



Jewish Community Center  
of Staten Island

**JCC**  
Employee Handbook

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Dear Staff Member:

Welcome to the Jewish Community Center of Staten Island ("JCC"). This guide is intended to describe the current policies and benefits you will receive as an employee of the JCC. It is effective immediately. You should read it carefully. If you have any questions, talk to your supervisor who will be pleased to help you.

When you joined the JCC you became a member of our team. We believe your excellent work will help us grow and will insure your success. In return, we provide competitive wages and benefits, a pleasant and creative work environment, and people who really care about your welfare.

The employment relationship with the JCC and each of its employees is employment at-will. Just as any employee has the absolute power to end his or her employment with us at any time for any reason, we have the absolute power to terminate an employee at any time for any or no reason with or without prior notice or good cause. No supervisor, employee or other representative of the JCC other than the Executive Director, has authority to make any promise or commitment contrary to the foregoing, or to enter into any agreement with an employee for employment for any specified duration. Furthermore, any such agreement entered into by the Executive Director must be in writing.

The employees and management of the JCC actively seek excellence in our services, contingent upon the hard work and dedication of our staff. We look forward to working with you to achieve our goals.

NO POLICY DESCRIBED IN THIS HANDBOOK SHOULD BE INTERPRETED AS CONSTITUTING THE TERMS OF AN EMPLOYMENT CONTRACT. WITH RESPECT TO INSURANCE AND OTHER BENEFITS, THE TERMS OF THE INSURANCE POLICY OR BENEFIT PLAN SUPERSEDE ANY STATEMENTS CONTAINED IN THIS HANDBOOK.

From all of us, Welcome to the Team!

Best,

A handwritten signature in black ink, appearing to read "David Sorkin".

David Sorkin  
Executive Director

## INTRODUCTION

### AN OVERVIEW OF THE JCC

The JCC is the largest and most comprehensive Jewish agency on Staten Island and possibly the largest social service agency in the borough. The JCC welcomes all members of the community as participants and members. It provides a host of services and programs at its own buildings as well as many other locations throughout the borough. It invites individuals and families to participate in its wide range of programs.

There are two year-round facilities: the Joan & Alan Bernikow flagship, 1466 Manor Road in mid-island, and the Ron & Nancy Avis south shore facility, 1297 Arthur Kill Road. Both provide a traditional early childhood center as well as pre-school for children with special needs, physical education, senior adult and youth programs and a Music Institute. Each has unique features: the Bernikow site has a state of the art health and wellness center including indoor and outdoor pools, two gymnasiums, saunas, and steam rooms, a Glatt kosher café and catering hall; the south shore has a comprehensive physical education and fitness program including a fitness center, gymnastics school, dance program, and gymnasium as well as a substantial senior adult program and extensive youth programming. The north shore, site of our third facility, has the Aberlin building at 485 Victory Boulevard with a full early childhood center. A summer day camp is situated at the beautiful wooded grounds at the Henry Kaufmann Campgrounds on Manor Road.

Since 1929, the JCC has been providing both formal and informal Jewish education, culture, social, recreation, kosher nutrition, counseling and referral services and programs. In addition to its own direct services, the JCC has close relationships with the Jewish Association for the Aged (JASA), the Jewish Board of Family and Children's Services (JBFCS), area synagogues, other social service agencies and organizations and works with them to further common aspects of our respective missions. The JCC offers many programs with a specifically Jewish focus and it hosts community celebrations of major holidays such as Chanukah and Purim. We also work closely with our elected officials to benefit all Staten Islanders.

The JCC is renowned for services to special needs populations: First Foot Forward, a pre-school for developmentally delayed children; Marvin's Camp for children with special needs; Camp Independence for children with diabetes; and a Special Needs Department.

The JCC provides the elderly with many services and programs at its two locations as well as a kosher meals delivery service for the homebound elderly.

The JCC offers pre-school programming ranging from day care for infants three months and older to toddler, nursery school and Universal Pre-kindergarten programs. After school and weekend activities are available for all ages. School holidays are

occupied by interesting on- and off-premises programs. The summer day camp is for children of all ages and is the largest in the city of New York.

Physical Education programming at the JCC is all encompassing and includes leagues such as basketball and soccer as well as an extensive aquatics program available year round in our indoor and outdoor pools. Our health and wellness centers offer a wide range of equipment and classes to enhance and maintain the well-being of our members.

The JCC owes its success to the dedication and vision of generations of members of its Board of Directors, committee members and staff.

## **GROWTH OF THE JCC**

The JCC's growth has paralleled that of Staten Island. The original JCC opened in 1929 on Victory Boulevard. That building underwent two expansions to increase its capacity to serve the community. In 1973, 485 Victory Boulevard was purchased and renovated to become the Nursery School building. In 1975, Family Park on Manor Road was built to provide outdoor summer recreational facilities. In 1982, the JCC opened its south shore building on Arthur Kill Road with 6,000 square feet; in 1988, 17,000 square feet were added to provide a full physical education department and fitness facility. In 1996, an additional 12,000 square feet added a new entry lobby and a second floor over the existing fitness areas providing additional classrooms, offices, a youth center and the Weinberg Senior Center.

January 2007 saw the opening of the Joan & Alan Bernikow JCC, the long awaited flagship, at 1466 Manor Road, the site of the former Family Park and summer campsite. Set in the Greenbelt of Staten Island, it is the realization of a dream of generations of JCC leaders and staff to have a new center to house the extensive programs and services that are provided to the membership and the community. It is truly appropriately named the Jewish Community Center as it embodies each of the words in its name – *Jewish, Community, Center*.

The programs and services offered by the JCC will continue to reflect the needs of the Jewish and general population.



## **MISSION STATEMENT**

JCC shall have as its purpose:

- That it shall foster and strengthen an understanding of and appreciation for Jewish values, culture and heritage, and provide increased opportunities for Jewish association.
- That it shall encourage harmony and unity with the Jewish community and provide a sense of personal identification and oneness with the Jewish people.
- That it shall provide facilities appropriate to the needs and interests of the community and the responsible fiscal means for operation of the JCC.
- That it shall provide the leadership and organizational structure within which these purposes can be attained and be recognized by the community at large as functioning in this capacity.

## **SECTION ONE: WELCOME TO THE JCC**

### **I. YOUR EMPLOYMENT WITH THE JCC**

#### **A. About This Handbook**

We have prepared this Handbook to summarize the personnel policies and procedures that are applicable to employees of the Jewish Community Center of Staten Island. You should read the information in this handbook promptly and thoroughly so that you have an understanding of the policies and procedures. This handbook, however, cannot anticipate every situation or answer every question about your employment; it can provide only an overview of policies and procedures. It is not an express or implied employment contract or legal document, nor should its contents be considered a strict interpretation of the policies, procedures or benefits that are described in this handbook.

This handbook is effective as of June 1, 2011, and it supersedes any and all prior employee handbooks and personnel policies.

#### **B. Your Supervisor**

Your supervisor is a part of our management and will have more to do with your welfare and progress than any other person. He or she has the responsibility for overseeing your work schedule, insuring the quality and quantity of your work, and providing you with whatever assistance you may need.

Your supervisor will arrange for your job instruction and orientation. Periodically, your supervisor will evaluate your performance and discuss the results of the evaluation with you.

#### **C. Introductory Period**

The first three (3) months of your employment will be considered your Introductory Period. (Depending on your position, other Introductory Periods may apply. Refer to your Letter of Hire.) The Introductory Period will enable your supervisor to decide if you are able to perform the job and will also give you a chance to decide if you would like to stay as a regular employee of the JCC. Management, in its sole discretion, may extend the Introductory Period should circumstances warrant.

Prior to the conclusion of your Introductory Period, your work performance will be reviewed by your supervisor. If you and your supervisor agree to your continuation of employment, work expectations and goals for the remainder of your first year of employment will be agreed upon at that time. After successful completion of your Introductory Period, you will become a regular employee of the JCC.

## **D. Let's Talk About It**

We encourage you to bring your questions, suggestions, and problems to our attention. We will give careful consideration to each of them in our continuing effort to improve the JCC.

If there is anything about your job that is of concern to you, let's get it out in the open and talk about it. Discuss it frankly with us and we will do everything we can to help you address it. Your problem will be handled in a fair manner.

*Here are the steps that you may take:*

First, if you feel you have an issue, you should present the situation to your supervisor so the problem can be resolved quickly. Past situations have shown that most problems can be settled by an examination and discussion of the facts.

If the problem is not resolved, present the problem to Human Resources who will respond promptly. A meeting with staff members and other interested parties may be called in an attempt to reach a satisfactory solution.

In the event you are not satisfied, the Executive Director will present your complaint to the Chair of the Personnel Committee of the Board, along with a written evaluation and recommendation. A detailed review will be conducted and a final decision will be made.

We are anxious to hear from you on any subject. We want to offer you every opportunity to discuss your concerns, so you are assured you have been treated fairly.

## **II. NEW HIRE INFORMATION/ORIENTATION**

At the time of hiring, the JCC provides new employees with the following information:

- Employment status
- Job duties
- Starting date
- Name of the employee's supervisor
- Rate of pay
- Regular hourly rate
- Regular overtime rate
- Regular payday
- Evaluation period
- The Handbook, including the Code of Ethics
- Orientation materials appropriate to the job

I. If exempt, exempt classification

During the first days of employment, new employees will participate in a general orientation developed by their supervisor and supported by other staff. The orientation will acquaint new employees with specific duties, the facility, general procedures and personnel policies and benefits. Supervisors also will keep new employees informed of their progress and, when appropriate, make recommendations for improvement. If a new employee has difficulty with his/her job, or if he/she doesn't understand certain job requirements, the supervisor will be happy to discuss these matters.

Every new employee will complete required federal and state withholding tax certificate forms, an I-9 Form, and other documents required by law, plus additional forms necessary to process the new employee into the organization. All information submitted is subject to verification. **Falsification of information will result in immediate termination.**

**A. Job Duties**

Each employee will receive a written job description of his/her position at the time of hire. Given the nature of the organization, from time-to-time employees may be assigned to perform duties outside the scope of their usual responsibilities. Learning various duties and assisting as needed helps ensure that the JCC operates as efficiently as possible.

**B. Job Openings**

The JCC wants to encourage current employees to apply for any available position(s). Current employees must submit a written application for a position in which they have an interest to Human Resources. An employee who wishes to apply for an open position must first notify his/her supervisor. The JCC shall evaluate and, in its sole discretion, make a final determination regarding the qualifications of employee candidates. Selecting or promoting personnel from within the JCC may fill job openings. However, the JCC reserves the right to fill job openings by recruiting qualified applicants from outside the JCC.

At the discretion of the Executive Director, the JCC may employ qualified immediate family members of an employee. Immediate family members will not supervise each other, control each other's work assignments or influence salary decisions of each other.

If one employee marries another, both may retain their positions if one does not directly supervise the other. The Executive Director will make a reasonable effort to amend lines of supervision so that married employees do not control each other's work assignments, influence personnel decisions affecting the other or supervise each other.

### **C. Outside Employment**

As a JCC employee, it is expected that you will devote your time and efforts to your employment with the JCC. Employees may hold jobs outside the JCC, subject to the restrictions outlined below.

Employees are prohibited from engaging in any activity that competes with or works to the detriment of the JCC. This prohibition includes performing any services for customers/clients on non-working time that would normally be performed by the employee as part of his/her JCC responsibilities. This also includes the unauthorized use of any JCC facility, tools or equipment.

Employees may not conduct any outside business during paid work time.

### **III. PERSONNEL PHILOSOPHY**

The personnel philosophies of the JCC are based on the belief that success of the JCC and its services is primarily dependent upon you, JCC employees. It is our policy to implement fair and effective personnel policies and to require all employees to serve the organization's best interests.

It is our objective to hire individuals who are qualified for positions of employment by virtue of job-related standards of education, training, and experience, and to avoid all unlawful employment and promotional practices.

The JCC is a service organization. Every employee is expected to make member care a priority and deliver exemplary customer service. The following are some guidelines to help accomplish this: Maintain a constant focus on serving members; always prioritize member service above other projects or tasks; continuously work with fellow staff and/or supervisors through training, modeling and evaluation to create an exemplary service environment; and make supervisors aware of any significant member or guest relation issues.

