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DISCLAIMER

This manual describes, in general terms, JRC’s current personnel policies. We urge you to read it and save it for future reference.

All JRC employees (other than the rabbi, cantor, executive director, preschool director and religious school director) are expected to comply with the policies and guidelines in this manual. They replace and supersede any prior policies or guidelines addressing the same topics, and they are intended to comply with all applicable federal, state and local laws.

This manual is not a contract, either express or implied. None of the policies and guidelines in it impose any binding obligations on JRC; they create no contract between JRC and you; and JRC may, in its sole discretion, interpret, revise, rescind, modify or vary from anything stated in this manual at any time, with or without notice.

Your employment relationship with JRC is “at will.” “At will” employment means that your employment relationship with JRC can be terminated either by you or by JRC at any time, for any reason or no reason at all, with or without notice.

No oral statement made by any representative of the congregation, at the time you are hired or afterward, either is or should be interpreted as a contract between JRC and you. Likewise, no written statement, other than one contained in a contract signed by the president of the congregation, either is or should be interpreted as a contract between JRC and you. If there is a conflict between any such contract and these personnel policies, the contract shall control.
INTRODUCTION

We are very pleased to have you as part of the JRC team.

In your job, you will come into frequent contact with JRC members and visitors to JRC under a wide variety of circumstances, including sometimes very difficult and stressful circumstances. Members and visitors alike come to a synagogue for many reasons — including to pray, for education, for life-cycle events either happy or tragic, and sometimes for spiritual guidance or comfort in very trying situations. The great variety of circumstances under which you will come into contact with members of the congregation will require you to demonstrate great sensitivity, in addition to courtesy. On occasion, you may have communications with congregants about matters personal or sensitive to them; you must respect and preserve the confidentiality of those communications.

ELIGIBILITY FOR EMPLOYMENT

Within three days of being hired, all new employees at JRC must fill out an I-9 form and provide proof of eligibility to work in the U.S., as required by law.

Any offer of employment at JRC is contingent upon satisfactory results of a background check.

JRC members do not receive any preference in hiring. For some positions, at some times, JRC may decide that only candidates who are not JRC members will be considered or hired. When JRC members are employed as staff, they share the same responsibilities and have the same obligations as all other staff members; the policies and guidelines in this manual fully apply to JRC employees who are also JRC members.

EQUAL EMPLOYMENT OPPORTUNITY

At JRC, equal employment is a moral commitment in addition to a legal obligation.

As a Jewish religious and educational institution, JRC may require that certain staff positions be filled with individuals who are of the Jewish faith. If you have any questions regarding religious requirements for any position, please consult with the executive director. Subject to that single exception, JRC is committed to providing equal opportunity in employment to all employees and applicants regardless of race,
color, religion, national origin, ancestry, disability, gender, gender expression, sexual orientation, marital status, pregnancy, childbirth, housing status, age, veteran status or any other characteristic protected by applicable federal, state or local law.

JRC is committed to making reasonable accommodations for otherwise qualified employees and applicants with known or obvious physical or mental disabilities. If you believe that you may require a reasonable accommodation in order to perform your job, please contact the executive director.

JRC will not permit retaliation in any form against individuals who, in good faith, report unlawful discrimination or perceived unlawful discrimination or who cooperate in the investigation of such reports.

If you feel you have been a victim of discriminatory treatment or retaliation as a JRC employee, or as an applicant for employment at JRC, please speak with the executive director, the rabbi, the president of the congregation, or the administrative vice president of the congregation.

Every report of discrimination or perceived discrimination or retaliation is investigated fully, and corrective actions will be taken when appropriate.

Any employee found to have engaged in unlawful discrimination or retaliation is subject to disciplinary action, up to and including termination of employment.

PROHIBITION ON HARASSMENT

JRC prohibits sexual harassment of any employee, member, visitor, vendor or third-party contractor.

