



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,
s ce a d a e a d, a d ea, f ca ee

Ye aU, e a da, 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 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. Beila
P e de, Y e aU, e

Table of Contents

- WELCOME 1**
- TABLE OF CONTENTS 2**
- INTRODUCTION 4**
- MISSION STATEMENT 5**
- EMPLOYMENT-AT-WILL 6**
- EQUAL EMPLOYMENT OPPORTUNITY STATEMENT 7**
- NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY 8**
 - Equal Opportunity 8
 - Staff Policy on Protecting Athletes 8
- DISABILITY ACCOMMODATIONS 9**
 - Disability Accommodations Process and Procedures 9
 - Confidentiality 9
 - Complaint Procedure 9
- ON THE JOB 10**
 - Work Schedules /Flexible Arrangements 10
 - Flexible Work Arrangement Strategies 10
 - Remote and Hybrid Work Arrangements 11
 - Procedure for Approval for Flexible or Remote Work Arrangements 11
 - Open Communication 11
 - Background Checks 12
 - Employment of Family Member /Members of the Household 12
 - Dress Code Guidelines 12
 - NY HERO Act 12

Parental Leave	19
Leave for Birth or Adoption of a Child	19
Leave for Care of an Older Child, Member of Your Household, or Parent	19
PROFESSIONAL CONDUCT	20
Conflict of Interest	20
Gifts/Gratuities	20
Personal Purchases	20
Prohibition on Political Contributions	20
Confidentiality Commitment	20
Personnel Records and Privacy	21
Health Information	21
Educational Records	21
Personal Identifying Information	21
Notice of Breaches	21
Solicitations, Distributions and Use of Bulletin Boards	22
Outside Employment	23
Violence in the Workplace	23
Meeting Performance Standards	23
COMPENSATION	24
Payment of Salary	24
Overtime Pay—Non-Exempt Employees	24
Time Records	24
BENEFITS	25
Benefit Plans	25
LEAVING YESHIVA UNIVERSITY	26
Resignation	26
Dismissals/Termination	26
Misconduct	26
Post-Resignation/Termination Procedures	27
ADDENDUM	28
Applicable to California Employees	28
Applicable to New Jersey Employees	28
CONTACT INFORMATION	30
DISCLOSURE FORM	31
RECEIPT FOR EMPLOYEE HANDBOOK	32
INDEX	33

Introduction

We are pleased to welcome you to the University of York. This handbook provides information on the University's policies and procedures. It is intended to help you understand the University's expectations and to ensure that you are able to meet them. We hope that you will find this handbook helpful and that it will be a useful reference for you throughout your time at the University.

We are pleased to have you at the University of York. This handbook provides information on the University's policies and procedures. It is intended to help you understand the University's expectations and to ensure that you are able to meet them. We hope that you will find this handbook helpful and that it will be a useful reference for you throughout your time at the University.

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.

Employment-at-Will

Under the employment-at-will doctrine, either party to an employment contract can terminate the employment relationship at any time, for any reason, or for no reason at all. This is the common law rule in most states. The federal government and some states have enacted laws that limit the employment-at-will doctrine in certain circumstances.

As a result, the employment-at-will doctrine does not apply to federal government employees, employees of state or local governments, and employees of certain private employers. The National Labor Relations Act (NLRA) also provides that an employer cannot discharge an employee for reasons that would interfere with the employee's exercise of their rights under the NLRA.

Equal Employment Opportunity Statement

Equal Employment Opportunity Act of 1967, as amended, which prohibits employment discrimination based on race, sex, religion, and national origin. YU is an Equal Opportunity Employer.

YU is an Equal Opportunity Employer. We do not discriminate in hiring, promotion, or other terms of employment on the basis of race, sex, religion, or national origin. We do not discriminate on the basis of age, sex, or religion in hiring, promotion, or other terms of employment. We do not discriminate on the basis of race, sex, religion, or national origin in hiring, promotion, or other terms of employment. We do not discriminate on the basis of race, sex, religion, or national origin in hiring, promotion, or other terms of employment.

