



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

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

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

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

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Introduction

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

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Mission Statement

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

For Undergraduate Students

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

Equal Employment Opportunity Statement

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

YU is an Equal Opportunity Employer. We do not discriminate on the basis of race, sex, color, religion, national origin, age, or disability in our hiring, promotion, or termination decisions. We do not discriminate on the basis of sex in our hiring, promotion, or termination decisions. We do not discriminate on the basis of sex in our hiring, promotion, or termination decisions. We do not discriminate on the basis of sex in our hiring, promotion, or termination decisions.

It is the policy of YU to provide equal employment opportunities for all individuals without regard to race, sex, color, religion, national origin, age, or disability. We do not discriminate on the basis of sex in our hiring, promotion, or termination decisions. We do not discriminate on the basis of sex in our hiring, promotion, or termination decisions.

The Human Resources Department is responsible for ensuring that YU complies with all applicable federal, state, and local laws and regulations regarding equal employment opportunity. We do not discriminate on the basis of sex in our hiring, promotion, or termination decisions.

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

On the Job

Work Schedules/Flexible Arrangements

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e a, e ce, c e, B, a, e e d a e, e c e f, ea eed, e ed e S e e
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Flexible Work Arrangement Strategies

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- C e e ed W e e e ed e a e e e a, e fe e, a, ed a e e
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e e f a, e, a da e e e, / e e, e da e e, e e f a, e, a da e e
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- V a Red ced T ea a e e e, ed ce, e, be f e e e a e e
e de, a e e, a, e, a e ca e f e a fa eed b, e a a f
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E e e e a ed ce, e ad a e, e a e f U. e e
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c

Background Checks

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b... ec... a bac... d c ec... Bac... d c ec... c de b... be... ed... a e e f c... a
... 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... e... a... e... 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...
U... e... a... d... f... c... a... ce... a... cab... e... a... 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... f... 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... f... e... a...
b... e... H... a... Re... ce... De... a... e... Y... a... be... a... sed... d... a... de... ca... ca... d... a... e... e...
e... e... a... Ye... a... Fac...

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

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

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

Time Off and Leaves of Absence

Attendance

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

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

Vacation

Vacation Eligibility

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

Scheduling Vacation

T... a... a... a... a... e... sa... e... e... e... c... d... a... e... ed... ea... da... e... e... e... ed...
aca... da... e... Y... d... da... e... aca... e... e... e... ad... a... ce... a... ef... e... e... 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...
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/... da... ee... e... a... be... ca... ed... e... ef... ea... a... e... a... aca... ca... ed... 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, State Office of the State Comptroller, 110 West Street,
• Albany, New York 12242-1100.

For more information, please contact the Human Resources Director,
Human Resources, State Office of the State Comptroller, 110 West Street,
Albany, New York 12242-1100.

Emergency Closing

Yes, a state of emergency has been declared in New York State. The
State Office of the State Comptroller will be closed on Monday, March 15,
2020. Employees are advised to contact their supervisors for more
information. The State Office of the State Comptroller will be closed on
Tuesday, March 16, 2020. Employees are advised to contact their
supervisors for more information. Yes, a state of emergency has been
declared in New York State.

Alert Find

Learn more about the alert find process. The alert find process is a
method used to identify and resolve issues. Yes, a state of emergency
has been declared in New York State. The alert find process is a
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has been declared in New York State.

Paid Leaves

Absence Due to Illness

The State Office of the State Comptroller is currently closed on
Monday, March 15, 2020. Employees are advised to contact their
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Tuesday, March 16, 2020. Employees are advised to contact their
supervisors for more information.

Sick Days

For more information, please contact the Human Resources Director,
Human Resources, State Office of the State Comptroller, 110 West Street,
Albany, New York 12242-1100. For more information, please contact the
Human Resources Director, Human Resources, State Office of the State
Comptroller, 110 West Street, Albany, New York 12242-1100. For
more information, please contact the Human Resources Director,
Human Resources, State Office of the State Comptroller, 110 West Street,
Albany, New York 12242-1100.