JRC also prohibits harassment with regard to race, color, religion, national origin, ancestry, disability, sexual orientation, gender expression, marital status, pregnancy, age or any other characteristic protected by applicable federal, state or local law.

Unfortunately, there are a myriad of possible forms of harassment so that any list is necessarily non-exhaustive. Each of the examples on the following list, however, constitutes a form of harassing conduct that, in almost all circumstances and contexts, both is inappropriate and will not be tolerated at JRC:

- Verbal statements (including slurs, innuendo and vulgar, profane or offensive
conversation or jokes), physical behavior (including obscene or offensive gestures) or graphic materials (including calendars, posters, photographs, or graffiti) that demean or show hostility or aversion to an individual or group because of race, color, religion, national origin, ancestry, disability, gender, sexual orientation, gender expression, marital status, pregnancy, childbirth, housing status, age or any other characteristic protected by applicable federal, state or local law.

- Unwelcome sexual advances. This includes a wide range of behaviors, such as uninvited touching, pinching, patting, hugging, kissing, cornering, fondling or brushing up against and requests or demands for sexual favors.

- Unwelcome comments about an employee’s physical appearance or about your own or someone else’s sex life.

- Teasing or other conduct that creates a hostile, intimidating, abusive or offensive work environment, or otherwise interferes with any employee’s ability to work productively, and is directed toward a person because of his or her gender, sexual orientation, race, color, religion, national origin, ancestry, disability, gender expression, marital status, pregnancy, childbirth, housing status, age or any other characteristic protected by applicable federal, state or local law.

If you believe that you are or have witnessed or been subjected to conduct that may violate this anti-harassment policy, please speak with the executive director, the rabbi, the president of the congregation, or the administrative vice president of the congregation.

JRC will not allow retaliation in any form against individuals who, in good faith, report harassment or perceived harassment or who cooperate in the investigation of reports of harassment.

Every report of harassment or perceived harassment or retaliation is investigated, and corrective action will be taken when appropriate.

Any employee found to have engaged in harassment is subject to disciplinary action, up to and including termination of employment.
EMPLOYMENT CLASSIFICATIONS

For purposes of eligibility for certain benefits (such as health insurance), your job position is classified under one of the categories discussed below and your eligibility for benefits depends on the classification of your position.

Regular, full-time employees

If your normal work week as a JRC employee is at least 32 hours, and you are not a “temporary employee” (as defined below), then you are a “regular, full-time employee.” As a regular full-time employee, you are eligible for certain benefits (including health insurance and paid vacation), which may not be available to other employees.

Your full-time position may be either “exempt” or “non-exempt” for purposes of the federal Fair Labor Standards Act and the Illinois Minimum Wage Act. If you are in an exempt position, you will not receive overtime pay for weeks in which you work more than 40 hours. If you are in a non-exempt position, by contrast, you will be eligible for overtime pay.

Regular, part-time employees

If your normal work week as a JRC employee is less than 32 hours (and you are not a “temporary employee” or a religious school teacher or assistant), then you are a “regular, part-time employee.” As such, you are not eligible for some benefits (such as health insurance) that are currently available only to full-time employees.

Your part-time position may also be either “exempt” or “non-exempt” for purposes of the federal Fair Labor Standards Act and the Illinois Minimum Wage Act. If you are in an exempt position, you will not receive overtime pay for weeks in which you work more than 40 hours. If you are in a non-exempt position, you will be eligible for overtime pay.

Religious school teachers and their assistants

If you are a teacher in the religious school or an assistant to a teacher in the religious school, you are not classified as either a regular full or part-time employee and you are not, unless required by law, eligible for many of the benefits listed in this manual (including health insurance and paid vacation).
Temporary employees

If you have been hired, either on full or part-time basis, with the understanding that your employment will be of limited duration, you may be a temporary employee.

Unless required by law, temporary employees do not qualify for any of the benefits listed in this manual (including health insurance and paid vacation) unless required by law.

A temporary position may also be classified as either exempt or non-exempt.

