Hebrew Theological College
A member of the Touro College and University System

EMPLOYEE HANDBOOK
Effective September 1, 2017
Hebrew Theological College
A member of the Touro College and University System

7135 North Carpenter Road
Skokie, Illinois 60077
Voice: (847) 982-2500
Fax: (847) 674-6381

Blitstein Institute for Women
2606 West Touhy Avenue
Chicago, Illinois 60645
Voice: (773) 973-0241
Fax: (773) 973-1627

web page: http://www-HTC.edu
e-mail: htc@HTC.edu

Hebrew Theological College is a partner with the Jewish United Fund in serving our community

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IMPORTANT NOTICE

HTC values its employees and the many contributions they make to HTC. We offer this handbook to provide general guidelines and information regarding employee policies. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the official policies and procedures of HTC. Some of the subjects described in this Handbook are covered in detail in official policy and procedure documents found online and elsewhere. We encourage you to refer to these documents for specific information, since this Handbook only briefly summarizes those policies. For that reason, if you have any questions concerning a particular policy or procedure, you should address your specific questions to the HTC Vice President for Administration or TCUS Office of Institutional Compliance. Please note that the terms of the full official policies are to be followed in the case of any inconsistency.

This Handbook is not written to confer any rights or privileges on employees or impose any obligations on HTC. No individual or representative of HTC, except the President or CEO, has the authority to enter into any agreement or understanding to the contrary. This Handbook is written for informational purposes only and may contain errors. The policies, procedures and practices described herein may be modified, supplemented or discontinued in whole or in part, at any time with or without notice. HTC administration will attempt to inform you of policy changes, but employees are responsible for keeping current on all College policies, procedures and practices, so please check your assigned HTC email address for all such notices and for all HTC communication, as it is the official method of contact. Information may also be found though the TouroOne portal

Except as noted in the paragraph below, no contract rights exist or are established in the employment setting by and between HTC and its employees. To this end, you waive and HTC disclaims any contract or liability for promises, assurances, representations, warrantees, or other statements made in its employment postings or job offers, and it makes no promises, assurances, representations, guarantees, warrantees or other statements concerning employment at the College. Thus, you waive and HTC disclaims any liability in tort in connection with any of the foregoing. These disclaimers are, in effect, covenants not to sue binding on you, and are tacitly agreed to by you. As a condition of employment, you agree to waive your rights to a jury trial in any action or proceeding related to such employment or the separation thereof.

Employment at HTC requires an employee to consent to, and is consideration for and constitutes an employee's knowing acceptance of, the binding Alternative Dispute Resolution ("ADR") mechanisms (including binding arbitration) contained herein. Thus, any dispute, claim or controversy arising out of or related to your application, employment or separation from HTC and/or this Handbook, which is not resolved through HTC's internal mechanism shall be exclusively resolved through the Chicago Rabbinical Council Beis Din, the results of which shall hold the same force and effect as binding arbitration. An employee may decline the services of the Beis Din and opt for final and binding expedited arbitration conducted solely before the American Arbitration Association ("AAA"), or any successor in interest, in accordance with the AAA Rules then in effect. The location of the ADR shall be at a convenient office on a HTC campus where the employee is (or was last) affiliated. See "Binding Arbitration" provision for a more elaborate treatment.
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MISSION OF HEBREW THEOLOGICAL COLLEGE

Mission Statement

Hebrew Theological College - Beis HaMidrash LaTorah is committed to the advancement of scholarship in accordance with the principles of Orthodox Judaism, providing academic programs to produce Torah Scholars, and to produce Torah-imbued college graduates and superior advanced graduate and professional programs for all qualified students who, upon graduation, will serve the Jewish community and humanity through their professional and personal vocations.

Core Values

ללמוד וללאומד, ולשמרו ולעשות
To Learn, To Teach, To Observe, and To Do

Hebrew Theological College is a Torah centered institution dedicated to:
- Promoting growth in Torah learning and scholarship.
- Fostering increased commitment and adherence to the principles of Orthodox Judaism.
- Incorporating the highest ideals of general academia and professional studies.
- Embracing a spectrum of Orthodox perspectives within our community.
- Service to the community and to its moral, social and cultural development.
- Instilling in our students an attachment to the State of Israel and its people as well as a sense of responsibility for their welfare.

Vision: Striving For Excellence

Building on its history as the preeminent Torah institution of higher learning in the Midwest, Hebrew Theological College will continue to provide Rabbinic and Lay leaders who are equipped through advanced Judaic and general education to meet the evolving needs of the Orthodox Jewish community as it confronts the emerging challenges of a multi-cultural world while fulfilling its eternal destiny as illuminated by Torah values.

Hebrew Theological College Conceptual Framework

Hebrew Theological College enhances the intellectual skills, cultural sensibilities and ethics of all of its students through the traditional methodology of religious study that has been the hallmark of the Jewish Heritage of Scholarship. Concurrently, Hebrew Theological College promotes the academic and spiritual aspirations of its students such that their lifestyles and professional careers will reflect Torah values.

To Learn: Hebrew Theological College values learning as a lifelong pursuit, and models and instills this value in its students. The faculty models scholarship and the pursuit of excellence, encouraging students to engage in learning as critical thinkers and effective communicators. Hebrew Theological College engages in continuous assessment of student learning outcomes.

To Teach: Hebrew Theological College prepares its students with the knowledge and skills to be effective agents of positive change. Furthermore, all students will act, either formally or informally, as teachers. It is axiomatic to Orthodox Jews, that instruction, be it textual or moral, spiritual or behavioral,
is an integral part of their lives. The preparation received at Hebrew Theological College serves as the foundation for a life filled with teaching in one’s family, society, classroom or synagogue.

To Observe: Religious commitment is at the cornerstone of the Orthodox Jewish life. Through the lessons learned by example and in the classroom, Hebrew Theological College students in all divisions enhance their appreciation for Jewish Heritage while increasing their own personal commitment to following the tenets of Jewish tradition.

To Do: Hebrew Theological College values action, not simply intention, as components of change and growth. Improving a society is accomplished with the individual actions of each one, and the actions of all individuals acting as one. The value of service is instilled in the students so that they see themselves as part of the greater good, with the potential of improving life for others.

Hebrew Theological College operates within the framework of Halacha, Jewish law, as prescribed in the Shulchan Aruch, the Code of Jewish law.

The needs and goals of each student are met in an atmosphere conducive to learning and the free exchange of ideas. The faculty and administration of the College are dedicated to providing personal and career guidance and tutelage. The growth of the individual is further encouraged by a program of cultural, communal, social and recreational activities that allow for leadership training, creative expression and the development of lifelong friendships.

HISTORY OF HEBREW THEOLOGICAL COLLEGE

In 1919 a group of rabbis met to evaluate the priorities of higher Jewish education in Chicago. The Beis HaMidrash LeRabanim was founded at this meeting, with ten students. On October 15, 1921, the name of the school was officially changed to Hebrew Theological College - Beis HaMidrash LaTorah, and chartered by the State of Illinois as a degree granting institution of higher education.

The school was established on the West Side of Chicago and a building was erected to accommodate the growing student body. Shortly thereafter, the Teachers Institute for Women was established as a division of Hebrew Theological College to provide women with opportunities for advanced Jewish studies and to prepare those seeking careers in Jewish education. In 1976, the women's division was endowed and named the Anne M. Blitstein Teachers Institute for Women. Since the expansion of its curriculum, the women’s division has come to be known as the Blitstein Institute, Machon Torani L’Banot.

From 1922 until 1946, Hebrew Theological College was led by the esteemed Rabbi Saul Silber. One of Rabbi Silber's major goals was the training of Orthodox Rabbis to meet the needs of the American Jewish community while, revolutionary for those times, requiring a baccalaureate degree of all students before ordination.

The continuing growth of the College and the population shift made it necessary to relocate. In 1958, a new classroom and administration building was completed in suburban Skokie and operations in the new location began at once. The Synagogue Building was completed shortly thereafter. The growth of the women's division from a part-time evening program to a full-time all-day seminary/college program
necessitated the acquisition of a second campus in 1994, including classrooms, computer labs, library facilities, faculty and administration offices as well as student residence facilities.

The School of Liberal Arts and Sciences was established in 1959, to further promote the goal of encouraging each student to pursue general knowledge while providing the best Judaic Studies program possible. By the late-1980s HTC made a concerted commitment to establishing a full range of course offerings leading to a Bachelor of Arts degree in Judaic Studies for both men and women at their respective campuses. In addition to the Hebrew Teacher Certification, the Department of Education developed a program leading to State of Illinois Certification in either Elementary or Special Education. Options for additional majors were introduced gradually during the 1990s. Today the additional majors offered are Accounting, Business, Education, English, Health Sciences, Psychology, and Speech and Communication Disorders. The Kanter School of Liberal Arts and Sciences offers a variety of courses preparing students for graduate and professional studies in allied health sciences and other professional career programs. In Fall, 2005, the baccalaureate degree was renamed the Bachelor of Arts Degree.

In 2015, Hebrew Theological became a member of Touro College and University System, providing academic and other benefits that are realized by being part of a larger system. Hebrew Theological College is a beneficiary of the Jewish Federation of Metropolitan Chicago and accredited by the Higher Learning Commission.

HISTORY OF TOURO COLLEGE AND UNIVERSITY SYSTEM

The Touro College and University System (“TCUS”) is a Jewish-sponsored independent institution of higher learning and professional education. The College was established to further the Jewish heritage and to serve the larger American community.

Touro College was chartered by the New York State Board of Education in June 1970 and opened a year later. The College grew from an initial class of 35 students to an international university system of approximately 19,000 students worldwide today. The mission of perpetuating and strengthening Jewish heritage, while at the same time providing the highest quality educational opportunities to society as a whole, continues to inform all of Touro’s endeavors. In addition, Touro is one of the largest providers of graduate education in the medical and health sciences fields in the United States. Today, Touro enjoys the strong leadership of Chancellor Rabbi Doniel Lander and President and CEO Dr. Alan Kadish in furthering Touro’s historic mission.

Touro’s schools serve a variety of communities, providing diverse, innovative and engaging programs in a range of fields—from medicine and pharmacy to law; business to education; and speech pathology to Jewish studies. The distinctive educational experience offered through Touro’s diverse programs are in keeping with the Jewish intellectual tradition of commitment to the transmission of knowledge, social justice, compassionate concern for society and respect for applied knowledge and discovery.

It is this commitment to the Jewish intellectual tradition that is at the foundation of Touro’s many outstanding achievements by faculty and students throughout our system. At the same time, the Touro College experience consists of more than classroom instruction; Touro fosters an atmosphere of warmth, in which close faculty-student relationships, student camaraderie and individual attention are nurtured in many ways.
DIVISIONS AND DEPARTMENTS OF HTC

Hebrew Theological College offers a variety of programs and courses of instruction to foster the individual student's intellectual and spiritual growth and development, while providing educational programming in the liberal arts and sciences.

Beis Midrash
The primary focus of the Beis Midrash is the intensive study of the Talmud and its commentaries, providing men with a firm foundation in the skills of classic learning, enabling them to independently study original texts in Hebrew and Aramaic, and develop a guiding Derech Ha'Chaim -- a lifelong method and direction of learning and character. This division prepares students for advanced study in Talmud and Jewish communal or rabbinic service, while developing analytic skills and research methods valuable for advanced study in non-Judaic fields.

Blitstein Institute for Women
The Blitstein Institute affords women the opportunity to engage in advanced scholarship of primary texts central to Jewish culture, heritage, law, and literature so as to deepen philosophical insight and commitment to Torah. The goal of this division is to provide women with knowledge and develop their skills for advanced study in original classic texts and commentaries, while fostering their analytic and communication skills in preparation for active roles in the community and the workplace.

Extension Division
Hebrew Theological College offers both credit and non-credit courses to the community at large for non-degree seeking students through the Extension Division.

Samuel and Nina Bellows Kollel
The Bellows Kollel serves scholars who wish to devote their academic energies to full time study in the areas of Talmud and Halacha. Bellows Kollel members interact with both Beis Midrash and Fasman Yeshiva High School students on a regular basis. Members of the Kollel also learn with community members both in our own Beis Midrash as well as off-campus locations.

Semicha Program
The Semicha Program, in conjunction with the Talmud Department, is the first fully developed program of study instituted by Hebrew Theological College and served as a primary reason for its founding. The program of study and spiritual development leads ultimately to Rabbinic Ordination.

Fasman Yeshiva High School
Fasman Yeshiva High School provides a dual curriculum of both high level Judaic Studies and a college-preparatory general studies program. Both the Judaic and general studies programs are designed to prepare young men for continued study in our own Beis Midrash and college program or other outstanding yeshivot and universities, and to instill a desire to continue learning throughout life.

Yeshivas HaKayitz Summer Program
Yeshivas HaKayitz is a four-week residential summer camp located on HTC’s Skokie campus, offering a multi-faceted program of Torah study, sports and recreational activities for boys entering 5th through 11th grades.
EMPLOYEE CODE OF CONDUCT

HTC has a strong institutional commitment to lawful and ethical behavior and a well-respected reputation which has been earned over the years. In an increasingly complex world, HTC can maintain its reputation for integrity only if it continues to merit the trust of the entire community.

