



**HEBREW UNION COLLEGE-JEWISH INSTITUTE OF  
RELIGION  
EMPLOYEE HANDBOOK**

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EMPLOYEE HANDBOOK**

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**I. WELCOME AND INTRODUCTION**

**President's Welcome Letter**

Dear Employees,

Thank you for advancing HUC-JIR's mission: forming clergy, preparing leaders, teachers, and scholars, and advancing scholarship and ideas that strengthen our understanding and practice of Judaism and Jewish life. With campuses in the United States and Israel, we help individuals live lives with dignity, meaning and purpose, build vibrant communities, and advance understanding, kindness, and justice throughout our globe.

We greatly appreciate your abiding commitment to HUC-JIR. Your dedication strengthens our academic programs, supports the scholarship and teaching of our faculty, prepares our motivated students to pursue their callings, sustains our fiscal responsibility, and reinforces our engagement of alumni, donors, and prospective students.

You are vital partners in our ONE HUC-JIR community, which is inspired and driven forward by our shared values of inclusion, respect, pluralism, diversity, equality, and academic excellence.

Together, we strive to foster, maintain and continually strengthen a culture of safety and respect in our workplace by promoting professionalism and an environment that stands for integrity, kindness, transparency, empowerment, trust, and appreciation.

This Employee Handbook provides more details and explanations about these values and expectations. Senior management should exemplify these values through management of their teams, and these values should be modeled by all employees in interactions with students, faculty, staff, Board members, donors, and external associates.

You are integral to the spirit of ONE HUC-JIR, where our collective vision, ethical standards, and determination will secure a promising future for all.

Andrew Rehfeld, Ph.D.  
President

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**Global Director of Human Resources' Welcome Letter**

Dear Employees,

On behalf of the Hebrew Union College-Jewish Institute of Religion, I would like to extend a warm welcome to you as a member of the HUC-JIR Team. We are pleased that you are part of our multi-campus academic and spiritual learning community and thank you for supporting our mission of building a vibrant progressive Judaism in North America, Israel, and around the globe.

As an employee, you play an essential role in helping HUC-JIR maintain our momentum as we work to strengthen our ONE HUC-JIR community, enhance global impact, and achieve excellence in everything that we do. Most importantly, we take pride in our commitment to creating a safe, inclusive, diverse, open, cooperative, and dynamic atmosphere in which all employees and the institution thrive.

As you begin to settle into your new role, please take the time to review this Employee Handbook, which provides an overview of the values and ethics on which HUC-JIR stands. We look forward to benefiting from all your talents and abilities as you grow with HUC-JIR.

Please be in touch if I can be of further assistance!

Nicole Jones, M.B.A., SHRM-CP  
Global Human Resources Director



# HEBREW UNION COLLEGE-JEWISH INSTITUTE OF RELIGION EMPLOYEE HANDBOOK

## ABOUT THIS HANDBOOK

This Employee Handbook contains the policies of the Hebrew Union College-Jewish Institute of Religion (HUC-JIR) that pertain to all employees on its three American campuses. It provides employees with helpful information related to employment and assists HUC-JIR in the accomplishment of its mission by providing orderly administration of the work force. Unless otherwise indicated, the guidelines, benefits, and policies in this Handbook apply to all employees regardless of any employment-related classification (such as faculty or staff, full-time or part-time, exempt, or non-exempt) and regardless of the source of funding (such as research grants, donor supported positions, or HUC-JIR's regular payroll).

This version of the Handbook supersedes and replaces all prior employment policies and practices.

All employees are expected to be familiar with and abide by the policies in this Handbook. All employees are also expected to administer and enforce these policies fairly and consistently.

This Handbook provides an overview of many of the important policies that apply to employees of HUC-JIR. Additional employment-related information may also be available through supplemental resources. For more details about work policies, procedures and/or benefits, please consult with the National Office of Human Resources in Cincinnati ([HR@huc.edu](mailto:HR@huc.edu)). For more information about benefits and retirement plans, please read the plan description booklets available from the National Office of Human Resources. 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. For additional policies, procedures, and other information pertaining exclusively to HUC-JIR board-appointed faculty members, please see the Faculty Handbook maintained by the Office of the Provost. Because no handbook can answer every question or address every situation that may arise, HUC-JIR will interpret, enforce, and update its policies and any related procedures in its sole discretion.

HUC-JIR also reserves the right to alter, add or eliminate any of the guidelines, benefits and/or policies set forth or referenced in the Handbook in its sole discretion, with or without prior notice. Although the administration strives to keep employees informed of the most current version of the Handbook or any updates thereto, the online versions of the Handbook may not always reflect HUC-JIR's most current rules and practices. When a change is made, HUC-JIR will issue written notice to employees as soon as administratively possible

Nothing in this Handbook (or any update or subsequent version of this Handbook) creates any express or implied contractor guarantee of employment for a specific

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duration or any other enforceable promise. All employment at HUC-JIR is “at-will” unless there is a written employment agreement in place that has been signed by the President and the employee (e.g., faculty members). No member of the administration except the President has the authority to modify any employee’s “at-will” employment status, make any verbal or written commitments that contravene the policies in this Handbook, or create any other legally enforceable commitment to any employee with respect to any term or condition of employment.

If you have any questions about anything presented here, please see your supervisor or the Global Director of Human Resources.

### II. GUIDING PRINCIPLES AND POLICIES

#### HUC-JIR MISSION

**Hebrew Union College-Jewish Institute of Religion (HUC-JIR)** is North America’s premier institution of Jewish higher education and the center for professional leadership development of Reform Judaism. A multi-campus academic and spiritual learning community, HUC-JIR builds vibrant progressive Judaism in North America, Israel and around the globe by:

- Studying the great issues of Jewish life, history and thought with an open, egalitarian, inclusive and pluralistic spirit.
- Educating innovative, visionary clergy and professionals who embody the sustaining values, responsibilities, practices, and texts of Jewish tradition to inspire future generations.
- Advancing the critical study of Judaism and Jewish culture in accordance with the highest standards of modern academic scholarship.

#### CORE VALUES

HUC-JIR’s values derive specifically from a set of Jewish values or concepts that we espouse and which we believe can guide the establishment of a safe and respectful community. These include:

1. *B’Tzelem Elohim*: Each human being is made “in the image of God” (Genesis 1:27). This assertion endows every individual with inherent dignity and worth. When we fail to treat another person with respect, we denigrate the image of God, and in so doing, we lessen God Godself.

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2. *M'shaneh HaBriyot*: Mishnah Sanhedrin 4:5 teaches that one of the unique qualities of God is reflected in the diversity of creation. “When a human being mints coins using a stamp, each coin made from the stamp is identical to the others. But the Holy One forms every human being using the seal of the first human being, and not a single one is identical to another.” We celebrate diversity as an indication of God’s hand.
3. *B’Yad HaLashon*: Proverbs 18:21 teaches us that “Death and life are in the power of the tongue.” Speech matters. It is not enough to create an environment where individuals are safe from physical assault. A safe and respectful community is one in which speech is not used as a tool to demean or humiliate. The Talmud reminds us that hurtful speech can never be completely erased.
4. *Eilu v’Eilu*: Jewish tradition values the exchange of ideas. Our sacred literature is replete with records of disputes among the sages, and many of those disputes are recorded without a final resolution. Pirkei Avot teaches that disputes “for the sake of Heaven” are enduring. We should be able to disagree and speak of those disagreements, while maintaining a respectful stance towards those whose views differ from our own.
5. *Tikkun*: The Reform Movement endorses the idea of *tikkun olam*, a commitment to repairing or improving the world. HUC should strive to be a space in which each member of the community is engaged in *tikkun* not only on a macro level, but on a micro level as well. This type of *tikkun* manifests itself in awareness that each of us is an imperfect being who may make mistakes, but who is capable of change and open to *teshuvah*, the process of recognizing, asking for forgiveness for, and striving to repair those mistakes.