Independent contractors

JRC engages persons on an independent contractor basis as needed. Independent contractors are not employees, are responsible for payment of their own payroll taxes, and are not eligible for any employee benefits.

WORK HOURS AND OVERTIME

If you are an employee in a non-exempt position, you will receive overtime pay for each hour worked over forty (40) hours in a workweek.

Overtime is paid at one and one-half times your regular rate of pay. Entitlement to overtime is based on the hours worked in a single workweek. (Accordingly, if you work 30 hours one week and 50 hours the next, you must receive overtime compensation for the 10 overtime hours worked in the second week, even though the average number of hours worked in the two weeks is 40). Time paid but not worked (such as vacation or sick days, holidays, or other paid/unpaid time-off) is not counted for purposes of calculating overtime hours.

You should not work overtime hours without prior supervisory approval.

If you are in a non-exempt position and work more than your regularly scheduled hours in a workweek, but still less than forty (40) hours, you will not be paid overtime. You will be paid at your straight hourly rate.

Because of the nature of congregational work, your position may require you to work evenings or weekends, in conjunction with evening or weekend meetings, activities, events or services.
Exempt employees do not receive pay or compensatory time for working more than forty (40) hours in a week.

Whether a position is exempt or non-exempt is based on its specific job duties and salary in accordance with exemption criteria established by the federal Fair Labor Standards Act and the Illinois Minimum Wage Act.

All hourly employees are required to keep track of hours worked and to accurately report those hours in accordance with JRC’s time reporting system.

**Absenteeism and Tardiness**

Adherence to schedules is vital. Regular attendance during all scheduled hours of work, reporting to work on time, and working until the end of a work day are expected.

**Absences**

If you are not able to report to work as assigned, you must notify your supervisor as soon as you know or expect that you will not be able to report, and as far in advance as possible.

If you will be absent for work for more than one day, you are responsible for notifying your supervisor on each day that is necessary, unless medical or other circumstances dictate a prolonged absence. In that case, you should call in as frequently as your supervisor requires. If you anticipate an absence of more than one week, you should notify your supervisor as soon as possible and report the expected approximate time you anticipate being absent. Excessive absence and absence without notification may result in salary deduction, discipline and/or dismissal.

**Reporting Late**

Whenever possible, at least one hour’s notice should be given when you expect or know you will be late for work. Frequent tardiness will be regarded as sufficient cause for appropriate disciplinary action.

**Leaving Work Early**

Under ordinary circumstances supervisors should be informed, at the latest, by the beginning of the work day any time you must leave early. If an emergency requires you to leave work early, you must advise your supervisor before you leave. A supervisor retains discretion whether to grant permission for an early departure.
STANDARDS OF CONDUCT

All employees are expected to observe high standards of conduct. The following is a non-exhaustive list of behaviors that violate JRC’s standards of conduct:

- Any form of dishonesty
- Insubordination
- Failure to perform assigned duties
- Failure to abide by JRC’s policies and procedures
- Rude or discourteous behavior
- Theft or possession of property that is not yours or willful damage to property
- Possession, sale, use or distribution of controlled substances or unauthorized alcoholic beverages
- Working while under the influence of controlled substances, non-prescribed drugs or alcohol, or in a condition unfit for the performance of work
- Smoking in the building
- Chronic or excessive absence or tardiness or a pattern of absences or tardiness
- Acts of violence, threatening to injure, or initiating physical force against a member, visitor or co-worker
- Using abusive language
- Engaging in any impermissible form of harassment
- Flagrant disregard of safety
- Gambling on JRC property
- Defacing property
- Moonlighting during work hours
- Possession of firearms on JRC property unless you are employed in a security position and all State, federal and local licensing laws have been observed
- Inappropriate use of JRC’s computers and internet services
- Conduct that would jeopardize JRC’s tax exempt status
- Conduct that would jeopardize JRC preschool’s accreditation with NAEYC or any other accrediting body
- Conduct that would jeopardize JRC’s LEED certification
- If you are a mandated reporter (including preschool and religious school personnel and clergy), failing to report suspected child abuse or neglect if you have reasonable cause to believe that a child known to you in your professional capacity may be an abused or neglected child
You are expected to avoid the behaviors identified above.