JCC goals for employees include the following:

1. To establish reasonable hours of work based on our service needs
2. To monitor and comply with applicable federal, state, and local laws and regulations concerning employee safety
3. To be receptive to constructive suggestions which relate to the job, working conditions or personnel policies
4. To establish appropriate means for employees to discuss matters of interest or concern

It is our policy to:

1. Recognize each person as an individual and to treat each employee fairly and with respect
2. Establish appropriate objectives or standards for each position within the JCC
3. Periodically review the performance of all members of the staff to inform them of their status and to provide them with continuous guidance to help them to progress in knowledge and in their jobs
4. Maintain salaries in a manner that recognizes the importance of each position and rewards competent and meritorious performance
5. Provide an efficient environment by maintaining good physical working conditions and fostering harmonious relations among employees
6. Communicate freely to all members of the staff and to encourage communication from them

We expect all employees:

1. To act in a professional manner
2. To perform assigned tasks in an efficient manner
3. To be punctual
4. To demonstrate a considerate, friendly, and constructive attitude toward fellow employees
5. To adhere to the policies adopted by the JCC
6. To offer the JCC cooperation and loyalty
7. To use the established procedures for resolving serious complaints or problems

We retain the sole right to exercise all managerial functions including, but not limited to, the right:

1. To dismiss, assign, supervise, and discipline employees
2. To determine and change starting times and quitting times
3. To determine and change the size and qualifications of the work force
4. To determine and change methods by which our operations are to be carried out
5. To assign duties to employees in accordance with our needs and requirements and to carry out all ordinary administrative and management functions
6. To add, change, modify or delete any provision of this manual, with or without notice

#### **IV. CATEGORIES OF STAFF**

##### **A. Full Time**

Full-time employees are regularly scheduled to work at least thirty-five (35) hours per week, excluding meal and break periods.

##### **B. Part Time**

Part-time employees are regularly scheduled to work fewer than thirty-five (35) hours per week.

##### **C. Temporary**

A temporary employee is an employee in any category above who is hired with the expectation that his/her employment will be less than six (6) months. Temporary employees are not entitled to the benefits of employment listed in this Handbook, but must adhere to all policies stated in the Handbook.

#### **V. JOB CLASSIFICATIONS**

The JCC employs a variety of employees as defined below:

##### **A. Administrative Staff**

Includes the Executive Director, and may include Assistant Executive Directors and other key positions as circumstances require.

Department directors and division directors oversee the various administrative and program areas of the JCC.

Other administrative staff includes employees with specific training or expertise required for their job, such as a degreed accountant.

##### **B. Program Staff**

Includes program directors and program coordinators and all staff whose responsibilities are related to supervision or implementation of programs as well as non-supervisory program staff including but not limited to: instructors, therapists, case managers/enrollers and youth counselors and lifeguards.

##### **C. Support Staff**

Includes but not limited to secretarial, reception, sales associates, bus drivers, marketing staff, food servers and accounting.

#### **D. Maintenance/Custodial**

Includes employees concerned principally with physical maintenance, cleaning and repairing of the premises and who perform service functions related to maintenance, equipment and janitorial assignments.

#### **E. Teachers and Assistant Teachers**

Includes all teachers and assistant teachers.

All of the aforementioned may be employed by the JCC on a full-time, part-time or temporary basis as defined above.

### **VI. PAYROLL CLASSIFICATIONS**

All employees filling positions within the JCC are classified in one of the compensation categories, as defined below:

#### **A. Exempt Salaried**

Employees in this category are not entitled to be paid overtime for work performed beyond 40 hours in a work week but whose salary represents payment for all hours worked in any given work week. Executives, professional employees, and certain employees in administrative positions are typically exempt.

#### **B. Non Exempt Salaried or Hourly**

Employees in this category must record all time worked and are compensated at time and a half their regular rate of pay for all hours worked beyond 40 hours in a work week.

Employees will be informed of their initial rate of pay and payroll classification at hire. A signed acknowledgment of this information will be retained in the employee's personnel file. Employees who change positions during employment will be informed by the human resources department of any change in exemption status.

### **VII. PAY PERIODS AND PAY POLICIES**

#### **A. Hours and Pay Periods**

Our standard workweek is from Monday to Friday, although due to the nature of our programs, work may occur on weekends, as necessary.

Employees are paid semi-monthly (on the 15<sup>th</sup> and the last day of the month). If a pay day occurs on a Saturday, checks are distributed on the preceding Friday. If a pay day occurs on a Sunday, checks are distributed on the following Monday.

For salaried employees, the mid-month check covers the work days from the 1<sup>st</sup> through the 15<sup>th</sup> of the current month. The end of month check covers the work days from the 16<sup>th</sup> through the last day of the month. For example; the January 15 paycheck covers the work days between January 1 and January 15.

For hourly employees, the mid-month check covers the work days between the 16<sup>th</sup> and the month end of the previous month. The end of month check covers the work days between the 1<sup>st</sup> and the 15<sup>th</sup> of the current month. For example; the January 15 paycheck covers the work days between December 16 – December 31.

Paychecks can not be given to anyone other than the person named on the check unless prior written approval is given by the employee to the Executive Director or designee.

The law requires the JCC to make deductions for social security (FICA); Federal, State and City income taxes; State disability insurance; and wage assignments/garnishments (if applicable). Your payroll stub itemizes all deductions made from your gross earnings.

Review your payroll stubs. Any errors should be brought to the attention of your immediate supervisor. Adjustments, if necessary, will be made in your next paycheck.

Falsification of information will result in immediate termination.

### **1. Administrative Staff and Program Staff**

The hours of work may vary depending on workload and job duties. An employee is responsible for successful completion of his/her assignments. The JCC schedules programming seven (7) days a week and reserves the right to vary assignments and schedules as the needs of the JCC demand. Accordingly, an employee's work hours and/or days may vary depending upon the JCC's current needs.

Exempt employees do not receive overtime for work over forty (40) hours in one week. However, in certain circumstances, "exempt" program staff may receive, at the discretion of the department director and with the authorization of the Executive Director, compensatory time off for having worked extraordinary hours. Under normal circumstances compensatory time off must be taken within a week of receipt but not later than one (1) month at the mutual convenience of the JCC and the employee. If extenuating circumstances exist, the supervisor may recommend and the Executive Director may authorize an extended period for taking compensatory time. No more than three (3) unused compensatory days per month may be accumulated unless authorized

by the Executive Director. Accrued compensatory time is not paid to exempt employees at the time of termination under any circumstances.

## **2. Full Time Teachers and Full Time Assistant Teachers**

All Early Childhood Education staff shall work the number of hours and schedule as set forth by the department director.

## **3. Secretarial/Clerical**

The work week shall consist of 35 hours, exclusive of lunch. When overtime work is necessary, the department director must authorize it in advance. The JCC will pay for overtime at one and one-half (1½) times the hourly rate for each hour worked beyond the 40th hour actually worked in a given workweek. Straight time is paid for the first forty (40) hours worked in any given workweek. (Example: if an employee is scheduled to work a 35 hour work week and is asked to work 42 hours in a week, the first 40 hours are at straight time and the remaining 2 hours are paid at time and a half of the regular rate of pay.)

## **4. Maintenance/Custodial**

Maintenance staff may be required to work shifts based upon times when efficient cleaning and maintenance work can be done. Work schedules shall be determined by the maintenance supervisor to meet the needs of the JCC.

The workweek shall be based upon forty (40) hours. Approved overtime shall be compensated at the rate of one and one-half (1 ½) times the regular rate of pay for each hour worked beyond forty (40) hours in any given week.

## **5. Part-Time (Salaried)**

Part-time (salaried) employees shall work the number of hours set forth in their individual job descriptions. Part-time (salaried) personnel shall receive overtime compensation at the rate of one and one-half (1½) times their regular rate of pay in the event their work week exceeds forty (40) hours per week.

## **6. Part-Time (Hourly)**

Part-time (hourly) employees shall work the number of hours scheduled by their supervisor to meet the program needs of the JCC. Part-time (hourly) personnel shall receive overtime compensation at the rate of one and one-half (1½) times their regular rate of pay in the event their work week exceeds forty (40) hours per week.

## **B. Overtime (For Non Exempt Salaried or Hourly)**

It is sometimes necessary for you to work overtime. Overtime may occur when help is needed to cover for someone who is absent because of illness, vacation, or other reasons. From time to time we may ask you to work overtime because of extra workloads or special projects. In all cases, efforts will be made to advise you in advance of overtime. However, there may be emergency conditions which could prevent advance notice.

Prior to overtime work being scheduled or taken, overtime work by non-exempt personnel must be approved by the Executive Director or a designated management person and shall receive overtime compensation at the rate of one and one-half (1 ½ ) times their regular rate of pay in the event their work week exceeds forty (40) hours per week.

## **C. Expenses**

Authorized expenses incurred in the necessary performance of work such as transportation, meals or conference fees shall be reimbursed by the JCC. Employees' use of their personal automobiles will be reimbursed at the reimbursement rate set forth by the JCC at that time. See separate policy for appropriate procedures.

### **1. Meal Allowance**

Any full-time employee working a third 4-hour session will be entitled to a meal allowance not to exceed \$15.00.

### **2. Travel and Business Expenses**

The JCC will reimburse employees for reasonable travel expenses including transportation, meals and lodging, provided such travel is performed in the course of JCC business. Contact the Finance department for Agency allowances.

Reimbursable activities include attendance at business meetings, conventions, seminars or other designated activities related to the employee's job. Prior approval of such travel and attendance, including approval of mode of transportation, must be obtained from the employee's supervisor.

All travel arrangements for transportation and lodging will be made through the travel agency specified by the JCC.

A cash advance for expenses of approved business travel may be obtained by written request to the Finance Department, upon prior approval of the supervisor.

Upon completion of travel, the employee shall complete the proper forms within two (2) weeks, attach supporting receipts and return any unused cash advance. The employee's supervisor must approve reimbursement of amounts due.

Time spent by an employee working away from home on JCC business shall be considered hours worked for pay purposes, regardless of whether such travel occurs on regular work days or weekends.

Employees are encouraged to use public transportation and carpool when feasible.

### **3. Automobile Usage**

An employee may use his/her own car for JCC business in accordance with the guidelines below:

- a. In instances where the use of public transportation is not feasible, employees who use their own cars for JCC business will receive a mileage allowance. Employees shall be reimbursed for tolls and parking fees when such charges are incurred while the employee is engaged in JCC business.
- b. Reimbursable expenses must be approved by the supervisor prior to submission to the JCC for payment. To limit travel expenses, when more than one employee is traveling, everyone should travel in the same car.
- c. Employees whose duties require the operation of a vehicle for JCC business must possess a valid driver's license, a copy of which must be on file in the Business Office. The employee must notify the JCC if he/she no longer has a valid driver's license. Any fines incurred by an employee during the performance of JCC business, as a result of driving or parking violations, shall be the responsibility of the employee.
- d. An employee's personal insurance policy is responsible for any claims while driving on JCC business. A copy of the employee's valid automobile insurance policy must be on file in the Business Office. Under no circumstances will the JCC's policy provide coverage for damage to an employee's vehicle or for physical damage. If an employee has an accident while on JCC business, he/she should contact his/her insurance company and the Business Office immediately.
- e. It is against JCC policy for any employee to transport clients/members in any vehicle that is not an authorized JCC vehicle.

## **D. Deductions From Pay**

### **1. Non Exempt Employees**

Non exempt employees will be paid only for actual hours worked unless they receive benefits under our paid time off, vacation, sickness, medical, or other leave policies.

### **2. Exempt Employees**

Exempt employees are paid on a salary basis and, in general, must be paid their full salary for any week in which they perform work. Their pay may be reduced only in the following circumstances:

- a. Employees who are absent for at least a full day because of sickness or disability will not be paid for that day unless they have accrued benefits under our paid time off, vacation, sickness, or disability policy. Their pay will not be reduced if they are absent for less than a full day because of sickness or disability.
- b. Employees who take leave under the Family and Medical Leave Act will not be paid for that time unless they have accrued benefits under our paid time off, vacation, sickness, or disability policy. Their pay will be reduced by the hours missed even if it is less than a full day.
- c. Employees who are absent from work for at least a full day for personal reasons other than sickness or disability will not be paid for that day. If an employee is absent for less than a full day for personal reasons, his or her pay will not be reduced.
- d. Employees who are absent from work for jury duty, attendance as a witness at a trial, or temporary military leave will have their pay reduced by the amount of payment they receive if any in the form of jury fees, witness fees, or military pay. Their pay will not be reduced by the number of hours or days they are absent from work unless they perform no work in a given week.
- e. If an employee violates a safety rule of major significance, his or her pay may be reduced in an amount to be determined by the JCC as a penalty for that violation.
- f. Employees may be suspended without pay for other types of workplace misconduct, but only in full-day increments. Their pay will be reduced in an amount that is proportionate to the number of days suspended.

