



Welcome

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

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

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

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

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Introduction

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

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Mission Statement

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

For Undergraduate Students

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

For Graduate Students

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

Equal Employment Opportunity Statement

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

YU is an Equal Opportunity Employer. We do not discriminate on the basis of race, sex, color, religion, national origin, age, or disability in our hiring, promotion, or termination decisions. We also do not discriminate on the basis of marital status, sexual orientation, or gender identity. We are an affirmative action employer and are committed to creating a diverse and inclusive workplace.

It is the policy of YU to provide equal employment opportunities to all employees and applicants without regard to race, sex, color, religion, national origin, age, or disability. This policy applies to all aspects of employment, including hiring, promotion, and termination. We are an affirmative action employer and are committed to creating a diverse and inclusive workplace.

The Human Resources Department is responsible for ensuring that YU complies with all applicable laws and regulations regarding equal employment opportunity. If you have any questions or concerns, please contact the Human Resources Department.

All employees are expected to adhere to the Equal Employment Opportunity Statement and to report any violations to the Human Resources Department.

Remote and Hybrid Work Arrangements

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

A policy that is approved by the Board of Trustees of the University of the Pacific.

Procedure for Approval for Flexible or Remote Work Arrangements

Employee

- Complete Flexible Work Request Form (FWRF) [Flexible Work Request Form](#)
- If the employee is currently on a leave of absence, the employee must be on a leave of absence for at least 90 days before applying for a Flexible Work Arrangement.
- Notify the supervisor of the request at least 30 days in advance of the start date of the arrangement.

Supervisor

- Review the request and determine if the arrangement is in the best interest of the University.
- Consult with the Department Head, Vice President, Dean, and the Chief Human Resources Officer to ensure the arrangement is in the best interest of the University.
- Review the request and determine if the arrangement is in the best interest of the University.
- Complete Flexible Work Request Form (FWRF) [Flexible Work Request Form](#)
- Obtain approval from the Chief Human Resources Officer.
- Provide the employee with the approved arrangement.
- Provide the Human Resources Office with the approved arrangement.
- Review the request and determine if the arrangement is in the best interest of the University.

Open Communication

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

Background Checks

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

Drug & Alcohol Use

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

Smoke-Free Workplace

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

Computer Systems/Network

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

Whistle-Blower/Compliance Hotline

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

Identification Cards

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

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

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

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

Time Off and Leaves of Absence

Attendance

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... a... d... e... e... E... ce... e... a... e... ed ab... e... ee... ac... e... d... c... f... e...
... ace a... d... e... f... a... ce...

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

Vacation

Vacation Eligibility

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

Scheduling Vacation

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

LEGAL HOLIDAYS	JEWISH HOLIDAYS
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Bereavement/Condolence Leave

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

Immediate family members include: spouse, child, parent, grandchild, grandparent, sibling, or spouse of a child, parent, grandchild, or grandparent. Immediate family members do not include: in-laws, stepchildren, or other relatives.

Other family members include: spouse, child, parent, grandchild, grandparent, sibling, or spouse of a child, parent, grandchild, or grandparent. If you are a part-time employee, you are eligible for up to one (1) day of bereavement leave. If you are a full-time employee, you are eligible for up to three (3) days of bereavement leave.

Pregnancy & Childbirth Leave—Staff

Full-time employees are eligible for up to 12 weeks of paid leave for pregnancy and childbirth. Part-time employees are eligible for up to 6 weeks of paid leave for pregnancy and childbirth. This leave is in addition to any other leave you may be eligible for, such as sick leave, vacation, or FMLA.

Part-time employees are eligible for up to 6 weeks of paid leave for pregnancy and childbirth. This leave is in addition to any other leave you may be eligible for, such as sick leave, vacation, or FMLA.

A Staff member may also be eligible for up to 12 weeks of unpaid leave for pregnancy and childbirth. This leave is in addition to any other leave you may be eligible for, such as sick leave, vacation, or FMLA.

Pregnancy & Childbirth Leave—Faculty

Full-time faculty members are eligible for up to 12 weeks of paid leave for pregnancy and childbirth. Part-time faculty members are eligible for up to 6 weeks of paid leave for pregnancy and childbirth. This leave is in addition to any other leave you may be eligible for, such as sick leave, vacation, or FMLA.

Part-time faculty members are eligible for up to 6 weeks of paid leave for pregnancy and childbirth. This leave is in addition to any other leave you may be eligible for, such as sick leave, vacation, or FMLA.

A Faculty member may also be eligible for up to 12 weeks of unpaid leave for pregnancy and childbirth. This leave is in addition to any other leave you may be eligible for, such as sick leave, vacation, or FMLA.

Faculty members are also eligible for up to 12 weeks of unpaid leave for research and creative activities. This leave is in addition to any other leave you may be eligible for, such as sick leave, vacation, or FMLA.

