



MAGEN DAVID YESHIVAH

EMPLOYEE HANDBOOK

OPS-MDY

Operations and Kitchen Staff

About this Handbook and Your Employment Status

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THIS NOTICE APPLIES TO ALL EMPLOYEES, REGARDLESS OF THEIR DATE OF HIRE.

Welcome to Magen David Yeshivah

If you are a new employee of OPS-MDY at Magen David Yeshivah (“MDY” or the “School”), we would like to extend our sincere welcome to the MDY community. If you are a current staff member, we would like to express our appreciation for your continuing service to the Yeshivah.

MDY employees are individuals who come from varied backgrounds and bring many different skills and levels of experience to the Yeshivah. These individuals work together to achieve a single goal: to provide the highest quality and most professional service to MDY students. We have learned that each and every employee plays an important role in helping MDY fulfill its mission.

This Employee Handbook outlines MDY’s current personnel policies. You will find it an important guide to your employment at MDY and should refer to it regularly. If you have any questions about these policies, we encourage you to speak with your supervisor or with Human Resources. Please do not hesitate to ask any questions that will help you learn your job more quickly or clarify MDY’s policies and expectations.

We hope that you will find your employment at MDY not only professionally satisfying, but also enjoyable. We want to help you to achieve your career objectives and we appreciate your role in helping the Yeshivah achieve its goals.

Sincerely,

David Shamah, Director of Operations

Rochelle Beyda, Chief Facilitation Officer

Contents

WELCOME TO MAGEN DAVID YESHIVAH.....	2
1.1 GETTING TO KNOW MAGEN DAVID YESHIVAH.....	7
<i>Our Mission</i>	7
<i>Brief History</i>	7
<i>As a Magen David Yeshivah Employee</i>	7
1.2 THE MDY NAME	8
<i>Media and Press Requests</i>	8
1.3 COMPLIANCE WITH THE LAW	8
1.4 EQUAL EMPLOYMENT OPPORTUNITY	8
<i>The School's Religious Mission</i>	9
<i>Persons with Criminal Convictions</i>	9
1.5 RESPECT IN THE WORKPLACE	9
<i>General Policy Against Harassment</i>	9
<i>Sexual Harassment</i>	10
<i>Training</i>	11
<i>What Should I do if I Believe I'm Being Harassed?</i>	11
<i>Forums Available</i>	12
<i>Retaliation is Prohibited</i>	12
1.6 WHISTLEBLOWER POLICY	13
<i>Reporting Procedure</i>	13
<i>Non-Retaliation</i>	13
1.7 INDIVIDUALS WITH ACCOMMODATION REQUESTS	13
<i>Cooperative Dialogue</i>	14
CHAPTER 2 EMPLOYMENT AND COMPENSATION.....	16
2.1 STATEMENT OF AT-WILL EMPLOYMENT	16
2.2 CONDITIONS OF EMPLOYMENT.....	16
<i>Immigration Reform and Control Act of 1986</i>	16
2.3 CRIMINAL BACKGROUND CHECKS	16
2.4 EMPLOYMENT OF FRIENDS AND RELATIVES.....	17
2.5 EMPLOYMENT CLASSIFICATIONS	17
2.6 WORK SCHEDULES AND MEAL PERIODS.....	19
2.7 TIMEKEEPING AND OVERTIME	19
<i>Timekeeping</i>	19
<i>Overtime</i>	19
2.8 GETTING PAID.....	20

<i>Pay Deductions and Offsets</i>	20
<i>What to Do if an Improper Deduction Occurs</i>	20
2.9 EMPLOYEE BENEFITS	20
<i>Effect on Employee Benefits</i>	21
CHAPTER 3 WORKPLACE CONDUCT AND POLICIES	22
3.1 INTEGRITY.....	22
3.2 CONFLICTS OF INTEREST	22
<i>Outside Employment</i>	22
<i>Gifts</i>	22
3.3 PROTECTING CONFIDENTIAL INFORMATION.....	23
3.4 ELECTRONIC COMMUNICATIONS	23
<i>Electronic Communications Equipment and Computer Systems</i>	23
<i>E-mail Usage/Etiquette</i>	24
<i>Social Media Guidelines</i>	25
<i>Using social media at work</i>	26
<i>Cellular Phone/Portable Electronics</i>	27
3.5 PERSONAL INFORMATION AND PROPERTY	27
<i>Personnel Records and Information Changes</i>	27
<i>Personal Identifying Information - Generally</i>	27
<i>Additional Information on Social Security Numbers</i>	28
<i>Your Personal Property</i>	28
<i>Your Personal Information</i>	29
<i>Bring Your Own Device (“BYOD”) Policy</i>	29
3.6 YOUR APPEARANCE AT WORK.....	29
3.7 VIOLENCE-FREE WORKPLACE	30
<i>Examples of Violent or Threatening Behavior</i>	30
<i>Firearms and Weapons</i>	30
<i>Procedures for Reporting a Threat</i>	31
<i>Personal Situations</i>	31
<i>Suspicious Packages</i>	31
3.8 DRUGS AND ALCOHOL-FREE WORKPLACE	31
3.9 WORKPLACE SECURITY	32
<i>Employee Identification</i>	32
<i>Workplace Searches</i>	32
<i>Workplace Safety</i>	33
<i>Visitors</i>	33
<i>Fire and Emergency Drills</i>	33
3.10 STUDENT SAFETY	33
<i>Maintaining Professional Boundaries</i>	33
<i>Electronic Communication with Students</i>	34

<i>Sexual Misconduct</i>	34
<i>Sexual Abuse of Students</i>	35
<i>Medication</i>	35
<i>Suicide Prevention</i>	35
<i>Pending Criminal Charges</i>	36
3.11 EMERGENCY SITUATIONS	36
<i>Emergency Procedures</i>	36
<i>Emergency Notification</i>	36
<i>Lockdown Procedure</i>	36
<i>Bomb Threat</i>	36
<i>Severe Weather and Emergency Closings</i>	37
3.12 EMERGENCY RESPONSE TEAM	37
3.13 COMMUNICABLE ILLNESS	38
3.14 UNCONTROLLABLE EVENTS, INCLUDING COVID-19 PANDEMIC	39
3.15 MDY PROPERTY	39
3.16 SMOKING	39
3.17 SOLICITATION AND DISTRIBUTION	40
3.18 GAMBLING	40
3.19 BULLETIN BOARDS	40
3.20 RECORDING AND PHOTOGRAPHY	40
CHAPTER 4 PERFORMANCE MANAGEMENT AND PROBLEM-SOLVING	41
4.1 PERFORMANCE MANAGEMENT PROCESS	41
<i>Performance Reviews</i>	41
<i>Timing of Performance Reviews</i>	41
4.2 PERFORMANCE COUNSELING / CORRECTIVE ACTION	41
4.3 PROBLEM-SOLVING THROUGH COMMUNICATION	42
<i>Direct and Open Communication</i>	42
<i>Problem-Solving Procedure</i>	42
CHAPTER 5 TIME OFF AND WORK-LIFE BALANCE	44
5.1 ATTENDANCE AND PUNCTUALITY	44
<i>Leaving Work during the Workday</i>	44
5.2 INTRODUCTORY PERIOD FOR NON-FACULTY	44
5.3 TIME OFF	44
<i>Paid Time Off (PTO)</i>	44
<i>Banked PTO</i>	47
<i>Holidays</i>	47
5.4 BEREAVEMENT LEAVE	47
5.5 SHIVA VISITS	48
5.6 ATTENDANCE AT A BRIS	48

5.7 DOCTOR APPOINTMENTS	48
5.8 BLOOD DONATION LEAVE	48
5.9 BONE MARROW DONATION LEAVE.....	48
5.10 COVID-19 VACCINATION LEAVE.....	49
5.11 COVID-19 CHILD VACCINATION LEAVE.....	49
5.12 VOTING LEAVE	49
5.13 JURY DUTY	49
5.14 COURT APPEARANCES	50
5.15 DOMESTIC VIOLENCE VICTIM LEAVE.....	50
5.16 MILITARY LEAVE	50
5.17 MILITARY SPOUSE LEAVE	51
5.18 FAMILY AND MEDICAL LEAVE.....	51
5.19 RETURN TO WORK POLICY	56
5.20 NEW YORK STATE PAID FAMILY LEAVE	56
5.21 NURSING EMPLOYEES.....	58
CHAPTER 6 LEAVING MDY	60
6.1 OUR APPROACH	60
6.2 EMPLOYEE RESIGNATION	60
<i>Exit Interview</i>	60
6.3 RETURN OF SCHOOL PROPERTY	60
6.4 EMPLOYMENT REFERENCES	60
6.5 AFTER YOU LEAVE MDY	61
<i>Benefits Continuation</i>	61
<i>Address Changes</i>	61
RECEIPT FOR MAGEN DAVID YESHIVAH OPERATIONS EMPLOYEE HANDBOOK	62

Chapter 1 **Our Yeshivah and Community**

1.1 Getting To Know Magen David Yeshivah

Our Mission

Magen David Yeshivah is an Orthodox Jewish day school committed to ensuring that each student receives a comprehensive dual-curriculum education, rooted in Sephardic tradition, and emphasizing academic excellence, creativity and intellectual curiosity. As a community, we equip our students with the ability to confidently interact with an ever-changing modern world through the prism of Torah values, and to cultivate within them a deep understanding of, and love for, the people and land of Israel. Our mission is to produce broadly educated, ethical, self-confident and compassionate, Torah observant Jews, committed to lifelong learning, community service and personal growth.

Brief History

Magen David Yeshivah has served as the cornerstone of the Sephardic community of New York for generations. Over a half century ago our founders recognized that public school was not enough to deliver a first-rate education while keeping our families together and preserving our Sephardic Traditions. A group of visionaries, led by Mr. Isaac Shalom A”H, made the conscious decision to develop our own private school system, grounded in excellence for both secular and religious education. MDY has since produced countless successful industry professionals, lawyers, physicians, rabbis, and teachers, as well as prominent leaders at the helm of numerous organizations. Magen David alumni have influenced our past, shape our present, and will guarantee our future.

Over 1,700 community children attend our schools. The growth rate of applicants to MDY is explosive, as our community recognizes the value and merit of our creative initiatives. The state-of-the-art elementary school building reflects our dedication to providing the quality education our children require. We strive to consistently enhance this high-caliber educational experience and ensure that our dreams for our children become reality.

As a Magen David Yeshivah Employee

The people of Magen David Yeshivah are the institution’s most valuable resource. The Yeshivah is committed to being a leading comprehensive institution in the greater New York area. Commitments to ongoing improvement and to the fostering of an environment of trust and respect will enable the Yeshivah to be a viable, versatile institution throughout the 21st century.

There are many qualities and competencies that identify the Magen David Yeshivah employee. Each employee is required to:

- Further the Yeshivah’s mission.
- Be well-informed and educated in performing their job.

- Provide accurate, thorough, and professional work consistent with the Yeshivah's and employee's departmental expectations and goals.
- Assume responsibility for their actions and decisions.
- Be present and punctual for their job and to meet required deadlines.
- Understand their role in determining the needs of the workplace.
- Be a team player.
- Communicate accurately, clearly, and positively, both verbally and in writing.
- Listen attentively and respond responsibly.
- Demonstrate trust and respect for all people and ideas.
- Pursue opportunities for personal growth and development.
- Be informed and understand Magen David Yeshivah's and the employee's departmental policies and procedures.
- Continuously strive for excellence.
- Serve as an ambassador and steward of the Yeshivah.

1.2 The MDY Name

Media and Press Requests

To ensure that any information provided to the public on behalf of MDY about MDY is accurate and appropriate, the Principal is responsible for managing all interviews, inquiries, and other communications with any member of the media or press. If you are contacted or approached by the media or press, inform them that only the Principal may speak on behalf of MDY.

1.3 Compliance with the Law

It is the policy of MDY to abide by all federal, state and local laws, rules and regulations applicable to us, and to have all our employees do the same.

1.4 Equal Employment Opportunity

Equal employment opportunity is a fundamental principle at MDY, in all of our hiring and employment practices. We seek out and employ talented individuals who meet the qualifications for each position.

Subject to applicable law, all aspects of employment are based upon personal capabilities and qualifications without regard to race; color; national origin; religion; sex (including pregnancy, childbirth, and related medical conditions); gender; creed; age; disability; citizenship; familial or

marital status; genetic information; sexual orientation; military or veteran status; status as a victim of domestic violence; arrest or conviction record; unemployment status; salary history; alienage or citizenship status; consumer credit history; or any other protected class as established by federal, state or local law.

