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# Mission Statement

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

## For Undergraduate Students

We bring wisdom to life by combining the best, contemporary academic education with the timeless teachings of Torah. It is Yeshiva's unique dual curriculum, which teaches knowledge enlightened by values that helps our students gain the wisdom to make their lives both a secular and spiritual success.

## For Graduate Students

Yeshiva brings wisdom to life by not only teaching the knowledge and skills to be highly accomplished scholars and professionals, but by teaching the ethical and moral values that will make them truly admirable people. It is our dual emphasis on professional excellence and personal ethics that gives our graduate students the wisdom to succeed in both their professions and their lives.

## For Faculty

Yeshiva helps our professors bring their own wisdom to life by providing the encouragement, resources and intellectual freedom to pursue their own academic ideals. And they, in turn, share their wisdom with our students, our society and the world at large.

## For Alumni and Supporters

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

## For the Jewish Community

In America, Israel and around the world, our mission to bring wisdom to life will foster greater understanding and appreciation of the heritage, traditions and values we all hold so dear.

## For Society and the World

Yeshiva University serves as a wellspring of wisdom.

Our students learn and go forth, as both educated and ethical people, to share their own special talents and wisdom with society.

Our faculty's research, academic work and scholarly writings help bring wisdom to many of the most pressing social, political, medical, legal and human rights issues facing the world today.

Our University serves as a platform to bring Yeshiva's collective wisdom to the world through our community

# Employment-at-Will

University employees not represented for collective bargaining—and who have not signed a contract of employment—are “employees-at-will.” This means that no one has a contractual right, express or implied, to remain in the University’s employ. The University may terminate an employee’s employment, without cause, and with or without notice, at any time for any reason.

As a University employee you agree that your employment relationship with Yeshiva is governed by, and construed in accordance with, applicable federal, New York State and New York City law, and such substantive law shall apply to all disputes between you and Yeshiva in any forum, except as provided otherwise in a duly executed employment contract.

# Equal Employment Opportunity Statement

Equal employment opportunity has and will continue to be a fundamental principle at Yeshiva. This policy applies to recruiting, hiring, pay and benefits, terminations and all other terms of employment.

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

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## Individuals and Conduct Covered

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

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

## Retaliation Is Prohibited

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

## Complaint Procedure

### Reporting an Incident of Harassment, Discrimination or Retaliation

Yeshiva strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe they have experienced conduct that they believe is



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

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

The University recognizes that there may be certain circumstances where the foregoing behavior cannot be avoided, such as when the student-athlete requests privacy to discuss a confidential issue or receive medical care. In such circumstances, the athletic staffang (en-sAT9 >cy51 s)e

the incident and report it immediately to his/her supervisor. The supervisor should then promptly report the incident to the Office of Diversity & Affirmative Action.

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

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

Please see the University's [Non-Discrimination & Anti-Harassment Policy](http://yu.edu/hr/policies) (available on-line at <http://yu.edu/hr/policies>) for more information on the University's harassment policy and complaint procedures. Policies regarding various other health and safety matters can also be found on such site.

# Disability Accommodations

## Policy

Yeshiva University is committed to prohibiting discrimination against qualified individuals with disabilities or perceived disabilities who can perform the essential functions of the job as mandated by the Americans with Disabilities Act, the Rehabilitation Act, as well as applicable state and local laws. This policy applies to the job application process, hiring, termination, advancement, compensation, job training, and other terms, conditions and privileges of employment.

It is the policy of Yeshiva University to provide a reasonable accommodation to qualified applicants, staff and faculty members with disabilities who have made the University aware of their disability, provided such accommodation does not constitute an undue hardship on Yeshiva.

## Scope

This policy applies to all Yeshiva employees and to individuals applying for a job at Yeshiva.