### CODE OF ETHICS

Given its mission, Hebrew Union College-Jewish Institute of Religion (the “College-Institute”) establishes the Code of Ethics Policy (the “Code”) that College-Institute community members have an inherent duty to act ethically in all circumstances and interactions with members of the College-Institute community and our partner institutions with whom we work and place students.

This is a statement of principle which cannot serve effectively as a stand-alone document. Rather, its requirement that College-Institute community members act ethically is incorporated into all other College-Institute policies. Our collective and individual duties to act ethically are an inherent part of all policies. You may read the full Code of Ethics Policy [here](#).

### MONITORING COMPLIANCE AND INVESTIGATING COMPLAINTS POLICY

Hebrew Union College – Jewish Institute of Religion (the “Organization”) requires

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governors, directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities (the “Ethics”). Governors, directors, officers, and employees must practice honesty and integrity in fulfilling responsibilities and comply with all applicable laws and regulations. You may read the full Policy [here](#).

### **CONFLICTS OF INTEREST POLICY**

The Conflicts of Interest Policy ("Conflicts Policy") protects the interests of the Hebrew Union College – Jewish Institute Of Religion Foundation (the "Foundation") when it is contemplating entering a transaction or arrangement that might benefit the private interest of an officer or trustee of the Foundation or might result in a possible excess benefit transaction. This Policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to non-profit and charitable organizations. You may read the full Conflicts of Interest Policy [here](#).

### **CONFIDENTIAL INFORMATION POLICY**

All employees shall maintain Hebrew Union College -Jewish Institute of Religion’s (“College-Institute”) proprietary and/or non-public oral, written, or machine-readable information in a manner which protects this information from disclosure and exposure and ensures its privacy and safety. You may read the full Confidential Information Policy [here](#).

### **FAMILY EDUCATIONAL RECORDS POLICY**

Hebrew Union College-Jewish Institute of Religion complies with the Family Educational Records and Privacy Act of 1974 (FERPA) as amended and publishes a notice on the College-Institute’s Registrar Website. You may read the full FERPA Policy [here](#).

### **POLICIES PROHIBITING DISCRIMINATION**

#### **EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY**

The Hebrew Union College – Jewish Institute of Religion (the “College-Institute”) prohibits unlawful discrimination in employment and education on the bases of race, color, ancestry, national origin, ethnicity, religion (including observance of Sabbath), disability, medical condition, use of service dog, marital and familial status, age, sex, sexual orientation, status as a victim of domestic violence, assault or stalking, gender identity and expression, genetic information, AIDS/HIV, pregnancy, political activities or affiliations, military or veteran status, prior arrests or criminal accusations and, subject to applicable requirements, prior convictions, lawful off-work conduct and any other legally protected status or activity (“protected status”).

However, nothing in this policy waives or restricts the ability of the College-Institute, a religious institution, to exercise its First Amendment right to make personnel and other

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decisions consistent with and according to its Jewish faith. You may read the full Equal Opportunity and Non-Discrimination Policy [here](#).

### POLICY PROHIBITING UNLAWFUL HARASSMENT ON THE BASIS OF SEX

The Hebrew Union College – Jewish Institute of Religion (the “College-Institute”) prohibits unlawful harassment in employment and education, on the basis of sex. You may read the full Policy Prohibiting Unlawful Harassment on The Basis of Sex [here](#).

### POLICY PROHIBITING SEXUAL MISCONDUCT AND INTERPERSONAL VIOLENCE (TITLE IX) AND COMPLAINT PROCEDURE

The Hebrew Union College-Jewish Institute of Religion prohibits sexual misconduct and interpersonal violence. You may read the full Policy Prohibiting Sexual Misconduct and Interpersonal Violence (Title IX) and Complaint Procedure [here](#).

### TITLE IX GRIEVANCE AND APPEAL PROCEDURE POLICY

It is Hebrew Union College-Jewish Institute of Religion’s policy to conduct a prompt investigation when an allegation of prohibited sexual misconduct is brought to the College-Institute’s attention. You may read the full Appeal/Grievance Procedure - Sexual Misconduct and Interpersonal Violence Policy [here](#).

## III. EMPLOYEE CLASSIFICATIONS AND BENEFITS

### EMPLOYEE CLASSIFICATIONS

HUC-JIR employs individuals on an at-will basis to work in full-time, part-time, or temporary positions, and classifies all employees as either exempt or non-exempt in accordance with the Fair Labor Standards Act (FLSA).

*Non-exempt:* employees are paid on an hourly basis. If they work more than 40 hours per week or over 8 hours a day for California employees, they are entitled to overtime pay under the specific provisions of federal and state wage and hour laws. HUC-JIR complies with all state and federal overtime pay laws.

*Exempt:* employees are paid on a salaried basis and are excluded from overtime pay provisions of federal and state wage and hour laws. In general, exempt employees do not receive overtime regardless of the number of hours they work for HUC-JIR.

In addition to the above categories, each employee will be classified as one of the following:

*Regular Full-time:* Employees who are not in a temporary status and who are regularly scheduled to work HUC-JIR's full-time schedule (35 hours per work week). Generally,

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they are eligible for HUC-JIR's full benefit package, subject to the terms, conditions, and limitations of each benefit program.

*Regular Part-time:* Employees who are not in a temporary status and who on average work less than 35 hours per work week. On occasion, regular, part-time employees may work 8.0-hour days, and even 35 hours in a given work week. However, any such work would be short-term or intermittent and the employee's status will remain as regular, part-time during this period. Regular part-time employees working less than 30 hours per week, are not eligible for any of HUC-JIR's benefit programs or tuition remission but are eligible for all legally mandated benefits such as workers' compensation and Social Security benefits.

*Temporary:* Individuals employed to temporarily supplement the regular work force, or to assist in the completion of a specific project. Assignments in this classification are for a specified limited and brief period generally limited to six months or less, rather than an indefinite period. Individuals in this category are not eligible for any benefits and receive a temporary ID badge that distinguishes them from the regular workforce.

Assignment extension beyond any initially stated period does not in any way imply a change in employment status. "*Temporary*" workers retain that status until notified in writing of a change. Temporary workers may be employed by and paid through a third-party employment agency that HUC-JIR has contracted with for this service.

*Interns and/or Students:* Individuals (who may or may not be students) whose assignments complement their academic focus with practical professional development experience or provide financial supplement. Interns/student workers work on an intermittent or temporary basis. Interns receive all legally mandated benefits (such as workers' compensation insurance and Social Security) and are not eligible for any of HUC-JIR's other benefit programs.

### EMPLOYEE BENEFITS

At HUC-JIR, our goal is to pay competitively and offer a generous, meaningful, cost-effective benefits package that encourages employees to stay long-term if they are performing at or above expectations. During annual open enrollment, employees will be advised of the available benefits opportunities with the corresponding employee costs so that they can make suitable enrollment decisions. Benefit plans are negotiated periodically.

All of the generous benefits that HUC-JIR provides are summarized below. The summaries are not intended to completely describe all of the provisions of the Benefit Plans. In the case of any conflict or apparent conflict between the Handbook language and other official plan documents, the full text of the official plan documents will govern.

HUC-JIR or its designee(s) retains full discretionary authority to interpret the terms of the Plans, as well as full discretionary authority with regard to administrative matters arising

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in connection with the Benefit Plans. HUC-JIR or its designee(s) may modify or eliminate any benefits or programs it currently provides, as well as increase the cost to employees of such benefits and programs. This discretionary authority extends to all issues concerning benefit eligibility and entitlement. Contact the National Office of Human Resources if you have any questions.

### HUC PAID RETIREMENT SAVINGS PLAN – 403(b)

All eligible HUC-JIR employees may participate in the 403(b)-retirement plan on the first day of the calendar quarter following their hire date. Employees over age 50 may make additional catch-up contributions. Employees can enroll or make changes to their existing contribution rate, or how their money is allocated by contacting Fidelity at [www.netbenefits.com](http://www.netbenefits.com). Employees may withdraw from the plan at any time.