Equal employment opportunity applies to all policies and procedures relating to recruitment, hiring, compensation, benefits, promotion, termination and all other terms and conditions of employment. Employees are encouraged to discuss equal employment opportunity-related questions and issues with Human Resources. MDY prohibits any form of retaliation against individuals who, in good faith, raise issues of equal employment opportunity.

The School's Religious Mission

MDY employees perform vital religious duties for the School, through worship and education rooted in Sephardic tradition. Therefore, to ensure the School's religious mission is upheld, MDY may make employment decisions based on the very important religious aspect of the School.

Persons with Criminal Convictions

MDY follows the requirements of New York Correction Law Article 23-A. A copy of Article 23-A is posted in the Education Office.

1.5 Respect in the Workplace

General Policy Against Harassment

In keeping with our commitment to diversity and equal employment opportunities, MDY is firmly committed to a work environment that is free of discriminatory or harassing conduct or bias. The School prohibits harassment of any employee or third party based on sex (including pregnancy, childbirth, and related medical conditions), race, color, religion, creed, age, national origin or ancestry, citizenship, marital status, gender, sexual orientation (including perceived sexual orientation), domestic violence victim status, genetic information, military or veteran status, status as a qualified individual with a disability, arrest or conviction record, unemployment status, salary history, alienage or citizenship status, consumer credit history, or any other protected class, in accordance with applicable laws.

While it is not always easy to define what harassment is, examples include verbal (including improper joking) or physical conduct that denigrates or shows hostility or aversion towards an individual or group because of these protected attributes, and that (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment as defined by law; or (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities. Conduct that is clearly part of the natural course of employment, including petty annoyances, intellectual disagreements or differences of opinion, equal enforcement of rules and policies, and management's insistence on high levels of work performance, is not considered harassment.

Harassment is not limited to the workplace. It can occur in any work-related setting outside the workplace, such as during School trips, meetings and School-related events. Calls, texts, emails,

and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises or outside of work hours.

The School will promptly and thoroughly investigate the facts and circumstances of any claim of perceived harassment prohibited by this policy. All employees are required to cooperate in harassment investigations. Anybody, regardless of position or title, whom the School determines has engaged in unlawful harassment of any kind, will be subject to corrective action, up to and including termination of employment.

If you feel you are being subjected to unlawful harassment, you should immediately report the matter to Human Resources, the Executive Director, the Principal, or the Head School Psychologist/Director of Guidance. If the School discovers during its prompt and thorough investigation that you have made a bad faith claim of harassment (such as false and malicious claims), you will be subject to corrective action, up to and including termination of employment.

There will be no adverse action taken against employees who report violations of this policy in good faith or participate in the investigation of violations. Any employee who believes they have been the victim of prohibited retaliation or who has witnessed retaliation should immediately notify their supervisor or Human Resources so the situation can be promptly investigated and remedied.

Any individual who believes they have been the victim of prohibited retaliation or who has witnessed retaliation should immediately notify Human Resources, the Executive Director, the Principal, or the Head School Psychologist/Director of Guidance. Retaliation in violation of this policy will result in corrective action, up to and including termination of employment.

Sexual Harassment

The purpose of this policy is not to regulate personal morality within the School, but to provide all employees with a place to work that is free from sexual harassment. MDY takes sexual harassment very seriously and it is a form of employee misconduct. Any individual engaging in sexual harassment, or any supervisor or manager who knowingly allows such behavior to continue, will be subject to corrective action, up to and including termination of employment. Sexual harassment is illegal under federal (Title VII), state (New York Human Rights Law) and local (New York City Human Rights Law). Employees may be held individually and personally liable for committing sexual harassment.

Sexual harassment may take many forms, including “hostile environment” and “quid pro quo” harassment. Hostile environment consists of words, signs, jokes, pranks, intimidation, or physical violence, which are of a sexual nature, or which are directed at an individual because of that individual’s sex.

Quid pro quo harassment occurs when an individual supervisor or manager has authority to alter the victim’s status and demands sexual favors in exchange for job benefits, including hiring, promotion, salary increases, continued employment, or any other term, condition or privilege of employment.

Other behavior that could constitute sexual harassment include unwelcome sexual advances, obscene gestures, displaying sexually graphic magazines, calendars, posters, or websites, sending sexually explicit e-mail or voicemail, and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually-related comments.

Depending upon the circumstances, the conduct can also include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life and/or teasing.

The victim as well as the harasser may be of any gender. The victim does not have to be of the opposite sex. If you have any questions about what constitutes harassing or discriminating behavior, please speak with Human Resources.

Training

All of our employees are required to participate in an annual sexual harassment training session. In addition, all new employees will be trained within a reasonable time from their start date.

What Should I do if I Believe I'm Being Harassed?

All of our employees are responsible for helping to enforce this policy against harassment. If an employee believes that they have experienced harassment or any unwelcome sexual attention, they may address the situation directly and immediately to the harasser, only if they feel comfortable doing so. This is not required.

Whether or not the employee asks the harasser to stop directly, anyone who believes they have been the victim of prohibited harassment must immediately notify Human Resources, the Executive Director, the Principal, or the Head School Psychologist/Director of Guidance so the situation can be promptly investigated and remedied. Anyone who has witnessed harassment is also obligated to report it to one of the individuals named above. It is helpful, but not required, to provide a written record of the date, time and nature of the incident(s) and the names of any witnesses. Individuals should not feel obligated to notify anyone at MDY first before bringing the matter to the attention of one of the other individuals identified above.

Administrators are required to report any complaint that they receive, or any harassment that they observe, to Human Resources. When reporting harassment, employees must complete the attached complaint form and submit it to the appropriate individual.

Every report of perceived harassment will be fully and promptly investigated in a fair, timely, and thorough manner that provides all parties with appropriate procedures and which reaches reasonable conclusions based on the evidence collected. The investigation may involve a review of the allegations, as well as the collection of relevant records, and the implementation of interim measures, as necessary. Investigations may also include interviews with the parties involved in the complaint, and any other witnesses who may have knowledge regarding the situation. All employees are required to cooperate in harassment investigations. Refusal to cooperate may result

in corrective action. To the extent possible, investigations will be kept confidential. Only individuals with a need to know will be privy to any investigation.

Once a complaint is received, the School will take steps to obtain and preserve any evidence relevant to the complaint, including documents, emails or text messages. The School will also interview the complainant, any relevant witnesses and the respondent in the course of the investigation.

Forums Available

In addition to the School's internal procedures set forth above, the Federal Equal Opportunity Commission, the New York State Division of Human Rights or the New York City Human Rights Commission provide formal procedures for the filing and adjudication of sexual harassment complaints. Employees may initiate charges by contacting the offices of the commissions:

Equal Employment Opportunity Commission

New York District Office
33 Whitehall Street, 5th Floor
New York, New York 10004
P: (800) 669-6820
(Complaints must be filed within 300 days of the alleged harassment)

New York State Division of Human Rights

55 Hanson Place, Room 1084
Brooklyn, New York 11217
P: (718) 722-2385
(Complaints must be filed within one year of the alleged harassment)

Law Enforcement Bureau of the NYC Commission on Human Rights

22 Reade Street
New York, New York
P: (718) 722-3131
(Complaints must be filed within one year of the alleged harassment)

Employees may also file with a court of applicable jurisdiction to hear such complaints, including the New York Supreme Court.

Retaliation is Prohibited

Unlawful retaliation can be any action that would keep an employee from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation. The School will not tolerate any form of retaliation against individuals who report unwelcome conduct to School management or who cooperate in the investigation of such reports in accordance with this Policy. Any employee who believes they have been the victim of prohibited retaliation or who has witnessed retaliation should immediately notify Human Resources, the Executive Director, the Principal, or the Head School Psychologist/Director of Guidance.

It is also a serious violation of our sexual harassment policy to make a knowingly false complaint. If you do so, you will be subject to corrective action, up to and including termination of employment.

1.6 Whistleblower Policy

Employees and representatives of Magen David Yeshivah are expected to practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. The underlying purpose of this policy is to support the School's goal of compliance.

The New York State Whistleblower Statute protects employees (including both current and former employees, as well as independent contractors) who disclose or threaten to disclose to their supervisors or an appropriate authority that they reasonably believe MDY is in violation of a law, rule or regulation that presents a substantial and specific danger to public health or safety.

Reporting Procedure

If any director, officer, or employee reasonably believes that some policy, practice, or activity of the School is illegal, fraudulent, or in violation of any policy of the School, a written complaint must be filed with Human Resources, or with the Principal.

Human Resources is the administrator of this policy. Human Resources, or as an alternate, the Principal, will report directly to the Board.

Any report or complaint filed will be investigated promptly and treated as confidential to the extent possible.

Non-Retaliation

No director, officer, or employee, who in good faith reports any action or suspected action taken by or within the School that is illegal, fraudulent, or in violation of any policy of the School, will be subject to intimidation, harassment, discrimination or any other form of retaliation, including adverse employment actions.

1.7 Individuals with Accommodation Requests

MDY is committed to providing equal employment opportunities to qualified individuals with accommodation needs. MDY will make reasonable accommodations for qualified applicants and employees as long as the accommodations do not impose an undue hardship on the School. This includes accommodations for disability, religion, victims of domestic violence, and pregnancy-related conditions.

If you are an employee who believes you need a reasonable accommodation to perform the essential functions of your job, please contact Human Resources.

Cooperative Dialogue

After receiving a request for an accommodation, or learning indirectly that the employee requires an accommodation, the School will engage in a cooperative dialogue with the employee. Even if the employee has not formally requested an accommodation, MDY, in compliance with applicable law, may initiate a cooperative dialogue under certain circumstances, such as when the School has a reasonable basis to believe that an accommodation may be necessary.

The cooperative dialogue may take place in person, by telephone or by electronic means. As part of the cooperative dialogue, the School will communicate openly and in good faith with the employee in a timely manner in order to determine whether and how the School may be able to provide a reasonable accommodation. To the extent necessary and appropriate based on the request, MDY will attempt to explore the existence and feasibility of alternative accommodations as well as alternative positions for the employee. MDY is not required to provide the specific accommodation sought by the employee, provided the alternatives are reasonable and either meet the specific needs of the employee or specifically address the employee's limitation.

As part of the cooperative dialogue, the School reserves the right to request medical documentation from the employee under the following circumstances:

- when the employee requests time away from work, including for medical appointments, other than time off requested during the six to eight-week period following childbirth (for recovery from childbirth); or
- when the employee requests to work from home, either on an intermittent basis or a longer-term basis.

If MDY believes that the provided documentation is insufficient, and before denying the request based on insufficient documentation, the School reserves the right to request additional documentation from the employee or, upon the employee's consent, speak with the health care provider who provided the documentation.

At the conclusion of the cooperative dialogue, the School will provide written notice to the employee in a timely manner indicating that MDY:

- will be able to offer and provide a reasonable accommodation;
- will not be able to provide a reasonable accommodation to the employee because there is no accommodation available that will not cause an undue hardship on the School's operations; or
- will not be able to provide a reasonable accommodation to the employee because no accommodation exists that will allow the employee to perform the essential requisites of the job.

MDY will endeavor to keep confidential communications regarding requests for reasonable accommodations and all circumstances surrounding an employee's accommodation request. At the end of the cooperative dialogue, the School will issue a written determination to you regarding your accommodation request.

Any employee who has questions regarding this policy, or who believes that they have been discriminated against based on a disability or perceived disability, should notify Human Resources. All such inquiries or complaints will be investigated promptly and treated as confidential to the extent possible. As when reporting incidents of discrimination, individuals should not feel obligated to notify their immediate supervisor/manager first before bringing complaints of disability discrimination to the designated individual above.

Chapter 2 Employment and Compensation

2.1 Statement of At-Will Employment

This Handbook is not a contract of employment. Employment with MDY is on an at-will basis. The employee may leave their job, and the School may terminate the employee at any time, with or without advance notice and with or without cause. The provisions of these policies supersede any conflicting statements made by supervisors, and the School has the right to change the policies at any time, without prior notice.

2.2 Conditions of Employment

Before you begin working at MDY, you must complete several administrative and security measures for new hires, including but not limited to:

- Sign a release form and undergo a background check;
- Complete a Form I-9 and provide documentation establishing your identity and employment eligibility in accordance with the below provision;
- Submit any required payroll or tax withholding documentation, including IRS Form W-4;
- Sign a form acknowledging you have been notified in writing of your regular rate of pay, rate of overtime pay (if applicable), and regular pay; and
- Sign an agreement stating that you have received and agree to comply with all policies and procedures outlined in this Employee Handbook.