- g. Employees who work less than 40 hours during their first or last week of employment will be paid a proportionate part of their full salary for the time actually worked.

### **3. Improper Deductions From Pay**

The JCC will reimburse any employee whose pay is reduced in violation of this policy. If you feel your pay has been improperly reduced, please notify your supervisor or Human Resources.

#### **E. Time Records**

In accordance with federal laws requiring that accurate records be kept of hours worked in each workday and each workweek, all employees will record their actual hours of work.

Altering the time records of another employee, or allowing someone else to alter or falsify your time records, or altering or falsifying time records in any way is a violation of our policy. Any employee who violates this rule will be subject to disciplinary action, ranging from a warning to dismissal.

You must explain any absence from work to your supervisor.

#### **F. Meal Periods**

Full-time and part-time employees may receive up to a one (1) hour unpaid meal period, usually at mid-shift. Meal periods may vary depending on job category. Your supervisor will advise you of your schedule.

#### **G. Breaks**

Meal and work breaks are determined on a departmental basis based on workload demands in accordance with the law. The department director will determine appropriate break times, the length and frequency of breaks for their respective staff. Break periods, during the course of a normal workday, vary throughout the JCC and are job related. The supervisor monitors breaks in an effort to ensure efficiency, as well as to give employees time away from their work environment.

#### **H. Regular Attendance**

Our ability to fulfill our mission depends upon all of us working together as a team. Other staff members are dependent upon you to be on the job every workday, on time, in order to insure that all tasks are properly accomplished.

The nature of your job may require you to work off-site. If you are working off-site, your supervisor must know of your whereabouts and what you will be working on. Your attendance and lateness record are considered important factors at the time of your performance and salary reviews. Continuous absence and tardiness will subject you to disciplinary action, up to and including discharge.

If you are unable to report for work, you must notify your supervisor or designee each day one (1) hour before the beginning of your scheduled workday to make certain that any projects or tasks you were working on are covered. Some job functions may require additional notice time. Check with your department supervisors.

Failure to appear at work without notifying your supervisor is considered personal absence without pay. Any employee who is absent for two (2) working days without notifying their supervisor or without good cause may be deemed to have resigned.

The JCC reserves the right to require employees to submit a doctor's note after one (1) day of absence, or undergo a physical examination to verify a claim of illness or injury. A doctor's note is mandatory after five (5) consecutive sick days. A regular pattern of claiming sick days on Mondays and/or Fridays will be considered an attendance problem, and can lead to disciplinary action.

## **VIII. GENERAL POLICIES**

### **A. Smoking Policy**

Pursuant to the New York City Clean Air Act, we have prohibited smoking on the JCC premises. Failure to comply with this policy is unacceptable and may result in disciplinary actions.

### **B. Substance Abuse Policy**

The JCC treats all substance abuse the same whether alcohol, marijuana, illegal drugs, prescriptions, or controlled substances are involved.

The JCC strictly prohibits the use of illegal drugs and alcohol in the workplace and prohibits employees from being under the influence of illegal drugs or alcohol while in the workplace. An employee will be subject to immediate dismissal if found in possession of or selling or distributing alcohol or illegal drugs on JCC property or while conducting business on behalf of the JCC.

Employees are also prohibited from the misuse or abuse of prescription and over-the-counter ("OTC") drugs. Employees who are using prescribed or OTC drugs for existing medical conditions must inform the supervisor of such treatment to discuss the necessity of temporary alteration of job duties if, and only if, the drugs (1) may have side effects which could affect job performance; or (2) alter an employee's physical or mental

abilities in such a way as to pose an immediate risk of harm to others. Such information will be kept strictly confidential, and shall not be disclosed to other parties, including the employee's immediate supervisor, except as necessary to provide the employee with a reasonable accommodation of a disability.

Employees convicted of controlled substance-related violations under state or federal law or who plead guilty or nolo contendere to these charges must inform the JCC within five days of the conviction or plea. Failure to do so will result in disciplinary action, including dismissal for a first offense. Employees convicted or pleading guilty must successfully complete a drug abuse assistance or similar program as a condition of continued employment or re-employment

#### **D. Weather Policy**

The JCC has a responsibility to remain open, maintain programs, services and operations to the extent possible to best serve our members. In order to accomplish this goal, all scheduled staff is expected to report for duty. The JCC understands that road conditions may cause a delay in the employee's arrival time, but nonetheless, the employee is expected to report for duty as soon as possible.

If an employee is going to be late or cannot report to work at all, the employee must notify his/her supervisor prior to his/her normal start time. (The employee and his/her supervisor need to clarify how and when communication must take place.)

The general weather policy of the JCC is to stay open unless the Governor declares a State of Emergency. In this case, the employee should call his/her supervisor for instructions. If the weather forecast calls for a blizzard, flooding or other weather-related conditions, the management staff will meet and make a decision regarding early closings or late openings.

If the JCC remains open, salaried staff is required to use a vacation day in order to be compensated for a weather-related absence, and hourly staff will not be compensated for a weather-related absence.

#### **E. Emergency Closings**

Keeping the JCC open and operating is one of our prime concerns. However, under extreme inclement conditions, consideration is given to closing the JCC. Any official decision regarding closing will come from the Executive Director.

In the event of severe weather, we will be in contact with local police and the National Weather Service in an effort to make sound decisions regarding the restriction of work activity for the safety of all employees. In the event of a snowstorm, it is to be assumed that the JCC is open and every effort should be made to be at work on time.

The following pay policy is established to ensure fairness to all non-exempt personnel:

1. Those who report late will be paid from their actual starting time.
2. Those who report to work on time and leave at the announced emergency closing time will be paid for a full day.
3. Those who leave prior to any announced emergency closing time will be paid only for the actual hours worked.
4. Those who do not report to work at all due to emergency conditions may not be paid for the day.
5. Earned paid time off may be applied as compensation for time not paid.

#### **F. Emergencies and First Aid**

Please refer to the JCC emergency procedures located in the JCC's Emergency Manual. Employees should report all incidents to the Building Manager on duty as well as fill out the appropriate forms.

#### **G. Fire Protection**

Fire extinguishers and smoke alarms are installed throughout the JCC buildings and are checked regularly by Building Services. It is each employee's responsibility to be familiar with the location of fire extinguishers and exits. As required by appropriate authorities, staff is expected to adhere to fire drill procedures.

### **IX. WORK PERFORMANCE**

Our intention is to hire the most qualified people available and to give them the maximum opportunity for advancement. Promotions are based on merit, ability, leadership, creativity, initiative, and willingness to accept responsibility. All staff members are expected to demonstrate progressive expertise in job performance and knowledge. Our mark of a mature employee is an enthusiastic approach to work; you should consider no assignment unimportant or unworthy of your best efforts.

In order that you are kept informed of your progress, you will receive a formal review yearly. Many facets of your work will be considered at the time of your reviews. The main criteria used to determine progress or change required is contained in the job description for your position. Such things as productivity, attendance, performance, quality of work produced, use of time on the job, safety observance, cooperation with

your fellow employees and supervisor, as well as your desire for self-improvement and advancement will also be included.

It is expected that all employees will carry out their responsibilities fully and to the best of their abilities, and conduct themselves so as to serve the best interests of the JCC. When informing an employee that work performance does not meet satisfactory standards, the JCC may take any action appropriate under the circumstances, including:

1. Providing training to address areas of weakness and recommending ways to overcome areas of concern
2. Warning the employee verbally and if the problems continue, with written statements to the employee's personnel file
3. Releasing the employee if the case warrants

These steps are not to be interpreted as progressive in nature, i.e. step two can occur before step one.

## **X. YOUR EMPLOYMENT RECORD**

The JCC needs accurate information for social security, tax, insurance and business records. If information in your records is not correct, problems could arise concerning your taxes, employee benefits or other important matters. Please keep Human Resources or a designee informed of all changes to your status, such as:

1. When you change your address and/or telephone number
2. When you legally change your name or marital status
3. When there is a change in your income tax exemptions or dependents
4. When you change your insurance beneficiary

Your personnel employment record started with your application for employment and is kept in a permanent and confidential file in the Administrative Office. Performance evaluations and information on other employment related actions (i.e., promotions, training course participation, disciplinary actions, etc.) and any other relevant job related information or documents deemed essential by management will also be included in the file.

## **XI. REFERENCES**

The JCC makes every effort to protect the confidentiality of its staff members. Disclosure of information on current staff members for credit checks will be provided by the Human Resources only upon written authorization from the staff member or as required by law.

The JCC's policy with respect to employment inquiries is to verify only a staff member's job title and dates of employment. Upon receipt of a written authorization from the former or current staff member, salary information will also be released.

## **XII. RESIGNATION**

Should you wish to leave our employ, you must notify your supervisor and Human Resources in writing, at least two (2) weeks in advance of your departure date. Administrative Staff must give notification at least one month in advance. No paid time off will be permitted during the notice period. Employees are required to work during the notice period, unless otherwise requested by management.

Employees who fail to show up for work for two (2) consecutive days without notification will be deemed to have voluntarily resigned unless the employee can provide a valid justification for his or her absence and the lack of a phone call alerting us to the absence.

## **XIII. TERMINATION**

Employment may be terminated by the JCC at any time, with or without cause. **Employees who are discharged for cause or resign without required notice will not receive pay for accrued but unused vacation benefits. Employees will not receive pay for unused sick days.**

Upon termination employees must surrender any JCC property in his or her possession.

## **XIV. EXIT INTERVIEWS**

In instances where an employee voluntarily leaves the JCC's employ, management would like to discuss the reasons for leaving and any other impressions the exiting employee may have. All information will be kept strictly confidential and will in no way affect any reference information that the Human Resources office will provide to another employer.

## **SECTION TWO: OUR COMMITMENT TO FAIR EMPLOYMENT PRACTICES**

### **I. EQUAL EMPLOYMENT OPPORTUNITY & ANTI-HARASSMENT POLICY**

We believe that all persons are entitled to Equal Employment Opportunity and we do not discriminate against our employees or applicants for employment because of the actual or perceived race, creed, color, religion, national origin, gender, sex, age, disability, marital status, sexual orientation, genetic predisposition, victims of domestic violence, veteran status, citizenship status, or status with regard to public assistance, provided that they are qualified and meet the mental and physical requirements for the job.

#### **Offensive Behavior Statement Policy**

It is our policy to provide a work environment that is free from discrimination, harassment and offensive and degrading remarks and conduct for all individuals. Offensive behavior, including harassment, on our premises or at any related functions or facilities will not be tolerated. Any employee who is found to have acted in violation of this policy will be subject to appropriate disciplinary action, which may include termination, suspension, demotion, transfer, reprimand, mandatory education and written warning.

Employee conduct that is inappropriate and offensive has the potential of being perceived as harassment and will not be tolerated. Supervisors are responsible for acting promptly where they observe or are advised of inappropriate and offensive behavior.

#### **Definitions and Examples**

##### **A. Harassment**

One form of offensive behavior is harassment. Harassment may include verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of the actual or perceived age, race, creed, color, religion, national origin, gender, disability, marital status, partnership status, sexual orientation, alienage, victims of domestic violence, genetic information, veteran, citizenship status or sex. Harassment may include but is not limited to:

1. Epithets
2. Slurs
3. Negative Stereotyping
4. Threats
5. Intimidation
6. Hostile Acts

7. Denigrating or hostile written or graphic material posted on or circulated in the workplace.

## **B. Sexual Harassment**

Another form of offensive behavior is sexual harassment. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication where:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment
3. That conduct or communication has the purpose or effect of substantially interfering with an individual's employment; or creates an intimidating, hostile, or offensive employment environment

A sexually motivated act includes unwelcome, objectionable and offensive conduct or communication which, even though it may not be sexual in nature, is directed at an employee on account of his or her gender.