All HTC employees are expected to carry out their institutional responsibilities in accordance with applicable legal and ethical principles. If any questions arise about how the College’s principles, standards or policies apply, they should be brought to the attention of the appropriate division head, Dean, or College administrator.

The following types of behavior are considered violations of HTC’s Employee Code of Conduct and violations will result in disciplinary action, up to and including suspension without pay and termination.

1. Theft or damage to HTC records or property caused by intentional, negligent or irresponsible conduct;
2. Unauthorized use of any College property, including but not limited to its name, offices, premises or equipment (such as computer equipment, telephones, fax machines, copying equipment, and laboratories);
3. Conduct which interferes with, obstructs, or threatens to interfere with or obstruct the operations, administration, or proper functioning of the College, its employees or its students;
4. Physical or sexual abuse or harassment of any member of the College community;
5. Threats of bodily injury, assault, sexual harassment or assault, or emotional trauma perpetrated against the students, faculty, or staff of the College;
6. Unprofessional, disorderly, disruptive or abusive conduct on HTC premises or during HTC-sponsored programs or otherwise affecting HTC or HTC’s reputation regardless of location;
7. Refusal to follow the lawful rules, regulations, or policies of the College whether communicated in writing or verbally;
8. Unauthorized sale, distribution, or consumption of alcoholic beverages on College premises or at College-sponsored programs regardless of location;
9. Distribution, purchase, or possession of barbiturates, amphetamines, marijuana, hallucinogens, opiates, any other addictive or illegal drugs, or drug paraphernalia on college premises;
10. Gambling in any form on College premises;
11. Possession, distribution or sale of weapons, incendiary devices, or explosives on College premises;
12. Tampering with or misuse of firefighting equipment or safety equipment (such as alarm boxes and extinguishers);
13. Participation in or furtherance of any illegal activity on HTC’s premises;
14. Providing false or misleading information of College supervisors or officials, including the falsification of information on any college applications, time sheets, or job records and false or misleading statements made to supervisors, officials or fellow employees;
15. Refusal to identify oneself to an official or security officer of the College or to present proper identification upon entering the College premises;

16. Accessing computer files or other college records without authorization or providing unauthorized access or information obtained through such access to other parties without appropriate authorization. The sharing of passwords or other information and the use of improper code (e.g., viruses) is expressly prohibited;

17. Intentionally spreading viruses or disabling computer mechanisms such as anti-virus software used to protect computer systems for any reason;

18. Intentionally sharing account passwords for any reason and/or instructing subordinates to share their account passwords for any reason;

19. Intentionally not reporting computer violations to the Chief Information Security Officer;

20. Offensive or derogatory written or verbal statements intended to inflict harm on members of the College community, including, but not limited to, racist, ethnic, religious or sexist remarks, slurs, references or discriminatory acts regarding any member or group of the College community including students, faculty, staff, and employees;

21. Any abusive conduct or harassment directed at an individual or group of individuals in the College community on the basis of such a person’s or people’s actual or perceived race, gender, gender identity, color, national origin, ethnicity, religion, creed, age, physical or mental disability, sexual orientation, marital, domestic partnership, or parental status, citizenship status, pregnancy, lactation or related medical conditions, military/veteran status, predisposing genetic characteristics, genetic information or testing, domestic violence victim status, sexual abuse victim status, stalking victim status, or any other status protected by law;

22. Actions that are not harmonious with and supportive of the activities and functions of a Torah-based educational institution or that harm the reputation of the College;

23. Aiding and abetting any conduct prohibited by the Code of Conduct;

24. Retaliation against an employee or student for reporting a violation of the Code of Conduct.

25. Intentionally filing a false complaint under the Code of Conduct.

**Violation of Code of Conduct**

Individuals who violate any of the above regulations are subject to disciplinary action at the sole discretion of the College, up to and including suspension without pay and separation of employment.

**COMMUNICATION AND INFORMATION DISTRIBUTION**

**Employee Email Accounts**

All employees are assigned a HTC email account upon employment. Email is the official means of communication at the College and is provided and used to conduct College business. Employees will be notified via email regarding all important matters and are therefore expected to check their email regularly. HTC does not utilize the USPS service as an official means of written communication except in select circumstances. Failure on the part of employees to check their email regularly will not relieve them of the consequences of not responding to email communications.
Portal
HTC has established a portal to facilitate communication with students, faculty and staff. Many announcements will be posted on the Portal only, so it is therefore essential that all employees visit the Portal daily. The most recent version of HTC’s forms and policies are posted on the Portal as well as information on upcoming events and major announcements. It is the responsibility of each employee to check the Portal to stay current with all major developments at the college and any changes in policies.

Obligation to Know
These rules are published for the employees’ information and protection. Ignorance of rules or standards is not an acceptable excuse for a violation of the rules. It is each employee’s responsibility to know and abide by the rules.

THE HIRING PROCESS

Applicant History
Screening Process: All candidates are screened before they are considered for employment. Screening may include speaking with references. The College employs a procedure which is used to confirm the information supplied by the applicant and determine whether the applicant has a criminal record. HTC does not consider an applicant’s current employment or homeless status when making employment decisions.

Accuracy: HTC relies upon the accuracy of information contained in employment applications and other data presented throughout the hiring process and employment to make employment decisions. Any misrepresentations, falsifications, or material omissions of any information or other data may result in exclusion from further consideration for employment or separation of employment if the person has been hired.

Applicant’s Required Consent: In accordance with the Fair Credit Reporting Act, any applicant being considered for employment must consent in writing on the designated form to a criminal background check to be performed by the College. Failure to consent to this background check will render the applicant ineligible to be considered for employment.

Criminal Convictions: In accordance with the Illinois “Job Opportunities for Qualified Applicants Act” (House Bill 5701), the College will not deny employment to, or take adverse employment action against a person who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, whose conviction(s) preceded his/her employment or application for employment with the College, except where permitted or mandated by law.

When applicable to determining whether an offer of employment will be made or continued employment is appropriate, the College will weigh the following factors concerning an applicant’s or employee’s previous criminal conviction(s):

- The specific duties and responsibilities necessarily related to the employment sought or held by the person;
- The bearing, if any, the criminal offense(s) for which the person was previously convicted will have on his/her fitness or ability to perform one or more such duties or responsibilities;
• The time which has elapsed since the occurrence of the criminal offense(s);
• The age of the person at the time of the criminal offense(s);
• The seriousness of the offense(s);
• Any information produced by the person, or produced on his/her behalf, in regard to his/her rehabilitation and good conduct; and
• The legitimate interest of the College in protecting property, and the safety and welfare of specific individuals or the general public.

At the request of any person previously convicted of one or more criminal offenses who has been denied employment by the College, or against whom adverse employment action was taken, the College shall provide, within 30 days of such request, a written statement setting forth the reasons for such denial.

**Introductory Period**

*Use of Introductory Period:* The College utilizes an Introductory Period\(^1\) to determine if a new employee’s performance successfully meets the expectations of the position and therefore warrants continued employment. The Introductory Period also serves the new employee with the opportunity to determine if the position is the right role for them to succeed in. The Introductory Period consists of the first ninety (90) days of employment, as well as the first ninety days after a transfer or promotion.

*Employment At-Will Even After Introductory Period:* Completion of the Introductory Period does not guarantee continued employment and does not change the at-will nature of the employment relationship.

*Supervisor’s Role:* During the Introductory Period, the employee’s supervisor will work with the employee to establish clearly defined performance goals, educate the employee about the competencies required for the position and provide the employee with positive feedback regarding the employee’s strengths and progress. In addition, the supervisor should share constructive feedback in reference to areas that require improvement and deficiencies observed, ascertain whether the employee has a rapport with coworkers and acts in a collegial fashion, and assess whether the employee’s performance meets the expectations of the position.

*Separation:* If deficiencies persist throughout the Introductory Period which appear to compromise the employee’s ability to successfully perform the job, or meet the needs of the College in any way, the supervisor may separate an employee from employment. A decision to separate an employee from employment must be made in consultation with the Vice President for Administration.

**New Employee Orientation**

*Mandatory Orientation:* New Employee Orientation is mandatory within 30 days of date of hire for all administrative employees and full-time faculty. An orientation session will be scheduled by the Vice President for Administration, and new employees will be notified of the time and place.

**Transfer Policy**

*Internal and External Postings:* It is the policy of all schools within the Touro College and University System to internally and externally post job openings. Employees will only be eligible for transfer after

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1 This period is sometimes erroneously referred to as probation.
being employed in their current position for at least one year unless they obtain approval from their current supervisor prior to applying for another internal position. When employees apply for jobs in other departments, they will be interviewed by the department manager who will determine whether the employee has the necessary background, knowledge, experience, competencies and skills to perform the job adequately. Prior conduct as an employee will also be one of the factors considered.

Internal Recruiting Process: All open positions must be brought to the Vice President for Administration. It is inappropriate, and not in accord with College practices, for managers to approach employees working for other departments to recruit them.

Transfer Process: When an acceptable internal applicant is identified, hiring managers must call the Vice President for Administration to determine if the employee is in good standing and to discuss the appropriate salary. The hiring manager must advise the applicant’s present manager that they wish to hire the employee. The employee must give at least two (2) weeks’ notice to allow for a replacement to be found, but in some cases will be required to give additional lead time depending on the nature of the position and the current staffing of the department. If departure after two weeks would unduly burden the department due to workload, employees on vacation, disability, or other absences, the two weeks’ notice may be extended until the employee can be transferred without hindering the work of the current department. Management may transfer employees to meet organizational needs.

New Introductory Period: When employees transfer to another department or assume a new job in the same department, they must complete an introductory period of ninety days to determine if they can perform the new job satisfactorily, just as they did as a new employee.

Immigration Law Compliance
Eligibility to Work: The College complies with the provisions of the Department of Homeland Security (DHS) by employing only United States citizens and non-citizens who are authorized to work in the United States.

Required Verification: On or before their first day of employment, all employees are required to sign a verification form required by Federal Law (DHS Form I-9) and must provide valid and original documents verifying the right to work in the United States within three (3) days of the hire date. If an employee cannot verify their right to work by the first day of hire, then in accordance with Federal law, the employee will not be allowed to start employment.

EMPLOYMENT AT WILL

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

As a College employee you agree that your employment relationship with HTC is governed by, and construed in accordance with, applicable federal, Illinois State, Chicago and/or Skokie law and such substantive law shall apply to all disputes between you and HTC in any forum, except as provided otherwise in a duly executed employment contract.
This handbook is provided for informational purposes only, and the policies and procedures it contains are designed to outline employment policies. This handbook does not represent a contract of employment and shall not be construed as guaranteeing or ensuring employment for any period of time.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Hebrew Theological College is committed to equal employment opportunity and to compliance with federal antidiscrimination laws as well as Illinois law, which prohibits discrimination and harassment against any employees or applicants for employment based on race, color, sex (including married women and unmarried mothers), religion, age (40 or older), national origin, ancestry, marital status, protective order status, military status, unfavorable discharge from military service, sexual orientation (including actual or perceived orientation and gender identity), citizenship status, genetic information, ancestry, religion, pregnancy (including childbirth or medical or common conditions related to pregnancy or childbirth, past pregnancy condition and the potential or intention to become pregnant), certain arrest or criminal history records, homelessness (i.e., lack of a permanent mailing address or a mailing address that is a shelter or social services provider) and use of lawful products outside of work during nonworking hours.

The College will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law. The College also complies with the Illinois law that restricts the circumstances under which employers may base employment-related decisions on an individual's credit report or credit history. The Vice President for Administration has overall responsibility for this policy and maintains reporting and monitoring procedures and will be glad to help you if you have any questions. Appropriate disciplinary action may be taken against any employee willfully violating this policy.

AMERICANS WITH DISABILITIES ACT (ADA) AND THE ADA AMENDMENTS ACT (ADAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAA) are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities (and those that are pregnant or recovering from childbirth) and that when needed, provide reasonable accommodations, so that they may perform the essential job duties of the position. Reasonable accommodations will be provided unless the accommodation will impose an undue hardship on the company's business operations.

It is Hebrew Theological College’s policy to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other term, conditions and privileges of employment.

Hebrew Theological College will reasonably accommodate qualified individuals with a disability so they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to Hebrew Theological College.
The College requires employees to provide documentation from an employee’s or applicant's health care provider regarding the need for an accommodation. It is the employee's or applicant's duty to provide the requested documentation to the College.

Reasonable accommodations may include but are not limited to: modifications or adjustments to the job application process; more frequent or longer bathroom, water or rest breaks; assistance with manual labor; light duty; temporary transfer to a less-strenuous or less-hazardous position; acquisition or modification of equipment; reassignment to a vacant position; private, non-restroom space for expressing breast milk and breastfeeding; job restructuring; a part-time or modified work schedule; appropriate adjustment to or modification of examinations, training materials or policies; seating; an accessible worksite; and time off to recover from conditions related to childbirth, or a leave of absence necessitated by pregnancy, childbirth or medical or common conditions resulting from pregnancy or childbirth.

Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the Vice President for Administration.

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

This policy applies to all members of the Hebrew Theological College community, including students, faculty, and administrators as well as third-parties (including, but not limited to, vendors, invitees, etc.). Discrimination or harassment of any kind in regards to a person's gender is not tolerated at our institution. Information and/or training regarding this policy are available to students, faculty, and staff. In addition, information about this policy is available on Hebrew Theological College’s website.

All divisions of Hebrew Theological College seek to foster a collegial atmosphere where students are nurtured and educated through close faculty-student relationships, student camaraderie, and individualized attention. Discrimination or harassment of any kind is anathema to Hebrew Theological College's mission, history, and identity. Hebrew Theological College will resolve any identified discrimination in a timely and effective manner, and will ensure that it does not recur. Those believing that they have been harassed or discriminated against on the basis of their gender, including sexual harassment, should immediately contact the Title IX coordinator (see below). When Hebrew Theological College has notice of the occurrence, Hebrew Theological College is compelled to take immediate and effective corrective action reasonably calculated to stop the harassment, prevent its recurrence, and as appropriate, remedy its effects.

Definitions

Discrimination and Harassment

Title IX, and its implementing regulations, prohibit discrimination based on sex, including sexual harassment. The prohibition against discrimination extends to employment and third-parties. Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

In the case of Title IX, sexual harassment is conduct that is sexual in nature, is unwelcome, and denies or limits an individual’s ability to participate in or benefit from a school’s educational program and/or activities, and is based on power differentials (quid pro quo), the creation of a hostile environment or retaliation. Sexual harassment can take different forms depending on the harasser and the nature of the harassment. The conduct can be carried out by school employees, other students, and non-employee third parties, such as a visiting speaker. Both male and female students can be victims of sexual harassment, and the victim can be of the same sex. The conduct can occur in any school program or activity and can take place in school facilities, or at other off-campus locations, such as a school-sponsored activity or training program at another location. The conduct can be verbal, nonverbal or physical. The following are examples of potential violations of Title IX related policy: making sexual propositions or pressuring students or employees for sexual favors; touching of a sexual nature; writing graffiti of a sexual nature; displaying or distributing sexually explicit drawings, pictures, or written materials; performing sexual gestures or touching oneself sexually in front of others; telling sexual or dirty jokes; spreading sexual rumors or rating other students as to sexual activity or performance; circulating or showing emails or Web sites of a sexual nature. Violations may also occur in any form: written/print, physical, verbal or electronically through email, text, or posting to social media or other online site of any kind.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that

a) has the purpose or effect of creating an intimidating, hostile or offensive work environment;

b) has the purpose or effect of unreasonably interfering with an individual's work performance; or

c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.
**Retaliation**
Retaliation is any kind of reprisal, adverse action, or negative action taken against an individual because he or she has: (1) complained about alleged discrimination or harassment as defined above, (2) participated as a party or witness in an investigation relating to such allegations, or (3) participated as a party or witness in a proceeding regarding such allegations. Retaliation can occur contemporaneously during the complaint process or subsequent to it, once the retaliator is aware of the recipient's participation in the process. Retaliation does not exist in the absence of an adverse action. An individual is protected from retaliation even when the complaint at issue is ultimately found to lack merit, as long as the complaint was made in good faith.

Hebrew Theological College does not allow, nor tolerate any conduct by any Hebrew Theological College community member that may be regarded as retaliatory. Retaliation against any individual, whether said person submitted a complaint through the method described below, or for any other reason will not be tolerated.

**Title IX Coordinator**
The Title IX Coordinator or his/her designee ("Title IX Coordinator") is trained and knowledgeable about enforcement, compliance, communication, and implementation of Hebrew Theological College's anti-harassment and anti-discrimination policy.

Dr. Malkie Eisenberg  
Title IX Coordinator  
2606 W. Touhy Avenue  
Chicago, Illinois 60645  
(773) 973-0241  
Email: meisenberg@htc.edu

**Confidentiality**
Hebrew Theological College has independent obligations to report or investigate potential misconduct, even if a complainant does not wish to initiate an official process. Therefore, absolute confidentiality cannot be promised with respect to a complaint of discrimination, harassment, sexual harassment, or retaliation received either through Hebrew Theological College's compliance hotline or otherwise. The phone number for the Hebrew Theological College hotline is (646) 565-6330. Hebrew Theological College wishes, however, to create an environment in which legitimate complaints are encouraged, while also protecting the privacy of all involved in an investigation. Complaints about violations of these policies will therefore be handled in strict confidence, with facts made available only to those who need to know in order for Hebrew Theological College to promptly and thoroughly investigate and resolve the matter.

**Procedures & Implementation**

**Duty to Report Violations**
Any member of the Hebrew Theological College community including students, faculty, employees, and third-parties have a duty to report violations of this policy where individuals know, or should know, of accusations or actions which violate Hebrew Theological College Policy and will notify the Hebrew Theological College Title IX Coordinator of such violations promptly.

*Formal Investigation and Resolution of Discrimination, Harassment, or Retaliation Complaints*

**Duty to Cooperate and Facilitate**
All members of the Hebrew Theological College community are required to cooperate fully with any investigations of discrimination or harassment. A faculty member, staff member, or student who has relevant information and refuses to cooperate with an ongoing investigation will be subject to disciplinary action for, among other things, violations of the Hebrew Theological College Code of Conduct and/or insubordination. Likewise, all Hebrew Theological College employees are required to ensure that complaints about discrimination, harassment, or retaliation are directed to the appropriate administrative office for evaluation and investigation. Hebrew Theological College is committed to conducting an inquiry that is thorough, prompt and impartial.

Complaint Process
Complaints concerning sexual harassment and/or sexual discrimination should be sent to the Title IX coordinator (see page 16.)

Complaints should be filed as soon as possible after the date of the alleged misconduct, and a written complaint is preferable.

A complaint, which must be submitted within the later of the following two dates: (a) thirty (30) days after the alleged misconduct; or, (b) the end of the semester in which the alleged incident occurred.

While prompt reporting is expected, complaints older than 30 days will be processed. However, if more than 365 days have elapsed since the day of the complaint, the complaint may not be processed. Every effort is made to conduct a thorough and speedy investigation. Several factors may impact Hebrew Theological College’s ability to conduct a prompt investigation, including, but not limited to: the Complainant’s accessibility or unresponsiveness, witness availability or unresponsiveness, the number of witnesses, the timing of the investigation (i.e. if an investigation is being conducted at a time when students are taking final exams or on recess), etc.

Intake Interview
After receipt of a complaint, the Title IX Coordinator or his/her designee will meet with the complainant as soon as possible, usually within one week, but not later than thirty (30) days after receipt. The complainant must make himself/herself available to meet.

The meeting will be an intake interview where the Title IX Coordinator or his/her designee will inform the complainant about the investigation procedure and timeline. The complainant may sign a formal complaint form at that time (under the above guidelines) if he/she has not already done so. A complaint will proceed even in the absence of a signed written complaint.

Complaints about Students, Faculty, Other Employees or Third Parties
Upon receipt of a complaint, the Title IX Coordinator or his/her designee, shall investigate the circumstances of the complaint. This investigation will include documented interviews of the complainant, the person against whom the complaint is written, and witnesses with relevant knowledge, if any. Further, the investigation will include a review of relevant documents and any other evidence.

The Title IX Coordinator shall have thirty (30) days from the intake interview to complete the investigation of the event in question. Such thirty (30) days may be extended in the event that one of the following occurs:

- Availability or unavailability of a witness or relevant/material documents;
• Recalcitrance of a witness and/or any necessary party;
• Delay or other uncooperative actions of any necessary party;
• High number of witnesses;
• Holidays and vacation periods;
• Any other unforeseeable events/circumstances.

Generally speaking an investigation will take less than 60 calendar days following receipt of the complaint. This may not be practicable in every investigation and may vary depending on the complexity of the investigation and the severity and extent of the harassment. The Title IX Coordinator shall report the findings of the investigation to a designated, impartial Fact Finder. The Fact Finder shall endeavor to issue a determination within fifteen day after receipt of the investigation file to determine and detail: (a) whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint, (b) a description of actions taken, if any, to prevent similar problems from occurring in the future, and (c) the proposed resolution of the complaint.

Preponderance of the Evidence
The greater weight of evidence in an investigation meaning that one party’s evidence outweighs the evidence of the other.

Notice of Determination and Further Action
Both the complainant (the party who filed the complaint or the alleged target of the sexual harassment) and the respondent (the accused) shall be informed of the Fact Finder's decision within ten days of the conclusion of the Fact Finder's deliberation. Please refer to Section 4.0 for the policies regarding the confidentiality of this determination.

At the time of the receipt of this notice both parties will be informed of any actions or precautions that will be taken in response to the decision. Questions concerning these further actions should be addressed to the Title IX Coordinator Dr. Malkie Eisenbergor the appropriate office as required by the Fact Finder's decision.

Discipline
Employees, faculty and students who violate Hebrew Theological College’s policies may be subject to disciplinary action. Individuals who retaliate against someone who files a complaint, or against a witness, representative, or advocate for a complainant, will be subject to further disciplinary action. Consistent with this Policy Hebrew Theological College will take prompt effective action to resolve any identified discrimination, and take steps to avoid a reoccurrence.

Availability of Counseling
As required under Title IX, Hebrew Theological College through its investigations and/or Title IX Compliance officer will offer its internal counseling services to any complainant who has begun the complaint process. It is ultimately complainant’s decision of whether or not to accept the counseling service offered by Hebrew Theological College.
External Reporting

Members of the Hebrew Theological College community are always subject to local, state, and federal laws, and nothing in these procedures is intended to limit or postpone the right of an individual to file a complaint or charge with appropriate federal, state, or local departments or agencies.

Among other options, students may contact the Office for Civil Rights of the U.S. Department of Education for inquiries concerning the application of Title IX as well as the implementation of its regulations. The Office for Civil Rights can be contacted using the following information:

Chicago Office
Office for Civil Rights
U.S. Department of Education, Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661-4544
Telephone: 312-730-1560
Email: OCR.Chicago@ed.gov

DISPUTE RESOLUTION PROCESS

In order to foster the efficient, timely, and appropriate resolution of disputes that arise out of or in connection to employment at HTC, all such matters that aren’t settled through internal processes will be referred to the Chicago Rabbinical Counsel Beis Din (Jewish Court) for resolution.

Governing Law and Agreement to Arbitrate

Binding Arbitration: In order to foster the efficient, timely, and effective resolution of disputes that arise out of or in connection to employment with HTC, binding arbitration of any and all disputes or claims arising out of or relating to your employment (excepting only unemployment or workers compensation claims) or otherwise involving HTC, is mandatory. Regardless of the residency of the employee and any conflicts of law, any arbitration will be governed by and interpreted in accordance with the laws of the State of Illinois. Arbitration is the required and exclusive forum for the resolution of all disputes arising out of or in any way related to employment based on legally protection rights that may arise between an employee or former employee and HTC including, without limitation, claims, demands, or actions under The National Labor Relations Act; Title VII of the Civil Rights Act; the Civil Rights Act of 1991; the Age Discrimination in Employment Act; the Fair Credit Reporting Act; the Immigration Reform Control Act; the Occupational Safety and Health Act; the Uniformed Services and Reemployment Rights Act; the Employee Polygraph Protection Act; the Older Workers Benefits Protection Act; the Equal Pay Act, as amended; the Americans with Disabilities Act as amended; the Family and Medical Leave Act; the Workers Adjustment Retraining and Notification Act; the Employee Retirement Income Security Act; the Fair Labor Standards Act; and its state and local counterparts; the Illinois Human Rights Act; the Cook County Ordinance on Human Rights; the Chicago Human Rights Ordinance; the Illinois Whistleblower Act; the Illinois Personnel Record Review Act; the Illinois Right to Privacy in the Workplace Act; the Illinois Equal Pay Act; the Illinois Sales Representation Act; the Illinois Wages of Women and Minors Act; the Illinois Family Military Leave Act; the Victims’ Economic Security and Safety Act; and claims under the Illinois Wage Payment and Collection Act, and any other federal, state, or local statute, regulation, or common-law doctrine regarding employment, employment discrimination, the terms and conditions of employment, separation of employment,
compensation, breach of contract, defamation, retaliation, whistle-blowing, or any claims arising under HTC’s Employment Handbook or Code of Conduct. Neither HTC nor any employee may submit a class action, collective action, or other representative action for resolution. Furthermore, trial by jury or in court is expressly waived.