If you are unwilling to consent to any of these measures, sign any required documents, or provide any required information, you will be ineligible to work at MDY.

Immigration Reform and Control Act of 1986

The School is committed to employing only individuals who are authorized to work in the United States. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period, to continue working for the School.

2.3 Criminal Background Checks

Due to the sensitive nature of working in a school, all new employees are required to undergo background screenings. In addition, current employees are subject to periodic updates of their background and may be required to undergo additional background screenings.

2.4 Employment of Friends and Relatives

The most important factor in selecting talent is the applicant's qualifications, and it may be in our best interests to hire a current employee's relative. In other cases, hiring a relative, or someone with whom an employee has a close personal relationship, might complicate or compromise activities.

To avoid potential problems, MDY generally does not permit individuals who are family members or in a close personal relationship to be in an employment situation where one supervises the other. For purposes of this policy, family member is defined broadly as:

- Spouse;
- Parent;
- Son or daughter;
- Brother or sister;
- Grandparent or grandchild;
- Aunt or uncle;
- Niece or nephew;
- Cousin;
- Guardian or ward;
- Step, half or in-law relation;
- A person living in one's household; or
- Any other person with such a close bond as to suggest conflict in the employment relationship (for example, a fiancé).

Such relationships should be disclosed to and reviewed with Human Resources.

2.5 Employment Classifications

MDY employees are classified as either non-exempt or exempt from federal and state wage and hour laws:

Exempt Employees:

- Employees whose job assignments meet the legal requirements for overtime exemption. Exempt employees are generally compensated on a salary basis and are not eligible for

overtime pay. Exempt employees are expected to work the number of hours necessary to complete responsibilities, assignments and objectives by their supervisor.

Non-Exempt Employees:

- Employees whose positions do not meet the legal requirements for an overtime exemption. Non-exempt employees are entitled to be paid overtime for all hours worked in excess of 40 hours worked in a given week.

In addition to the exempt/non-exempt categories, each employee belongs to one other category:

Full-Time Employees:

- Full-time employees typically work 30 hours or more per week and are eligible for MDY-sponsored benefits, subject to the terms, condition, and limitations of each plan.

Part-Time Employees:

- Part-time employees typically work 20-29 hours per week and may or may not be eligible for MDY-sponsored benefits, subject to the terms, conditions, and limitations of each plan.

Temporary Employees

- An individual hired to work either full-time or part-time on a temporary basis with the understanding that their employment will be terminated on or before completion of a specific assignment. Upon the completion of one assignment, a temporary worker may be offered a new temporary assignment with MDY and retain their temporary status; provided, however, such assignments generally may not exceed six months. Such temporary worker may be “exempt” or “non-exempt” as described above.
- An individual referred from a temporary employment agency for a specific assignment is an employee of that employment agency and not of MDY.
- Temporary employees are not eligible to participate in any benefits programs, except those required by law, such as Workers’ Compensation benefits.

Casual Employees

- A casual employee is any employee who is regularly scheduled to work less than 20 hours in a work week. Casual employees are not eligible to participate in any benefits programs, except those required by law, such as Workers’ Compensation benefits.

Independent Contractors

- Independent contractors are engaged to provide services with respect to specific projects, relying on their own expertise and resources with only broad oversight from MDY. Independent contractors are not employees and, therefore, are not eligible for any MDY benefits.

Interns

- MDY offers internships to students who receive academic credit from their educational institution. Depending on financial resources and contract specifications, student interns may receive a stipend; however, they are not employees of MDY and, therefore, are not eligible to receive wages or MDY's benefits or perquisites.

2.6 Work Schedules and Meal Periods

All Operations and Kitchen staff will be given a schedule when they start employment with MDY. Employees are expected to work this schedule unless they have the explicit permission of their supervisor to work other hours. Non-faculty staff may have other work schedules. Schedules may vary depending upon office and school needs. There may be occasions when a shift or assignment will change due to the operational needs of the School. In addition, employees may be requested to work evenings, weekends and/or holidays, as needed.

All employees who work more than six hours in a given day receive and must take a 30-minute daily meal period between 11:00 AM and 2:00 PM, as assigned by their supervisor. Employees are not allowed to perform any work during their meal period and must spend their time for their own benefit. Employees are otherwise unrestricted in how they spend their 30-minute meal period.

2.7 Timekeeping and Overtime

Timekeeping

All employees must accurately record all time worked using the School's fingerprint scanners, if applicable. This includes the time work begins and ends, as well as the beginning and ending time of each meal period. The recording of all employees' time not only ensures accurate payroll and recordkeeping, but it also acts as a safety mechanism for documenting an employee's presence in the School, in case of an emergency.

Any employee who forgets to record their time must notify their supervisor immediately so the time may be accurately recorded. Altering, falsifying or tampering with time records, or recording time for another employee is prohibited.

Overtime

In order to meet the needs of the School and its students, you may occasionally need to work overtime. Whether you receive overtime pay depends on whether your position is classified as exempt or non-exempt.

Non-exempt employees will be paid overtime at a rate of one-and-one-half times their regular rate of pay for all time worked over 40 hours in a given week. Overtime must be approved by your immediate supervisor prior to working the overtime hours.

Exempt employees are generally paid on a "salary basis" and do not receive overtime pay.

2.8 Getting Paid

For payroll purposes, the workweek starts on Monday and ends on Sunday. Operations and Kitchen staff employees are paid biweekly for the period that ends on the previous Sunday. If a regularly scheduled payday falls on a holiday, you will typically be paid on the last working day before the holiday.

Please review your paycheck for errors. If you find a mistake, either in your favor or the School's favor, please report it to Human Resources immediately so that steps can be taken to correct the error.

Pay Deductions and Offsets

MDY takes great care to avoid making improper deductions from the salaries of exempt employees. There are, however, certain circumstances where deductions from the salaries of exempt employees are permissible. These circumstances include:

- when an exempt employee is absent for one or more full days for personal reasons other than sickness or disability, if the deduction is made in accordance with the time-off policies outlined in this Handbook;
- for insurance premiums;
- to recover any overpayment of wages, where such overpayment was the result of a mathematical or other clerical error by the employer; or
- to recover repayment of advances of salary or wages made to the employee.

Also, if an employee does not work a full week in either their initial or final week of employment, then the School is not required to pay the full salary amount for those weeks. Further, the School does not have to pay the full salary amount for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act or as a penalty imposed in good faith for an infraction of safety rules of major significance. In these circumstances, either partial day or full day deductions may be made.

If you have questions concerning why deductions were made to your paycheck or how they were calculated, Human Resources can assist in answering your questions.

What to Do If an Improper Deduction Occurs

If you believe an improper deduction was made to your paycheck, you should immediately report this information to Human Resources. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed.

2.9 Employee Benefits

MDY provides eligible employees with a wide range of benefits. Employees who work 30 hours or more per week on a regular basis are eligible to participate in the employee benefit plans, as in

effect at the time, including health and dental coverage, life insurance, a 403(b)-retirement plan, and a flexible spending account. Employees who work 20 or more hours per week are eligible to participate in the 403(b)-retirement plan and a flexible spending account.

For specific information regarding our benefit programs, refer to the actual plan documents and summary plan descriptions. Those documents always take precedent, and are available in Human Resources. MDY reserves the right to modify its benefits at any time.

Effect on Employee Benefits

If your benefits, including health insurance, continue while on a leave of absence, you are responsible for paying your contribution towards your premium(s) directly to the School. Your contribution responsibility will not be deducted from your pay since you will not be receiving pay from the School during your leave. Employees are responsible for ensuring their portion of the benefits premium(s) are paid to the School in a timely fashion. Failure to do so may result in loss of that benefits, including loss of your health insurance coverage.

3.1 Integrity

In the pursuit of our success now and in the future, we must never compromise our honesty and integrity as individuals and as a Yeshivah. All of our activities must always be consistent with the highest ethical standards and be conducted in full compliance with all laws, rules, regulations and codes governing our Yeshivah. We have a great desire to succeed, but we also must do so while “playing by the rules.” Honesty is not only the “best policy,” but it is the duty of each of us, and of the Yeshivah as a whole.

3.2 Conflicts of Interest

A school's reputation is its most valuable asset and is directly related to the conduct of its administration, faculty and other employees. Therefore, employees must never use their positions with MDY, or any of its students, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families, or any other individuals, corporations or business entities.

MDY adheres to the highest legal and ethical standards. The School's business is conducted in strict observance of both the letter and spirit of all applicable laws, and the integrity of each employee is of utmost importance.

Employees must conduct their personal affairs such that their duties and responsibilities to the School are not jeopardized and/or legal questions do not arise with respect to their association or work with MDY.

Employees must promptly disclose any and all actual or potential conflicts of interest to Human Resources.

Outside Employment

If you wish to hold outside employment, you must make sure the outside employment does not prevent you from fully performing your job with MDY or otherwise violate the law or MDY policies. If you are unsure of whether or not outside employment will prevent you from fully performing your job with MDY, violate the law or MDY policies, or create a conflict of interest, please contact your supervisor.

Also, MDY work time and the School's property must not be used for outside employment under any circumstances.

Gifts

No employee may solicit or accept gifts of significant value (i.e., in excess of \$25), lavish entertainment or other benefits from parents and potential and actual vendors or suppliers. Special care must be taken to avoid even the impression of a conflict of interest.

3.3 Protecting Confidential Information

During the course of your employment with MDY, you may have access to confidential information about our School, our students and their families, and our employees. The protection of the School's trade secrets, student information and other Confidential School Information (as defined below) is vital to MDY's interests and success. Your access to Confidential School Information is granted only in furtherance of the School's purposes. Any other access is unauthorized.

No MDY employee may, at any time, discuss MDY students, families, or other employees with anyone who is not an MDY employee. If asked about confidential information, an acceptable and appropriate response is, "I'm sorry, I can't discuss this with you (here)." That is to say, some things need to be shut down completely, while others need to be discussed in private, with only authorized persons.

Confidential School Information includes, but is not limited to: financial records; business, personnel, and payroll records regarding current and former employees; the identity of, contact information for, and any other information on parents, students (including students' behavior, learning disabilities/issues, grades and test scores, etc.), vendors; educational techniques, lesson plans, curricula, and processes; and any other documents or information regarding the School's operations, procedures, or practices. Confidential School Information can be in any form – whether oral, written, electronic, etc. Confidential School Information may not be removed from MDY premises without express authorization.

Your obligations under this policy continues even after your employment with MDY has ended. Employees who violate this policy may be subject to legal action, even if they do not actually benefit from the disclosed information.

If you disclose Confidential School Information to a government official or attorney for the sole purpose of reporting or investigating a suspected violation of law, you may not be held liable under federal or state trade secret law for such disclosure, and may be granted immunity by a court of proper jurisdiction.

3.4 Electronic Communications

Electronic Communications Equipment and Computer Systems

For School purposes only, MDY provides many of our employees with electronic communications equipment and computer systems, both for non-faculty and faculty, in and outside of the School, including telephones, cell phones (e.g., iPhone, Android), tablets (IPAD, Android, Windows), computers, laptops, software, fax machines, e-mail and Internet access.

Everything produced or recorded on the School's electronic communications equipment and computer systems is School property. In order to ensure a safe, efficient and secure work environment, MDY may inspect, monitor and review all School property at any time. This includes personal, web-based e-mails (e.g., Google or Yahoo) accessed and stored using the

School's equipment and/or computer systems. Also, because all computer data (including Internet activity) is stored on a hard drive and may be accessible to other users (including authorized School representatives and, under certain circumstances, law enforcement officials), employees should be careful not to input or access any personal data (e.g., online banking or personal web-based e-mails) which they would want to keep private. In other words, you should have no expectation of privacy in any information stored, sent, received or accessed on the School's electronic communications equipment and computer systems.

While occasional personal use of MDY's telephone, e-mail, and computer systems is permitted, it should never interfere with School business or your individual job performance. Excessive or inappropriate personal use may be cause for corrective action, up to and including termination.

If you are issued a password or access code, you may not allow others to use them without the express consent of the School. Please remember that each password and access code is School property.

To ensure our computer systems function efficiently and to ensure compliance with all applicable copyright laws, only software authorized by the School may be installed on School computer systems.

Please use caution when downloading or opening email attachments, particularly if you do not know the sender. If you suspect a file you downloaded or opened contains a virus or other malware, stop using the computer immediately and contact a member of the IT department and your supervisor.

Employees must comply with all other School policies with respect to their electronic communications, such as the rules prohibiting harassment and the School's policy on Confidential School Information.