Jury Duty

If you are called for jury duty, you are eligible for up to 10 days of paid leave. If you are called for jury duty more than once, you are eligible for up to 10 days of paid leave in total. This leave is in addition to any other leave you may be eligible for, such as sick leave, vacation, or FMLA.

If you are called for jury duty, you are eligible for up to 10 days of paid leave. This leave is in addition to any other leave you may be eligible for, such as sick leave, vacation, or FMLA.

Professional Conduct

Conflict of Interest

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

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f ... e Y ... Ye ... a ... e ce ... de ... a ... d d a ... d ec
... a ca, ... a, ... fe ... a be, e, ... a ffa ... e be ... f e, d

Outside Employment

YU employees are encouraged to accept outside employment, provided the employee's performance is not affected. Employees should discuss any outside employment with their supervisor and the Human Resources Department. Employees must obtain written approval from their supervisor and the Human Resources Department before accepting any outside employment. Employees must disclose any outside employment to their supervisor and the Human Resources Department.

Employees are prohibited from accepting outside employment that conflicts with their duties as an employee of YU. Employees are prohibited from accepting outside employment that involves a conflict of interest with YU. Employees are prohibited from accepting outside employment that involves a conflict of interest with the University of the Pacific. Employees are prohibited from accepting outside employment that involves a conflict of interest with the University of the Pacific.

YU employees are prohibited from accepting outside employment that involves a conflict of interest with YU. Employees are prohibited from accepting outside employment that involves a conflict of interest with the University of the Pacific. Employees are prohibited from accepting outside employment that involves a conflict of interest with the University of the Pacific.

Violence in the Workplace

YU employees are prohibited from engaging in any form of violence in the workplace. Employees are prohibited from engaging in any form of violence in the workplace. Employees are prohibited from engaging in any form of violence in the workplace.

Meeting Performance Standards

All employees are expected to meet performance standards. Employees are expected to meet performance standards. Employees are expected to meet performance standards.

Benefits

Benefit Plans

YU offers a variety of benefit plans to help you and your family stay healthy and secure.

- Health Insurance
- Dental Insurance
- Life Insurance
- Flexible Spending Account (FSA)
- Medical Savings Account (MSA)
- Long-Term Care Insurance
- Employee Assistance Program (EAP)
- Retirement Plans
- Tuition Reimbursement

YU offers a variety of benefit plans to help you and your family stay healthy and secure. For more information, visit [yupoint.com/benefits](#) or contact your HR representative. You can also find more information about our benefits in the [Employee Handbook](#).

Leaving Yeshiva University

Resignation

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

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

P e, fda, e, ea, e, e, e

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

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

Ma, defac, e, f, de, c, fa, e, e, e, e, fYe a

Fa, e, ca, d, ec, c, ac, e, e, be, a, e, ab, e, f

F, e, b, eac, facce, ab, e, be, a

V, a, f, e, D, a, d, A, c, P, c

T, ef

Lea, e, e, a, a, d

S, ee, d

T, e, ded, be, e, a, e, f, e, e, fac, e, a, a, e, d, e, a, ac, I, e, e, a, e, ded, be, c, e, e, a, d, d, e, c, a, e, e, e, a, e, a, be, ee, ee, ee, a, d, Ye, a

Contact Information

DEPARTMENT	CONTACT INFORMATION	
Human Resources Department	Jane Adams Chief HR Officer 300 (47) 3000	jas@yupia.edu
Administrative Services	Rebecca Jones S.D. eq 300 (47) 3000 Kara Roberts D. eq 300 (47) 3000	rebecca@yupia.edu kara@yupia.edu
IT Department	Rebecca Jones 300 (47) 3000	rebecca@yupia.edu
Head of the Center for...	Faye Williams D. eq 300 (47) 3000	faye@yupia.edu
Business	Jane Adams 300 (47) 3000	jane@yupia.edu
...	J. M. ... D. eq 300 (47) 3000	jm@yupia.edu
...	Jane Adams Safety Services 300 (47) 3000	jane@yupia.edu
...	Adeline Jones General Counsel 300 (47) 3000	adeline@yupia.edu

Disclosure Form

PURSUANT TO THE POLICY REGARDING CONFLICT OF INTEREST FOR EMPLOYEES
OF YESHIVA UNIVERSITY

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

Name, Title

Date

Address

Signature

Employee ID

This form is to be submitted,

Confidential Resource Office

Yeshiva University

Washington

100 A. S. da A. e. e

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Ne Y , Ne Y //

Receipt for Employee Handbook

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

I have read and understand the handbook and agree to follow the rules and regulations. I have read and understand the handbook and agree to follow the rules and regulations. I have read and understand the handbook and agree to follow the rules and regulations.

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Pregnancy & Childbirth Leave—Staff · **17**
Professional Conduct · **20**
Prohibition on Political Contributions · **20**

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