**Use of Arbiter:** The employee understands that all disputes arising out of or relating in any way to their employment with HTC or separation thereof shall be exclusively heard and settled under the Chicago Rabbinical Council Beis Din, the results of which shall hold the same force and effect as binding arbitration. An employee may decline the services of the Beis Din and opt for final and binding expedited arbitration conducted solely before the American Arbitration Association (“AAA”), or any successor in interest, in accordance with the AAA Rules then in effect. The location of the ADR shall be at a convenient office on a HTC campus where the employee is (or was last) affiliated. The decision of the arbitrator shall be final and binding, and may be enforced in any court of competent jurisdiction. Requests for expedited binding arbitration must be filed with the other party and with the Beis Din or AAA within one-hundred eighty (180) calendar days after the claim or dispute arises or the act or acts as to which arbitration is brought occur. If an employee fails to file a request for arbitration with HTC and the Beis Din or AAA within one-hundred eighty (180) calendar days after the claim or dispute arises, that claim or dispute will be conclusively resolved even if there is an applicable statute of limitations that may have given the party more time. Any judgment upon the award rendered by the arbitrator may be entered in any court of competent jurisdiction. If any provision of this arbitration provision is determined to be invalid or unenforceable in any jurisdiction, the remaining provisions shall remain in full force and effect and shall be liberally construed so as to effectuate the purpose and intent of the policy. This provision precludes litigation in any court of any claim that could be arbitrated. If for any reason this arbitration provision is declared unenforceable, the employee nevertheless waives the right to a jury trial and the ability to bring a class action with respect to complaint or action filed in a court of competent jurisdiction and within the one-hundred-eighty (180) day limitations period described above.

**NEPOTISM POLICY**

Only with advance disclosure, and subject to HTC’s written approval, HTC permits the employment of relatives of employees, subject to the conditions outlined in its Nepotism Policy (available on the Portal), which may be modified from time to time. The term “relative” includes parent, spouse, domestic partner, child (natural, adopted, foster, or legal guardianship), brother, sister, first-cousin, nephew, niece, step-relation within the preceding categories, other household member, or other relative. Changes in relationships listed above while employed require immediate disclosure by the employee to the Vice President for Administration. All employees are required to complete the Relative Disclosure Form and submit it via the TouroOne portal.

**CONSENSUAL RELATIONSHIPS**

Consensual romantic or sexual relationships between supervisors and employees and between faculty or staff and students, though possibly not illegal, are potentially exploitative and must be avoided. Such relationships raise serious concerns about the validity of the consent, conflict of interest, and unfair treatment of others. Dating, or engaging in sexual relationships between faculty or staff and students is forbidden and may constitute grounds for termination.
The College’s anti-nepotism policy precludes individuals from evaluating the work performance of others whom they have intimate familial or close personal relationships, or from making hiring, salary, or similar financial decisions concerning such persons. The same principles apply to supervisor-employee, staff-student, or faculty-student relationships in the context of work or academic evaluation. A supervisor may not evaluate an employee’s job performance if he/she is romantically or sexually involved with that employee.

If, in the opinion of the College, a conflict arises as a result of a consensual relationship as described above, one of the employees may be transferred at the earliest practicable time, and if no suitable position is found, one of the individuals may be asked to resign.

Any member of the College affected by this policy has the duty to self-report. Such disclosure must be submitted with ten (10) days of the effective date of the policy. If a relationship develops in the future, the employee is expected to immediately report the situation. Failure to disclose a relationship may result in discipline, up to and including separation.

CONFIDENTIALITY OF STUDENT EDUCATION RECORDS

Family Educational Rights and Privacy Act
The Registrar’s Office assumes responsibility for the maintenance and integrity of student records. As an agent for the college and official custodian of student academic records, this office will release information only at the student's request and with his/her approval. The policy of HTC on Release of Information Pertaining to Students as required by The Family Educational Rights and Privacy Act of 1974 is indicated below.

The Family Education Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education records. FERPA governs the release of and access to student education records maintained by HTC. The Act provides students the right to inspect and review their education records (with some exceptions, see below), to request an amendment to their education records, and to limit disclosure of personally identifiable information contained in their education records. Students who are currently enrolled in or formerly enrolled in institutions of higher education are protected under FERPA.

Education Records Defined
“Education Records” are those records that are directly related to a student and maintained by the institution or by a party authorized to keep records for the institution. Education records do not include files made by and kept in the sole possession of the maker that are not accessible to any other person.

Inspection and Review of Education Records
Students have the right to inspect and review their education record within 45 days after HTC receives the request for access. If you wish to review your education record, please contact the Office of the Registrar.
HTC is not required to permit students to inspect and review education records that include:

- Financial records of the student’s parents.
- Confidential letters of recommendation placed in the student’s education records before January 1, 1975, as long as the letters are used only for purposes for which they were specifically intended.
- Confidential letters of recommendation placed in the student’s education records after January 1, 1975, if the student has waived his/her right to inspect and review those letters.

**Request for Amendment to Education Records**

Students have the right to request an amendment to their education records if they believe the contents are inaccurate or misleading. If you feel there is an error in your record, you should submit a statement to Office of the Registrar, clearly identifying the part of the record you want amended and why you believe it is inaccurate or misleading. The Registrar’s Office will notify you of his/her decision and advise you regarding appropriate steps if you do not agree with the decision, up to and including the right to request a hearing or in violation of their privacy rights.

**Release of Information**

Students have the right to provide written consent prior to disclosure by HTC of personally identifiable information contained in their education records, except to the extent FERPA authorizes disclosure without consent.

Such written consent must:

1. Specify the records to be disclosed,
2. State the purpose of the disclosure,
3. Identify the party or class of parties to whom disclosure may be made, and
4. Be signed and dated by the student.

Some examples of such exceptions include, but are not limited to:

- School officials with a “legitimate educational interest” may have access to a student’s educational record without the student’s consent. A school official has a legitimate educational interest if the school official has a professional need to review your education record in order to fulfill his or her official responsibilities. This determination will be made by Registrar’s Office. Examples of individuals who may have access, depending on their official duties, and only within the context of those duties, include: HTC faculty and staff, agents of the institution, students employed by the institution or who serve an official institutional committees, and representatives of agencies under contract with the University.

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer.

- To federal officers pursuant to FERPA.

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

- As required by, or permitted pursuant to, Illinois law.
• To organizations conducting studies for, or on behalf of, HTC in order to (1) develop, validate, or administer predictive tests; (2) administer student aid programs; or (3) improve instruction.
• To accrediting organizations carrying out their accrediting functions.
• To parents of dependent students as defined by the Internal Revenue Code.
• In response to a judicial order or lawfully issued subpoena.
• To appropriate law enforcement officials investigating specific criminal matters.
• To appropriate officials in connection with a health or safety emergency.

Directory Information
Directory information is information contained in the education record of a student that generally is not considered harmful or an invasion of privacy if disclosed. HTC may disclose such information in a student’s education record that it has designated as “directory information” without a student’s prior consent. However, a student may restrict the disclosure of certain directory information. To do so, a student should contact the HTC Registrar’s office to complete the appropriate form indicating the information to be restricted.

HTC defines directory information to include a student’s name; address; telephone number; email address; date and place of birth; photographs; field of study; enrollment status (e.g., undergraduate or graduate, full-time or part-time); grade level; degrees, honors, and awards received; dates of attendance; the most recent educational institution attended; and participation in officially recognized activities and sports. Directory Information does not include a student’s social security number or student identification number, race/ethnicity/nationality, gender or student’s family member names and addresses.

Annual Notification
Hebrew Theological College notifies students annually of their FERPA rights through the Student Handbook and Academic Catalog, which are available on campus and on HTC’s website.

COORDERATING WITH AGENCIES AND LAW ENFORCEMENT OFFICIALS

It is the practice of HTC to cooperate fully, appropriately, and effectively with all lawful enquiries, inspections, audits, investigations, unannounced visits, and other information-gathering activities conducted, directly or indirectly, by federal, state or local Government regulators.

GENERAL WORKPLACE POLICIES AND PROCEDURES

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

You must notify your supervisor as far in advance as possible, but no later than one hour before your scheduled starting time if you expect to be late or absent. You must call your supervisor for each day of your absence, unless you are directed otherwise by your supervisor.
Definition of Weekly Schedule
Full time employment is defined for administrative staff, with the exception of those who work in academic departments, as equal to or more than 36.5 hours a week. Facilities and cafeteria staff and some academic departmental staff are scheduled to work 40 hours per week.

The College designates part-time employees depending on the number of hours per week they work as follows: Part-Time I employees work 30-36 hours per week, Part-Time II employees 20 – 29 hours per week, and Part-Time Hourly employees work less than 20 hours per week.

Definition of Work Day (unless otherwise specified)
• Regular business hours are Monday through Thursday, 8:30 - 5:00 or 9:00 – 5:30 and Fridays 8:30 - 1:00. Regular hours for Maintenance and Cafeteria vary with the job requirements.
• Employees are given ½ hour for lunch (unpaid) when they are scheduled to work eight hours or more on a single day.

Fasman Yeshiva High School
• Regular business hours are Mondays through Thursdays 8:30am – 6:00pm and Fridays from 8:30am – 12:00 noon.
• Employees are given ½ hour for lunch (unpaid) when they are scheduled to work eight hours or more on a single day.

Requirement: Regular attendance and punctuality are essential requisites of continued employment. Unscheduled absences, late arrivals, and early departures must be kept to a minimum. Employees with an unacceptable attendance record, recurring late arrivals, or recurring early leave times, regardless of the amount of time, are subject to disciplinary action, up to and including separation of the employee.

Ready-to-Work Requirement: Employees are expected to arrive at their scheduled start time ready to begin work. Employees are expected to function at peak productivity and performance. Employees are expected to depart no earlier than the scheduled end of the workday.

Notification: When employees cannot be at work, they must notify their supervisor within one (1) hour of their starting time on each day of their absence by phone or by email if they have no phone access. Employees are required to provide an explanation for last-minute absences.

Three-Day or Longer Absences: If not on a pre-approved leave, if an employee is absent for three days, on the fourth day of absence they must personally call the Vice President for Administration in addition to their supervisor. Email or text messaging in such circumstances is not acceptable. If the Vice President for Administration and the supervisor are not available, a voicemail may be left. However, a voicemail is only acceptable when there has been an earnest and repeated attempt to reach the supervisor directly during regular business hours. Phone messages or emails to another staff member are not acceptable unless it is in addition to personally contacting the employee’s direct supervisor. Friends, relatives, or co-workers may not communicate others’ lateness or absence to the supervisor on another employee’s behalf unless the absent employee is incapacitated. Employees should keep their supervisor informed about the necessary length of their absence.
Voluntary Job Abandonment: Any absence of three (3) or more days without communication to the employee’s supervisor will be considered voluntary job abandonment. Employment will be immediately separated as a result of voluntary job abandonment and the employee may not be eligible for re-employment.

Meal Period: Employees are provided with a meal period each day. Meal periods must begin no later than six hours after the start of a work period (see above for time allowed based on employee category).

Breaks: Employees are permitted a break, including for smoking, during each half of their work day (except for short work days). Breaks are not permitted at either the beginning or the end of the workday to offset arrival and departure times to work.

Supervisor’s Authority: Employees’ supervisors determine employees’ schedules based on business conditions and scheduling needs, while still providing the meal and rest breaks to which employees are entitled. Employees’ supervisors will inform them of their schedule, and any required changes. Employees should be considerate of their fellow employees and observe the schedule.

Nursing Mothers: Nursing mothers may use the break time as defined above or meal time to express breast milk for their nursing child for up to three (3) years following the child’s birth. The College will also provide a location where a nursing mother may express milk in privacy.

Identification Cards
To maintain the safety and security of HTC, you are required to carry a valid HTC photo identification card. You can obtain a card through the campus Security Office when you are hired. You may be asked to display your identification card at any time when entering an HTC facility. This card is not transferable and employees who are found to allow others to access HTC facilities by using their HTC identification care may be subject to disciplinary action.

Lost or damaged cards may be replaced for a fee. Your identification card must be returned to your supervisor when you leave HTC’s employment.

Dress Code
All employees (including college work study employees) are representatives of HTC and should dress in a manner appropriate to a professional work environment. Accordingly, employees must wear appropriate business attire at the office and other locations while conducting HTC business and are asked to use judgment when selecting clothes for work. HTC expects employees to be respectful of the religious foundations of the institution in their clothing choices. Personal hygiene and good grooming are also expected at all times.

OSHA/Safety
Hebrew Theological College is committed to providing and maintaining a safe work environment for all employees. Employees are responsible for working safely and for reporting unsafe conditions to their supervisor. If you are injured on the job, no matter how small or insignificant the injury, you must report it to your immediate supervisor. Depending on the nature of your work and assigned duties, you may be required to attend various safety training programs and to comply with the safety procedures.
Drug & Alcohol Policies

Hebrew Theological College prohibits the illegal and irresponsible use of alcohol and other drugs, including abuse of prescription drugs, in accordance with Halakhic authorities as well as applicable federal, state, and local laws. Hebrew Theological College will enforce applicable laws concerning the possession or purchase of alcohol or illegal drugs as well as its own policies concerning the possession or abuse of alcohol or drugs.