A few examples of sexual harassment or actions that have the potential for creating a hostile or offensive work environment include, but are not limited to:

1. Use of any offensive or demeaning terms which have sexual connotation, or are addressed to an employee on account of his or her gender
2. Objectionable, unwelcome physical proximity or physical contact
3. Unwelcome gender-based suggestions regarding, or invitation to, social engagements
4. Any indication expressed or implied, that an employee's job security, job assignment, conditions of employment, or opportunities for advancement depend or may depend on the granting of sexual favors to any other person or upon the acceptance of unwelcome objectionable sexual conduct, advances or comments
5. Any action relating to an employee's job status which is in fact affected by consideration of the granting or refusal of gender-based requests for social or sexual favors

6. The existence of an atmosphere of sexual harassment or intimidation
7. Jokes or remarks of a sexual nature made to, or in the presence of, employees who may find such materials offensive
8. The dissemination of materials (such as cartoons, articles, pictures, etc.) which have a sexual content, and which are not necessary for our work, to employees who may find such materials offensive

Harassment is prohibited regardless of the sex of the harasser or the recipient.

### **C. Complaint Procedure**

Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Employees and associates are responsible for respecting the rights of their co-workers.

If you experience any job-related harassment based on your sex, your race, or another factor, or believe you have been treated in an unlawful, discriminatory manner, express your objections to the offending person. If your fellow employee does not cease the objectionable conduct, promptly report the incident to your supervisor, who will investigate the matter and take appropriate action which may include notifying Human Resources. If the problem is with the Executive Director, you may speak to the President of the Board. If the problem is with your direct supervisor, contact Human Resources who will investigate the matter and take appropriate action.

All problems will be handled promptly. In addition, special privacy safeguards will be applied in handling harassment complaints, under which the privacy of the charging party and the person accused of harassment will be held in confidence to the extent possible. We will retain as confidential all documentation of allegations and investigations.

We will take appropriate corrective action against the offending employee, including disciplinary measures up to and including discharge when justified, to remedy violation of this policy.

This procedure should not be construed as preventing, limiting or delaying us from taking appropriate disciplinary action against any individual, up to and including dismissal, in circumstances where we believe such action appropriate.

No person regardless of how highly placed, is exempt from compliance with this policy. Employees are also encouraged to report harassment and/or reprisal by clients, vendors and any other non-employees. We will not tolerate harassment against our employees in connection with their employment even if the harasser is not an employee.

We prohibit any form of retaliation against any employee for filing a bona-fide complaint under this policy, or for assisting in a complaint investigation. However, if, after investigating any complaint of harassment or unlawful discrimination, we determine that the complaint is not bona-fide, or that employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave false information.

## **II. NONDISCRIMINATION AGAINST INDIVIDUALS WITH DISABILITIES**

We comply with the Americans with Disabilities Act (ADA) and applicable state and local laws prohibiting discrimination in employment against qualified individuals with disabilities. We also provide reasonable accommodations for such individuals in accordance with these laws. It is our policy to:

1. Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process and that employees with disabilities are treated in a nondiscriminatory manner in all terms, conditions, and privileges of employment
2. Administer medical examinations to employees when justified by business necessity, such as for a second medical opinion or a fitness-for-duty exam
3. Keep all medical-related information confidential in accordance with the requirements of the ADA and retain such information in separate confidential files
4. Provide applicants and employees with disabilities with reasonable accommodation, except where such an accommodations would create an undue hardship for the JCC
5. Notify individuals with disabilities that we provide reasonable accommodation to qualified individuals with disabilities, by including this policy in our employee Handbook and by posting the Equal Employment Opportunity Commission's poster on discrimination throughout our facility

### **A. Procedure for Requesting Accommodation**

A qualified individual with a disability may request a reasonable accommodation from the supervisor. On receipt of an accommodation request, the supervisor will meet with the individual to discuss and identify the precise limitations resulting from the disability and the potential accommodation that we might make to help overcome those limitations.

The supervisor, in conjunction with appropriate management representatives identified as having a need to know, will determine the feasibility of the requested accommodation, considering various factors, including, but not limited to, the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, the JCC'S overall financial resources, and the impact of the accommodation on the operation of the JCC, including its impact on the ability of other employees to perform their duties. The process is one of dialogue between the affected individual and management.

The supervisor will inform the employee of our decision. If the accommodation request is denied, the employee will be advised of his/her right to appeal the decision to Human Resources by submitting a written statement to Human Resources along with the reasons for the request.

The Executive Director will review all employee appeals. After reviewing an employee's appeal, the individual making the appeal will be notified of the Executive Director's decision, which will be final.

For the purposes of this policy, the term "disability" means, with respect to an individual:

- a) A record of such an impairment
- b) Being regarded as having such an impairment

### **III. HEALTH INFORMATION PRIVACY POLICY (HIPAA)**

We are committed to the laws and general principals of employee confidentiality as set forth in the Health Insurance Portability and Accountability Act (HIPAA) with regard to the dissemination of private health information (PHI) of our employees.

#### **A. Your Rights**

Under HIPAA you have the right to:

1. Request restrictions on certain uses and disclosures of your PHI
2. Inspect and copy your own health information which we maintain
3. Request that we amend health care information maintained in our records

We understand that the privacy of your health information is important. We will take reasonable measures to safeguard your private health information. Generally, we must obtain written consent before we can disclose any PHI. For example, we must obtain your written consent before we can disclose information to our health carrier in order for your physician to be paid services rendered. Under New York law, we

generally need your permission to disclose PHI about you to others for the purpose of providing treatment or medical services to you.

There are some circumstances under which we can disclose your private health information without your written consent. These circumstances include, but are not limited to:

1. Among our own staff, in accordance with the rules of confidentiality under HIPAA
2. When reporting to government agencies in regards to mandatory payroll deductions
3. In health situations involving emergency medical care or treatment
4. To avert a serious threat to public health safety
5. For certain law enforcement purposes
6. Through a written agreement to outside contractors (called “business associates”) that provide us services
7. For national security purposes
8. For Workers’ Compensation or other leave purposes

#### **B. Security of Private Health Information (PHI)**

We maintain appropriate physical, electronic and procedural safeguards to maintain the confidentiality and security of your private health information (PHI) contained in our records. We restrict access to this information about you to those who need to know that information in order to provide services to you. Those who may become privileged to private health information are your supervisor, Human Resources, and the JCC’S Executive Director. Both of these people have signed an affidavit called the Managers Acknowledgement of Privacy Obligations under HIPAA that certifies that they agree to keep your private health information private.

#### **C. Categories of Information That We Collect**

We collect PHI about you from the following sources:

1. Information that we receive from you on applications and other forms
2. Information about you when you need help with a billing issue
3. Information that we receive from medical offices through your doctor’s notes for absences related to illness or short-term disability

#### **D. Categories of Parties to Whom We May Disclose Information**

We may disclose PHI to government agencies that demand information related to mandatory payroll deductions (delinquent student loans, child support, tax liens, etc.). However, most of the requested information does not contain any PHI and therefore would not be an issue. In addition, at your request, we may share information about you with our insurance representatives who in turn will speak to our insurance

companies about a billing issue. In such case, we will ask you to sign a HIPAA release form giving us permission to share your protected health information between agencies. Any such written consent may be revoked by you in writing.

#### **E. Accuracy of Your Protected Health Information**

We strive to maintain the accuracy of your information. In order to help us maintain accuracy, you have the right to reasonable access to your information. If you believe any of your PHI in our possession is inaccurate, you may request that we amend, correct or delete the information that you believe to be erroneous. If we concur with your conclusion, we will amend, correct or delete the information in question.

#### **F. Our Responsibilities**

We are required by law to maintain the privacy of your health information and to provide you with notice of our legal duties and privacy practices with respect to your health information. We are required by law to abide by the terms of this policy. We reserve the right to change the terms of this policy and to make new policy provisions effective for all PHI we maintain. You will be notified in writing should any changes be necessary.

#### **G. Complaints and Reporting Violations**

You may complain to your supervisor, Human Resources and/or the U.S. Department of Health and Human Services Office of Civil Rights if you believe that your privacy rights have been violated under HIPAA. You will not be retaliated against for filing such a complaint.

### **IV. IMMIGRATION REFORM AND CONTROL ACT**

We comply with the Immigration Reform and Control Act of 1986 which requires us to attest to the U.S. Government that all persons we hire are legally entitled to work in the United States. In order to comply with this law, we must verify your identity and your right to work in the United States. We are required to examine certain documents such as, but not limited to, a U.S. Passport, Certificate of Citizenship, Social Security Card, Certificate of Birth and Driver's License with photograph.

### **V. WHISTLE BLOWER POLICY**

#### **A. General**

The JCC requires its directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the JCC, we must practice honesty and integrity in fulfilling our responsibilities and complying with all applicable laws and regulations.

The matters which should be reported under this policy include suspected fraud, theft, embezzlement, accounting or auditing irregularities, bribery, kickbacks, misuse of our assets or suspected regulatory, compliance, or ethics related issues, concerns or violations.

These policies are not a vehicle for reporting violations of the JCC'S applicable human resources policies, problems with co-workers or managers, or for reporting issues related to alleged employment discrimination or sexual or any other form of unlawful harassment, all of which should be dealt with in accordance with the EEO policies of this manual.

### **B. Reporting Responsibility**

It is the responsibility of all directors, officers and employees to report violations or suspected violations of high business and personal ethical standards and/or applicable legal requirements (violations) in accordance with this whistle blower policy.

### **C. No Retaliation**

No director, officer or employee who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence. 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. This whistle blower policy is intended to encourage and enable employees and others to raise serious concerns within our Agency prior to seeking resolution outside the JCC.

### **D. Reporting Violations**

Questions, concerns, suggestions or complaints regarding the ethical and legal standards noted above should be addressed directly to the President of the Board of Directors.

### **E. President of the Board of Directors**

The President of the Board of Directors is responsible for investigating and resolving all reported complaints and allegations concerning the ethical and legal standards noted above and shall advise the Executive Director and the Executive Committee of all such complaints and allegations. The President of the Board of Directors is required to report to the full Board of Directors at least annually on compliance activity.

## **F. Accounting and Auditing Matters**

The Executive Committee shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing brought to its attention. The President of the Board of Directors shall immediately notify the Board of Directors of any such complaint and work with the Board until the matter is resolved.

## **G. Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation of the ethical and legal standards noted above must act in good faith and have reasonable grounds for believing the information disclosed may indicate a violation of such standards. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

## **H. Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

## **I. Handling of Reported Violations**

The President of the Board of Directors will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

## **SECTION THREE: YOUR GUIDE TO CONDUCT**

### **I. CONFIDENTIAL INFORMATION**

All information that is not common knowledge is considered privileged, and is not to be disclosed under any circumstances. This includes JCC records, memoranda and any other written or electronic material. In particular, employees should not discuss the following information in public places:

1. All material pertaining to persons contributing to the JCC
2. Information concerning our budget, income or expenditures except as it may appear in the printed Annual Report or any material made public by the JCC
3. Minutes or content of all meetings arranged by the Executive Director in which Board members, committee members and/or staff members participate in discussing the work and policies of the JCC
4. Any information given to staff in writing or orally which is designated as confidential
5. Salaries or other personal data pertaining to individual staff members to which an employee has access by nature of the work. This includes all types of personnel material, such as salary, evaluations, attendance records, data reported on application forms, references written or received by the JCC, or other material relevant to employment

Employees who have questions about this rule should immediately discuss the rule with your supervisor or the Executive Director.

### **II. NO SOLICITATION/DISTRIBUTION**

In order to avoid interference with your work, and the work of others, solicitation for any purpose by employees during working time is discouraged.

Solicitation or distribution of materials on JCC premises by non-employees will not be permitted without prior written approval by the Executive Director or a designee.

### **III. REPRESENTATION ON BEHALF OF THE JCC**

Occasionally, employees are asked to make comments as JCC employees on behalf of the JCC. Generally, such requests and/or community concerns should be referred to the Executive Director or the Communications Director. When speaking as a representative of the JCC, an employee shall make every effort to accurately state the JCC's position on a given topic, even if such position conflicts with the personal views of the employee. If the JCC's position on an issue is not known at the time the statement is requested, the employee should make no statement on that issue. No commitment for action, association or expenditure by the JCC shall be made without the express consent of the Executive Director or designee. Employees shall exercise discretion to ensure that their personal opinions or social views are not interpreted as representing the views of the JCC.

