



Welcome

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

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Introduction

We are pleased to welcome you to the University of York. This handbook provides information about the University and the services available to you. It is intended to help you get the most out of your experience at York. We hope you will find it a useful guide to the many opportunities available to you. If you have any questions, please contact your academic advisor or the Student Services team.

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Mission Statement

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

For Undergraduate Students

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

For Graduate Students

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

Employment-at-Will

The University of Utah is an Equal Opportunity Employer. It is the policy of the University to provide an affirmative action program that will ensure equal employment opportunities for all persons without regard to race, sex, color, religion, national origin, marital status, age, sex, or sexual orientation. The University is committed to the principle of non-discrimination and to the goal of providing an equal and fair employment environment for all. This policy applies to all employees of the University.

All University employees are subject to the University's employment-at-will policy. This means that either the University or the employee can terminate the employment relationship at any time, with or without notice, and without cause. This policy applies to all full-time and part-time employees, except those who are covered by a collective bargaining agreement. This policy also applies to contractors and temporary employees.

Equal Employment Opportunity Statement

Equal Employment Opportunity Act of 1967, as amended, which prohibits discrimination in employment on the basis of race, sex, religion, national origin, and age.

Yonkers University is committed to the principles of equal opportunity and affirmative action. We do not discriminate in employment on the basis of race, sex, religion, national origin, or age. We are an affirmative action employer and we encourage minorities and women to apply. We do not discriminate in recruitment, hiring, promotion, or termination. We do not discriminate in compensation, benefits, or other terms and conditions of employment. We do not discriminate in the provision of services or facilities. We do not discriminate in the provision of training or development opportunities. We do not discriminate in the provision of health and safety programs. We do not discriminate in the provision of employee assistance programs. We do not discriminate in the provision of any other employee benefits.

It is the policy of Yonkers University to provide equal employment opportunities to all individuals without regard to race, sex, religion, national origin, or age. We do not discriminate in recruitment, hiring, promotion, or termination. We do not discriminate in compensation, benefits, or other terms and conditions of employment. We do not discriminate in the provision of services or facilities. We do not discriminate in the provision of training or development opportunities. We do not discriminate in the provision of health and safety programs. We do not discriminate in the provision of employee assistance programs. We do not discriminate in the provision of any other employee benefits.

The University of the State of New York is committed to the principles of equal opportunity and affirmative action. We do not discriminate in employment on the basis of race, sex, religion, national origin, or age.

All employees are encouraged to report any discrimination to the Human Resources Department.

Disability Accommodations

YU employees are encouraged to discuss their disability accommodations with their supervisor. The process is confidential and based on the employee's disability. The Rehabilitation Act and the Americans with Disabilities Act require employers to provide reasonable accommodations to qualified employees with disabilities. The process is confidential and based on the employee's disability. The process is confidential and based on the employee's disability.

Disability Accommodations Process and Procedures

Section 101 - Disability

Employee Handbook - Confidentiality

Confidentiality

All information related to an employee's disability accommodations is confidential and will be kept confidential. This information is not to be shared with anyone outside of the employee's supervisor.

Complaint Procedure

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

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

All information related to an employee's disability accommodations is confidential and will be kept confidential. This information is not to be shared with anyone outside of the employee's supervisor.

On the Job

Work Schedules/Flexible Arrangements

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Flexible Work Arrangement Strategies

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Remote and Hybrid Work Arrangements

The employee can be considered a flexible work arrangement if the employee is able to work from a location other than the office or a combination of locations. This includes working from home, a co-working space, a client site, or a remote office. The employee must be able to perform their job duties effectively and efficiently from the chosen location.

Approved flexible work arrangements are subject to the following conditions:

Procedure for Approval for Flexible or Remote Work Arrangements

Employee

- Complete Flexible Work Arrangement Request Form [Flexible Work Arrangement Request Form](#)
- If the employee is unable to work from home, they must provide a justification for the requested location.
- Notify the supervisor of the requested arrangement at least 30 days in advance.

Supervisor

- Review and approve or deny the request.
- Consult with the Department Head, Vice President, Dean, and the Chief Human Resources Officer if necessary.
- Review and approve or deny the request.
- Complete Flexible Work Arrangement Request Form [Flexible Work Arrangement Request Form](#)
- Obtain approval from the Chief Human Resources Officer.
- Provide the employee with the approved arrangement.
- Provide the Human Resources Office with the approved arrangement.
- Review and approve or deny the request.

Open Communication

The employee should be encouraged to communicate with the Department Head, Vice President, Dean, and the Chief Human Resources Officer. The employee should be encouraged to communicate with the supervisor and the Human Resources Office. The employee should be encouraged to communicate with the supervisor and the Human Resources Office. The employee should be encouraged to communicate with the supervisor and the Human Resources Office. The employee should be encouraged to communicate with the supervisor and the Human Resources Office.