1. Possession or use of alcoholic beverages or illegal narcotics is strictly prohibited on Hebrew Theological College campuses, in student dormitory and residences, and at any college function (on or off campus). Improper use of prescription drugs is similarly prohibited.

2. Alcoholic beverages or illegal narcotics may not be sold on the campuses of Hebrew Theological College for any purpose or under any guise.

3. Alcoholic beverages may not be served to HTC students as part of College-sponsored events or non-official activities connected with the College - except for sacramental purposes, and then only under HTC supervision.

Any student, faculty member, staff, or other employee found in violation of this policy will be subject to appropriate disciplinary action – up to and including termination.

Smoke-free Campus: The Smoke-Free Illinois Act requires that educational institutions, among other public places and places of employment, be smoke-free inside and within 15 feet of entrances, exits, windows that open, and ventilation intakes. Under this Act, HTC prohibits smoking as defined below, including electronic smoking devices and hookahs, in all of its indoor public areas and classrooms, including but not limited to college housing, lobbies, libraries, lounges, bathrooms, conference rooms, and offices. No smoking shall be permitted within 15 feet of entrances, exits, windows that open, and ventilation intakes of any HTC facility. Violation of this policy may result in official reprimand; and if the violation persists or is repeated may result in expulsion.

Definitions

“Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic, in any manner or in any form. “Smoking” also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this policy.

“Hookah” means a water pipe and any associated products and devices which are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other plant matter.

“Electronic Smoking Device” means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.
Non-Solicitation Policy
To avoid disruptions of business operations or disturbance to the faculty, staff, visitors and students, HTC has implemented a non-solicitation policy. For purposes of this policy, “solicitation” shall include unapproved or unprotected canvassing, soliciting, or seeking to obtain membership in or support for any organization, requesting contributions, and posting or distributing any kind of handbills, pamphlets, petitions and the like on HTC property or using HTC resources such as bulletin boards, computers, mail, email, telecommunication systems, photocopiers, telephone lists and databases. This policy covers “solicitation” through verbal, written or electronic means.

This policy is not intended to preclude or dissuade employees from engaging in concerted action or other legally protected activities, including but not limited by those covered by the National Labor Relations Act.

Lawful Off-Duty Conduct
Lawful Recreational Activities: The College will not discriminate against any employee because of his or her lawful off-duty conduct, including political activity outside of working hours, the legal use of consumable products prior to or at the conclusion of the employee’s work hours, recreational activities (e.g., sports, games, hobbies, reading, viewing movies, etc.), or membership in a union.

a. If an employee’s personal conduct begins to adversely affect his or her performance on the job, or to create a material conflict of interest with the College, disciplinary action up to and including separation of employment may be appropriate.

Outside Additional Employment: Outside employment that conflicts with an employee’s work schedule, impairs the performance of an employee’s duties and responsibilities, violates an employee’s confidentiality or creates a conflict of interest is prohibited. For the purposes of this policy, self-employment is considered outside employment. Any such outside employment must be disclosed pursuant to the HTC Conflict of Interest Policy and is subject to the approval of the CEO.

Employee Privacy
College employees have no expectation of privacy in common areas or when utilizing HTC equipment (electronic and otherwise) or networks. The College will not install or maintain a viewing device for the purpose of surreptitiously recording visual images of the workplace in areas that the College has designated for employees to change their clothes—including restrooms, bathrooms, washrooms, or showers.

Further, in accordance with Illinois law, the College will not, unless required by other applicable law:

- publicly post or display an employee’s Social Security number;
- visibly print a Social Security number on any identification badge or card (including time cards);
- place a Social Security number in files or documents with unrestricted access; or
- communicate an employee’s personal identifying information (Social Security number, home address/telephone number, personal e-mail address, Internet name/password, parent’s surname prior to marriage, or drivers' license number) to the general public; or permit any unlawful disclosures of an employee’s or social security number.
LEAVES AND ABSENCES

All references to days in this section refer to the equivalent number of hours worked per day according to the employee’s contract or employment agreement.

Holidays
The Hebrew Theological College administrative office is closed on the following days:

January 1st (Observed)
Memorial Day
Independence Day
Labor Day
Thanksgiving Day

In addition, all offices are closed on the following Jewish holidays:

Rosh HaShanah (2 days)
Yom Kippur (1 day)
Sukkot (first 2 and last 2 days)
Purim (1 day)
Passover (first 2 and last 2 days)
Shavuot (2 days)
Tisha B’Av

All offices are also closed the day prior to each Jewish holiday except eruv Shavuot (which is on the Friday schedule) and erev Purim (which is a full day). Additionally, offices are closed the day prior to erev Passover. ²

All offices are open during Chol HaMoed on a modified schedule. All employees are required to work one day during that period in coordination with their supervisors. Offices return to regular business hours the day immediately following Sukkot and Passover vacations.

Faculty members and those that work in academic divisions should check the academic calendar published annually for their program to verify specific dates when class is not in session. These dates may vary from the dates listed in this Employee Handbook.

Additional information for non-faculty employees in the following divisions:

Blitstein Institute for Women and Beis Midrash/College for Men

- The office is open on Labor Day and Memorial Day on the Friday schedule if classes are in session.
- The office is open between Yom Kippur and erev Sukkot on a modified schedule. All employees are required to work one day during that period in coordination with their supervisors.
- The office is open regular hours during academic vacation periods (between terms, summer, etc.)
- The office is closed on Tisha B’Av

² In years when the first night of Passover falls on a Monday night, offices will also be closed on the preceding Friday. In years when the first night of Passover falls on a Saturday night, offices will be closed the preceding Thursday and Friday.
Fasman Yeshiva High School

- The office is open on Labor Day and Memorial Day on the Friday schedule.
- The office is open between Yom Kippur and erev Sukkot on a modified schedule. All employees are required to work one day during that period.
- The office is closed on Tisha B’Av.
- The office is open during summer vacation on the following schedule:
  - First three weeks after school year ends: 9:00am – 5:30pm
  - Two week prior to start of school year: 9am – 5:30pm
  - All other days: 9:30am – 1:30pm
  - Office is closed on July 4th.
- The office is open regular hours the first and last days of Winter Vacation and on the Friday schedule for all other days of the vacation period.

Paid Leaves

Full-Time, employees in the Managerial and Administrative categories accrue two weeks of paid vacation, which increases to three weeks after five years. All vacation requests must be submitted two weeks prior to the first vacation day requested, and must be approved by their direct supervisor.

Employees designated as Part-Time I are eligible for modified vacation leave of 36 hours per year.

Limitations of Modified Leave: Part-Time employees are not eligible for the following:

- Part-time employees are not eligible to participate in the Catastrophic Leave Bank;
- Part-time employees are not eligible to receive Personal Leave.
- Part-time employees vacation leave accruals do not increase with years of service.

Employees working 29 hours or less a week are not eligible for any vacation or personal leave.

Vacation: All full-time administrative (non-faculty) employees are eligible for vacation days. An (non-faculty) employee becomes eligible to take vacation time after completing the first six months of employment, and vacation hours must be accrued before they can be used. If an HTC-observed holiday falls during a scheduled vacation, the day will be charged to holiday pay, not your vacation time. If a serious illness or death in the family occurs during an authorized vacation, sick time or bereavement time can be charged in lieu of vacation time with your supervisor’s approval.

To maintain appropriate staffing levels, your supervisor will coordinate, schedule and approve your requested vacation dates. You should make your vacation request no less than two weeks in advance. This will allow time for your supervisor to accommodate all requests and adequately staff the department. Vacation requests are submitted through the TouroOne portal. Since all vacation requests must be approved in advance, we strongly recommend that you receive final vacation approval before making financial commitments.

There are no advances of vacation or other leave time. Pro-rated vacation accruals will be added to the employee’s leave bank every two weeks. Employees may accrue a maximum of twenty (20) vacation days at any time. If the employee reaches the equivalent of 20 days of vacation leave, there will be no
additional accrual and no reinstatement of lost leave time. Upon leaving HTC’s employment, accrued vacation time will be paid to the employee for the accrued amount, up to a maximum of twenty (20) days.

*Consecutive Days:* Employees may not take more than two consecutive weeks’ vacation leave at any time.

*Change of Employee Status:* Employees whose employment status changes from a vacation benefits-eligible status to a non-eligible status will receive payment of accumulated vacation leave in the next payroll period or as soon as administratively possible. There is no carry-over of other leave time.

*Personal Days:* Full-time employees are credited with three (3) personal leave days per year at the beginning of each fiscal year (July 1st). A new employee who starts working on or after January 1 and before March 31 will be credited with 1 ½ personal days for that fiscal year. An employee hired after March 31st of the year will not be credited with any personal leave time. High School faculty members received ten (10) personal days at the beginning the academic year. A new faculty member who starts working on or after January 1 will be credited with 5 personal days for that academic year.

Personal days can be used only after three (3) full months of employment. Personal days cannot be carried over into the next fiscal year. Any unused personal leave at the close of June 30th are non-transferable to another leave bank and are non-transferable to another fiscal year.

Upon separation of employment from HTC, no compensation will be paid for unused personal days.

*Sick Days:* Full-time employees are credited with six (6) days of sick leave per year at the beginning of each fiscal year (July 1). A new full time employee who starts working on or after January 1 and before March 31 will be credited with three (3) days of sick leave for that fiscal year.

Less than full time employees (both exempt and non-exempt) who work at least 2 hours per week with the geographic boundaries of Cook County, Illinois, and 80 hours in any 120 day period are eligible for one hour of earned sick leave for every 40 hours worked beginning on the first calendar day after the commencement of employment. The maximum cap for earned sick leave for less than full time employees is 40 hours per 12 month period, based on employee’s hire date.

Sick leave days can only be utilized after 90 calendar days after the commencement of employment. Please see the “Attendance” section, above, for the appropriate communication requirements for all absences, including illness and injury.

At the end of the 12 month period, an employee can carry over half of any unused accrued earned sick leave to a maximum of 20 hours.
The following chart reflects the standard number of earned sick leave (in hours) for the following categories of employees:

<table>
<thead>
<tr>
<th>Category</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part Time I</td>
<td>40 hours</td>
</tr>
<tr>
<td>Part Time II</td>
<td>38 hours</td>
</tr>
<tr>
<td>Adjunct Faculty</td>
<td>12 hours</td>
</tr>
<tr>
<td>Hourly employees (2 – 10 hours per week)</td>
<td>13 hours</td>
</tr>
<tr>
<td>Hourly employees (10 – 15 hours per week)</td>
<td>19.5 hours</td>
</tr>
<tr>
<td>Hourly employees (15 – 20 hours per week)</td>
<td>26 hours</td>
</tr>
<tr>
<td>Dormitory/Residence Hall Staff</td>
<td>19.5 hours</td>
</tr>
</tbody>
</table>

Sick leave may be utilized in the following cases:

A. Receiving medical care, treatment, diagnosis or preventative medical care for either the employee or a family member.
B. The employee or a family member is the victim of domestic violence as defined in Section 103 of the Illinois Domestic Violence Act of 1986, or is the victim of sexual violence or stalking as defined in Article 11, and Sections 12-7.3, 12-7.4 and 12-7.5 of the Illinois Criminal Code of 2012.
C. If the employee’s place of business is closed by order of a public official due to a health emergency, or the employee needs to care for child whose school or place of care has been closed by order of a public official due to a health emergency. Vacation and personal leave must be used for an illness or injury after the employee has exhausted all available sick leave accruals.

**Sick leave may not be used for any reason other than described above and in no case may be used as vacation or personal leave.** Any employee found to be using sick leave for any purpose other than illness or injury will be subject to disciplinary action, up to and including immediate termination of employment.

*Return-to-Work Authorization:* When employees are absent for more than three (3) consecutive days, certification that the use of Earned Sick Leave is required. For time used pursuant to (A), above, the employee is required to provide the Vice President for Administration with a Return to Work Authorization Form from a licensed health care provider before returning to work. If employees are given a conditional authorization, their doctor must specify what the restrictions of the conditional authorization are and the expected length of such restrictions. All documentation regarding employees’ personal health should be provided only to the Vice President for Administration where it will be maintained in separate and secure files. For Earned Sick Leave used pursuant to (B), above, a police report, court document, a signed statement from an attorney, a member of the clergy, or a victim services advocate, or any other evidence that supports the employee’s claim, including a written statement, must be provided to the Vice President for Administration. Absences due to serious health...
condition, pregnancy or disability should be addressed through our Family Medical Leave Act (FMLA) or our ADA Reasonable Accommodation protocols, respectively. Retroactive accommodation cannot and will not be provided. Inquiries must be submitted immediately and directly to the College’s Vice President for Administration. Upon termination of employment, employees will not be paid for unused sick leave.

Benefits eligible administrative employees will have the opportunity, at the close of each fiscal year, to rollover unused sick leave to either their Catastrophic Leave Bank, or their Vacation Leave Bank, as explained below. Instructions for the rollover of unused Sick leave is provided after the close of each Fiscal Year on the TouroOne Human Resources Portal as well as announced to employees via email notifications.

