JCC Employee Handbook
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WELCOME!

Welcome to the Jewish Community Center of Greater Rochester. You are joining an organization that is committed to creating a work environment in which employees feel valued, motivated and inspired to do good work.

We believe that each employee contributes directly to the JCC's growth and success. We encourage creativity and innovation at all levels of the organization. Our goal is to provide the highest quality programs and services to our community and you are a very important part of the process.

This handbook was developed to outline the policies, programs and benefits available to eligible employees. All employees are expected to familiarize themselves with the contents of the employee handbook.

We are glad that you have joined our staff. We hope that your experience here will be challenging, enjoyable and rewarding.

[Signature] Leslie Berkowitz, Executive Director
MISSION STATEMENT

The mission of the JCC is to strengthen Jewish identity and promote Jewish continuity through all stages of life. This is accomplished in an environment that provides opportunities for meaningful cultural enrichment, physical well-being and social, educational and recreational experiences for individuals and families.

STAFF VISION

To attain ultimate membership satisfaction through exceptional customer service, quality programming and inspirational staff leadership while promoting Jewish values in an evolving environment.

Staff Values Statement

- The JCC is founded on and guided by Jewish principles. With this groundwork, the following Code of Ethics has been developed to be consistent with the values that drive these principles. All staff members are responsible for conducting themselves in observance with this code.
- The community, our members and our guests are the reason we are in business. I treat everyone with dignity, worth, respect, concern, courtesy and fairness. We celebrate diversity and recognize difference as a source of creativity. I will be aware of the fact that everything I do, directly or indirectly, has the potential to reflect upon the JCC as a whole. I will respect and comply with all applicable laws and regulations. We strive for superior quality in our programs and services as perceived by our members.
- We believe in creating a professional environment based on mutual respect, personal integrity, open communication and collaboration.
- We commit to candor, honesty and ethical behavior with each other and with those we serve.
- I will accept no gifts or favors that might influence the performance of my responsibilities.
- I will exercise practical stewardship of all JCC resources.
- The values and ethics in combination with the context in which the JCC exists and the long tradition it maintains underlie our vision.
I. INTRODUCTION

A. History of the Jewish Community Center of Greater Rochester

The JCC's beginnings date back to 1895 when the Judean Club, a Jewish cultural group, was established. The object of the Judeans was to improve themselves mentally through reading, lectures and studies. As its membership grew, the society expanded its activities. Clubs were formed for dramatics, checkers and chess. The club also had an active Women's Auxiliary.

While the boys of the Judean Club found an outlet in this intellectual and educational work, another group of Jewish boys were interested in athletics and physical training, and there was no place for recreation. Mr. Alfred Hart helped them to form a Young Men's Hebrew Association.

In 1905, the presidents of these two groups, Alfred Hart of the YMHA and Haskell Marks of the Judeans met, and the two groups merged in 1907 as the Jewish Young Men's Association. At the same time, the Women's Auxiliary was also formally organized as a member organization, becoming the Jewish Women's Association. Meetings were held to raise funds for a permanent building, but many began to lose interest as the emphasis was placed solely on finances. Alfred Hart organized a minstrel show with about 25 members. Interest and fellowship were revived as the boys trained for a big show in the spring and they began to take their show on the road. A two thousand dollar donation from an anonymous philanthropist gave a great boost to their effort and their future success. In November of 1907, led by Haskell Marks and Alfred Hart, the Franklin Square building was purchased.

In 1912, following a successful fund drive, the long awaited physical recreations facilities were finally added to the site: a combination gymnasium/assembly hall on the main floor and a locker room, shower room and small swimming pool in the basement. As the facilities and membership numbers in the Association grew, so did the number of services offered to the Jewish community.

In 1925, a survey by the National Jewish Welfare Board revealed the inadequacy of the Franklin Square building and its limited scope of activities. It recommended the construction of a larger facility which would also incorporate a full program for women, boys and girls, thus combining the JYMA and the JYWA.

In February 1929, a one week campaign for a million dollars was surpassed. The building and the dreams of those who had envisioned its completion stood as an empty shell on Andrews Street from 1931 until 1935, due to the Depression. The building was completed and furnished, and proudly dedicated on September 8, 1936. Many current JCC members recall with great fondness the activities and friendships they enjoyed through the years at the Andrews Street JY. In the midst of all the growth and development at the downtown JY, a commission was established to study the needs of the Jewish community to determine how a new building and new programming could meet these needs. In 1966, the JY Board approved the Leisure Time Report, which articulated the need for a new JY facility in a new location.

In the 10 years that followed, a Building Committee researched and planned the new building which would better provide quality facilities and services to Rochester's Jewish community. Max Farash offered 20 acres of his land on Edgewood Avenue and this land and the land adjacent to the Barge Canal was purchased.

In June 1972, the construction started and in the fall of 1973, the nursery school began its academic year in the new building. The remaining operations were gradually moved and the building formally opened in January 1974. The move to Edgewood Avenue not only brought Rochester's JY a marvelous new facility of which to be proud, but also, a new name. In keeping with sister facilities across the country, the Rochester JYM/WA became the Jewish Community Center of Greater Rochester.
B. About this Handbook

This handbook is designed to acquaint you with the JCC and provide you with information about working conditions, employee benefits and some of the policies and procedures affecting your employment. You should read, understand and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the benefits available to employees. It supersedes any prior handbooks or written policies you may have received, as well as any "unwritten" policies which were orally communicated.

Management staff (Directors, Supervisors and Managers) is responsible for the daily administration of the personnel policies described in this handbook. All staff may make suggestions for changes in policy. No employee or member of the management staff other than the Executive Director has the authority to make any agreement contrary to the policies described in this handbook. All modifications shall be in writing.

No employee handbook can anticipate every circumstance or question about policy. As the organization grows, the need may arise to change policies described in this handbook. The JCC reserves the right to revise, supplement or rescind any policy or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The JCC will make every reasonable attempt to notify employees of changes in policies and procedures, but an employee should confirm the status of a policy or practice before acting on it.

Any questions concerning this handbook or its proper execution may be addressed to your supervisor or the Human Resource Director.

C. Nature of Employment

Because staff members voluntarily enter employment with the JCC, an employee is free to resign at any time, with or without notice or cause. However, this action may affect benefits. Similarly, the JCC may terminate the employment relationship at any time, with or without cause, so long as there is no violation of applicable federal or state law.

The employee handbook is not, and shall not be construed as, a contract creating or guaranteeing employment for any specific duration nor does it constitute an agreement between the employee and the JCC expressed or implied.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Executive Director.
II. EMPLOYMENT POLICIES

A. Application for Employment

The JCC provides applicants with a standard form which must be completed and signed by the applicant. Applications are supplemented by resumes, interview notes, background checks, state and medical clearances and reference checks. The JCC relies on the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentation, falsifications, failure to meet clearance criteria or material omissions in any of the information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, the termination of employment.

B. Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the JCC will be based on merit, qualifications and abilities. The JCC does not discriminate on the basis of any protected class, as required by federal or applicable state law.

It is the responsibility of each employee of the JCC to ensure that these principles and practices are consistently carried out. Each person responsible for recruitment and selection of employees is responsible for ensuring that all equal opportunity policies and practices are followed. The Human Resource Director is designated as the Equal Employment Opportunity (EEO) Officer for the JCC.

C. Immigration Law Compliance

The JCC is committed to employing only United States citizens and non-citizens who are authorized to work in the United States and does not discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, no later than the third day of employment each new staff member must complete the Employment Verification Form I-9 and present documentation establishing identity and eligibility. Former employees who are rehired must complete the form if they have not completed an I-9 with the JCC within three (3) years, or if their previous I-9 is no longer retained or valid.

D. Employee Relations Philosophy

We are committed to providing the best possible climate for maximum development and achievement of goals for all employees. Our practice has always been to treat each employee as an individual. We have always sought to develop a spirit of teamwork; individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, we have provided a workplace which is comfortable and progressive. Most importantly, we have a workplace where communications are open and problems can be discussed and resolved in a mutually respectful atmosphere taking into account individual circumstances and the individual employee.

We firmly believe that by our communicating with each other directly, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.
E. Disability Accommodation

The JCC complies with the ADA and New York State Executive Law and ensures equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a nondiscriminatory basis. Hiring procedures provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all employees whose disability within the meaning of the ADA and/or the Executive Law, affects the performance of job functions, to the extent that such accommodation does not pose an "undue hardship" on the JCC and will allow the employee to perform the essential functions of his or her position. All employment decisions are based on the merits of the situation in accordance with defined criteria.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation, as well as equality in job assignments, classifications, organizational structures and position descriptions.

The JCC does not discriminate against any qualified employees or applicants due to their relation to or association with a person with a disability. The JCC will follow any applicable state or local law that provides individuals with disabilities greater protection than the ADA. This disability accommodation policy is neither exhaustive nor exclusive. The JCC is committed to taking any action necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA, the Executive Law and all other applicable federal, state and local laws.