You are also expected to affirmatively display certain behaviors, including speaking and writing in civil and collegial tones at all times, staying focused on task, supporting your co-workers, showing and taking pride in your work, and being conscientious, diligent, prompt, efficient, and courteous.

JRC will address violations of these standards of conduct and any other violations of JRC guidelines or policies on an individual basis. JRC may impose whatever forms of corrective action it chooses for violations of these standards in particular cases, including oral or written warnings, suspension, demotion, probation or termination.

**OTHER POLICIES/GUIDELINES**

**Safety and Security**

JRC strives to provide and maintain a safe work environment for its employees, to prevent occupational injuries and illness and to keep JRC facilities safe for all congregants and guests.

You are expected to obey safety rules and exercise caution in all work activities. You are responsible for immediately bringing any hazard or potential hazard to the attention of the executive director. If you have ideas, concerns, or suggestions for improving the safety of the workplace, please discuss them with the executive director.

If you violate safety standards, cause dangerous situations, or fail to report (or where appropriate, remedy) hazardous conditions, you may be subject to disciplinary action, up to and including termination.

JRC regards the safety of our staff, congregants, and guests to be of primary importance. Employees are expected to observe all established security procedures, both now in effect and/or those that may come into existence in the future.

Please notify the executive director immediately of any suspicious activity or persons. If the executive director is not available and you believe that either JRC property or the safety of staff members or congregants is threatened, you should immediately contact the rabbi and/or call 911 for help.
The executive director is responsible for distributing all keys and alarm codes used on JRC’s premises. Keys and alarm codes will be distributed on an as-needed basis. No one is allowed to utilize another person’s alarm code at any time. Any employee who shares keys or alarm codes, without authorization, may be subject to disciplinary action, up to and including termination.

**Accidents and Injuries**

All accidents and injuries that are work-related or occur on JRC premises, involving employees, congregants, guests or others, must be immediately reported to a supervisor or the executive director or his or her designee. A report must be filed for every accident or injury. The executive director or his/her designee will record and report the incident according to protocol. In the case of work-related injuries, all employees must cooperate in filing workers’ compensation and other insurance forms when necessary.

If an accident occurs after hours, you must report the incident to the executive director within 24 hours.

**Computers, Email and Internet Usage**

JRC makes technology resources available for use by employees as part of their assigned job duties. While incidental personal use of these resources may be allowed in the discretion of the executive director, personal use is secondary and must be minimized.

You should not have any expectation of privacy when using digital equipment provided by JRC (including computers, telephone systems, and PDAs), whether for congregational or incidental personal use. You should not have any expectation of privacy when you send or receive email to or from your JRC e-mail address, whether you are sending or receiving on a JRC computer, on your home computer, or elsewhere.

Please bear in mind that JRC owns any communication or content that is stored on JRC equipment. This includes all voicemails, email, and other electronically stored information. JRC has the right, but not the duty, with or without cause and with or without notice, to access or monitor any communication or information stored on or passing through JRC’s network, computers, fax machine, voicemail system, domain(s) or website, as well as any employee’s internet activity conducted using JRC resources.
You are prohibited from encrypting e-mail or files on a JRC computer or taking any steps to block access to files, other than the use of passwords provided by JRC. All pass codes must be available to JRC at all times.

Because postings placed on the Internet may display our address, make certain before posting information on the Internet (e.g., Internet chat sites, news groups or usenet sites) that the information reflects our standards and policies. Under no circumstances should JRC information of a confidential, sensitive, or otherwise proprietary nature be placed on the Internet.

You should not subscribe to Internet chat sites, news groups, usenet sites, or mailing lists using your JRC email address, unless the subscription is for a work-related purpose.

Any software or other material downloaded onto JRC’s computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors or owners of the material.