HUC-JIR may contribute an amount for eligible employees who have completed 1,000 hours of service during the plan year, equal to the following:

- Employees earning \$50,000 or less: basic employer contribution of 3% of base pay, plus a 100% matching contribution up to an additional 2% of earnings.
- Employees earning over \$50,000: basic employer contribution of 2% of base pay, plus a 100% matching contribution up to an additional 3% of earnings.

For employees who terminate employment for reasons other than retirement or disability, the amount received will be based on the percentage vested. Employees are fully vested in HUC-JIR's contributions after 1000 hours of service during the plan year. Employees are always 100% vested in their contributions to the plan.

The [Summary Plan Descriptions](#) govern 403(b) plan administration.

### HUC-JIR PAID TUITION BENEFITS

HUC-JIR encourages personal and professional development and on a limited basis, provides tuition support in the form of tuition remission for study at Hebrew Union College- Jewish Institute of Religion and tuition reimbursement for study outside of the College. You may read the Tuition Remission Policy [here](#).

### HUC PAID TIME OFF

### PAID VACATION BENEFITS

HUC-JIR grants vacation with pay to all regular, full-time employees. Vacation provides the opportunity for rest, recreation, and relaxation necessary to the maintenance of effective work performance. Eligible employees are expected to take their vacation leaves regularly, upon advanced scheduling and approval of the employee's supervisor. Vacation may be taken in whole and/or half days only. This Vacation Policy does not apply to faculty as defined in the Faculty Handbook.



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Vacation begins to accrue the first of the month following 30 days of continuous employment. However, employees are unable to use any accrued vacation time until they have successfully completed their orientation period.

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

When HUC-JIR 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.

### Payout upon Termination

Vacation that is accrued but unused at the time of an employee's separation from HUC-JIR is paid. If the employee does not return HUC-JIR property or assets or has an outstanding financial obligation to HUC-JIR, accrued, unused vacation time may be reduced or withheld to the extent and in the manner permitted by law.

Monthly accrual rates are determined by the employee's benefit effective date, according to the schedules below. Under each of the below accrual schedules, vacation accrues on a monthly basis for employees working a full-time schedule. The monthly accrual is a fixed amount so long as the employee works a full-time schedule the entire month, but the accrual amount may be prorated if an employee works a full-time schedule for less than a full month.

### Non-Exempt Employees (Non-Maintenance)

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

Years of Service	Hours Accrued	Days Accrued Per Year
1 year to 4 years	Month-5.83/Year-70	10
5 years to 7 years	Month-8.75/Year-105	15
8 years and years	Month-11.66/Year-140	20

### Non-Exempt Employees Maintenance

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

Years of Service	Hours Accrued	Days Accrued Per Year
1 years to 4 years	Month-6.67/Year-80	10
5 years to 7 years	Month-10.00/Year-120	15



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8 years and years	Month-13.34/Year-160	20
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Exempt Employees

Vacation time accrues each month of full-time service (based on a 35-hour work week):

Years of Service	Hours Accrued	Days Accrued Per Year
1 year and over	Month-11.66/Year-139.92	20

**PAID NATIONAL AND JEWISH HOLIDAYS**

HUC-JIR grants paid holidays to all eligible employees immediately upon hire, including nine national holidays and the equivalent of 11 Jewish Religious holidays each year. Employees must work the last scheduled day before a holiday and the first scheduled day following the holiday to be eligible for holiday pay unless time off has been pre-scheduled.

National Holidays

HUC-JIR observes the following national holidays and is officially closed on these days:

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

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

When Christmas Day and New Year's Day fall on a weekday, HUC-JIR will close on the preceding weekday.

Jewish Religious Holidays

HUC-JIR observes the following Jewish religious holidays and is officially closed on these days:

- Passover Eve (1/2 day)

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Passover  
Passover 7<sup>th</sup> Day Eve (close early)  
Passover 7<sup>th</sup> Day  
Shavuot Eve (close early)  
Shavuot  
Rosh Hashanah Eve (close early)  
Rosh Hashanah (two days)  
Yom Kippur Eve (1/2 day)  
Yom Kippur  
Sukkot Eve (close early)  
Sukkot  
Simchat Torah Eve (close early)  
Simchat Torah

When the holiday falls on a Thursday, HUC-JIR will also close on Friday. Employees wishing to observe additional Jewish religious holidays or the second day of any Jewish religious holiday when HUC-JIR-JIR is open, may use earned personal or vacation days or take a leave without pay, upon pre-approval of their immediate supervisor.

Employees may take one hour in addition to the lunch hour on Ash Wednesday and Good Friday for church services attendance. This time must be made up by non-exempt employees 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 by non-exempt employees.

When a recognized holiday falls during an eligible employee's paid absence (e.g., vacation, sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Regular non-exempt eligible employees who work on a designated holiday will be paid two times their base rate for all hours actually worked on that holiday. If the hours worked on the holiday are less than seven (7) hours (non-maintenance employees) or eight (8) hours (maintenance employees), holiday pay at the regular base rate will be applied to the remaining hours. Employees must receive prior approval from their supervisor to work on a holiday.

### **PAID SICK TIME**

HUC-JIR grants paid sick time benefits to regular full-time employees for periods of temporary absence due to the employees' illness or injury. Accrued sick time may also be used for doctor or dental appointments.

#### Accrual

- 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).

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Employees who are unable to report to work due to an illness or injury must notify their supervisor before their scheduled start time if possible. The supervisor must also be contacted at the beginning of each additional day of absence. HUC-JIR may request a doctor's note or return to work statement for any absence. Unreported absences of three or more days will constitute a voluntary resignation.

Employees are responsible for notifying their supervisor if they are out sick. In the event that the employee is unable to input their own time into the payroll system, the supervisor should enter sick time on their behalf.

If applicable, sick time may be used to supplement any disability insurance or workers' compensation benefits that an employee is eligible to receive.

*Unused Sick Time*

Employees may accrue and carryover a maximum of 65 sick days. Sick time benefits are intended to provide income protection in the event of an actual illness or injury; therefore, unused sick time benefits cannot be used for any other paid or unpaid absence and will not be paid out at the time of separation of employment or retirement.

**PAID PERSONAL DAYS DESIGNATION**

Employees may designate three (3) sick days per year as personal days upon their supervisor's pre-approval.

**PAID BEREAVEMENT LEAVE**

All employees may take up to three (3) consecutive working days off with pay when a death occurs in their immediate family. For purposes of Bereavement Leave, immediate family includes spouse, domestic partner, child, stepchild, parent, stepparent, legal guardian, mother or father in-law, sibling, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparent or grandparent-in-law or grandchild.

HUC-JIR provides one working day off with pay to attend the funeral of a relative who is not included in the above list, with the approval of the employee's immediate supervisor. Leave with pay not to exceed one-half day may be granted at the discretion of the supervisor to attend the funeral service of a close friend.

If death or services occur on an HUC-JIR paid holiday (holiday weekend) or regular weekend or vacation, no additional time will be granted.

Employees may be required to provide documentation verifying death or service arrangements before approval for the time off is granted.

Additional unpaid time off may be approved by HUC-JIR management on a case-by-case basis.

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## PAID JURY DUTY

HUC-JIR will grant up to 10 working days off with pay when a full-time employee is called for jury duty that falls on his/her regularly scheduled workdays. An employee who receives a juror summons must notify his/her supervisor. After the jury duty is completed, the employee must provide a juror's pay warrant to their campus Human Resources liaison 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.

## PAID VOTING TIME

Employees may take one-half hour off with pay from work at the beginning or the end of their workday in order to vote if polling places are not open either four consecutive hours before or after the employee's scheduled workday. California employees will receive up to two hours off (as necessary and approved by their supervisor) with pay to vote in a statewide election. The employee must advise his/her supervisor at least 24 hours in advance of the time off needed for voting.