## Disability Accommodations Process and Procedures

To request a reasonable accommodation, Yeshiva employees should complete and submit a Disability Accommodations Form to their immediate supervisor, Chairperson or Dean and provide a copy to the Chief Human Resources Officer. Employees can obtain this form from the Human Resources Department or on the Human Resources Web site ([www.yu.edu/hr/](http://www.yu.edu/hr/)). If the need for a reasonable accommodation or the form of the accommodation cannot be resolved at this level, the employee should contact the Chief Human Resources Officer.

1. An applicant who seeks a reasonable accommodation during the job application process should contact the Chief Human Resources Officer.
- 2.

Yeshiva will, as may be appropriate, consider the employee's or applicant's preference. The law does not require Yeshiva to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs, etc.). If it is determined that an accommodation will not be offered, the individual will receive a written explanation.

### Confidentiality

All information and documentation received for a reasonable accommodation will be kept confidential to the extent practical and/or required by law.

### Complaint Procedure

If a Yeshiva employee believes that he or she has been discriminated against on the basis of a disability, he or she should refer to the internal complaint process set forth in the [Non-Discrimination & Anti-Harassment Policy](#), which can be found at [www.yu.edu/hr/](http://www.yu.edu/hr/). If an applicant believes that he or she has been discriminated against on the basis of a disability, a complaint may be filed with the \_\_\_\_\_.



## Supervisor

- Reviews workplace needs and possibilities for flexible scheduling.
- Consults with the area Department Head, Vice President or Dean, and the Chief Human Resources



## Background Checks

Prior to employment, or in the case of promotion to a position of substantial responsibility, all applicants will be subject to a background check. Background checks will include, but not be limited to, a review of criminal history, verification of employment and education as well as validation of a Social Security number. A copy of the background will be provided to the applicant and/or candidate as provided by law. This background information is collected as a means of making Yeshiva a safe work environment.

## Employment of Family Member/Members of the Household

Yeshiva considers the most qualified individuals for its available positions. Your relatives (or members of your household) may be hired by Yeshiva and can work at the same location unless any of the following apply:

- You are directly supervising a parent, spouse, child, brother, sister or other household member.
- You are ultimately responsible for a family member where the relationship could affect the immediate supervisor's ability to objectively manage, direct or evaluate the employed family member or other household member.
- Family members are employed in positions that may cause situations involving favoritism, undue influence or a breach of confidentiality.
- You are in a position to approve the appointment of a family member or other household member to a position at Yeshiva.

If any of these issues apply, Yeshiva will try to find a suitable position to which one of you can transfer. If not, one of you will be asked to resign. It is not the purpose of this policy to alter any current employment relationships that may have been officially approved in the past.

Please direct any questions about the application of this policy to your Department Head. The Chief Human Resources will be asked for clarification on any questions you have regarding this policy.

## Dress Code Guidelines

Yeshiva wants you to be neat, well-groomed and appropriately attired while performing your duties and interacting with members of the public and the University community. Your personal appearance should reflect the

## Drug & Alcohol Use

Yeshiva prohibits the unlawful possession, use, distribution, or manufacture of illicit drugs and unauthorized use of alcohol at any University facilities or in connection with any University activities. Any student, faculty member, staff or other employee of the University found to be in violation of this policy will be subject to appropriate disciplinary action—up to and including termination. You can access the full [Drug & Alcohol Policy](#) on the Human Resources Web site ([www.yu.edu/hr/](http://www.yu.edu/hr/)).

## Smoke-Free Workplace

In compliance with government regulations, Yeshiva prohibits smoking throughout its workplace.

### I. Purpose and background

In order to provide employees, students and others with a smoke-free environment and to comply with New York State and New York City smoking regulations and statutes, it is the policy of Yeshiva to prohibit smoking in all Yeshiva owned or leased buildings, facilities, and property.

