



Welcome

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de, a, fac, a a d f e, d e d, c ea e a b e

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

Rabb D. A. Be...
P e de, 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 many opportunities available to you. If you have any questions, please contact your academic advisor or the Student Services team.

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Mission Statement

YU is committed to providing a high-quality education for all students, regardless of their background or financial resources. We are dedicated to creating a supportive and inclusive learning environment where every student can thrive and succeed. Our mission is to prepare students for the challenges of the 21st century by providing them with the knowledge, skills, and values they need to be successful in their careers and lives.

For Undergraduate Students

We are committed to providing a high-quality education for all students, regardless of their background or financial resources. We are dedicated to creating a supportive and inclusive learning environment where every student can thrive and succeed. Our mission is to prepare students for the challenges of the 21st century by providing them with the knowledge, skills, and values they need to be successful in their careers and lives.

For Graduate Students

We are committed to providing a high-quality education for all students, regardless of their background or financial resources. We are dedicated to creating a supportive and inclusive learning environment where every student can thrive and succeed. Our mission is to prepare students for the challenges of the 21st century by providing them with the knowledge, skills, and values they need to be successful in their careers and lives.

Employment-at-Will

Under the employment-at-will doctrine, an employer may terminate an employee at any time for any reason or no reason at all, and an employee may quit at any time for any reason or no reason at all. This is the common law rule in most states. The Uniform Employment Law Commission (UELWC) has proposed a uniform rule that would allow an employer to terminate an employee for any reason, except for a reason that is prohibited by law.

As a result of the employment-at-will doctrine, employees are not guaranteed a specific position, salary, or benefits. Employees are also not guaranteed a specific duration of employment. The Uniform Employment Law Commission (UELWC) has proposed a uniform rule that would allow an employer to terminate an employee for any reason, except for a reason that is prohibited by law.

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 in hiring, promotion, or other terms and conditions of employment on the basis of race, color, religion, sex, or national origin. We do not discriminate on the basis of age, disability, or marital status. We do not discriminate on the basis of sexual orientation or gender identity. We do not discriminate on the basis of genetic information. We do not discriminate on the basis of an individual's status as a protected veteran. We do not discriminate on the basis of an individual's status as a qualified individual with a disability. We do not discriminate on the basis of an individual's status as a protected whistleblower. We do not discriminate on the basis of an individual's status as a protected whistleblower.

It is the policy of YU to provide a safe and healthy work environment for all employees. We do not discriminate on the basis of race, color, religion, sex, or national origin. We do not discriminate on the basis of age, disability, or marital status. We do not discriminate on the basis of sexual orientation or gender identity. We do not discriminate on the basis of genetic information. We do not discriminate on the basis of an individual's status as a protected veteran. We do not discriminate on the basis of an individual's status as a qualified individual with a disability. We do not discriminate on the basis of an individual's status as a protected whistleblower. We do not discriminate on the basis of an individual's status as a protected whistleblower.

The Health and Safety Act of 1970, as amended, and the Occupational Safety and Health Act of 1970, as amended, require employers to provide a safe and healthy work environment for all employees. We do not discriminate on the basis of race, color, religion, sex, or national origin. We do not discriminate on the basis of age, disability, or marital status. We do not discriminate on the basis of sexual orientation or gender identity. We do not discriminate on the basis of genetic information. We do not discriminate on the basis of an individual's status as a protected veteran. We do not discriminate on the basis of an individual's status as a qualified individual with a disability. We do not discriminate on the basis of an individual's status as a protected whistleblower. We do not discriminate on the basis of an individual's status as a protected whistleblower.

All employees are encouraged to report any suspected violations of the 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, to the appropriate authority.

Non-Discrimination and Anti-Harassment Policy

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Equal Opportunity

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P c . . . D s . . . a . . . a d A . . . Ha as . . e

Behavior Policy for Athletes

Be a . . . P c f A . . e c. a. d s a B . . . da e. s. Be a A e e

Disability Accommodations

YU employees are encouraged to request accommodations if they have a disability that prevents them from performing their essential job functions. The process for requesting accommodations is outlined in the YU Employee Handbook. Employees should contact their supervisor and the Human Resources Department to begin the process. The process involves a meeting with a representative from the Human Resources Department to discuss the employee's needs and the potential accommodations. The process may take several weeks to complete. Employees should be patient and understand that the process is designed to ensure that accommodations are appropriate and effective. Employees should also understand that accommodations are not guaranteed and may be subject to change based on the employee's needs and the availability of resources.