## HUC-JIR PAID PARENTAL LEAVE

HUC-JIR provides up to eight (8) consecutive weeks of Paid Parental Leave (PPL) to eligible full-time staff employees and twelve (12) consecutive weeks of Paid Parental Leave to eligible full-time faculty employees specifically for the birth of the employee's child or placement of a child with the employee for adoption or foster care. This policy is intended to assist and support new parent relationships and balance work and family matters. Paid Parental Leave runs concurrently with Family and Medical Leave (FMLA) and the California Family Rights Act leave (CFRA) for California employees. You may read the full FMLA and CFRA Policy [here](#).

To apply for HUC-JIR Paid Parental Leave, submit a completed Family and Medical Leave Act (FMLA) Request Form to the Global Director of Human Resources at least thirty (30) days in advance of the first day of leave.

## MILITARY LEAVE

HUC-JIR will grant a military leave of absence to employees who are absent from work because of service in the United States Uniformed Services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any applicable state law. Advance notice of military service is required, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable. The employee will be granted military leave of absence with pay, reduced by the Reserve pay for up to a maximum of two (2) weeks. Provided the absence does not exceed applicable

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statutory limitations, the employee will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws.

Employees who are required to attend yearly Reserves or National Guard duty, can apply for an unpaid (to the extent the leave exceeds two weeks of paid leave) temporary military leave of absence not to exceed the number of days allowed by law (including travel). Employees should give supervisors as much advance notice of their need for military leave as possible so that HUC-JIR can maintain proper coverage during the leave.

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### **UNPAID TIME OFF**

#### **LACTATION TIME**

In accordance with federal law, HUC-JIR provides unpaid break time to nursing mothers for the purpose of expressing breast milk. For one year after the birth of the employee's child, the employee is allowed to take an unpaid break for a reasonable amount of time each time the employee needs to express breast milk for her nursing child. The employee may, but is not required to, use her regular paid breaks to express breast milk. For any other unpaid break time under this policy, the employee may request to use available paid sick leave. Contact your supervisor or the National Office of Human Resources for information on the location where you can privately express breast milk or with any other questions relating to the breaks and to the availability of any paid leave.

#### **TIME OFF TO APPEAR AT CHILD'S SCHOOL WHEN REQUIRED BY THE SCHOOL OR TO PARTICIPATE IN ACTIVITIES AT CHILD'S SCHOOL (California Employees Only)**

California employees who are the parent or guardian of a child will be granted time off to appear at the child's school when required by the school due to a suspension or expulsion. Employees must give reasonable notice to their supervisor. Such time off will be unpaid unless the employee elects to use accrued paid personal time.

Additionally, California employees who are the parent or guardian of a child may take off up to 40 hours per year (not to exceed 8 hours per month) to participate in activities at their child's school (grades K–12), including a licensed day care facility, upon reasonable advance notice. Such time off will be unpaid unless the employee elects to use accrued paid personal time.

#### **TIME OFF FOR EMERGENCY DUTIES (California Employees Only)**

California employees will be granted time off to perform emergency duties as a volunteer firefighter, a reserve police officer, or an emergency rescue personnel. Such time off will be unpaid unless the employee elects to use personal time.

#### **HUC PAID MEDICAL, LIFE AND DISABILITY INSURANCE PLANS**

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### **PAID MEDICAL, DENTAL AND VISION INSURANCE PLANS**

HUC-JIR offers medical, dental and vision insurance coverage to regular full-time employees working 30 or more hours per week and their eligible dependents. Employees are eligible to enroll in medical, dental and vision insurance coverage the first of the month after 30 days of continuous employment.

Changes to medical, dental and vision insurance coverage can be made on an annual basis during open enrollment or within 31 days of a qualifying life event such as marriage, divorce, birth of a child, loss of other coverage, etc.

Specific questions regarding medical, dental or vision insurance coverage should be directed to the National Office of Human Resources.

### **LIFE and AD&D INSURANCE PLANS**

HUC-JIR pays for Life and Accidental Death and Dismemberment (AD&D) insurance coverage to regular full-time employees working 30 hours or more per week. Employees are automatically enrolled, and coverage becomes effective the first of the month following the hire date. The amount of coverage provided to employees is 1 x their annual base salary.

Employees have the option to purchase voluntary life insurance to cover any gaps in their existing coverage that may be a result of age reduction schedules, cost of living, existing financial obligations, etc. This election, however, could be subject to medical questions and evidence of insurability. These contributions will depend on the employee's age and the amount of coverage elected. Spouse voluntary life insurance (increments of \$5,000; maximum: the lesser of 50% of your coverage or \$175,000) and child voluntary life insurance (\$10,000) is also available.

Specifics of the Life and AD&D Insurance Plan are contained in the Plan Document. A copy can be read [here](#).

### **FLEXIBLE SPENDING ACCOUNT PLAN**

All regular full-time employees working 30 hours or more per week are eligible to participate in the Flexible Spending Account (FSA) plan. By participating in the plan, employees can set aside pre-tax dollars for eligible out-of-pocket medical and/or dependent care expenses per the IRS regulations. Employees interested in participating must enroll the first of the month after 30 days of continuous employment.

For convenience, HUC-JIR offers a debit card to pay for eligible benefits and services. Using the FSA debit card requires submission of receipts for substantiation of claims paid via Custom Design Benefits. PLEASE NOTE: Any unsubstantiated claims will be reflected on the employee's paycheck and W2 as taxable income and taxes will be withheld according to IRS tax tables.

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Specific questions regarding the FSA plan should be directed to the National Office of Human Resources Team or [Custom Design Benefits](#).

### EMPLOYEE ASSISTANCE PROGRAM

An Employee Assistance Program (EAP) is available at no charge to HUC-JIR regular full-time employees working 30 hours or more per week that are enrolled in a HUC-JIR medical plan. The plan allows employees and their immediate family members (parents, siblings, spouses, and children) to receive confidential help via telephone in times of crisis, grief, stress, or other life changes. If additional services are required from an outside resource, the employee's needs, benefit coverage, and convenience will be considered before the referral is made.

Specific questions should be directed to the National Office of Human Resources or visit this [link](#) for more information.

<p style="text-align: center;"><b>MEDICAL AND FAMILY CARE TIME OFF (LEAVES) AND WAGE REPLACEMENT INSURANCE PLANS</b></p>
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HUC-JIR recognizes that employees occasionally may need extended time off from work and grants time off leaves to eligible employees for specified purposes described below.

### LEAVE AND WAGE REPLACEMENT ADMINISTRATION

The National Office of Human Resources administers leaves of absence pursuant to applicable state and federal leave laws and HUC-JIR's policies and procedures. Eligibility requirements must be met in order for the leave of absence to be granted. Employees are encouraged to contact the National Office of Human Resources Team for specific questions about any of the time off leaves and wage replacement benefits described below and on the accompanying chart at page 26.

The following guidelines apply to all leaves:

- Employees on leave may not engage in other employment without express written permission from the National Office of Human Resources. Doing so may subject the employee to termination of employment.
- Employees who do not return to work when a leave expires or when leave is otherwise unauthorized will be considered to have voluntarily resigned from HUC-JIR.

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- Employees who falsify information or reason(s) for obtaining an approved leave of absence or other leave-related documentation will be terminated from employment.

Wage replacement funds are available to eligible employees for several types of leaves.

**HUC-JIR Paid Wage Replacement Plans:** HUC-JIR pays wages through its own funds or through HUC-JIR paid wage replacement insurance premiums to assure that employees continue to receive all or a percentage of their pay during specified leaves (green and blue shaded Columns).

### Employee Paid Wage Replacement Insurance – New York and California:

In addition, New York and California campus employees pay wage replacement premiums through payroll deductions for the New York State and California wage replacement insurance plans (other shaded columns).

## UNPAID FAMILY AND MEDICAL LEAVE UNDER FMLA AND/OR CFRA

Eligible employees may be entitled to up to 12 weeks (about 3 months) of unpaid leave (with employment protection under the federal Family and Medical Leave Act (FMLA) Policy, and/or the California Family Rights Act (CFRA) Policy for the employee's own medical condition or for the employee to care for family members. For the purpose of this handbook, the term FMLA shall include CFRA, unless indicated otherwise. You may read the full FMLA and CFRA Policy [here](#).