### II. Policy

- A. Smoking is prohibited in all indoor areas of Yeshiva buildings and facilities except within the privacy of residential apartments, unless otherwise prohibited.
- B. Smoking is prohibited in Yeshiva vehicles.
- C. “No-Smoking” signs are prominently and conspicuously posted in all appropriate locations of the work place in accordance with the Smoke-Free Air Act.
- D. Outdoor Smoking Locations: All campus entryways and landscaped areas have been designated as

### No Expectation of Privacy

Employees have no reasonable expectation of personal privacy with respect to anything stored in, created, received or sent over the computer systems. Yeshiva may monitor or review any and all files, documents or other information contained or accessible through the computer systems for any reason without employee permission. This includes possible monitoring of Web sites visited by employees, chat and news groups, e-mail, and blogs, plus review of all electronic/deleted files, metadata and other electronic information stored on Yeshiva's central backup system or otherwise available as part of its data management. Using passwords or other security measures does not give an employee a right to privacy.

### Professional Use of Computer Systems Required

All Yeshiva's policies with respect to workplace conduct apply equally to its computer systems. This includes, but is by no means limited to, Yeshiva's policies against discrimination and harassment, sexual or otherwise, its non-solicitation policy, and its policies against disclosure of trade secrets or other confidential business or proprietary information. Employees may not use Yeshiva's Computer Systems to download or copy copyrighted materials or another company's trade secrets or confidential, proprietary information.

Creation, solicitation, posting or distribution of offensive e-mail messages, computer "wallpaper" and the like

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# Time Off and Leaves of Absence

## Attendance

Yeshiva depends on its employees to report to work on all scheduled workdays and during all scheduled work hours and to report to work on time. Excessive or patterned absenteeism will impact the productivity of the workplace and your performance.

You must notify your supervisor as far in advance as possible, but no later than one hour before your scheduled starting time if you expect to be late or absent. You must call your supervisor for each day of your absence, unless you are directed otherwise by your supervisor.

## Vacation

### Vacation Eligibility

As part of Yeshiva's generous time-off policy, all employees are eligible for vacation days and will accrue vacation time on a pay period basis. Please refer to the Human Resources Web [site \(www.yu.edu/hr/\)](http://www.yu.edu/hr/) for a vacation accrual schedule.

You become eligible to take your accrued vacation time after completing your first six months of employment. You may, under special circumstances, with your supervisor's approval, borrow additional time in excess of your accrued time up to the amount which you would accrue for the calendar year. If your employment terminates before the end of the calendar year, you must repay any days borrowed but not earned.

You do not accrue vacation when on an unpaid leave of absence.

If a Yeshiva-observed holiday falls during a scheduled vacation, the day will be charged to holiday pay. If a serious illness or death in the family occurs during an authorized vacation, sick time or bereavement time can be charged in lieu of vacation time with your supervisor's approval.

### Scheduling Vacation

To maintain appropriate staffing levels, your supervisor will coordinate, schedule and approve your requested vacation dates. You should make your vacation request EMC /Spa

## Holidays

The University provides you with paid holidays each year. The following legal and Jewish holidays are observed on dates set by the University. Typically, Jewish holidays are observed, and offices will be closed, when the holiday falls on a work day.

LEGAL HOLIDAYS	JEWISH HOLIDAYS	
New Year's Day	Rosh Hashanah	2 days
Memorial Day	Yom Kippur	1 day
Independence Day	Sukkot	2 days
Labor Day		

## Sick Days

Full-time employees accrue sick days at the rate of one day per month; part-time employees are eligible to ac

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Son or Daughter—or leave other than military family leave, a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is either under 18 years of age, or 18 or older and incapable of self-care because of a mental or physical disability.

### Eligibility

University employees are eligible for FMLA leave if they:

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

### Qualifying Events That May Entitle an Employee to FMLA Leave

To qualify for FMLA leave, the employee must be requesting leave for any of the following reasons:

1. The employee's own serious health condition
2. To care for a child, spouse or parent who has a serious health condition
3. The birth of a child and in order to care for that child
4. The placement of a child for adoption or foster care and to care for the newly placed child
5. A qualifying exigency that occurs because the employee's spouse, son, daughter or parent who is serving in the National Guard or Reserves is serving on or has been called to active duty in the U.S. Armed Forces. A qualifying exigency includes:
  - a. any issue relating to a short-notice deployment (i.e., within seven calendar days of notification of deployment)
  - b. attendance at military events and related activities, such as pre-deployment briefings and family support sessions
  - c. time needed to provide or arrange for childcare or participate in school-related activities with respect to a child or ward of the covered family member
  - d. time needed to make or update financial and legal arrangements relating to the covered family member or act as the covered family member's representative with respect to military service benefits
  - e. time needed to participate in counseling, where the need for counseling arises from the covered member's active duty or call to active duty
  - f. up to five days spent with a covered family member on short-term rest and recuperation leave from a deployment;
  - g. post-deployment activities, including any of official ceremony sponsored by the military, as well as exigencies arising from the death of a covered family member while on active duty status
  - h. other activities provided that the University and the employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of the leave.







### Job Reinstatement/Return to Work

Eligible employees taking leave under this policy will be reinstated to their former position or to an equivalent position with equivalent benefits and other terms and conditions of employment. However, no employee is entitled under this policy to any right, benefit or position other than that to which the employee would have been entitled had he or she not taken leave. Thus, for example, if a layoff or some other extenuating circumstance or business condition arises that affects the employee's position, reinstatement may not be possible. An employee

## Personal Leave

Employees who have completed six months of employment may apply for a personal leave of absence of up to six months. The request is subject to the approval of the Department Head, Dean and the Chief Human Resources Officer. Any exceptions to this policy must be approved by the Chief Human Resources Officer.

During an unpaid leave of absence, you do not accrue sick, vacation or personal time (except as provided by law, i.e., military leave). You do not receive pay for holidays that fall during an unpaid leave.

## Parental Leave

Yeshiva University is committed to supporting employees who have additions to their immediate families or challenges caring for a spouse, child or elder parent with an extended illness or incapacitation with the option to participate in an extended leave of absence program.

## Leave for Birth or Adoption of a Child

An unpaid leave of absence of up to 12 months in a single continuous period may be granted, upon approval

For staff members, who are pregnant, please refer to the [Policy for Staff Leaves of Absence for Reasons of Pregnancy and Childbirth.](#)

A leave of absence, without pay and for a period of up to 12 months in a single continuous period, may be granted to a full-time employee who (i) is the full-time primary care parent during the period of the leave; (ii) has completed at least three years of continuous service; and (iii) is not subject to a collective bargaining agreement; following the birth of an employee's child, the adoption of a child, or the placement of a foster child into the employee's care. The period of Child Care Leave will begin on the date of birth, adoption or foster care placement of the child and may extend up to 12 months following the start date of the leave. This leave will run concurrently with any other applicable leaves of absence (e.g., FMLA, Disability Leave, etc.) and is available to both eligible female and male employees. In the event both parents are employed by Yeshiva University, only one child care leave will be granted for each child.

Employees are required to return to work upon the expiration of their leave. If an employee fails to return to work at the University upon the expiration of the Child Care Leave, the employee will be considered as having resigned his or her employment with the University, effective immediately. Upon request, an employee may be reinstated to his or her position before the scheduled expiration of the leave. However, in certain situations, an employee may not be permitted to return from such leave until the expiration of the period that such employee requested and was granted. Generally, such restrictions on early return are limited to situations where such return would be disruptive to a project or where the termination of a replacement would occur.

Leave other than for birth or adoption: You may request a child care leave under this policy for an older child (less than 18 years of age on the day the leave is granted) if a dependent child or child who resides in the household has an extended illness or period of incapacitation.

In those cases, an unpaid leave can be granted for three months if the faculty or staff member has expended all of his or her accumulated paid time off and FMLA, and provides documentation acceptable to the University that substantiates eligibility under this policy and the need for the leave.

During a period of leave granted under this policy, the employee remains an employee at-will and subject to the general terms and conditions of employment applicable to his/her employment classification.

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## Personnel Records and Privacy

The Human Resources Department and/or your department maintains personnel records for all employees. This record contains all documentation related to your association with us—i.e., your employment application, resume, payroll information, performance evaluations, letters of commendations, disciplinary actions, if applicable, etc.