Background Checks

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Drug & Alcohol Use

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Smoke-Free Workplace

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Computer Systems/Network

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Whistle-Blower/Compliance Hotline

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Time Off and Leaves of Absence

Attendance

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Vacation

Vacation Eligibility

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Scheduling Vacation

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The University is committed to providing a safe and healthy work environment for all employees. We encourage you to report any safety concerns to your supervisor or the University's Safety Office.

- We are committed to providing a safe and healthy work environment for all employees.
- Health and safety is a top priority for the University. We encourage you to report any safety concerns to your supervisor or the University's Safety Office.
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- Health and safety is a top priority for the University. We encourage you to report any safety concerns to your supervisor or the University's Safety Office.

For more information, please contact the University's Safety Office at safety@yu.edu or call (212) 312-2222.

Emergency Closing

Yes, we are committed to providing a safe and healthy work environment for all employees. In the event of an emergency, we will follow the University's emergency procedures. We encourage you to familiarize yourself with these procedures. For more information, please contact the University's Safety Office at safety@yu.edu or call (212) 312-2222.

Alert Find

Let's all work together to keep our campus safe. If you find an alert, please contact the University's Safety Office at safety@yu.edu or call (212) 312-2222. We encourage you to familiarize yourself with the University's alert procedures. For more information, please contact the University's Safety Office at safety@yu.edu or call (212) 312-2222.

Paid Leaves

Absence Due to Illness

The University's policy on paid leave for illness is as follows: Employees are eligible for paid leave if they are unable to work due to a medical condition. For more information, please contact the University's Human Resources Office at hr@yu.edu or call (212) 312-2222.

Yes, we are committed to providing a safe and healthy work environment for all employees. We encourage you to familiarize yourself with the University's policies on paid leave. For more information, please contact the University's Human Resources Office at hr@yu.edu or call (212) 312-2222.

Sick Days

For more information on sick days, please contact the University's Human Resources Office at hr@yu.edu or call (212) 312-2222. We encourage you to familiarize yourself with the University's policies on sick days. For more information, please contact the University's Human Resources Office at hr@yu.edu or call (212) 312-2222.

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If you are unable to work due to a medical condition, please contact the University's Human Resources Office at hr@yu.edu or call (212) 312-2222. We encourage you to familiarize yourself with the University's policies on sick days. For more information, please contact the University's Human Resources Office at hr@yu.edu or call (212) 312-2222.

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Bereavement/Condolence Leave

If a family member dies, you may be eligible for bereavement leave. If you are a full-time employee, you are eligible for up to three (3) days of bereavement leave. If you are a part-time employee, you are eligible for up to one (1) day of bereavement leave.

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

Other information regarding bereavement leave is available in the Employee Handbook. For more information regarding bereavement leave, please contact your supervisor or the Human Resources Department.

Pregnancy & Childbirth Leave—Staff

Full-time employees are eligible for up to 12 weeks of pregnancy and childbirth leave. Part-time employees are eligible for up to 6 weeks of pregnancy and childbirth leave. For more information regarding pregnancy and childbirth leave, please contact your supervisor or the Human Resources Department.

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

Additional information regarding pregnancy and childbirth leave is available in the Employee Handbook. For more information regarding pregnancy and childbirth leave, please contact your supervisor or the Human Resources Department.

Pregnancy & Childbirth Leave—Faculty

Full-time faculty members are eligible for up to 12 weeks of pregnancy and childbirth leave. Part-time faculty members are eligible for up to 6 weeks of pregnancy and childbirth leave. For more information regarding pregnancy and childbirth leave, please contact your supervisor or the Human Resources Department.

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

Additional information regarding pregnancy and childbirth leave is available in the Employee Handbook. For more information regarding pregnancy and childbirth leave, please contact your supervisor or the Human Resources Department.

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

Jury Duty

If you are summoned for jury duty, you may be eligible for jury duty leave. For more information regarding jury duty leave, please contact your supervisor or the Human Resources Department.

For more information regarding jury duty leave, please contact your supervisor or the Human Resources Department.

Personal Leave

Employees are entitled to 15 days of personal leave per calendar year. Personal leave is available for the employee, the employee's spouse, child, or dependent. Personal leave may be used for personal business, illness, or family matters. Personal leave may be used for the following purposes:

• Personal business

• Illness

• Family matters

Parental Leave

Employees are entitled to 15 days of parental leave per calendar year. Parental leave is available for the employee, the employee's spouse, child, or dependent. Parental leave may be used for the following purposes:

Leave for Birth or Adoption of a Child

Employees are entitled to 15 days of leave for the birth or adoption of a child. This leave is available for the employee, the employee's spouse, child, or dependent. This leave may be used for the following purposes:

• Birth of a child

• Adoption of a child

Leave for Care of an Older Child, Member of Your Household, or Parent

See NY Paid Family Leave for details.

Professional Conduct

Conflict of Interest

The following sections describe the standards of professional conduct that are expected of all employees of the University of the South Florida.