### **IV. TELEPHONE CALLS, STATIONERY AND VISITORS**

The telephone is a vital tool in conducting our day-to-day business. As a JCC representative, you should answer the telephone in a courteous, thoughtful, professional manner. Remember to answer all calls promptly, use the proper greeting, and give the caller your undivided attention.

In order not to interrupt our flow of work, personal phone calls should be kept to a minimum during working hours. You are asked to advise your friends and relatives of this policy. Telephones are for the sole purpose of conducting JCC business. Personal calls, whether incoming or outgoing, are to be strictly limited to the giving or receiving of necessary information and should be kept as brief as possible. Employees shall not make long distance phone calls for anything other than JCC business.

Employees shall not use JCC stationery and/or postage for anything other than official JCC business. Employees shall not admit anyone into the JCC office that is not there to conduct JCC business.

### **V. HOUSEKEEPING**

Employees are expected to keep their offices or workstations neat and orderly. Each individual is responsible for cleaning up his/her property prior to leaving common areas, for example, common meeting rooms, administrative areas.

### **VI. COMPUTER AND INFORMATION SECURITY**

The Jewish Community Center of Staten Island provides computer and communication systems to support the conduct of its operations. These systems may include PCs, software, telephone, voicemail and electronic mail systems, all centralized computer equipment, networks and access to the internet. Although limited personal use of our system is allowed (subject to the restrictions outlined below) no use of these

systems should ever conflict with the primary purpose for which they have been provided, or applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed.

All data (including documents, electronic files, email and recorded voicemail messages, etc) in our computer and communication systems is property of the JCC and may not be removed from the agency computing system without the approval of a supervisor. The JCC reserves the right to inspect and monitor such data at any time. The JCC may also monitor employees' internet usage, including reviewing a list of sites accessed by an individual.

No individual should have any expectation of privacy with regard to messages or other data recorded in the JCC's system, including documents, emails or messages marked "private", which may be inaccessible to most users but remain available to us. The deletion of a document or message may not prevent our access to the item or completely eliminate the item from the system. Likewise, no individual should have any expectation of privacy in terms of internet usage. In addition, the JCC may restrict access to certain sites that are deemed unnecessary for JCC purposes.

The JCC's computer and communication systems may not be used to create, transmit, access, receive, print, download or solicit material that is derogatory, obscene, sexually explicit or offensive, such as: slurs, epithets, or anything that may be construed as harassment or disparagement based on the actual or perceived age, race, creed, color, religion, national origin, gender, disability, marital status, partnership status, sexual orientation, alienage, victims of domestic violence, genetic predisposition, veteran or citizenship status. For example, the display or transmission of sexually explicit images, messages, jokes and cartoons is not allowed.

Similarly, our system may not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-agency related purposes. Likewise, employees should not download or disseminate copyrighted material, load or execute unlicensed software on our computers or conduct any other activity in violation of applicable law or regulations.

Employees must not deliberately erase or damage JCC computers or data prepared in our computers.

Employees may bring in personal speakers through which to listen to their MP3 players or Apple iPods, so long as the volume level does not disturb other employees. Employees are prohibited from listening to MP3 players or Apple iPods or similar devices through our computers.

Employees are prohibited from doing any JCC work on any personal equipment such as personal laptop computers unless authorized by a supervisor. Employees are also prohibited from using personal storage devices such as DVDs, CDs, memory sticks

of any kind, MP3 players, Apple iPods, or similar equipment to store any JCC information, unless authorized by a supervisor.

## **A. General Email Policy and Procedures**

Our email system is in place as a tool for JCC communication, and is for our benefit and our employees, including those users performing tasks related to our mission. In order not to impair the systems capabilities but to also increase its efficiency, the following policies and procedures are being conveyed:

### **1. Confidentiality**

Our confidentiality policy applies to all computerized information including information on the email system. Employees must not permit others to have unauthorized access to the email system.

### **2. Non-Business Related (Announcements)**

General announcements are not acceptable for posting within the email system unless they are of a JCC-related nature. Some examples of non-acceptable general postings include: espousing political and religious causes, and personal sales or promotion of goods/services etc.

### **3. Internet Downloads and Limited Storage Capacity**

Internet downloads, to be included as attachments or as e-mails, are not acceptable unless they are of a JCC-related nature. (Examples of inappropriate downloads: photos, music, animated videos, writings, screen savers, art clippings, junk emails, etc) These downloads have been responsible for occupying large areas of disk space and present the risk of virus contamination.

### **4. Receiving Pictures/Graphics/Images and Importing Operations**

Receiving or downloading pictures, cartoons, animated videos, and or graphic displays of a non-JCC related matter is not acceptable under this policy. These items require abundant disk space capacity to house them and these resources have limitations.

### **5. Data Security**

Refrain from using the email system as a medium to transfer our confidential, copyrighted, or licensed material to unauthorized recipients. Emails containing such material must be cleared through a supervisor.

We recognize that employees may need to transmit documents or presentations to off-site meetings. The use of personal memory sticks, CDs and DVDs for transmitting this information is only allowed when authorized by a supervisor.

## **6. Email Files**

Employees are responsible for maintaining their JCC email mailbox, which consists of deleting old and non-agency emails on a regular basis. Emails older than 30 days will periodically be removed in order to maintain disk capacity and increase the efficiency of the email system.

Employees may not send email containing JCC information to their personal email accounts or to friends or family email accounts. Sending such information outside our system violates our confidentiality policy.

To avoid overloading our servers with spam emails, you should not use your email address for anything other than JCC business. Employees who sign up to receive information over the internet must use a private email address.

If an employee receives unwanted email spam, inform the network administrator immediately. Do not try to unsubscribe to these emails as responding to them simply confirms the email address is valid. We will take appropriate action to block receipt of these emails.

If an employee receives pornographic spam, do not open the email and do not distribute it to other employees or friends. Report the situation to the network administrator.

There may be occasions where friends or relatives transmit jokes via email. If this occurs, employees should inform the sender not to send such information to work email. In addition, employees should not forward any jokes or humorous items received via email, nor should employees click on hyperlinks or open pictures at work as they may be offensive and in violation of our policies.

## **7. General Internet Policy**

Our internet access system is in place as a medium for reference and research of topics related to JCC operations. Employees must be aware that usage of the internet is subject to the same code of conduct that applies to all other actions in the workplace.

In order to protect our information, employees must not share their passwords with any other individuals, including other employees or outsiders. Nor is it appropriate to attempt to subvert network security either by accessing the internet without using your password or by seeking to discover other passwords to gain access.

Employees should remember that they are representatives of the JCC when using our internet account. Accordingly, they are expected to act and to communicate professionally on the internet.

As owner of the internet account, we will have access to a log of all usage including a list of employees who have used the internet and the sites they visited. We will monitor this usage from time to time. Employees are prohibited from abusing usage or using the internet inappropriately.

Employees are prohibited from using any JCC computer or laptop to burn data onto a CD regardless of where the data originated from, i.e. internet, JCC files, or copied from CD to CD.

Employees are prohibited from accessing the internet with JCC computers and/or on our time to develop or submit resumes for positions with other companies.

#### **8. Copyrighted Material**

There is information on the internet that is copyrighted prohibiting employees from distributing copies. Employees should not distribute copies of any information containing a copyright symbol: ©. Any questions about whether information can be copied and/or distributed should be discussed with a supervisor before downloading the information in question.

#### **9. Chat Rooms**

Employees will not be permitted to visit chat rooms or bulletin boards or post to them during working hours. Employees are prohibited from posting any JCC information on financial bulletin boards or chat rooms whether the information is positive or negative.

#### **10. Non-JCC Related Usage**

Accessibility on the internet is provided to all our employees but is limited to topics of a JCC-related nature. Internet game sites, x-rated sites, and other sites displaying information or graphics deemed offensive by a general consensus of the public should not be accessed.

#### **11. Game Playing**

Playing internet video games of any sort during work hours (including the lunch hour) is not permitted.

## **12. Employee Blogs**

We recognize that many employees may maintain web logs or "blogs" in their free time. While we do not prohibit maintaining such blogs, employees are prohibited from posting entries or comments to their personal blogs, or to other blogs on the internet, during working hours and using our equipment. In addition, employees are expected to comply with our policies against harassment and maintaining confidential information when posting information or comments on blogs.

## **13. Instant and Text Messaging**

Several internet programs offer instant messaging as a way for individuals to communicate over the internet. The use of these programs at work is strictly prohibited on both JCC and personal computers. Employees are not permitted to install instant messaging software on any JCC computer. Employees may not use instant messaging while at work even if employees use their own computers at work.

Employees may also have the ability to send text messages over their cell phones. Employees who spend too much time engaged in text messaging to other employees or friends will be subject to disciplinary action, which may include prohibiting the employee from bringing a cell phone into the workplace.

Employees should be aware that it is possible to obtain transcripts of instant messages sent on our equipment. We reserve the right to review any transcripts of instant messages to take appropriate action, including disciplinary action, against employees who send messages that violate JCC policies. The prohibition of harassment policy is one example of a JCC policy that could be violated by the content of instant messages, although it is not the only policy that may be violated.

## **14. Revocation of Internet Privileges and Other Penalties for Violating a JCC Policy**

An employee's internet access privileges will be revoked if it is found that he/she has misused it to break existing laws or JCC policies. Violation of our computer, internet or email policies will result in discipline, up to and including termination and may be civilly liable for such action. Employees must immediately notify their supervisor or Human Resources upon learning of a violation of these policies by other employees.

## **VII. RECORDING POLICY**

It is a violation of JCC policy for employees to record any conversations whether in person or over the phone with a tape recorder or other recording device unless all parties to the conversation give their consent.

The purpose of this policy is to eliminate a potentially chilling effect on the expression of views that may exist if one person is concerned that his or her conversation with another is being secretly recorded. This concern may inhibit spontaneous and honest dialogue especially when sensitive or confidential matters are being discussed. In addition, conversations may contain discussion and disclosure of proprietary business information and may involve communication of trade secrets or other confidential business information.

Violation of this policy will result in discipline and could lead to discharge.

## **VIII. SAFETY, INJURIES AND REPORTING ACCIDENTS**

The JCC is committed to provide a safe and healthy work environment. Certainly, no one wants to get hurt and few people deliberately take chances. Unfortunately, accidents can happen when someone is careless or fails to follow proper procedures. With an alert safety attitude, you can help to eliminate painful and costly accidents. State and national statistics show that 85% of all accidents are caused by some unsafe act of personal carelessness. Your safety and the safety of your co-workers is one of our greatest concerns.

Always report any accident, injury or illness immediately to your supervisor, who will direct you to the proper personnel and area for treatment. Prompt treatment is often the only difference between a serious injury and a minor one.

## **IX. RULES OF CONDUCT**

The rules discussed below are published for your information and to guide your conduct on a day-to-day basis. The list is not meant to be all-inclusive and various other circumstances may arise requiring the discipline and/or immediate termination of an employee. We recognize that each problem which may arise in the workplace will present a unique set of circumstances. The unique situations will be addressed based on their own individual facts and the context of relevant surrounding circumstances.

**For this reason, the rules described below are not intended to form any contract between the JCC and its employees as to the procedures to be followed concerning any rule violation.**

### **A. Appropriate Conduct**

Common sense, good judgment, cooperation and appropriate personal behavior are part of the essential responsibility of every employee.

### **B. Inappropriate Conduct**

All JCC employees are expected and required to meet acceptable performance

standards and otherwise conduct themselves in an appropriate manner during the course of their employment.