Employees must return any and all electronic communications equipment to the School immediately upon request or at the end of their employment. Employees, who have received prior authorization to access the School's computer systems from remote locations, are also governed by this policy and must return all data (including electronic files and e-mails) to a member of the IT department at the conclusion of their employment.

Authorization to access and utilize the School's electronic communications equipment and computer systems ends when an employee has been terminated, submits their resignation, or intends to leave the School for any reason, even if MDY has not actually blocked the employee's access.

E-mail Usage/Etiquette

Employees should prepare e-mail communications with care, judgment and responsibility. A good rule is to use the same care you would use for letters written on School letterhead. E-mails containing Confidential School Information should be marked "CONFIDENTIAL – DO NOT RE-TRANSMIT."

When sending an e-mail, please be sure to double-check all e-mail addresses to ensure that you are sending the e-mail to the appropriate recipients. If you believe an e-mail containing Confidential School Information was sent in error to an unintended recipient, please notify a member of the IT department and the Education Office Manager.

An employee who mistakenly receives an e-mail that was not intended for them should NOT read the e-mail. Instead, they should immediately notify the sender.

Please note, upon separation of employment, access to your work e-mail account will be immediately terminated.

Social Media Guidelines

We understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. We have established these guidelines to assist you in making responsible, appropriate decisions about your use of social media.

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the School, as well as any other form of electronic communication.

As stated above, all policies in this Handbook apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects students, the School, vendors, people who work on behalf of the School or the School's legitimate business interests is prohibited.

Know and follow the rules – Carefully read these guidelines and the other policies in this Handbook, including the policies on Confidential School Information and Respect in the Workplace, and ensure your postings are consistent with these policies. Unlawful conduct, or inappropriate postings that may include behavior unbecoming of an employee of an Orthodox Yeshivah, discriminatory remarks, harassment, or threats of violence, will not be tolerated.

Be respectful – Always be fair and courteous to students, parents, fellow faculty members, administrators and vendors. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our open-door policy than by posting to a social media outlet. Nevertheless, avoid using statements, photographs, video or audio recordings that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage students, employees or vendors, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law.

Be honest and accurate – Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the School, fellow employees, students, or vendors.

Post only appropriate and respectful content –

- Maintain the confidentiality of the School’s Confidential School Information. Do not post internal policies, procedures or other internal school-related confidential communications.
- Respect all federal, state and local laws.
- Do not create a link from your blog, website or other social networking site to the School’s website without identifying yourself as the School’s employee.
- Only express your personal opinions. Never represent yourself as a spokesperson for MDY. If the School is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the School. If you do publish a blog or post online related to the work you do or subjects associated with the School, make it clear that you are not speaking on behalf of the School. It is best to include a disclaimer such as *“The postings on this site are my own and do not necessarily reflect the views of Magen David Yeshivah.”*

Using social media at work

Refrain from using social media during working time, unless it is work-related as authorized by MDY. Do not use School e-mail addresses to register on social networks, blogs or other online tools utilized for personal use. Employees are prohibited from taking photographs or videos of students and/or third parties on MDY property out of respect for their privacy, unless required by your job duties and is authorized by your supervisor. In addition, any image or video taken on MDY property of students and/or third parties as part of your work duties must never be posted on social media. An employee should never use a student’s name in any social media post to prevent violating their expectation of privacy. Do not disclose or use the School’s confidential or proprietary information on any social media platform. An employee should not accept friend requests and/or follow students and students should not request or follow employees on social media platforms, including but not limited to Instagram, Snapchat, Twitter and Facebook. Employees should report any student request or social media communication to the Dean of Discipline, Principal or their supervisor.

Retaliation is Prohibited – There will be no adverse action taken against employees who report violations of the School’s Electronic Communications policy in good faith or participate in the investigation of violations. Any employee who believes they have been the victim of prohibited retaliation or who has witnessed retaliation should immediately notify their Supervisor or Human Resources or the Executive Director, so the situation can be promptly investigated and remedied.

Cellular Phone/Portable Electronics

Personal cellular phones and/or PDAs (iPhone, Android, Windows Phone, etc.) – Cell phone use during the workday can interfere with employee productivity and be distracting to others. Employees may use personal cellular phones during worktime, unless it is for business purposes only or except in the case of an emergency. This prohibition includes the use of cellular phones for any reason (e.g., making/receiving phone calls, texting, playing games, etc.). Employees are permitted to use their cell phones for such purposes during non-working/personal time throughout the workday. Employees are also asked to ensure that friends and family members are aware of this policy.

Due to privacy and security concerns, we request you not take pictures, or record audio or video, without obtaining permission from your supervisor and all parties involved. MDY reserves the right to confiscate any employee’s cell phone or device in order to determine if this policy has been violated.

As with all personal property, the School is not liable for the loss of personal cell phones or other portable electronics brought into the workplace.

3.5 Personal Information and Property

Personnel Records and Information Changes

Human Resources maintains a confidential personnel file for each employee. The employee file and its contents are the property of MDY. Individual employee medical records, if any, are kept in a separate file, and are kept confidential as required by law.

To ensure that all information in your file remains up-to-date, you are required to immediately notify Human Resources of any changes in home mailing address; telephone numbers; name and/or marital status; dependent information; W-4 deductions; and emergency-contact information.

Personal Identifying Information - Generally

MDY protects the confidentiality of Personal Identifying Information obtained from its applicants, employees and students. Personal Identifying Information includes Social Security numbers (SSNs), home addresses and telephone numbers, e-mail addresses, Internet usernames or passwords, parents’ surnames, and driver’s license numbers.

The School only collects Personal Identifying Information for business and legal purposes and keeps all such information confidential. Access to Personal Identifying Information is restricted to those with a business-related “need to know.” Under no circumstances will the School communicate or otherwise make available to the general public an individual’s Personal Identifying Information.

Before disposing of any records containing Personal Identifying Information, the School will shred the records, erase the records, destroy the personal information contained in the records, or modify the records to make the personal information unreadable.

Additional Information on Social Security Numbers

SSNs will be collected from applicants and employees as required in order to meet federal and/or state reporting requirements (e.g., to conduct pre-employment background checks; to verify employment eligibility; to withhold federal and state taxes; to comply with state new-hire reporting; and to facilitate enrollment in School benefit plans). SSNs may also be collected from creditors, vendors or independent contractors where no tax identification or employer identification number is accessible. All SSNs are protected under this policy.

The following usages of SSNs are prohibited:

- Visibly printing an employee's SSN on any identification badge, including timecards;
- Publicly posting an employee's SSN;
- Placing an employee's SSN in files with unrestricted access;
- Using a SSN as an identification number for the purposes of any occupational licensing;
- Requiring an employee to use their SSN over an Internet exchange that is not secure or that is not encrypted;
- Requiring an employee to use their SSN to access an Internet website without also requiring a PIN or other authenticating device;
- Printing SSNs on any correspondence mailed to the employee, unless otherwise required by federal or state law;
- Encoding or embedding a SSN in a record or document by using a bar code, magnetic strip or other technology; and
- Filing a public document with any state agency or political subdivision, or in any court, that contains a SSN, unless by consent or as required by other federal or state law.

All documents containing SSNs are stored in locked, secured areas. All computer applications containing SSNs are maintained on secured, authorized-access computer stations only. Only people with a legitimate business reason have access to SSNs. All employees with access to SSNs are responsible for ensuring the confidentiality of SSNs when records containing SSNs are not being used.

Your Personal Property

MDY is not liable for loss, damage or theft of personal property on our premises. MDY is not insured for, responsible for, and will not reimburse you for, the loss or theft of personal items. Therefore, it is essential that you protect your own belongings. For your own protection, do not leave valuable personal property at work and do not leave personal items – especially your purse, briefcase, wallet or cell phone – unattended while you are at work.

Your Personal Information

The decision to share a personal phone number, home address, and/or any other personal information is under the discretion of each individual employee. The School will not provide such information to any co-worker. The School also strongly encourages employees not to share their personal information with any parents or students.

Bring Your Own Device (“BYOD”) Policy

Use of personal electronic devices for work purposes, including but not limited to smart phones, tablets, laptops and computers is allowed only when MDY has provided written authorization and may be limited to certain employees or departments. All School policies in effect pertaining to harassment, discrimination, retaliation, proprietary information, trade secrets, confidential information, and ethics apply to the use of personal devices for and during work-related activities. Personal devices are being used for work purposes; employees should not expect any privacy except that which is governed by law. MDY has the right, at any time, to monitor any communications that utilize School networks in any way, including data, voicemail, telephone logs, internet use, network traffic, etc. to determine proper use.

Employees are expected to reasonably protect personal devices used for work-related purposes from loss, damage, and theft. If a personal device is lost or stolen the employee must notify the School immediately. MDY bears no responsibility for replacing or repairing personal devices that are damaged, even if that damage occurs on School property and/or during working hours.

Failure to follow these policies and procedures may result in disciplinary action up to and including termination of employment.

3.6 Your Appearance at Work

Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times. The restrictions in this policy relate to the importance of our religious tenets.

The satisfaction of our students and our students’ parents represents the most important and challenging aspect of our school. Whether or not your job responsibilities place you in direct contact with our students, you represent MDY with your appearance as well as your actions. Appropriate attire helps to create a favorable image for the School, to the public and fellow employees.

Employees may not wear flip flops, sandals, tank tops, shirts which display advertising, or shorts. Facial piercings and tattoos should not be visible while at work. All employees are prohibited from dyeing their hair in extreme colors.

These guidelines apply to employees during normal work days. Exceptions may be made during special events and field trips.

Food Service Personnel - Due to the nature of the job in the food services departments, we follow strict hygiene and safety practices at all times. We do ask our employees to be clean shaven with a neat appearance. However, should employees have a beard for religious reasons, or need an accommodation for medical reasons, they will be asked to wear a beard snood to ensure that we adhere to the standards needed for food handlers. Please contact Human Resources if you wish to request an accommodation to wear a snood.

3.7 Violence-Free Workplace

One of our overriding concerns at MDY is that employees and students are provided with a safe and professional working and educational environment. Violent acts and threats of violence have no place in our schools. Under no circumstances will we tolerate physical violence or threatening behavior in the workplace, on MDY premises or at school-related functions. We have a zero-tolerance policy for violence of any kind. Incidents of workplace violence will be reported to government authorities, as appropriate.

Examples of Violent or Threatening Behavior

Examples of prohibited violent or threatening behavior may include, but are not limited to:

- Loud, abusive language;
- Threats or insinuations of “getting even;”
- Physical aggression, whether demonstrated or threatened;
- Dangerous pranks or practical jokes;
- Horseplay;
- Fighting;
- Assault; and
- Corporal punishment.

“Corporal punishment” includes spanking, slapping, pinching, hitting or the use of any other physical force as retaliation or correction for inappropriate behavior.

Firearms and Weapons

Possessing firearms and other weapons on MDY premises, while on School business, or at MDY-sponsored events, is dangerous to employees and is strictly prohibited with the exception of the School’s security guards. For purposes of this policy, a “weapon” means any item which could be used for the purpose of inflicting bodily injury, which may include items that are legal to own.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers or students, should be taken seriously and reported immediately to your supervisor, Principal, or any other member of the MDY Administration with whom you feel comfortable. In an emergency, you should immediately contact the School Office, the police, Hatzalah (718-230-1000), or other emergency services, as appropriate.

All threats will be promptly investigated. Reports of threats will be kept confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the reports. No employee will be subjected to retaliation, intimidation or corrective action as a result of reporting a threat in good faith under this policy.

Personal Situations

Sometimes employees experience personal situations that could adversely affect the workplace. Contact your supervisor or Human Resources for any of the following situations:

- Incidents of domestic violence or threats against an employee where there is a possibility that the other party will seek out the employee at work;
- An employee has obtained a restraining order naming their workplace as a restricted area;
- An employee is receiving threatening or harassing telephone calls or emails at work; or
- An employee is the target of unwanted pursuit by someone who has been seen at or near the workplace.

Suspicious Packages

If you receive a suspicious package in the mail, do not open it. Immediately contact the Security Department (ext. 3283).

3.8 Drugs and Alcohol-free Workplace

The School seeks to promote individual wellness in as many ways as possible. We have no tolerance for illegal drugs in our School. To help ensure a safe, healthy and productive work environment for our employees, and to ensure a safe, healthy and productive educational environment for our students, MDY has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees, students, faculty, and staff – as well as to contractors, vendors and visitors.