Failure to follow any provision of this policy may result in JRC removing or restricting your access to e-mail and the Internet, and may also lead to discipline up to and including termination of employment.

**Other Tools and Equipment**

All tools and equipment provided by JRC are for business use. They should not be used for personal matters, nor taken off JRC premises without the express and written consent of your supervisor.

*Phones/Postage:* JRC’s postage should be used for legitimate JRC business purposes only.

*Photocopiers:* Photocopiers should not be used for non-JRC business. Personal use, except for an occasional copy, is prohibited.

**PROTECTION OF TAX-EXEMPT STATUS**

Neither JRC’s technology resources, nor any other JRC equipment, property or resources may be used for supporting, soliciting or promoting any political campaign; for private commercial activities, fundraising or advertising on behalf of other organizations; unlawful communications, including threats of violence, obscenity,
pornography or harassing communication; or any use inconsistent with JRC’s tax-exempt status.

**Alcohol, Controlled Substances and Contraband**

The storage of any unauthorized alcohol, controlled drugs or drug-related paraphernalia is prohibited on JRC premises.

**Searches**

You should not have any expectation of privacy in any JRC property or items brought on to JRC’s property. JRC reserves the right to open and inspect any desk, file cabinet, storage closet or storage area, or other property or equipment or items brought onto JRC’s premises at any time, without prior notice or consent. Employees may not use personal locks on JRC-owned desks, cabinets, closets or storage areas. Any violation of this policy may result in disciplinary action.

**Risk to Personal Property**

JRC is not responsible for the loss, theft or damage of personal belongings. Employees are advised not to carry large sums of cash or other valuables to the workplace. Valuables should not be left unsecured.

**PERFORMANCE ASSESSMENTS**

JRC will normally review your performance at least annually. Reviews will take place with your immediate supervisor and/or the executive director.

New employees will normally receive a review after six months of employment, and may be reviewed more frequently.

If you have not received a review, you may request a review from the executive director.

A performance review, regardless of the substance of the review, is not necessarily accompanied by a change in salary. Any salary and/or benefit questions should be directed to the executive director and will be addressed on an individual basis.

**GRIEVANCES**

If you experience a conflict or have an issue, question or concern, please begin by talking directly with the person involved and/or your immediate supervisor. If the situation cannot be resolved, please contact the executive director, the rabbi, the
president of the congregation, or the administrative vice president of the congregation.

**BENEFITS**

JRC aims to provide a generous and equitable benefit program for eligible employees, consistent with its resources. Different levels of benefits are available to different employees based upon their classification and type of employment.

Health, dental and vision insurance are currently available to all of JRC’s regular, full-time employees and their dependents. Disability insurance, workers’ compensation, sick leave, vacations and authorized holidays are also provided to regular, full-time employees.

Workers’ compensation and Social Security and Medicare contributions are provided for all employees.

The descriptions of JRC’s benefits programs included in this section of the manual are for general informational purposes only. The terms of the relevant plans are contained in the relevant plan documents, which govern the eligibility for benefits and the benefits provided. In the event of any conflict between the brief summaries contained in this manual and the terms, conditions or limitations of the official plan documents, the provisions of the official plan documents control. Employees who wish to inspect those documents may make an appointment with the executive director for that purpose.

In its discretion, JRC may change plan providers, change the terms of any plan, terminate any plan, or increase the cost you must pay for coverage. Where benefits are provided under a contract or policy of insurance with an outside provider, the issuing carrier or outside provider (and not JRC) has sole and complete authority to determine eligibility for and receipt of any benefit provided under the contract or policy.

This section is designed to acquaint you with some of the significant features of JRC’s employee benefit programs. However, it is important to remember that more detailed and authoritative information is set forth in the official employee benefit plan documents and insurance policies that govern the plans.
Health, Dental and Vision Plans

Health, dental and vision insurance is available to all of JRC’s regular, full-time employees and their dependents. Coverage for new employees becomes effective the first of the month following 90 days of continuous regular employment.