## HUC-JIR PAID WAGE REPLACEMENT PLANS

### HUC-JIR Paid Disability Insurance Plans

#### **Workers' Compensation (Wage Replacement) Insurance Plan**

HUC-JIR provides a Workers' Compensation Insurance Plan to eligible employees who suffer a loss of wages when they are unable to work due to their own work-related illness or injury. HUC pays the premium for employee coverage.

Employees must immediately inform their supervisor of the work-related illness or injury, even if the illness or injury appears insignificant. The employee and supervisor must complete a written *Employee Injury Report Form* within 24 hours of the work-related incident or within 24 hours of the onset of the injury or illness if the employee does not become immediately aware of the injury or illness following the work-related incident. Failure to either report the injury or illness, or to complete the Employee Injury Report form in a timely manner, may result in a delay in the receipt of benefits, or in some circumstances, the loss of benefits. Leaves for work-related injury will run concurrently with FMLA or any HUC-JIR Medical Leave of Absence as appropriate.

### HUC JIR Long-Term Disability Plan



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HUC-JIR provides a Long-Term Disability plan to regular full-time employees working 30 or more hours per week at no cost to the employee. Employees are automatically enrolled, and coverage becomes effective the first of the month following the hire date. After the first 90 days of disability, the Long-Term Disability insurance plan will pay 60% of the employee's salary up to a maximum of \$6,000/month until recovery, death, return to work, or the attainment of Social Security normal retirement age. These benefits will be reduced by any monthly benefit amount provided through Social Security, Workers' Compensation, or other HUC-JIR-sponsored benefit programs.

**EMPLOYEE PAID DISABILITY INSURANCE AND WAGE REPLACEMENT PLANS**

**California State Disability Insurance & Paid Family Leave**

California State Disability Insurance and California Paid Family Leave programs provide wage replacement benefits to covered California employees who suffer wage loss due to qualifying conditions or circumstances. These programs are not leaves of absence and do not create leave entitlement or provide job protection.

**California State Disability Insurance (SDI) Wage Replacement Plan**

California law mandates up to 52 weeks of wage replacement benefits under the California State Disability Insurance (SDI) program to eligible employees who suffer a loss of wages when they are unable to work due to their own non-work-related illness or injury, or a medically disabling condition related to pregnancy or childbirth. Benefits are payable after a specified waiting period. The SDI wage replacement insurance is funded through employee payroll deductions.

**California Paid Family Leave Wage Replacement Benefit Plan**

California employees are also entitled to partial wage replacement benefits under the California Paid Family Leave (PFL) program, which provides up to 6 weeks (about 1 and a half months) of benefits in any 12-month period to employees who suffer wage loss due to caring for a child, spouse, parent, or registered domestic partner with a serious health condition, or bonding with a newborn or adopted or foster child under the age of 18. The PFL program is mandated by the State of California and is funded through employee payroll deductions.

**California State Unpaid Pregnancy Disability Leave Plan**

All California employees, regardless of length or hours of service, who are disabled and unable to work due to pregnancy, childbirth, or a pregnancy-related condition, are entitled to up to 4 months of Unpaid Pregnancy Disability leave (PDL). PDL runs concurrently with any FMLA leave. It may be taken in addition to any CFRA leave entitlement. Under the CFRA, the employee may be entitled to 12 weeks (about 3 months) of CFRA leave to bond with a child after the PDL expires.

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### California Crime Victim's Leave

California employees who become a victim of a crime, or whose immediate family member, registered domestic partner, or child of a registered domestic partner is a victim of a crime, will be granted leave to attend judicial proceedings related to that crime. To take this leave, employees must provide HUC-JIR with a copy of the notice of each scheduled proceeding. When advance notice is not possible or an unscheduled absence occurs, HUC-JIR will not take adverse action against the employee, as long as the employee provides proof of the proceeding within a reasonable period of time after the absence. Crime victims' leave will be unpaid unless the employee elects to use personal time.

### New York State Short-Term Disability Income Replacement Plan & New York State Paid Family Leave

New York State provides wage replacement benefits to covered New York employees who suffer wage loss due to qualifying conditions or circumstances and Paid Family Leave for the care of designated family members.

### New York State Short-Term Disability Income Replacement

New York employees are entitled to short-term disability income replacement of 67% of an employee's average weekly base salary, up to a maximum benefit of \$170/week, effective on the eighth or the fifteenth calendar day following a non-work-related accident or illness depending on the plan selected. This voluntary income replacement plan is funded through payroll deduction for New York employees who wish to participate. This program is not a leave of absence and does not create leave entitlement or provide job protection.

### New York Paid Family Leave

New York State provides 67% of weekly wages for up to 12 weeks (about 3 months) of job-protected, Paid Family Leave to bond with a newborn, adopted or fostered child, care for a close relative with a serious health condition, or assist with family situations when a family member is deployed abroad on active military service.

New York PFL runs concurrently with designated FMLA leave when the reason for leave qualifies under both PFL and FMLA. Eligible employees must then apply for both New York PFL and FMLA.

*PLEASE NOTE: Certain employees including but not limited to, full-time professors and adjunct/part-time instructors are not eligible for NYPFL.*

### **UNPAID PERSONAL LEAVE**

Full-time employees who have completed 12 months of eligible service may be granted an Unpaid Personal Leave for personal reasons that do not fall under the FMLA or any

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other applicable leave laws. The amount of approved unpaid leave will depend on the employee's needs and those of the department and is at the discretion of the supervisor.

In determining eligibility for leaves of absence without pay in excess of two (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.

When these leaves extend beyond four weeks HUC-JIR shall make every reasonable effort to hold open the position, subject to business conditions. During any period of leave, HUC-JIR reserves the right to fill, change, or eliminate a position if required. In such cases employees returning from leave may apply for consideration for open, similar positions or be terminated.

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**Medical and Family Care Time Off & Wage Replacement Insurance Plans Chart**

	Unpaid Leave	HUC-JIR Paid Wage Replacement Self-Funded Plan and Disability Insurance Plan Premiums				Employee Paid NY & California Wage Replacement Insurance Plans			Unpaid Leave
		HUC-JIR Pd Parental	HUC-JIR Long-Term Disability (HUC LTD)	HUC-JIR Workers' Comp Insurance (WC)	NY Short-Term Disability (NYSTD)	NY Pd Family Leave	California Paid Family Leave	California Short-Term Disability (CA-SDI) Insurance	
<b>Benefit Reason, Wage Replacement &amp; Time</b>	Unpaid FMLA/ California Family Rights Act								California Pregnancy Disability Leave
<b>For Employee's Own Illness</b>	Yes	No	Yes – Non-Work-Related	Yes – Work-Related	Yes Non-Work-Related	No	No	Yes-Non-Work-Related	Yes
<b>Care for Family Member</b>	Yes	Yes	No	No	No	Yes	Yes	No	No
<b>Military</b>	Yes					Yes			
<b>Concurrent with FMLA</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Wage Replacement</b>	No	100% of salary	60% up to \$6k per month	Amount Set by MD and Workers' Comp	50% Avg Wkly up to \$170p/w HUC-JIR Pays Premium	67% Wkly salary; .511% employee payroll deduction	60% to 70% of weekly salary  EE Payroll Deduction	60% to 70% of weekly salary  EE Payroll Deduction	No
<b>Length of Time</b>	12 weeks	8 weeks	Until Return to work	Set by MD and WC	NY Sets	12 weeks	6 weeks	52 Weeks	4 Months

# HEBREW UNION COLLEGE-JEWISH INSTITUTE OF RELIGION EMPLOYEE HANDBOOK

## COMPENSATION ADMINISTRATION

HUC-JIR intends to accurately compensate employees and to do so in compliance with all applicable state and federal laws. All HUC-JIR employees are paid on a semi-monthly schedule by direct deposit into authorized bank accounts. *California employees may contact the National Office of Human Resources for other payment options.* Employees may access their itemized statement of earnings and withholdings online through employee self-service in the Paycom system.