F. Position Description

A position description identifies the responsibilities of a specific job position with the JCC. Employees need to become familiar with their position description and should discuss questions regarding the contents of their description with their supervisor. After reviewing it, the position description will become part of the employee's personnel record. Position descriptions are not to be construed as a limitation on the authority of supervisory personnel to assign any and all tasks that are appropriate or essential to the employee's position or function.

G. Job Posting and Employee Advancement

Supervisors are encouraged to support employees' efforts to gain experience and advance within the organization. The JCC provides employees an opportunity to indicate interest in open positions and advance within the organization according to skills and experience. The JCC posts its vacancies internally and externally. Employees must complete at least twelve (12) months in their current position before being eligible to request a transfer or promotion. Being a current JCC employee does not guarantee an interview for the position posted. Employees may apply for a vacancy by submitting an application or resume to the Human Resource Director. If an applicant is selected for an interview, his or her supervisor may be contacted to discuss performance, skills and demonstrated potential.

H. References

All requests for information on current or former employees must be referred to the Human Resource Department. The Human Resource Department will confirm dates of employment and position title. No information regarding a current or former employee is to be given to anyone, even in casual conversation. Any employee who violates this policy shall be subject to disciplinary action up to and including termination.

I. Personnel Files

A personnel file is maintained for every employee. Typically, the record contains the application for employment, references, position descriptions, performance appraisals, correspondence, training records, payroll change notices and other relevant material. Any medical and other confidential information is maintained separately from the personnel file. Personnel files will be carefully protected against
An employee’s address, telephone number and other information must be kept up to date. Employees are required to notify the Human Resource Department of any changes such as legal name change, address or phone number change and whom to contact in case of an emergency. Upon request, an employee may schedule an appointment with the Human Resource Director to review his or her personnel file. File documents may not be removed from the file or be reproduced unless required by law. Employees may take notes on the contents of their file.

J. Health Regulations

Employees whose job duties include contact with children or whose duties include food handling must have a physical clearance and a chest x-ray or negative tuberculin test prior to beginning employment and every two (2) years thereafter according to state regulations.

Where mandated, employees are required to have or obtain a current CPR, First Aid certification and/or Lifeguarding Certification. In accordance with the New York State Office of Children and Family Services regulations, no JCC Early Childhood Center employee shall be on duty with acute symptoms of respiratory, gastrointestinal, skin infection and/or communicable disease. Employees may be required to submit a "return to work" statement from their physician.

K. Clearance

As per Chapter 677 of the New York State Office of Children and Family Services laws of 1985, all individuals employed at the JCC must be cleared through the State Central Register (SCR) after securing employment to determine if they have ever been the subject of an Indicated Child Abuse and Maltreatment Report. Individuals will be required to complete the SCR Clearance form DSS-3370, which is provided through the Human Resource Department in the new hire packet. Individuals who are not cleared will not be retained as employees. Employees whose clearance is not received from SCR within ninety (90) days may be terminated on this basis.

L. Finger Printing

Employees of certain programs, including but not limited to the Early Childhood Center, must be finger printed and pass a background check as per NYS Office of Children and Family Services law. Before being hired, the prospective employee will receive instructions on how and where to go to complete the finger printing process. Finger printing must be done before employment may begin.

The JCC Early Childhood Center may temporarily approve an applicant to be an employee while the results of the criminal history check are pending but will not allow such person to have unsupervised contact with children during this time.

After reviewing a criminal history record of an individual, the Office of Family and Children Service will notify the JCC as to the outcome of criminal history record by mail. Employees whose criminal history record is not received within ninety (90) days may be terminated on this basis.
III. EMPLOYEE COMPENSATION

A. Employment Status

It is the intent of the JCC to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time and are for purposes of salary administration and eligibility for overtime pay and employee benefits. The JCC has the following employment status categories:

- **FULL TIME** employees are hired to work thirty-five (35) or more hours per week on a regular basis. They are eligible for all benefits required by law and for all of the employer provided benefits, subject to specific terms and conditions.

- **PART TIME 1** employees are hired to work twenty (20) to thirty-four (34) hours per week on a regular basis. They are eligible for all benefits required by law and for some employer-provided benefits, subject to specific terms and conditions.

- **PART TIME 2** employees are hired to work nineteen (19) or less hours per week on a regular basis. They are eligible only for those benefits required by law.

- **PROVISIONAL** employees are hired to work on a short term basis of less than six (6) months. They are eligible only for those benefits required by law.

From time to time, the JCC engages volunteers and interns in support of its programs. Volunteers and interns perform services in a non-paid status and receive no employer-provided benefits. They are however, bound by the personnel policies which affect the work life of the JCC.

B. Exempt / Non Exempt Status

In accordance with the Fair Labor Standards Act and New York State Labor Law, employees are classified as "Exempt" or "Non-Exempt." Exempt employees are those whose employment is exempt from applicable federal wage and hour laws and are thus not paid for overtime.

Non-Exempt employees are those who are paid for overtime at the rate of one and one half times their regular hourly rate of pay for all hours worked in excess of forty (40) in any one-work week. The employee will be informed of Exempt / Non-Exempt status when hired, when required by law and if the status changes during employment.

C. Work Schedule

The JCC will maintain work hours for its employees in accordance with federal and state regulations, business needs and the maintenance of an efficient and effective schedule of work. Staffing needs and operational demands necessitate variations in starting and ending times and the total hours worked each week may also vary. An employee's work schedule shall be determined by the department head or supervisor. The JCC reserves the right to assign employees to jobs other than their usual assignments when required. Employees may also be required to work overtime or hours other than those normally scheduled whenever necessary.

D. Meal Periods / Breaks

Any employee working more than six (6) hours during a normal meal period is required to take a minimum of a one half (1/2) hour uninterrupted meal period. The scheduled unpaid time will be assigned by the employee's supervisor. All employees will abide by the policy and schedule set forth for both meal period and breaks by the department's supervisor. All non-exempt employees are required to clock in and out for all meal periods.
E. Time Records

All JCC employees are required to keep an accurate record of all time worked. All non-exempt employees are required to clock in and out, including unpaid meal periods, at one of the computer terminals provided by the JCC. Employees must account for all hours of a pay period and the time record needs to be approved by the employee's supervisor prior to being paid. If hours are not worked, they must be accounted for as one of the following absences: vacation time, sick time, personal time, holiday, bereavement, jury duty, unpaid time off and any other paid time off allowed. All paid time off and all unpaid time off requires the employee's supervisor approval. Failure to gain a supervisor's prior approval for an absence, regardless of length, may result in disciplinary action.

Altering, falsifying or tampering with time records or forgetting to clock in and out on a regular basis may result in disciplinary actions, up to and including termination.

F. Pay Days

JCC employees are paid every two (2) weeks on Friday. Unless otherwise announced, completed and approved time records are to be available via the computer by the payroll department no later than noon on the Monday prior to pay date. For JCC overtime purposes, each work week begins at Saturday at 12:01 am and ends on Friday at midnight. In the event that a regularly scheduled pay date falls on a non-Jewish holiday, checks will be distributed and dated for the day before the holiday or at the discretion of the Executive Director. For all regularly scheduled pay dates that fall on Jewish holidays, the check will still be dated for the scheduled pay date but will be distributed on the day before the holiday.

G. Payroll Actions

Payroll Deductions: The law requires that the JCC make certain deductions from every employee's compensation. Among these are applicable federal, state and social security taxes. Additionally, some benefits require or allow an opportunity for employee contribution. Employees may voluntarily authorize deductions from their paychecks for their contribution to participate in these programs. Pay garnishment deductions mandated by law are automatically deducted from an employee's pay.

Administrative Pay Corrections: The JCC takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that all employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, employees should promptly bring the discrepancy to the attention of the Human Resource Department, Payroll Department or their supervisor.

Bank Charges: In the event that a stop payment order on a payroll check is requested by an employee, applicable bank fees will be charged to the employee by way of subtracting from the net amount of the check.

Direct Deposit: The JCC encourages employees to use the option of electronic deposit of paychecks to designated bank account/s. By completing a direct deposit form available in the Human Resource Department, an employee may choose up to three separate accounts for direct deposit.

H. Overtime Pay

In accordance with federal and state wage and hour laws, Non-Exempt employees are paid at a rate of one and one half (1½) times their regular hourly rate for hours worked in excess of forty (40) hours per workweek. Compensatory time will not be provided in lieu of overtime pay for Non-Exempt employees.

Overtime pay is based on actual hours worked. Time off for vacation, sick time, holiday, personal
time or any other paid time off will not be considered "hours worked" for the purpose of calculating overtime.

Non-Exempt employees are required to obtain prior authorization from their supervisor before working in excess of forty (40) hours per workweek. Failure to work scheduled overtime or overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including termination of employment.

Non-Exempt employees should report to work no more than five (5) minutes prior to their scheduled starting time nor stay more than five (5) minutes after their scheduled stop time without the express prior authorization from their supervisor.

I. Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, frequent basis. Formal performance evaluations are conducted to provide both the supervisor and the employee the opportunity to discuss job tasks, identify and correct weakness, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals. Supervisors provide performance evaluations on an annual basis.