The unlawful or unauthorized use, abuse, solicitation, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by any individual anywhere on MDY premises, while on MDY time (whether or not on School premises) or while otherwise representing MDY, is strictly prohibited. Controlled or illegal substances are those that are restricted or prohibited by law with respect to their distribution, use or possession; that prevent

you from performing your job; or that pose a risk of injury to people or property. They include substances such as:

- Alcohol;
- Prescribed narcotics (without professional medical authorization);
- Illegal narcotics;
- Hallucinogenic drugs;
- Intoxicants;
- Stimulants or depressants; and
- The equipment and other material used with such substances.

The term “distribution, use or possession” includes the manufacture, sale, or purchase of the controlled or illegal substances described above, as well as reporting to or being at work under the influence of alcohol or a controlled or illegal substance. You are prohibited from reporting to work or working while using any controlled substances, except when using a lawfully prescribed prescription substance used in accordance with medical instructions.

All our employees are required to perform their job duties unimpaired by illegal drugs, alcohol, or the improper use of legal substances. Any employee who becomes aware of or suspects a violation of MDY drug and alcohol-free workplace policy must immediately notify their supervisor or Human Resources. In addition, employees are responsible for reporting to their supervisor, or the Principal, any suspicion they may have that a student is using illegal drugs or alcohol.

3.9 Workplace Security

Employee Identification

MDY is committed to maintaining a secure, safe environment for all of our employees. All employees are issued MDY identification cards. These cards are issued at the time of hire and are validated annually. All staff members must have in their possession a MDY issued identification card while on School property and be prepared to present the card upon request by any Security Officer or other School official.

Workplace Searches

To protect the property and to ensure the safety of all employees, students and the School, MDY reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes or any other possessions or articles carried to and from MDY premises. In addition, MDY reserves the right to search any employee's office, desk, files, locker, equipment or any other area or article on our premises. In this regard, it should be noted that all laptops, offices, desks, files, lockers, equipment, etc. are the property of MDY, and are issued for the use of employees only during their employment.

Inspection may be conducted at any time at the discretion of the School. Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees working on, or entering or leaving the premises must cooperate with inspections.

Workplace Safety

MDY considers safety in the workplace a top priority and intends to comply with all the Occupational Safety and Health Administration (OSHA) standards. You are expected to obey safety rules and to exercise caution in all work activities. To protect yourself and your fellow employees, you should immediately report any unsafe conditions to your supervisor.

Often, some of the best safety-improvement ideas come from employees. If you have ideas, concerns, or suggestions for improved safety in the workplace, you are encouraged to raise them with your supervisor.

Employee Injuries - If an employee is injured on the job, the School provides coverage and protection in accordance with the Worker's Compensation Law. When an injury is sustained while at work, it must be reported immediately to the Nurse or your supervisor. If the accident or injury is serious, your first call should be to Hatzalah (718-230-1000) or 911. Failure to report accidents is a serious matter as it may preclude an employee's coverage under Worker's Compensation Insurance.

Visitors

Due to safety concerns, employees are not allowed to have visitors in the School without express permission from the Administration. Similarly, employees must not admit visitors into the building or their respective assigned areas unless the individual visitor is cleared by Security. Please notify the Security Department (ext. 3283) or your supervisor of any suspicious individuals inside the School.

Fire and Emergency Drills

MDY is required by law to conduct fire and emergency drills on a frequent basis. Employees will be asked to assist students during fire and emergency drills on a regular basis.

3.10 Student Safety

Maintaining Professional Boundaries

Employees are expected to maintain a professional relationship with students. Personal disclosures, emotional dependence, unsupervised one-on-one time, and physical displays of affection are not professional and are not permitted. It is unethical to use your position as an adult to develop relationships with students for personal disclosures, intimacy, and emotional commitment.

All employees are responsible for being aware of boundary crossings and to report known incidents to your supervisor. Examples or warning signs of such behavior include, but are not limited to:

- Encouraging a student to confide about personal, family, and/or relationship problems;
- Unnecessary physical contact such as touching, hugging, and/or affectionate or “playful” contact;
- Driving students home or to other locations not explicitly authorized by the student’s parents and the School; and
- Arranging to meet students outside of school not explicitly authorized by the student’s parents and the School.

In addition, maintaining a personal site/blog or social media site, such as Facebook or Twitter, can put you in a precarious situation. If you have such a site, the information that you have on that site may be exploited to damage your reputation. Employees should take all possible precautions to prevent students from being able to view personal sites and to keep in mind that students may still access these sites despite those precautions. Employees must decline or disregard invitations from students to interact through personal social networking sites.

Electronic Communication with Students

All employees are prohibited from electronically communicating with students. This includes, but is not limited to, texting, e-mailing, calling, instant messaging, Tweeting, private messaging, and Snapchatting students.

This policy applies to all employees 12 months a year. Violation of this policy will result in corrective action, up to and including termination.

Sexual Misconduct

Sexual misconduct is any solicitation of any sexual act with a student, whether written, verbal or physical; any act of child abuse; any solicitation, encouragement or consummation of a romantic or physical relationship with a student; or any sexual contact with a student. “Romantic relationship” includes dating a student or otherwise being involved in an inappropriate social relationship with a student.

Sexual harassment of a student by an MDY employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or non-verbal conduct; or other conduct or communication of a sexual nature when:

- An MDY employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct.

Romantic or inappropriate social relationships between students and MDY employees are strictly prohibited. Any sexual relationship between a student and a MDY employee is always strictly prohibited, even if consensual.

Other prohibited conduct includes the following:

- engaging in sexually oriented conversations for the purpose of personal sexual gratification;
- telephoning or texting students at home or elsewhere for inappropriate social relationships; and
- enticing or threatening students to engage in sexual behavior in exchange for any school related benefit.

In order to avoid any potential issues of actual or perceived sexual harassment of students the following policies have been put into place:

- MDY employees may never forbid a student to share any conversations or information with, or instruct a student to keep a “secret” from, parents or the School’s Administration.
- Employees should be mindful of not engaging in conduct or creating situations that might have the appearance of impropriety. For example, although an employee may have a legitimate reason to have a private meeting with a student, the door to the room or office should remain unlocked and any windows uncovered.

Sexual Abuse of Students

Sexual abuse of a student by an employee, when there is a connection between the physical sexual activity and the employee's duties and obligations as a MDY employee violates a student's constitutional right to bodily integrity. Sexual abuse may include, but is not limited to, fondling, sexual assault or sexual intercourse.

All allegations of sexual harassment or sexual abuse of students will be reported to parents and promptly investigated. Conduct that may be characterized as known or suspected child abuse will also be reported to appropriate authorities, as required by law. Employees with questions or concerns relating to alleged sexual harassment of a student should contact their immediate supervisor or Human Resources.

Medication

Employees should never give a student any type of medication, including cough drops. This includes all over-the-counter products, including pain relievers.

Students must have written authorization on file from a physician detailing the name, frequency and dosage of a prescribed medication and the School must have a written request on file from the parent in order to administer the medication as prescribed by the physician.

Suicide Prevention

Any employee who suspects that a student presents a risk of self-inflicted violence or harm (as the result of a conversation with that student, information the faculty member learns from other students, or any other information that leads them to this conclusion) must immediately report such suspicions to your supervisor.

Pending Criminal Charges

You are required to report to your supervisor any pending criminal charges lodged against you. MDY reserves the right to take appropriate action as a result of any pending charges in the best interest of MDY and its students, consistent with federal, state, and local laws.

3.11 Emergency Situations

Emergency Procedures

In general, you should notify the Security Department (ext. 3283) of any emergency situation. All schools are equipped with fire extinguishers. You should familiarize yourself with the emergency procedures at your designated facility.

Emergency Notification

In an emergency, MDY may need to contact your family or any other person you designate as an emergency contact. As a result, it is very important that you keep the names, addresses, and phone numbers of your emergency contacts accurate and up-to-date at all times.

Lockdown Procedure

An incident may arise in which a lock-down mode may be put into place, such as persons armed with firearms on school property, gunshots directed at or near school grounds, police incidents involving dangerous person(s) that are adjacent to or within a short distance of the School site, intruders, hazardous chemical spills, gas leaks, electrical conditions, or disasters close to the school or grounds. Severe weather conditions can also involve a lock-down mode. The list is not all inclusive.

- All activities should cease.
- Check the hallway – students and other school members should be brought into the closest classroom.
- Lock doors and windows.
- Pull down shades
- Insert Night Locks (if available in your room.)
- Turn off lights and barricade door
- Move Students away from windows and potential threat and stay down
- Keep students calm and quiet
- Silence your phone
- Do not let *anyone* in your room.
- The Lock Down is not over until you hear the password – not even for police.
- In the event of a fire alarm during a lock down, do not exit unless you smell smoke or see fire.
- If locked out, go to nearest safe room or evacuate.

Bomb Threat

If you receive a bomb threat, remain calm and immediately attract the attention of a co-worker or staff member and have them call the Security Department (ext. 3283) to determine if an evacuation is necessary.

- Listen carefully
- Be polite and show interest.
- Try to keep the caller talking to learn more information
- Try to identify the voice characteristics of the caller, and any background noises such as bells, motors, traffic noises, voices, etc.
- If your phone has a display, copy the number and/or letters on the window display
- Complete the Bomb Threat Checklist
- Immediately upon termination of the call, do not hang up, but from a different phone, contact the Security Department (ext. 3283)

If you see a suspicious object, notify the Security Department (ext. 3283) and clear the area.

In the event of an explosion or fire, take cover or leave the building as directed by the Security Department. Use stairs only; do not use elevators.

Severe Weather and Emergency Closings

At times, emergencies such as severe weather, a facility malfunction that causes the building to be unsafe or inoperable, or other emergencies declared by government officials can disrupt MDY's operations. These circumstances may require closing the School.

MDY will declare the school closed, if weather or other conditions are severe enough to warrant closing. If emergency conditions develop during normal business/school hours, MDY may declare the school closed; however, operations staff may be required to report to work or remain at work to deal with the emergencies.

MDY has a consistent policy that provides for our schools to remain open during inclement weather where possible. If the School remains opened, and an exempt employee takes time off due to poor weather conditions, they must use their accrued paid time off. For notification of closings, delayed openings, or other emergencies, check the School's Instagram account, check the official school app, visit www.magendavidyeshivah.org or check with your supervisor.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be unpaid for non-exempt employees. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

3.12 Emergency Response Team

The Operations team has always been considered as Essential Personnel and an integral part of our organization. Essential Personnel are defined as employees who are required to report to their designated work location, to ensure the operation of essential functions during an emergency or when MDY has suspended operations. Essential Personnel are expected to come to work in emergency situations, even over weekends, regardless of whether a state of emergency has been declared by local authorities, unless they are specifically excused by their department manager. Examples include snow storms, hurricanes, water backups and floods.

As Essential Personnel, in the event of an institutional emergency, your position has been determined to be critical to the support and recovery of the school. If you are directed to report to work just before, during or after an emergency situation like a snow storm, hurricane or any other form of emergency, you are obligated to comply. This is a condition of employment, even for employees who use public transportation. Transportation reimbursement will be available when mass transit is not running properly.

For those instances where the school is closed or canceled because of an emergency situation, hourly Essential Personnel will be paid for the day plus be paid one and a half times their regular rate of pay for any hours worked. Salaried employees will receive an additional PTO day to take at a future date within the academic year. Employees may be called upon to work over a weekend, or when they are not normally scheduled. If the need should arise, employees will receive two times their pay for all hours worked.

3.13 Communicable Illness

In the event of an outbreak of a communicable illness which affects the School and its employees, MDY aims to minimize the risk of transmission. This policy operates in conjunction with the School's sick leave policy and, in compliance with the NY HERO Act, the School's Airborne Infectious Disease Exposure Prevention Plan. Because the spread of communicable illness often happens rapidly, the School recognizes you will not have much advance notice. Therefore, MDY requires that you provide your supervisor with notice that you are unable to work due to a communicable illness as soon as practicable prior to using sick time.

MDY encourages all employees to exercise best practices to prevent the spread of germs and illness in the workplace. When coughing or sneezing, you should always cover your nose and mouth with either the bend in your elbow or a tissue. If a tissue is used, it should be discarded immediately, and you should wash your hands.

The Centers for Disease Control and Prevention ("CDC") recommends washing your hands frequently with warm water and soap for at least 20 seconds or using an alcohol-based hand sanitizer that contains at least 60-95% alcohol. If your hands are visibly dirty, wash them using soap and water. If a communicable illness breaks out, MDY will set up hand washing and sanitation stations in the office for employee use.