If, at the end of the fiscal year, the employee has the equivalent of four (4) or more days remaining in their sick leave bank, the employee can elect to convert that leave into vacation leave to be used in subsequent fiscal years based on the table below. The total vacation leave bank cannot exceed 20 days at any time. Employees may also convert any amount of unused sick leave into an equal amount of days for the Catastrophic Leave Bank on a one-to-one conversion rate.

<table>
<thead>
<tr>
<th>Unused Sick Leave (Days)</th>
<th>Converted to Vacation Leave (Days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>6</td>
<td>3</td>
</tr>
</tbody>
</table>

An employee with fewer than the equivalent of four (4) sick days accrued on June 30th may not convert to vacation days, but may convert to Catastrophic leave. Any sick leave remaining on June 30 will otherwise be forfeited. On July 1 the new fiscal year’s Sick leave accruals will be available.

Each fiscal year eligible employees must complete the sick leave election form and return it to the Office of the Vice President for Administration by the deadline provided each year if they want their unused sick leave rolled over. Failure to file a sick leave election form by the designated due date will have the effect of forfeiting the rollover option.

**Catastrophic Leave:** Full-time administrative employees can build a personal Catastrophic Leave Bank to a maximum of 6 months. This is done by converting unused sick leave at the end of a fiscal year into the employee’s personal Catastrophic Leave Bank.

A catastrophic illness or injury is an illness or injury that incapacitates either the employee or the employee’s immediate family member such that the employee is expected to take time off from work for an extended period of time. For the purpose of this policy, “immediate family member” includes only the employee’s spouse, parents, children, and legal dependents. Employees who experience a catastrophic illness or injury may be eligible to draw against their Catastrophic Leave Bank based on the following procedures:

- Employees must have first requested Family Medical Leave Act (FMLA) leave;
- Employees must first have exhausted all available vacation, regular sick, or personal time;
- Employees must submit the request in writing to the Vice President for Administration;
A licensed health care provider must document the illness or injury. HTC will have the right to have the documentation reviewed by a doctor of its choice; and

Decisions concerning the granting of time from the Catastrophic Leave Bank will be solely at the College’s discretion.

In the event the employee exhausts catastrophic leave and still needs additional time as a result of the employee’s own disability or impairment, then the College will engage in an interactive dialogue with the employee to determine if a reasonable accommodation can be made and the extent of the accommodation. In these circumstances, employees must immediately work with the Vice President for Administration for prompt resolution.

In the event that an employee exhausts catastrophic leave and still needs additional time to care for an immediate family member, the employee will be separated from employment.

**Bereavement:** A bereavement leave consisting of seven workdays is granted without loss of salary upon the request of the staff or faculty member in the event of the death of a member of the immediate family (spouse, parent, sibling, stepparent, grandparent, child, stepchild, grandchild.) Bereavement leave for full-time employees for the death of a relative outside the household or immediate family (spouse’s parent, spouse’s stepparent or spouses’ sibling) is three workdays in duration. Under special circumstances, longer leaves may be granted.

**Educational/Professional Development:** Short-term leaves may be granted with pay to engage in advanced study or to participate in professional activities that will enhance their ability to contribute to the College. Individual requests for such leaves are made through the Deans of the divisions or to your direct supervisor.

**Jury Duty:** Full-time employees called for jury duty will receive their full salary for a period of up to fourteen (14) days unless they have already served on jury duty and such service ended less than thirty (30) months from the start of the current service. In that case, employees will be paid the first $40.00 of their salary for the first three days of jury duty, but not for any additional days. (If the employee’s wage for time missed from work is less than $40.00, the College will pay the employee’s regular rate of pay for the first three days of jury duty.) Either the College or the employee may request an excuse from jury duty if, in the College’s judgment, the employee’s absence would create serious operational difficulties. Employees must present the jury duty summons to their supervisor and to the Vice President for Administration. Upon completion of jury duty the employee must submit proof of attendance to the Vice President for Administration immediately upon return.

**Sick, Disability, or Maternity:** An employee who anticipates or unexpectedly requires sick leave of less than one week must contact their direct supervisor so that arrangements can be made for the coverage of their responsibilities during the absence.

**Unpaid Leaves**

**Family Medical Leave Act (FMLA)**
FMLA applies to any employee who has been employed by the College for a 12-month period prior to requesting such leave and has worked for the College for at least 1,250 hours during that 12-month period. Eligible employees may take up to 12 weeks of unpaid leave in a given 12-month period. The
12-month period during which an employee may utilize such leave is calculated from the date the employee first takes FMLA leave.

FMLA leave is unpaid. Eligible employees who take FMLA leave must utilize all of their accrued paid leave banks (i.e. sick leave, personal leave, and vacation leave) when utilizing FMLA. If an employee is receiving compensation under an insurance plan (i.e. disability benefit compensation), the employee is required to utilize their accrued paid leave banks to the extent that utilizing such leave will ensure that they are being compensated at 100% of their rate of pay, until their accrued paid leave banks are exhausted.

FMLA may be taken by an eligible employee as a result of a personal serious health condition or that of a close relative that relies on the employee to care for them. Eligible employees may take FMLA leave in the following situations:

- Birth of a child, or childcare up to one year after the birth of the child;
- The adoption of a child, or childcare up to one year after the adoption or placement of foster care of the child; and
- Personal illness or illness of a family member for which the employee is the primary caretaker (i.e. spouse, child, stepchild, sibling, parent, stepparent, or grandparent).

Eligible employees must contact the Vice President for Administration to request such leave, and must provide supporting documentation evidencing their need to take leave. Employees must provide such documentation within 15-days of requesting FMLA. Failure to provide adequate documentation in a timely manner may result in an employees’ separation from employment due to voluntary job abandonment.

Employee Status and Benefits During Leave: While an employee is on leave, the company will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

Employee Status After Leave: An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider.

Use of Paid and Unpaid Leave: All paid vacation, personal and sick leave runs concurrently with FMLA leave.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

Intermittent Leave or a Reduced Work Schedule: The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).
Certification for the Need for Leave: The College will require certification for the need for FMLA, whether it is due to the employee’s serious health condition, the family member’s serious health condition, the qualifying exigency for military family leave or the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Recertification: The company may request recertification for the serious health condition of the employee or the employee’s family member when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the company may request recertification for the serious health condition of the employee or the employee’s family member every six months in connection with an FMLA absence.

Procedure for Requesting FMLA Leave: All employees requesting FMLA leave must provide the Vice President for Administration with verbal or written notice of the need for the leave. Within five business days after the employee has provided this notice, the Vice President for Administration will provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days’ notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the company’s usual and customary notice and procedural requirements for requesting leave.

Designation of FMLA Leave: Within five business days after the employee has submitted the appropriate certification form, the Vice President for Administration will provide the employee with a written response to the employee’s request for FMLA leave.

Intent to Return to Work from FMLA Leave: The company may require an employee on FMLA leave to report periodically on the employee’s status and intent to return to work.

Voting Time Off: The College encourages all employees to fulfill their civic responsibilities and to vote in public elections. Most employees’ schedules provide sufficient time to vote either before or after working hours. If the polls are open for at least 4 consecutive hours before or after an employee’s work shift, the employee is deemed to have sufficient time outside of work to vote. If an employee believes that he or she does not have sufficient time to vote before or after a shift, the employee must inform the College at least 2 days prior to the election, and the College may grant the employee time off at the beginning or end of the employee’s shift so that the employee may vote, up to a maximum of 2 hours.

Further, the College will not tolerate intimidation, threats, or impeding the voting activities of employees to influence them to vote or refrain from voting for a particular candidate or proposition. Further, the College will not threaten or attempt to influence the political opinions of its employees by placing any political material within an employee’s pay envelope.

Military Leave of Absence
The College recognizes the need to have procedures that address the employment and reemployment rights of full and part-time employees who serve in the military. The College complies with the
Uniformed Services Employment and Reemployment Act of 1994 (USERRA), as amended, and all applicable state laws, including the New York Military and Veterans Code, that protect job rights and benefits for veterans and members of the reserves. The laws cover all persons serving in the Army, Navy, Marine Corps, Air Force, Coast Guard, Public Health Service commissioned corps, reserve components of the aforementioned services, National Disaster Medical System and, National Guard.

USERRA protects those individuals who are absent from work for active duty, active duty for training, initial active duty for training (such as drills), inactive duty training, full-time National Guard or National Disaster Medical System duty, a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty and a period for which a person is absent from employment for the purpose of performing funeral honors duty. Please visit HTC’s website for full policy details.

Military Family Leave

An employee whose spouse is called to active military service is entitled to up to 10 days of unpaid leave from work to be used when the employee’s spouse is on leave from the U.S. armed forces, National Guard, or reserves while deployed during a period of military conflict.

An employee is eligible for leave under this policy if he or she:

- Works an average of 20 or more hours per week, and
- Is the spouse of a person who is a member of the U.S. armed forces, National Guard, or reserves, who has been deployed during a period of military conflict to a combat theater or combat zone of operations.

For purposes of this policy, “period of military conflict” means a period of war declared by the U.S. Congress, or in which a member of a reserve component of the armed forces is ordered to active duty.

An employee must notify his or her supervisor or the Vice President for Administration of the need for a leave as soon as possible. The College will not retaliate or tolerate retaliation against any employee who seeks or obtains leave under this policy.

COMPENSATION

Classification

Under the provisions of the Fair Labor Standards Act (FLSA), all employees are classified as either exempt or non-exempt.

A non-exempt employee is “not exempt” from the provisions and protections of the FLSA and is eligible for overtime pay and minimum wage protections. Non-exempt employees are eligible to receive overtime pay; however, a supervisor’s prior approval is required before the employee can work overtime. Failure to receive approval prior to beginning the overtime work may result in disciplinary action.

An exempt employee is “exempt” from and is not covered by the provisions of the FLSA and has no guarantee of overtime pay. At times, the workload in your department may require your supervisor to request you work longer hours than your schedule. Exempt employees are expected to work the hours necessary to complete assigned tasks and/or projects.
Time Sheets

**Biweekly Submission:** All employees must complete a record of their attendance and leave on the appropriate electronic time keeping system on a regular basis. This data serves as the basis for payment of wages. It also provides the basis to grant an employee time off. Time records are tracked and managed in two-week periods, and are submitted electronically to the employee’s supervisor for approval no later than the Monday following the end of the previous timesheet period. Failure to submit this attendance information as prescribed will result in a loss of leave accumulation that may not be restored. Failure to submit a two-week timesheet may also result in a delay in processing payroll for that employee. It is the employee’s responsibility to manage, daily, their time and attendance record in the system.

**Accuracy:** All administrative employees must provide an accurate and timely record of their time and attendance and leave by entering that information into the system. Employees with questions regarding time sheets should contact the office of the Vice President for Administration.

**Timeliness:** It is required that non-executive employees with administrative duties complete an accurate time sheet each workday stating time worked and leave used. Such employees must accurately enter the time they start work each day and the time they finish work that day. Offsite submission of attendance information is not permitted in any circumstance. Employees are not to enter their scheduled times, but their actual arrival and departure times. Employees may not have colleagues or other employees submit time records on their behalf. In certain circumstances a Supervisor may enter the employee’s time and attendance. Each employee’s designated supervisor must approve the employee’s time sheets. Managers are responsible for reviewing attendance and leave information and verifying the time sheet data submitted by the employee for each employee under their supervision. A manager’s approval of a timesheet does not absolve or in any way excuse an employee’s submission of an inaccurate or otherwise incorrect time record.

**No Advance Completion:** Every administrative employee must provide accurate daily timesheet entries and submit such entries in a timely manner. Therefore time records cannot be completed in advance unless the employee is on a pre-approved Vacation, Personal, Holiday or on scheduled Sick leave (scheduled sick leave can be pre-approved for a doctor’s appointment or procedure).

**Violations:** Failure to comply with these time and attendance procedures and/or attempts to falsify a time sheet by providing inaccurate start or end times or any other incorrect information is a serious violation of the College’s Code of Conduct. Disciplinary action, up to and including separation of employment, may be taken for repeated violations. An intentionally inaccurate entry is falsification of documentation and time theft. The employee will be subject to immediate separation. Recurring entry of inaccurate time records will be treated as time theft and subject the employee to immediate separation.

**Time Reporting:** All employees are required to accurately record their time worked and absences. Non-exempt employees must record hours worked. Exempt employees must certify their attendance as well as accurately record their absences. Time sheets are completed and submitted every two weeks for supervisor approval. Supervisors are expected to review and approve all time sheets.

Employees who fail to complete timesheets in accordance with published timelines may not be credited for paid time off accrual and may have payment of wages delayed.
Overtime
For non-exempt employees, overtime hours must be approved in advance by the employee’s supervisor. Overtime is not to be used to manage regular work requirements but in cases of unusual need or specific project requirements. Unapproved overtime could result in disciplinary action.