Each employee's job performance is evaluated by his or her supervisor and is formally documented through the performance appraisal process. The performance appraisal will become part of the employee's personnel file. A performance appraisal is not related to any increase or decrease in pay.

J. Mileage Expense

Mileage expenses chargeable to or reimbursable by the JCC are limited to expenses considered necessary for the employee to perform assigned duties. Reimbursement is made only after the employee has completed required forms and all receipts, if applicable, are attached. Mileage expenses deemed excessive or inappropriate by supervisors will not be reimbursed by the JCC. Mileage will not be reimbursed for travel to regular work site.
IV. LEAVE BENEFITS

A. Family and Medical Leave

Qualifying Event: The JCC complies with the Family and Medical leave Act of 1993 (FMLA) and any applicable state or local laws in providing leaves of absence without pay to eligible employees for the following events:

1. For incapacity due to pregnancy, prenatal medical care or child birth;
2. To care for the employee's child after birth, or placement for adoption;
3. To care for the employee's spouse, child, parent or eligible significant other; or
4. For a serious health condition that makes the employee unable to perform the employee's job.

Serious Medical Condition: For the purpose of this policy, a "serious health condition" is defined as a condition which requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care, or a condition which requires continuing care by a licensed health care provider, as these terms are defined by statute. This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences.

Eligibility: Regular Full or Part Time employees who have been employed by the JCC for twelve (12) months and who have worked at least one thousand two hundred and fifty (1250) hours in the twelve (12) months preceding the start date of the leave (excluding any paid leave).

Application: Eligible employees should make requests for leave to the Human Resource Director at least thirty (30) days in advance of foreseeable events and as soon as possible for unforeseeable events. In cases of a medical emergency, employees are required to request leave within two (2) business days after the emergency has occurred. If the employee is unable to make the request due to medical reasons, a representative may make the request, such as a family member or medical professional. Procedure and forms for FMLA leave will be sent to the employee from the Human Resource Director.

Medical Certification: The JCC requires medical certification to support a claim for leave for an employee's own serious health condition or to care for a seriously ill child, spouse, parent or eligible significant other. For the employee's own medical leave, the certificate must include a statement that the employee is unable to perform the functions of his or her position. For leave to care for a seriously ill child, spouse or parent, the certification must include an estimate of the amount of time the employee is needed to provide care. At its discretion, the JCC may require a second medical opinion and periodic recertification at its own expense. If the first and second opinions differ, the JCC at its own expense may require the binding opinion of a third health care provider, approved jointly by the JCC and the employee.

Duration: Eligible employees may request up to a maximum of twelve (12) weeks of family or medical leave within any twelve (12) month period. Employees may be required to first use any accrued paid time off to which the employee is entitled before taking unpaid leave. Use of paid time off counts against the employee's maximum twelve (12) weeks of leave. Any combination of family leave and medical leave - paid or unpaid - may not exceed this maximum limit. The JCC will measure the twelve (12) month period as a "rolling twelve (12) month period" beginning from the date an employee starts any leave under this policy.

If medically necessary for a serious medical condition concerning the employee or his or her spouse, child, parent or eligible significant other, leave may be taken on an intermittent schedule. On this basis, the JCC may require the employee to transfer temporarily to another position which better accommodates the recurring periods of absence, provided that the temporary position has equivalent pay and benefits. If leave is "intermittent", each time an employee takes leave, the Human Resource Director will compute the amount of leave the employee has taken under this policy and subtract it from the twelve (12) weeks of available leave, the remaining balance is the amount the employee is
entitled to for that FMLA period.

Married couples and eligible significant others that are both employed by the JCC may be restricted to a combined total of twelve (12) weeks leave within any twelve (12) month period for childbirth, adoption or placement of a foster child; or to care for a parent with a serious health condition, except in cases where the leave is to care for a newborn child with a serious health condition in which case both spouses are each eligible for up to twelve (12) weeks of leave.

Benefits: While an employee is on FMLA, the JCC will continue the employee’s health/dental benefits during the leave period at the same level and under the same condition as if the employee had continued to work. For that portion of FMLA that is paid leave, employee voluntary and mandated deductions will be deducted from payroll; for the portion of FMLA that is unpaid and therefore without payroll, the employee will be required to provide payment for the employee portion of health/dental coverage.

Return: So that an employee's return to work can be properly scheduled, an employee on family or medical leave must provide the JCC with at least one week advanced notice of the date the employee intends to return to work. If the employee is returning from a medical leave for his or her own illness or injury, a physician's statement of clearance for return to duty is required. When a family or medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified. If an employee fails to return to work on the agreed upon return date without notification to the Human Resource Director, the JCC may assume that the employee has resigned.

If an employee on leave is an exempt employee and is among the highest paid ten percent (10%) of the JCC employees within seventy-five (75) miles and keeping that job open for the employee would result in substantial economic injury to the JCC, reinstatement of the employee on leave can be denied. In this situation however, the employee will be given notice of the JCC's good faith determination to that effect, together with the reasons therefore, and will be given a reasonable time in which to return to work.

Family Leave Due to a Call to Active Duty: Eligible employees may take twelve (12) weeks of FMLA leave due to a spouse, son, daughter, or parent being on active duty or having been notified of an impending call or order to active duty in the Armed Forces. Employees may use their twelve (12) week leave entitlement to address certain qualifying exigencies arising out of the service members' current tour of active duty or because the service member is notified of an impending call to duty in support of a contingency operation. Qualifying exigencies may include, but are not limited to, attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Caregiver Leave for an Injured Service Member: FMLA also includes a special leave entitlement that permits eligible employees to take up to twenty-six (26) weeks of FMLA leave during a single twelve (12) month period for to care for a covered service member with serious illness or injury. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

B. Personal Leave of Absence

The JCC recognizes that an employee may have personal situations not covered by FMLA which require time away from work. All requests for a leave must be made in writing stating the duration and reason for the leave and submitted to the Human Resource Director. All requests for leaves must be approved by the Executive Director. Each request will be considered on its own merits and in accordance with the needs
of the JCC. A leave of absence will only be considered after all accrued vacation and personal time has been exhausted. A leave of absence may not exceed 30 days. An employee returning from a leave will return to the same position or an equivalent position, if available. An employee who accepts a position elsewhere during the leave will be considered to have voluntarily resigned from the JCC.

An employee may choose to continue participation in group health/dental insurance during such leave. If so, he or she will be solely responsible for the timely submission of the entire monthly premium cost.

C. Military Leave

The JCC adheres to the Uniformed Services Employment and Reemployment Rights Act (USERRA). Uniformed services include voluntary and involuntary active duty, active duty for training, initial active duty for training, inactive duty training and full time National Guard duty. Advanced notice of thirty (30) days is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Employees may choose to be paid for accrued vacation and personal time during this leave. In addition, the JCC is obligated to reschedule the worker, if possible, to avoid conflicts between work and reserve or National Guard training so the employee may work a full week.

In order to be eligible for reinstatement, the returning veteran must notify the JCC of his or her intention to return to employment, within the time periods required by the statute, once military service is completed. Please note, if an employee is separated from uniformed service with a dishonorable or bad conduct discharge, his or her rights to reemployment and other protections under USERRA end. Employees needing to utilize such leave should contact the Human Resources Director regarding his/her obligations, as well as any effect of such leave on his/her benefits.

In addition, employees whose spouse is on active duty in any branch of the Armed Forces are eligible to receive up to two (2) weeks of unpaid time off from work to use during a period of their spouse’s leave. Eligible employees must notify the Human Resources Director as far in advance as possible of their request for such leave.

D. Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their twelve (12) week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending military events, arranging for alternate childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to twenty-six (26) weeks of leave to care for a covered servicemember during a single twelve (12) month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definition of a “serious injury or illness” for current servicemembers and veterans are distinct from the FMLA definition of “serious health condition”.

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E. Bereavement Leave

In the event of the death of an immediate family member, defined as spouse, domestic partner, child parent, parent-in-law, sibling, grandparent and grandchild, employees will be provided with paid leave for up to three (3) working days. This may be extended to cover the entire Shiva (mourning) period with available sick, personal and vacation time. In the event of the death of other family members, the employee is permitted time off with pay for the day of the funeral.

F. Jury Leave

Regular full and part time employees who are summoned to appear in court as a juror or witness on behalf of the United States, a state or local government or the employer, will receive their regular pay for the period of time that they are called to serve.

Before court leave will be granted, the employee must provide their supervisor with a copy of the order or subpoena, which requires their appearance in court. Upon completion of court leave, the employee must submit a certificate of attendance in court signed by an appropriate court official, in order to receive pay for the court appearance.

G. Nursing Mothers Leave

Nursing mothers shall be allowed to use an unpaid break or meal time to express breast milk for a nursing child, for up to three (3) years following childbirth. The employer will make reasonable efforts to provide a room or other location in close proximity to work so that nursing mothers can express in private.