Employees should also routinely clean frequently touched surfaces such as your workstations, countertops, and cell phones. Avoid touching your eyes, nose, and mouth unnecessarily.

Employees should also keep themselves apprised of any other recommendations the CDC makes regarding prevention and treatment for a communicable illness. MDY will do its best to educate employees as well.

If you develop a fever, cough, or upper-respiratory illness, you should stay home. Do not return to work until you are free of fever and other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-alleviating medication.

In the event that the State Department issues Travel Advisories in response to a communicable illness, the School will follow the recommendations of those advisories in determining whether to suspend travel to the affected regions.

If there is an outbreak of a communicable illness, the School will alert employees of our plan to handle the illness. All communications will be sent through the MDY email system.

3.14 Uncontrollable Events, Including COVID-19 Pandemic

While MDY is committed to fulfil the obligations of this Handbook, there are uncontrollable events, like the COVID-19 Pandemic, that may change circumstances. Accordingly, the School is not liable for a delay or failure to fulfil any duty under this letter if any of the following conditions occur beyond the School's control: an extraordinary element of nature or act of G-d, an epidemic, a pandemic, quarantine restriction, an act or order of government, a riot, war, or act of terrorism. MDY may, at its sole discretion, suspend operations in any of the above conditions or switch to tele-education.

Failure to report to work as directed may result in disciplinary action up to and including termination. Hourly employees who do not show up for work when expected will not be paid for the day unless they request a PTO day. Salaried employees who do not show up when expected will use a PTO day, if available, otherwise it will be considered an unexcused absence and will not be paid for the day.

3.15 MDY Property

All employees are expected to exercise due care in their use of MDY property and to utilize such property only for authorized purposes. The removal of School property from the premises or its conversion for personal use is prohibited.

Employees are expected to keep their offices, and work areas clean and orderly. The care and condition of all equipment is the responsibility of the staff member. Staff members are responsible for taking appropriate disciplinary action if they see someone damaging School property.

3.16 Smoking

MDY is committed to the improvement of the health and safety of students and employees. Smoking, including electronic cigarettes (including, but not limited to, JUULs, halos, vaporizers, and vape pens), is not permitted in any building, on any property belonging to the Yeshivah, on the block of the School, or anywhere in which you could potentially be visible to children.

3.17 Solicitation and Distribution

In the interest of efficiency and security, employees are prohibited from soliciting, or requesting information from, another employee to obtain membership in or support for any organization while either person is on working time. Employee distribution of literature (including handbills) is prohibited during working time and at any time in a working area.

Non-employees are prohibited from distributing literature or soliciting employees on MDY premises at all times.

3.18 Gambling

Employees may not engage in any form of gambling during work or on MDY premises. Examples of gambling include, but are not limited to: any kind of game, contest, lottery or raffle where proceeds from employee contributions are used to fund or purchase a prize (e.g., a sports pool or fantasy league). Any employee who becomes aware of or suspects gambling in violation of this policy must immediately report such suspicions to the supervisor or Human Resources. Similarly, any employee who becomes aware of or suspects students are gambling must immediately notify the Principal.

3.19 Bulletin Boards

Information of interest and importance to you is regularly posted on our bulletin boards. We suggest that you read them regularly. Employees may not post or remove any information from the bulletin boards.

3.20 Recording and Photography

Employees may not record conversations in which Confidential School Information (as defined in Section 3.3), proprietary information or private health information is discussed, without the prior approval of the Department Manager or Principal. In addition, employees may not photograph documents or materials containing such information without prior approval from the Department Head or Principal.

Chapter 4 Performance Management and Problem-Solving

4.1 Performance Management Process

We are committed to helping you manage your performance by providing you with feedback about your performance and evaluating your skills and knowledge.

Performance management is a key part of MDY's overall culture, and it is an important tool that provides you with the opportunity for growth in personal responsibility, accountability, reward and recognition. Performance management can help MDY achieve excellence in education and help you reach your potential.

You and MDY participate together in the performance management process.

Performance Reviews

The main purpose of the performance review is to provide you with feedback about your strengths in performance and opportunities for improvement. This is accomplished through open, frank and direct communication between you and MDY about:

- Job requirements and standards;
- Working relationships;
- Future expectations; and
- Any work-related problems or issues.

Timing of Performance Reviews

Formal performance reviews are typically scheduled once a year. However, we strongly encourage you to discuss job performance regularly, on an informal basis, with your supervisor.

4.2 Performance Counseling / Corrective Action

It is important to the success of MDY that every one of us is a contributing member of the team. To make sure that this universal standard is met throughout MDY, each one of us is expected to meet standards of performance, attendance, punctuality and professional behavior, and to follow all MDY policies and procedures.

In most cases, if there is an issue with your performance, your supervisor will work with you to provide the appropriate counseling and corrective action so that you have the opportunity to improve. Corrective action may include a verbal warning, written warning, final written warning, suspension with or without pay, and/or termination of employment.

However, MDY's policy on corrective action may not be progressive in every case. This means that MDY reserves the right to escalate the process or use any part of it that is appropriate for the situation – and, if necessary, to dismiss you from employment without implementing performance

counseling or corrective action. This is consistent with our “employment at will” policy stated throughout this Handbook.

The level of performance counseling and corrective action that may be used depends on considerations such as the:

- Nature and severity of the issue;
- Timing and frequency of previous issues; and
- The employee’s overall performance.

4.3 Problem-Solving Through Communication

Direct and Open Communication

The basic intent of all of MDY’s policies is to provide a productive working environment. We respect your right to communicate directly and openly, on an individual basis, with your supervisor about any terms or conditions of your employment. Within our schools, we believe that fellow employees and representatives of MDY, can be more responsive to your needs and problems than any outside third party (e.g., spouses or attorneys).

A positive and direct team relationship between management and employees is the key to success, growth and development. We believe that employees should be able to deal directly with management to resolve issues and individual concerns. The ability to deal directly with individuals provides the best climate for maximum personal development, teamwork and collective achievement.

We enthusiastically accept our responsibility to provide good, safe working conditions, competitive pay and benefits, fair treatment, and the personal respect, which rightfully belongs to everyone.

You may want to express your issues, suggestions, and concerns to us so that we can understand each other better. Letting us know of your concerns directly gives us the opportunity to understand your concerns and do our best to address them.

Problem-Solving Procedure

We believe that effective communication is essential in any work environment. Your supervisor and Human Resources have an open-door policy and are prepared to discuss any concerns you may have. It is our hope that you will feel free to discuss any issues you may have directly with them. If you have any concerns, ideas, suggestions, or you feel you have not been treated fairly, please use the following Problem-Solving Procedure:

Step 1: If you have any work-related problem or complaint, you are encouraged to discuss the situation with your direct supervisor or with Human Resources. After hearing about and investigating the issue, your direct supervisor will provide you with an answer as soon as possible.

Step 2: If, for any reason, you feel uncomfortable discussing your problem with your direct supervisor, you should contact Human Resources. Human Resources will make a final decision to resolve any remaining problem or complaint in the best interests of the employee and the School.

Chapter 5 **Time Off and Work-Life Balance**

In this chapter, you will find information about the different types of paid and unpaid time off available to you.

5.1 Attendance and Punctuality

You were hired to perform an important function at MDY. As with any group effort, operating effectively and efficiently takes cooperation and commitment from everyone. Therefore, your attendance and punctuality are essential. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on your fellow employees and the School. Excellent attendance and on-time arrival is expected from every employee.

However, we know there are times when absences and lateness cannot be avoided. If you are going to be absent or late, you must notify your supervisor as far in advance as possible in accordance with the time off policies below, but no later than one hour before your scheduled start time.

Be sure to provide a clear reason for each absence or lateness, as well as the amount of time you plan to be out. You are required to contact your supervisor each day you are absent unless your supervisor instructs you otherwise. An employee who fails to contact their supervisor for three (3) or more consecutive days may be considered as having voluntarily resigned.

Unexcused or sporadic absences may lead to corrective action up to and including termination of employment.

Leaving Work during the Workday

Leaving early and not returning to the School in connection with scheduled work times, breaks, or meal periods is not acceptable, unless authorized by your supervisor. Similarly, returning late from breaks or meal periods violates MDY's attendance and punctuality policy.

Repeated incidents without prior approval may result in corrective action, up to and including termination. If it becomes necessary to leave the workplace during normal working hours, your supervisor must be notified.

5.2 Introductory Period for Non-Faculty

Non-faculty employees are on an introductory period during their first 90 days of employment.

During this time, employees will be able to determine if your new job is suitable for you and the School will have an opportunity to evaluate your work performance. However, the completion of the introductory period does not guarantee employment for any period of time since you are an at-will employee both during and after your introductory period.

5.3 Time Off

Paid Time Off (PTO)

This PTO policy has been designed to increase flexibility for employees and assist in balancing their work and personal lives. PTO combines vacation leave, sick/safe leave and personal days to be used at the employee’s discretion, subject to certain requirements specified below.

Employees are entitled to PTO based on the below table. Newly hired employees may use accrued PTO for sick or safe leave purposes immediately, but PTO for vacation or personal leave purposes may not be taken during the first 90 days of employment. Employees may be entitled to a prorated amount of PTO based on the average number of hours worked per week. In addition, Employees hired in the middle of the school year will be entitled to a prorated amount of PTO based on the number of months left in the school year.

Annual PTO Days (updated Dec 2022)				
Status	0-1 year of Service	1-4 years of Service	5-9 years of Service	10+ years of service
12 Month Employee				
Full-Time and Part-Time Salaried	7	15	20	
Full-Time and Part-Time Hourly	7	10	15	
10 Month Employee (September through June)				
Full-Time and Part-Time Hourly and Salaried	7	10	10	15
Casual Employees (between 0- 19 hours per week)	Earn 1 PTO hour for every 30 hours of work to a maximum of 56 hours per year			

In addition to personal reasons, PTO may be taken for sick/safe leave purposes.

Sick time may be used only for the following reasons:

- Mental or physical illness, injury, or health condition, regardless of whether it has been diagnosed or requires medical care at the time of the request for safe leave; or
- The diagnosis, care, or treatment of a purposes include your own or a family member’s mental or physical illness, injury or health condition; or need for medical diagnosis or preventive care.

Safe time may be used only for the following reasons:

- An absence from work when the employee or employee’s family member has been the victim of domestic violence as defined by the State Human Rights Law, a family offense,

sexual offense, stalking, or human trafficking due to any of the following as it relates to the domestic violence, family offense, sexual offense, stalking, or human trafficking;

- To obtain services from a domestic violence shelter, rape crisis center or other services program;
- To participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or the employee's family members;
- To meet with an attorney or other social service provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding;
- To file a complaint or domestic incident report with law enforcement;
- To meet with a district attorney;
- To enroll children in a new school; or
- To take other actions necessary to ensure the health or safety of the employee or the employee's family member or to protect those who associate or work with the employee.

A "family member" for the purpose of this policy, is defined as an employee's parents, spouses or domestic partners, children, grandparents, grandchildren, siblings, the child or parent of an employee's spouse or domestic partner, or any other individual related by blood to the employee and any other individual whose close association with the employee is the equivalent of family.

All PTO days are provided at the beginning of the academic year and do not carry over from academic year to academic year. Although PTO days are frontloaded, they accrue throughout the academic year. If you use your PTO days at the beginning of the academic year, you must fill out the Advanced Paid Time Off Deduction Form, which is available from Human Resources. If you have used all your PTO days and end your employment with the School before the completion of the academic year, the PTO days you used but did not accrue will be deducted from your final paycheck in accordance with the Advanced Paid Time Off Deduction Form.

Employees may not use any PTO days after giving the School notice of their resignation, as outlined in Section 6.2.

PTO can only be taken on a full-day basis and cannot be taken in partial-day increments. However, PTO may be used in minimum increments of four hours for sick and safe leave purposes only. Any time-off taken for less than four hours must be authorized by the department manager. When you wish to use PTO for personal reasons, a Planned Absence Form needs to be filled out and approved by the department manager at least seven days in advance. If you wish to use PTO for sick or safe leave purposes, you must inform the department manager seven days in advance where the need is foreseeable.

When there is an absence of more than three consecutive workdays without prior authorization, the School may require documentation, including a physician's note (if applicable), demonstrating the absence was for sick leave purposes. The School also reserves the right to request written confirmation that an employee's absence for three or less days was for sick leave purposes. The School will reimburse employees for the cost of obtaining a physician's note if required.

Employees who are hired in the middle of the academic year will receive a pro-rated amount of PTO in their first year of employment.