To ensure proper payment for all time worked and that no improper deductions are made, all non-exempt employees must enter, timely and correctly, all hours worked, promptly review your paystubs, and immediately report any errors to your supervisor.

### **PAYROLL DEDUCTIONS: Required Tax Withholding and Voluntary Benefits Premiums**

Federal, state, and local taxing authorities require all employers, including HUC-JIR, to make deductions from employees' pay including FICA, federal, state, local, and in some locations, school district taxes. Employees are responsible for making sure their withholding allowances are accurate. If marital status or other withholding information changes, employees can and must make those changes online through HUC-JIR's employee self-service Paycom payroll system.

In addition to tax withholdings, employees may authorize voluntary deduction amounts for insurance, retirement savings, or other voluntary deductions, using the HUC-JIR's employee [self-service Paycom](#) payroll system. If, at the time of separation from HUC-JIR, an employee owes money to HUC-JIR, the amount of the debt will be withheld from the employee's last paycheck to the extent and in the manner permitted by law.

Employees must not falsify a timecard or alter another employee's timecard. No manager or employee should instruct another employee to incorrectly or falsely report hours worked or alter another employee's timecard for any reason. If any manager or employee instructs you to (1) incorrectly or falsely under- or over-report your hours worked, or (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, you should report it immediately to the National Office of Human Resources.

### **TIME RECORDS**

#### **Non-exempt Employees**

Non-exempt employees must maintain a record of the total hours worked each day by accurately entering the online employee self-service payroll system, all regular and overtime hours worked, any absences, late arrivals, early departures, and meal breaks. If your timecard is not accurate, notify your supervisor immediately. When you receive each paycheck, please verify immediately that you were paid correctly for all regular and overtime hours worked each work week.

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For non-exempt employees, unless you are authorized by your supervisor, you should not work any hours other than your regular work schedule. Do not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless you are authorized to do so, and that time is recorded on your timecard. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report on your timecard. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

### Exempt Employees

Exempt employees will receive a predetermined salary amount as compensation for all hours that may be worked. This salary will be established at the time of hire or when employees become classified as an exempt employee. The salary is not subject to reductions or increases for variations in the number of hours worked, the quantity of work or quality of the work performed, except for the following reasons:

- Full day absences for personal reasons (including vacation) or sickness or disability (after accrued sick time or vacation time has been exhausted).
- Full day disciplinary suspension for infractions of our written policies and procedures.
- Family and Medical Leave absences (either full or partial day absences).
- To offsetting amounts received as payment for jury and witness fees or military pay.
- The first or last week of employment in the event you work less than a full week.
- Any full work week in which no work is performed.

In any work week in which exempt employees performed any work, their salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness, or disability
- Absence on a day HUC-JIR closes the facility on a scheduled workday
- Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work
- Any other deductions prohibited by state or federal law

If you have questions about your pay, please immediately contact your supervisor and the National Office of Human Resources Team. HUC-JIR will make any corrections or adjustments necessary to ensure accuracy and compliance with applicable wage and hour laws.

# HEBREW UNION COLLEGE-JEWISH INSTITUTE OF RELIGION EMPLOYEE HANDBOOK

## ATTENDANCE AND WORK SCHEDULES

### ATTENDANCE AND PUNCTUALITY

To maintain a productive work environment, HUC-JIR expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and HUC-JIR. In the rare instance when employees cannot avoid being late to work or are unable to work as scheduled, they must notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive and may lead to disciplinary action, up to and including termination.

### EMPLOYEE WORK SCHEDULES

The regular work schedule for all employees, except maintenance employees, is seven (7) hours per day, thirty-five (35) hours per week, Monday through Friday. Maintenance staff work eight (8) hours per day, forty (40) hours per week Monday through Friday. The regular work week shall be defined as Monday through Sunday. *Non-exempt employees* are entitled to two (2) paid 15-minute breaks and a (1) 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, up to and including termination.

All state laws regarding meals and breaks will be followed. For example, in California, you must take your lunch break no later than five (5) hours after beginning work. If you have questions regarding applicable meal and break rules at your work location, please consult with the National Office of Human Resources.

Staffing needs and operational demands may necessitate variations in starting and ending times, as well as in the total hours that may be scheduled each day and week. Supervisors will advise all employees of their work schedules.

### **OVERTIME**

Generally, it is expected that employees will complete assigned work within the regular work week. Emergencies or unforeseen circumstances, however, may create a necessity for employees to work extra hours. The employee's supervisor must approve overtime before the employee works the overtime hours.

Overtime compensation is paid to all non-exempt employees at the following rate(s) and in accordance with federal and state laws:

- One and one-half times the regular hourly rate for all hours worked over 40 hours in a single workweek (Monday through Sunday).

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- California Employees: Overtime compensation will be paid at one and one-half times the regular hourly rate for all regular hours worked over 8 hours but less than 12 hours in a workday, and at two times the hourly rate for all hours worked over 12 hours in a workday. For work performed on Sunday, only if the employee worked each day Monday through Saturday of that workweek, overtime compensation will be paid at one and one-half times the regular hourly rate for the first 8 hours worked and at two times the regular hourly rate for all hours worked over 8 hours. If the employee did not work each day Monday through Saturday of that workweek, work performed on Sunday will be subject to the standard daily and weekly overtime rates provided above.
- Holiday Pay: If a regular full-time non-exempt employee is required to work on a designated holiday recognized under this policy, he or she will be paid two times their regular hourly rate for all hours actually worked on that holiday. For California employees, any hours worked on the holiday that exceed eight (8) hours, will be paid at 2.5 times their regular hourly rate.

Overtime pay calculations only includes actual hours worked, regularly scheduled holidays and vacation days in a work week and does not include time off for sick leave or any leave of absence.

A non-exempt employee's failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including discharge.

### **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.

### **FLEXIBLE WORK SCHEDULE FOR OFFICE PERSONNEL**

HUC-JIR supports the principle of a flexible work schedule. However, flexible work arrangements are at the supervisor's sole 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. An employee on a flexible work 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.



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Requests for a flexible work schedule will be evaluated on a case-by-case basis. Employee requests will be considered for the following reasons: ongoing medical needs, ongoing caregiving 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 Flexible Work Schedule form](#) must be submitted to the supervisor. The supervisor will determine whether or not ample coverage exists before forwarding the request to the Global Director of Human Resources for approval. Once a flexible work schedule has been approved, the schedule becomes "fixed" and is to be adhered to without deviation. Approved flexible work schedule arrangements will be reviewed monthly. This flextime schedule can be granted or revoked at the supervisor's discretion.

### ATTENDANCE AT STAFF MEETINGS/SEMINARS

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

## V. LEAVING HEBREW UNION COLLEGE- JEWISH INSTITUTE OF RELIGION

Separations are inevitable within any organization, and many of the reasons for separation are routine. Below are examples of the most common employment separations:

- *Resignation.* Employment separation initiated by an employee who chooses to leave HUC-JIR voluntarily. This includes three consecutive days of no show/no calls as well as failure to return from a leave of absence without notice.
- *Discharge.* Employment separation initiated by HUC-JIR.
- *Retirement.* Voluntary retirement from active employment status initiated by the employee.

### Voluntary Resignations

In the event employees choose to leave HUC-JIR voluntarily, HUC-JIR asks employees to submit written notice to their supervisor at least two (2) weeks (for non-exempt employees) or four (4) weeks (for exempt employees) before their last working day. This time is important to allow a smooth transition, including an exit interview with the Global Director of Human Resources. The advance notice is requested solely for the above reasons; nothing in this request shall be construed to alter the at-will employment relationship or to limit an employee's right to resign for whatever reason with or without notice.