Employees should be aware that violation of any of the following employee standards of conduct may result in disciplinary action up to and including discharge:

1. Deliberate failure to follow instructions (insubordination)
2. Theft
3. Use or possession of alcohol and/or drugs on the premises, except for alcohol consumption at such social events as JCC may sponsor from time to time at which alcohol may be provided
4. Violation of confidentiality or disclosure of privileged information
5. Intoxication during working hours
6. Fighting or any kind of physical violence
7. Criminal offenses committed on or off the premises
8. Deliberate falsification intended to provide unearned benefits
9. Sleeping while at work
10. Failure to fulfill an essential job element as specified in the job description
11. Concealment or possession of a weapon on the premises
12. Engaging in any form of harassment including sexual harassment or discrimination
13. Loafing or other abuse of time – such as reporting late for work
14. Violation of established attendance policies
15. Improper use and care of JCC property or the property of other employees, creating or contributing to unsanitary conditions
16. Discourtesy to clients and other staff members
17. Improper relations with clients
18. Failure to give proper notice of an absence that could be anticipated
19. Performing unrelated tasks or reading unrelated material on the job
20. Roughhousing with and/or abusive or obscene language to clients, employees or visitors
21. Failure to report an accident
22. Defacing walls or posting materials on or removing materials from the premises without specific authority of management
23. Unauthorized distribution of literature or written or printed matter of any description
24. Allowing unauthorized visitors onto JCC property or allowing them to interfere with the efficient conduct of JCC business
25. Violation of established policy
26. Smoking inside JCC premises – smoking is only permitted in designated locations outside JCC premises

This list is not meant to be all-inclusive.

### **C. Attendance and Punctuality**

Good attendance and punctuality ensure the JCC's ability to properly service members. The JCC insists on good attendance and punctuality on the part of its employees. All employees are expected to be on the job when scheduled.

If an employee is unable to report as scheduled, he/she should notify his/her supervisor as soon as possible prior to his/her scheduled start time, or as required by the policies in his/her department. Employees should check with their supervisors concerning departmental requirements.

An employee's failure to notify his/her supervisor as required may result in disciplinary action. If an employee is absent for two (2) consecutive days without an excuse acceptable to the JCC, in its sole discretion, the employee will be considered to have voluntarily terminated his/her employment.

The JCC's guidelines for unplanned absences and lateness are based on a system of occurrences. An occurrence is an unplanned absence away from scheduled work without prior approval. Each tardy is considered an occurrence. It is the responsibility of the department director to monitor occurrences and discuss frequency of occurrences with staff.

### **D. Identification Badges**

The JCC issues identification badges, which all employees of the JCC must wear while on duty. Employees are asked to be responsible with these badges as they are costly to replace. Staff ID badges are for the exclusive use of the JCC employee. Sharing is prohibited.

## **X. BUSINESS ETHICS**

All employees are expected to observe the highest standards of ethics and integrity in their conduct. This means following a basic code of ethical business behavior, which includes:

1. Complying with the letter and spirit of all applicable laws
2. Faithfully carrying out our policies, rules, regulations, and contracts
3. Dealing honestly and fairly with vendors, co-workers, management, and the general public
4. Respecting JCC ownership of all equipment, supplies, books, records, and proprietary information
5. Preserving the confidentiality of JCC records, plans and decisions, confidential information about employees, and any other information that is not public knowledge

6. Understanding that books and records are JCC property and it is illegal to remove them. This includes manuals, lists, and other information that employees use in their daily work
7. Declining any gifts, gratuities, or payments offered by any person or organization having current or possible future dealings with the JCC as a supplier or contractor. This restriction includes offers of free service, travel, or merchandise. Borrowing from such sources is absolutely prohibited. Only token gifts, including imprinted pens or calendars and unsolicited gifts worth less than ten (\$20.00) dollars may be accepted. If an employee receives a gift in excess of the above amount, the gift should be returned with an appropriate explanation. If a return is not practical, the employee receiving the gift must send a thank you explaining our policy and request that further gifts not be given. Money, in any amount, **is not to be accepted**, under any circumstances
8. Disclosing any outside financial interests that might influence an employee's decisions or actions on the job, including interests in suppliers or vendors. Employees should not acquire such interests except for publicly traded securities in which the employee owns less than a one percent interest
9. Not accepting any outside employment with a supplier or any other employment that could interfere with your responsibilities to the JCC. Any employment with any person or business that has business with the JCC must be approved in writing, including the acceptance of directorships, honoraria for speeches, or consulting fees
10. Not using information or authority derived from your employment for personal gain

Any breach of business ethics may result in severe punishment up to and including immediate termination.

Employees who have questions about how this code of business ethics applies in particular situations should discuss the exact circumstances with your supervisor. Each situation disclosed will be considered on its merits.

## **XI. MANNER OF DRESS**

### **A. Appearance and Attire**

JCC employees are expected to dress in attire appropriate for the nature of their jobs and duties and in a manner generally accepted by community standards of business dress. If you have any question regarding attire, please ask your supervisor. An employee who is not dressed appropriately may be asked to change attire or be excused from the day's duties without pay. Your personal appearance is a part of our image and you should at all times be neat and clean. Your dress reflects your professional attitude and should be appropriate for the type of work you do.

Due to the nature of certain duties, the JCC will provide uniforms consisting of trousers and shirts to all maintenance staff at no cost to the employees. The maintenance staff is expected to wear their uniforms while on duty at the JCC. Other employees may have uniforms specified in the job expectations or descriptions.

We prohibit beach footwear, cut off tops, sweat pants, sneakers, t-shirts, shorts and tank tops. There are jobs that may require program-appropriate dress. Please consult with your supervisor. The JCC reserves the right to determine the inappropriateness of any employee's dress and to require that dress meet our standards. The JCC may choose to set aside a day(s) for casual wear.

## **XII. DISCIPLINARY SUSPENSIONS**

If an employee is found to have violated one of our policies regarding proper workplace conduct, he or she will be subject to discipline in the form of an unpaid suspension. Employees may be suspended without pay when they violate any of the following policies:

- Workplace harassment and/or violence
- Discrimination
- Dress and grooming (serious violations only)
- Computer usage
- Substance abuse
- Falsification of employment records including time records
- Confidential information
- Other policies that prohibit workplace misconduct

Notwithstanding any provision in this employee manual to the contrary, we reserve the right to discipline any employee by any lawful means including **immediate** discharge, demotion, suspension or other action for any misconduct or for any failure to comply with the rules, policies or goals set forth herein or for failure to act in the best interest of the JCC. Nothing in this manual is intended to grant contract rights to any employee or to subject us to any liability for any claim or failure to comply with any of the rules, policies or goals set forth herein.

### **A. Disciplinary Procedures**

Any time a group of people work closely together in a business situation there must be guidelines to the successful operation of the business. The JCC hopes and expects that each JCC employee will exercise courtesy and common sense in their dealings with co-workers, supervisors, business associates, members and visitors.

The JCC's purpose in issuing discipline is to help employees improve performance or conduct and remain an effective part of the JCC's staff. Discipline is not necessarily cumulative. This means one level of discipline may be given to certain conduct and another for different offenses.

An employee who violates JCC rules, procedures, regulations or generally acceptable standards of conduct may be subject to progressive disciplinary actions as described below. The JCC may, however, begin disciplinary action at any step or take other and further disciplinary measures, up to and including termination, when, in its sole discretion, such measures are warranted.

Progressive discipline generally starts with an oral warning, followed by a written warning, a final written warning, and discharge. The JCC may also use suspension without pay as a form of discipline. The JCC may also suspend an employee when it is investigating whether a discharge is warranted. The JCC will depart from these progressive discipline steps when it believes it is warranted by the circumstances.

No salary or vacation benefits shall be paid or accrued to any employee while he/she is suspended. The JCC's use of a progressive disciplinary procedure does not modify the at-will nature of employment.

### **XIII. COMMUNITY INVOLVEMENT**

When a JCC employee takes a position or participates in a community program as an individual, the employee is obligated to clarify the fact that the employee is speaking or acting as an individual – not a representative of the JCC. The final determination of any JCC policy is the responsibility of the Board of Directors.

### **XIV. OFFICE SECURITY**

Employees should exercise caution regarding personal articles left on JCC premises during or after work hours. The JCC does not accept responsibility for losses which may result.

## **SECTION FOUR: YOUR BENEFITS**

The JCC is pleased to offer full-time employees a variety of employment benefits. Specific information pertaining to the various insurance or benefit programs is available in the plan documents. Unless otherwise designated, the plans listed below shall pertain to full-time employees. The JCC may in its discretion change, modify, or eliminate any benefit, carrier, and employer or employee co-pay.

Full-time employees may elect to participate in a cafeteria plan that allows an employee to pay for certain benefits with pre-tax compensation. Please see the plan documents available in the Human Resources office for details.

### **I. INSURANCE COVERAGE**

#### **A. Health Insurance**

Full-time employees and their eligible dependents may receive health insurance coverage effective the first day of the month following the date of hire. A number of options are available. Contact the Human Resource dept with respect to specific information regarding participation in a health insurance plan, coverage availability and employee premium/contribution amounts. Consult the plan booklet for details as to all eligibility requirements and plan riders.

The JCC may, at its option, change the carrier(s) or the health insurance benefits at any time, subsequent to providing employees with written notice of the change.

#### **B. Dental Insurance**

Full-time employees may participate in a JCC administered dental insurance program effective the first day of the month following the date of hire. Employees who select coverage under this program will be responsible for payment of all premiums through authorized payroll deduction.

#### **C. Life Insurance**

Full-time employees and part-time salaried employees who work at least 20 hours per week are eligible for life insurance coverage. The JCC pays the entire cost of this benefit. For further information, please see the Summary Plan Description or direct any questions to the HR department.

#### **D. State Disability Insurance**

An employee employed in New York State who is absent due to illness, injury or maternity is eligible to receive weekly disability payments up to twenty-six (26) weeks in accordance with our Disability Insurance Plan. Additional information, forms and

answers to questions may be obtained from the Human Resources department. JCC pays the full cost of this benefit. This disability insurance should not be confused with Disability or Medical Leave.

#### **E. Unemployment Insurance**

All employees are covered under the New York State Unemployment Compensation Law. The JCC pays the entire cost of this insurance. More information is available from the Human Resources Department.

#### **F. Worker's Compensation Insurance**

If you injure yourself on the job you will be eligible to receive Workers' Compensation benefits. All accidents must be immediately reported, and a claim form obtained from and submitted to the Human Resources Department. This form must be submitted to both the Workers' Compensation Board and our insurance carrier within ten (10) days of an accident. This benefit is paid in full by the JCC.

#### **G. Social Security and Medicare**

As an employee of the JCC, you are covered by Social Security and Medicare under the Federal Insurance Contribution Act (FICA). Your contribution is established by law and deducted from your paycheck. The JCC contributes an equal amount on your behalf for your retirement benefit and Medicare.

#### **H. Other Voluntary Insurances**

The JCC offers other voluntary insurances such as Aflac and Flex Spending. Aflac benefits include cancer insurance, accident insurance and supplemental short term disability insurance. Employees who select coverage under this program will be responsible for payment of all premiums through authorized payroll deduction. For further information, please see the Summary Plan Description or direct any questions to the HR Department.

#### **I. Extended Health Care Coverage Upon Termination**

If you resign or are terminated from our employ or if your work hours are reduced, and if this event makes you or your dependents no longer eligible to participate in one of our group health insurance plans, you and your eligible dependents may have the right to continue to participate for up to 36 months at your (or your dependents') expense. Your eligible dependents may also extend coverage, at their expense, for up to 36 months in our group health insurance plans in the event of your death, divorce, legal separation, or enrollment for Medicare benefits, or when a child ceases to be eligible for coverage as a dependent under the terms of the plan.

If you or your eligible dependents elect to continue as members of our plans, you will be charged the applicable premium charged by our carriers plus an additional two percent. The premium is subject to change if the rates being charged to us increase or decrease. If this election for continuation coverage is made, you have the right to convert this coverage to an individual policy with our insurance carriers at the end of the continuation period.

Continuation coverage may end, however, if any of the following events occur: (1) failure to make timely payments of all premiums; (2) assumption of coverage under another group health plan, which does not exclude or limit coverage provided to you on account of a preexisting medical condition unless the preexisting condition does not apply due to the Health Insurance Portability and Accountability Act; or (3) termination of our group health plans. If you enroll for Medicare, you will no longer be eligible for continued coverage, but, as noted earlier in this policy, your spouse and dependent children may be entitled to extend their continuation coverage.

Human Resources will contact you concerning these options at the time termination occurs or your work hours are reduced. Human Resources will contact your qualified beneficiaries in the event of your death or enrollment for Medicare benefits. However, in the event that you become divorced or legally separated, or one of your dependents ceases to be eligible for coverage under our group health insurance plans, you and/or your dependent(s) is/are responsible for contacting the Human Resources Director to discuss continuation/conversion rights. You and your qualified beneficiaries are also responsible for notifying Human Resources within 60 days of qualifying for social security disability benefits. For further details regarding continuing or converting your group health insurance benefits, please contact Human Resources.