If you wish to use PTO for sick leave purposes, you must inform your supervisor or department manager seven days in advance where the need is foreseeable. Where the need is unforeseeable, please follow the above procedure outlined in Section 5.1 Attendance and Punctuality. If an employee is absent for more than three consecutive days due to illness or injury, a note must be provided from your medical provider which verifies the reason for absence and its beginning and expected end date. The School will reimburse employees for incurred expenses related to such documentation.

In addition, all salaried faculty employees receive paid time off when the School is closed, in accordance with the School's calendar.

Banked PTO

For full-time and part-time employees, unused PTO at the end of the academic year will be placed in a Family Medical Leave Act ("FMLA") PTO bank. Full-time employees may bank a maximum of twelve (12) weeks in the FMLA PTO bank. The purpose of this bank is for employees to use PTO time to receive pay during an FMLA leave of absence (See Section 5.18, Family and Medical Leave). Employees. Full-time employees will only receive pay during an FMLA unpaid leave of absence for as many days as the employee has in their bank and for unused PTO for the then current academic year.

The "academic year" is defined as September 1 to August 31. Unused PTO, including those in the FMLA PTO bank, will not be paid out upon separation from employment.

Holidays

Full-time, salaried employees will receive their normal pay for any holiday that falls on a regularly scheduled work day. Hourly employees will only be paid for hours worked and will not receive pay for holidays. Hourly employees who are regularly scheduled to work on Thursdays will be paid for Thanksgiving Day. Hourly and Casual employees will be paid their regular schedule for December 25. Hourly employees who decide to work their scheduled shifts on December 25 will be paid two times their pay rate. Salaried employees who work their scheduled shifts on December 25 will receive an additional PTO day to be taken within that academic school year. **Hourly** employees may elect to take unused PTO days for any **other** holiday(s) they wish to observe.

MDY will distribute an annual holiday calendar for non-faculty employees at the beginning of each academic year. The calendar will indicate the specific holidays and their respective dates.

The specific days will vary from year to year, based on how the calendar falls.

5.4 Bereavement Leave

We know the passing of a family member is a time when one wishes to be with family and friends. Should you lose a close relative, you will be allowed up to five work days of paid time off so that

you can attend to your obligations and commitments. In the event you need more time, we will provide you with leave until the conclusion of Shivah.

Bereavement days are granted for the death of the employee's spouse, parent, child, grandchild, grandparent, sibling and corresponding in-laws.

Special consideration may also be given to any other person whose association with you was similar to any of the above relationships. Bereavement pay is calculated based on your base pay rate at the time of absence. Part-time employees receive bereavement pay based upon the number of hours they are normally scheduled to work.

Subject to permission from your supervisor, you may use any unused accrued paid time off to attend a funeral for any other person not included in the list above.

5.5 Shiva Visits

Shiva visits must not be made during School hours. If an employee is a spouse, sibling or child of the mourner, they must request permission from the Supervisor to make a Shiva visit during School hours.

5.6 Attendance at a Bris

Employees who want to attend a bris must make a request to the Supervisor as soon as possible. The Supervisor will grant the request based on the operational needs of the School.

5.7 Doctor Appointments

Doctor appointments should be scheduled during non-work hours. An employee who cannot schedule doctor appointments during non-school hours must speak with the Supervisor.

5.8 Blood Donation Leave

Employees who work an average of 20 or more hours per week may take a yearly three-hour, unpaid leave of absence to donate blood at an off-premises location. Employees who wish to donate blood off-premises must provide notice to their supervisor at least three working days prior to the day on which leave will be taken.

The School reserves the right to require longer notice (up to a maximum of ten days) of those employees it deems essential to the operations of the School, or as necessitated by applicable law.

5.9 Bone Marrow Donation Leave

Employees who work an average of 20 or more hours per week may take up to 24 hours of paid leave to undergo a medical procedure to donate bone marrow.

Verification of donation and the length of necessary leave may be required by the School. For scheduled donations, employees must notify their supervisor at least 24 hours prior to the day of donation. For unscheduled donations, employees must notify their supervisor as soon as possible after receipt of the request to donate. Employees may opt to use accrued PTO for this purpose.

MDY will not retaliate against an employee for requesting or obtaining a leave of absence for the purpose of undergoing a medical procedure to donate bone marrow.

5.10 COVID-19 Vaccination Leave

Employees are provided with paid time off to receive the COVID-19 vaccine. Employees receive up to four hours of paid time off for each dose, including booster shots. This leave is only available for an employee's own receipt of the COVID-19 vaccine and the leave will be paid at an employee's regular rate of pay.

5.11 COVID-19 Child Vaccination Leave

Eligible employees are provided with paid time off for their child to receive the COVID-19 vaccine. Those employees receive up to four hours of paid time off per dose, per child. Parents with children under the age of 18 or with children "incapable of self-care because of a mental or physical disability" are eligible to use the paid time off. A "parent" is defined as a biological, foster, step or adoptive parent, or a legal guardian, as well as individuals who stand in loco parentis.

5.12 Voting Leave

MDY encourages employees to participate in elections. Any employee whose work schedule does not permit them four consecutive hours to vote while polls are open will be granted up to two paid hours off in order to vote.

You should request time off to vote from your supervisor two to ten working days before the election. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to our normal work schedule.

5.13 Jury Duty

MDY encourages employees to fulfill their civic duty of serving on a jury. However, when possible, MDY prefers employees defer jury duty service in accordance with the court's procedures until the summer when MDY is closed. In the event you are called for jury duty during your normal working hours, you will be paid your regular hourly rate of pay or salary for a maximum of up to three working days. Beginning on the fourth day of jury service, your jury duty leave will be unpaid with the exception of a jury duty fee paid by the state.

To be eligible for jury duty pay, you must submit a copy of your summons or subpoena to your supervisor prior to your leave. When you return to work, you must submit certification from the court indicating the actual time you spent on jury duty as proof of attendance.

During jury duty, you are not expected to report to work if the court session ends during your regular work hours. However, you are expected to report to work on any workday when court is not in session and when you are excused from jury duty.

5.14 Court Appearances

You will receive unpaid leave if you are required to testify as a witness in a court case. Employees must notify their supervisor of their intent to take leave at least one day in advance. You must submit a copy of your summons or subpoena to your supervisor. When you return to work, you must submit certification from the court indicating the actual time you spent as a witness in the court case.

5.15 Domestic Violence Victim Leave

Employers are required to reasonably accommodate a victim of domestic violence who must be absent from work, as long as the leave does not place an undue hardship for the employer. An employee may take leave for domestic violence for the following reasons:

- Seeking medical attention or obtaining psychological counseling, including for a child who is a victim of domestic violence, provided that the employee is not the perpetrator of the domestic violence against the child;
- Obtaining services from a domestic violence shelter, program, or rape crisis center;
- Participating in safety planning, including temporary or permanent relocation; or
- Obtaining legal services, assisting in the prosecution of the offense, or appearing in court in relation to an incident of domestic violence.

Employees who must miss work for domestic violence-related reasons are required to provide advance notice to MDY. If advance notice is not feasible, MDY requests employees to provide timely certification of the domestic violence-related leave in the form of a police report, court order, medical documentation, or evidence of court appearance. The School will maintain the confidentiality of any information regarding an employee's status as a victim of domestic violence to the extent allowed by law.

5.16 Military Leave

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with applicable federal and state laws.

The time off will be unpaid unless otherwise required by law. Accrued paid time off may be used for this leave if the employee chooses. Military orders should be presented to your supervisor and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to the School unless military necessity makes this impossible. You must notify your supervisor of your intent to return to employment based on the requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with the law. Additional information regarding military leaves may be obtained from Human Resources.

5.17 Military Spouse Leave

New York law permits employees who work an average of 20 or more hours per week, and who have a spouse in the military who is on active duty in a combat theater or zone of operations, to take up to ten days of unpaid leave when the spouse serving in the military is on leave from active duty.

While no advance notice of intention to take leave is required, the School would appreciate as much notice as possible for scheduling purposes. An employee's paid time off will be unaffected by the decision to take unpaid leave.

5.18 Family and Medical Leave

The following policy describes your rights under the Family and Medical Leave Act (FMLA). An employee seeking leave benefits under this Policy must satisfy all eligibility requirements as set forth below and required by applicable law. This Policy does not create any rights (contractual or otherwise) not already provided under the FMLA.

Employees of MDY are eligible for family and medical leave if they have at least 12 months of service and have worked at least 1,250 hours within the preceding 12-month period. If eligible, an employee may be able to take up to 12 weeks of unpaid leave during any "rolling" 12-month period, measured backward from the date of any leave, for the following reasons:

- The birth of a child and to care for a newborn child within the first 12 months after birth; or
- The placement of a child with the employee for adoption or foster care and to bond with and care for the child (within the first 12 months after placement); or
- To care for an immediate family member (spouse, parent or child) who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the functions of their position; or
- If the employee experiences a *qualifying exigency* that arises out of the fact that a spouse, parent, or child is on covered active duty (or has been notified of an impending call or order to active duty) in the Armed Forces. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

A *serious health condition* is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other

daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may also meet the definition of continuing treatment.

A health care provider means a doctor of medicine or osteopathy who is authorized to practice medicine or surgery (as appropriate) by the state in which the doctor practices, or any other person determined by the Secretary of Labor to be capable of providing health care services.

Military Caregiver Leave – An employee who is the spouse, parent, child (of any age) or next of kin of a covered service member who incurred a *serious injury or illness* while on active duty may be eligible for up to a combined total of 26 weeks of FMLA leave in a single “rolling” 12-month period, measured backward from the date of any leave. Leave for the other reasons listed above may constitute no more than 12 of those 26 weeks.

- A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform their duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.
- A covered service member also includes veterans who were members of the Armed Forces (including the National Guard or Reserves) at any point in time within five years preceding the date on which the veteran undergoes medical treatment, recuperation or therapy.

A serious injury or illness is one that was incurred by a covered service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his /her office, grade, rank, or rating. This includes an injury or illness that existed before the beginning of the service member’s active duty and was aggravated by service in the line of duty while on active duty in the Armed Forces. For veterans, the injury or illness may manifest itself before or after the service member became a veteran.

Employee Responsibilities – When requesting leave, the employee must do the following:

- Provide notice of the need for leave to your supervisor at least 30 days in advance or as soon as practicable.
- Supply sufficient information for the School to be aware that the FMLA may apply to the leave request, as well as information regarding the anticipated timing and duration of leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave (calling in sick, without providing more information, will not be considered sufficient information to inform the School that the FMLA may apply to an employee’s leave request).

- Inform your supervisor if the requested leave is for a reason for which FMLA leave was previously taken or certified.
- Cooperate with all requests for information regarding whether absences are FMLA-qualifying.
- Update your supervisor periodically on the employee's status and intent to return to work. These updates should be made once a month or as soon as practicable.
- Submit certification and periodic recertification supporting the need for leave, as described below.
- Provide reasonable notice (i.e., within two business days), where foreseeable, to your supervisor of any changes in the amount of leave initially anticipated.

Failure to comply with these notice requirements may result in leave being delayed or denied.

Employer Responsibilities – The School will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the School will provide a reason for the ineligibility.

The School will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. Employees will be notified if the School determines that the leave is not FMLA-protected.

Intermittent Leave – When medically necessary, employees may take FMLA leave intermittently or on a reduced schedule basis for their own serious health condition, the serious health condition of a family member, or for military caregiver leave.

Employees are required to explain the reasons why intermittent leave or a reduced leave schedule is necessary if requested by MDY. Employees are also required to cooperate with the School to arrange reduced work schedules or intermittent leave so as to minimize disruption of operations.

Qualifying exigency leave may be taken intermittently without regard to medical necessity or disruption of operations.

Leave because of the birth or adoption of a child may not be taken intermittently and must be completed within the 12-month period beginning on the date of birth or placement of the child.

Medical and Other Certifications – Employees will be required to provide a doctor's certification if the leave request is: 1) for the employee's own serious health condition, 2) to care for a family member's serious health condition, or 3) military caregiver leave. Failure to provide the requested certification within 15 days of such request may result in denial of the leave until it is provided. If

an employee refuses to provide a certification, their leave request may be denied and the employee may be placed on corrective action.

Employees who submit certifications which are incomplete (information is missing) or insufficient (information provided is vague, ambiguous or non-responsive) will be notified in writing and given seven calendar days to cure any such deficiencies. Failure to cure the deficiencies and resubmit the certification within seven calendar days may also result in denial of the leave until it is provided.