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HUC-JIR generally schedules, and conducts exit interviews with separating employees. The exit interview affords employees an opportunity to discuss employee benefits, repayment of outstanding debts to HUC-JIR (if any) and return of HUC-JIR's property. Suggestions, complaints, and questions may also be discussed in the exit interview. HUC-JIR may, at its sole discretion, accelerate an employee's effective date of resignation.

Employees are responsible for all HUC-JIR property, materials, or written information issued to them or in their possession or control and must return such property of HUC-JIR upon termination of employment, or immediately upon request. Where permitted by applicable laws, HUC-JIR may withhold from the employee's check or final paycheck the cost of any items not returned when required. HUC-JIR may also take all legal action deemed appropriate to recover or protect its property or any monies owed.

Employees will receive their final pay in accordance with applicable state law.

Vacation that is accrued but unused at the time of an employee's separation from HUC-JIR shall be paid out, unless the employee has not returned all of HUC-JIR's property and/or has an outstanding debt with HUC-JIR.

HUC-JIR paid health insurance will remain in effect through the last day of the month in which the separation occurs. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuation. Unused sick leave is not paid upon separation.

### **Retirement**

When employees decide to retire, it is important for them to contact the National Office of Human Resources at least 90 days in advance of the contemplated retirement date.

- *Vacation Pay:* Employees will receive pay for accrued and unused vacation benefits.
- *Sick Leave:* Unused sick leave is not paid upon termination.

### **Discharges due to:**

#### **Reorganization or Retrenchment**

- **Severance Pay:** Employees terminated because of reorganization or retrenchment shall receive two (2) weeks of pay for the first year of service and one (1) week of pay for each subsequent year or each fraction thereof calculated to the month up to a maximum of 18 weeks of pay. Severance will be paid out once a signed release of claims has been received by the National Office of

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Human Resources and, where applicable, not revoked.

- *Vacation Pay:* Employees will receive pay for accrued and unused vacation benefits.
- *Sick Leave:* Unused sick leave is not paid upon termination.
- *Unemployment Insurance:* New York state law requires that all employees in New York be covered by Unemployment Insurance. Employees in Ohio and California are not covered by Unemployment Insurance.

### **Involuntary Discharge Not Due to Reorganization or Retrenchment**

*Severance Pay:* Severance will be paid once a signed and unrevoked (if applicable) release of claims has been received by the National Office of Human Resources. 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:* Employees will receive pay for accrued and unused vacation benefits.

*Sick Leave:* Unused sick leave is not paid upon termination.

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

### **RE-EMPLOYMENT**

Former employees (except those terminated involuntarily not due to reorganization or retrenchment) who seek reemployment may be considered with other applicants for open positions.

Employees who are rehired within ninety days of separation of employment will have their service to HUC-JIR counted as continuous from the original date of hire for purposes of health benefits administration.

Vacation will begin to accrue after 30 days (about 4 and a half weeks) of continuous employment and sick leave benefits will be prorated for the first year of reemployment.

Employees who are rehired after 90 days (about 3 months) should consult with the Global Director of Human Resources for an understanding of the impact on their benefits.

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### VI. PERSONAL CONDUCT

HUC-JIR is committed to providing a workplace that promotes the health, safety and productivity of its employees, temporary workers, and independent contractors, supports the well-being of the HUC-JIR community, fulfills the educational mission, assures orderly operation, and provides the best possible work environment. HUC-JIR expects employees to follow general standards of workplace conduct to protect the interest and safety of all employees, visitors and HUC-JIR.

### POLITICAL CAMPAIGNING POLICY

As a non-profit institution of higher learning, HUC-JIR is committed to academic freedom, supports free expression of political views by members of its community, and promotes open dialogue about important issues in society. The College-Institute encourages its students, faculty, and staff to exercise their rights of citizenship, including participation in the political life of their communities, the state, and the nation, and to educate and involve themselves in world affairs.

Nonetheless, the College-Institute must also adhere to federal tax law provisions governing its tax-exempt status under Section 501 (c) (3) of the Internal Revenue Code and ensure that activities engaged in by HUC-JIR and College-Institute community members, do not call into question the College's non-profit tax-exempt status. The federal statute prohibits non-profit, tax-exempt institutions of higher education from participating in, or intervening in, any political campaign on behalf of any candidate for public office. You may read the full Political Campaigning Policy [here](#).

### POLICY PROHIBITING TOBACCO, ALCOHOL, OR ILLEGAL DRUG USE ON HUC-JIR PREMISES

Hebrew Union College-Jewish Institute of Religion is a Smoke-Free and Drug-Free College-Institute and prohibits use of tobacco, alcohol, and/or illegal drugs in the workplace and on HUC-JIR premises to protect, improve and sustain the health and well-being of its employees, students, and community members. Exceptions to this prohibition include wine used in religious services and alcohol served at events authorized and sponsored by HUC-JIR.

No employee, temporary worker, or contractor may use tobacco, alcohol or illegal drugs or be under the influence of alcohol or any illicit drug while on the premises or in the workplace, while on duty, or while operating a vehicle or equipment owned or leased by HUC-JIR. This prohibition applies to any medication or drug that prevents an employee from performing work safely and competently. HUC-JIR complies with and prohibits violation of the federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 as well as related HUC-JIR policies. You may read the full Policy Prohibiting Tobacco, Alcohol, or Illegal drug Use on HUC-JIR Premises [here](#).

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### **POLICY PROHIBITING POSSESSION OF WEAPONS ON HUC-JIR PREMISES**

HUC-JIR prohibits the possession, transfer, sale, use, or threatened use of a Firearm (including BB gun), knife (switchblade, hunting knife, etc.), baton, nightstick, martial arts weapon, or electronic defense weapon on HUC-JIR premises. Where federal, state, or local laws impose more or less stringent prohibitions, the applicable law will govern. You may read the full Policy Prohibiting Possession of Weapons on HUC-JIR Premises [here](#).

### **TECHNOLOGY USE POLICY**

It is Hebrew Union College-Jewish Institute of Religion's (HUC-JIR) policy to grant to community members, the privilege of access to, and utilization of, the HUC-JIR computing and technology resources that are essential to accomplishing their assigned duties and/or academic study. You may read the full policy [here](#).

### **WEBSITE ACCESSIBILITY POLICY**

It is Hebrew Union College-Jewish Institute of Religion's policy to provide website content that is accessible to people with varying levels and degrees of ability and conforms to [W3C Web Accessibility Initiative's Web Content Accessibility Guidelines \(WCAG\) 2.0](#), Level AA. These include visual, auditory, physical, speech, cognitive, language, motor, learning and neurological abilities. You may read the full policy [here](#).

### **ELECTRONIC SECURITY POLICY**

It is Hebrew Union College-Jewish Institute of Religion's (HUC-JIR) policy to create and maintain the security of all forms of HUC-JIR's business information including but not limited to computerized and electronic files and computerized systems, electronic mail (e-mail), network files, workstation and laptop hard drives, and telephone and voicemail systems. You may read the full policy [here](#).

### **Social Media Policy**

It is Hebrew Union College-Jewish Institute of Religion's ("HUC" or the "College") policy to recognize the value that social media can have and to encourage users to embrace social media responsibly as an engaging and impactful communications tool. HUC-JIR acknowledges that social media may be used to further the College's mission and strategic goals by providing interaction between students, alumni, employees, Board members, supporters, prospective students and supporters, and the larger community, among others. You may read the full policy [here](#).

### **GENERAL CONDUCT GUIDELINES**

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The following are a few examples of conduct that HUC-JIR considers unacceptable in the workplace, and which may result in disciplinary action up to and including discharge. HUC-JIR is an at-will employer and reserves the right to terminate an employee at any time for any reason not prohibited by law.