## **II. RETIREMENT PLAN**

### **A. Defined Benefit Plan – 401B**

Any employee who works at least 1000 hours per retirement year (October 1 through September 30) is eligible to participate in our Defined Benefit Plan – 401B through UJA Federation. JCC pays the entire cost of this benefit. For further information, please see the summary plan description or direct any questions to the HR Department.

### **B. Tax Deferred Annuity (TDA) – 403B**

Any employee is eligible to participate in the JCC's 403B plan administered through Met Life. All contributions are the responsibility of the employee. For further information, please see the summary plan description or see Human Resources.

### **III. PAID LEAVES OF ABSENCE**

#### **A. Holidays**

The JCC recognizes the following legal holidays: New Year's Day, Memorial Day, Independence Day, Labor Day and Thanksgiving Day. If New Year's Day or Independence Day falls on a Saturday or Sunday, the JCC will be closed the Friday before or the Monday after the holiday.

The JCC also observes a number of Jewish holidays and will also grant such days off with pay when they occur on a salaried employee's regularly scheduled work day. The Jewish holidays, which are observed by closing the JCC are Rosh Hashanah, Yom Kippur, Sukkot, Simchat Torah, Passover (first 2 days and last 2 days) and Shevuot. An employee who is on an unpaid leave of absence will not be paid for any holiday (Jewish or legal) that occurs during that leave. If a holiday falls during an employee's vacation, the holiday will not be considered a vacation day. Supervisors shall determine legal holiday work schedules.

In the event that special programs are scheduled, the JCC may be open. The JCC reserves the right to schedule special events on observed holidays. If a salaried employee is required to work on a holiday, he/she will be given equivalent time off.

Hourly employees are not eligible for paid holidays.

The JCC recognizes that some employees may wish to receive time off for other holidays not observed by the JCC such as Christmas and Martin Luther King Jr. Day. Such time off must be cleared and approved in advance by the supervisor and may be taken as a vacation day unless other arrangements have been authorized by your supervisor.

For the following days when the JCC is NOT closed – i.e. Friday after Thanksgiving, winter vacation, Washington's Birthday, Passover week – staff planning to request these days off must use vacation days.

In addition, Early Childhood Education (ECE), Universal Pre-Kindergarten (UPK) and First Foot Forward (FFF) will be closed for other holidays as listed in each school calendar. The ECE, UPK, and FFF year shall conform as closely as possible to the public school calendar year and shall open on such school holidays as may be required to conform to state education regulations. Salaried teachers, salaried assistant teachers and annual salaried therapists, will be granted leave with pay on these days and will not accrue any additional vacation. The ECE Director, FFF Director, Assistant Director, ECE clerical staff, and full time 12 month day care staff are guided by the regular JCC holiday and vacation policies.

## **B. Vacation**

We appreciate the loyal support and dedication of our employees. We have therefore designed our vacation program to give employees the opportunity to get away from work and relax while receiving regular pay.

Vacation requests must be approved by your supervisor. The vacation request form must be filled out for any amount of vacation and must be submitted to your supervisor at least two (2) weeks prior to the vacation time requested. Copies should be made for the employee's record and a copy sent to the payroll department.

The JCC has the right to determine the number of employees on vacation at any given time. Vacations must be scheduled in advance in order to minimize scheduling conflicts. The final determination when a vacation is scheduled is at the sole discretion of the JCC.

For employees hired prior to September 1, 2010, the regular vacation period is calculated from September 1<sup>st</sup> thru August 31<sup>st</sup> of the following year (vacation year). Vacations are non-cumulative and must be used within 18 months. For example, all vacation days for the current year (which began September 1, 2010 and will end August 31, 2011), must be used by the last day of February 2012 or any unused days will be forfeited. Vacation days shall be deemed "earned" as of September 1 of each vacation year. Employees accrue vacation time according to the schedule below. Vacations are granted on the basis of time actually earned and not on anticipated accruals. Borrowing of unearned vacation time shall not be allowed.

Full time salaried employees hired prior to September 1, 2010 shall be entitled to vacation days with pay in accordance with the following schedule:

<b>LENGTH OF EMPLOYMENT</b>	<b>VACATION DAYS EARNED</b>	
Date of hire through August 31. Hire date 1 <sup>st</sup> – 15 <sup>th</sup> of the month counts as a full month of employment.	Salaried Program/Administrative Employees (Exempt Employees) .833 days/month of service	All Other Salaried Employees (Non Exempt Employees) .4165 days/month of service
1 <sup>st</sup> full vacation cycle (Sept – Aug)	15 days	10 days
2 <sup>nd</sup> full vacation cycle	15 days	12 days
3 <sup>rd</sup> full vacation cycle	15 days	14 days
4 <sup>th</sup> full vacation cycle	20 days	16 days
5 <sup>th</sup> full vacation cycle	20 days	18 days
6 <sup>th</sup> full vacation cycle	20 days	20 days

For salaried employees hired on or after September 1, 2010 vacation days accrue from the first month of employment, and can be taken after 6 months of

employment. The regular vacation period is calculated on anniversary date. Vacations are non-cumulative and must be used within 18 months. Vacations are granted on the basis of time actually earned and not on anticipated accruals. Borrowing of unearned vacation time shall not be allowed.

Full time salaried employees hired on or after September 1, 2010 shall be entitled to vacation days with pay in accordance with the following schedule:

LENGTH OF EMPLOYMENT	VACATION DAYS EARNED	
	Salaried Program/Administrative Employees (Exempt Employees) .833 days/month of service	All Other Salaried Employees (Non Exempt Employees) .4165 days/month of service
Date of hire Hire date 1 <sup>st</sup> – 15 <sup>th</sup> of the month counts as a full month of employment.		
1 <sup>st</sup> full vacation cycle (1 year from hire date)	15 days (prorated)	10 days (prorated)
2 <sup>nd</sup> full vacation cycle	15 days	12 days
3 <sup>rd</sup> full vacation cycle	15 days	14 days
4 <sup>th</sup> full vacation cycle	20 days	16 days
5 <sup>th</sup> full vacation cycle	20 days	18 days
6 <sup>th</sup> full vacation cycle	20 days	20 days

Part time salaried employees who work less than thirty five (35) hours per week but twenty (20) or more hours per week will be granted vacation days in proportion to the hours worked.

If a paid legal holiday falls within a salaried employee’s vacation, the employee will be paid for the holiday and will not be charged with the use of a vacation day.

Part time hourly employees are not eligible for paid vacations.

Employees who provide proper notice of termination, as provided in this Handbook, will receive payout of accrued vacation days. Vacation days will not be paid at the time of termination under any other circumstances.

In the event of the death of any employees, payment of accrued vacation shall be made to the designated beneficiary or estate of the employee.

ECE, UPK, and First Foot Forward staff vacation follow the program schedule for their departments.

**Vacation Bonus:** In recognition of long term service to the JCC: After 10 years of continuous permanent full time service, 12 month staff shall receive a one time vacation bonus of 5 days, which can be carried throughout the balance of their employment.

### **C. Sick Days**

Sick leave is defined as time off for illness. Full-time staff accrue sick days at the rate of one (1) sick day per month beginning the first day of the month following hire.

1. Sick leave is to be used only in the case of actual illness. Using sick leave for reasons other than actual illness may result in termination. We reserve the right to request medical documentation for any illness. (Employees may use up to 2 (two) days per year (Sept 1 – Aug 31) for personal reasons other than actual illness.)
2. Employees will not be reimbursed for unused sick leave.
3. All sick pay must be recorded and approved. In order to receive sick pay for time actually absent from work, you must notify your supervisor no later than two (2) hours before your scheduled start time.
4. **Sick days can be accumulated to a maximum of 60 days.** This accumulation can be used to assure employees of paid sick leave in the event of a major illness.
5. If an employee has been sick in excess of ten/twelve days in a calendar year, the supervisor must consult with Human Resources before granting any additional unpaid sick leave.
6. Seasonal, temporary and hourly employees are not eligible for paid sick leave.

### **IV. OTHER LEAVES OF ABSENCE**

#### **A. Bereavement Leave**

The JCC understands that the loss of a loved one can be a most difficult and stressful period, and we wish to help you get through such a tragedy. In the event you should experience a death in your immediate family, all employees who have completed their introductory period may take up to five (5) days off with pay to prepare for or attend the funeral. The immediate family shall include only spouse, registered domestic partner, child, parent, sibling, current mother-in-law, current father-in-law, son-in-law, daughter-in-law, stepparent, or those *in loco parentis*, grandparents and grandchildren. Bereavement leave of one day with pay shall be allowed for the death of a half-sibling, uncle, aunt, nephew, niece, sister-in-law or brother-in-law.

If you need bereavement leave, please notify your supervisor promptly so that appropriate arrangements can be made to cover your absence and assist you while you

are away. Compensation for bereavement leave will apply only to a regularly scheduled work day(s).

Should additional time be required, or you need to attend the funeral of any other person, the use of unused vacation days or a request for an unpaid leave must be approved in writing by your supervisor.

## **B. Jury Duty**

We will cooperate as much as possible to enable employees to fulfill their civic obligation of serving on jury duty. If you are a regular, full-time, non-exempt employee who has been employed by us for at least one year, we will pay you at your regular rate of pay for the first ten (10) days of jury duty provided that you comply with the following rules:

1. Immediately upon receipt of the notice or summons for jury duty, you must deliver a copy of such jury duty notice or summons to your supervisor.
2. If you are excused from jury duty for any day or half day during the required period of service, you shall report for work.
3. If you are called for jury duty, you shall give your supervisor proof of the days of such service.
4. You will not receive jury duty pay for any day (or week) for which you receive pay for holidays or other leave, or under any other employer benefit plan or policy.
5. Jury duty service will not be deducted from allowable sick leave.
6. You must elect a call-in option, if available.
7. If we are in a busy period of increased activity, you must attempt to postpone jury service until a period of less activity.

Notwithstanding anything above, employees who are not eligible to receive jury duty pay will be paid their daily wage, up to forty dollars (\$40.00) per day for the first three (3) days of jury duty.

Exempt employees will continue to receive their pay during the first two weeks of jury duty service and they will be paid after the second week of service for any week in which they perform any work.

### **C. Leave for Blood Donation**

Employees seeking to donate blood will be given a three-hour unpaid leave of absence once in any twelve-month period. Leave taken for onsite blood donations or offsite donations scheduled by us will be paid and we will not require you to use accumulated vacation, personal, sick or other already existing leave time. We will require you to show proof of your blood donation in the form of a notice of blood donation (or of a good faith effort to donate) from the blood bank. Leave taken for offsite donations not scheduled by us is unpaid. If you intend to donate blood offsite, you must provide us with at least three (3) working days' notice of your need for leave. If you intend to participate in a blood drive taking place onsite or at some other time and place set by us, you must provide us with notice of your need for leave at least two (2) days prior to the day on which the leave will be taken. Employees who desire to utilize this leave should consult with their supervisor.

### **D. Leave of Absence for Spouse on Military Leave**

Any employee whose spouse is on leave from service with the Armed Forces of the United States in a combat zone is eligible for an unpaid leave of absence for up to ten (10) days to enable the employee to be with his/her spouse. We will not take any adverse employment action against any employee who utilizes this Leave provision.

No special notice is needed. Please provide your supervisor with a request for such leave.

### **E. Accommodation of Nursing Mothers**

We will provide nursing mothers with a twenty minute paid break time daily for up to three years from her child's birth to allow her time to extract breast milk. We will provide a room or other private location close to her work area for the extraction of breast milk. Employees who need this accommodation should consult with their supervisor. We will not retaliate against any employee who requests and/or utilizes time off to extract breast milk.

### **F. Military Leave**

Under applicable law employees who are ordered to or voluntarily comply with a government request to enter or return to active duty service will be granted military leave without losing any employment benefits. The positions of employees on such leave will be held open for a maximum of five years. Employees returning from active duty who comply with the law will be restored to their jobs with full seniority or to a position with the same pay, rank, status and seniority. Employees will not be paid by the JCC while on military leave, although they have the option of using accrued paid

leave. Sick and vacation time will not accrue during military leave, and health and dental coverage will discontinue, unless the employee elects to continue health coverage under COBRA. Employees must notify Human Resources of their intent to take military leave before going into active duty, or else they will forfeit their protections under USERRA and state military law.