It is the policy of YU to provide equal employment opportunities for all individuals without regard to race, sex, religion, or national origin. YU does not discriminate in hiring, promotion, or other terms of employment on the basis of race, sex, religion, or national origin. YU does not discriminate on the basis of age, sex, or religion in hiring, promotion, or other terms of employment. YU does not discriminate on the basis of race, sex, religion, or national origin in hiring, promotion, or other terms of employment.

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.

Non-Discrimination and Anti-Harassment Policy

Y. . a U. . e. ed. . a e. c a . . d d a . . a e. . ea ed . . e. . ec a. d
d Eac . . d d a a . . e a. e. e. a e. e. e. e.
a. d . . b. . d e a ac ce. c. d. a a e. T e ef e. Ye. a e ec. a a e a
a e e ace be fe a a. d ee fb a e. d ce a. d a a e.

Equal Opportunity

Ye. a ba e e a ca ab e. a ca We d d e a e e ba
f ace e c ce ed a e a a ce e a a e a ca
e. a d ab e e a d ab ed e e a a e e c ed ca e a e a
e. de de a d e e c e a e a a a d e
e d c e ea. dec dec a e a c a d ac a acc da ca e e
f ed ce a. d e a. d e a e c a ce e c ec ed b a a cab e a d a ce
e a

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 d a e Be a A e e

Disability Accommodations

YU employees are encouraged to request accommodations for disabilities. The process is confidential and based on the employee's disability. The Rehabilitation Act of 1973, as amended, and the ADA require employers to provide reasonable accommodations to qualified individuals with disabilities. The process is confidential and based on the employee's disability. The Rehabilitation Act of 1973, as amended, and the ADA require employers to provide reasonable accommodations to qualified individuals with disabilities.

Disability Accommodations Process and Procedures

[Requesting Accommodations](#)

[Employee Responsibilities](#)

Confidentiality

All information provided in the process of requesting accommodations is confidential and will be held in strict confidence. The process is confidential and based on the employee's disability.

Complaint Procedure

If a YU employee believes they are being discriminated against based on their disability, they should contact the Human Resources Department. The process is confidential and based on the employee's disability.

If an employee believes they are being discriminated against based on their disability, they should contact the Human Resources Department. The process is confidential and based on the employee's disability.

All information provided in the process of requesting accommodations is confidential and will be held in strict confidence. The process is confidential and based on the employee's disability.

On the Job

Work Schedules/Flexible Arrangements

Yes. a U. e. e. e. a a de a, e. e b e e a d a, a, ade a e a, d, e a b. e. e. N a a e de, ed a M, da, T da, // a, / / a, d F da // a, / / S e de a, e. d, d e, fac, e ce, a a, a, e, e, ded e e, a d

Yes. a a e c, e. a e e e a f, e, e e e ad e, e, e a e e d e. e a e, e, e e, e. a e. e b, e a a c, c, e e, e fe, a b a, e U. e. S e e a e, ea, ab e ad, e, e, e, e e, ab ed, a a a a d de a, e, e f, e ace, acc da e, d d a e e e, eed. c a ed ca, c dca e c, e, fa e e, a e. S c ad, e, d be c, de ed, a e, e ba s a d a e, e, ded, e a e, c a e a e e e, e fe e, b a

Fe be e ed, e, e b e f a a ea beca e f, e e c, c e e e, f, a ace S e e c, de, e, ef de a, e, e be e de a, e a, eed f, e a ea, de e, e f, e ace, eed, be f, a ed f, e e, e e d f, e e a e ed ed da, W e e e a a a d de a, e, e f, d d a e e e ca, be a e ed, e e b, e, eed, f, e e e e a d, e de a, e, S e e a e, a, e e ad e a e a, d, e a b. e. e. A a a, f, e e e e a e ed e e, a / f, da e e, e be e e da, da ed, ad a ce b, ea ea De a, e, Head, V ce P e. de, Dea, a, d, e C ef H a. Re. ce. O ce.