The School, at its expense, may require a medical examination by a health care provider of its own choosing if it has reason to question the validity of the medical certification provided by the employee. In lieu of a second opinion, the School may contact the health care provider directly to clarify or authenticate a medical certification, including certifications for military caregiver leave. Second opinions may not be required for military caregiver leave.

Separate certification may also be required regarding the nature of the family member's military service and/or the existence of a qualifying exigency

The School may also request periodic recertifications in accordance with the law.

Fitness for Duty Certifications – Because MDY wishes to ensure the well-being of all employees, any employee returning from FMLA leave for their own serious health condition will need to provide a Fitness for Duty (FFD) certification signed by their treating physician. An employee who fails to provide an FFD certification will be prohibited from returning to work until it is provided. An employee who fails to provide an FFD certification may be placed on corrective action or terminated. FFD certifications may be required when an employee returns from intermittent FMLA leave if serious concerns exist regarding the employee's ability to resume their duties safely.

Maintenance of Benefits – The School will maintain health care benefits for the employee while on FMLA leave, but the employee is responsible for paying the normal monthly contribution. If the employee elects not to return to work at the end of the leave period, the employee will be required to reimburse the School for the cost of premiums paid for maintaining coverage during the leave period. All other benefits cease to accrue during the unpaid portion of the leave. Use of FMLA leave will not result in the loss of any benefits accrued prior to the start of an employee's leave.

Concurrent Leave – Employees must use any accumulated PTO, including PTO in the employee's FMLA PTO bank, to the extent available during FMLA leave unless such leave is covered under workers' compensation or a statutory disability law, in which case the employee may use accumulated leave time only for the purpose of satisfying any waiting period. Absences in excess of these accumulated days will be treated as FMLA leave without pay.

Married Couples Who Work for the School – If an employee and their spouse both work for the School, they are both eligible for leave. The employee and employee spouse may be limited to a combined total of 12 weeks of FMLA leave in a 12-month period if the leave is taken for:

- The birth, adoption, or foster placement of a child; or
- To care for and bond with such child who does not suffer from a serious health condition; or
- To care for a parent with a serious health condition; or
- A combination of the above.

For military caregiver leave, the employee and employee spouse may be limited to a combined total of 26 weeks of leave in a single 12-month period, including the types of leave listed above in this paragraph.

Absenteeism – FMLA leave may be counted as an absence under the Company’s attendance policy.

Outside Employment – The rules and procedures outlined in the School’s Outside Employment policy apply to employees on FMLA leave. Any outside employment which is inconsistent with the reason for the employee’s FMLA leave (as determined by the School) is prohibited.

Return from Leave – Upon return from leave, the employee will be restored to their original or an equivalent position. An employee who fails to return at the end of FMLA leave will in most cases be considered to have voluntarily resigned their position with the School. Employees who do not return to work at the end of their leave will be terminated unless they are entitled to additional leave as a reasonable accommodation under the law.

Exceptions for “Highly Compensated Employees” – Under the FMLA, an employee whose salary is among the highest 10 percent of all the employer’s employees within a 75-mile radius of the employee’s worksite may be denied restoration of their position if doing so would cause substantial and grievous economic injury to MDY’s operations. Employees will be notified of the possibility of non-restoration before the leave commences.

Protection Against Discrimination – MDY will not (1) interfere with, restrain, or deny the exercise of any right provided under FMLA, or (2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA. Any employee who believes their FMLA rights have been violated should contact Human Resources immediately. The School will investigate all FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violations. An employee may also file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

State and Local Family and Medical Leave Laws – Where state or local family and medical leave laws offer more protections or benefits to employees, the protections or benefits provided by those laws will apply.

5.19 Return to Work Policy

MDY is committed to providing a safe workplace for all employees and preventing workplace injuries is a primary goal. If any injury should occur, the School's policy is to provide opportunities for employees to remain at work or return to work as soon as medically possible. If an employee is not able to do all or part of their regular work while recovering, the School will attempt to provide reasonable accommodations in accordance with the employee's medical provider's instructions and the effect on the School.

Should a workplace injury or illness occur, employees must immediately report the injury or illness to Human Resources. MDY will promptly investigate the incident that caused the injury or illness. All injuries must be investigated by the School's insurance carrier, and for this reason, employees may be contacted by a representative from carrier.

MDY will strive to keep regular and appropriate contact with the employee while they are on leave due to a workplace injury or illness. Employees should also keep the School apprised of any changes in their condition and ability to return to work. In order for an employee to return to work, the employee must provide a Return-to-Work authorization to Human Resources from their medical provider as soon as possible. The employee cannot return to work without this authorization.

The primary goal is to return any injured employee to their original job as soon as possible. With this goal in mind, MDY recognizes that a temporary or modified job assignment will help to minimize lost time and may serve to facilitate recovery and the transition back to the employee's regular duties and full-time work. However, due to the nature of the operations of our School, MDY cannot guarantee either that an employee's job will remain available or that a comparable position will exist when return from leave is sought, unless otherwise required by law.

This policy is not intended to supersede or modify the procedures applicable to employees eligible for reasonable accommodation under disability laws or leave benefits under the Family and Medical Leave Act, New York Paid Family Leave, or any other applicable leave laws. Inquiries about these procedures should be directed to the Human Resources.

An employee who returns to work following a leave of absence will be considered as having continuous service. If an employee does not return from a leave of absence, the termination date is the last day of the authorized leave period or the date the employee notifies Human Resources they are not returning, whichever is sooner.

5.20 New York State Paid Family Leave

Employees who work a regular schedule of 20 or more hours per week are eligible for Paid Family Leave ("PFL") after 26 consecutive weeks of employment. Employees who work a regular schedule of less than 20 hours per week are eligible after working 175 days, which do not need to be consecutive. Your benefit amount, as determined by law, is the lesser 67% of your average weekly wage and 67% of the New York State average weekly wage.

You are allotted the preceding PFL benefits each calendar year (52 consecutive weeks).

Reasons to Take PFL

Employees are eligible for PFL for the following reasons:

- To care for a family member with a serious medical condition;
- To bond with a child (including births, adoptions, and placements);
- To attend court appearances, travel, etc. in connection with an adoption process or foster care placement; and
- When a family member is called into active military service.

A qualifying family member includes the following:

- Spouse;
- Domestic partner;
- Child;
- Parent;
- Sibling;
- Grandparent; and
- Grandchild.

Use of PFL

Employees seeking to use PFL must provide MDY at least 30 days' notice prior to the start of the leave. If the need for leave is unforeseeable, employees seeking to use PFL must contact Human Resources as soon as practicable.

Employees are permitted to take PFL in daily increments and intermittent intervals. However, employees are not permitted to take PFL for routine examinations, cosmetic treatments or minor illnesses.

If your spouse is also employed by MDY, the School has the right to deny PFL to more than one employee at the same time to care for the same family leave recipient, or to bond with a child.

Employees may only take PFL to bond with a child, and may not take it prior to birth or for pregnancy-related complications. PFL for bonding with a child must be taken within the first consecutive 52 weeks following the birth, adoption, or placement.

Interaction with Other Forms of Leave

Days spent on Workers' Compensation disability or other leaves of absences do not count towards eligibility requirements. If an employee is not working and is collecting benefits under Workers'

Compensation, they are not permitted to use PFL. Days spent on vacation, sick days or holidays count towards eligibility requirements.

An employee who is eligible for both disability benefits and PFL during the same period of 52 consecutive calendar weeks will not receive more than 26 total weeks of combined disability and PFL during that period of time. If an employee is receiving total disability payments pursuant to a claim under Workers' Compensation, they will not be entitled to PFL benefits during that time.

Employees have the option to elect to use other paid time off benefits, such as PTO, to supplement their income while out on PFL. At no point will you be entitled to combine pay of PTO and PFL benefits that is over 100% of your normal salary/pay. Note, other forms of paid leave do not accrue while you are out on PFL.

PFL runs concurrently with all other forms of leave, such as FMLA and Military Spouse Leave. If MDY determines an employee's qualifying event for leave satisfies FMLA eligibility requirements, the School has the right to designate the requested leave as FMLA leave and will notify the employee of such designation.

If the qualifying event is eligible for both FMLA leave and PFL, the time an employee is out will count towards both forms of leave. For example, if an employee is out for eight weeks on FMLA leave, they will have used all PFL available, but will still have four weeks of FMLA leave remaining. However, if the leave reason qualifies for PFL, but not FMLA, the employee may use up to eight weeks of PFL and will still be entitled to 12 weeks of FMLA for a subsequent, unrelated event.

5.21 Nursing Employees

MDY provides employees with reasonable unpaid break time (up to 20 minutes) and/or permits an employee to use paid mealtime each day for the purpose of expressing breast milk for their nursing child for up to three years following childbirth.

MDY will make reasonable efforts to provide a room or other location, in close proximity to the work area, where an employee can express milk in privacy. The room will not be permitted to be used for any other reason while the employee is expressing milk. MDY will also supply refrigeration appropriate to store the employee's breast milk. Locations of the lactation rooms can be found on the MDY Designated Lactation Rooms poster found in the Teacher's Lounges and available in Human Resources.

An employee who requires time to express breast milk under this policy should notify Human Resources prior to their return to work following the birth of their child. Human Resources will respond to the employee's request within five business days. If an employee wishes to request an alternative location, they must discuss the request with Human Resources. If the request for an alternate lactation room poses an undue hardship to MDY, the School will engage in a cooperative dialogue with the employee to determine a different location.

The School does not discriminate in any way against an employee who chooses to express breast milk in the workplace.

Chapter 6 Leaving MDY

6.1 Our Approach

Whether the decision to leave MDY is yours or the School's, it is our intention that every employee who leaves feels that they were treated with dignity, respect and courtesy.

6.2 Employee Resignation

If you decide to leave MDY, please notify your supervisor as soon as possible, providing the effective date and the reason for your decision. Except for unusual circumstances, employees must provide at least 10 working days (excluding PTO and holidays) written notice in advance of your last day at work. In the case of a faculty member, please provide four weeks written notice in advance of your last day of work. We appreciate this professional courtesy since adequate notice may allow us time to find a suitable replacement, and results in a more orderly transition.

In some cases, MDY may wish to accelerate the last day worked. The exercise of this option is at the discretion of the School. In either case, you will be paid through your last day worked.

Exit Interview

Human Resources may arrange an exit interview with you before you leave. The purpose of the exit interview is to review departure procedures and review how your separation will affect your benefits. In addition, we may ask you about some of the reasons for your departure so we can learn from your experience and improve the School for the future.

6.3 Return of School Property

You must return all School equipment and other property immediately upon request or at the end of your employment with MDY. This includes:

- Issued credit card(s);
- Electronic Communications Equipment;
- Any Confidential School Information in your possession;
- Keys and building entry cards; and
- Your School ID card.

MDY may take all action deemed appropriate to recover or protect its property.

6.4 Employment References

All requests for references should be directed to Human Resources. In response to written requests for employment references from future prospective employers, MDY only provides confirmation of a former employee's job title and dates of service.

6.5 After You Leave MDY

Benefits Continuation

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) provides you and your eligible dependents the opportunity to continue the School's health-care coverage for a limited time after experiencing a "qualifying event" and losing coverage under the School's health care program. The coverage is available to employees and dependents for up to 36 months. For more information on COBRA, contact Human Resources.

Address Changes

After you leave MDY, you are responsible for notifying Human Resources promptly if your address changes. The School will need this information to make sure that you receive your year-end tax statement.

Receipt for Magen David Yeshivah Operations Employee Handbook

I acknowledge that I have received MDY's Employee Handbook. I understand that I need to comply with MDY's policies contained in this Handbook, including the School's Whistleblower Policy. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from Human Resources.

I understand that all of the policies contained in this Handbook are important, and that violation of any School policy contained in this Handbook or elsewhere could result in corrective action, up to and including termination of employment.

I understand that MDY is an "at will" employer and as such, employment with MDY is not for a fixed term or definite period and may be ended at the will of either party, with or without cause, and without prior notice. Only the President of the Board, in a signed writing, has the authority to enter into any agreement for employment for any specified period of time, with any employee, or to make any agreement contrary to the "at will" status of all employees of MDY.

I understand that nothing contained in this Employee Handbook may be construed as creating a promise of future benefits or a binding contract with MDY for benefits or for any other purpose.

I understand that this Employee Handbook states MDY's policies, practices and benefits in effect on the date of publication, and that these policies, practices and benefits are continually evaluated and may be amended, modified or terminated at any time.

My Signature: _____

My Printed Name: _____

Date: _____

PLEASE RETURN THIS RECEIPT TO THE SUPERVISOR OR HUMAN RESOURCES.