H. Vacation

Regular Full time and Part time 1 employees are eligible to earn vacation leave as described in this policy. All vacations must be scheduled and approved in advance by the employee's supervisor using the current time keeping computer program. Vacation time will accrue while an employee is out due to a worker's compensation injury or military leave for a maximum of ninety (90) days during any fiscal year. Vacation time must be used within the fiscal year it is earned. Vacation time may not be carried over from year to year. Any unused vacation time on June 30 will be forfeited. Employees returning to work within one (1) year from the date of leave will retain prior years of service for determining vacation time. Vacations may not be taken during the first three (3) months of employment. Once the initial waiting period is satisfied, an employee, depending on length of service, is eligible to accrue vacation as outlined below:

NOTE: Vacation accrues on a pro-rata calendar year basis up to the maximum outlined below.

**Exempt Employees:** Four (4) paid weeks based on the average number of hours worked per week

**Non-Exempt Employees (35 to 40 hours/week) and Part Time 1 Non Exempt Employees**

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Maximum Number of Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to 4 years</td>
<td>Two (2) paid weeks based on the average number of hours worked per week.</td>
</tr>
<tr>
<td>5 to 14 years</td>
<td>Three (3) paid weeks based on the average number of hours worked per week.</td>
</tr>
<tr>
<td>15+ years</td>
<td>Four (4) paid weeks based on the average number of hours worked per week.</td>
</tr>
</tbody>
</table>

Vacation time will not be counted as hours worked for the purposes of determining overtime.

Upon resignation with proper notice or lay-off, employees will be paid for accrued, unused vacation time.
Employees terminated by JCC, except those laid-off, will forfeit any accrued, unused vacation time. Employees will be required to reimburse the JCC for unearned, paid vacation time. Employees will not be eligible to use paid vacation time during a resignation notice period.

I. Personal Time

All regular full time and part time 1 employees will be eligible for three (3) personal days annually. Personal days may be used to observe religious holidays or for personal appointments which cannot be scheduled outside normal working hours. Personal time may be used in no less than one (1) hour increments and employees should, when possible, provide proper notification to their immediate supervisor if they plan to take a benefit day. Personal time must be recorded as personal time on the employee's time sheet.

Unused personal time will not be carried over to the next fiscal year; it must be used by June 30. Personal time will not be counted as hours worked for the purpose of determining overtime. Accumulated personal time will not be paid upon resignation or termination of employment. Employees will not be eligible to use paid personal time during a resignation notice period.

J. Sick Time

Regular full time and part time 1 employees are eligible for sick time. Employees accrue sick time based on the number of hours worked per week, up to an annual maximum of ninety-six (96) hours. Unused, accrued sick time can be carried over from year to year up to a maximum of thirty (30) days. Employees hired prior to April 1, 1998 may carry over a maximum of one hundred and twenty (120) days. Sick time must be used in no less than one (1) hour increments.

Sick time should be viewed as an insurance policy to supplement an employee's pay in the event of a short term illness/ injury or to care for an immediate family member. It should not be viewed as additional vacation time. Abuse of sick time leave could result in disciplinary action, up to and including termination. Employees on sick leave for three (3) or more consecutive days may be required to provide medical certification from their physician.

Accumulated sick time will not be paid upon resignation or termination of employment. Employees will not be eligible to use paid sick time during a resignation notice period.

K. Holidays

Regular full time and part time 1 employees will be given a day off with pay, based on their normal work schedule, for each legal and Jewish holiday that the JCC observes. The JCC observes the following legal holidays:

- New Year's Day*
- Memorial Day
- Independence Day*
- Labor Day
- Thanksgiving Day
- Christmas Day*

When a holiday falls on the weekend, the Federal observed legal holiday will be treated as the paid holiday.

The JCC observes a number of Jewish holidays. Please refer to the current schedule of Jewish holidays for your department.

Non-exempt employees, regardless of classification, that work on any of the Federal legal holidays, will be paid time and a half for all hours worked. Exempt employees who are required to work on a holiday may take the equivalent amount of time off at a time arranged with their supervisor. Employees on a leave of absence, disability or lay-off are not eligible for paid holidays that occur during the leave. If a holiday falls on a regular day off, employees will not receive pay for that day. If
a recognized holiday falls during an eligible employee’s vacation or personal time, holiday pay will be provided instead of the leave pay that would otherwise have applied.

No employees will be required to work on a holiday or on the Sabbath when work conflicts with his or her religious practices or beliefs.

L. Parking

Free parking facilities (in designated area) are available to employees. The JCC is not responsible for loss, damage or theft of your vehicle. Therefore, we suggest that you lock your car doors.
V. OTHER BENEFITS

A. Medical and Dental Insurance

The JCC offers a variety of health care plans for Full time and Part time 1 employees and their dependents. Part time 2 employees are not eligible. A detailed summary description of the plans offered and a cost sheet of these benefits can be obtained from the Human Resource Department. Eligibility occurs on the first of the month following the date of hire. The JCC contribution applies to medical insurance and for regular Full time and Part time 1 employees only. Employees are responsible for the full payment of premium for dental insurance.

An employee that declines medical or dental coverage after the eligibility period has been met will not be able to enroll until the next open enrollment period unless a qualifying event occurs. Contact the Human Resource Department for more information pertaining to the plans offered.

B. Continuing Employee Medical and Dental Plan

The JCC voluntarily complies with the Consolidated Omnibus Budget Reconciliation Act (COBRA) and New York State’s Mini-COBRA law, providing employees and their dependents the JCC’s group health and dental insurance coverage when a “qualifying event” would normally result in the loss of eligibility. Common qualifying events are resignation, termination of employment or death of an employee; a reduction in an employee's hours or a personal leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

The Human Resource Director provides each eligible employee with a written notice describing rights voluntarily granted when the employee and/or dependents becomes eligible for coverage under COBRA. The notice contains important information about the employee's rights and obligations. The Human Resource Director can respond to questions about group benefit continuation.

C. Life, Accidental Death & Dismemberment and Long Term Disability Insurance

The JCC provides a basic Life insurance plan, as well as an Accidental Death & Dismemberment (AD&D) insurance plan at one and one half (1½) times the employee's annual salary for all regular Full time employees.

The JCC also provides a Long Term Disability plan at sixty percent (60%) of the employee's annual salary after twenty-six (26) weeks of statutory disability expires for all full time employees. Life insurance provides important financial protection for your family and the AD&D and LTD provides insurance in cases of serious injury resulting from an accident. Eligible employees will be provided with the above coverage on the first of the month following the date of hire and the completion of an enrollment card.

An enrollment card and a certificate booklet describing the coverage and benefit amounts will be provided to eligible employees. Additional supplemental life insurance for all regular full time and part time employees and their dependents may be purchased. The entire cost of the premium is paid for by the employee. Contact the Human Resource Department for more information about the above coverage.

The preceding paragraphs are intended as a summary of benefits only. Employees should review the actual benefit plan documents for specific details concerning the policies. Where this summary conflicts with the plan documents, the plan documents will apply.
D. Short Term Disability

Regular Full time and Part time employees are eligible for short term disability leave when medically disabled due to a non-work related illness or injury which leaves an employee unable to perform the essential functions of their position. Short-term disability benefits provide replacement of a portion of your regular paycheck, while medically disabled. Employees must notify their supervisor and the Human Resource Director as soon as possible once a date of disability is known so that the necessary paperwork can be sent to the employee to ensure timely processing of the claim by the carrier. Periodic medical updates may be required to continue benefit payments.

While an employee is on short-term disability, the JCC will maintain the employer’s share of medical insurance and other agency subsidized benefits for a period of 180 days. The employee is still responsible for their share of the medical insurance. Failure to make employee contributions will result in the cancellation of the employer’s obligation and termination of coverage. When returning from disability leave, the employee is required to furnish the employer with a physician’s statement of clearance for return to duty. If the employee returns to duty within 90 days from the commencement of the leave, he or she will be returned to their prior position, if practical. If due to agency needs the prior position was filled, a comparable position with the same rate of pay and benefits will be offered. If the employee returns to duty within 180 days of the commencement of the leave, he or she will be offered a comparable position, if one is available. After 180 days, an employee would need to re-apply for employment. Failure to report to work on the first day following the end of the disability period shall be considered to be a voluntary termination unless prior arrangements have been made with your supervisor. Available, accrued paid time must be used to supplement your leave.

E. Workers’ Compensation

The JCC provides Workers’ Compensation in accordance with legal requirements. This program covers illness or injury sustained in the course of employment that requires medical, surgical or hospital treatment. Subject to applicable legal requirements, Workers’ Compensation insurance will reimburse a portion of lost wages after the short waiting period requirement. The waiting period applies to lost wages only.

Employees who are injured while working, or are involved in an incident where someone was injured, regardless of the extent of the injury, must report the incident to their supervisor immediately and complete an incident report.

If medical treatment is necessary, the supervisor may provide assistance in obtaining treatment. The incident report must be signed by the supervisor and any witness to the injury. All reported incidents will be investigated.

Employees unable to report to work due to a job related injury are required to maintain frequent contact as directed by the Human Resource Director. In addition, prior to returning to work, they must obtain a physician’s written statement authorizing return to duty and stating any job related limitations they may have. This statement is required prior to returning to work and should be submitted to the Human Resource Director.