Social Security and Medicare

Social Security and Medicare withholding are mandatory for all employees unless exempted by law.

Workers’ Compensation Insurance

All employees are eligible for workers’ compensation insurance benefits, which provide for payment of medical expenses and partial salary continuance in the event of a work-related accident or illness. The amount and duration of the benefit depends on the nature of the injury or illness.

You must immediately report all on-the-job injuries or illnesses to the executive director. Failure to follow this procedure may prevent the filing of appropriate reports, which may jeopardize or impair your receipt of benefits.

Unemployment Insurance

As a religious institution, JRC is not required to participate in the state’s unemployment insurance program.

Retirement Savings Plan

JRC’s Retirement Savings plan is a “salary reduction” or a “403(b) plan.” Under the plan, eligible employees may elect to contribute pretax dollars through payroll deductions (elective contributions). The contributions and investment earnings will be tax-free while they remain in the Plan.

Vacation Time and Holidays

If you are a regular full-time employee and do not have a written contract signed by the president of the congregation that specifies vacation time, your vacation time accrues, according to the schedule below (annual totals should be rounded to the nearest whole day):

<table>
<thead>
<tr>
<th>Service Period</th>
<th>Paid Vacation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
First Calendar Year

1 day per month worked (10 days maximum)

The first accrued day can be used only after completing six months of employment

Calendar Years 2 through 5

1 day per month (10 days maximum)

Calendar Years 6 through 10

1 ¼ (1.25) days per month (15 days max.)

Calendar Years 11 and over

1 ⅔ (1.67 days per month) (20 days max.)

If you are a regular part-time employee (i.e., scheduled to work at least 20 but under 32 hours per week and a minimum of 1,040 hours per year), you are entitled to vacation on a pro-rata basis, calculated on the same basis as vacation time for full-time employees (shown above).

Employees working less than 20 hours per week and temporary employees do not receive paid vacation.

You may take accrued vacation time after completing six months of employment.

Vacation must be taken in the fiscal year in which it is accrued; unused vacation days may not be carried over into a new fiscal year without prior approval of the executive director.

JRC will not increase salary to an employee in lieu of his or her foregoing vacation time.

Recording Vacation Days

Each supervisor will keep a written record of vacation time earned, taken, and the balance remaining for each employee under his or her supervision. On a monthly basis, the supervisor will reconcile these written amounts with both the employee and the person in charge of payroll to ensure that proper amounts of vacation time have been paid. Accrued vacation records are maintained by the executive director based upon time sheets, monthly leave reports and leave request forms. Employees may request information on their accrued vacation used and available by contacting the executive director.

Scheduling Vacation Days

Vacations may be scheduled, up to the amount earned, after six full months of employment, based on such factors as workload and availability of replacements. No one may take vacation time two weeks prior to or during the High Holy Days. Requests for vacation scheduling must be presented at least 30 days in advance and must be approved by the employee’s immediate supervisor. When a scheduled
holiday falls within your vacation, it will not be included in the calculation of days used. Except in such cases as too many employees being off at the same time to meet necessary business needs, every effort will be made to allow employees to schedule their vacations at the times they request.

All vacation arrangements must be approved in advance and in writing by the executive director. No employee should make non-refundable travel plans prior to obtaining approval of his or her vacation request from the executive director.

Vacation pay will be paid at the employee’s regular rate of pay in effect at the time the vacation is taken.

**Final Compensation**

At the end of your employment with JRC, you will be paid for accrued but unused vacation days, up to the maximums described above, at your final rate of pay.

**Holidays**

JRC observes the following paid holidays for all regular, full-time and part-time employees working at least 20 hours or more per week:

<table>
<thead>
<tr>
<th>New Year’s Day</th>
<th>Labor Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martin Luther King, Jr. Day</td>
<td>Thanksgiving Day</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>December 25th</td>
</tr>
<tr>
<td>Independence Day</td>
<td>One “Floating” Holiday</td>
</tr>
</tbody>
</table>

One additional “floating holiday” of an employee’s choosing is allowed annually. This may be for a birthday or other special day. Use of a day as a floating holiday requires advance approval by your supervisor.