Disability Accommodations Process and Procedures

Section 1: Confidentiality
Section 2: Complaint Procedure

Confidentiality

All information related to the disability accommodations process is confidential. Employees should be assured that their information will be kept private and only shared with those who need to know. The process is designed to protect the privacy of employees and ensure that they can request accommodations without fear of discrimination or retaliation.

Complaint Procedure

If a YU employee believes they have been discriminated against based on their disability, they should file a complaint with the Human Resources Department. The complaint should be filed as soon as possible and should include details of the alleged discrimination. The Human Resources Department will investigate the complaint and take appropriate action to resolve the issue. The process for filing a complaint is outlined in the YU Employee Handbook.

If an accommodation request is denied, the employee should be notified in writing and given the opportunity to appeal the decision. The appeal process is outlined in the YU Employee Handbook. Employees should understand that the process is designed to ensure that accommodations are appropriate and effective.

All information related to the disability accommodations process is confidential. Employees should be assured that their information will be kept private and only shared with those who need to know. The process is designed to protect the privacy of employees and ensure that they can request accommodations without fear of discrimination or retaliation.

On the Job

Work Schedules/Flexible Arrangements

You can use your leave for a wide range of reasons. You can use your leave for personal or family emergencies, or for other reasons. You can use your leave for a variety of reasons. You can use your leave for a variety of reasons. You can use your leave for a variety of reasons.

You can use your leave for a variety of reasons. You can use your leave for a variety of reasons. You can use your leave for a variety of reasons. You can use your leave for a variety of reasons. You can use your leave for a variety of reasons. You can use your leave for a variety of reasons.

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Flexible Work Arrangement Strategies

- Flexible Work Arrangements (FWAs) allow employees to adjust their work schedules to better fit their personal lives. Examples include telecommuting, flexible hours, and compressed workweeks.
- Compressed workweeks allow employees to work longer hours for a shorter period of time, such as 40 hours in 8 days instead of 5 days. This can be beneficial for those who want to spend more time with their families.
- Voluntary reduced hours allow employees to work fewer hours than their regular schedule, which can be helpful for those who are caring for a loved one or have other personal commitments.

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 of the University of the South Florida. The University of the South Florida is committed to providing a safe and healthy work environment for all employees. Remote and Hybrid Work Arrangements are a key component of this commitment.

A policy that is designed to provide a clear and consistent framework for the use of Remote and Hybrid Work Arrangements.

Procedure for Approval for Flexible or Remote Work Arrangements

Employee

- Complete Flexible Work Arrangements Request Form [Flexible Work Arrangements Request Form](#)
- If the employee is a full-time employee, the employee must be a full-time employee.
- Notify the supervisor of the request for a Flexible Work Arrangement.

Supervisor

- Review the request and determine if the employee is eligible for a Flexible Work Arrangement.
- Complete the Flexible Work Arrangements Request Form and submit it to the Director of Human Resources.
- Review the request and determine if the employee is eligible for a Flexible Work Arrangement.
- Complete Flexible Work Arrangements Request Form [Flexible Work Arrangements Request Form](#)
- Obtain approval from the Director of Human Resources.
- Provide the employee with the necessary information.
- Provide the Human Resources with the necessary information.
- Review the request and determine if the employee is eligible for a Flexible Work Arrangement.

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 of the University of the South Florida. The University of the South Florida is committed to providing a safe and healthy work environment for all employees. Remote and Hybrid Work Arrangements are a key component of this commitment. 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 of the University of the South Florida. The University of the South Florida is committed to providing a safe and healthy work environment for all employees. Remote and Hybrid Work Arrangements are a key component of this commitment.

Background Checks

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Drug & Alcohol Use

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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

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a... e...

Computer Systems/Network

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Whistle-Blower/Compliance Hotline

E... c... a... d... e... a... e... a... ec... 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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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...