F. Flexible Spending Plans

All regular Full time and Part time 1 employees are eligible to participate in the Flexible Spending Plan. This plan allows employees to save state and federal taxes. The plan is divided into three parts: PREMIUM CONVERSION: This plan allows employees to pay for their portion of the medical, dental or AFLAC insurance premiums with pre-tax payroll deductions.

MEDICAL SPENDING ACCOUNT: This plan allows employees to set aside tax-free dollars annually through payroll deduction to be used for qualified out-of-pocket health related expenses for the employee and their dependents. All administrative fees are paid for by the JCC. It is a "use it or lose
it” benefit. This means that if you do not use all the money put aside by the end of the benefit year, you will forfeit it. The plan is administered by a third party that will provide you with a debit card for your convenience. A list of all IRS acceptable expenses can be obtained from the Human Resource Department.

DEPENDENT CARE ACCOUNT: This plan allows employees to set aside tax free dollars through payroll deductions to be used for qualified dependent care expenses.

G. Health Savings Account

A health savings account (HSA) is a personal tax-advantaged account available to employees who are enrolled in a High Deductible (HDHP). The funds contributed to an account are not subject to federal income tax at the time of the deposit. Funds roll over and accumulate year to year if not spent. HSAs are owned by the individuals. HSA funds may currently be used to pay for qualified medical expenses at any time without federal tax liability or penalty. If you are enrolled in a qualified HDHP, you may make contributions to an HSA through payroll deduction. Contributions are deposited into your personal Health Savings Account.

H. Retirement Savings Plan 403B

Eligible employees may choose to participate in the 403(B) retirement plan on a tax-deferred basis by completing an enrollment form. The 403(B) plan is designed to provide employees who participate, the potential for financial assistance at the time of retirement. The 403(B) plan allows employees to tailor their own retirement package, electing how much salary he or she wants to contribute and directing the investment contributions to his or her plan account, subject to IRS established limits.

Through payroll deductions, employees have a portion of their wages contributed to his or her plan account on a pre-tax basis. Employees' contributions to the 403(B) plan are automatically deducted from their pay before federal and state tax withholdings are calculated. Since the contribution is on a pre-tax basis, the amounts distributed at retirement age may be subject to taxes.

All employees may join the 403(B) plan at any time after hire. After one year of employment, a matching contribution may be made by the JCC. All contributions are immediately fully vested.

Complete details of the 403(B) plan and investment options can be obtained by contacting the Human resource Department. An investment advisor is also available to help employees design a plan to meet their individual retirement needs. This service is provided by the financial group that administers the 403(B) at no cost to the employee.

I. Employee Assistance Program

The JCC provides the opportunity to all employees and those living under the employee's roof to seek confidential and professional assistance through an Employee Assistance Program (EAP) for personal problems related to emotional or psychological distress, alcohol and/or substance abuse, marital/family issues and credit/financial difficulties.

The services of the Employee Assistance Program consist of initial consultation, problem identification, short-term counseling and follow-up support and monitoring. The EAP may refer the employee to another professional agency or person if the employee requires long-term counseling or if the EAP feels another agency or person could provide better support.

The services of the EAP are free to employees and their immediate family members. The costs of any referral made by the EAP will be the responsibility of the employee.

Use of EAP services will be confidential and voluntary, except as required in conjunction with any disciplinary measures.
J. Membership Benefits and Program Discounts

Regular Full time employees are entitled to a non-voting family membership in the JCC. Regular Part time 1 employees are entitled to a non-voting single membership with the ability to upgrade to a family membership at a discounted rate. Part time 2 employees who are regularly scheduled to work and seasonal employees are entitled to In-House membership privileges. Upon termination of employment for any reason, all employee membership benefits cease. New employees who have paid their membership dues prior to their date of employment will receive a pro-rated membership refund.

In addition, regular full time employees are entitled to a fifty percent (50%) discount off the following programs:

- Classes and Courses
- Child Care & After School Care
- Camps

Regular part time employees are entitled to a twenty-five percent (25%) discount off the following programs:

- Classes and Courses
- Child Care & After School Care
- Camps

* If the JCC incurs costs of materials or services greater than the discounted fee, the employee discount will be adjusted accordingly. Some other services such as rentals and parties may or may not be eligible.

Part time 2 and seasonal temporary employees are not eligible for this benefit.

K. Retirement Benefits and Program Discounts

Employees who retire after working at the JCC for ten (10) through twenty (20) years will receive a single membership to the JCC. Those who retire after working twenty-plus (20+) years will receive a family membership.
VI. EMPLOYEE CONDUCT

A. Sexual and Other Unlawful Harassment

The JCC is committed to providing a work environment that is free of discrimination and unlawful harassment. Each employee is entitled to be treated with dignity, fairness and respect by supervisors and by other employees. The JCC maintains a zero tolerance policy for harassment or intimidation of any kind, because of race, color, religion, sex, sexual orientation, age, or any other characteristic protected by law. Any employee who violates this policy will be subject to disciplinary action, up to and including termination.

No employee may threaten or insinuate, either explicitly or implicitly, that an employee's submission to, or rejection of, sexual advances will in any way influence any personnel decisions regarding that employee's employment, wages, advancement, assigned duties or any other condition of employment or career development.

Any sexually harassing conduct in the workplace, whether it is in the form of physical or verbal harassment, and regardless of whether committed by supervisory or non-supervisory personnel, is also prohibited. This includes, but is not limited to, repeated offensive, unwelcomed sexual flirtations, advances, propositions, continued or repeated verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual and the display in the workplace of sexually suggestive objects or pictures.

Any employee who has experienced or who is aware of an incident of sexual or other unlawful harassment must promptly report the matter to his or her supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact the supervisor, the employee should immediately contact the Human Resource Director or follow the chain of command for the department. Such complaints are investigated promptly and, where possible, a mutually satisfactory resolution will be sought. Any employee with questions about the internal process or concerns about possible harassment or discriminatory treatment is urged to seek appropriate consultation with suitable senior management staff. No employee will suffer retaliation, reprisal or intimidation as a result of reporting an incident in good faith. The JCC maintains confidentiality in these investigations to the extent feasible and consistent with an effective investigation and resolution.

Discriminatory treatment, which is based upon an individual employee's race, ethnicity, age, religion or other legally protected characteristic, is also strictly prohibited. The same disciplinary and investigative standards applicable to sexual harassment will be applicable to other forms of unlawful harassment to the same extent.

Substantiated sexual harassment or other discriminatory behavior, as well as willful filing of a false report of sexual harassment or other discriminatory behavior will result in disciplinary action up to and including termination and may lead to personal liability.

B. Disclosure of Personal Relationships

The JCC recognizes that personal relationships of an intimate nature can and do occur within the workplace. A personal relationship includes, but is not limited to the following activities: dating, sharing the same household or living together. Such relationships when they arise must be disclosed by both employees involved in the relationship to their immediate supervisor and Human Resource Director when such employees' positions require that they work closely together, require one employee to supervise the other employee or when one employee has the ability to influence or affect the terms and conditions of employment of the other employee. This disclosure is essential to maintain the integrity of the workplace and to protect both the employees and the JCC. Upon disclosure of this personal relationship, the JCC will meet with the employees to determine an appropriate course of action regarding their job responsibilities, supervision and reporting requirements. Failure to disclose a personal relationship will result in disciplinary proceedings up to
and including termination.

C. Personal Appearance and Dress Code

Personal appearance as an employee has an influence upon the impressions formed by members and visitor to the JCC. All employees are expected to be neat, clean and professional in their appearance when reporting to work. You should dress and groom yourself according to the requirements of your position and accepted social standards. Your supervisor is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstances, you will not be compensated for the time away from work. If employees are provided uniforms, they should be worn as directed by the employee’s supervisor. Consult your supervisor or Human Resources if you have questions as to what constitutes appropriate appearance.

D. Attendance and Punctuality

To maintain a safe and productive work environment, the JCC expects employees to be reliable and punctual in reporting to work as scheduled. Absenteeism and lateness place a burden on other employees and compromise the JCC’s ability to provide quality services. In the rare instance when an employee cannot avoid being late to work or is unable to work as scheduled, he or she should notify their supervisor directly as soon as possible in advance of the anticipated lateness or absence. If the absence cannot be predicted in advance, the employee should notify their supervisor at least one hour prior to the start of his or her scheduled shift. Except in the case of an emergency, the employee is expected to call his or her supervisor.

The employee must call his or her supervisor each day of his or her absence, until a date of return has been established. An employee who fails to report to work or contact their immediate supervisor after two (2) days of absences will be considered as having voluntarily resigned. In the event an employee is absent due to illness and/or injury, the JCC reserves the right to request a physician's statement. Employees who become ill at work are expected to notify the supervisor or person in charge prior to leaving the work area. Poor attendance and excessive lateness are disruptive and unproductive. Either may lead to corrective action, including termination of employment.

It is the employee’s responsibility to be at his or her work location at his or her scheduled starting time and to return from break and lunch periods no later than the allotted time.