See the State Office of the State Comptroller's website for more
information. See the State Office of the State Comptroller's website
for more information. See the State Office of the State Comptroller's
website for more information.

If you are unable to work, please contact your supervisor for more
information. If you are unable to work, please contact your supervisor
for more information. If you are unable to work, please contact your
supervisor for more information.

For more information, please contact the Human Resources Director,
Human Resources, State Office of the State Comptroller, 110 West Street,
Albany, New York 12242-1100. For more information, please contact the
Human Resources Director, Human Resources, State Office of the State
Comptroller, 110 West Street, Albany, New York 12242-1100.

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 paid.

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

Other family members include a spouse, child, grandchild, parent, grandparent, sibling, or stepchild. Bereavement leave is not accrued and is not paid. 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.

Pregnancy & Childbirth Leave—Staff

Full-time employees are eligible for up to 12 weeks of unpaid leave for pregnancy and childbirth. Part-time employees are eligible for up to 6 weeks of unpaid leave for pregnancy and childbirth. This leave is in addition to any accrued sick leave and is not paid.

Part-time employees are eligible for up to 6 weeks of unpaid leave for pregnancy and childbirth. This leave is in addition to any accrued sick leave and is not paid.

A Staff member may also be eligible for Family Medical Leave Act (FMLA) leave.

Pregnancy & Childbirth Leave—Faculty

Full-time faculty members are eligible for up to 12 weeks of unpaid leave for pregnancy and childbirth. Part-time faculty members are eligible for up to 6 weeks of unpaid leave for pregnancy and childbirth. This leave is in addition to any accrued sick leave and is not paid.

Part-time faculty members are eligible for up to 6 weeks of unpaid leave for pregnancy and childbirth. This leave is in addition to any accrued sick leave and is not paid.

A Faculty member may also be eligible for Family Medical Leave Act (FMLA) leave.

For more information regarding pregnancy and childbirth leave, please contact your supervisor or the Human Resources Department.

Jury Duty

If you are summoned for jury duty, you may be eligible for jury duty leave. You are eligible for up to 10 days of unpaid leave for jury duty. Jury duty leave is not accrued and is not paid.

If you are called for jury duty, you may be eligible for jury duty leave. You are eligible for up to 10 days of unpaid leave for jury duty. Jury duty leave is not accrued and is not paid.

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 of work. 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

Employees are eligible for leave for the birth or adoption of a child 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 the birth or adoption of a child is accrued at the rate of one hour for every 30 hours of work. Leave for the birth or adoption of a child is accrued on a calendar year basis.

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.

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... a ca, e ... a, ... fe ... a be, e, ... a ffa ... e be ... f e, d

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 [yu.edu/benefits](#). You can also contact the HR department at (202) 344-3333 or hr@yu.edu.

Leaving Yeshiva University

Resignation

A resignation letter should be submitted to the Human Resources Department. The letter should be submitted to the Human Resources Department of Yeshiva University, 26 Beaumont Street, New York, NY 10003. The letter should be submitted to the Human Resources Department of Yeshiva University, 26 Beaumont Street, New York, NY 10003.

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 Time Off & Leaves of Absence section of the Handbook is a guide for the University of York. The Time Off & Leaves of Absence section of the Handbook is a guide for the University of York. The Time Off & Leaves of Absence section of the Handbook is a guide for the University of York.

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Personnel Records & Privacy

The Personnel Records & Privacy section of the Handbook is a guide for the University of York. The Personnel Records & Privacy section of the Handbook is a guide for the University of York. The Personnel Records & Privacy section of the Handbook is a guide for the University of York.

Contact Information

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

Disclosure Form

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

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

Name, Title

Date

Address

Signature

Employee ID

This form is to be submitted to:

Chief Human Resources 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 read, understand, and accept the terms and conditions of the Handbook. I have read the Handbook and agree to its contents.

I have read the Handbook and agree to its contents. I understand the terms and conditions of the Handbook and agree to accept them. I have read the Handbook and agree to its contents.

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