These records are the property of Yeshiva. They are confidential and can be viewed only by members of the Human Resources Department or other authorized management staff and appropriate outside agencies. You may review your record at Yeshiva's discretion, by submitting a written request to [Human Resources](#). Nothing can be removed from your file.

## Health Information

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

No member of the Yeshiva staff shall disclose any individually identifiable protected health information concerning any patient, research participant, student or staff member without prior authorization from the protected individual.

Access to protected health information in the custody of the University shall be restricted to those who need such access as part of their employment, and said access shall be the minimum necessary to perform legitimate University functions.

## Educational Records

Yeshiva University is committed to maintaining student educational records in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). The definition of educational records under the law is quite broad and not limited to academic records.

FERPA gives students the right of access to their educational records, while limiting the disclosure of those records. In general, personally identifiable information derived from educational records may be disclosed only with the students' consent, unless it is directory information (e.g., name, Yeshiva e-mail address, dates of attendance at Yeshiva and school, department or division attended, degrees and awards received, etc.), or unless the law provides an exception that permits disclosure without consent.

One exception allows campus personnel to share information from educational records with other school officials who have a legitimate educational interest. Another exception covers information that is necessary to protect the health or safety of the student or others.

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

Any questions regarding the maintenance of student records or their disclosure should be directed to the [Office of General Counsel](#) (212) 960-0051, [ogc@yu.edu](mailto:ogc@yu.edu).

## Personal Identifying Information

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

General Policy

## Outside Employment

YU Employees are representatives of the University and are expected to help achieve its mission and to devote their attention to fulfilling their job responsibilities. Consequently, outside employment is not permitted if it could interfere with the employee's job performance or subject the University to criticism, unfavorable public

# Compensation

## Payment of Salary

Yeshiva's pay schedule can differ depending on position. All non-exempt employees are paid biweekly and all salaried employees are paid on a semi-monthly basis.

If the normal payday falls on a Yeshiva-recognized holiday, compensation will be distributed one workday prior to the normal schedule. Under no circumstances will Yeshiva release any paychecks prior to the announced schedule.

All statement of earnings for each pay period is available on-line via [asidetrack.yu.edu/](https://asidetrack.yu.edu/).

The amount of federal withholding is affected by the number of exemptions you claim on your Form W-4, Employee's Withholding Allowance Certificate. If your marital status changes or the number of exemptions previously claimed increases or decreases, you must submit a new Form W-4 to the Payroll Department.

## Overtime Pay—Non-Exempt Employees

At times the workload in your department may require your supervisor to request that you work longer hours than your regular schedule. If you are an employee who holds an exempt position, you are expected to work the hours necessary to complete your assigned tasks and projects.

# Benefits

## Benefit Plans

Yeshiva University provides generous and comprehensive benefits, including:

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

You are generally eligible to participate in these University programs if you are a regular, full-time or regular, part-time employee scheduled to work 20 or more hours per week. In most cases, benefits are described in more detail in the contracts, insurance certificates or plan documents, which are the legal documents that govern the administration and benefit provisions of each program. You can find these documents by clicking here ([www.yu.edu/hr/benefits](http://www.yu.edu/hr/benefits)).

# Leaving Yeshiva University

## Resignation

A resignation is a voluntary termination of employment initiated by an employee. If you decide to resign for any reason, your supervisor and the Human Resources Department would like the opportunity to discuss the resignation before final action is taken. We request that you provide Yeshiva with a written two-week advance notice period. Bear in mind that vacation days or personal days (if applicable) may not be included in the notice period. Yeshiva will only compensate you for accrued unused vacation if you work throughout the notice period. If, as sometimes happens, your supervisor prefers that you leave prior to the end of your notice, you may be paid for the remainder of that period at the discretion of Yeshiva.

## Dismissals/Termination

Yeshiva employees not represented for collective bargaining—and who have not signed a contract of employment—are “employees-at-will.” This means that no one has a contractual right, express or implied, to remain in Yeshiva’s employ. Yeshiva may terminate an employee’s employment, without cause, and with or without notice, at any time for any reason.