L. de, ece ea a f a e be a a e e, e e e ce, f, a, e a, e ed e e a a e be, e e a, a d a, f, e de a, e, a d, ad e e a e c, e a e ce, c e, B, a, e, d a e, e c e f, ea eed, e ed e S e e d e e, e e, e eed, c, a, f, e a a, e e, a d, e a ca, a e a ba e

Flexible Work Arrangement Strategies

- Fe. ea a. e e. a e e e e a, a. d e d d, e a, e f, de f e e a e ed ed da. Fe. ea a. e e. d, ed ce, e, a ad b a
- C e e ed W e e e ed e a e e e a, e fe e, a, ed a e e e. C e a e f, a e e ed e a, e e e e f, da e e e f a, e, a da e e e, / e, e da e e, e e f a, e, a da e e e.
- V. a Red ced T ea e e e e, ed ce, e, be f e e e a e e, de, a e e, a, e, a e ca e f e a fa, eed b, e a a f, e de a, e, ead E e e a a ed ce, e e a d a, a, e a be, e, e acc ded, f, e e e e. S a a a d, e be, e, a e a ed acc d, E e e e a ed ce, e ad a e, e a e f U. e c, b, e, e, a e c ed a, d, d c, ac, e U. e Be, e, O ce, de e, e, e c.

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 South Florida. This policy applies to all full-time employees.

Procedure for Approval for Flexible or Remote Work Arrangements

Employee

- Complete the Flexible Work Arrangement Request Form [Flexible Work Arrangement Request Form](#)
- If the employee is a full-time employee, the request must be submitted to the employee's supervisor.
- Notify the Human Resources Office of the request.

Supervisor

- Review the request and determine if the employee is eligible for a Flexible Work Arrangement.
- Complete the Flexible Work Arrangement Request Form [Flexible Work Arrangement Request Form](#) and submit it to the Human Resources Office.
- Review the request and determine if the employee is eligible for a Flexible Work Arrangement.
- Complete the Flexible Work Arrangement Request Form [Flexible Work Arrangement Request Form](#) and submit it to the Human Resources Office.
- Provide feedback to the employee.
- Provide feedback to the Human Resources Office.
- 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. 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

P... e... e... eca e f... a... f... b... a... a... e... b... a... a... ca... be
b... ec... a bac... d c ec... Bac... d c ec... c de b... be... ed... a e e f c... a
... e... ca... fe... e... a... ded... ca... a... e... a... a... da... faS ca Sec... be... Ac... f... e

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...
U... e... a... d... f... c... a... ce... a... cab... e... a... d... e... a... a... d... Ye... a... U... e... s... eb... e...
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

T... a... a... e... a... d... ec... f... Ye... a... a... e... e... ed... ca... a... a... d... Ye... a... de... ca...
ca... d... Y... ca... b... a... a... ca... d... e... ca... a... e... e... O... e... e... a... e... ed... a... 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... e...

Time Off and Leaves of Absence

Attendance

Ye... a de e, d... e... ee... e... a... ed ed... da... a... d... a... ed ed...
... 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... f... e... 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... 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... 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... 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... e... de... ee... e... f... e...
... acc... e... /... da... e... ee... e... ea... E... ee... e... e... sa... a... e... acc... e... aca... e... e... a...
... a... ed... ba... ba... ed... ed... A... aca... e... 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... e... a... be... ca... ed... e... ef... ea... a... a... 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... e... ea... f... aca... ea... T... a... acc... a... a... ed... f... e... ee... e... e...
... a... e... 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... e...

LEGAL HOLIDAYS	JEWISH HOLIDAYS
e e a s Da	s Ha a a _ das
e a Da	da
I de e de eDa	

The University of the State of New York, Office of the State Comptroller, Albany, New York

- We are currently reviewing your request.
- If you have any questions, please contact the Office of the State Comptroller at (518) 475-2000.
- You may also visit our website at www.osc.state.ny.us.
- Thank you for your patience.