E. Inclement Weather

In the event of a severe weather situation, the Executive Director will determine if the JCC will remain open or closed. If the decision to close due to severe weather conditions is made, management will use the predetermined telephone network to advise employees of this fact. Each supervisor is responsible for ensuring that all of the employees in their department get appropriate instructions as to how to proceed. Employees may also listen to local radio stations WPXY, WHAM and WXXI for updated closings or delays or call the JCC for a message regarding closing information.

In the event that weather conditions deteriorate during the course of the work day, employees may, depending on the department and position, be excused early or request to be excused early, to facilitate safer travel. If the JCC remains open but the employee feels travel would be dangerous, the employee may apply vacation or personal time to the extent it is available. Employees who decide not to come to work during severe weather conditions must notify their supervisor prior to their normal starting time.

F. Conflict of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the JCC requires
employees to operate. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or a relative as a result of the JCC's business dealings. Employees shall disclose, in writing, to the Executive Director any potential conflict of interest.

Employees of the JCC shall exercise the utmost good faith in all transactions involved in their duties. The interests of the organization must be the first priority in all decisions and actions. We acknowledge staff form relationships with members as a result of their job responsibilities and are engaged to baby sit, act as a nanny, drive children to/from camp or conduct personal training etc. We discourage staff from engaging in these activities. Any relationship that members and staff have outside of the JCC is not endorsed by the JCC, nor is the JCC responsible. The JCC serves the community and the appearance of a conflict of interest can cause embarrassment to the organization and jeopardize the credibility of the organization.

G. Gifts

An employee may accept promotional items and/or gifts of nominal value from vendors. Such gifts should not influence any decisions made by the employee as they relate to continued business with the JCC. Gifts of material value are not to be accepted. All offers of gifts or gratuities including promotional items and gifts of nominal value shall be reported to the employee's supervisor.

H. Outside Activities

Employees are prohibited from engaging in any activity that competes with or is determined to be detrimental to the JCC. This prohibition includes performing any service for a member on non-working time that would normally be performed by the employee as part of his or her JCC responsibilities. In addition, employees may not conduct any outside business during paid work time.

In order to avoid unnecessary interruptions to work, solicitation by an employee of another employee is prohibited while either person is working. Employee distribution of literature, handbills or other printed materials in work areas is prohibited. Trespassing, soliciting or distribution of literature by non-employees is also prohibited.

I. Safety and Security

The safety and security of all employees, members and guests, along with their personal property and that of the JCC is of vital importance to the JCC. The JCC has established emergency procedures and each employee should be familiar with their content and use. Safety can only be achieved through teamwork at the JCC. Each employee, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

- Notify your supervisor of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform your supervisor immediately.
- The use of alcoholic beverages or illegal drug substances, or the abuse of legal prescription drugs during working hours will not be tolerated. The possession of alcoholic beverages or illegal drug substances on the company's property or while attending JCC events on working time is forbidden.
- Use, adjust and repair machines and equipment only if you are trained and qualified. Get help when lifting or pushing heavy objects.
- All employees are required to wear protective gloves when handling any bodily fluids and shall dispose of them in accordance with Health Department regulations.

Employees are expected to immediately notify their supervisor of any unsafe or hazardous condition or practice, or any condition or conduct by any person, which may involve a safety or security risk. Each employee is expected to obey safety rules and exercise caution in all work activities.
If personal protection equipment is required for a specific task, it is the employee's responsibility to protect themselves with its use. In case of accidents that result in injury, regardless of how insignificant the injury may appear, employees must immediately notify their supervisor and complete required paperwork.

Employees who violate safety standards, who cause hazardous or dangerous situations or who fail to report or where appropriate, remedy such situations may be subject to disciplinary action up to and including termination.

Security codes and keys are not to be given or shared with anyone to whom they are not assigned.

J. Mandated Child Abuse Reporting

All personnel that work with children are mandated by law to report any suspected child abuse. Suspicions should be discussed with the Executive Director and the Department Director and if reasonable suspicion is warranted, phoned in from his or her office.

If any staff member is formally accused of child abuse they will be suspended immediately. This is not an indictment of guilt but rather a protective action on behalf of the JCC. If the accusation is determined to be unfounded during the three (3) month period following the suspension, the staff member's position will be reinstated and pay equal to half the salary for the period of suspension will be received.

K. Performance Management

The JCC's Personnel Policies do not constitute an employment contract. The JCC reserves the right to terminate an employee at any time, for any reason, with or without cause and with or without prior notice. Similarly, an employee retains the right to terminate their employment at any time for any reason. Employees who violate any of the JCC’s policies may be subject to one or more of the following disciplinary actions:

- Verbal Warning
- Administrative or Disciplinary Suspension
- Written Warning
- Termination

The JCC recognizes that there are certain types of employee problems that are serious enough to justify either a suspension or termination of employment without going through the usual progressive discipline steps. While it is impossible to list every type of behavior that may be deemed a serious offense, Employee Conduct and Work Rules provide a partial listing.

When an employee's behavior or personal problems become an issue, the Human Resource Director along with the employee's supervisor, may require as a condition of continued employment, that the employee meet with a counselor from the Employee Assistance Program. Use of the EAP program shall not preclude or substitute for disciplinary action in accordance with policy and procedures.

L. Administrative Suspension

Administrative Suspension is the separation from duty resulting from an accusation of misconduct or violation of policy, which must be investigated to determine the facts and validity of the charges. During an Administrative Suspension, the employee shall not report to work and the normal earnings and benefits for each day of suspension may be held in reserve for up to fifteen (15) days. The Executive Director or designee shall determine the type of investigation conducted.

If the results of the investigation show no misconduct or violations on the part of the suspended employee, the employee shall be reinstated and may be given a maximum of fifteen (15) days pay held in reserve and credited with benefits that would have accrued during the period.
If the investigation substantiates the accusation, appropriate disciplinary action will be taken which may include retroactive Disciplinary Suspension or dismissal to the date of Administrative Suspension. An Administrative Suspension Form will be placed in the personnel file regarding the reason for suspension and the results of any investigation. If the investigation results in retroactive dismissal, all earnings and benefits held in reserve from the date of the suspension shall be forfeited.

An Administrative Suspension may not be invoked longer than fifteen (15) business days, unless mitigating circumstances prevent the investigation from being completed.

M. Disciplinary Suspension

Disciplinary Suspension may be invoked for misconduct, unsatisfactory performance or violation of policy or procedures. This is the most severe form of disciplinary action short of termination. During the suspension, the employee shall not report to work, shall receive no pay and may not use any accrued paid time off. A disciplinary notice detailing the nature and reason for the suspension shall be placed in the employee's personnel file. A Disciplinary Suspension may not be invoked for longer than one week. A suspended employee must contact the supervisor to determine their schedule prior to returning to work. Under certain circumstances, an employee may be required as a condition of employment to meet with a counselor from the Employee Assistance Program before returning to work.

N. Problem Review Procedure

Whenever an employee has a job related question, problem or concern, it is important to remember that the JCC's resources are available to help resolve the matter as follows:

1. The employee discusses the problem with his or her immediate supervisor. A solution may usually result from an informal meeting. But if the problem seems unresolved within one (1) week of that discussion, the employee may ask the supervisor to arrange a meeting with the next level of supervision. If the problem concerns the employee's immediate supervisor, then the employee may discuss the problem with the next level of supervision or the Human Resource Director.

2. Within three (3) days of the request, when possible, the employee, the supervisor and/or Human Resource Director and the next level of supervision should discuss the problem and try to arrive jointly at a mutually acceptable resolution. The Human Resource Director will notify the Executive Director and provide an answer within five (5) business days of that meeting.

3. If within three (3) days after receiving the Human Resource Director's answer, the employee remains unsatisfied with the proposed resolution, the employee may present the problem in writing to the Executive Director. The response will be given in writing within ten (10) business days, depending on the Executive Director's availability, with a copy of that response being put in the employee's personnel file. The Executive Director's decision is final and binding.

O. Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, the JCC expects employees to follow rules of conduct that will protect the interests and safety of all employees, members and the organization. In its sole discretion, the JCC may immediately dismiss an employee who engages in unacceptable conduct. Examples of unacceptable conduct include but are not limited to:

- Discourteous, discriminatory, harassing or abusive treatment of members, other employees or the public visiting the center
- Unauthorized or excessive absences, tardiness or abuse of leave privileges
- Sleeping on the job
- Insubordination or unwillingness to accept supervisor feedback or direction
- Failure to abide by policies or directions
- Failure to report the misconduct or unethical behavior of another employee
- Boisterous or disruptive activity in the workplace
- Fighting or threatening violence in the workplace
- Leaving duty stations without being properly relieved
- Conduct unbecoming an employee, which is illegal, unethical, disrespectful or otherwise, impairs job performance or causes discredit to the organization
- Deception in securing employment, including but not limited to falsification of: educational documents, employment application or resume
- Theft or inappropriate removal, use or possession of JCC property
- Abuse, damage to or waste of JCC equipment or property, or unauthorized use of supplies or vehicles, or loss of organization funds due to negligence
- Possession, sale, distribution, transfer or under the influence of alcohol or illegal drugs while on JCC premises
- Falsification of any organization records to include but not limited to, timesheets, invoices, petty cash, reimbursement vouchers, personnel records and incident/accident reports
- Failure to cooperate in an internal investigation
- Violation of safety or health rules, to include smoking on JCC premises
- Weapons in the workplace or possession of dangerous or unauthorized materials
- Any incident of child abuse/maltreatment - verbal or physical
- Unauthorized release of confidential information or failure to safeguard proprietary information
- Misconduct or unsatisfactory behavior or performance, including inappropriate language.
- No call/no show absences

P. Workplace Violence Prevention

The JCC is committed to preventing workplace violence and maintaining a safe work environment. The JCC has adopted the following guidelines to deal with intimidation, harassment or other threats of, or actual violence that may occur on its premises:

All employees, including supervisors, provisional employees or volunteers, should be treated with courtesy and respect at all times. Conduct that threatens or intimidates another employee, a member or the public will not be tolerated.