In the event of your termination, you are not entitled to any severance or payments whatsoever, aside from any compensation or monies that may be due and/or payable to you under the express terms of this Handbook.

In the absence of a written release from the former employee and a written request from the prospective employer, the University will only provide dates of employment, job title and salary for all employment references or employment verification requests.

## Misconduct

The following guidelines may be applied at the discretion of Yeshiva.

Any employee whose conduct, actions or performance violates or conflicts with Yeshiva’s policies may be terminated immediately and without warning.

The following are some examples of grounds for immediate dismissal:

- Breach of trust or dishonesty
- Conviction of a felony
- Willful violation of an established policy or rule
- Falsification of University records
- Gross negligence
- Insubordination
- Violation of the Anti-Harassment and/or Equal Employment Opportunity Policies
- Time card or sign-in book violations
- Undue and unauthorized absences or lateness from duty during regularly scheduled work hours

- Deliberate non-performance of work
- Larceny or unauthorized possession of, or the use of, property belonging to any co-worker, visitor or student of Yeshiva
- Possession of dangerous weapons on the premises
- Unauthorized possession, use or copying of any records that are the property of Yeshiva
- Unauthorized posting or removal of notices from bulletin boards
- Marring, defacing or other willful destruction of any supplies, equipment or property of Yeshiva
- Failure to call or directly contact your supervisor when you will be late or absent from work
- Fighting or serious breach of acceptable behavior
- Violation of the Alcohol or Drug Policy
- Theft
- Leaving the work premises without authorization during work hours
- Sleeping on duty.

This list is intended to be representative of the types of activities that may result in disciplinary action. It is not exhaustive, is not intended to be comprehensive and does not change the employment-at-will relationship between the employee and Yeshiva.

## Post-Resignation/Termination Procedures

### Exit Interview

An exit interview is scheduled for all employees who are terminating employment. Human Resources is responsible for scheduling an exit interview before the employee's last day of employment and for arranging the return of all Yeshiva-owned or -issued property, including:

- Photo Identification Card
- Office keys
- University manuals
- Any additional University-owned or -issued property.

### Benefits

Benefits (life, medical and dental) end on your last day of employment. An employee, unless dismissed for gross misconduct, has the option to convert to individual life insurance, and/or to continue medical/ dental benefits in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA) regulations. Specific information will be provided at the exit interview.

### Final Paycheck

To receive your final paycheck, you must return all Yeshiva property. This final paycheck will be made available during the next normal pay period.



# Addendum

Applicable to California Employees

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



# 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 (print) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ Extension \_\_\_\_\_

This form is to be submitted to:

Chief Human Resources Officer  
Yeshiva University  
Wilf Campus  
2945 Amsterdam Avenue  
Belfer Hall, 204  
New York, New York 10033

# Receipt for Employee Handbook

I acknowledge that I have received a copy of Yeshiva University's ("the University") Employee Handbook. I plan to read it thoroughly. If there is any policy, provision or benefit that I do not understand, I will ask the Human Resources Department to clarify it.

I also understand that unless there is an exception, the University is an at-will employer, which means that employment is not for any fixed period of time. In that case, either the University or I can terminate employment at any time and for any reason without prior notice. I also understand that no supervisor or other representative of the University has the authority to enter into an agreement for employment for a specific period of time, or to make any agreement contrary to the above (except for the President, Provost or Human Resources).

In addition, I understand that the Handbook describes the University's policies and practices in effect on the date of publication and that nothing written here creates a promise or binding contract of future benefits. I also understand that these policies and procedures are continually evaluated and may change or end at any time with or without notice in the sole discretion of the University.

I acknowledge that I am responsible for knowing all policies and abiding by them. I further acknowledge that this Handbook may be updated and that I am responsible for knowing these updates by periodically checking Yeshiva's Web site ([www.yu.edu](http://www.yu.edu)).

Please sign and date this receipt and return it to the Human Resources Department.

Date \_\_\_\_\_

Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

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