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General Policy

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Specific Restrictions

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Outside Employment

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

I e e e e e b d e e de e e e s F a d e a s e c a b f c a c e e f a c e f d e f e U e s a c c f e e e e e a f e c a e C e f H a R e c e O c e a e e b c a c a a e d e e a Y e a A a f d e e e a b e d a a a e f e U e s d e e e a c e e e e e e a b e e e e e f Y U d e

Y U e c a e d e e e c d a d c a a b e a c e s a a e e e d e c a e a c c f e e e U e s d a e e e a b a f a c e f e d e a d f e e s Y U S e e F a c H a d b f e F a c O d e E e P c

Violence in the Workplace

Y e a s b e e e a a e e e d b e e a e d d a d e e c A c f e c e b e e a e d A a c e f e c e b e e d a e e e d S e c e s a d e H a R e c e D e a e A c a b e f e a e d Y e a e e d a c d e e e f e c e V a f c e d e a a c a d c d e d a e d e a e

Meeting Performance Standards

A e e e a e e e c e d e e Y e a s a d a d f e f a c e W e f a c e e c a e a f a c d a e d a c e c a e s a c d c b c e c a d e e a c a c e Y e a c e a d c e d e s

I f f a e e e a d a d Y e a a d e a a e c c a c e a e c e c e a c T e e f c e d c e e f a c e e e e d a e a b e e c e e f a c e T e c e d e e d e c a e d e e e b d a c e a e a a e e d e e c a e f a c e a e d a c e b e e s a c d c e e a c a c e Y e a c e a d c e d e a d e d e a b e Y e a a e e e e e f a c e e e e a e d f e d a e d s a I a c a e c e e e a Y e a e e e e d e a a e

Benefits

Benefit Plans

YU provides a variety of benefit plans to its employees, including:

- Health Insurance
- Dental Insurance
- Life Insurance
- Flexible Spending Account (FSA)
- Medical Savings Account (MSA)
- Long-Term Care Insurance
- Employee Assistance Program (EAP)
- Retirement Plans
- Tuition Reimbursement

YU also provides a variety of other benefits, including: paid time off, sick leave, parental leave, and a 401(k) plan. For more information on YU's benefit plans, please contact the Human Resources Department at hr@yu.edu.

Leaving Yeshiva University

Resignation

A resignation letter should be submitted to your supervisor. If you decide to resign, please provide a written notice to your supervisor. We are a part of Yeshiva University and we are committed to providing a safe and healthy work environment for all our employees. Your resignation will be processed in accordance with our policies and procedures.

La ce, a, ed e, f, e, f, e, be, a, c, e, f, de, fYe a

P e, fda, e, ea, e, e, e

U, a, ed e, c, fa, ec d, a a e, e, e, fYe a

U, a, ed e, a f, ce, b, e, b a d

Ma, defac, e, f, de, c, fa, e, e, e, fYe a

Fa, e, ca, d ec, c, ac, e, e, be a e ab, f

F, e, b eac, facce, ab e be a

V a, f, eD, a, dAc, P c

T ef

Lea, e, e, a, a, d

See, d

T, e, ded, be e, a, e f, e, e, fac, e, a, a, e, d, e, a, ac, I, e, e, a, e, ded, be c, e, e, a, d, d, e, c, a, e, e, e, a, e, a, be, ee, ee, ee a, dYe a

Addendum

Applicable to California Employees

The University of York is a U.S. Equal Opportunity Employer. The University of York is an Equal Opportunity Employer. The University of York is an Equal Opportunity Employer. The University of York is an Equal Opportunity Employer.

Time Off & Leaves of Absence

The University of York is an Equal Opportunity Employer. The University of York is an Equal Opportunity Employer. The University of York is an Equal Opportunity Employer. The University of York is an Equal Opportunity Employer.

The University of York is an Equal Opportunity Employer. The University of York is an Equal Opportunity Employer. The University of York is an Equal Opportunity Employer. The University of York is an Equal Opportunity Employer.

Personnel Records & Privacy

The University of York is an Equal Opportunity Employer. The University of York is an Equal Opportunity Employer. The University of York is an Equal Opportunity Employer. The University of York is an Equal Opportunity Employer.

Contact Information

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Administrative Services	Rebecca Jones S.D. eq 300 (47) 3000 Kara Roberts D. eq 300 (47) 3000	rebecca@yuc.edu kara@yuc.edu
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...	Adelaine Geeta C...	adelaine@yuc.edu

Disclosure Form

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

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

Name, Title

Date

Address

Signature

Employee ID

This form is to be submitted,

Confidential Resource Office

Yeshiva University

Washington

200 A. S. da A. e. e

Be fe Ha /

Ne Y , Ne Y //

Receipt for Employee Handbook

I hereby acknowledge that I have received a copy of the YU Employee Handbook. I understand the contents and agree to read and follow the policies and procedures contained therein. I have read and understand the contents of the YU Employee Handbook. I have read and understand the contents of the YU Employee Handbook.

I have read and understand the contents of the YU Employee Handbook. I have read and understand the contents of the YU Employee Handbook. I have read and understand the contents of the YU Employee Handbook. I have read and understand the contents of the YU Employee Handbook.

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