEPHONE, E-MAIL, AND INTERNET (www browsing)**

The E-mail, phone mail, and Internet browsing systems of HUC-JIR are part of the business equipment and technology platform and should be used for College-Institute purposes. Excessive personal use of any of these systems is prohibited.

E-mail, phone mail, or the Internet shall not be used to transmit vulgar, profane, insulting, or offensive messages such as racial or sexual slurs. Prohibited uses of the Internet, E-mail, and phone mail include, but are not limited to, soliciting outside business ventures, advertising for personal enterprises, sending unsolicited junk mail, sending sexually offensive messages. Junk E-mail (SPAM) includes, but is not limited to, forwarding E-mail about free stock, cookie recipes, virus warnings, money offers, etc. If you are unsure, do not send the E-mail.

The Director of Information Services is solely responsible for confirming and issuing virus warnings.

The College-Institute, in its discretion, reserves the right to monitor and to access any matter created, received, or sent from the E-mail, phone mail, or Internet. Such monitoring may include accessing recorded messages and printing and reading data files by College-Institute employees who are authorized by the administration to do so.

Employees are not permitted to use passwords, access a file, or retrieve any stored communication unless authorized to do, or unless they have received prior clearance from an authorized College-Institute representative. Passwords are the property of the College-Institute.

Even if a password is used for the e-mail or the phone mail system, it is impossible to ensure the confidentiality of any message created, received, or sent from the system.

Employees who violate this policy are subject to disciplinary action up to and including termination. Any employee who becomes aware of misuse of the e-mail or phone mail system should promptly contact either the Business Office, the Director of Information Services, or the campus dean.

## **NON-SMOKING POLICY**

The Cincinnati, Los Angeles, and New York campuses of the College-Institute conform to local non-smoking regulations in their buildings.

## **DRUG-FREE CAMPUS**

Hebrew Union College-Jewish Institute of Religion has established an institution-wide policy that promotes a drug-free and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989. Please refer to Appendix C for the complete text of the policy and procedures.

July 1, 2001

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