## **G. Family and Medical Leave**

### **PART I – Employees who Qualify for Leave Under the Family and Medical Leave Act**

The JCC complies with all provisions of the federal Family and Medical Leave Act (“FMLA”) as well as any state law leave acts. This policy outlines an employee’s entitlement under the FMLA.

1. Employees must meet the following criteria as of the date the leave is to begin to be eligible for FMLA leave:

The employee must have been employed by the JCC for at least twelve (12) months, and must have performed at least 1,250 hours of service during the twelve (12) month period immediately preceding the leave request.

2. Eligible employees may take family and medical leave for any of the following reasons:
  - a. Birth, Adoption, or Placement: The birth and subsequent care of the employee’s child, the employee’s adoption of a child, or the placement of a foster child with the employee.
  - b. Family Illness: To care for the child, parent, or spouse of the employee if that individual has a serious health condition.
  - c. Personal Illness: When an employee is unable to perform the functions of his or her position due to a serious health condition.
  - d. Military Duty: Because of any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation.
  - e. Service member Injury or Illness: To care for a covered service member with a serious injury or illness that was incurred in the line of duty while on active duty if the employee is the spouse, son, daughter, parent or next of kin of the service member or veteran who was a member of the Armed

Forces (including National Guard or Reserves) at any point in time within five (5) years preceding the date on which the veteran undergoes medical treatment, recuperation or therapy.

3. Eligible employees under 2(a), (b), (c) and (d) above are entitled up to twelve (12) weeks of unpaid leave in a twelve (12) month period at the time of a birth, adoption or placement of a child or for the serious health condition affecting the employee or a covered family member.
  - a. The twelve (12) month period will be a “rolling” period measured backward from the date the employee uses any family/medical leave.
  - b. For family and medical leaves requested for the birth, adoption, or placement of a child, the leave must be completed within 12 months of the birth, adoption or placement.
  - c. Spouses working for the JCC may only receive a combined total of 12 weeks of family and medical leave for the birth, adoption, or placement of a child.

Eligible employees under 2(d) above are entitled to:

- a. Up to seven (7) calendar days leave to address short-notice deployment issues, beginning on the date the member is notified of an impending call or order to active duty.
- b. Leave to attend official ceremonies, programs, events or to attend family support or assistance programs and informational briefings sponsored by the military, related to an active duty call-up.
- c. To arrange for alternative child care arrangements, to provide childcare on an urgent, immediate need basis, to enroll or transfer a child to a new school or day care facility, to attend meetings at a school or day care facility, which such need arises from an active duty call-up.
- d. To make or update financial or legal arrangements while a covered military member is on active duty or to act as the covered military member’s representative with regard to military benefits, while the military member is on active duty or for a period of ninety (90) days after active duty status ends.
- e. To attend counseling provided by someone other than a health care provider for the employee, the covered military member or a child of the military member.

- f. Up to five (5) days leave to spend time with a covered military member who is on short-term leave for rest and recuperation.
- g. To attend ceremonies, reintegration briefings and events and other official ceremonies or programs sponsored by the military for a period of ninety (90) days following the termination of active duty status or to address issues arising from the death of a covered military member.
- h. To address other events arising out of a covered military member's active duty or call-up provided the JCC agrees that the leave should qualify under this policy.

Eligible employees under 2(e) are entitled to twenty six (26) workweeks of leave to care for a covered service member with a serious injury or illness during a single twelve (12) month period.

- a. The "single twelve (12) month period" begins on the first day the eligible employee takes leave under 2(e). Any part of the twenty six (26) weeks of leave not taken during this period is forfeited.
  - b. Eligible employees are entitled to a combined total of twenty six (26) workweeks of leave for any FMLA reason during the single twelve (12) month period, provided that an employee is entitled to no more than twelve (12) week of leave for reasons under 2(a), (b), (c) and (d) above.
4. For purposes of this policy, the term "serious health condition" shall mean the following:
- a. Any period of incapacity or treatment connected with inpatient care in a hospital, hospice, or residential medical care facility;
  - b. Continuing treatment by a health care provider that results in an employee's incapacity for more than three consecutive full calendar days. This treatment does not include the taking of over-the-counter medication, bed rest, etc.
  - c. Incapacity due to pregnancy or for prenatal care; or
  - d. Incapacity or treatment for such incapacity due to a chronic serious health condition that requires periodic visits to or treatments by a health care provider, that continues over an extended period of time or that may cause episodic rather than a continuing period of incapacity.
  - e. For purposes of section 2(e) "serious injury or illness" for active duty members and veterans include an injury or illness that existed before the

beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces. For veterans, the definition also includes an injury or illness which manifests itself before or after the member becomes a veteran.

5. Family or medical leave under this policy may be taken intermittently (which means taking leave in blocks of time rather than in one continuous period of time for a single qualifying reason) or on a reduced leave schedule (which means a leave schedule that reduces an employee's usual number of working hours) when medically necessary to care for a seriously ill family member, because the employee is seriously ill and unable to work, or to care for an injured or ill covered service member, or for a qualifying exigency.
  - a. If family or medical leave is based upon a birth, adoption, or foster care, use of intermittent leave is subject to the JCC's approval.
  - b. Requests for intermittent leave must be made in writing. The JCC may require an employee who requests intermittent leave to temporarily transfer to an alternative job that better accommodates such periods of leave. The alternative position will be one for which the employee is qualified and which provides equivalent pay and benefits.
6. Whenever possible, the eligible employee must request family and medical leave at least 30 days before the leave is expected to begin. When 30 days notice is not possible, the employee must give as much notice as he or she can. The employee must make a reasonable effort to schedule the leave so as not to unduly disrupt JCC operations.

The JCC will respond to the employee's request through use of either the "Notice of Eligibility and Rights & Responsibilities" or the "Designation Notice (Family and Medical Leave Act)" form. These forms provide written notification to the employee regarding the JCC's expectations and the employee's obligations when family and medical leave is taken.

7. An employee taking leave for a qualifying exigency will need to complete the Certification of Qualifying Exigency For Military Family Leave and may be required to provide a copy of the covered military member's active duty orders or other documentation demonstrating the call-up is in support of a contingency operation and the dates of active duty service.
8. An employee's request for leave for his or her own serious health condition, a covered family member's serious health condition, or the injury or illness of a covered service member, must be supported by an adequate medical certification. The appropriate form will be provided to the employee at the time of his or her leave request. The form must be completed by the employee's health

care provider attesting that a serious health condition requiring family and medical leave exists.

- a. If the JCC disagrees with the certification, it may require the employee to seek a second opinion at the JCC's expense.
  - b. If the first and second opinions disagree, the JCC may send the employee, at the JCC's expense, for a third opinion. This third opinion will be final and binding.
  - c. Medical certifications must be submitted within 15 days of the requested leave, except in unusual circumstances. In cases of unforeseen leave, the certification must be submitted as soon as possible. Noncompliance may result in a denial for leave and the employee may then be deemed absent without proper notification/approval.
9. The JCC requires that the family and medical leave run concurrent with any of the employee's accrued paid leave, vacation, workers' compensation benefits, short-term disability or salary continuation benefits, or any other available paid benefits.
10. The employee may choose to continue coverage, as currently elected under the JCC's health benefit programs at the time the leave begins, for the duration of the leave.
- a. The employee must arrange to make all employee premium contributions required during the leave. Failure to make premium contributions may result in termination of coverage.
  - b. If the employee elects not to continue coverage during the leave, employee benefits will be reinstated upon return from leave to the same level of coverage in effect before the leave.
  - c. During family and medical leave, continuation of vesting and benefits service for pension purposes will be governed by the rules of the retirement plan in which the employee participates.
11. An employee returning to work from FMLA leave will be reinstated to his or her former position or to a position that is equivalent with respect to benefits, pay, duties, responsibilities and geography.
- a. If the JCC experiences a layoff or workforce reduction and an employee would have lost his or her position if not on leave, any right to reinstatement will be what it would have been if the employee had not been on family and medical leave when the layoff/workforce reduction occurred.

- b. Employees on family and medical leave must comply with the JCC's Return to Work Policy.
12. All forms referenced in this policy can be obtained from the Human Resources Officer.

**Part II Medical leaves for employees who do not qualify for leave under the Family and Medical Leave Act**

Full-time regular and part-time regular employees who have completed the Introductory Period but have less than one year of service and/or who have not worked a minimum of 1,250 hours during the twelve-month period prior to their leave and who are suffering from a serious health condition may request a medical leave of absence, subject to the following terms and conditions:

1. Leave requests must be made at least thirty days in advance of the date the employee would like the leave to begin or, in emergency situations, with as much advance notice as is practicable, using our official Request for Medical Leave form. (Normally, this should be within two business days of when the need for the leave becomes known to the employee.)
2. Leave requests will not be acted upon until the employee provides a completed Certification of Health Care Provider for Employee's Request for Medical Leave form.
3. The conditions for required use of accrued time off and benefits accrual and continuation of group health insurance during leave set forth in Part 1 apply to all leave requests.
4. Leaves will be limited to a six (6) week maximum duration.
5. Reinstatement will not be guaranteed to any employee requesting a leave under this Part II. However, we will endeavor to place employees returning from leave in their former position or a position comparable in status and pay, subject to budgetary restrictions and our need to fill vacancies and our ability to find qualified temporary replacements.

All questions regarding leaves of absence should be directed to the Human Resources Director. Request for Medical Leave form and the Certification of Health Care Provider for Employee's Request for Medical Leave form can be obtained from your supervisor or the Human Resources Director.

## **V. PROGRAMMATIC AND MEMBERSHIP BENEFITS**

These benefits are separate from the Personnel Handbook. These benefits are available from the Human Resources Department.

## **VI. PAYROLL DEDUCTIONS OF CHARITABLE CONTRIBUTIONS**

For the employee's convenience, contributions to the UJA or other JCC authorized charitable organizations may be made through payroll deductions. Contact the Human Resources office to complete a payroll deduction authorization card.

## **CONCLUSION**

This employee Handbook is intended to give you a broad summary of things you should know about the JCC. The information in this manual is general in nature, and should questions arise, established procedures will be consulted for complete detail. While we intend to continue the policies, benefits and rules contained in this guide, changes or improvements may be made from time to time.

Anything in this manual to the contrary notwithstanding, the JCC reserves the right to discipline any employee by any lawful means including **immediate** discharge, demotion, and suspension for any misconduct or for any failure to comply with the rules, policies or goals set forth herein or for failure to act in the best interest of JCC. Nothing in this manual is intended to grant contract rights to any employee or to subject the JCC to any liability for any claim to comply with any of the rules, policies or goals set forth herein.

We hope these policies are clear and understandable; if not, or if you have questions about areas not included in this Handbook, feel free to talk to your supervisor.

**ONCE AGAIN, WELCOME AND GOOD LUCK IN YOUR CAREER**

**JCC**

**EMPLOYEE HANDBOOK RECEIPT**

I have received a copy of the employee Handbook which outlines the benefits, policies, rules and regulations related to my position. I will read and become familiar with these policies and abide by them during my employment. I understand that any failure on my part to comply with any provision of this Handbook, now or as amended, or any other rule or regulation may subject me to disciplinary action. I further recognize that the JCC reserves the right to modify, supplement, amend or delete any of the policies or benefits contained in this manual and to add additional policies without prior notice at any time. I understand I am to direct any questions regarding the policies or the interpretation of these policies to the HR Department.

I understand that the employee manual constitutes management guidelines only and is neither to be interpreted as a contract between the JCC and me, nor does it constitute a guarantee that my employment will continue for any specified period of time or end only under certain conditions. I understand that neither this guide nor any other communication by a management representative is in any way intended to create an expressed or implied contract of employment. I also understand that my employment is voluntarily entered into with no definite period of time and I am free to resign at any time. Similarly, the JCC may terminate my employment at any time, for any reason, with or without cause, where and when it believes it is appropriate.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee's Signature

Date: \_\_\_\_\_

**JCC**

**EMAIL ACKNOWLEDGMENT FORM**

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

I agree not to use a code, access a file, or retrieve any stored communication unless authorized. I acknowledge and consent to the JCC monitoring my use of this equipment at any time at its discretion. Such monitoring may include printing up and reading all email entering, leaving, or stored in these systems in the ordinary course of business.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date