For more information, please visit www.osc.state.ny.us or call (518) 475-2000.

Emergency Closing

Yes, we are currently reviewing your request. If you have any questions, please contact the Office of the State Comptroller at (518) 475-2000. You may also visit our website at www.osc.state.ny.us.

Alert Find

Let us know if you find any alerts. If you have any questions, please contact the Office of the State Comptroller at (518) 475-2000. You may also visit our website at www.osc.state.ny.us.

Paid Leaves

Absence Due to Illness

The University of the State of New York, Office of the State Comptroller, Albany, New York

Yes, we are currently reviewing your request. If you have any questions, please contact the Office of the State Comptroller at (518) 475-2000. You may also visit our website at www.osc.state.ny.us.

Sick Days

If you have any questions, please contact the Office of the State Comptroller at (518) 475-2000. You may also visit our website at www.osc.state.ny.us.

See the www.osc.state.ny.us website for more information.

If you have any questions, please contact the Office of the State Comptroller at (518) 475-2000. You may also visit our website at www.osc.state.ny.us.

For more information, please visit www.osc.state.ny.us or call (518) 475-2000.

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. Bereavement leave is not accrued and is not subject to the sick leave bank.

For more information regarding bereavement leave, please contact your supervisor or the Human Resources Department. Bereavement leave is not accrued and is not subject to the sick leave bank.

Other family members include a spouse, child, grandchild, parent, grandparent, sibling, or grandparent. Bereavement leave is not accrued and is not subject to the sick leave bank.

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. Pregnancy and childbirth leave is not accrued and is not subject to the sick leave bank.

For more information regarding pregnancy and childbirth leave, please contact your supervisor or the Human Resources Department. Pregnancy and childbirth leave is not accrued and is not subject to the sick leave bank.

Additional information regarding pregnancy and childbirth leave can be found in the Staff Handbook, Section 10.1. For more information, please contact your supervisor or the Human Resources Department.

Pregnancy & Childbirth Leave—Faculty

Full-time faculty are eligible for up to 12 weeks of pregnancy and childbirth leave. Part-time faculty are eligible for up to 6 weeks of pregnancy and childbirth leave. Pregnancy and childbirth leave is not accrued and is not subject to the sick leave bank.

For more information regarding pregnancy and childbirth leave, please contact your supervisor or the Human Resources Department. Pregnancy and childbirth leave is not accrued and is not subject to the sick leave bank.

Additional information regarding pregnancy and childbirth leave can be found in the Faculty Handbook, Section 10.1. For more information, please contact your supervisor or the Human Resources Department.

For more information regarding pregnancy and childbirth leave, please contact your supervisor or the Human Resources Department. Pregnancy and childbirth leave is not accrued and is not subject to the sick leave bank.

Jury Duty

If you are summoned for jury duty, you may be eligible for jury duty leave. Jury duty leave is not accrued and is not subject to the sick leave bank. You may be eligible for up to five (5) days of jury duty leave per year. Jury duty leave is not accrued and is not subject to the sick leave bank.

If you are summoned for jury duty, you may be eligible for jury duty leave. Jury duty leave is not accrued and is not subject to the sick leave bank. You may be eligible for up to five (5) days of jury duty leave per year. Jury duty leave is not accrued and is not subject to the sick leave bank.