All threats of violence or actual violence, both direct and indirect, must be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by other employees, members or the public. Immediate threats should be communicated to emergency response personnel (911) as soon as possible.

The JCC encourages employees to bring disputes or differences with other employees to the attention of their supervisor or the Human Resource Director, before the situation escalates into potential violence. The JCC is committed to assisting in the resolution of employee disputes and will not discipline employees for raising such concerns.

Q. Drug-Free Workplace

It is the goal of the JCC to provide a drug-free, healthful and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform the job in a satisfactory manner.

While on JCC premises and while conducting business-related activities off premises, or while operating a JCC owned or leased vehicle, employees are strictly prohibited from possession of or being impaired by alcoholic beverages, illegal substances or controlled substances. Violation of this policy will result in corrective action up to and including termination. Such violation may also have legal consequences. Employees may use physician prescribed medications provided that the use of such medications does not adversely affect job performance or the safety of the employee or other individuals in the workplace.

Employees with questions or concerns about substance dependency or abuse are encouraged to use
the resources of the Employee Assistance Program. The JCC reserves the right to require rehabilitative treatment as a condition of employment.

R. Smoke Free Workplace

In keeping with the JCC's intent to provide a safe and healthful work environment, smoking anywhere on the JCC premises, including the parking lot, is prohibited. This policy applies to all employees, members and visitors.

S. Cellular Phones/Telephone Use

The JCC may issue cellular phones to certain employees in order to maintain contact or to allow employees to stay productive. Whether the JCC issued the cellular phone or the JCC reimburses for the business use of a personally owned cellular phone, the following precautions need to be followed:

It is the responsibility of the employee to use a cellular phone in an appropriate, safe and responsible manner in accordance with New York State law. The JCC expects that no JCC work or business will be conducted by phone while an employee is driving or operating any equipment. The JCC will accept no responsibility and/or liability for any accident or incident resulting from the use of a cellular phone while driving a JCC or privately owned vehicle.

Telephones are provided for business purposes. Personal calls may be made on JCC phones provided they are brief, infrequent and do not interfere with the needs of the JCC. Personal use of the telephone for long-distance and toll calls is not permitted.

T. Media

It is the policy of the JCC that the Executive Director or her designee will coordinate all contact with the media. All calls or inquiries from the media must be directed accordingly. Public statements, which define official positions of the JCC, should be issued by the Executive Director or by others designated by her as official spokesperson. No employee has permission to talk to the media unless pre-approved by the Executive Director.

Letters to the Editor or other statements of opinion written by employees should not be sent on JCC letterhead. Writers should make it clear that they do not represent an official position but that of a personal opinion.

U. Mailroom, Photocopying and Fax Machines

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using JCC property, employees are expected to exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines. Employees should notify the designated person if any equipment, machines or tools appear to be damaged, unsafe defective or in need of repair.

Mail addressed to the JCC that is not addressed to a specific employee’s attention will be opened and forwarded to the appropriate person. Mail marked confidential is only to be opened by the person to whom it is addressed unless that person is no longer a JCC employee.

The postage meter is to be used for JCC business only unless prior payment for postage has been made at the membership desk. JCC stationary may not be altered in any way and is to be used for JCC business only.

V. Voicemail, Internet and Electronic Mail

The JCC's telephone and computer systems permit employees to receive, send and transfer voice mail messages and e-mail messages. The purpose of these systems is to facilitate business communications. The JCC reserves the right to access all voice mail and e-mail messages left on or recorded on the phone system or the computer.
mail system, as well as the right to access any computer file on the computer system, at any time without advance notice.

Employees should not assume that messages on voice mail or e-mail are private or confidential. Security codes limit access to employee's messages, but management reserves the right to search or monitor the phone and computer systems, without advance notice.

As with all JCC communications, messages of a discriminatory or harassing nature may not be transmitted on JCC network systems. Employees are expected to use professional and respectful language when communicating over JCC computer or phone systems.

Access to the internet and electronic mail system (e-mail) has also been provided to some staff members for the benefit of conducting JCC business. Every staff member has a responsibility to use the internet and e-mail in a productive manner.

Employees accessing the internet are representing the JCC. Employees are responsible for seeing that the internet is used in an effective, ethical and lawful manner. The internet should be used to conduct JCC business only. Use of the internet must not disrupt the operation of the JCC network or the networks of other users. It must not interfere with productivity.

Each employee is responsible for the content of all text or images that he or she places or sends over the internet or e-mail system and should not be transmitting non-business information such as chain letters, jokes and solutions for personal causes. Fraudulent, harassing or obscene messages are prohibited. Information should not violate or infringe upon the rights of others. No abusive, profane or offensive language/images may be transmitted or downloaded through the system.

To prevent computer viruses from being transmitted through the systems, there will be no unauthorized downloading of any software from the internet. All software downloads must be pre-approved and done by authorized personnel.

Staff members on the internet may not transmit copyrighted materials belonging to entities other than the JCC. Failure to observe copyright or license agreements may result in disciplinary action from the JCC or legal action by the copyright owner.

Employees are reminded that all messages created, sent or retrieved over the internet or e-mail system are the property of the JCC and should be considered public information. The JCC reserves the right to access and monitor all messages and files on the computer system as deemed necessary or appropriate. All communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.

Abuse of the computer or internet access provided by the JCC in violation of law or JCC polices may result in disciplinary action, up to and including termination. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of prohibited actions related to e-mail and internet use and not meant to be all inclusive:

- Sending or posting discriminatory, harassing or threatening messages or images
- Using the JCC's time and resources for personal reasons or gains
- Stealing, using or disclosing someone else's password without authorization
- Sending or posting confidential or proprietary information
- Violating copyright laws or failing to observe licensing agreements
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Using the internet for political causes or activities or any sort of gambling
- Jeopardizing the security of the JCC's electronic communications system
- Engaging in unauthorized transactions that may incur a cost or initiated unwanted internet
services and transactions to the JCC

- Playing games
- Downloading materials for personal use

W. Social Media Guidelines at the JCC

More and more people are expressing themselves on social media platforms such as Facebook, Twitter, YouTube, LinkedIn or MySpace. However, in a work setting, social networking can be a concern if it interferes with an employee’s work, is used to harass coworkers or clients, create a hostile work environment, or harm the goodwill and reputation of the JCC.

Thoughtless handling of e-mails, direct messages, blogs, podcasts or discussion forums cannot only cause long-term harm to the JCC but also to a private person. Information on employers spread by employees is no longer private. They are permanently indexed in digital form by Google, Bing, and dozens of search engines and thus made publicly accessible. Even in cases where only your contact can see what you write, there is a possibility that one of them will forward what you say and make it visible to a wider audience. As a result, personal conversation within social media networks should be considered public rather than private.

The purpose of this policy is to provide guidance for the use of social media. All employees should adhere to the guidelines in this policy when engaging in social networking communication. Employees are expected to use common sense and judgment especially if it may affect members, disclosure of confidential information or damage to the agency or a member or co-worker’s reputation.

When using social media to promote the JCC employees must use the following guidelines for all social networking postings:

1. **Get Advice:** If your department or unit wants to use social media to promote the JCC activities, please contact the JCC Marketing Director as this person has the lead on social media activities for the agency and can ensure consistency and help with best practice.
2. **Confidentiality:** Respect confidential information regarding the JCC of Rochester members, clients, coworkers and customers.