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e... e... H... a... Re... ce... De... a... e... e... ea... e... Ye... a... e... 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...
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Vacation

Vacation Eligibility

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... a... ea... /... e... ee... acc... e... aca... e... a... a... e... dba... Y... bec... ee... be... a... e...
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Scheduling Vacation

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... 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... e... ec... e... d... a... e... ce... e... a... aca... a... a... bef... e... a... a... ca... c... e... e...
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LEGAL HOLIDAYS	JEWISH HOLIDAYS
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The University of the State of New York State Office of the State Comptroller
110 West Street, Albany, New York 12242-1100

- We are currently accepting applications for the position of
• Human Resources Director, Albany, New York. The successful
• candidate will be responsible for the overall management of the
• human resources function of the State Office of the State Comptroller.
• For more information, please contact the Human Resources Director,
• Human Resources Office, State Office of the State Comptroller,
• 110 West Street, Albany, New York 12242-1100.

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Emergency Closing

Yes, a state of emergency has been declared in New York State. The
State Office of the State Comptroller is currently closed. The
State Office of the State Comptroller will be closed on Monday, April 14, 2020.
If you have any questions, please contact the Human Resources Director,
Human Resources Office, State Office of the State Comptroller,
110 West Street, Albany, New York 12242-1100.

Alert Find

Learn more about the current situation in New York State. The
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Paid Leaves

Absence Due to Illness

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Sick Days

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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 grandparent. Immediate family members do not include: in-laws, stepchildren, or other relatives.

Other family members include: stepchildren, stepgrandchildren, stepgrandparents, stepsiblings, and stepgrandparents. 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 pregnancy and childbirth leave. Part-time employees are eligible for up to 6 weeks of pregnancy and childbirth leave. This leave is in addition to any other leave you may be eligible for, such as sick leave, vacation, or FMLA.

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

A Staff member who is a member of the Health and Retirement Office may be eligible for up to 12 weeks of pregnancy and childbirth leave.

Pregnancy & Childbirth Leave—Faculty

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

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

A Faculty member who is a member of the Health and Retirement Office may be eligible for up to 12 weeks of pregnancy and childbirth leave.

Faculty members who are also members of the Peace Corps, Civilian Conservation Corps, or National Park Service may be eligible for up to 12 weeks of pregnancy and childbirth leave.

Jury Duty

If you are called for jury duty, you may be eligible for jury duty leave. You are eligible for up to 10 days of jury duty leave. If you are a full-time employee, you are eligible for up to 10 days of jury duty leave. If you are a part-time employee, you are eligible for up to 5 days of jury duty leave.

If you are called for jury duty, you may be eligible for jury duty leave. You are eligible for up to 10 days of jury duty leave. If you are a full-time employee, you are eligible for up to 10 days of jury duty leave. If you are a part-time employee, you are eligible for up to 5 days of jury duty leave.

Personal Leave

Employees are eligible for personal leave if they are a full-time employee, a part-time employee, a seasonal employee, a temporary employee, a contract employee, a Head, Deputy, or Chief of Household, or a Recipient of Aid to Families with Dependent Children.

Personal leave is accrued at the rate of one hour for every 30 hours worked. Personal leave is accrued on a calendar year basis.

Parental Leave

Employees are eligible for parental leave if they are a full-time employee, a part-time employee, a seasonal employee, a temporary employee, a contract employee, a Head, Deputy, or Chief of Household, or a Recipient of Aid to Families with Dependent Children.

Leave for Birth or Adoption of a Child

Full-time employees are eligible for 12 weeks of paid leave for the birth or adoption of a child.

Part-time employees are eligible for 12 weeks of paid leave for the birth or adoption of a child.

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

See NY Paid Family Leave for details.

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.

Y... a ea. b a ... a dac ... e ... a ... a e ... ac ... c f ... e e ... ea ea a ce
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

General Policy

Işlerinizde başarılı olmak için, aşağıdaki tavsiyelerden yararlanmanız gerekebilir. İşinizle ilgili herhangi bir sorunuz varsa, İnsan Kaynakları Departmanı ile iletişime geçebilirsiniz.