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 daç . e s s a . s a a e s . . a c . ç f . e e s . e a e a a . ce f . e Y Ye s a e . ce . . de . a . a . . s . d d a s f . d e c . . a . ca . e . a fe s s . a be . e . . . a ffa . e be s f e . d s

Outside Employment

YUE ee a ee ee a ee f e U e a da ee e ced, e ac ee e, a d, de e
e a e, f e b e C e e, de e e, e ed f,
c d e f e e e e b e f a ce b e c e U, e c c, fa a b e
b c, c c f, e e, P e a e f e, e e C, c f I, e e P c d e e d a b e. I f a
f, ee ee ee d, e e e a c d e de e, ac c a a e e,
be a ed, b ee e e e

I e e e ee e b, d e e de e e, e e F, a d e, a s
ec a b, f c ac e e f a ce f d, e f e U, e a c, c f, e e,
e e e a f e c a e C e f H a R e c e O c e, a e
b, c ac a a, ed e e, a Y e a A a f de e e, a b e
d a a a, e f e U, e e de e e, a c e e, e e e e a b e
e e e, e e e e f Y U, d e

Y U e c a e de ee e e, c d a d c a, a b e a c, e, a a e
e e, d e, c a e a c, c f, e e, e U, e d a e e e ab
a fac e f e d e a d f e e, Y U, S e e, e F a c, H a, d b f, e F a c,
O, d e E e, P c,

Violence in the Workplace

Y e a, b e e e a a e ee d b e, e a e d, d, a d e e c, A c f e, c e
b e, e a e d A, a c e f e c e b e e d a e e ed, S e c, e e a d, e
H a R e c e D e a, e, A c a, b e f, e a e d Y e a e e d, a
c d e, e f e c e V a, f, c e, d e a a c, a d, c d,
e d a e d e a e

Meeting Performance Standards

A e ee a ee e ced, ee Y e a da d f e f a, c e W e f a, c e e, c a e
a, f a c d, a, e, d a, c e, c a, e a c, d c, b, c e c a, d e e a c a c e,
Y e a c e a d ced e

I f f a, ee e a, d a d, Y e a a, d e a a e c c a, c e, a e c e c e a c, T e
e, f, c e d c e, e f a, c e e e d, a e a, a b e, e, c,
e e f a, c e T e c e d e, e d, e c a e d e e, b d, d a, c e, a e a, a
e e d e e, c a e f a, c e a, e, d a, c e b e e a c, d c, e e a c a, c e
Y e a c e a d ced e a, d, e d e a b e Y e a a e e
e e e f a, c e, e e e a e d, f e d a e d e I, a, c a, c e
e e, a, Y e a e e e e d e a a, e

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, please contact your HR representative. You can also visit the YU website at [www.yu.edu/benefits](#) for more details.

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 work together to create a better world. We are grateful for your contribution and 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, 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 policy document that is intended to be read in conjunction with the University of York's policies and procedures. The Handbook is a policy document that is intended to be read in conjunction with the University of York's policies and procedures.

Time Off & Leaves of Absence

The University of York's policies and procedures regarding Time Off & Leaves of Absence are outlined in the Handbook. The Handbook is a policy document that is intended to be read in conjunction with the University of York's policies and procedures.

The University of York's policies and procedures regarding Time Off & Leaves of Absence are outlined in the Handbook. The Handbook is a policy document that is intended to be read in conjunction with the University of York's policies and procedures.

Personnel Records & Privacy

The University of York's policies and procedures regarding Personnel Records & Privacy are outlined in the Handbook. The Handbook is a policy document that is intended to be read in conjunction with the University of York's policies and procedures.

Contact Information

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

Date

Address

Signature

Employee ID

Title

Chief Executive Officer

Yeshiva University

Washington

100 A. S. da 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 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.

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

R

Receipt for Employee Handbook · **32**
Resignation · **26**

S

Sick Days · **16**
Smoke-Free Workplace · **13**
Social Security Numbers · **22**
Solicitations, Distributions and Use
of Bulletin Boards · **22**

T

Time Off and Leaves of Absence · **14**
Time Off to Vote · **17**
Time Records · **24**

U

Unpaid Leaves · **18**

V

Vacation · **14**
Violence in the Workplace · **23**

W

Whistle-Blower /Compliance Hotline · **13**
Work Schedules/Flexible Arrangements · **10**