- Theft or unauthorized removal or possession of HUC-JIR property
- Vandalism of or harm to HUC-JIR equipment or property
- Falsification of records
- Dishonesty
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace
- Insubordination or disrespectful conduct
- Excessive absenteeism
- Excessive tardiness
- Failure to meet performance standards
- Violence or threats of violence, including harassment and physical intimidation
- Possession of weapons on HUC-JIR property
- Insider trading
- Violation of any HUC-JIR rule or policy

These examples are presented as illustrative guidelines only and are not an exhaustive list. HUC-JIR reserves the right to discipline employees for reasons not specifically stated in this Handbook.

### PROBLEM RESOLUTION

Part of HUC-JIR's commitment to providing the best possible working conditions for its employees is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response.

HUC-JIR supervisors and employees are expected to treat each other with mutual respect and are encouraged to offer positive and constructive ideas, opinions, and criticism. Employees who disagree with established rules of conduct, policies, or practices, can express their concern directly to the Global Director of Human Resources, their supervisor or through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a concern with HUC-JIR or for using the problem resolution procedure.

#### *Problem Resolution Procedure:*

1. The employee presents the problem to his or her immediate supervisor within 10 calendar days after it occurs. If the supervisor is unavailable to address the problem or if the employee believes it would be inappropriate to contact the immediate supervisor, the employee may present the problem to the appropriate

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Department Head. If neither person is available, the employee can contact their campus Human Resources contact or the Global Director of Human Resources.

2. The supervisor responds to the problem during discussion or within 10 calendar days. Consulting with appropriate management may be necessary. The supervisor must document the discussion.
3. If the problem is not resolved and the employee presents it to their campus Human Resources Liaison or Global Director of Human Resources, they will take steps to assist and/or investigate the issue(s) and will notify the employee of its action.

### PROFESSIONAL ATTIRE and PERSONAL HYGIENE

Appropriate dress and personal hygiene promote a positive HUC-JIR image as we frequently have partners, visitors, and vendors in our facilities. All employees are expected to be well groomed and attired in a professional manner that is appropriate for their jobs and consistent with our professional environment. All clothing and accessories are expected to be neat, clean, well pressed, and appropriate at all times.

Therefore, the following are non-exhaustive examples of attire considered inappropriate for HUC-JIR's business setting:

- Provocative or "revealing" styles of clothing (hemlines, necklines and waistlines should be appropriate for a business setting)
- Clothing that is too worn (i.e., frayed, torn or has holes in it)
- Clothing with language or logos displayed that violate the Policy Against Workplace Harassment

Personal grooming and daily hygiene must be of the highest standards at all times. Facial hair must be regularly trimmed. Supervisors are responsible for monitoring the dress and appearance of employees under their supervision for compliance.

On Fridays and special occasions, HUC-JIR may allow "dress down" days where loose clothing, including sweatshirts, colored t-shirts and athletic shoes can be worn.

HUC-JIR maintains a business casual environment, please remember to dress for your day. If you have any questions regarding appropriate attire, please consult the National Office of Human Resources Team.

## VII. SAFETY AND HUC-JIR ASSETS

### CAMPUS CLOSINGS

HUC-JIR recognizes that circumstances beyond its control, such as inclement weather, natural disaster, national crisis, or other emergencies, do occur. On such occasions, HUC-JIR may open late or close for all or part of a regularly scheduled workday. In such

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an event, employees, students, and faculty will be notified through HUC-JIR's Emergency Alert System as early as possible.

If HUC-JIR elects not to 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.

Non-exempt employees who are required to work due to the critical nature of their job responsibilities will be paid two times their regular pay rate for hours worked during such times when the campus is closed for an unscheduled reason.

If HUC-JIR 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 HUC-JIR's opening time has been postponed, office employees reporting to work by the announced opening time will be paid for the entire scheduled workday.

Non-exempt 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 (*non-exempt employees only*).

If for some reason employees feel that they must leave because of poor weather, even though the campus is not officially closing, they must have the approval of their supervisor to take the rest of the day off. In this instance, those employees will be paid only for hours worked and may charge hours not worked that day to vacation or personal time, or the time will be considered a leave without pay (non-exempt employees only).

### HEALTH AND SAFETY

HUC-JIR follows operating practices that are intended to safeguard all employees and result in safe and healthful working conditions and efficient operation.

Employees who believe their working conditions are unsafe must call these conditions to the attention of the person in charge. Employees are expected to report any perceived unsafe conditions to their immediate supervisor.

Employee suggestions and ideas toward improving methods and making conditions safer are earnestly sought. Employees who have any ideas or suggestions regarding safety should share them with their supervisor immediately.

When employees are injured on the job, the following steps should be taken:

1. Notify the employee's supervisor immediately.



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2. If the injury requires immediate medical attention, call 911 to transport the employee to the nearest emergency room.
3. The employee and the supervisor should complete the "Employee Injury Report Form" attaching any other relevant documentation and forward it to the Global Director of Human Resources and to the campus Human Resources liaison.
4. The employee should follow the Workers' Compensation claim process instructions.

### **SECURITY MEASURES**

#### **ID BADGES**

All employees, temporary workers, contractors, and visitors are required to wear their badge at all times. In the event you forget your badge, please obtain a temporary badge from Security. If you lose your badge, please be sure to report the loss to Security immediately so the badge may be deactivated. There will be a fee to replace lost or stolen badges. Employees shall surrender their identification badge upon termination of employment.

Employees, temporary employees, and contractors should observe the following security measures:

1. Observe all regulations regarding closing and locking doors or safekeeping enclosures.
2. Immediately report to the supervisor, any suspicious security irregularities and acts of theft, sabotage, vandalism, or damage of HUC-JIR property.
3. Employees are responsible for safeguarding their own personal property.
4. All HUC-JIR keys, records, documents and other HUC-JIR property must be turned in at separation of employment.

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

#### **EMERGENCY RESPONSE PLANS**

HUC-JIR's emergency response policies are designed to ensure that in the event of an emergency, occupants in each facility will be given ample warning and enough time to protect themselves from harm and/or to escape in an orderly manner.

In the event of a medical emergency, employees are advised to dial 911 immediately.

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Additionally, employees should refer to their campus's written emergency action plan for specific instructions on alarm system signals, evacuation procedures, routes and designated assembly areas and actions to take and locations of shelter in the event of a natural disaster, including tornado, earthquake, or flood. To review the emergency action plan, please click the link below to the corresponding campus at which you work.

[Cincinnati Emergency Response Guidelines](#)

[NY Emergency Response Guidelines](#)

[Active Shooter Emergency Procedures](#)

[LA Emergency Response Guidelines](#)

[Earthquake Response Guidelines](#)

### EMPLOYEE ACKNOWLEDGEMENT

I acknowledge and affirm that I have received a copy of Hebrew Union College-Jewish Institute of Religion's Employee Handbook. I understand that the Handbook describes important information about the policies, procedures, and programs affecting my employment with HUC-JIR and that I can and should consult my supervisor or the National Office of Human Resources regarding any questions not answered in the Handbook. I understand that I am responsible for complying with all policies and procedures in the Handbook. I also understand that I am responsible for seeking clarification from my supervisor or the National Office of Human Resources as to any of the contents of the Handbook. I understand that the provisions of the Handbook are subject to change and that HUC-JIR can, at its sole discretion, modify, eliminate, revise or deviate from the guidelines and information in the Handbook with or without notice. I also understand that any revisions to the Handbook will supersede, modify or eliminate any of the existing policies, procedures or programs in the Handbook. I understand that I am an at-will employee and acknowledge that the Handbook is not a contract of employment and nothing in the Handbook creates an express or implied contract of employment. I acknowledge and understand that employment with HUC-JIR is not for a

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specified term and is at the mutual consent of the Employee and HUC-JIR. Accordingly, I agree that HUC-JIR may terminate my employment relationship at any time for any or no reason, with or without notice. I understand that my signature below demonstrates that I have read, understand, and agree to the statements and terms set forth above in the Handbook.

\_\_\_\_\_

EMPLOYEE'S SIGNATURE

\_\_\_\_\_

DATE

\_\_\_\_\_

EMPLOYEE'S NAME (PRINTED)