When using social media for your own personal use JCC employees must use the following guidelines for all social networking postings:

1. **Personal Responsibility:** You are personally responsible for your postings. Pay attention to what you leave behind on the web. Do not post anything that is defamatory, pornographic, proprietary, harassing, or might be considered as creating a hostile work environment or is in violation of any other JCC employment policy.
2. **Openness:** Identify yourself with your name and any function if the contents are connected to the JCC of Rochester. Make it clear you are expressing your own opinion.
3. **Respect:** Don’t say anything online that you wouldn’t be comfortable seeing quoted in the news or having to justify to your boss.
4. **Job Focus:** Stay focused on your job. Keep in mind you were not hired to spend work time on social media sites for private matters. Make sure that your online activities don’t interfere with your job.
5. **Prevention:** Do not use JCC intellectual property, logos, trademarks, copyrights or the JCC’s name or identity without expressed permission and comply with all applicable laws and regulations governing usage of such intellectual property and all other JCC property.
6. **Authority:** Unless you are an approved spokesperson, do not speak on or imply that you speak on behalf of JCC.
7. **Protection:** Provide protection to yourself and the JCC. Do not reference or identify any employee, customer, vendor or other business contact without their express consent including, but not limited to, providing references, comments, pictures, media clips and/or testimonials. The JCC’s communications systems may not be used for any illegal activities.
8. **Discipline:** The JCC reserves the right to take discipline action against any employee who violates these guidelines. Should an employee become aware of any violations to these Guidelines, he or she must report such violations to the Human Resource Director.

When engaged in social networking on non-agency technology not linked to the agency systems, employees should be mindful of this policy and its guidelines. They should never attribute postings to the JCC of Rochester that imply that they are endorsed or written by the agency. Authorized staff may participate in professional social networking sites using the agency’s IT systems for work-related purposes if the site has been designated as an approved site. *Use of the JCC’s IT systems to access social networking sites for purely social interaction during working hours is prohibited or violations of any the guidelines and may result in disciplinary action up to and including termination.*

These Guidelines are not intended to interfere with employees’ rights under New York State and Federal Laws including, but not limited to, the National Labor Relations Act (“NLRA”). Further, these Guidelines will evolve as technologies change and new social media tools emerge. On a final note: always remember to think before communicating when using social media.

X. Whistleblower

**General:**

The Jewish Community Center maintains a code of ethics policy which requires all employees and board of directors to maintain high standards of business and personal ethics in the conduct of their duties and responsibilities. The code of ethics policy demands among other items, that employees and board members be of good character and that they conduct all JCC business with the highest level of honesty, integrity, fairness, transparency and respect.

**Reporting Violations:**

If any employee or board member suspects fraud or abuse of the JCC’s resources or assets; observes dishonest or inappropriate behavior; believes a conflict of interest to exist; observes any accounting irregularities; is aware of any harassment or discrimination of any kind; or believes there is any other behavior that violates the JCC’s code of ethics policy or any applicable law, it is their responsibility to report that violation or suspected violation to the appropriate entities within the organization as outlined in this policy.

If an employee suspects a violation of the code of ethics policy he/she is encouraged to discuss it with his/her immediate supervisor. In most cases, an employee’s supervisor is in the best position to address an area of concern. If the employee does not feel comfortable discussing the issue with his/her immediate supervisor or if the employee is not satisfied with the supervisor’s response they may take the issue to the Executive Director.

Board members should report violations or suspected violations of the code of ethics policy to the Executive Director. Supervisors and the Executive Director are required to report suspected violations of the code of ethics policy to the chair of the audit committee. If the suspected violator of the policy is the Executive Director, the employee or board member should take their concern to the chair of the audit committee directly.

**Investigation of Complaints:**

All reports of violations are considered serious and will be fully investigated. Reports are handled with the utmost respect. The chair of the audit committee will bring all reported violations of the code of ethics to the full audit committee for investigation. The audit committee has specific and sole responsibility to investigate and resolve all reported violations. In addition to violations of the code of ethics policy the audit committee shall review and look into all reported concerns regarding accounting practices, internal controls or auditing. The audit committee may retain independent legal counsel,
accountants or others to assist in its investigations if necessary. The audit committee will inform all concerned individuals of their findings directly or indirectly once the reported violation is fully investigated.

No Retaliation:

The JCC expressly prohibits any form of retaliation, harassment or intimidation as a result of reporting a violation of the code in good faith. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

We encourage employees and board members to report any concerns or violations of the code internally using the protections of this Whistleblower policy. Any employee who believes that he or she has been subjected to any form of retaliation, harassment or intimidation as a result of reporting a suspected violation of the code should immediately report the retaliation to either the chair of the audit committee or the president of the board.
VII. EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization. Since employment with the JCC is based on mutual consent, both the employee and the JCC have the right to terminate employment at will, with or without, cause at any time. All wages that are due through an employee's last day of work will be paid on the next regular scheduled payday. Prior to the last date of employment, the employee is responsible for the return of JCC property, to include all credit cards, ID card, equipment, cellular phones, keys, fobs, uniforms and other JCC items to their supervisor.

During the employee's last week of employment, an exit interview may be conducted by the Human Resource Director. The exit interview form will become part of the employee's personnel file. A letter of termination and COBRA paperwork, if applicable, will be sent to an employee separated from the JCC that outlines benefit termination dates. Any questions pertaining to benefits may be directed to the Human Resource Director.

A. If You Must Leave Us

Should you decide to leave your employment with us, we request that you provide your supervisor with advance notice. Exempt employees are asked to give written notice as far in advance as possible, but not less than four (4) weeks prior to the effective date of proposed resignation. Nonexempt employees are asked to give written notice not less than two (2) weeks prior to the effective date of resignation. The JCC reserves the right to change an employee's last day of work to an earlier date more consistent with the organizational needs. Accrued, unused vacation time will be paid out only if proper notice is given and worked. Employees will not be eligible to use any accrued paid time off during the resignation period. You should notify the company if your address changes during the calendar year in which termination occurs so that your tax information will be sent to the proper address.

B. Dismissal

Dismissal is involuntary separation from employment initiated by the JCC due to unacceptable conduct or job performance. The JCC recognizes that there are certain types of employee problems that are serious enough to justify either a suspension or termination of employment without going through the usual progressive discipline steps. While it is impossible to list every type of behavior that may be deemed a serious offense, Employee Conduct and Work Rules provide a partial listing.

Dismissal may or may not provide a notice period. Dismissed employees will receive all information relative to his or her benefits entitlement. Accrued, unused paid time off will not be paid out upon dismissal. Any advanced paid time off will be reimbursed to the JCC through the employee's last paycheck.

C. Lay Offs

Lay off is a separation from the JCC when a position is eliminated because of reorganization due to lack of funds or decreased need of services. Any accrued, unused vacation time will be included in the final paycheck. Any advanced paid time off will be reimbursed to the JCC through the final paycheck. Employees who are laid off and rehired within six (6) months will be entitled to the total benefits package as if they had been employed from their original date of hire.

Employees will not accrue paid time off during the lay off period. Other JCC benefits will terminate as outlined in the respective policies.

D. Keys

Keys to any JCC facility, office or vehicle are the property of the JCC and are not to be duplicated. Keys must be turned in upon request or at the time of separation. Employees must report lost or stolen keys or fobs to their supervisor.
VIII. ACKNOWLEDGMENTS

A. RECEIPT OF EMPLOYEE HANDBOOK

I have received the employee handbook for the Jewish Community Center of Greater Rochester, and I understand that I am responsible for reading the personnel policies and practices described within it. I understand that this handbook replaces any and all prior handbooks, policies and practices of the JCC.

I agree to abide by the policies and procedures contained therein. I understand that the policies and benefits contained in this employee handbook may be added to, deleted or changed by the JCC at any time. I understand that neither this manual nor any other written or verbal communications by a management representative or agent of the JCC is intended to, in any way, create a contract of employment or change the JCC’s policy of employment-at-will which means that either the JCC or I may terminate my employment at any time, for any reason, with or without case and with or without notice.

If I have questions regarding the content or interpretation of this handbook I will bring them to the attention of the human resource manager.

PRINTED NAME ____________________________________ DATE _____________

EMPLOYEE SIGNATURE ____________________________________________

B. E-MAIL/INTERNET/SOCIAL MEDIA CONSENT FORM

I understand that all electronic communication systems and all information transmitted, received, or stored in these systems are company property. I also understand that employees are to use such systems solely for job-related purposes and not personal uses. Accordingly, I have no expectation of privacy in connection with the use of this equipment or the transmission, receipt or storage of information in such equipment.

I further understand and agree not to use a code, access a file, or retrieve any stored communication unless authorized. I also acknowledge and consent to the company’s monitoring my use of this equipment at any time. Such monitoring may include printing and reading all E-mail entering, leaving, or stored in these systems.

In addition, I acknowledge that I have read and understand the JCC’s policies regarding use of the Internet and social media.

PRINTED NAME ____________________________________ DATE _____________

EMPLOYEE SIGNATURE ____________________________________________

C. REVIEW OF NON-HARASSMENT, SEXUAL HARASSMENT AND DISCLOSURE OF PERSONAL RELATIONSHIPS POLICIES

I acknowledge that this day that I have reviewed the JCC’s policies regarding non-harassment, sexual harassment and disclosure of personal relationships located in the Jewish Community Center of Greater Rochester handbook, and that I fully understand my obligations and responsibilities as outlined therein including, but not limited to, the reporting procedures to be followed in the event I or any other employee is subject to harassment or sexual harassment or is involved in a personal relationship with another employee.

PRINTED NAME ____________________________________ DATE _____________

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PRINTED NAME ___________________________________________ DATE ________________
EMPLOYEE SIGNATURE ____________________________________

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