Payment of Wages
Frequency: Paychecks are issued bi-weekly. This may be amended from time to time and subject to the requirements of the jurisdiction of the location where the employee works. Employees will be informed about the frequency of their paychecks when they commence employment with the College and with sufficient advanced notice if there is a change in this frequency.

Eligibility: No one other than the employee to whom the check is written will be allowed to pick up a paycheck, unless the employee’s written authorization has been given to the Payroll Department in advance for another person to do so.

No Advance Pay: The College does not permit advances against paychecks or leave accruals in any circumstances.

Compliance with Federal, State, and Local Laws: For exempt salaried employees, it is the College’s policy to comply with the salary basis requirements of federal and applicable state overtime laws. Therefore, the College will not make any deductions from the salaries or leave benefits of exempt salaried employees that are not permitted by applicable law, and all managers are prohibited from directing or authorizing improper deductions. Deductions from the pay of salaried exempt employees are permitted:

- for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; or
- when authorized in writing or electronically by the employee, done for the benefit of the employee, and limited to payments for benefits,

Withholding of Pay: HTC is not required to pay the full salary in the initial or terminal week of employment, for disciplinary suspensions imposed in good faith for infractions of safety rules of major significance, or for weeks in which an employee performs no work.

Improper Deductions: If an employee believes that an improper deduction has been made from his or her salary or benefits, or notices any other discrepancies or errors, the employee should immediately report this information to the Vice President for Administration. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.

BENEFITS

Health Care Benefits
Employees who are scheduled for work 30 hours per week or more are eligible to join the College’s Health Insurance Program. Open enrollment for health insurance is held annually in the weeks preceding July 1. As of 2017, insurance coverage begins annually on July 1. Employees should contact the Vice President for Administration for more information.
In addition, HTC offers a Flexible Spending Account “125 Cafeteria Plan” to full time employees for both Health Care and Dependent Care expenses. Open enrollment for this benefit is held annually in November, and the coverage begins in January of each year. Employees should contact the Vice President for Administration for more information.

**Dental Insurance:** Full time employees are eligible to join the College’s dental plan at their own expense and should contact the Vice President for Administration for more information.

**Life Insurance:** Full time employees are eligible to join the College’s life insurance plan at their own expense and should contact the Vice President for Administration for more information.

**Long Term Disability Insurance:** Full time employees are eligible to join the College’s long term disability plan at their own expense and should contact the Vice President for Administration for more information.

**Worker’s Compensation Insurance**

*Eligibility:* All employees.

*Potential Availability:* In the event an employee is absent from work due to an illness or injury as a direct result of their work for HTC, the employee may be eligible for Worker’s Compensation Insurance.

**Unemployment Insurance**

*Potential Eligibility:* Under Illinois State law, if an employee is separated for reasons other than misconduct, an employee may be eligible to receive unemployment benefits. The employee must apply through the Department of Labor (DOL) in person, on the phone or through the DOL website.

*No-Cost to Employee:* This insurance is provided at no cost to the employee. If the employee resigns or is separated for misconduct, they will not be eligible to receive unemployment benefits.

*Determination:* The final determination of Unemployment Insurance is that of the Department of Labor. This benefit is considered to be taxable income.

**Tuition Remission**

*Tuition Remission at HTC divisions*

Employees may be eligible for tuition waivers for high school or college enrollment for their spouses, and their children under the age of 30 at the time of enrollment. Such waivers are granted only for students that are enrolled at HTC full-time, and do not include registration fees, materials or laboratory fees, where applicable. Eligible family members who are full-time students in the College program may receive up to 100 percent waiver of tuition due after receipt of need-based grants from governmental and private sources. Non full-time students may be eligible for up to a 50 percent tuition waiver (after receipt of need-based grants from governmental and private sources). Part-time employees who work 20 hours a week or more may receive a 50 percent tuition waiver for eligible family members.

All students must complete a FAFSA and/or other financial aid scholarship forms as a condition of receiving a tuition waiver.

Full time employees of HTC may receive a 75 percent tuition waiver for dependent children enrolled in a high school program at HTC.
Enrollment is contingent upon the availability of class space after tuition-paying students have been accommodated, and employees and eligible family members are responsible for any registration fees and laboratory fees associated with courses.

**Procedures:** To be eligible for tuition remission at an HTC college division, the student must apply for all applicable tuition assistance grants through the Financial Aid office. The College will determine the amount of such scholarships and grants, including Federal and State awards, before tuition remission funds are awarded. Tuition remission will continue for the length of service of the staff member. If an employee voluntarily resigns, the full value of the tuition for the semester will be due as payable by the employee prior to the end of the semester in order to take final exams. If an employee is separated from service, the tuition will be prorated and payment for the rest of the semester will be due before final exams.

**Limitations:** Employees may not take courses during their regular work hours. Employees must submit their supervisor’s written approval to the Financial Aid Office when applying for tuition remission. This approval must indicate that the hours of class will fall outside of normal working hours for the employee. All course registrations must have the written approval of the supervisor.

**Default:** Employees who are in default of any student loans are not eligible and cannot receive tuition remission.

**HTC is Final Decision-Maker:** The school reserves the right to re-evaluate and revise the tuition remission policy at the commencement of any semester. The decision of HTC is final.

**Tuition Remission at other Touro institutions**
Tuition waivers and discounts are applicable at any institution within the Touro College and University System. Full-time employees, their spouses, and their children under the age of 30 are eligible for up to 100 percent discount at other Touro undergraduate programs, up to 50 percent discount for courses at Touro University World Wide (online), and up to 25 percent discount at other Touro graduate programs. In order to participate in the Employee Tuition Remission Program at another Touro institution, please contact the HTC Vice President for Administration for details.

**Pension Benefits**
After two years of service, full-time employees may be eligible to join the College's pension program. Eligible employees should contact the Vice President for Administration for additional information and enrollment.

**Cafeteria Privileges**
Employees whose responsibilities place them at the Carpenter Road campus during mealtimes are entitled to receive meals at no cost. This benefit may be revoked at any time without notice.

**Use of Library and Computer Lab**
Availability: Library and computer lab facilities at the Skokie and Chicago campuses are available to all HTC employees on a space available basis.

**Skokie Public Library Privileges**
All Hebrew Theological College employees are eligible for library cards from the Skokie Public Library. Employees must complete the SPL Card Request form available on the Employee tab of the
TouroOne Portal, and submit it to the High School office. Employees who have SPL borrowing privileges are responsible for all fees and fines associated with their account.

MEETING PERFORMANCE STANDARDS

All employees are expected to meet Hebrew Theological College’s standards of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency and general compliance with HTC’s policies and procedures.

If you fail to meet these standards, HTC may, under appropriate circumstances, take corrective action. The intent of this process is to document performance issues while providing a reasonable time within which to improve performance. The process is designed to encourage development by providing guidance in areas that need improvement, such as poor work performance, attendance problems, personal conduct, general compliance with HTC’s policies and procedures, and/or other disciplinary problems. HTC may give you the opportunity to improve your performance. However, since your employment is at-will, HTC reserves the right to dismiss you at any time.

(Note: The performance evaluation process for faculty members may vary from the process for other employees. Please consult with the Principal or Dean of your specific division for information.)

SEPARATION FROM THE COLLEGE

Separation from Employment
Illinois is an employment at-will state. Accordingly, HTC reserves the right to separate an employee in its sole discretion at any time with or without notice and with or without cause. A decision to separate is not one the College makes lightly. Reasons for separation of employment include, but are not limited to:

- Poor performance;
- Financial exigency on the part of the College;
- Departmental reorganization, which permanently eliminates the position of the employee;
- Job abandonment: Employees who are absent from work for three consecutive days without giving proper notice or calling their supervisor to explain their absence are considered to have voluntarily abandoned their job, with the same effect as resignation; and
- Expiration of appointment, if any.

Resignation
An employee who has decided to resign from the College must notify his or her supervisor once a decision has been made. The College expects a minimum of two weeks formal written notice to the supervisor and the Vice President for Administration. The letter must include the effective date of resignation and the reason(s) for resigning.

Once employees submit their resignation, they will not be eligible to use accrued leave time. Accrued vacation leave as of the last day of work will be paid out to the employee. Employees are expected to come to work to ensure an orderly transition. Notwithstanding the foregoing, the College reserves the right to give pay in lieu of service.
Final Payment
Any compensation due to an employee will be paid no later than the following payday.

HTC Property
At the time of separation of employment, employees must return all College property including but not limited to keys, ID cards, office equipment, laptops, cell phones, and radios.

Benefits Upon Separation
Expiration: All separated employees’ benefits terminate on the last day of the month during which the employee was separated. Refer to the section on COBRA to understand how to acquire continued insurance coverage.

403(b) Plans: Separated employees participating in the 403(b) Plan can either withdraw all funds from the account, keep their money invested with TransAmerica, or roll over their money into another retirement plan or IRA. The employee should contact the investment firm directly to inform them of the course of action they wish to take.

Flexible Spending Accounts: Contributions to the Flexible Spending Accounts stop with the separated employee’s last paycheck. The employee must submit their medical and dependent care claims for payment up to the amount accumulated in the employee’s accounts.

Qualified Tuition Reimbursement Plan: Contributions to the Qualified Tuition Reimbursement Plan also stop with the employee’s last paycheck. The employee will then have to make payments directly to the institution.

Continuation of Benefits after Employment Separation (COBRA)
Qualifying Extensions of COBRA: Pursuant to COBRA Act of 1986, HTC provides extended health care coverage to employees and their dependents under certain qualifying events. The employee or dependent must pay the full cost of coverage at the College’s group rates. HTC will provide each separated employee with a written notice describing rights granted under COBRA. The notice contains important information about the employee’s rights and obligations.

Time Limitations: Employees and their dependents are eligible to continue health insurance coverage for eighteen (18) months following either resignation or separation of employment for reasons other than gross misconduct, or reduction of the employee’s hours or a leave of absence, with the following provisions:

- COBRA coverage is available for up to twenty-nine (29) months for employees and their dependents, when the employees separate their employment while disabled;
- COBRA coverage is available for up to thirty-six (36) months for the following individuals:
  - Spouses and dependents of covered deceased employees;
  - Divorced or legally separated spouses and dependents of covered employees;
  - Spouses and dependents of employees covered by Medicare; and
  - Dependent children who would no longer be covered because they have reached the age of nineteen (19) or are full-time students who have reached the age of twenty-five (25).

New Changes: The HIPAA Act of 1996 made three important changes to the COBRA Act described as follows:
An employee who becomes disabled during the first sixty (60) days of COBRA coverage is entitled to twenty-nine (29) months of coverage. Coverage also applies to such an employee’s dependents;

- A child born to or placed for adoption with an employee who is receiving COBRA is also entitled to COBRA; and

- HIPAA limits a group health plan’s ability to impose pre-existing condition exclusions. Therefore, COBRA coverage can be terminated when the COBRA beneficiary becomes covered under another group health plan and whose pre-existing condition exclusion of the new plan will not apply to the beneficiary under the new HIPAA rules.

**Exit Interview**

The Vice President for Administration may contact employees for an exit interview. Departing employees are also welcome to contact the Vice President for Administration directly as soon as they know they will be leaving the College. Although it is not mandatory, departing employees are encouraged to participate in an exit interview.

**Rehiring and Benefits Upon Rehire**

A former employee who is eligible for rehire and is subsequently rehired within seven (7) months of separation will be provided with service credit for their immediate prior employment period. This means that the vacation accrual schedule will be based on the most recent period of HTC employment so that prior service to the School is recognized. The former employee, with a break of service of less than seven (7) months, will be restored to their vacation accrual schedule at the end of the immediate prior employment period.

Upon re-employment within seven (7) months, and effective the first of the month following date of rehire, the employee may choose to reenroll in a medical, dental, vision and/or Flexible Benefit Plans. However an employee must complete three months of employment to be eligible for life and Long-Term Disability benefits.

**Death of an Employee**

In the event of an employee’s death, the Vice President for Administration will contact a family member about applicable benefits. The Vice President for Administration will assist the family in filing any required paperwork and will prepare a final paycheck with all applicable payments.

**HTC RECORDS, PROPERTY, & INTELLECTUAL PROPERTY**

**Confidentiality and Security of Information**

*Confidentiality:* Company data and documents are confidential. HTC’s Information Security Policy is posted on the Information Security section of the Portal and in the Appendix to this manual and identifies the different levels of data classification. Disclosure of restricted or confidential information, (as those terms are defined below and in the Information Security Policy) without authorization, is prohibited. Confidential, restricted, or sensitive information must be kept safe and never given to an unauthorized person or organization.

*Parameters:* Confidential Information shall include all data, account passwords, materials, products, technology, computer programs, specifications, manuals, business plans, software, marketing plans, financial information, and all other information disclosed or submitted to employees orally, in writing, or by any other medium. Such information also includes, but is not limited to, student information,
employee information, business and financial information, computer access passwords, procedures used in producing computer or data processing records, including computer network diagrams and computer system configuration information and email listing and databases of employee or student information personnel and medical records, and payroll data, new project and marketing plans, cost data, and advertising plans.