Paid holidays are not charged as vacation time during a scheduled vacation.

You will not receive holiday pay during sick leave or other leaves of absence.

Holiday pay will be paid only when a holiday falls on a scheduled work day and will be based on the normal hours you were scheduled for that day, if it had not been a holiday.

To be eligible for holiday pay, you must work your regularly scheduled days before and after the holiday unless prior approval for absence has been received from the executive director.
Non-exempt employees who are required to work on one of the holidays listed above will be paid time and a half for hours worked that day. Employees who are required to work on a holiday have the option, with prior approval of the executive director, of taking compensatory time off in lieu of receiving holiday pay.

**LEAVE POLICIES**

JRC’s leave policies run concurrently with any applicable state, local or federally mandated leave. If state or local family and medical leave laws are applicable and mandate more protections or benefits that the guidelines or policies described below, the protections or benefits mandated by those laws will apply

**Sick Leave**

After 90 days employment (or completion of the probationary period), regular, full-time employees will begin to accrue sick days, for illness suffered by themselves or a family member, which may be accumulated up to a maximum of ten days a year, retroactive to the date of employment. Sick leave accrues at the rate of one day per month to a maximum of 10 days. Unused sick days may not be carried over from one year to the next.

JRC will reasonably accommodate employees who require time off beyond accumulated sick days to recover from a serious health condition or an injury or to care for a seriously ill spouse, child or parent. The amount of additional unpaid time off will depend upon the circumstances, including JRC’s ability to carry on in the employee’s absence.

Abusive patterns of absenteeism due to undocumented illness may result in disciplinary action, up to and including dismissal. Both accrual and utilization of sick leave will be recorded by the executive director and will be kept in the employee’s file.

**Bereavement Leave**

Regular full-time employees will receive five days paid bereavement leave in the event of the death of their parents, parents-in-law, spouse, child, brother, sister, or partner. If you must take additional time off, JRC may, in its discretion, grant additional leave without pay. Such bereavement leave must be taken consecutively, within a reasonable time of the death or funeral.
Jury Duty Service

If you are called for jury duty, you will receive your regular salary for up to two weeks of jury duty or any additional time required by state law. If you receive jury duty pay from the court, you must endorse that check to JRC. “On Call” jury duty time, when employees are able to work, is not included.

Part-time employees should make every effort to re-arrange their work schedules in order to be able to continue to work during jury duty.

Maternity/Paternity Leave

Regular full-time employees who have been employed by JRC for one year or more are eligible for six weeks of paid maternity or paternity leave. Employees who have worked at JRC for less than one year or who work less than full-time may request unpaid leave.

Military Leave

Unpaid leaves of absence for the performance of duty with the United States Armed Forces or of a Reserve unit will be granted in accordance with applicable law.

Requests for Leave

With the exception of unplanned sick or bereavement leave, all leaves must be requested in writing in advance.
ACKNOWLEDGMENT

I received a copy of JRC’s Personnel Policy Manual on the date listed below. I understand that it contains important information, that I am responsible for reading and understanding it, am expected to read the entire manual, and that if I have any questions about information in this manual or any questions about personnel policies or guidelines not answered in this manual, I may and should ask JRC’s executive director those questions. I understand that it is my responsibility to comply with the policies and guidelines in this handbook and any subsequent revisions to it.

I understand that no person other than the president of the congregation may authorize and enter into any employment agreement with any JRC employee for any specified period of time or any other agreement contrary to JRC’s employment-at-will policy.

I understand that the information, policies and benefits described in this manual are subject to change at any time. I also understand that this manual is neither a contract of employment nor a legally binding agreement.

I understand that this form will be retained in my personnel file.

________________________________________
Employee Name (please print)

________________________________________ Date____________
Employee Signature