İşinizle ilgili olarak, İnsan Kaynakları Departmanı ile iletişime geçebilirsiniz. İşinizle ilgili olarak, İnsan Kaynakları Departmanı ile iletişime geçebilirsiniz.

Specific Restrictions

Work-related activities should be performed during working hours.

Outside Employment

YU employees are encouraged to accept outside employment, provided the employee's outside employment does not conflict with the employee's duties as a YU employee. Employees are encouraged to accept outside employment if it does not conflict with their duties as a YU employee. Employees are encouraged to accept outside employment if it does not conflict with their duties as a YU employee.

Employees are encouraged to accept outside employment, provided the employee's outside employment does not conflict with the employee's duties as a YU employee. Employees are encouraged to accept outside employment if it does not conflict with their duties as a YU employee. Employees are encouraged to accept outside employment if it does not conflict with their duties as a YU employee.

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Violence in the Workplace

Employees are encouraged to report any acts of violence in the workplace to their supervisor or the Human Resources Department. Employees are encouraged to report any acts of violence in the workplace to their supervisor or the Human Resources Department. Employees are encouraged to report any acts of violence in the workplace to their supervisor or the Human Resources Department.

Meeting Performance Standards

Employees are encouraged to meet performance standards set by the organization. Employees are encouraged to meet performance standards set by the organization. Employees are encouraged to meet performance standards set by the organization.

Benefits

Benefit Plans

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

- Health Insurance
- Dental Insurance
- Life Insurance
- Flexible Spending Account (FSA)
- 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 thrive. For more information, visit [yupoint.com/benefits](#) or contact your HR representative. YU also offers a variety of other benefits, including a 401(k) plan, a 457(b) plan, a 529 plan, and a Health Savings Account (HSA). YU also offers a variety of other benefits, including a 401(k) plan, a 457(b) plan, a 529 plan, and a Health Savings Account (HSA).

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 and we are committed to providing a safe and healthy work environment for all our employees. Your resignation will be processed in accordance with the University's policies and procedures.

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, fYe a

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

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

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

T ef

Lea, e e, a, a, d

See, d

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

Addendum

Applicable to California Employees

The University of York is a U.S. Equal Opportunity Employer. The Handbook is a document that is intended to be a guide for the University of York. The Handbook is a document that is intended to be a guide for the University of York. The Handbook is a document that is intended to be a guide for the University of York.

Time Off & Leaves of Absence

The University of York provides a variety of leave options for its employees. The University of York provides a variety of leave options for its employees. The University of York provides a variety of leave options for its employees.

The University of York provides a variety of leave options for its employees. The University of York provides a variety of leave options for its employees. The University of York provides a variety of leave options for its employees.

Personnel Records & Privacy

The University of York is committed to protecting the privacy of its employees' personnel records. The University of York is committed to protecting the privacy of its employees' personnel records. The University of York is committed to protecting the privacy of its employees' personnel records.

Contact Information

DEPARTMENT	CONTACT INFORMATION	
Human Resources Department	Jane Adams Chief HR Officer 300 (477) 3000	jas@yupia.edu
Administrative Services	Rebecca Jones S.D. eq 300 (477) 3000	rebecca@yupia.edu
Information Technology	Karen Roberts D. eq 300 (477) 3000	karen@yupia.edu
Finance	Rebecca Jones 300 (477) 3000	rebecca@yupia.edu
Health and Wellness Center	Faye Williams D. eq 300 (477) 3000	faye@yupia.edu
Business	Jane Adams 300 (477) 3000	jane@yupia.edu
Marketing	Jane Adams D. eq 300 (477) 3000	jane@yupia.edu
Legal	Jane Adams Safety Secretary 300 (477) 3000	jane@yupia.edu
Admission	Adeline Adams General Counsel 300 (477) 3000	adeline@yupia.edu

Disclosure Form

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

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

Name, Title

Date

Address

Signature

Employee ID

This form is to be submitted,

Confidential Resource Office

Yeshiva University

Washington

200 A St. N. A. E. E.

Be fe Ha /

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 contents of the YU Employee Handbook, and I agree to abide by the policies and procedures contained therein. I have received a copy of the YU Employee Handbook, and I agree to abide by the policies and procedures contained therein.

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