Limitations on Disclosure: Employees shall limit the disclosure of Confidential Information to the directors, officers, and employees of their own school or department on a need to know basis and shall not disclose Confidential Information to any unauthorized individual or third party. The employee shall keep account passwords, which are unique to the individual, confidential at all times.

Employee Responsibility: Each employee is responsible for preserving the confidentiality of a variety of information that may lose its value or impede the College’s educational and social mission if released.

Employee Consent: Acceptance of employment constitutes an agreement by employees that they will keep confidential all information acquired in the course of employment, and will refrain from any actions that might breach the security of the College.

Confidentiality Agreement: As a condition to employment, all employees must sign a Confidentiality Agreement. This agreement will continue to be binding on employees after their resignation or separation of employment with HTC. Any breach or attempted breach of the College’s confidentiality or security may result in immediate disciplinary action, up to and including suspension without pay, separation of employment, and possible legal action.

Protected Activities: This policy is not intended to restrict or prohibit employees’ ability either to discuss information concerning terms or conditions of employment or to engage in concerted activity.

Personnel Files
Human Resource Control: Personnel files for each employee contain all official employment related documents. They are maintained under secure conditions under the supervision of the Vice President for Administration.

HTC Property: Except where state or local law requires, these files are solely and exclusively HTC property. Employees are not permitted to examine the contents of their own personnel file. Employee personnel files may not be removed for any reason.

Updating Records: Employees should update any changes in personal information promptly. Employees should make changes in their home address, telephone number, or other personal status through the TouroOne Portal. Inappropriate modifications made via the Portal will subject the employee to disciplinary action, up to and including separation of employment. Changes such as marital status and number of dependents should be reported immediately to the Vice President for Administration on a new W-4 Form with appropriate backup documentation.

Employees’ Access to Student Files:
School officials with legitimate educational interests may access student educational records. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Therefore, employees who are also students at the institution may face a situation, remote but possible, where their colleagues may have some knowledge.
of their educational record. Furthermore, directory information is available to the general public and is not protected.

**Intellectual Property**

*Privacy Waiver/Disclaimer:* All information whether hard copy or electronic on the College’s email, phone, and computer systems, is the exclusive property of HTC. HTC reserves the right to have authorized individuals within HTC access email, files, history, and other utilization, audit trail, usage, and user data or information at any time in order to monitor equipment, systems, and network traffic and to ensure compliance with this Policy and applicable laws. Nothing contained in this policy is intended to abrogate an employee’s right to engage in concerted activity in any way.

*Plagiarism:* Plagiarism, in any form, is unacceptable at HTC. HTC Information Technology (“IT”) resource users are required to abide by all intellectual property, copyright and similar laws and regulations.

**Created or Developed Intellectual Property**

*Work-for-Hire:* The College promotes the intellectual advancement of its employees and is committed to supporting the creativity of the members of the HTC community and their scholarly research. HTC acknowledges that its relationship to the members of the HTC community is a collaborative partnership that must be preserved and protected. There may be a time when a member of the HTC community conceives certain concepts or inventions. Employees’ inventions conceived in the course of their employment are “work for hire” and therefore are the property of the College.

*Intellectual Property Policy:* Accordingly, HTC has adopted an Intellectual Property Policy, which can be found on the Portal. That policy is intended to demonstrate the College’s support of academic freedom, provide an incentive for engaging in research, and facilitate the creative works of employees. HTC’s commitment to building intellectual capital and recognition among the College community and beyond is of utmost importance.

**Internet and Email Policy**

*Statement of Policy:* The College’s Internet and email connections are intended solely for use in conducting the College’s business and promoting its educational goals.

*Exclusive Individual Use:* All usernames, passwords, and email addresses are for the exclusive use of the individuals to whom they are allocated. Users are personally responsible and accountable for all activities carried out under their usernames and email accounts. The password associated with a particular username must not be divulged to any other person, and any unauthorized attempts to access or use any username or email address are prohibited. All users must correctly identify themselves at all times. Users must not masquerade as others, withhold their identity, or tamper with audit trails. If a user has certain privileges associated with their user ID because of their job responsibility, they must not use these privileges to violate policies or for personal benefit. Users must take all reasonable precautions to protect their resources and the resources of HTC.

**Use of Computers and Other Electronic Devices**

*Acceptable Use Policy:* Users of HTC IT services are required to abide by HTC’s Acceptable Use Policy which can be found on the Portal under Information Security. Some highlights of the policy require that users must not disable anti-virus or automated mechanisms that update virus signatures or prevent
security patches on workstations from being applied. All workstations must be registered, and adequately protected against viruses and malware, through the use of up-to-date anti-virus software with the latest tested security patches installed. Reasonable care should also be taken to ensure that one individual’s use of resources does not deny services or the use of resources to others.

**Employee Internet and Email Conduct:** Employees’ conduct on the Internet when at HTC’s facilities, utilizing HTC equipment or access on the Internet and email must conform to the College’s Code of Conduct and must be in furtherance of legitimate College business. Use of technology resources to interfere with the business of HTC is unacceptable. HTC has specific Information Security, Acceptable Use, and Internet Services Generated Content Policies. Should there be questions as to which policy should be followed; clarifications can be addressed to ciso@touro.edu.

**Definition:** A suspected computer breach or security incident represents the attempted or successful unauthorized access, use, modification, or destruction of information systems or data. If unauthorized access occurs, computer systems could potentially fail, and restricted or confidential information could be compromised; thus all suspicious activity must be reported.

**Examples:** Unacceptable uses of HTC IT resources include, but are not limited to, the following:

- Distributing materials that are offensive, obscene, defamatory, or abusive. Such material may be illegal and violate HTC policies on abuse. Users of HTC computer systems must be familiar with and comply with HTC abuse policies;
- Interfering or attempting to interfere in any way with information belonging to or material prepared by another user. Similarly, no user shall make unauthorized copies of information belonging to another user;
- Pirating and infringing upon intellectual property rights, including copyright, trademark, and patent. It is unacceptable to download, distribute, or store music, video, or other material for which the employee does not hold a valid license or other valid permission from the copyright holder;
- Using other peoples’ accounts or password;
- Attempting to break into, gain access to, or damage computer systems or data on HTC computers or on any other computers for which the individual is not authorized or attempting to facilitate actions to accomplish the same;
- Connecting an unauthorized device to HTC’s network, such as one that has not been configured to comply with this policy, any other relevant regulations and guidelines relating to security, and the HTC Acceptable Use Policy (AUP);
- Circumventing network access controls, monitoring or intercepting network traffic without permission, and probing for the security weaknesses of systems by methods such as port-scanning or using automated password cracking tools without the permission of the CISO;
- Associating any unauthorized device to HTC’s wired or wireless networks;
- Providing any services to others via remote access;
- Providing any server-based services, including but not limited to Web, FTP, Streaming Media server, peer-to-peer facilities, or email services, without permission on an installed machine or using the installed machine on each network as anything other than a workstation;
- Using any HTC system or network for any purpose or in a manner that violates HTC policies or federal, state, or local law;
- Using HTC systems or networks for commercial purposes;
• Circumventing the Chief Information Security Officer;
• Removing equipment from any HTC location without a property pass and the explicit permission of HTC Administrative Management; and
• Sending student (FERPA-governed) data or credit card data via email or storing this type of confidential data on portable devices in an unencrypted state.

**Employee Responsibility:** Each employee is responsible for reporting and cooperating with investigations of a suspected computer breach or security incident:

- Faculty must report to their local campus Dean or Department Chairperson and their local IT Director with a copy to CISO@touro.edu.
- Administrative employees must report breaches to their local Manager and their local IT Director with a copy to CISO@touro.edu.

HTC IT resource users should not execute any form of network scanning (e.g., port, security).

The CISO will coordinate with Touro Counsel and Senior Management in reporting computer breaches to law enforcement authorities as required.

**Security-Breach Protocol:** All HTC IT resource users are required to cooperate with investigations into suspected computer breaches or security incidents, including those involving law enforcement authorities.

**Violations:** Employees who violate any of the above regulations may be subject to disciplinary action at the sole discretion of the College, up to and including suspension without pay and separation of employment.

**External Users & Independent Contractors**

**Adherence to Acceptable Use Policy:** Users of services external to HTC are expected to abide by any policies, rules, terms of service or use, and codes of conduct applying to such services. Any breach of such policies, rules, terms of service or use, and codes of conduct that are reported to HTC may be regarded as a breach of the Acceptable Use Policy and be dealt with accordingly. The use of HTC credentials to gain unauthorized access to the facilities of any other organization is similarly prohibited.

**Employee References**

**Requesting Employee References:** All inquiries for employment references on behalf of a current or former employee must be requested in writing and directed to the Vice President for Administration on the appropriate form available on the TouroOne Portal. Managers are not permitted to release any information regarding previous or current employees.

**Cooperating with Agencies, Law Enforcement, and Attorneys**

**Full Cooperation:** It is the practice of the College to cooperate fully, appropriately, and effectively with all lawful inquiries, inspections, audits, investigations, unannounced visits, and other information-gathering activities conducted, directly or indirectly, by federal, state, or local Government regulators (“Government Reviews”). The Government Review Protocol available on the College Portal is intended to ensure that Government Reviews are handled in a deliberative manner that does not create confusion, duplication of effort, or increased exposure to HTC College.
**Warrant or Subpoena:** In the event that a search warrant or subpoena is presented, the contacted employee must immediately contact Campus Security or the Office of Institutional Compliance.

**EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

Emergency Preparedness
If a fire or other emergency occurs, everyone on campus is instructed to leave hazardous areas per the evacuation routes and go to their Designated Assembly Area before calling 911 for help. All students, faculty and staff are instructed to pull the fire alarm as they are leaving the building if they can do so without risking their safety. Students, faculty and staff are to remain at the Designated Assembly Area so that the Dorm Supervisor (Skokie Campus) or the Eim Bayit (Chicago Campus) can take a full accounting of the residents.

Fire Incident Reporting
Students, faculty, and staff are instructed to call 911 to report a fire emergency. Non-emergency notifications (e.g. evidence that something burned) are made to Hebrew Theological College’s 24 Hour Hotline at (847) 982-2501 (Skokie) or (773) 972-1927 (Chicago).

**REPORTING OF CAMPUS EMERGENCIES**

We ask for your cooperation with the reporting of any hazardous or emergency situation involving a threat to the health and safety of our College Community or loss of College property. Hazards, such as missing fire extinguishers, obstructed emergency exits, multiple or frayed electrical extension cords, candles, open flame devices or improperly contained hazardous materials must immediately be reported to the Dorm Supervisor (Skokie Campus) or the Facilities Manager (Chicago Campus). Emergency situations involving imminent threat to health and safety, which may be medical, criminal or involve a fire, should be called into the Police Department by dialing 911, followed by a call to the Dorm Supervisor (Skokie Campus) or Eim Bayit or Facilities Manager (Chicago Campus).

**Timely Warning Reports & Public Safety Notices**
This section summarizes Hebrew Theological College’s emergency response and evacuation procedures, including protocols for emergency notifications communications in those situations that represent a significant emergency or dangerous situation affecting the health and/or safety of the college community. This policy statement complies with the Emergency Notification requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Higher Education Opportunity Act of 2008 and applicable Department of Education regulations.

Public Safety Notices are distributed by Campus Security, in conjunction with the Department of Emergency Preparedness, in the following ways:

1. Hebrew Theological College Web Sites – Notices may be posted on the main Hebrew Theological College website, www.HTC.edu. The website will be updated with information throughout the duration of any serious incident.
2. Campus Emergency Information Line, (847) 982-2501 (Skokie) or (773) 972-1927 (Chicago). Students and employees may call the Campus Emergency Information line for updated information about serious or ongoing threats to the campus community.

3. Hebrew Theological College Mass E-Mail – During regular business hours, 9:00am-5:30pm, an “urgent” mass e-mail will be sent to all HTC.edu email addresses. The message will provide instructions to follow during the incident, or direct individuals to the main Hebrew Theological College web site for additional information or instructions.

It is the responsibility of all HTC faculty, staff and students to report incidences in the appropriate manner, and to regularly check the HTC website and/or htc.edu email addresses and respond to emergency communications as appropriate.
RECEIPT FOR EMPLOYEE HANDBOOK

I acknowledge that I have received a copy of Hebrew Theological College’s (“the College”) Employee Handbook. I plan to read it thoroughly. If there is any policy, provision or benefit that I do not understand, I will ask the Vice President for Administration to clarify it.

No individual or representative of HTC, except the President, Chief Executive Officer, and Chief Academic Officer, has the authority to enter into any agreement or understanding to confer any rights or privileges on employees or impose any obligations on HTC.

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

I acknowledge that I am responsible for knowing all policies and abiding by them. I further acknowledge that this Handbook may be updated and that I am responsible for knowing these updates by periodically checking the TouroOne portal.

Please sign and date this receipt and return it to the VP of Administration’s office.

______________________________________________

Date

______________________________________________

Name (print)